

# **EMERGENCY PLAN FOR THE TOWN OF PORT McNEILL**

## **MAYOR'S INTRODUCTION**

**The protection of life, property and the environment and the alleviation of suffering and hardship caused by disasters are fundamental responsibilities of Municipal Government. Your Municipal Officials are cognizant of these responsibilities and are determined that they shall be met.**

**Floods, fires, earthquakes, plane crashes and other major disasters occur at unexpected times and places throughout the world. Some of these happen every year in British Columbia and we may expect them to occur in the future.**

**Response to disaster conditions of any type requires careful planning and organizing, proper management of our resources and a continuing training effort. This Emergency Plan, prepared by our Emergency Program Volunteers, is designed to provide for the use of public and private resources as necessary to cope with a wide variety of emergency situations.**

**Although this plan is one step toward preparedness, continued awareness, training and personal readiness, particularly on the part of government employees, is necessary if we are to respond effectively under the varying conditions of disaster. Equally important is the understanding, support and co-operation of our citizens.**

**Gerry Furney  
Mayor  
Town of Port McNeill  
March 7, 2007**

# EMERGENCY PLAN FOR THE TOWN OF PORT McNEILL

<b>MAYOR'S INTRODUCTION</b> .....	<b>1</b>
<b>SECTION 1 CALL OUT</b> .....	<b>4</b>
SECTION 1.1 ACTIVATION OF EMERGENCY OPERATIONS CENTER.....	4
SECTION 1.2 GENERIC CALL OUT FLOW CHART PRIMARY .....	5
SECTION 1.3 RESPONSE CONTINGENCY PLANS .....	7
Section 1.3.1 Aircraft Incident .....	7
Section 1.3.2 Dangerous Goods/Hazardous Materials.....	9
Section 1.3.3 Earthquake .....	11
Section 1.3.4 Fire – Structural .....	15
Section 1.3.5 Fire – Wildfire/Interface .....	17
Section 1.3.6 Flood/Storm Surge .....	19
Section 1.3.7 Marine Incident .....	22
Section 1.3.8 Power Interruption .....	24
Section 1.3.8 Power Interruption Flow Chart .....	25
Section 1.3.9 Severe Weather.....	26
Section 1.3.10 Major Criminal Event .....	29
Section 1.3.11 Tsunami.....	31
Section 1.3.12 Water Supply Interruption.....	33
Section 1.3.13 Landslide/Debris Flow.....	36
Section 1.3.14 Pandemic Influenza Event .....	39
Section 1.3.15 Transportation Disaster - Road .....	41
SECTION 1.4 CALL OUT DIRECTORIES .....	43
<b>SECTION 2 EOC OPERATIONAL GUIDELINES</b> .....	<b>47</b>
SECTION 2.1 ACTIVATION OF EMERGENCY OPERATIONS CENTER .....	47
Section 2.1.1 Activate the Fan-Out.....	48
Section 2.1.2 Activate the Emergency Operations Center .....	48
Section 2.1.3 EOC Supply Lists.....	49
Section 2.1.3.1 EOC Kit Content Lists .....	49
Section 2.1.4 Operational Period.....	50
Section 2.1.5 Duty Cycles .....	50
Section 2.1.6 Stress Management.....	50
SECTION 2.2 POSITION CHECKLISTS AND AIDS .....	51
Section 2.2 EMERGENCY OPERATIONS CENTER Checklists.....	52
Section 2.2.2 Management Section Overview .....	55
SECTION 2.3 EOC FORMS .....	56
SECTION 2.4 EOC PLANS .....	57
Section 2.4.1 Emergency Communications .....	57
Section 2.4.2 Evacuation Plan .....	61
Section 2.4.3 Emergency Information.....	62
Section 2.4.4 Volunteer Management .....	64
<b>SECTION 3 EMERGENCY PLAN OVERVIEW</b> .....	<b>65</b>
SECTION 3.1 INTRODUCTION .....	65
SECTION 3.2 OBJECTIVES AND MANAGEMENT SYSTEM.....	66
Section 3.2.1 Introduction.....	66

**Section 3.2.2 BCERMS Provisions..... 67**  
**Section 3.2.3 Functions ..... 68**  
**SECTION 3.3 LEVELS OF RESPONSE ..... 69**  
**SECTION 3.4 AUTHORITY ..... 70**  
**SECTION 3.5 JURISDICTIONAL BOUNDARIES..... 71**  
    **Section 3.5.1 Description ..... 71**  
    **Section 3.5.2 Map ..... 71**  
**SECTION 3.6 ROLES AND RESPONSIBILITIES..... 72**  
**SECTION 3.7 EMERGENCY MANAGEMENT SYSTEM – BCERMS..... 76**  
    **Section 3.7.1 EOC Organizational Structure for Level 3 ..... 76**  
**SECTION 4 CONTACTS – LOCAL GOVERNMENT ..... 77**  
**SECTION 4.1 RESOURCE LISTS ..... 78**  
    **Section 4.1.1 Agency Resource List ..... 78**  
    **Section 4.1.2 Business Resource List ..... 80**  
**SECTION 4.2 EMERGENCY PROGRAM STRUCTURE ..... 84**  
**SECTION 4.3 EMERGENCY RESPONSE – SITE JURISDICTION..... 85**  
**SECTION 4.4 GLOSSARY..... 86**  
**SECTION 5 AGENCY PLANS ..... 97**  
**SECTION 6 COMMUNITY DISASTER RECOVERY PLAN ..... 98**  
**SECTION 7 APPENDICES ..... 99**

