

# ALL HAZARDS EMERGENCY RESPONSE PLAN

Squamish-Lillooet Regional District

## Abstract

This is the All Hazards Plan (AHP) for the Squamish-Lillooet Regional District (SLRD). The AHP forms part of the Comprehensive Emergency Management Plan (CEMP), which is designed to assist in safeguarding the growing populace of the SLRD and to meet legislative obligations. This plan is a strategic document that provides direction on how comprehensive, risk-based emergency management will be implemented in the SLRD. The AHP contributes to building prepared communities when major emergencies occur and the resilience of communities when the consequences of hazard events cannot be avoided.

## Executive Summary

This is the All Hazards Plan (AHP) for the Squamish-Lillooet Regional District (SLRD). The AHP forms part of the Comprehensive Emergency Management Plan (CEMP), which is designed to safeguard the growing populace of the SLRD and to meet legislative obligations. This plan is a strategic document that provides direction on how comprehensive, risk-based emergency management will be implemented in the SLRD. The AHP contributes to building prepared communities when major emergencies occur and the resilience of communities when the consequences of hazard events cannot be avoided. Designed to be utilized as a “tool box”, the AHP is structured so that each department or staff member of the SLRD may apply the specific sections of the plan to their operations during a major emergency or disaster. The AHP was adopted on November 27<sup>th</sup>, 2019 by the SLRD Board of Directors and will be reviewed within 5 years of its adoption. Implementation of the SLRD AHP is the responsibility of the Emergency Program Manager and SLRD Senior Management, in conjunction with all relevant staff, external agencies and volunteer groups.

In order to manage risk effectively it is essential to understand the risk management context within the SLRD. The community risk assessment profile provides the basis for this by portraying a picture of the social, natural, built and economic environments in the SLRD. It also outlines how hazards are likely to impact the communities. Using the risk profile, the SLRD has identified priority hazards such as floods, debris flows and landslides, utility failure, interface fire and earthquakes for this region. In analysing the SLRD’s risk, the Regional District gains a greater understanding of where to prioritise and allocate resources and sets a sound foundation for comprehensive emergency management.

Comprehensive and integrated emergency management is a shared responsibility between all levels of governments, the private sector, non-governmental organizations and individual citizens. The AHP proposes to use statutory and non-statutory mechanisms to manage risk in the SLRD. These mechanisms include legislation, policy, and plans that provide for the integrated management of hazards and their effects. Consistent with federal and provincial emergency management structures, the AHP is structured around an ‘all hazards approach’ which means that the same management strategies and emergency response structures are used to respond to any major emergency or disaster within the SLRD, regardless of the cause.

The Emergency Program Act (1996) provides the legislative framework for emergency management in British Columbia. The development and use of an AHP is further mandated by the British Columbia Local Authority Emergency Management Regulation (1995), 2(2) whereby:

*Each municipal council and each board of a regional district that qualifies as a local authority under section 2 (1) of the Act must reflect in its local emergency 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 of the Act, and*

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

In addition to the AHP, other key actions the SLRD will take in reducing risk relate to future hazard research, hazard specific operational management plans and maintaining an up-to-date risk assessment, supported by a risk reduction strategy, and strategies for communicating risk to the community and partner agencies.

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## 1. Plan Administration

### 1.1. Maintenance

The SLRD Emergency Program Manager is responsible for maintaining the AHP. This is accomplished through consultation with the SLRD Senior Management and relevant subject matter experts. The plan will undergo revision if there are changes to legislative requirements, changes to the risks the community faces, changes to the structure of the SLRD or as changes are identified by SLRD staff. The reason for the revision should be supplied through a memorandum and the request authorized by the appropriate supervisor. Major revisions will be presented to the SLRD CAO for final approval. Agreed upon changes will be implemented as soon as reasonably practical.

### 1.2. Revisions

All changes to the AHP will be documented in the Revision History.

#### 1.2.1. Minor Revisions

Revisions that are considered minor in nature such as spelling, grammar and resource contact information will be made as required by the Emergency Program Manager.

#### 1.2.2. Major Revisions

Revisions that are considered major in nature such as re-organization of information within the document, the addition of sections, the elimination or significant change of content or changes in terminology will be presented to SLRD Senior Management for discussion and approval prior to revision of the AHP. Major revisions will be presented to SLRD Senior Management for final approval.

All requests for additions, deletions or amendments to this plan should be addressed to:

Emergency Program Manager  
Squamish-Lillooet Regional District  
1350 Aster Street  
PO Box 219  
Pemberton BC V0N 2L0  
Phone: 604-894-6371  
Email: [info@slrd.bc.ca](mailto:info@slrd.bc.ca)  
Web: <https://www.slrd.bc.ca/emergency-program>

#### 1.2.3. Plan Status

**Table 1: Revisions to the All Hazards Plan**

Revision Number	Description of Change	Reviewed By	Revision Date
Initial version 1.0			

### 1.2.4. Draft Plan

Denotes a plan which is in the process of development, is subject to change as a result of internal or external review, and is also still subject to approval by SLRD CAO.

### 1.2.5. Interim Plan

Denotes a plan that has been extensively reviewed which may or may not have been exercised or evaluated, and which has received approval from SLRD CAO and Board. Interim Plan is considered a working document and would be used to respond to an actual major emergency or disaster.

### 1.2.6. Approved Plan

Denotes a plan which has completed the review process, has likely been exercised and evaluated, and has received all of the necessary approvals. Approved plans should be reviewed biannually, and all plan holders notified of any changes and provided with revised pages or electronic files of the plan.

### 1.2.7. Public and Confidential Versions

The public version of the AHP will be apparent through the use of the watermark “Public Version” throughout the document. The confidential version of the AHP will be appropriately marked through the use of the watermark “Confidential” on pages that contain information that requires protection identified under FOIPPA.

## 1.3. Plan Distribution

The SLRD Emergency Program Manager will distribute the AHP as authorized by SLRD CAO. An electronic copy of the public AHP will be available through the SLRD website at <https://www.slrdb.ca/emergency-program> and all regional district employees through the SLRD internal server network. Printed copies of the AHP will be limited to select locations and personnel. For ease of navigation and to follow the structure of the plan, it is best viewed in digital formats, such as Adobe.

The plan will be distributed to internal departments and external partners, agencies and organizations.

The SLRD Emergency Program Manager will determine who receives the plan.

Upon receipt of a revision transmittal of the AHP:

- Ensure the procedure number is the next in sequence to the previous issue;
- Process the amendments per the transmittal instructions;
- Complete the Revision Record page;
- Notify Emergency Program Manager.

Please contact the Emergency Program Manager immediately should any discrepancy be noted.

**Table 2: Internal Plan Distribution List**

Plan Number	Copy Type (Paper / Electronic)	Distributed To	Distribution Date
1	Electronic: S:\EOC Active Events\EOC Event Master (Copy and name [Event Name_#Task])\SLRD Emergency Plan\Main Plan	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Dir. of Legislative &amp; Corporate Services</li> <li>• Communications &amp; Engagement Mgr.</li> <li>• Dir. of Finance</li> <li>• Dir. of Environmental Services</li> <li>• Dir. of Planning &amp; Development Services</li> <li>• Emergency Program Mgr.</li> <li>• Fire Chief, Britannia Beach Volunteer Fire Department</li> <li>• Fire Chief, Garibaldi Volunteer Fire Department</li> </ul>	February 10 <sup>th</sup> , 2020

**Table 3: External Plan Distribution List**

Plan Number	Copy Type (Paper / Electronic)	Distributed To	Distribution Date
1	Electronic: via Email	<ul style="list-style-type: none"> <li>• Director of Protective Services, District of Lillooet</li> <li>• Emergency Program Coordinator, Village of Pemberton</li> <li>• Emergency Program Coordinator, Resort Municipality of Whistler</li> <li>• Emergency Program Coordinator, District of Squamish</li> <li>• Administrator, Ts'hal'ah Nation</li> <li>• Administrator, N'Quat'qua Nation</li> <li>• Emergency Program Coordinator, Sekw'elwas Nation</li> <li>• Emergency Program Coordinator, T'it'q'et Nation</li> <li>• Administrator, Ts'kw'aylaxw Nation</li> <li>• Emergency Program Coordinator, Xaxli'p Nation</li> <li>• Emergency Program Coordinator, Xwisten Nation</li> <li>• Emergency Program Coordinator, Lil'wat Nation</li> <li>• Emergency Program Coordinator, Squamish Nation</li> <li>• Emergency Program Coordinator, Lower Stl'atl'imx Tribal Council</li> <li>• Relations Manager, St'at'imc Government Services</li> </ul>	February 10 <sup>th</sup> , 2020

		• Emergency Program Coordinator, Lillooet Tribal Council	
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## 1.4. List of Frequently Used Acronyms

**Table 4: List of Frequently Used Acronyms**

AHP	All Hazards Plan
APP	Mobile Applications
BC	British Columbia
BCAS	British Columbia Ambulance Service
BCEMS	British Columbia Emergency Management System
CANUTEC	Canadian Transport Emergency Centre
CAO	Chief Administrative Officer
C&DFA	Compensation and Disaster Financial Assistance Regulation
CEMP	Comprehensive Emergency Management Plan
CRA	Community Risk Assessment
DFA	Disaster Financial Assistance
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Centre
EPA	Emergency Program Act
EPC	Emergency Program Coordinator
ESS	Emergency Social Services
FOIPPA	Freedom of Information and Protection of Privacy Act
GIS	Geographic Information Systems
HRVA	Hazard, Risk and Vulnerability Analysis
HUSAR	Heavy Urban Search and Rescue
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IHA	Interior Health Authority
IT	Information Technology
LUSAR	Light Urban Search and Rescue

MSAR	Marine Search and Rescue
NFPA	National Fire Protection Association
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Operations Centre
PSC	Public Safety Canada
RCMP	Royal Canadian Mounted Police
RDA	Rapid Damage Assessment
SFRS	Squamish Fire Rescue Service
SLT	Senior Leadership Team
SLRD	Squamish-Lillooet Regional District
UC	Unified Command
VCH	Vancouver Coastal Health

## 1.5. List of Common Terms

**Table 5: List of Common Terms**

<b>All-hazards</b>	The SLRD has adopted an all-hazards approach by recognizing and integrating common emergency management elements across all hazard types, and then supplementing these common elements with hazard specific sub-components to fill gaps only as required. As such, “All-Hazards” does not literally mean preparing to address any and all potential hazards in existence but rather emphasizes the common aspects of all hazards.
<b>Agency</b>	An agency is a division of government with a specific function, or a non-governmental organization (e.g. private contractor, business, etc.) that offers a particular kind of assistance.
<b>Agency Representative</b>	An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer.
<b>The British Columbia Emergency Management System</b>	The British Columbia Emergency Management System is a comprehensive management scheme that ensures a coordinated and organized Provincial response and recovery to any and all emergency incidents. The broad spectrum of components of the BCEMS includes: operations and control management, qualifications, technology, training and publications.
<b>Chain of Command</b>	A series of management positions in order of authority.
<b>Command</b>	The act of directing and / or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.
<b>Chief</b>	The title for individuals responsible for command and/or management of functional sections: Operations, Planning, Logistics, and Finance/Administration. The term Chief is used at all BCEMS

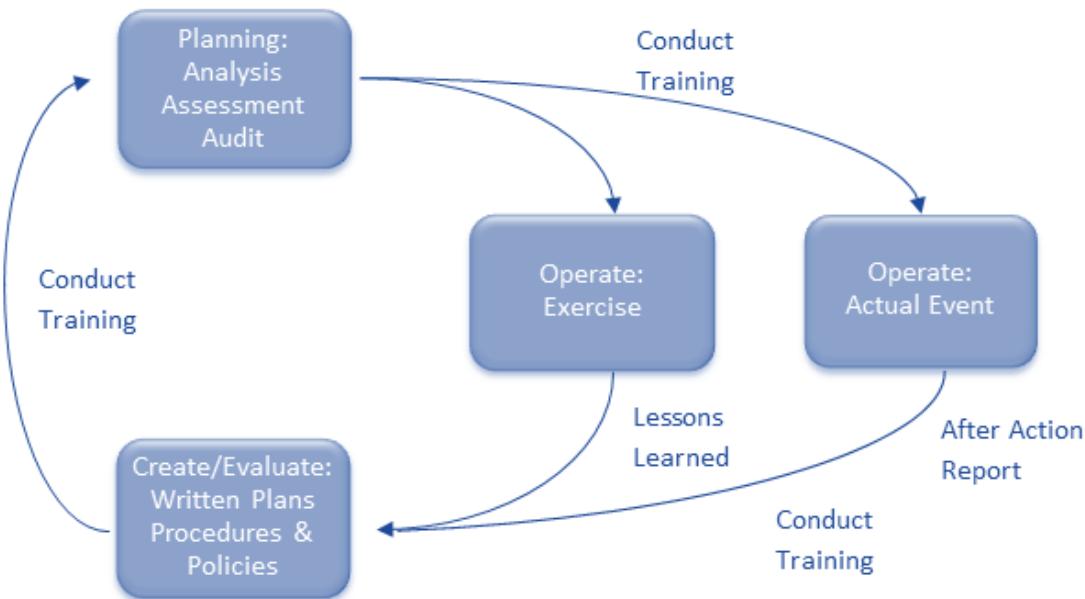
	levels.
<b>Critical Infrastructure</b>	Refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of people and the effective functioning of government. Disruptions of critical infrastructure could result in catastrophic loss of life, adverse economic effects, and significant harm to public confidence.
<b>Critical Resource</b>	Material, personnel and finances that are in short supply and are needed by more than one incident management team, or local authority.
<b>Emergency Management</b>	The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.
<b>Emergency Operations Centre (EOC)</b>	A designated facility established by a local government or private agency to coordinate the overall jurisdictional response and support to an emergency response.
<b>Function</b>	In BCEMS, function refers to the five major activities (e.g., Command, Operations, Planning, Logistics, and Finance). The term function is also used when describing the activity involved (e.g., the planning function).
<b>Hazard</b>	A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.
<b>Incident Commander</b>	The individual responsible for the management of all incident operations at the incident site.
<b>Incident Command Post</b>	The location at which the primary command functions are executed. The ICP may be collocated or shared with the incident base or other incident facilities.
<b>Incident Command System</b>	A standardized on-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.
<b>Major Emergency</b>	A present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment.
<b>Mutual Assistance Agreement</b>	A pre-arranged agreement developed between two or more entities to render assistance to the parties of the agreement.
<b>Operational Period</b>	The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational Periods can be of various lengths, although usually not over 24 hours.
<b>Partner</b>	Any individual, group, or organization that may assist in the response to a major emergency or disaster.
<b>Prevention/Mitigation</b>	Actions taken to eliminate or reduce the impact of disasters in order to protect lives, property, the environment, and reduce economic disruption. Prevention/mitigation includes structural mitigation measures (e.g. construction of floodways and dykes) and non-structural mitigation measures (e.g. building codes, land-use planning, and insurance incentives). Prevention and mitigation may be considered independently or one may include the other.

<b>Resilience</b>	Resilience is the capacity of a system, community or society exposed to hazards to adapt to disturbances resulting from hazards by persevering, recuperating or changing to reach and maintain an acceptable level of functioning. Resilient capacity is built through a process of empowering citizens, responders, organizations, communities, governments, systems and society to share the responsibility to keep hazards from becoming disasters.
<b>Risk</b>	The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.
<b>Risk-based</b>	The concept that sound emergency management decision-making will be based on an understanding and evaluation of hazards, risks and vulnerabilities.
<b>Risk Management</b>	The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.
<b>Site</b>	The location where an emergency occurs.
<b>Unified Command</b>	In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives, strategies and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.
<b>Vulnerability</b>	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact of hazards. It is a measure of how well prepared and equipped a community is to minimize the impact of or cope with hazards.

## 2. Plan Overview

Comprehensive and integrated emergency management is a shared responsibility between all levels of governments, the private sector, non-governmental organizations and individual citizens. The SLRD AHP forms part of the Comprehensive Emergency Management Plan (CEMP), which is designed to safeguard the growing populace of the SLRD and to meet legislative obligations. Consistent with federal and provincial emergency management structures, the 'all hazards approach' means that the same management strategies and emergency response structure are used to respond to any major emergency or disaster within the SLRD, regardless of the cause.

**Figure 1: The Emergency Preparedness Cycle**



The SLRD has experienced numerous occasions where a State of Local Emergency has been declared to respond to a hazard impact event. The AHP builds on the Community Risk Assessment (2015) which identified the most relevant hazards from the social, natural, built and economic environments relating to Squamish. Using this risk profile, the SLRD has identified floods, debris flows, utility failure, interface fire and earthquakes as its top priorities for hazard risk management in the district and the AHP is designed to be the first step in guiding practical preparedness, response, recovery and mitigation actions that reduce both the likelihood of emergencies, and the consequences when disaster cannot be avoided.

The utilization of an All Hazards Planning model allows for one core plan that can be used to respond to different types of incidents, thereby facilitating the optimization of planning, response and support resources. The AHP applies to all departments and personnel of the SLRD and is designed to be utilized as a “tool box” where each department or staff member of the SLRD may apply the specific sections of the plan to their operations during a major emergency or disaster, consistent with their roles, responsibilities and the context of the event.

## 2.1. Purpose

The AHP is intended to:

- Provide for prompt coordination of the regional district's resources when consequences of an identified emergency, disaster or catastrophe and subsequent recovery are outside the scope of normal operations;
  - Outline legislation indicating where authority lies in the event of an emergency, disaster or catastrophe;
  - Document the roles and responsibilities of internal, external, and support agency representatives during all phases of an emergency or disaster;
  - Detail how the AHP will be enacted and maintained;
  - Organize plan elements to enhance prevention, mitigation, preparation, response and recovery strategies.

## 2.2. Scope

The scope of this document applies to events which occur within the SLRD when an emergency situation requires additional resources and coordination beyond normal operations. This includes time during which a State of Local Emergency has been declared.

A major emergency or disaster may result from an existing emergency or it may be a result of the threat of an impending situation abnormally affecting property or the health, safety and welfare of the community. The nature and magnitude of any specific emergency requires a controlled and coordinated response by first responders and when required, the support of that response by both governmental and private industry, under the direction of the British Columbia Emergency Management System (BCEMS).

The following may be event triggers, which drive activation of the AHP:

- The event requires coordination of multiple agencies;
- The event requires centralized decision-making to mitigate impact;
- The event requires coordinated communication and messaging;
- The event requires a unified approach with other levels of government;
- The event requires attention outside the scope of regular business activities;
- The event requires information gathering and analysis from multiple sources;
- The event is pre-planned and requires active management to ensure public safety should an emergency occur;
- The event requires the activation of the SLRD EOC.

Figure 2: SLRD Boundary Map



### 2.3. Authority

The authority for the SLRD AHP is derived from law in British Columbia (BC) including; the Emergency Program Act (2005) and the Local Authority Emergency Management Regulation (2004). The AHP is published to fulfill the legislative requirements of the SLRD.

The development and use of an AHP is mandated by the British Columbia Local Authority Emergency Management Regulation (1995), 2(2) whereby:

*Each municipal council and each board of a regional district that qualifies as a local authority under section 2 (1) of the Act must reflect in its local emergency 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 of the Act, and*
- (b) the procedures by which that guidance and direction is to be provided.*

### 2.4. Applicable Legislation & Policy

The following is a list of legislation that is relevant to the SLRD Emergency Program. This is not exhaustive and there may be other applicable legislation not listed. This legislation and supporting regulations identify the requirements for Local Authorities to establish and maintain an emergency management organization, to develop and implement emergency plans regarding the preparation for, response to, and recovery from emergencies and disasters:

- *Emergency Program Management Regulation, 1994;*
- *Compensation & Disaster Financial Assistance Regulation, 1995;*
- *Local Authority Emergency Management Regulation, 1995.*

In addition to the legislation and regulations listed above individual hazards may be governed by specific statutes.

### 2.5. Confidentiality

The AHP contains both general and confidential information. General information used when preparing the AHP is available publically. Some specific content in the AHP is strictly for internal use and will not be contained in the public version of the AHP; examples include personnel phone lists, and details of critical infrastructure. These exclusions exist because the SLRD is bound by the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

### 2.6. Use of the AHP

The AHP may be used if a major emergency or disaster exists or appears imminent, has occurred, or threatens to occur. The plan is intended for use only within the jurisdictional boundaries of the SLRD, although it may be utilized to meet requests from other local authorities and/or support a regional emergency event.

The plan may be used at any time that a major emergency or disaster is anticipated or realized:

- Partially or completely – the magnitude of the emergency will dictate what actions are required;
- With or without the activation of the EOC;
- With or without a declaration of a state of local emergency; and/or
- Without formally stating that the plan has been activated.

**NOTE: This Plan may be implemented without a declaration of a State of Local Emergency or an EOC activation.**

The SLRD or a person designated by the SLRD may use the plan if it is thought that an emergency exists or appears imminent or a disaster has occurred or threatens any of the following:

- The jurisdictional area for which the local authority has responsibility, or any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance;
- If a Provincial emergency plan has been implemented under Section seven (7) of the BC Emergency Program Act, a local emergency 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 plan is not in conflict with the Provincial emergency plan;

## 2.7. All Hazards Plan Components & Organization

The SLRD Comprehensive Emergency Management Plan (CEMP) is the overarching structure that encompasses all of the SLRD's Emergency Management Program, from disaster preparedness, to response, and then to disaster recovery. Within this CEMP, the All-Hazards Plan (AHP) provides a generic and flexible approach for responding to all types of disasters. The AHP includes All-Hazards Support Annexes that provide greater detail in commonly used emergency management response functions. The AHP also includes hazard-specific sub-plans that provide more detailed guidance in responding to higher-risk disaster types that may occur in the SLRD. Lastly, the AHP includes Community Emergency Response Plans that provide specific emergency response guidance regarding designated communities within the SLRD. Additional plan components may be developed, as required.

## 2.8. List of All-Hazards Support Annexes

- Annex A – Declaring a State of Local Emergency
- Annex B – Emergency Program Act and SLRD Bylaw
- Annex C – Generic Evacuation Plan (under development)
- Annex D – Community Risk Assessment Report (update expected in 2020)
- Annex E – EOC Resource Manual (under development)
- Annex F – Crisis Communications Plan (under development)
- Annex G – Recovery Plan (under development)

## 2.9. List of Hazard-Specific Sub-Plans

- Aircraft Crash
- Atmospheric Hazards
- Dam Failure
- Flood

- HAZMAT Release
- Landslide
- Pandemic
- Seismic Hazard
- Structure Collapse
- Transport – Marine
- Transport – Vehicle
- Urban Fire
- Utility Failure
- Wildland Interface Fire

### 2.10. List of Community Emergency Response Plans

- Gun Lakes Area
- Fountain Valley
- Yalakom Valley
- Black Tusk Village & Pinecrest Estates
- WedgeWoods
- Bralorne & Gold Bridge
- Upper Squamish Valley
- Birken
- D'Arcy Area (includes Devine)
- Tyaughten Lake Area
- Britannia Beach & Furry Creek
- Tunnel Station & Paradise Valley
- Texas Creek Area
- Ring Creek
- Pavilion Lake Area
- Mt. Currie & Pemberton Fringe
- McGillivray Falls Recreation Retreat
- Marshall Lake Area
- Seton Portage
- Lillooet Lake Estates & Heather Jean Properties
- Ponderosa Estates
- Pemberton Meadows

## 3. British Columbia Emergency Management System

### 3.1. Emergencies, Major Emergencies and Disasters

#### 3.1.1. Emergencies

Emergencies are those incidents which local fire services, police forces, the British Columbia Ambulance Service (BCAS) and SLRD departments routinely respond to on an ongoing, day-to-day basis. These emergencies can be managed using standard operational resources and, if required, from an Incident Command Post (ICP) at the site of the incident. The SLRD first responder resources are adequate and available to deal with the emergency, and it should not be necessary to activate the EOC.

For the purposes of this Plan, an emergency is defined as a present or imminent event that:

- 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; and
- Is caused by accident, fire, explosion, technical failure or by the forces of nature.

### 3.1.2. Major Emergencies and Disasters

Major emergencies and disasters occur when normal deployment of the SLRD first responder resources require substantial assistance to adequately cope with the size and severity of the situation. The need therefore exists for central coordination of response and recovery activity and executive decision making for obtaining whatever additional support is required. The EOC is activated to support the needs of the emergency or disaster. Mutual aid agreements may be implemented and assistance may be required from provincial and/or federal levels of government. The nature and magnitude of the emergency event will determine what aspects of the AHP are to be utilized and/or whether a declaration of a state of local emergency is required.

The SLRD Community Risk Assessment (CRA) identified a comprehensive list of hazards in the SLRD that may require non-routine emergency response and as a result would be considered major emergencies or disasters.

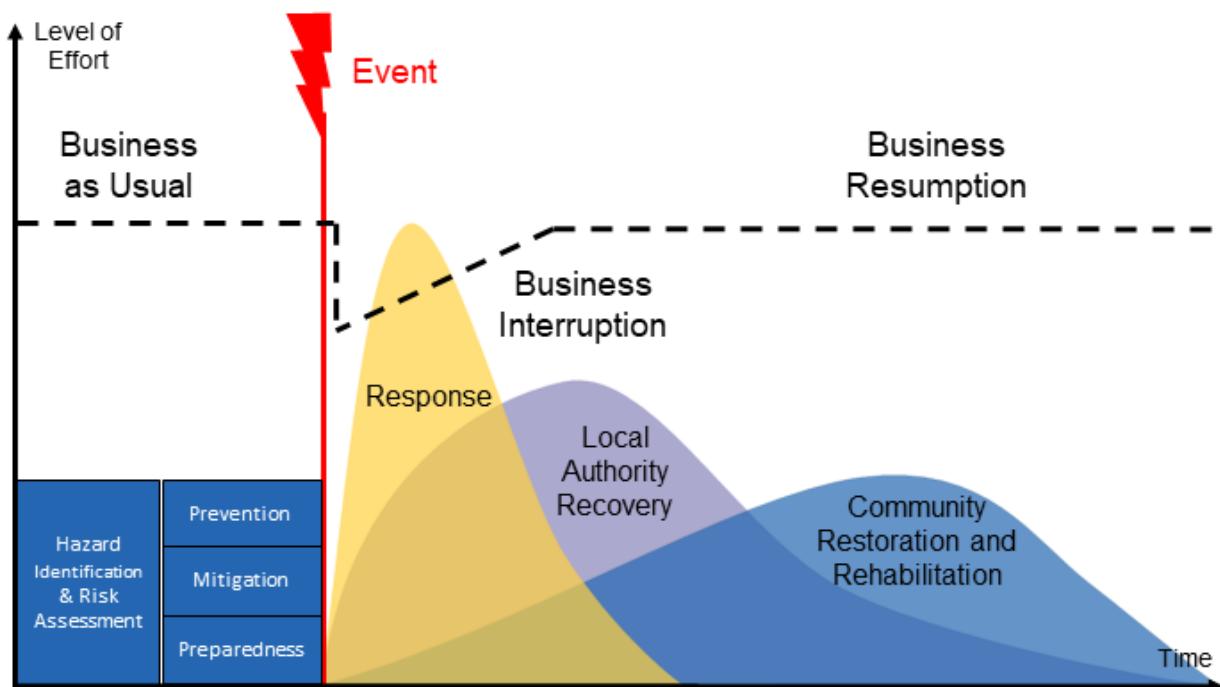
For the purposes of this plan, a disaster is defined as a calamity that:

- Is caused by an accident, fire, explosion or technical failure or by the forces of nature; and
- Has resulted in serious harm to health, safety or welfare of people, or in widespread damage to property.

## 3.2. Phases of an Event

The AHP is designed to aid officials in decision-making when coordinated actions are required for effective response and recovery to a specific event. These actions may be further organized into phases for an event cycle. Figure 4: Comprehensive Emergency Management – Phases of an emergency event shows how much of the cycle is occupied by routine preparedness and mitigation activities (e.g. planning, exercises and public education activities) until an event occurs, when the focus move to the response and recovery periods.

Figure 4: Comprehensive Emergency Management – Phases of an Event



### 3.2.1. Response Phase

The Response Phase occurs when immediate activities are conducted to minimize impacts of the event. The goal of this phase is to reduce the loss of life and to prevent further impact to the affected area. The EOC Director will provide executive oversight and leadership during AHP activation. Coordinating instructions for managing these activities during activation are provided within the Annexes.

### 3.2.2. Local Authority Recovery Phase

The Local Authority Recovery Phase begins shortly after the initial Response Phase. The goal of this phase is to reduce the direct impact to citizens and the environment, and to ensure critical needs are provided during the event and immediately after. Coordination of minor to moderate business continuity and recovery activities are managed by the EOC or Site during activation and will require collaboration between SLRD departments and the EOC as emergency response capacity may be affected by business continuity actions.

Short-term recovery of basic services during an event is generally tactical in nature. These may include but are not limited to:

- Communication with affected public
- Social services response
- Social support networks with other agencies
- Assessment of damage including environmental debris removal
- Identify and manage demand levels of staff and resources
- Evaluation of impact to infrastructure

### 3.2.3. Community Restoration and Rehabilitation Phase

The Local Authority Recovery Phase and the Community Restoration and Rehabilitation Phase may overlap the Response Phase when the impact is great enough to cause a prolonged interruption to daily public routines and/or regional district operations. The goal of the Community Restoration and Rehabilitation Phase is long-term business continuity, as well as restoration and rehabilitation. The CAO, in consultation with Emergency Management BC and the Core EOC Team, will expedite community restoration and rehabilitation planning, and which take place concurrent to response planning in the EOC.

This level of recovery involves multiple components, processes and resources that need to be in place to support SLRD senior management with the following aspects of community restoration and rehabilitation:

- Social and community recovery – issues that affect the community directly such as housing, schools, and social services;
- Infrastructure and capital asset recovery – the physical restoration and reconstruction of community infrastructure such as utilities, transportation networks, water treatment and wastewater facilities;
- Economic recovery – restoration of economic vitality such as business, agriculture, tourism, and investment; and/or
- Environmental recovery – restoration of the environment including control of cleanup such as major debris disposal.

## 3.3. Concept of Emergency Operations

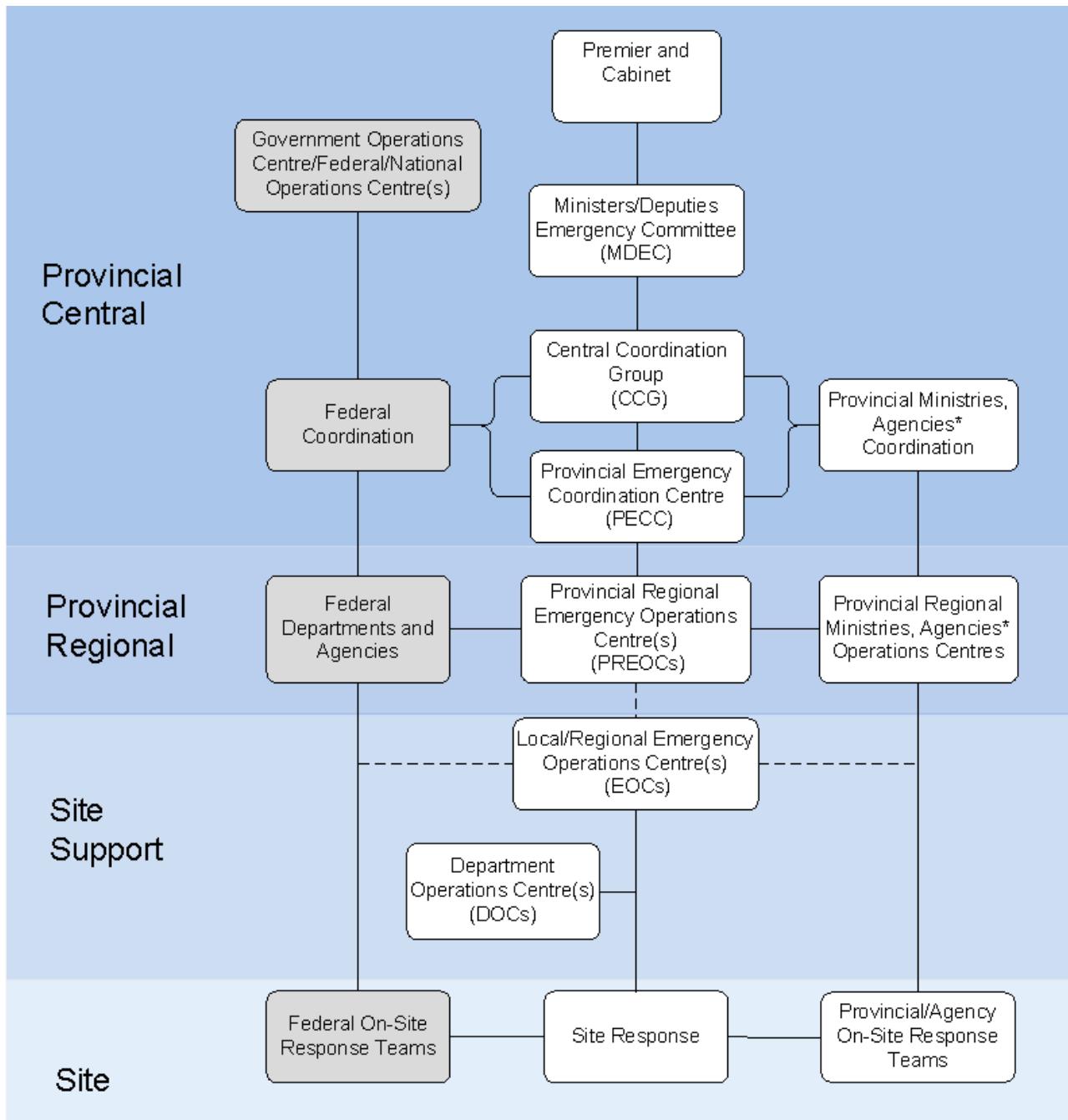
The SLRD has adopted BCEMS as its model for managing and coordinating emergency response and recovery efforts. It is based on the Incident Command System (ICS) used by first response agencies. BCEMS is the recommended standard for emergency response and recovery for all levels of government in British Columbia. BCEMS is used by first responders at the site of an emergency, in the SLRD EOC and in the operations centres of higher levels of government. BCEMS provides a framework for a standardized process for organizing and managing a response to emergencies and disasters.

### 3.3.1. BCEMS Levels

BCEMS anticipates response organization at four levels:

- **Site:** The location where an emergency occurs is called the “site.” This is usually where hazardous conditions demand careful and coordinated action. An Incident Commander (IC) is always present to oversee site activities.
- **Site Support:** An EOC, if required, is activated to oversee and coordinate all non-site activities in support of the IC. This is the focus of the SLRD AHP.
- **Provincial Regional Support:** If an emergency is very large, a Provincial Regional Emergency Operations Centre (PREOC) may be established to provide support and coordination to one or more EOCs. An EOC normally turns to the PREOC for support when all other resources are exhausted, or they require coordination that is outside their jurisdiction. The PREOC serving the SLRD is located in Surrey.
- **Provincial Central Support:** If a PREOC requires support, it requests assistance from the Provincial Emergency Coordination Centre (PECC) in Victoria. If a PREOC is established, the PECC in Victoria is also activated to coordinate provincial operations and resources.

Figure 5: BCEMS Response Levels



**Legend:**

Required Reporting

—

Federal Integration

Information Sharing

- - -

Local/Regional/Provincial Integration

\* Agencies = Stakeholders

### 3.3.2. Guiding Principles

BCEMS is a management system with a set of policies and guiding principles that apply to all four levels. BCEMS key concepts are described below.

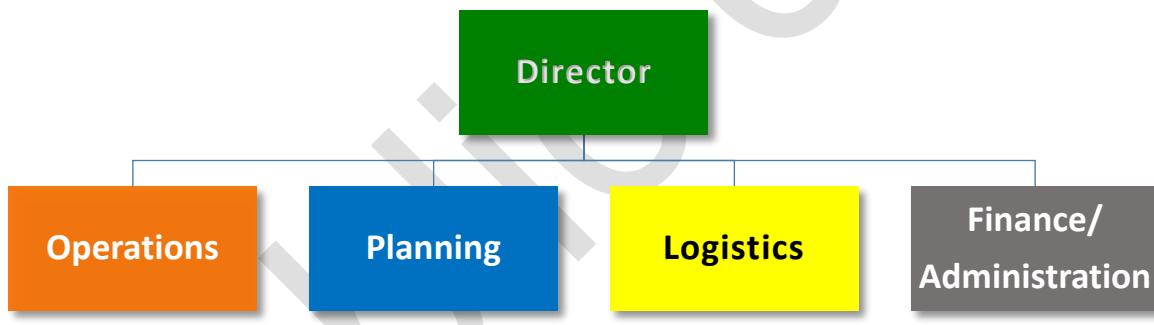
#### Management Functions

BCEMS adopts the five essential management functions of the ICS:

- Command
- Operations
- Logistics
- Planning
- Finance/Administration

The individual designated as the EOC Director in an EOC has responsibility for all functions. That person may elect to perform all activities, or delegate authority to perform functions to other people in the organization. Delegation does not, however, relieve the EOC Director from overall responsibility.

**Figure 6: ICS Management Functions**



#### Management Support

Certain staff functions are required to assist the person in charge during EOC activations. These are referred to as command or management staff. There are three positions:

- Risk Management (Safety at the site level)
- Liaison
- Information

#### Management by Objectives

The management by objectives feature means that each BCEMS level establishes known objectives to be achieved for a given time frame, known as an “operational period.”

Management by objectives draws a direct link between policies and actions and calls for four basic steps:

- Understand agency policy and direction

- Establish incident objectives
- Select appropriate strategy
- Perform tactical direction, such as applying tactics appropriate to the strategy, assigning the right resources, and monitoring performance.

### **Unity and Chain of Command**

“Unity of Command” means that every individual has one designated supervisor. “Chain of Command” means that there is an orderly line of authority within the organization. Both concepts apply at the site and the EOC.

### **Action Plans**

All levels of BCEMS develop action plans to guide their activities during pre-impact, response and recovery phases. At the site level, verbal or written incident action plans contain objectives, strategies and tactical assignments for one operational period. At each of the three higher levels, including the EOC, action plans address the policies, priorities and resource requirements that support the level immediately below as well as direction across government in larger emergencies and disasters. Every incident must have oral or written action plans that provide all incident supervisory personnel with direction for future actions. Action plans should include the measurable or observable tasks to be performed. Refer to Annex J: Emergency Operations Centre Resource Manual for EOC Emergency Operations Centre Position Checklists & Forms for an EOC Action Plan template.

### **Operational Period**

An operational period is a length of time set by command at the site level, and by management at the EOC, to achieve a given set of objectives. The operational period may vary in length and will be determined largely by the dynamics of the emergency situation. An operational period may be designated to a maximum 24-hour period.

### **Unified Command (UC)**

UC allows all agencies with jurisdictional or functional responsibility for an incident to jointly develop a common set of incident objectives and strategies. This is accomplished without losing or giving up agency authority, responsibility, or accountability. All incidents where UC is applied shall function under a single, coordinated Action Plan. The emergency type and location dictate the composition of the UC.

### **Span of Control**

Maintaining a reasonable span of control is the responsibility of every supervisor at all BCEMS levels. An effective span of control is determined by the ability of each supervisor to monitor the activities of assigned staff and to communicate effectively with them. Every position in the EOC must monitor the number of others reporting to him or her to avoid overload. Acceptable span of control may vary from three to seven, and a ratio of one to five reporting elements is recommended.

### **Common Terminology**

In BCEMS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of common terminology is to enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. Common terminology will be used when referring to organizational elements, position titles, resources, and facilities.

### BCEMS Response Goals

BCEMS supports a prescribed set of response goals set out in priority as follows:

- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect critical infrastructure
- Protect property
- Protect the environment; and
- Reduce economic, social and property losses

BCEMS response goals look beyond government infrastructure and take a more holistic approach, which recognizes that not all critical infrastructures are owned by government.

## 4. EOC Organization and Activation

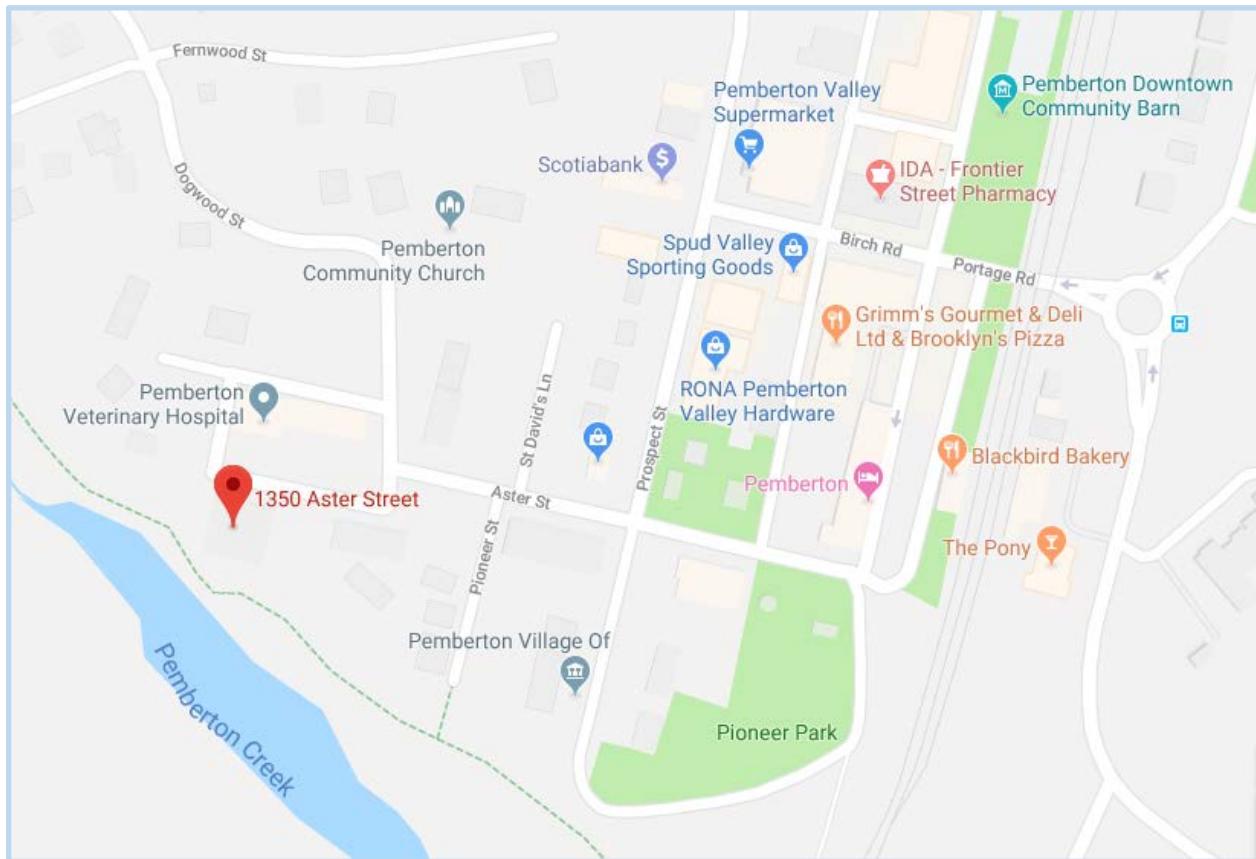
The EOC is the regional district facility activated prior to, or during, a major emergency or disaster when coordination and resource requirements at the site level cannot be managed through routine procedures. The EOC is largely staffed by regional district personnel representing SLRD departments, plus representatives from other agencies and trained volunteers as required due to the type and magnitude of the emergency event.

The EOC supports all response activities at the site and provides overall policy direction to the responders. Specifically, it centralizes information about the emergency; coordinates emergency response among regional district departments and agencies; identifies critical needs, and establishes emergency response priorities. In addition, the EOC provides timely information to the public concerning the major emergency or disaster.

### 4.1. EOC Locations

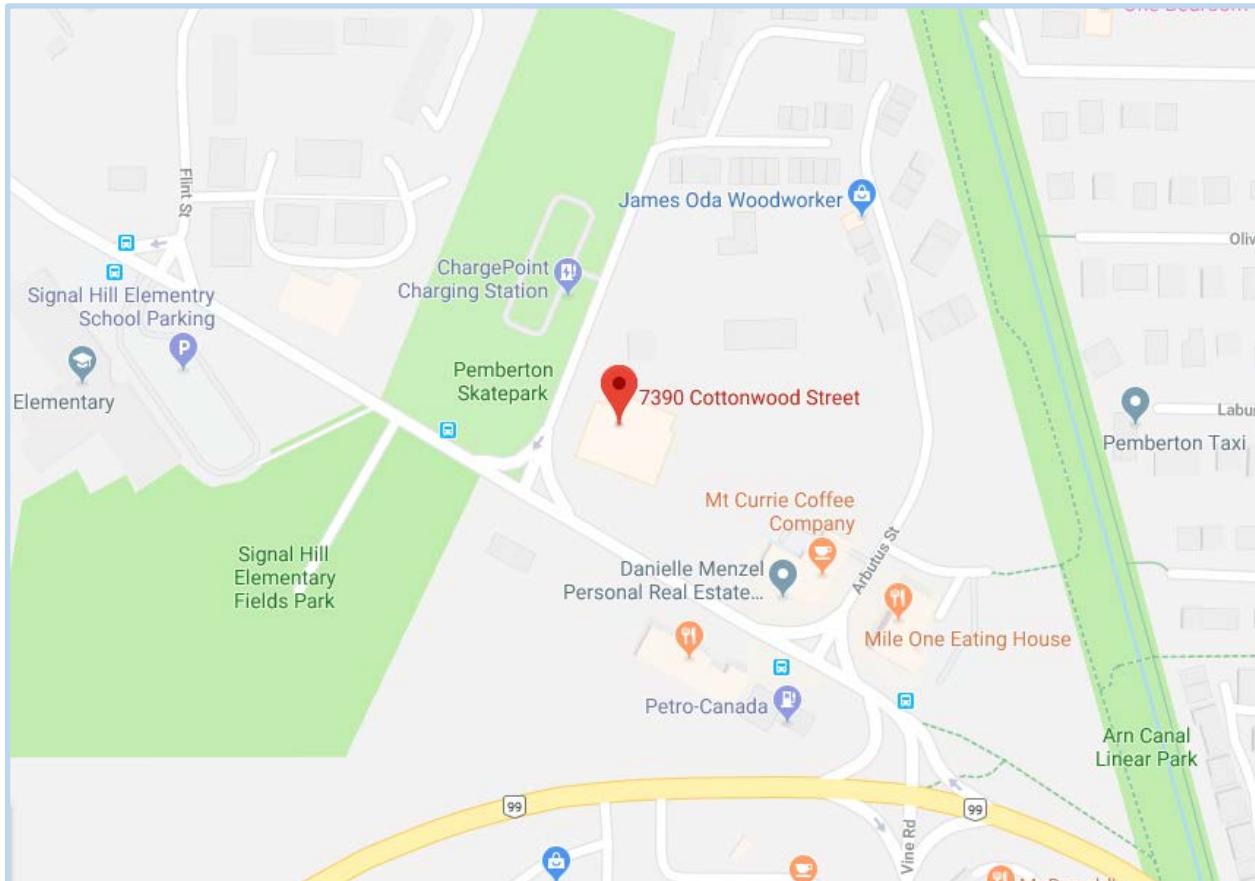
The primary EOC is located at:

SLRD Corporate Offices - Boardroom  
1350 Astor St  
Pemberton, BC



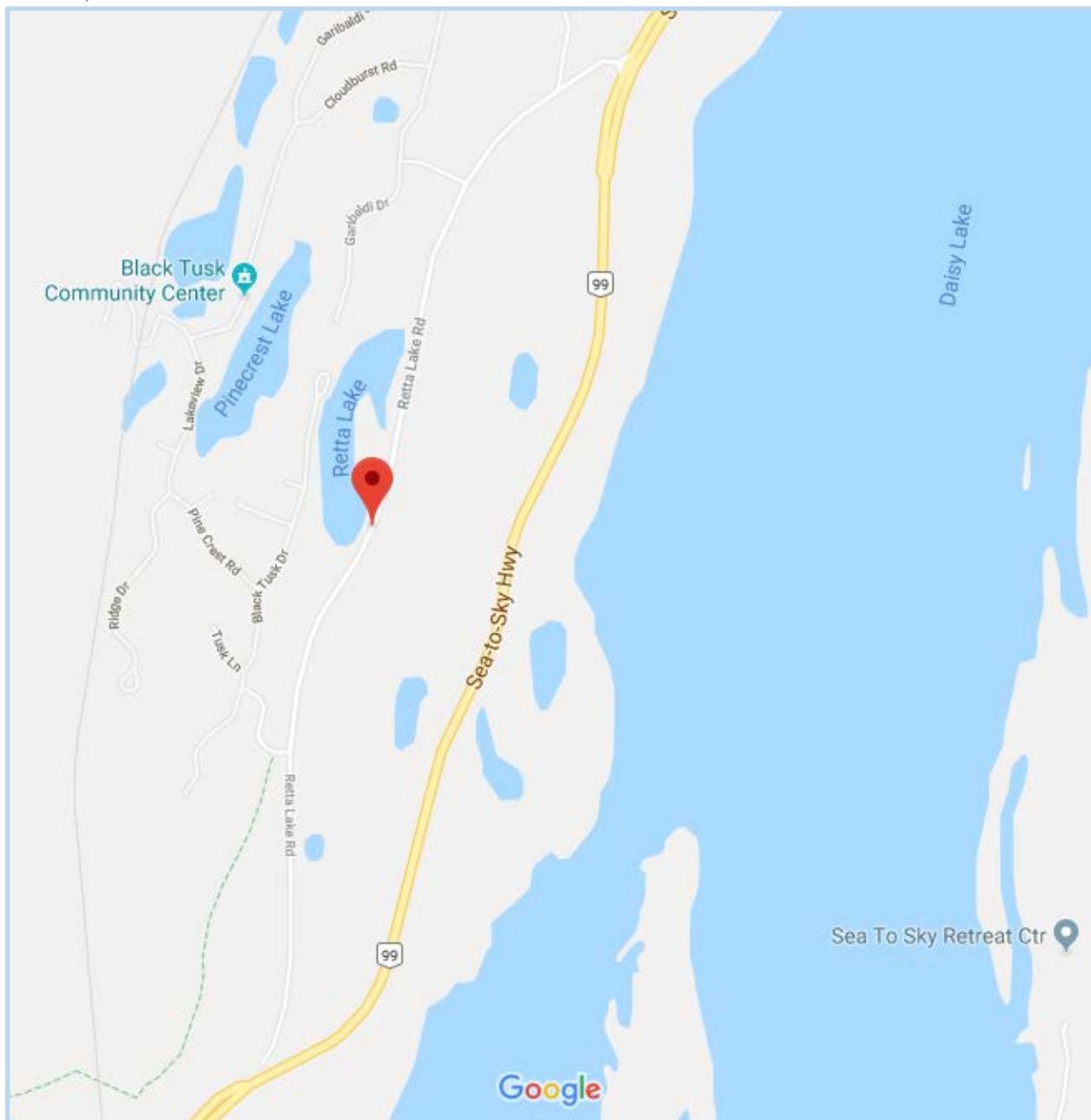
The secondary EOC is located at:

Pemberton & District Community Centre – Activity Room C  
7390 Cottonwood Street  
Pemberton, BC



The tertiary EOC is located at:

Garibaldi Volunteer Fire Department  
192 Retta Lake Road  
Whistler, BC



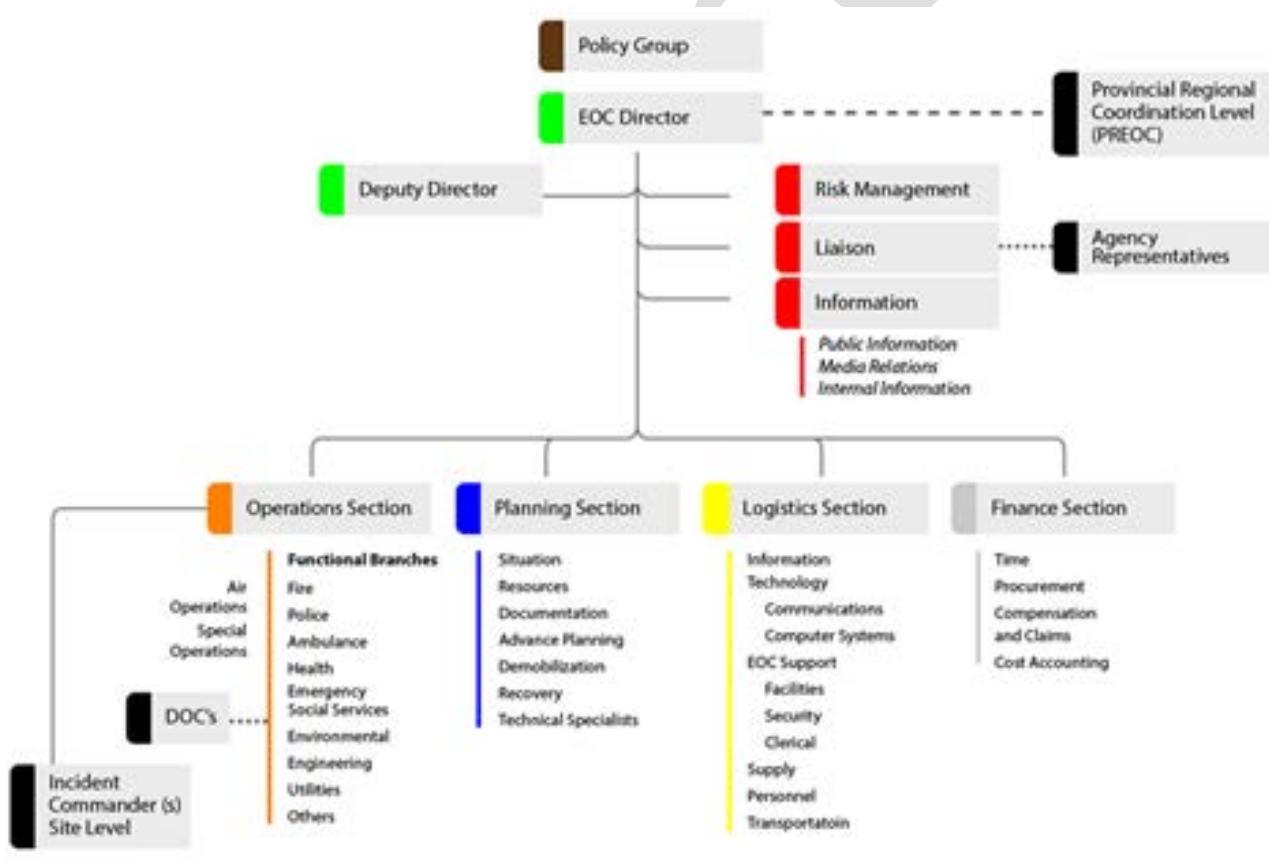
### 4.2. Facilities Overview

The SLRD Emergency Program Manager is responsible for ensuring that the EOC is ready for use on short notice by establishing a regular maintenance and testing schedule. There is no dedicated physical space set aside for an EOC. However, both the SLRD Boardroom as primary EOC, and Pemberton Community Centre, Activity Room C, have the necessary phone, data and electrical requirements to be converted to an EOC.

The EOC resources include information display materials, communications, equipment, forms, documents, and supplies required to ensure efficient operations and effective management on a 24-hour basis. The EOC will be initially set-up by the Logistics Section (if available to do so), or by the first people to arrive at the facility. Back-up generators and other support systems may be required to allow for continuous operations apart from normal public utilities and services.

The EOC operates under the structure of BCEMS, and is comprised of various sections. The EOC structure for a fully developed response organization is shown below in Figure 7: EOC Organization Chart. It is important to remember that not every EOC function will be filled for every EOC activation. The situation at hand will dictate the functions to be activated.

**Figure 7: EOC Organization Chart**



### 4.3. EOC Staffing and Sections

The staff for the EOC may be composed of designated regional district employees, community members, and support agency representatives who have been trained in advance. EOC personnel and agencies may change throughout the course of an emergency.

Table 6: EOC Function Identification and Roles provides greater clarity in how SLRD staff may be assigned to EOC functions during an emergency.

Annex J: Emergency Operations Centre Resource Manual provides checklists for all EOC Sections, Branches, and Units required to staff the SLRD EOC in a major emergency or disaster.

**Table 6: EOC Function Identification and Roles**

EOC Section	Role	Potential SLRD Staff and Departmental Assignments
<b>Policy Group</b>	The Policy Group supports the EOC's efforts by providing strategic interpretation of existing policies and developing new policies to guide response and community recovery.	<ul style="list-style-type: none"> <li>• SLRD Electoral Area Directors</li> <li>• SLRD Board Members</li> <li>• CAO</li> </ul>
<b>Director</b>	Responsibilities for overall coordination of the EOC; public information, media relations, agency liaison, and proper risk management procedures, through joint efforts of SLRD Departments, government agencies and private organizations.	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Emergency Program Manager</li> </ul>
<b>Information</b>	Responsible for managing internal staff communications, external public affairs and media inquiries.	<ul style="list-style-type: none"> <li>• Communications and Engagement Manager</li> <li>• Communications Coordinator</li> </ul>
<b>Risk Management</b>	Responsible for ensuring that all response efforts comply with applicable legislation and bylaws.	<ul style="list-style-type: none"> <li>• Legislative Services</li> </ul>
<b>Liaison</b>	Responsible for coordinating with specific partner agencies to ensure response efforts are aligned and mutually supporting.	<ul style="list-style-type: none"> <li>• Emergency Program Manager</li> <li>• Emergency Management Technician</li> </ul>
<b>Operations</b>	Responsible for establishing communications with the site(s) and coordinating all site support activities through the implementation of an EOC Action Plan.	<ul style="list-style-type: none"> <li>• Environmental Services</li> <li>• Emergency Management Technician</li> </ul>
<b>Planning</b>	Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and Situation Report in coordination with other sections, and maintaining all EOC documentation.	<ul style="list-style-type: none"> <li>• Environmental Services</li> <li>• Planning and Development Services (GIS)</li> <li>• Research and Special Projects</li> </ul>
<b>Logistics</b>	Responsible for providing facilities, services, personnel, equipment and materials.	<ul style="list-style-type: none"> <li>• Utilities and Environmental Services</li> <li>• Administration</li> <li>• Finance (IT)</li> </ul>
<b>Finance /Admin.</b>	Responsible for all EOC financial activities.	<ul style="list-style-type: none"> <li>• Finance</li> <li>• CAO's Office</li> </ul>

### 4.4. EOC Activation Criteria

The EOC may be activated if any of the following conditions exist:

- Multiple people or properties at risk
- Additional resource support is required at the site
- Additional authority is required (e.g., Declaration of State of Local Emergency)
- Evacuation has occurred or there is evacuation potential
- Event crosses jurisdictional boundaries (e.g., train derailment, flood, earthquake)
- Multiple sites involved
- Coordination of multiple agencies, beyond what site can adequately handle
- Magnitude and potential duration of event (e.g., forest fire, flood, earthquake)
- Significant property damage – private and / or public
- Significant financial risk to private sector
- Required in order to manage public perceptions of significant risk
- Environmental risks
- Major planned event or special event

**NOTE: The EOC may be activated with or without a declaration of state of local emergency; however, it must be activated once a declaration has been made.**

### 4.5. Types of Activation

#### 4.5.1. Proactive Activation

A proactive activation is a minimal activation of the EOC intended to actively monitor the conditions that could lead to a major emergency or disaster but is not yet a major emergency or disaster. Examples of this are severe weather warnings or flood concerns. The EOC may open virtually or physically depending on the nature and complexity of the anticipated event. While a virtual EOC is effective in some instances, face-to-face collaboration between decision makers is a more effective and efficient form of problem solving and therefore a physical EOC should be used if possible.

Proactive EOC activities would focus on monitoring the conditions and preparing plans and documents should the event transpire. At this time the site would not be asking for assistance or resources. Upon notification that a community has been damaged by a hazard impact or danger is imminent, the EOC would progress to **Emergency Activation**.

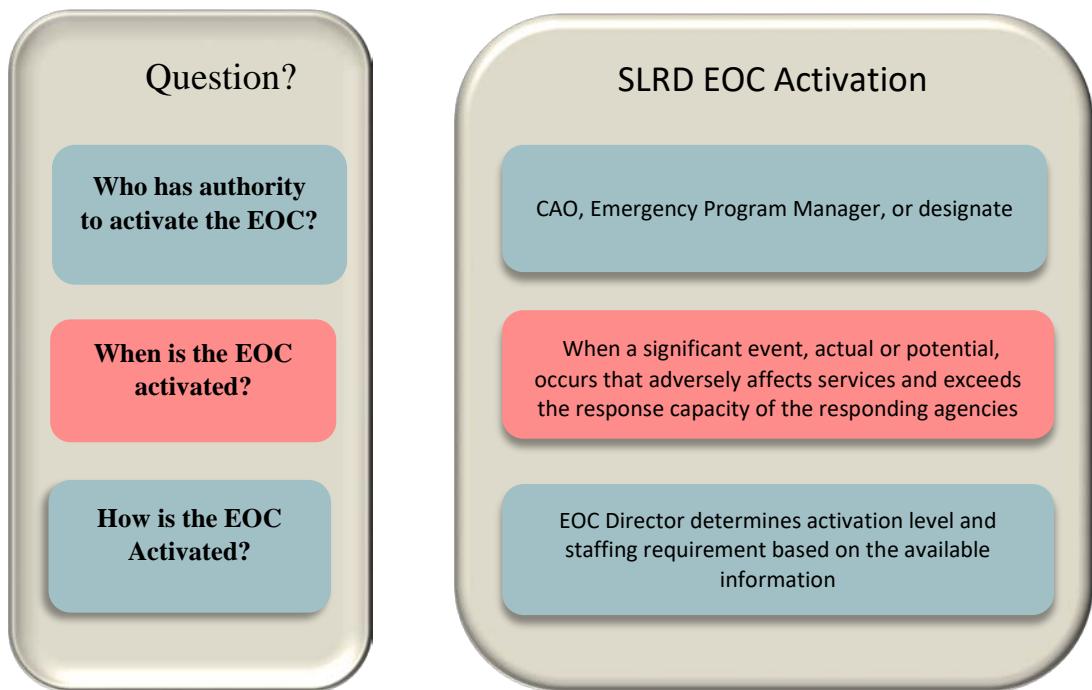
#### 4.5.2. Emergency Activation

The EOC will be activated when a significant event, actual or potential occurs that effects, or could affect the physical, social, economic, or environment systems that exceeds or is likely to exceed the response capacity of the responding agencies (e.g., police, fire, ambulance).

### 4.6. Authorization to Activate the EOC

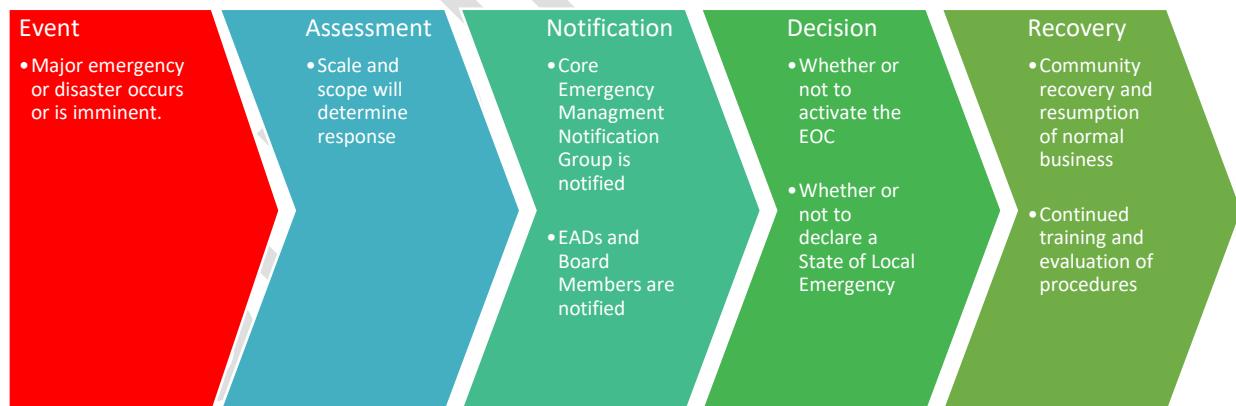
**The decision to activate the EOC may be made by the SLRD CAO, Emergency Program Manager, or designate.** The person that activates is designated the EOC Director until relieved.

Figure 8: SLRD Activation Guide



## 4.7. EOC Levels of Activation and Activation Process

Figure 9: EOC Activation Process



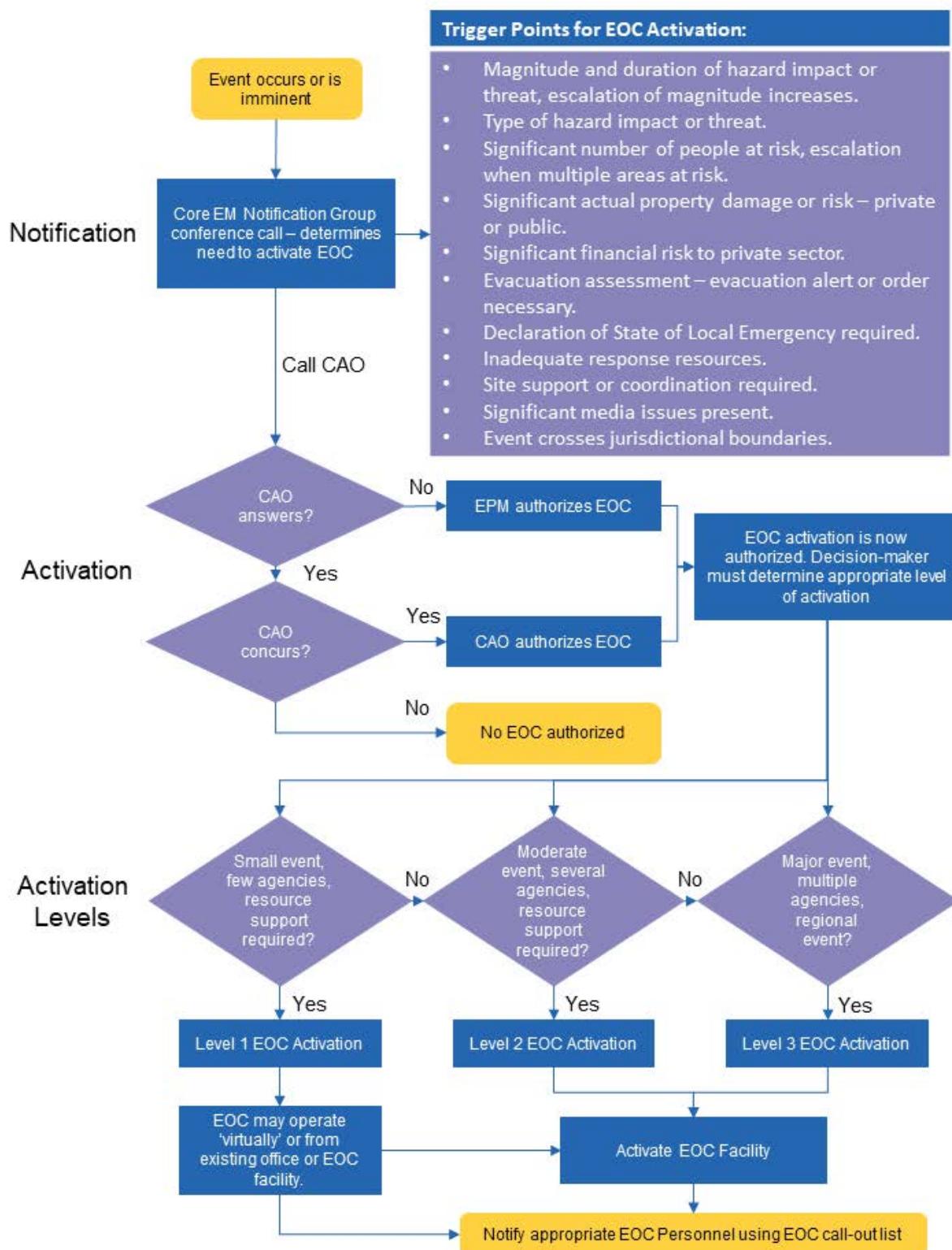
### 4.7.1. Core Emergency Management Notification Group

- SLRD Senior Leadership Team
- Emergency Program Manager
- Communications Manager
- Subject matter experts relevant to the emergency

**Table 7: EOC Levels of Activation**

Level 1	Level 2	Level 3
<p><b>Suggested EOC Staffing:</b></p> <ul style="list-style-type: none"> <li>• EOC Director</li> <li>• Liaison Officer</li> <li>• Operations functions, as required</li> <li>• Logistics support</li> <li>• Planning support</li> <li>• Information Officer</li> <li>• EOC clerical support</li> </ul>	<p><b>Level 1 activation plus:</b></p> <ul style="list-style-type: none"> <li>• Policy Group</li> <li>• Risk Management Officer</li> <li>• Logistics Section Chief</li> <li>• Planning Section Chief</li> <li>• Finance Section Chief</li> <li>• Other EOC functions, as required</li> </ul>	<p><b>Level 1 &amp; 2 activation plus:</b></p> <ul style="list-style-type: none"> <li>• Ambulance, Police, and Fire Branch Coordinator</li> <li>• Operations Section Chief</li> <li>• Vancouver Coastal Health/Interior Health</li> <li>• Auxiliary Communications</li> <li>• Other EOC functions, as required</li> </ul>

Figure 10: Event Notification and EOC Activation Flow Chart



### 4.8. Deactivation

The EOC Director will decide at what point EOC activity can be terminated. The Planning Section supervises and administers the termination process, staying behind if necessary after the EOC is closed. Upon deactivation the EOC should immediately be returned to a state of readiness for future emergencies. A suggested criterion for terminating EOC operations includes:

- 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
- Transitioning into recovery
- Individual EOC functions are no longer required as response transitions into recovery and section chiefs take on EOC functions as teams are decommissioned

### 4.9. Communications

The purpose of this section is to provide an overview of emergency communications roles and responsibilities for SLRD staff that may be involved in communications during an emergency to help ensure effective and consistent communication to the public and media.

Every emergency is different, and based on the incident type, duration, intensity or potential impact, appropriate communication tools need to be employed. The stages of emergency communications can be used as a guideline to understand the types of priorities different emergencies may have. Ultimately, the tools chosen are at the discretion of the EOC Director.

Below is a general outline of the types of strategies and tactics, including internal requirements for use. For more detailed information refer to Annex J: Emergency Operations Centre Resource Manual.

**Table 8: Communication Strategies, Tactics and Requirements**

Strategy	Communications Tactics	Requirements
Website Update	Provide basic situational awareness with a posting to the SLRD website, directing <a href="https://www.slrld.bc.ca/emergency-program">https://www.slrld.bc.ca/emergency-program</a> for more information.	Access to <a href="https://www.slrld.bc.ca/emergency-program">https://www.slrld.bc.ca/emergency-program</a>
Social Media and SLRD Alert	Deliver public information through various social media platforms including Twitter and Facebook and the SLRD emergency notification system, SLRD Alert. Concise messaging, driving public to Regional District Webpage for additional info or to other lead agency if appropriate.	Account information for SLRD emergency social media (Facebook, Twitter). Concise details necessary for distribution.
Media Release	Formally drafted, situational information approved by EOC Director and if required, by CAO and/or Board Chair. Delivered to appropriate media outlets.	Media Release templates Situation information to be distributed.
Designate Spokesperson	Spokesperson appointed by CAO (staff) or Elected Official (when relevant). EOC Director or Information Officer to manage media inquiries and opportunities to speak.	CAO/ EOC Director to appoint spokesperson. Situational updates from the EOC to be used to brief spokesperson

	EOC Director or Information Officer to provide information required to the spokesperson.	Media contact list.
Internal Communications	Informing key staff ensures consistent messaging within the organization	SLRD Internal staff email distribution group

### 4.9.1. Stages of Communication

Roles and responsibilities of each person involved in emergency communications will change based on four different stages of emergency: Passive, Active, Reactive, and Proactive. Hazards may move into different stages as the event progresses.

**Table 9: Stages of Emergency Communication**

Stage	Hazard Example	Definition	Potential Actions
<b>Stage 1: Passive Situation</b>	Severe weather results in power outages in some areas	A day-to-day or common event, little time pressure, have some warning	Post relevant links on web, preparedness tips via social media
<b>Stage 2: Active Situation</b>	A wildfire starts up the Pemberton Valley and residents would like information, and will have more expectations as the fire grows	Public information, explanation or guidance expected; time pressure builds; little information available, local event without national media coverage, have time to get ahead of event	Prep spokesperson with key messages, issue media advisory, update social media site and websites ongoing basis
<b>Stage 3: Reactive Situation</b>	A train derails and begins leaking fuel oil and potentially hazardous material. CN Rail or EMBC alerts the EPM and the public needs to be alerted	Media is involved and messaging without SLRD input. Social media will be a large component and there is potential for misinformation; immediate time pressure. Likely to have national media coverage.	Prep spokesperson with key messages, issue media advisory, update social media site and websites ongoing basis, monitor and correct social media messages
<b>Stage 4: Proactive Situation</b>	Civil disturbance/ demonstration	A planned or ongoing event, no time pressure	A planned or ongoing event, no time pressure

#### Stage 1: Passive Situation

A passive situation is a manageable day-to-day or common event, and has occurred in the past. Examples are severe weather occurrences like winter storms, minor flooding, or power outages. Because the public has had previous knowledge and experience with these hazards, the emergency communications demands will be low. There is no time pressure due to the storm warnings that will be issued ahead of time, and communications will be informational only. The Emergency

Program Manager will likely act as the IO unless incidents occur due to the event that dictates a response, and the event is escalated to an Active Situation (Stage 2).

### **Stage 2: Active Situation**

An active situation is one that may be a situation that is less common than a passive situation, such as a large wildfire or a hazardous materials incident. Active situations will require more action for active public engagement to keep residents informed, and to provide additional resources to support this messaging.

It is likely that an IO will be needed to assist the Emergency Program Manager. Time pressure and expectations from the public will escalate over time as the situation progresses, but there will be time for planned messaging. The situation will have local coverage only and information will not be readily available from many sources.

### **Stage 3: Reactive Situation**

A reactive situation is one that is less common and requires immediate response. The public will want to know what has happened and be continually updated. There will likely be mainstream coverage, and it will be necessary to react to media and messaging where the SLRD may not have any input. Social media monitoring will be very important to counteract incorrect or inaccurate information. Planned messaging will be difficult due to time constraints.

### **Stage 4: Proactive Situation**

A proactive situation has no time pressure as the SLRD will be aware of the event ahead of time. Examples of proactive situations may include large sporting or cultural events and planned demonstrations or marches. There will be time to prepare messaging and the situation will likely only require monitoring. A proactive situation may also be an ongoing situation, or an incident that takes time to develop.

## **4.9.2. Communications Resources**

The SLRD Director of Finance is responsible for ensuring adequate telecommunications and cellular capability in the EOC at all times.

### **EOC Telephone Directory**

EOC Logistics will maintain and publish a list of telephone numbers of EOC Staff, as well as other important external numbers, in an EOC Telephone Directory. The directory should only be circulated to those involved in the EOC and response operations, not to the media or the public.

### **Public Information Call Centres**

Another important consideration is to assign a telephone number as a Public Information Call Centre, which is managed by the Information Officer. Several phones and operators can be assigned to the call centre if necessary. The Information Officer should regularly brief the operators so that consistent information approved by the EOC Management Team is provided to the public.

### **Satellite Phones**

The EOC may need to utilize satellite communication capability. Satellite phones provide the capability to rapidly transfer a wide variety of voice as well as data information between the site, EOC, PREOC, and other external support agencies. The intent of satellite link should be to

provide disaster resistant communications between all levels of BCEMS. The SLRD has satellite phones that can be dedicated to the EOC.

See Annex J: Emergency Operations Centre Resource Manual for satellite phone information and numbers.

### **VHF Radio**

VHF radio is available in some SLRD vehicles, all volunteer fire departments, and local first responder detachments. Annual testing is recommended to ensure continued interoperability between VHF radio equipment and to familiarize users with range and terrain limitations that may affect the quality of voice transmissions.

EOC operations are also supported by emergency communications volunteers who may be able to provide equipment and expertise in the event of a major emergency or disaster. Additional radio communication resources may be requested through EMBC.

### **Radio Communication Terminology**

Standard protocols and terminology will be used at all levels. Plain-English for all communication will be used to reduce the confusion that can be created when radio codes are used. Standard terminology shall be established and used to transmit information, including strategic operations, situation reports, logistics, tactical operations and emergency notifications of imminent safety concerns. The EOC communications systems should provide reserve capacity for unusually complex situations where effective communications could become critical.

## **4.10. SLRD EOC Teams**

The SLRD recognizes the importance of emergency management and that it is key to have trained staff to provide an effective response to a major emergency or disaster. Given the limited staff resources available in the SLRD, Senior Leadership encourages all staff to take EOC Essentials training and undertake additional EOC and ICS training in order to fulfill important functions during emergency response.

### **4.10.1. Policy Group**

The Policy Group does not attend the EOC during major emergency events, but will need to make themselves readily available to come together and consider and approve bylaws, emergency resolutions, or a declaration of a state of local emergency, if necessary. The Policy Group may be utilized as spokespersons to help calm residents during a time of crisis and reassure them that emergency plans and procedures are being implemented to help expedite a quick resolution to the situation.

#### **Responsibilities include:**

- Make formal requests to the Province for Provincial or Federal assistance
- Assist with the issuance of emergency public information, in an official spokesperson role; as coordinated through the Information Officer
- Increase expenditure limits to support the needs of the emergency response, as required
- Arrange for maintenance of a log and ensure all decisions are recorded
- Receive briefings from the EOC Director

### **Regional District representatives:**

- SLRD CAO
- SLRD Electoral Area Directors
- SLRD Board Members

#### **4.10.2. EOC Core Team**

The EOC Core Team is comprised of staff selected to fulfill the key functions within in the EOC. Members of this team come from a variety of departments within the SLRD. The EOC Core Team will receive priority with EOC training. Staff may be trained to fulfill multiple functions within the EOC. The EOC Core Team should have the minimum EOC Level 2 training.

Staff may be selected for the EOC based on a number of criteria, including their experience and expertise in a specific function or area, their availability in a major emergency or disaster, or at the recommendation of their Manager, Supervisor or the Emergency Program Manager.

Staff may be assigned to an EOC section or function prior to an EOC activation, or during an EOC activation as part of an exercise or the result of a major emergency or disaster. Certain EOC positions, such as Section Chiefs, should be staffed by members of the senior management team who have the authority to make decisions and commit resources.

### **Responsibilities include:**

- Fulfill all EOC functions
- Provide site support

### **Potential EOC Assignments:**

- All EOC positions

#### **4.10.3. Reception Centres**

During an emergency, evacuees will typically be directed to the nearest municipal reception centre. Usually these designated facilities are community or civic centres. The SLRD works closely with municipal partners and EMBC during emergency response to coordinate evacuee registration at reception centres and group lodging.

#### **4.10.4. Emergency Support Services**

The SLRD makes annual financial contributions to each of the partner municipal Emergency Support Services (ESS) Teams so that these services can be available to SLRD community members in times of emergency. These ESS Teams may operate out of reception centres located in the partner municipalities.

### **4.11. EMBC EOC Teams**

#### **4.11.1. Emergency Coordination Centre (ECC)**

EMBC houses the Emergency Coordination Centre (ECC), a 24-hour centre that records, notifies and monitors emergency incidents across the province 365 days per year. If an emergency incident occurs with potential to escalate or has required the activation of the local emergency operation

centre(s), the ECC will contact designated EMBC regional and headquarters staff. EMBC staff will activate the PREOC and/or PECC if deemed necessary. The ECC facilitates the flow of information within and between agencies and senior officials if local telecommunications are impacted.

### 4.11.2. Provincial Regional Emergency Operations Centre (PREOC)

The Provincial Regional Coordination Level is the response level that provides and coordinates provincial support for Local Authorities and First Nations within designated regional boundaries. Support and coordination at this level are provided by the Provincial Regional Emergency Operations Centres (PREOCs).

The SLRD falls within the jurisdiction of EMBC's South West PREOC, which is one of six regional emergency management offices throughout the province. The South West PREOC is located in Surrey. In an emergency, the regional duty manager for the South West PREOC can be reached by contacting the Emergency Coordination Centre (ECC). As the District of Lillooet, in the north SLRD falls within the jurisdiction of EMBC Central (Kamloops), there is also communication with the Central PREOC if appropriate to the emergency context for SLRD north communities.

During activation a local EOC submits resource requests, situation reports and provides documentation to the PREOC. The PREOC uses the information provided by the Local Authority or First Nation for situational awareness and strategic planning. This information is also applied to create provincial regional operational objectives and provincial regional situation reports. If an approved resource request cannot be fulfilled at the regional level, the request is submitted to the PECC.

### 4.11.3. Provincial Emergency Coordination Centre (PECC)

EMBC's Provincial Emergency Coordination Centre (PECC) implements provincial government objectives and leads the overall provincial emergency management response. It also serves as the coordination and communication link with the other response levels and the federal disaster support system. The PECC is located in Victoria

### 4.11.4. Catastrophic Emergency Response and Recovery Centre (CERCC)

The CERCC is intended to replace the PECC in the Provincial Emergency Management Structure (PEMS) during a catastrophic emergency event in BC. Due to the anticipated complexity of a catastrophic emergency event in the province, it is anticipated that integration of response and recovery leadership (beyond that provided by the PECC) will be required between all levels of government. This integration, and a significantly expanded operations centre, are intended to be provided by the CERCC.

## 5. Recovery Planning

Recovery is the phase of emergency management in which steps and processes are taken/implemented to:

- Repair communities affected by a disaster;
- Restore conditions to an acceptable level or, when feasible, improve them; and

- Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities.

Recovery operations differ significantly from emergency response as the EOC shifts from supporting sites to supporting recovery efforts. In some instances there may not be a clearly defined separation between response and recovery and the EOC may support response and recovery efforts simultaneously.

### 5.1. Service Restoration Priorities

During the Recovery phase, consideration will be given to reestablishing essential services and the established priorities will be addressed during the recovery phase as well. The precise order of restoration will depend on the type of emergency, climatic conditions, the local areas involved and will be measured against the BCEMS goals before implementation. However, the following short list identifies priority services that should be carefully considered in recovery planning:

- Fire & Rescue Services
- Water Services – drinking and wastewater systems
- Electricity
- Gas
- Health Care
- Police Services
- Highways
- Telecommunications
- Broadcasting
- Public Transportation
- Waste Management – including debris management and disposal
- Emergency Support Services, including Disaster Psychosocial Support
- Environmental Protection

### 5.2. Recovery Costs

Recovery involves efforts to return regional district facilities and materials to pre-disaster conditions. Local government recovery applies to the repair or replacement of structures, equipment and materials that are essential to effective operation. Under the C&DFA Regulation, EMBC is allowed to assist regional districts with 80 percent of eligible costs required to repair or replace public facilities and materials, after applying a \$1,000 deductible to eligible costs per event.

The SLRD will not receive assistance for recovery costs that are not eligible under the Regulation. For example, EMBC will not assist the SLRD with stockpiling supplies or with replacing equipment that may have been damaged by incidents other than the event. Refer to Section 9 of this AHP for an overview of Eligible and Ineligible Recovery Costs for examples of eligible recovery costs.

#### 5.2.1. Community Recovery Costs

The Emergency Program Act also allows financial assistance for local authority efforts to support community recovery. Local authorities may qualify for up to 80 percent of eligible costs, including efforts to coordinate local recovery organizations and service providers.

#### 5.2.2. Business Interruption Losses

This category of loss by local authorities does not qualify for financial assistance under BC legislation. This includes local authority costs and interrupted revenues that may not be immediately obvious, including lost income from public facilities and lost tax base. These loss types may arise from other impacts, such as public works and facilities damage, or the commitment of key local authority personnel to the emergency event.

The information provided above on Disaster Financial Assistance was excerpted from “Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations” (EMBC, September 2005).

## 6. Roles and Responsibilities

### 6.1. SLRD Departments and Employees

Following are brief descriptions of the SLRD major departments in the context of their potential emergency operations responsibilities. The “emergency responsibilities” refer to activities a department may be called upon to accomplish. Departments not assigned specific functions will provide assistance to other departments and agencies as required.

It is generally expected that employees will make themselves available for work as soon as possible subject to this being done safely and after personal and family needs have been met.

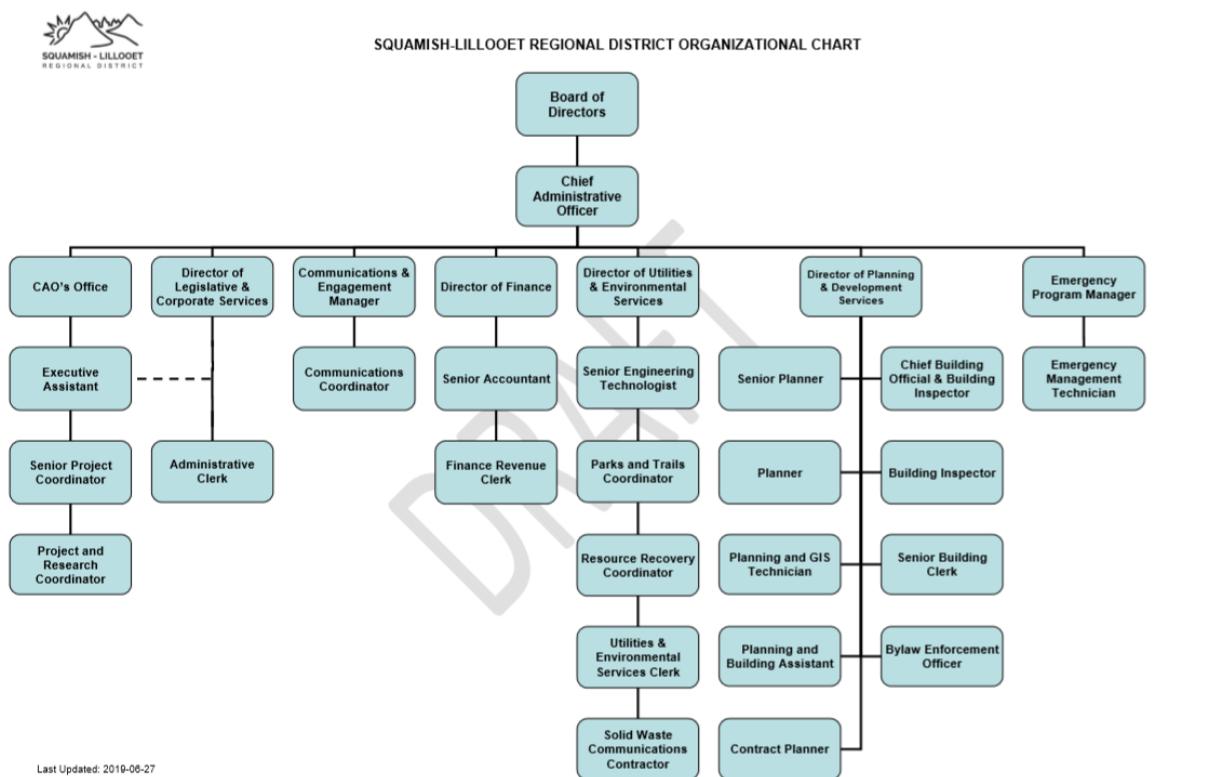
#### 6.1.1. Employees at work during a major emergency or disaster:

- Ensure personal safety.
- Attend to the safety needs of other employees, residents or any visitors in your immediate area.
- Follow departmental safety check in process
- Decide whether you have to leave work to attend to urgent family matters at home, or alternatively, if you can remain at work.
- Obtain information on the status of roads and/or road conditions.
- If you leave work be sure to tell your supervisor (or a suitable alternate if your supervisor is not available) that you are leaving.
- If you are able to remain at work, immediately report to your supervisor (or a suitable alternate if your supervisor is not available), and as soon as possible, inform family members where you can be contacted.

#### 6.1.2. Employees at home during a major emergency or disaster:

- Ensure personal safety.
- Attend to any medical or other needs that family members may have.
- Help neighbors by attending to any lifesaving needs they may have.
- Try to telephone your supervisor, the SLRD switchboard or the EOC to ascertain if and when you may be required to report to work.
- If contact cannot be made with the SLRD, report for work if possible without jeopardizing personal safety.
- Tell family or neighbors where you can be contacted prior to leaving for work.
- Monitor radio and television stations for emergency bulletins and road status.

Figure 11: Squamish-Lillooet Regional District Organizational Structure



## 6.2. SLRD Board Chairperson

Immediately following a major emergency, the role of the SLRD Board Chairperson is primarily to declare a state of local emergency if required; provide information and leadership to the public; and provide regulatory support and authority for response activities.

### Roles and Responsibilities:

#### DECLARATION OF STATE OF LOCAL EMERGENCY

A declaration authorizes the use of extraordinary measures during an emergency response. The EOC Director will facilitate the process of issuing a declaration.

- The EOC Director (on behalf of the Policy Group) will recommend to the Board Chairperson the need to declare a state of local emergency
- If a declaration is necessary, it will be enacted by the issuing of an order by the Chair of the Board of Directors, a resolution by the Board of Directors or the passing of a bylaw
- A declaration expires seven days after it is signed. If it is determined that emergency powers are needed beyond this period, Chair and/or Board authorization will be required to issue an extension

#### PUBLIC INFORMATION AND LEADERSHIP

- Obtain regular briefings from the EOC, Corporate Communications and the Policy Group (i.e. SLRD Senior Management and subject matter experts) regarding the status of public information and public enquiries

- Participate in media briefings and communicate vital messages to the public as needed
- Provide leadership and maintain public confidence (e.g. Directors may be assigned to various locations such as Reception Centres)

### REGULATORY SUPPORT AND AUTHORITY FOR RESPONSE ACTIVITIES

The SLRD CAO will convene special Board meetings as required to:

- Facilitate and authorize extraordinary actions required for response efforts
- Officially request external aid and assistance if necessary
- Evaluate, develop, and update policies
- Ensure the continuity of government

**NOTE: While the roles of the Chair and Board of Directors are focused on maintaining public trust and confidence during the initial response phase following a disaster, these roles will expand during the recovery phase of the event. During the recovery phase, the Chair and Board will begin addressing issues associated with the resumption of SLRD services and community recovery. This phase may last months or even years post disaster.**

#### Potential EOC Assignments:

- Policy Group receive updates from the Policy Group Liaison
- Spokesperson for Electoral Area (Electoral Area Director or designate)

### 6.3. Chief Administrative Officer

The CAO will liaise with all departments to ensure bylaws, policies and strategic direction are adhered to. The CAO may assume the role of EOC Director during activations and will be responsible for keeping the Policy Group informed on the emergent situation.

#### Emergency Responsibilities:

- Liaise with the SLRD Policy Group, as required
- Advise the Policy Group on policies and procedures, as appropriate
- Recommend to the Policy Group the need to declare a state of local emergency, if required
- Activate the EOC, if not already activated (See Annex J: Emergency Operations Centre Resource Manual)
- Assume the role of EOC Director, if not delegated to the Emergency Program Manager
- Ensure the Policy Group, SLRD Senior Leadership and EOC staff have been assigned (See Annex J: Emergency Operations Centre Resource Manual)
- Ensure communication links are established between the EOC and Incident Command Post(s)
- Ensure approved information on the emergency event is being issued to the public in a timely manner
- Ensure continuity of regional district government operations
- Liaise with regional district lawyers

#### Potential EOC Assignments:

- EOC Director (unless delegated)
- Policy Group Liaison

### 6.4. Emergency Program Manager

The Emergency Program Manager is responsible for ensuring that the SLRD has a strategy in place to address preparedness, response, recovery and mitigation from emergency events. During a major emergency or disaster the Emergency Program Manager will likely assume the role of EOC Director.

#### **Emergency Responsibilities:**

- Assume the role of EOC Director, if not already assumed by the CAO
- Facilitate EOC activation, including set-up of necessary equipment, arranging of security to the EOC, and signing in EOC personnel
- Designate and organize staff to support EOC activations, including the role of Liaison Officer, thereby communicating with EMBC, other municipalities or regional districts, and other stakeholders during the emergency response
- Ensure EMBC has been notified and a task number has been assigned (See Annex J: Emergency Operations Centre Resource Manual)
- Advise on the requirements of SLRD Emergency Bylaws and the SLRD CEMP
- Ensure communication links are established between the EOC and Incident Command Post(s)
- Ensure approved information on the emergency event is being issued to the public in a timely manner
- Provide advice, expertise and support in emergency management functions to EOC staff
- Oversee the response capacities of the volunteer emergency teams including Search and Rescue, ESS, and Emergency Radio

#### **Potential EOC Assignments:**

- EOC Director
- EOC Liaison Officer
- Support other EOC Sections as required
- As otherwise directed by the EOC Director

### 6.5. SLRD First Responder Agencies

The SLRD oversees two Volunteer Fire Departments and coordinates with many other municipal, regional, provincial, and federal first responder agencies. These include, but are not limited to: BC Ambulance Service; BC Wildfire Service, municipal fire departments, fire brigades, and fire protection societies; dyking districts, Royal Canadian Mounted Police and First Nation police services; Search and Rescue Organizations; the Red Cross; Emergency Support Services; and others. In the event of EOC activation, representatives from these organizations may attend the EOC and assume operations roles as required.

#### **Emergency Responsibilities:**

- Participate in IC and UC at site level, as required
- Provide staff to support EOC activations in the Operations Section
- Provide first responder medical aid response in conjunction with other responders
- Coordinate agency operations from the EOC
- Activate mutual aid as required
- Oversee the evacuation of people and animals from buildings when potential life safety is at risk
- Provide equipment and staff to assist with water pumping operations

### Potential EOC Assignments:

- EOC Operations Section
- As otherwise directed by the IC/UC or EOC Director

## 6.6. Director of Finance

The Director of Finance is responsible for advising the EOC Director on all matters of a financial nature to facilitate the most effective emergency response. Financial services will manage all ordinary and extraordinary costs associated with a response to and recovery from a major emergency or disaster and will ensure appropriate tracking of all incurred expenses. Director of Finance oversees human resource matters such as maintaining employee records, ensuring occupational health and safety guidelines are met, coordinating WorkSafeBC claims, and ensuring staff payroll is coordinated.

### Emergency Responsibilities:

- Provide staff to support EOC activations and operations
- Ensure that records of expenses are maintained for future claim purposes
- Commence provision of emergency financial services, including:
  - Emergency payroll
  - Emergency procurement
  - Emergency banking
  - Emergency financial record keeping
  - Emergency claims management
- Oversee process of Disaster Financial Assistance, as part of the response and recovery stages of the emergency/disaster
- Ensure continuity of regional district staff's compensation and salary administration. Process the regional district's payroll, as per usual
- Recommend spending limits and financial tracking procedures to EOC Director
- Provide periodic expenditure updates to the EOC Director
- Liaise with provincial finance staff for guidance and direction on applying for cost recovery and reimbursement of emergency expenditures
- Provide information to the public on applying for Disaster Financial Assistance and coordinate claims with EMBC
- Prepare emergency related policies and procedures related to the emergency mobilization and deployment of staff, volunteers and contractors
- Maintain employee records and skills inventory
- Develop a plan and coordinate deployment of regional district staff to support emergency response and recovery efforts
- Assist other Regional District departments in call out, deployment and record keeping of staff
- Ensure occupational health and safety guidelines are observed and adhered to, regardless of the extent of the emergency situation
- Coordinate WorkSafeBC claims for staff and volunteers
- Ensure continuity of SLRD staff's health and benefit plans
- Coordinate critical incident stress management (CISM) services to ensure a healthy environment for all regional district staff and volunteers.
- Ensure that the EOC is operational with working landlines
- Ensure the SLRD phone system is maintained and operational before, during and after an emergency event

- Support the communication needs of regional district and EOC staff

### **Potential EOC Assignments:**

- EOC Finance and Administration Section Chief and other Finance and Administration Section support
- EOC Logistics - Purchasing/Procurement
- Risk Management Officer
- Finance Section - Compensation & Claims (HR); Time Unit Coordinator
- Logistics Section – Personnel Unit; Supply Unit, Safety Officer
- As otherwise directed by the EOC Director

## **6.7. Communications & Engagement Manager**

Utilizing a number of communication mediums and channels, the Communications & Engagement Manager facilitates the accurate and timely communication of information to internal and external stakeholders. During an emergency the public information team is responsible for interfacing with the public and media or with other agencies requiring information directly from the emergency.

### **Emergency Responsibilities:**

- Provide staff to support EOC activations and operations
- Provide public information pertaining to the emergency situation
- Coordinate media relations, including coordination of media centres
- Coordination of internal and external information flows, including between Information Officers, Public Information Call Centres, media and other outlets, including social media
- Identify Information Officers for each emergency site and notify the EOC and all emergency site agencies and the media of the designated Information Officer(s)
- Provide information to ICs, the EOC, first responders and the media
- Manage Public Information Call Centres and provide information to the Call Centre (if activated)
- Arrange for provision of Information Officers to ESS Reception Centres (if required)
- Ensure that information on the SLRD website is maintained and current
- Ensure that appropriate support staff are available to assist with operating the Information Centres
- Pre-format media releases and instructions to the public where possible to reduce the chance of releasing incorrect information
- Monitor published and broadcast information, including social media, and take immediate action to correct any misinformation

### **Potential EOC Assignments:**

- Information Officer (internal, external, and public information)
- As otherwise directed by the EOC Director

## **6.8. Director of Legislative & Corporate Services**

During a major emergency or disaster the Director of Legislative & Corporate Services will assist the EOC Director and Policy Group by preparing required legal documents, including any Declarations of States of

Local Emergency. The Director of Legislative & Corporate Services also provides expertise regarding applicable legislation, bylaws, lease agreements, and insurance claims.

### **Emergency Responsibilities:**

- Provide staff to support EOC activations and operations
- Work with the EOC Director to ensure that appropriate information is shared with the Policy Group
- Liaise with the EOC Director to determine the needs of the Policy Group and to facilitate any meetings or other actions required to ensure the ongoing function of the local government
- Assist the EOC Director in the preparation of a “declaration of a State of Local Emergency,”
- Assist in the interpretation of and, if necessary, the preparation of Bylaws
- Provide information on applicable regional district bylaws and regulations that come into question during response and recovery efforts
- Provide information and guidance on existing lease agreements, corporate records, litigation, and insurance claims
- Ensure maintenance, recovery and preservation of regional district corporate records, both statutory and operational and assist EOC with records management

### **Potential EOC Assignments:**

- EOC Planning Section – Documentation Unit, Advanced Planning
- EOC Management Staff – Risk Management Officer
- As otherwise directed by the EOC Director

## **6.9. Bylaw Enforcement Officer**

During emergency events, Bylaw Enforcement will provide staff, vehicles and equipment to support response and recovery efforts, as directed by the EOC Director. The regular business role of the Bylaw Enforcement Officer integrates effectively with the ICS structure used in emergency response.

### **Emergency Responsibilities:**

- Upon request, support emergency response at the emergency site by providing Bylaw staff, vehicles, equipment and communications capability
- Provide staff to support EOC activations and operations
- Establish communications with Bylaw personnel and reassign duties as appropriate to match the needs of the emergency event

### **Potential EOC Assignments:**

- Logistics
- Operations
- As otherwise directed by the EOC Director

## **6.10. Information Technology (IT)**

IT is currently a contracted service in the SLRD, however it is anticipated that these services would remain available during an emergency. IT is responsible for maintaining the information network (computer) system and laptops for all regional district departments and the EOC. The internal IT department will also set-up IT equipment in the EOC, including the portable Ergotron laptop system. The internal IT

department is also responsible for maintaining the phone (landline) system, radio system and SLRD provided cell phones.

### **Emergency Responsibilities:**

- Provide staff to support EOC activations and operations
- Ensure that the EOC is operational with working IT systems
- Ensure the SLRD information network is maintained and operational before, during and after an emergency event
- Staff the SLRD IT help desk, supporting the communication and information system needs of regional district and EOC staff
- Ensure connectivity with all information system users before, during and after an emergency event
- Manage and maintain all SLRD servers and software programs
- Assign and/or reassign, on priority basis, desktops and laptops to SLRD staff
- Restore important information and data disrupted and/or lost during emergency response and recovery efforts

### **Potential EOC Assignments:**

- EOC Logistics – IT Branch

## **6.11. Director of Planning & Development Services**

During an emergency response, this division plays a substantial role in the EOC planning and operations functions. Planning Services manages all aspects of long range and current planning within the SLRD. During a major emergency or disaster, this department will provide support to the EOC in the form of personnel and demographic and population information as well as expertise related to land use and zoning.

### **Emergency Responsibilities:**

- Provide staff to support EOC activations and operations, as required
- Provide specialized GIS maps for EOC and site
- Provide technical support on traffic management matters in co-ordination with emergency services and the Environmental Services department
- Coordinate arrangements for the demolition of unsafe buildings and structures as requested by the EOC
- Ensure continuity of core Development and Planning services
- Upon request, provide demographic and population information to the EOC
- Provide input into the recovery planning process
- Ensure that Recovery Plans and re-construction initiatives consider the SLRD Official Community Plan

### **Potential EOC Assignments:**

- Operations Section – multiple assignments
- Planning Section – Planning Chief, GIS Mapping
- Logistics Section
- As otherwise directed by the EOC Director

### 6.12. Chief Building Official & Building Inspectors

The Chief Building Official & Building Inspectors administer the building permit approval process for new buildings and alterations. Responsibilities include the application and enforcement of the BC Building Code, Building Bylaw, Zoning Bylaws, Provincial and Federal regulations; archiving and retrieval of historical building documentation; risk management; response to legal challenges; support to designers, contractors, realtors and the general public in the interpretation and implementation of building codes, standards, regulations and regional district bylaws. During a major emergency or disaster, Building Services will provide damage assessments to areas that have been involved in a major emergency or disaster and assist in disaster recovery operations. Building Services may also be called upon to contact and coordinate local qualified Registered Professionals (Structural Engineers, Geotechnical Engineers) to assist in Rapid Damage Assessments. The regular business role of Building Inspectors integrates effectively with the ICS structure used in emergency response.

#### **Emergency Responsibilities:**

- Provide staff to support EOC activations and operations, as required
- Perform and/or arrange for Rapid Damage Assessments on the structural safety of regional district and public buildings (based on pre-determined priorities) and determine whether they are suitable and safe for occupancy
- Identify and prioritize damaged structures to be inspected and coordinate building and plumbing inspection personnel
  - Take action to ensure the protection of the public including, but not limited to:
  - Prohibit the use or occupancy of a building
  - Order a building to be renovated, repaired or demolished to remove an unsafe condition
  - Take measures necessary to mitigate the danger where a building is involved
- Provide technical expertise regarding the construction of buildings, as required
- Document the status of building inspections within the SLRD, including extent of damage and priority for repair and restoration
- Issue any orders as required for required remedial actions to be undertaken
- Provide input into the recovery planning process
- Ensure continuity of core Building Services

#### **Potential EOC Assignments:**

- Operations Section – Inspections Branch
- As otherwise directed by the EOC Director
- Site Rapid Damage Assessment (RDA)

### 6.13. Director of Environmental Services

Environmental Services plans, builds and maintains public infrastructure. Environmental and sustainability services are also housed in Environmental Services. Engineering is also responsible for solid waste management, including the development of a comprehensive solid waste strategy.

During an EOC activation, engineering staff will report to the EOC to fulfill functions in the Operations section and assignments may include Operation Section Chief or liaison officer to site.

Environmental Services has operational response plans for the following functional areas:

- Water Systems – Emergency Response Plan
- Wastewater Treatment systems – Emergency Response Plan

- Solid Waste facilities – Emergency Response Plan

### **Emergency Responsibilities:**

- Provide technical support with respect to reinstating and maintaining essential infrastructure: water supply and distribution, sanitary sewers, transportation, solid waste management, flood protection and drainage systems.

### **Potential EOC Assignments:**

- Operations Section
- Planning Section
- As otherwise directed by the EOC Director

## 7. Government and External Agency Support

This section will provide the essential emergency responsibilities and potential EOC assignments of the following external support agencies:

### **Federal Agencies**

- Public Safety Canada (PSC)
- Canadian Coast Guard
- RCMP

### **Provincial Agencies**

- BC Ambulance Service
- BC Coroners Service
- Emergency Management British Columbia (EMBC)
- BC Wildfire Service
- BC Housing
- WildSafeBC
- Ministry of Environment (MoE)
- Ministry of Transportation and Infrastructure (MoTI)
- Ministry of Forests, Lands and Natural Resource Operations and Rural Development (MFLNRORD)

### **Member Municipalities**

- District of Squamish
- Resort Municipality of Whistler
- Village of Pemberton
- District of Lillooet

### **First Nations**

- Squamish Nation
- Lil'wat Nation
- Lower and Upper Stl'atl'imx Nations in the SLRD geographic area
- Stl'atl'imx Tribal Police
- Squamish Nation Peacekeepers

### Health Authorities

- Ministry of Health
- Vancouver Coastal Health Authority (VCH)
- Interior Health Authority (IHA)

### Public Safety Lifeline Volunteers

- Pemberton Search and Rescue
- Whistler Search and Rescue
- Squamish Search and Rescue
- Squamish Marine Search and Rescue
- Lillooet and District Rescue Society
- Emergency Radio groups
- ESS Red Cross (Lillooet, Pemberton, Whistler and Squamish)

### Local Partners

- Sea to Sky Community Services
- School District #48
- School District #74
- Pemberton Valley Dyking District
- Squamish Airport
- Whistler/Green Lake Aerodrome
- Pemberton Regional Airport
- Lillooet Airport
- Local Heliports
- Squamish General Hospital
- Whistler Health Care Centre
- Pemberton Health Centre
- Diamond Head Medical Centre
- RCMP Victim Services and Support
- St. John Ambulance
- Chambers of Commerce
- Rotary Clubs

### Utilities

- BC Hydro
- TELUS/Shaw
- Fortis BC

### Transportation Agencies

- CANUTEC
- CN Rail
- BC Transit
- Ministry of Transportation and Infrastructure

### 7.1. Federal Agencies

#### **Public Safety Canada**

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

- Assist EMBC with planning and coordination for response to and recovery from major emergencies or disasters
- Coordinate federal assistance if requested by provincial authorities
- Activate federal response and recovery plans in the event of province wide emergency events

#### **Canadian Coast Guard**

The Canadian Coast Guard (CCG) owns and operates the federal government's civilian fleet, and provides key maritime services to Canadians. As a Special Operating Agency of the Department of Fisheries and Oceans Canada (DFO), the Canadian Coast Guard helps DFO meet its responsibility to ensure safe and accessible waterways for Canadians. The CCG also plays a key role in ensuring the sustainable use and development of Canada's oceans and waterways.

#### **RCMP**

RCMP responds to emergencies on a daily basis in conjunction with other duties. In the event of a major emergency or disaster, senior officers activate specific policies and procedures for efficient, effective response and coordinated control. By nature of the federal government organization and provincial policing structure, the RCMP also has access to a broad range of resources (e.g., air support, emergency response teams, telecommunications, and personnel). An RCMP member will likely assume the role of IC for incidents where the Police are the lead agency. This includes: major crimes; plane crash; civil disobedience and terrorism. The RCMP also take a lead, in coordination with the EOC, in notifying affected communities to evacuate, and securing an area that has been evacuated.

Upon activation of the SLRD EOC, a senior RCMP member will report to the EOC and assume the role of Operations RCMP Branch Coordinator. Additional RCMP personnel may be called upon to support the EOC Planning Section in the event an evacuation plan is required. The RCMP will also likely assume the role of EOC Operations Chief during events requiring police as the lead agency.

Emergency Responsibilities include:

- Participate in IC and UC at emergency site(s)
- Provide staff to support EOC activations and the RCMP Branch of the Operations Section
- Identify, establish and control access and egress routes for emergency vehicles at site(s)
- Assess site situation and determine additional resources as required
- Establish and maintain perimeters around site(s)
- Identify, establish and control evacuation routes in cooperation with other first responder groups such as fire services and search and rescue.

- Upon activation of the SLRD EOC, provide a senior RCMP staff member to assume role of Operations RCMP Branch Coordinator, and support other EOC functions as needed
- Oversee crime prevention/control at all site(s)
- Assist coroner with identification and care of human remains

## 7.2. Provincial Agencies

### BC Ambulance Service (BCAS)

BCAS will provide ambulances, trained personnel and whatever other essential resources may be required to assess, treat, stabilize, transport and deliver patients with medical needs to appropriate medical care facilities. The SLRD has BCAS stations located in Gold Bridge, Pemberton, Whistler, Squamish, Seton Portage and Lillooet. Emergency Responsibilities include:

- IC Lead if required
- Coordinate the triage and transportation of all injured persons to the nearest available hospital.
- Provide staff to support the Operations Section of SLRD's EOC Operations Section Ambulance Branch
- Oversee Critical Care Transport of injured as required
- Provincial Emergency Response Coordination (PERC)

### BC Coroners Service

The BC Coroner Service is responsible for the recovery, identification and ultimate disposal of human remains, and more specifically, for:

- Implementing mass casualty plan
- Recovering the dead
- Recovering personal property
- Recovering evidence
- Determining the cause of deaths

Emergency Responsibilities include:

- Coordinate care of the dead
- Recovery, identification and ultimate disposal of the dead
- Coordinate activities with the SLRD EOC

### Emergency Management BC

EMBC is a division of the Ministry of Public Safety and Solicitor General and is administered under the BC Emergency Program Act. EMBC coordinates the provincial response to emergencies and provides specialized resources to support local government emergency response activities. On a day-to-day basis, EMBC is available to respond to local government and agency calls through Emergency Coordination Centres (ECC) that are staffed 24/7 and provide training to regional district staff and volunteers. Emergency Responsibilities include:

- Emergency response and recovery will be carried out in accordance with the BC Emergency Management System (BCEMS).
- Emergency Management British Columbia can activate, on short notice, one or more Provincial Regional Emergency Operations Centres (PREOCs) and/or the Provincial

Emergency Coordination Centre (PECC) to coordinate provincial response and recovery, monitor emergency events and assist impacted communities in emergency response and recovery.

- If several ministries are involved in an integrated provincial response, EMBC will coordinate integrated provincial emergency management through the PREOCs and PECC.

### **BC Wildfire Service**

BC Wildfire Service is a division of the Ministry of Forests, Lands and Natural Resource Operations. BC Wildfire Management Branch is responsible for managing wildfires on both Crown and private lands outside of the SLRD. In the event of an interface fire within the SLRD boundary, the BC Wildfire would assist and support local fire services. Emergency Responsibilities include:

- Provide support to the EOC, as event requires.
- Support site activity through the provision of personnel, equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations.

### **BC Housing**

When a major disaster strikes, many British Columbians might find themselves displaced from their homes. Emergency responsibilities include:

- Provide support to the Emergency Support Services branch at the Provincial Emergency Coordination Centre / Catastrophic Earthquake Response and Recovery Centre (PECC/CERRC)
- Manage BC Housing emergency group lodging supplies (cots and blankets) on behalf of EMBC and deploy them as needed during an emergency
- Work with local authorities to develop medium to longer term housing solutions during the recovery phase
- Coordination of Damage Assessment support at the Provincial level when the ability of the local community to provide and coordinate their own damage assessment has been exceeded

### **WildSafe BC**

WildSafeBC is a program designed to reduce human-wildlife conflict through education, innovation and cooperation. It has evolved out of the highly successful Bear Aware program and is owned and delivered by the British Columbia Conservation Foundation. Emergency Responsibilities include overseeing and implementing initiatives to manage human-wildlife conflict where a hazard results in greater numbers of wildlife being driven into residential areas, e.g. wildfire.

### **Ministry of Environment (MOE)**

The MOE is responsible for the effective protection, management and conservation of B.C.'s water, land, air and living resources. Its expertise in science, research, and analysis are central to supporting all its responsibilities. Key Ministry functions include administering the province's parks and protected areas; monitoring and enforcing compliance with environmental laws and regulations; leading on climate action; managing discharges to the environment from human activities; using its scientific expertise to inform and lead environmental management in British

Columbia; and protecting B.C.'s biodiversity, including ecosystems, native species and natural habitats. The MOE also governs SLRD wastewater treatment and solid waste.

During a major emergency or disaster the MOE, in cooperation with Environmental Services would ensure that waste water systems are operating at acceptable levels and may assist in debris management plans for solid waste.

### **Ministry of Transportation and Infrastructure (MoTI)**

The MoTI is responsible for the effective planning of transportation networks, providing transportation services and infrastructure, developing and implementing transportation policies, leading emergency management and administering related acts and regulations as well as federal-provincial funding programs, including the Building Canada Fund.

### **Ministry of Forests, Lands and Natural Resource Operations and Rural Development (MFLNRORD)**

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development is responsible for the stewardship of provincial Crown land and natural resources, and for the protection of B.C.'s archaeological and heritage resources. In an emergency response, MFLNRORD may provide technical assistance in the form of geotechnical or hydrological engineers to conduct emergency assessments of dike or slope stability that may have been compromised.

## **7.3. Member Municipalities**

Major emergencies and disasters do not respect mapped boundaries, and the SLRD works closely with the emergency program coordinators of each of the member municipality and other neighbouring local authorities. This includes knowledge sharing, regional coordination meetings and developing integrated response plans. The SLRD and member municipalities may support each other through the joint operation of an EOC when an incident affects more than one jurisdiction, hosting evacuees from another jurisdiction, or taking shifts in another EOC to relieve the staff in that local authority.

## **7.4. First Nations**

The Squamish-Lillooet Regional District is found within the traditional territories of several First Nations, including the Skwxwú7mesh (Squamish), St'át'imc and Lil'wat, which is a distinct Nation with linguistic, cultural, familial and political ties to the St'át'imc Nation. Each Nation is independent and self-governing.

Small parts of the SLRD also overlap with the traditional territories of the Stó:lō, Tsleil-Waututh, Nlaka'pamux, Tsilhqot'in, and Secwepemc Nations.

While the SLRD does not provide direct services to the residents of the First Nations communities located within the region, the organization is committed to enhancing relations with the indigenous communities and First Nations within whose territories the SLRD operates.

The Squamish Peacekeepers and Stl'atl'imx Tribal Police are key participants in emergency planning and coordination in the areas where they operate.

## 7.5. Health Authorities

### **Ministry of Health**

The Ministry of Health (the Ministry) has overall responsibility for ensuring that quality, appropriate, cost effective and timely health services are available for all British Columbians. The Ministry is responsible for provincial legislation and regulations related to health care, including the Medicare Protection Act and the Health Professions Act. The Ministry also directly manages a number of provincial programs and services, including the Medical Services Plan, which covers most physician services; PharmaCare, which provides prescription drug insurance; the BC Vital Statistics Agency, which registers and reports on vital events such as a birth, death or marriage, and govern potable water in BC.

The province's health authorities are the organizations primarily responsible for health service delivery. Five regional health authorities deliver a full continuum of health services to meet the needs of the population within their respective geographic regions. A sixth health authority, the Provincial Health Services Authority, is responsible for managing the quality, coordination and accessibility of services and province-wide health programs. The Ministry also works in partnership with the First Nations Health Authority to improve the health status of First Nations in British Columbia.

### **Vancouver Coastal Health Authority and Interior Health Authority**

The SLRD is serviced by the Vancouver Coastal Health Authority (VCH) and the Interior Health Authority (IHA). VCH and IHA are the administrative organizations responsible for providing all publicly funded health services to the SLRD. VCH/IHA execute the duties of the Drinking Water Officer pursuant to the Drinking Water Protection Act, which regulates the potable water supply activities of the SLRD, and the implementation of emergency responses. VCH/IHA also provide air quality information in the event of a large fire or hazardous materials release with the potential to affect air quality. Emergency Responsibilities include:

- Provide staff to the SLRD EOC upon request
- Support the emergency activities undertaken by the local hospitals
- Determine the status of medical facilities within the SLRD and availability of facilities in surrounding areas and report this information to the EOC
- Assist BCAS in ensuring that casualties are evenly distributed to receiving facilities
- In cooperation with Operations and Engineering Services, ensure that potable water supplies are inspected and monitored and implement emergency responses if required

## 7.6. Public Safety Lifeline Volunteers

### **Search and Rescue**

Search and Rescue (SAR) groups are community-based volunteer organizations providing land and inland water search and rescue services, wilderness public safety education and assistance to local and regional governments during emergencies and disasters. SAR groups in the SLRD maintain several highly specialized teams with the technical skills and expertise required for complete highly complex rescues, including Helicopter External Transport Systems, technical rope, swift water and mountain rescue. SAR groups in the SLRD are represented in Squamish, Whistler, Lillooet (Lillooet and District Rescue Society) and Pemberton and are some of the busiest teams in the Province. Emergency Responsibilities include:

- Support site activity and rescue operations, as required
- IC for relevant hazard events
- Provide Ground and Inland water search and rescue services when requested by SLRD EOC, RCMP, BCAS, EMBC
- Provide some assistance to local and regional governments during major emergencies
- Provide assistance to the BC Coroner Service for the recovery of deceased persons
- Support SLRD evacuation activities
- Participate in SLRD EOC, as requested

### Marine Search and Rescue

The Royal Canadian Marine Search and Rescue (MSAR) (Station 04, based in Squamish) provides 24-hour marine search and rescue services in the Howe Sound area. MSAR is a community-based volunteer organization with 21 dedicated volunteers and two rescue vessels. Emergency responsibilities include:

- Support site activity and rescue operations, as required
- Provide marine water search and rescue services when requested by SLRD EOC, RCMP, BCAS, EMBC
- Provide some assistance to local and regional governments during major emergencies
- Provide assistance to the BC Coroner Service for the recovery of deceased persons
- Participate in SLRD EOC, as requested

### Emergency Radio Groups

Emergency Radio Teams are comprised of Ham radio operators and can provide alternate emergency communications during an emergency. Emergency Responsibilities may include:

- Provide a representative to the EOC to determine the emergency radio communication needs and capabilities
- Coordinate the deployment of emergency radio operators and resources during an emergency according to the needs of the EOC

### ESS Red Cross (Lillooet, Pemberton, Whistler and Squamish)

The SLRD provides a financial contribution to the operation of the municipal Emergency Support Services volunteer groups, as evacuees from the SLRD are often hosted by the nearest member municipality. Municipalities have signed service agreements with Red Cross to provide Level 1 Emergency Support Services (ESS). Volunteers are trained to provide short-term assistance to people who are forced to evacuate their homes due to an emergency.

Any emergency that affects 25 people or more will be coordinated through the municipality and a reception centre will be established as required, with the ESS team providing surge support, including trained volunteers in support of reception centre and group lodging operations such as registration and enquiry services. This service will assist the public in locating immediate relatives who have left their homes as a result of the major emergency or disaster.

## 7.7. Local Partners

### School Districts #48, #74 and #93

School Districts #48 (SD#48), #74 (SD#74) and #93 (SD93 - BC French language schools) will provide for the safety of children, teachers and staff within their district. School districts are

responsible for developing school emergency plans and ensuring that staff and students have been trained and exercised in the details of the plans. School districts activate centralized EOCs to coordinate all activities and response needs of the various schools impacted by an emergency situation. School district EOCs will communicate with the municipal and SLRD EOCs on their status and identify what emergency assistance they require. Emergency Responsibilities include:

- Participate in the SLRD EOC, as requested
- Provide for safety of all children, teachers and staff within their school district
- During emergency situations impacting schools, implement the appropriate school emergency plan and/or school evacuation plan
- Establish a school district EOC to coordinate school response and recovery procedures
- Communicate priority needs to the relevant first response agencies and the SLRD and affected municipal EOCs
- Provide school facilities and school resources for emergency use (e.g., ESS reception centres), as requested
- Upon request, coordinate the use of school district transportation resources

### **Locals Airports and Heliports**

The ability to move people and equipment and supplies by air is a critical part of emergency response when roads may be inaccessible and needs are urgent. Local air services include the Squamish Airport, Whistler/Green Lake Water Aerodrome (seasonal), Pemberton Regional airport, Lillooet airport, a small airstrip at Gun Lake and local heliports. Whistler Health Care Centre, the Resort Municipality of Whistler, the Village of Pemberton, Gun Lake and Lillooet all maintain heliports of varying capacity. At the request of the SLRD, Airport and Heliport facility operators may assist with air transportation coordination to support the emergency transfer of people, supplies and equipment

### **Hospitals and Medical Facilities**

Local hospitals and medical centres are critical to the continuity of care for existing patients, and treating those who have been injured by an emergency event. Hospitals provide a range of services, depending on location, and may include general medicine and surgery, obstetrics, palliative care, physiotherapy, pharmacy, diagnostic imaging, laboratory, ambulatory care, chemotherapy and an emergency department. In the event of an emergency, hospitals and medical facilities will implement their emergency plan and coordinate necessary medical services and support that will meet the needs of the emergency event. Facilities include the 21-bed Squamish General Hospital, the Squamish Diamond Head Medical Centre, the Whistler Health Care Centre, Pemberton Health Care Centre and Lillooet Hospital and Health Centre. Emergency Responsibilities include:

- Provide emergency health care services
- Refer overflow acute trauma patients to Lions Gate Hospital, Vancouver General Hospital or the Royal Inland Hospital in Kamloops.
- Provide staff to the SLRD EOC when requested to do so
- Assist with the setting up of a field hospital, in the event that permanent facilities are damaged or non-functional

### **RCMP Victim Services and Support**

The RCMP Victim Services team is positioned within the RCMP umbrella to provide emotional support, information and referrals to victims of crime and trauma. In a major emergency or

disaster, Victim Services volunteers may provide emotional support to victims, witnesses and their family members. Although they do not provide counseling, they can make appropriate referrals to counseling services in the community. Emergency Responsibilities include:

- During emergency situations, provide emotional support, information, and referrals to victims, witnesses, evacuees and family members
- Work with ESS to provide support in Reception and Group Lodging facilities

### **Animal Welfare**

People will sometimes not evacuate if they cannot take their pets with them, or be assured of their wellbeing. Organizations such as the Sea to Sky branch of the SPCA, Lillooet branch of the Humane Society of Canada, Whistler Animal Welfare Services (WAG), Pemberton Animal Welfare Services (PAW), and the Canadian Disaster Animal Response Team (CDART), are not-for-profit organizations who may assist in various way to care for domestic animals lost and/or impacted by the emergency event. Emergency Responsibilities may include:

- Provide for the sheltering and feeding of animals
- Assist with shelter and feeding of animals in association with reception centre and group lodging operations
- Assist with medical care for animals that have become sick or injured
- Assist with a foster program for animals in need of temporary sheltering beyond the time they can remain in established facilities
- Assist with the adoption of unclaimed animals after an extended holding period.

### **Chambers of Commerce and Rotary Clubs**

Chambers of Commerce are dedicated to actively supporting business, economic growth and diversification. The Squamish, Whistler, Pemberton and Lillooet Chambers of Commerce, and the BC Chamber of Commerce all have vested interests in businesses located in the SLRD.

Rotary Clubs aim to encourage and foster the ideal of service as a basis of worthy enterprise, and as such also have vested interests in the communities and businesses of the SLRD. At the request of the SLRD a Chamber of Commerce or Rotary Club may:

- In coordination with EOC Information Officers, notify the wider business community of the extent of the emergency
- In coordination with EOC Information Officers and other partners (as available/required), assist in developing a strategy to encourage businesses and patrons to return once the emergency has resolved

## **7.8. Utilities**

### **BC Hydro**

BC Hydro is responsible for the supply of electrical services to customers throughout the SLRD. This includes emergency response and restoration of services during emergencies. Upon request, and subject to availability, BC Hydro will provide staff to support SLRD's EOC to coordinate activity on behalf of the utility agency.

BC Hydro monitors and controls a number of hydroelectric dams in the SLRD: the Bridge River 1 & 2, La Joie, Terzaghi, Seton and Cheakamus Generating Stations. A catastrophic dam failure could present a significant hazard to communities throughout the SLRD. In the event that a BC

Hydro Dam requires significant spill release or other events with potentially adverse effects, BC Hydro is responsible for notifying downstream agencies.

In the event that the electrical distribution system becomes significantly disrupted, BC Hydro's response would involve the following:

- Distribute and restore electrical services
- Activating one or more BC Hydro EOCs
- In conjunction with the SLRD EOC, determine exact priorities for the restoration of electrical services in affected areas
- Restore electrical services including the assessment of damage, prioritizing the work that has to be carried out and the mobilization and deployment of personnel and equipment to areas where they are needed
- Ensuring ongoing communications with the SLRD EOC

### **TELUS/Shaw**

TELUS and Shaw are responsible for providing telecommunications service to the SLRD. TELUS and Shaw will be requested to keep their equipment operational with primary emphasis on that equipment which is vitally needed in the SLRD for an effective response to a major emergency or disaster. Emergency Responsibilities include:

- Ensure telecommunications capability in support of response efforts
- Restore telecommunication outages throughout the affected area, based on SLRD EOC priorities

### **Fortis BC**

Fortis BC is responsible for the generation, distribution and restoration of the natural gas systems, where available, in the SLRD. Upon request and subject to availability, Fortis BC will provide staff to support the SLRD EOC activity. Emergency Responsibilities include:

- Generate, distribute and restore natural gas service to affected communities
- Upon receiving a report that an emergency involving natural gas has occurred, immediately dispatch response personnel to evaluate the nature of the emergency and specify needs for action and support; on-site remedial action to correct the problem will then be implemented as soon as possible
- Provide information on above ground facilities and the location of buried pipes
- Upon request and when available to do so, provide staff to the SLRD EOC to coordinate activities on behalf of the utility agency

## **7.9. Transportation Agencies**

### **Canadian Transport Emergency Centre (CANUTEC)**

CANUTEC is a federal government agency in Ottawa to assist with the handling of hazardous material emergencies. CANUTEC can be called whenever immediate information is required for emergencies involving all hazardous materials including chemicals, chlorine, toxic gasses, radioactive substances, acids and corrosives. Scientists (chemists) will provide information on the dangers involved and the proper method of clean up. CANUTEC provides information from its extensive data base and also makes every attempt to link emergency response personnel at a disaster site directly with individuals and organizations that can offer technical advice such as shippers, manufacturers of the product or others who handle the same product. Emergency

Responsibilities include providing hazardous goods information to the SLRD IC and SLRD EOC upon request.

### **CN Rail**

CN Rail operates the rail-line that passes through Squamish. It provides rail right of way, rail bed, rail crossing and management of local rail service. CN Rail transports many varieties of regulated products and is responsible for their care.

#### **Emergency Responsibilities:**

- Assist in coordinating emergency response to CN Rail incidents and provide emergency response capability
- Assist with transportation of emergency resources, as required
- Upon request and when available to do so, provide staff to the SLRD EOC to coordinate activities on behalf of CN Rail

### **BC Transit**

BC Transit operates the public transit bus service in Squamish and Pemberton, plus a health services transit service in Lillooet. Whistler Transit Ltd. operates the Whistler area transit service. In the event of a major emergency or disaster, upon request and subject to availability, BC Transit will allocate existing transit resources to the SLRD to facilitate emergency evacuations and other operations as required timeframe according to BC Transit policies. Emergency Responsibilities may include:

- Provide staff to support EOC activations, as required
- Communicate to the EOC the availability of transportation resources for use in evacuations and other operations as needed
- Provide transportation to move people from evacuation areas to designated reception centres
- Maintain scheduled transit service in unaffected areas

### **Miller Capilano, MFLNRORD, MoTI and Dawson Road Maintenance**

The Ministry of Transportation and Infrastructure (MoTI), Miller Capilano, Dawson Road Maintenance, and the Ministry of Forests, Lands, Natural Resources Operations and Rural Development (MFLNRORD) maintain highways and most other roads in the SLRD.

## **8. Community Risk Assessment Summary**

### **8.1. Community Risk Assessment (CRA)**

The purpose of a Community Risk Assessment is to guide practical steps in preparedness, response, recovery and mitigation that reduce both the likelihood of emergencies and the consequences when disaster cannot be avoided. Risk information also informs community residents, business owners, and institution managers of the hazards to expect and how best to prepare for them. The CRA identifies community hazard risks and priorities and is the foundation of the Comprehensive Emergency Management Plan. As hazard risks may change over time, this document is updated at least every five years.

A CRA is both a process and a tool used to identify hazards or emergency situations that are a priority for the regional district and for which it needs to make contingency plans. The process assesses each situation by both its potential impact on the area, the probability of its occurrence, and also the vulnerability of the area to the event. Events with both a high risk of probability (i.e. likelihood) and seriousness of impact (i.e.

consequence or vulnerability of the regional district) receive the highest rating. Risk-based choices can then be made to address vulnerabilities, mitigate hazards and prepare for response to and recovery from hazard events. A CRA is a requirement mandated by the Local Authority Emergency Management Regulation of the BC Emergency Program Act.

A hazard is a source of potential harm or a situation with potential for causing harm, in terms of human injury, damage to health, property, the environment, or economic hardship. Risk is the chance of injury or loss as defined as a measure of the probability (likelihood) and severity of an adverse effect to health, property, the environment or other things of value. Hazard likelihood is categorized based largely on the historical occurrence of similar events: frequent (1 - 3 year occurrence), moderate (3 – 10 year occurrence), occasional (10 – 30 year occurrence), unlikely (30 – 100 year occurrence), rare (100 – 200 year occurrence), and very rare (200+ year occurrence). Consequence severity is based on seven categories of impacts for each hazard: fatalities, injuries, critical facilities, lifelines, property damage, environmental factors, economic and social factors.

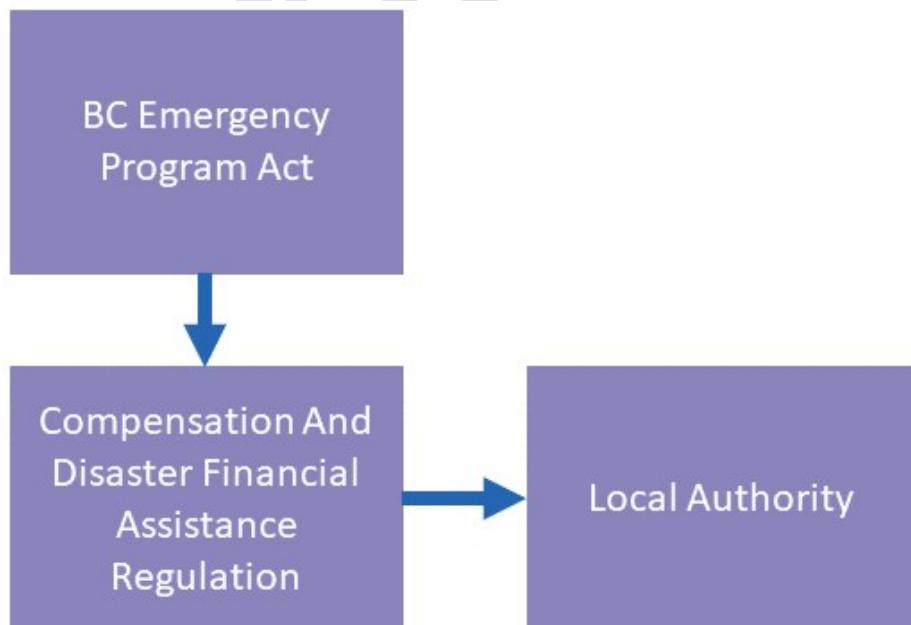
In this plan, risks are rated on a progressive scale - very low, low, high and very high – based on the analysis of event likelihood combined with consequence severity. Different impacts will have different potential consequences. Lastly, hazard vulnerabilities are considered in the development of the CRA in terms of broad groupings: social, physical, economic, environmental and political.

## 9. Financial Assistance

Under the Emergency Program Act and the Compensation and Disaster Financial Assistance Regulation (C&DFA), each regional district can receive financial assistance for eligible emergency response costs incurred during a major emergency or disaster, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to regional district operations.

Under this legislation, EMBC is authorized to assist local governments with eligible costs for response and recovery, providing there is sufficient documentation.

**Figure 12: Legislation for Assistance of Response and Recovery Costs**



## 9.1. Overview of Eligible Response and Recovery Costs

Figure 13 illustrates that local authorities may receive financial assistance from the province for 100 percent of eligible response costs. Under provincial regulation, local authorities may receive 80 percent of recovery and/or community recovery costs that exceed \$1,000 in total per event. Local authorities are responsible for the remaining twenty percent of eligible costs and all response and recovery costs that are not eligible for financial assistance from EMBC.

Two criteria are common to all categories to qualify for financial assistance:

- Costs must be eligible, and
- Costs must be documented

**Figure 13: Summary of Assistance Ratios by Expense Type**

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

## 9.2. Response Costs

Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from major emergencies and disasters. Response may begin before impact if early information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists. EMBC has a mandate that includes minimizing the economic and social impact from major emergencies and disasters.

EMBC is permitted under the C&DFA Regulation to assist a local authority with 100 percent of eligible response costs. Each local authority is expected to pay response costs first, then to submit claims to EMBC for processing.

### Eligibility for response costs depends on these factors:

**Type of Event:** Most disasters caused by natural hazards may be considered for financial assistance under BC legislation, including floods, severe winter storms, landslides and mudslides, and some wildfire situations. Regional district economic losses caused indirectly by unexpected events will likely be considered on a case-by-case basis.

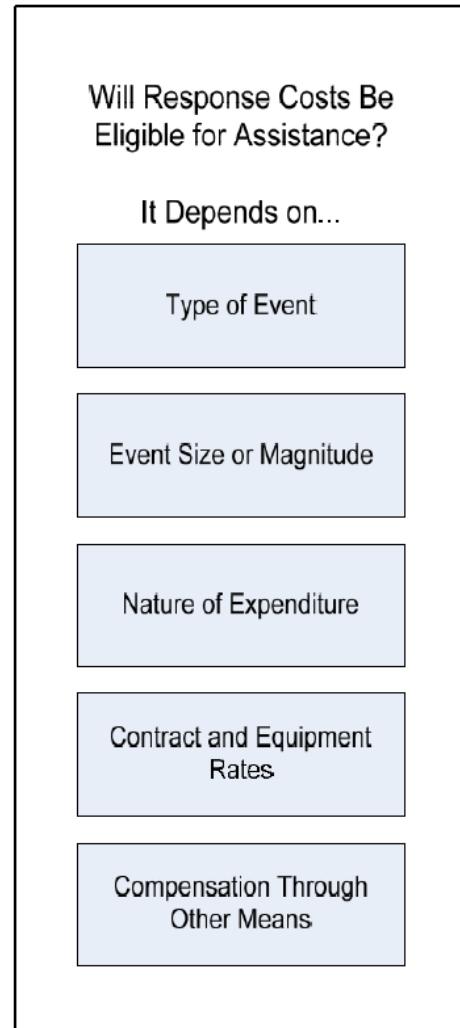
**Event Size or Magnitude:** Most emergency events will be small in size and require relatively little response effort. The province reserves the right to refuse claims from regional districts for such events as minor floods or snow storms.

**Nature of Expenditure:** The nature of the response expenditure is an important factor to consider. Only response expenses and staff time over and above normal day-to-day costs are eligible for assistance. Also, eligibility pertains to response costs for efforts needed to preserve public safety related to a specific event.

**Contract and Equipment Rates:** There are limits on the rates eligible for financial assistance from the province. The province will only assist regional districts with equipment rental costs to the rates accepted by the province. These rates are published in the Blue Book - Equipment Rental Rate Guide, including values for a wide range of heavy equipment. Contracts should also specify either provincial Group 1 or Group 2 rates for meal allowances, travel, and accommodation.

**Compensation through Other Means:** If the SLRD has access through other means to funds for response expenditures, the province may reduce or forego payment. For example, if the SLRD seeks legal compensation from a person who caused an emergency under the BC Emergency Program Act, the province will account for such claims in calculating the amount of provincial assistance.

**Refer to Appendix E: EOC Resource Manual for examples of eligible and ineligible response costs.**



## 10. Financial Considerations

To be most effective, the Finance/Administration Section of an EOC should be operating as soon as possible in an emergency that generates regional district response costs. The EOC should undertake four activities to assist with later claims for response costs. These activities include:

### 10.1. Obtain an EMBC Task Number

Request a Task Number from EMBC, either by telephone to the PECC in Victoria, or through the EMBC Regional Manager. Every supplier and contractor, all staff members working overtime, and all volunteers should record and reference the EMBC Task Number in tracking their hours and costs.

### 10.2. Submit Expenditure Authorization Forms, where required

Prepare and submit an Expenditure Authorization Form (EAF) to the PREOC to confirm eligibility of particular response costs for actions being considered by the local government. A blank Expenditure Authorization Form (EOC Form 530) is available in Annex D: Forms and Templates.

Once an EAF has been authorized by the PREOC, the regional district is assured the province will provide assistance to the dollar limit identified, as long as the proper documentation is provided with the claim. If circumstances require an increase in the estimate, the EOC should prepare an addendum to the EAF and seek authorization from EMBC through the PREOC.

### 10.3. Submit Daily Expense Reports

Prepare a daily expense report and submit it to the PREOC. Use EOC Form 532, available in Annex D: Forms and Templates.

With the daily totals, the local government will also want to record the total cost amount committed to the entire event to date. The EOC Form 534 “Expenditures Event Totals” serves this function, also available in Annex D: Forms and Templates.

### 10.4. Submit Resource Requests

Under the BCEMS, the SLRD is responsible for using local resources to fill immediate needs to the greatest extent possible, including any mutual aid that may be available. If locally available resources are insufficient for operational needs, the local government may request assistance through the PREOC, using EOC Form 514.

All four activities involve direct communication with the PREOC.

## 11. List of Tables, Figures, Annexes, and Sub-Plans

### List of Tables

- Table 1: Revisions to the All Hazards Plan
- Table 2: Internal Plan Distribution List
- Table 3: External Plan Distribution List
- Table 4: List of Frequently Used Acronyms
- Table 5: List of Common Terms
- Table 6: EOC Function Identification and Roles
- Table 7: EOC Levels of Activation
- Table 8: Communication Strategies, Tactics and Requirements
- Table 9: Stages of Emergency Communication

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- Figure 2: SLRD Boundary Map
- Figure 4: Comprehensive Emergency Management – Phases of an Event
- Figure 5: BCEMS Response Levels
- Figure 6: ICS Management Functions
- Figure 7: EOC Organization Chart
- Figure 8: SLRD Activation Guide
- Figure 9: EOC Activation Process
- Figure 10: Event Notification and EOC Activation Flow Chart
- Figure 11: Squamish-Lillooet Regional District Organizational Structure
- Figure 12: Legislation for Assistance of Response and Recovery Costs
- Figure 13: Summary of Assistance Ratios by Expense Type

### List of All-Hazards Support Annexes

- Annex A – Declaring a State of Local Emergency
- Annex B – Emergency Program Act and SLRD Bylaw
- Annex C – Generic Evacuation Plan (under development)
- Annex D – Community Risk Assessment Report (update expected in 2020)
- Annex E – EOC Resource Manual (under development)
- Annex F – Crisis Communications Plan (under development)
- Annex G – Recovery Plan (under development)

### List of Hazard Specific Sub-Plans

- Aircraft Crash
- Atmospheric Hazards
- Dam Failure
- Flood
- HAZMAT Release
- Landslide
- Pandemic
- Seismic Hazard
- Structure Collapse

- Transport – Marine
- Transport – Vehicle
- Urban Fire
- Utility Failure
- Wildland Interface Fire

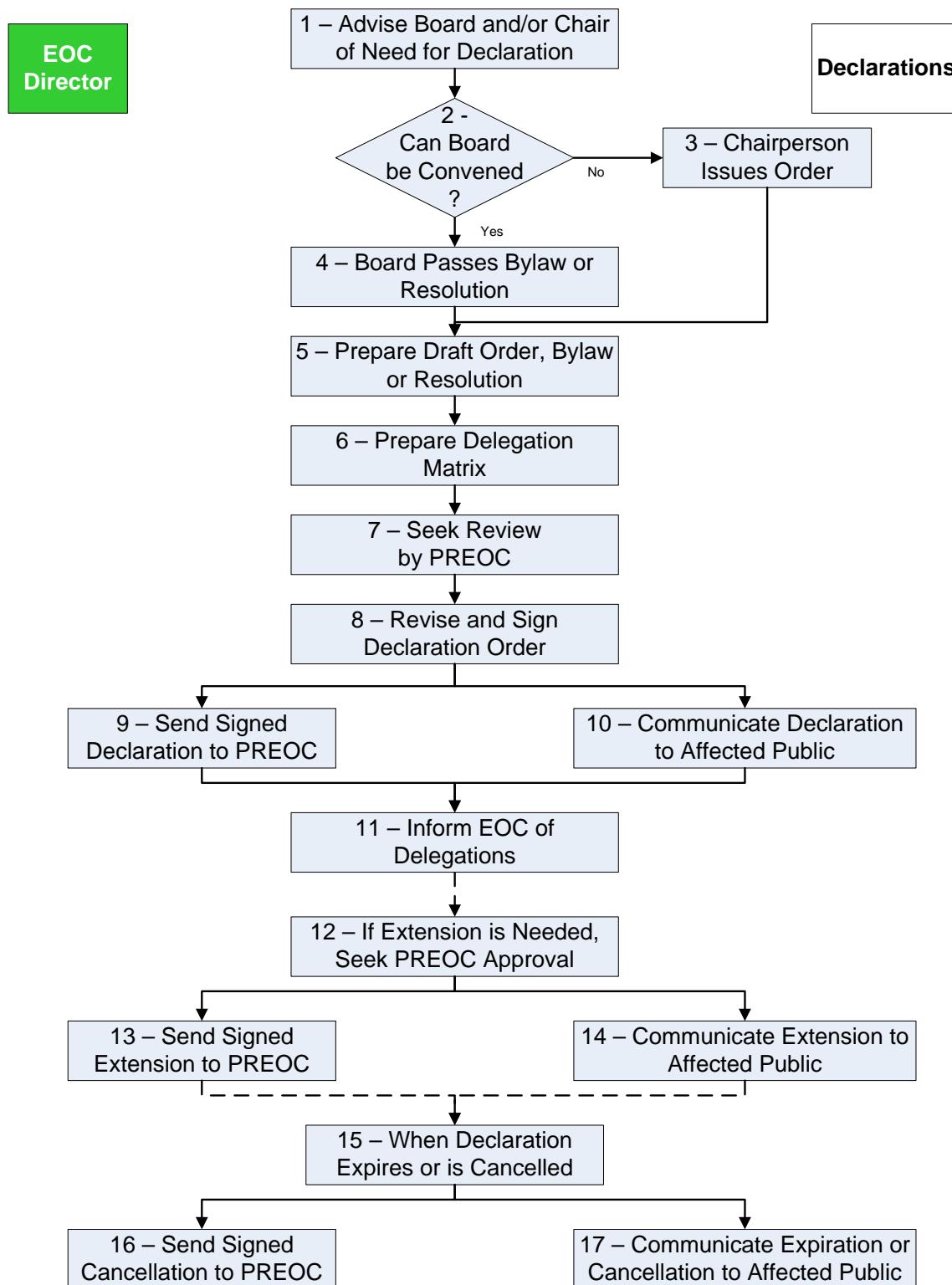
### **List of Community Specific Emergency Response Plans**

- Gun Lakes Area
- Fountain Valley
- Yalakom Valley
- Black Tusk Village & Pinecrest Estates
- WedgeWoods
- Bralorne & Gold Bridge
- Upper Squamish Valley
- Birken
- D'Arcy Area (includes Devine)
- Tyaughten Lake Area
- Britannia Beach & Furry Creek
- Tunnel Station & Paradise Valley
- Texas Creek Area
- Ring Creek
- Pavilion Lake Area
- Mt. Currie & Pemberton Fringe
- McGillivray Falls Recreation Retreat
- Marshall Lake Area
- Seton Portage
- Lillooet Lake Estates & Heather Jean Properties
- Ponderosa Estates
- Pemberton Meadows

# Annex A – Declaring a State of Local Emergency

<b>Introduction</b>	<p>Section 12 of the <i>BC Emergency Program Act</i> allows local authorities, which includes municipal councils and regional district boards, to declare a “State of Local Emergency.”</p> <p>A State of Local Emergency is to give the municipality extraordinary powers to prevent, respond to, or alleviate the effects of an emergency or disaster.</p> <p>The municipal council (regional district board) <b>must declare a State of Local Emergency before exercising certain emergency powers granted by the Emergency Program Act</b>, such as ordering the evacuation of persons at risk.</p>
<b>Steps in Declaring a State of Local Emergency</b>	<p>A number of steps must be completed to declare a State of Local Emergency.</p> <ol style="list-style-type: none"><li data-bbox="474 941 1454 1174">1. The municipal council (regional district board) must be satisfied that an emergency exists or is imminent in the region. The council (regional district board) may declare a local emergency for designated areas within the municipal (regional district) jurisdiction, but NOT for areas outside their jurisdiction. Consult with the PREOC, if activated, or with PEP prior to initiating a declaration to confirm that the extraordinary powers in the declaration will meet the requirements intended.</li><li data-bbox="474 1205 1454 1406">2. The municipal council (regional district board) may make a declaration by bylaw or resolution, or the mayor may make a declaration by order. Before making a declaration, the mayor (regional district board chair) must use his or her best efforts to obtain the consent of the members of council (regional district board) for the declaration. Refer to the attached <b>Form for Declaring a State of Local Emergency</b>.</li><li data-bbox="474 1438 1454 1607">3. The mayor or council (chair or regional district board) must identify the nature of the emergency and the part of the municipality (regional district) in which it exists or is imminent in the declaration of State of Local Emergency. A map is required to define the area intended for the declaration.</li><li data-bbox="474 1638 1454 1776">4. The council (regional district board) must ensure that the authority to exercise the extraordinary powers granted under the <i>Emergency Program Act</i> is delegated in writing to the appropriate persons and/or agencies. Refer to the <b>Delegation of Powers Matrix</b> form.</li><li data-bbox="474 1807 1454 1881">5. As soon as practicable after making a declaration, the mayor (regional district board chair) must convene a council (board) meeting to confirm a</li></ol>

	<p>declaration order.</p> <p>6. The mayor (regional district chair) must forward by facsimile or email to the PREOC (or Executive Director of PEP, if PREOC is not active) a signed copy of the declaration, a map designating the geographic boundaries, a copy of any Delegation Order that designates persons or agencies who can apply the extraordinary powers on behalf of council, and a copy of any publication notice.</p> <p>7. The mayor (chair) must cause the details of the declaration to be published by a means of communication most likely to make the contents of the declaration known to the population of the affected area.</p> <p>8. The mayor (chair) must obtain the approval of the Minister of Public Safety and Solicitor General for an extension of a state of local emergency beyond seven days.</p> <p>9. A declaration of a State of Local Emergency is cancelled when:</p> <ul style="list-style-type: none"><li>♦ It expires after 7 days or after any 7-day extension</li><li>♦ The Minister of Public Safety and Solicitor General cancels the declaration</li><li>♦ It is superseded by provincial state of emergency, or</li><li>♦ It is cancelled by bylaw, resolution or order.</li></ul> <p>If cancelled by bylaw, resolution or order, the mayor (chair) must promptly notify the Minister of Public Safety and Solicitor General through the PREOC or PEP.</p> <p>10. The mayor (chair) must publish the details of the termination to the population of the affected area.</p> <p>Refer to the attached Checklist for Declaring a State of Local Emergency.</p>
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Checklist for Declaring a State of Local Emergency	
Check ✓	Action
	1. Mayor and council (chair and board) are satisfied that an <b>emergency is imminent</b> within the municipality. Consult with the PEP Regional Manager at the PREOC, if established, or PEP management. Council (board) identifies the nature of the emergency and area in which it exists.
	2. Declarations can be made in two ways: The mayor (chair) may <b>verbally</b> declare a state of local emergency and immediately sign a written order of declaration. Before making a declaration, the mayor (chair) uses his or her best efforts to obtain the consent of council (board) members. OR The council (board) may pass a bylaw or resolution declaring a State of Local Emergency, using the <b>attached declaration form</b> .
	3. The mayor (chair) should ensure that a <b>map</b> delineates the boundaries of the declaration area.
	4. The mayor (chair) ensures that authority to exercise the extraordinary powers has been delegated to the appropriate persons using the attached <b>Delegation Order</b> .
	5. As soon as practicable after making a declaration, the mayor (chair) convenes a council (board) meeting to confirm a declaration of a State of Local Emergency by resolution or bylaw.
	6. The mayor (chair) forwards (by facsimile or email) to the PREOC (or PEP Executive Director) a signed <b>copy</b> of the declaration, a <b>map</b> designating the geographic boundaries, a copy of a <b>Delegation Order</b> , and a copy of any <b>publication notice</b> . PEP Executive Director Phone: (250) 952-4918 PEP HQ Fax: (250) 952-4888 ECC Telephone: (800) 663-3456 ECC Fax: (250) 952-4872 PEP Regional Mgr. (Vanc Is Region): (250) 952-4918  If the PREOC is open and if they have different contact information, the ECC will let the EOC know at the time. The mayor (chair) sends copy of order to the EOC.
	7. The mayor (chair) immediately causes the details of the declaration to be <b>published</b> by a means of communication most likely to make the declaration known to the population of the affected area (usually through local media).
	8. If an <b>extension</b> is necessary, the mayor (chair) will seek the authority of the Minister of Public Safety and Solicitor General through PEP to extend the term of the declaration beyond seven days, by making application through the PREOC or PEP Executive Director. Successive extensions of seven days may be requested.
	9. The mayor (chair) must <b>rescind</b> the declaration as soon as the extraordinary powers are no longer needed, and publish a notice to that effect. The mayor (chair) notifies the Minister of Public Safety and Solicitor General through the PREOC or PEP Executive Director that a declaration of a state of local emergency has been rescinded.
	10. The mayor (chair) causes the details of the rescinded order to be <b>published</b> by a means of communication most likely to make it known to the majority of the population of the affected area.

## **Declaration of State of Local Emergency Order**

WHEREAS there is a \_\_\_\_\_ (nature of emergency) that presents a danger within the jurisdiction of the Squamish Lillooet Regional District

AND WHEREAS the \_\_\_\_\_ (nature of emergency) poses an existing or imminent threat to people and property within the area known as \_\_\_\_\_ (jurisdictional area where emergency exists);

AND WHEREAS the \_\_\_\_\_ (nature of 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 the Squamish Lillooet Regional District affecting the following area:

The jurisdictional area of the Squamish Lillooet Regional District

OR

The following Electoral Area or Areas of the Squamish Lillooet Regional District, indicated by "X":

Electoral Area A \_\_\_\_\_  
Electoral Area B \_\_\_\_\_  
Electoral Area C \_\_\_\_\_  
Electoral Area D \_\_\_\_\_

AND

Due to hazards and threat to people and property, includes local areas known as:

\_\_\_\_\_ (names of local communities and/or roads).

ORDERED by the Board Chair on:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

To remain in force for seven days until:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

Unless cancelled by order of the (Local Authority) or the Minister of Public Safety and Solicitor General or the Lieutenant Governor in Council.

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Time and Date Signed) \_\_\_\_\_

**Squamish Lillooet Regional District**

## **Delegation of Emergency Powers Order**

WHEREAS the Board Chair of the Squamish Lillooet Regional District declared a state of local emergency on:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_;

AND WHEREAS after a declaration of a state of local emergency is made, the Squamish Lillooet Regional District may authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise any power available to the minister under Section 10(1)(d) to (l) of the Emergency Program Act (RS, 1996, Chap 111), in relation to any part of the jurisdictional area affected by a declaration;

NOW THEREFORE:

IT IS HEREBY ORDERED that the Squamish Lillooet Regional District delegates the authority to exercise the powers referenced below, pursuant to Section 13(1)(c) of the Act, to each of:

Emergency Powers	Authorization			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
1. Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
2. 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.				
3. Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.				
4. 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.				
5. 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.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
6. 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.				
7. 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.				
8. 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.				
9. 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.				

## **Declaration of State of Local Emergency Extension**

WHEREAS the danger from the \_\_\_\_\_ (nature of emergency) persists within the jurisdiction of the Squamish Lillooet Regional District and continues to present an imminent threat to people and property within the area known as \_\_\_\_\_ (jurisdictional area where emergency exists);

AND WHEREAS the Board Chair declared a state of local emergency effective as of:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

NOW THEREFORE:

IT IS HEREBY ORDERED that the referenced declaration shall be extended, subject to the approval by the Minister of Public Safety and Solicitor General or the Lieutenant Governor in Council.

ORDERED by the (Mayor or Board Chair) to be effective at:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

To remain in force for seven days until:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Time and Date Signed) \_\_\_\_\_

**Squamish Lillooet Regional District**

### **Provincial Approval**

WHEREAS life and property remain at risk due to \_\_\_\_\_ (nature of emergency) in the Squamish Lillooet Regional District;

AND WHEREAS the Board Chair of the Squamish Lillooet Regional District has requested provincial authority to further extend the duration of the referenced declaration of state of local emergency;

NOW THEREFORE:

IT IS HEREBY APPROVED by the Minister of Public Safety and Solicitor General or the Lieutenant Governor in Council, pursuant to Section 12(6) of the Emergency Program Act (RS, 1996, Chap.111) that the (Local Authority) may extend the duration of the referenced declaration of state of local emergency for seven days.

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Time and Date Signed) \_\_\_\_\_

**Province of British Columbia**

## **Declaration of State of Local Emergency Cancellation**

WHEREAS an emergency caused by the \_\_\_\_\_ (nature of emergency) no longer exists within the area known as \_\_\_\_\_ (jurisdictional area where emergency exists) of the Squamish Lillooet Regional District;

AND WHEREAS the Board Chair declared a state of local emergency effective as of:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

NOW THEREFORE:

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

ORDERED by the Board Chair to be effective at:

(24-hour time) \_\_\_\_\_ hours on (day of week) \_\_\_\_\_ (date) \_\_\_\_\_.

(Signature) \_\_\_\_\_

(Title) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Time and Date Signed) \_\_\_\_\_

**Squamish Lillooet Regional District**

# Annex B –Emergency Program Act and Regional Bylaw

This Act is Current to July 21, 2010

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## 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 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 South Coast British Columbia Transportation Authority continued under the South Coast British Columbia 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, 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 plan" means an emergency plan prepared under section 6 (2);

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

"Provincial emergency plans" means the emergency 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 under this Act or by 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 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 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 plans and programs;
- (f) review and recommend modification of local emergency 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) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2.1) For the purposes of subsection (2), a local authority that is the board of a regional district must ensure that it has one local emergency plan that applies, or 2 or more local emergency plans that in the aggregate apply, to all of the electoral areas within the regional district.

(3) A local authority that is a municipal council or the board of a regional district must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters and, for that purpose,

- (a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and
- (b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain
  - (i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or
  - (ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district.

(3.1) Without limiting subsection (3), a local authority that is a municipal council or the board of a regional district may

- (a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and
- (b) appoint a coordinator for each emergency management organization established by it under subsection (3).

(3.2) The minister may, by order, establish one or both of the following:

- (a) if a local authority has not complied with subsections (2) and (2.1), the date by which the local emergency plan or plans required under those subsections must be prepared, with power to establish, for the board of a regional district, different dates for the preparation of local emergency plans for different electoral areas within the regional district;
- (b) if a local authority has not complied with subsection (3), the date by which the emergency management organization or organizations required under that subsection must be established, with power to establish, for the board of a regional district, different dates for the establishment of emergency management organizations for different electoral areas within the regional district.

(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 plans**

7 The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency 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 plans**

8 (1) A local authority or a person designated in the local authority's local emergency 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 plan has been implemented under section 7, a local emergency 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 plan is not in conflict with the Provincial emergency 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 plan or any Provincial emergency measures;
  - (b) authorize a local authority to implement a local emergency 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 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 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 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 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 responsible for the administration of the Community Charter, but without obtaining the approval of the electors or 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 to have 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 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, 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, 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.

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 under this Act.

(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 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).

# SQUAMISH-LILLOOET REGIONAL DISTRICT

## Emergency Planning Service Establishment

### By-law No. 921-2004

A by-law to establish a Service within Electoral Areas A, B, C and D for the purpose of establishing a local emergency planning service for the Squamish-Lillooet Regional District.

WHEREAS pursuant to the Emergency Program Act, RSBC 1996, C. 111, a Regional District is required to prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters, and is required to establish and maintain an emergency management organization to develop and implement emergency plans and other preparations, response and recovery measures for emergencies and disasters;

AND WHEREAS, the Board of the Squamish-Lillooet Regional District wishes to establish a service with respect to the foregoing;

NOW THEREFORE, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

#### **Service Establishment**

1. A service of emergency and disaster planning and management is established.
2. The service will include development and implementation of emergency plans respecting preparation for, response to and recovery from emergencies and disasters, including the establishment and maintenance of an emergency management organization or organizations to develop and implement emergency plans and other preparations, response and recovery measures for emergencies and disasters.

#### **Participating Areas**

3. The service area boundaries are the boundaries of Electoral Area A, B, C and D.
4. Electoral Area A, B, C, and D are the participating areas for the service.

#### **Cost Recovery**

5. As provided for in Section 803 of the Local Government Act, the annual cost of providing the service shall be recovered by:
  - a) property values taxes imposed in accordance with Division 4.3 of Part 24, Local Government Act;
  - b) parcel taxes imposed in accordance with Division 4.3 of Part 24, Local Government Act;
  - c) fees and charges imposed under section 363 Local Government Act;
  - d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

SLRD Regular Meeting, Sept. 27, 2004

**Citation**

6. This by-law may be cited as “Squamish-Lillooet Regional District Emergency Planning Service Establishment By-law No. 921-2004.”

READ A FIRST TIME this day of , 2004.

READ A SECOND TIME this day of , 2004.

READ A THIRD TIME this day of , 2004.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this day of , 2004.

ADOPTED this day of , 2004.

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Susan Gimse Paul R. Edgington  
Chair Secretary

I hereby certify the foregoing to be a true and correct copy of By-law No. 921, cited as “Watch 99 Sign Program Service Establishment By-law No. 921-2004”, as \_\_\_\_\_, 2004.

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Paul R. Edgington, Secretary,

SLRD Regular Meeting, Sept. 27, 2004