# EMERGENCY PLAN FOR THE TOWN OF PORT McNEILL

## SECTION 1 CALL OUT

### SECTION 1.1 ACTIVATION OF EMERGENCY OPERATIONS CENTER

Any responding agency perceiving a need for site support for any emergency may request the activation of the Emergency Operations Center (EOC) by contacting their most senior agency representative available who in turn would contact the respective Emergency Operations Center Director (EOCD) or the Emergency Program Coordinator (EPC) to activate the Emergency Operations Center (EOC).

When the person who will assume duties as Emergency Operations Center Director (EOCD) receives news of an Emergency, he/she will authorize activation of the Emergency Operations Center (EOC) Primary Group Call Out. (see Part 1 Section 1.2).

Message suggested wording:

"The \_\_\_\_\_ (INITIATOR) has requested the activation of the Regional Emergency Operations Center (EOC) \*(designated site), to deal with the following situation: \_\_\_\_\_

\_\_\_\_\_ (BRIEF DESCRIPTION)

Your immediate attendance to the Emergency Operations Center (EOC) is required.

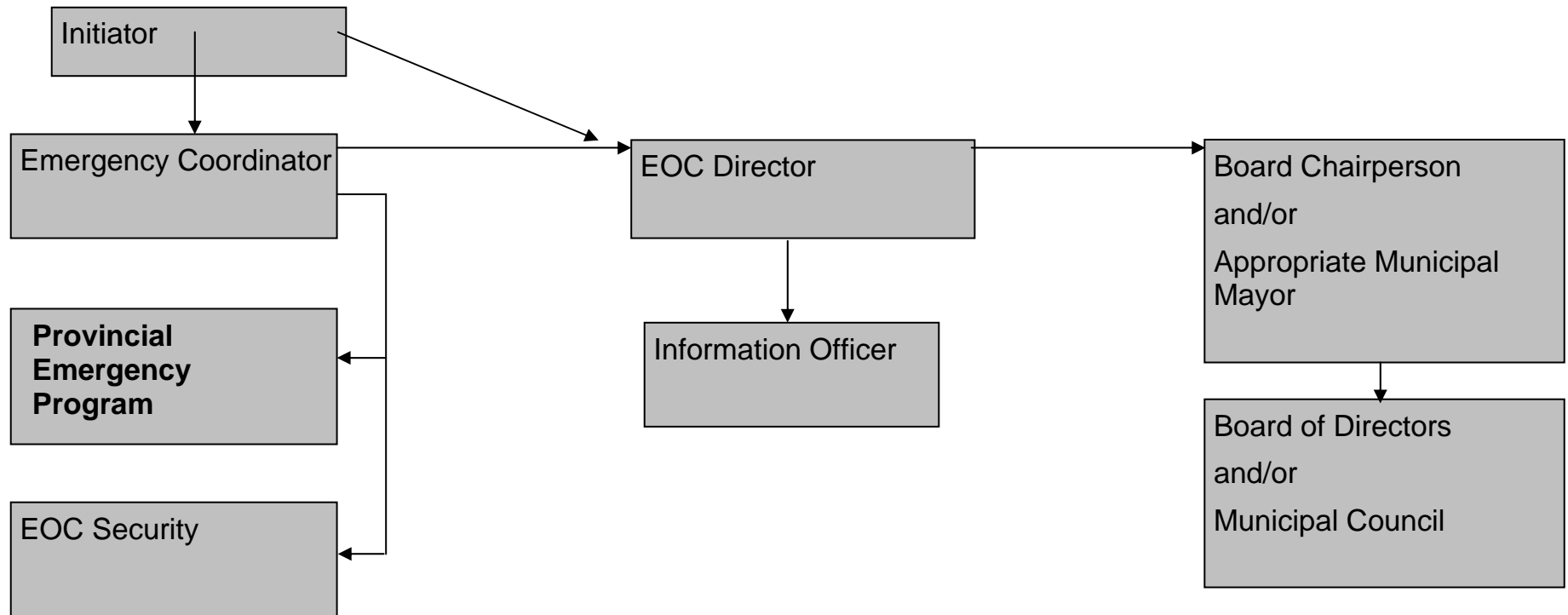
Emergency Operations Center (EOC) Members are responsible to call one or two Service Coordinator(s) as assigned per the Emergency Operations Center (EOC) Call Out Flow Chart (see Section 1.2).

The Calls must be placed quickly for maximum effectiveness. All calls will be placed within minutes of the initial message.

**SECTION 1.2 GENERIC CALL OUT FLOW CHART PRIMARY**

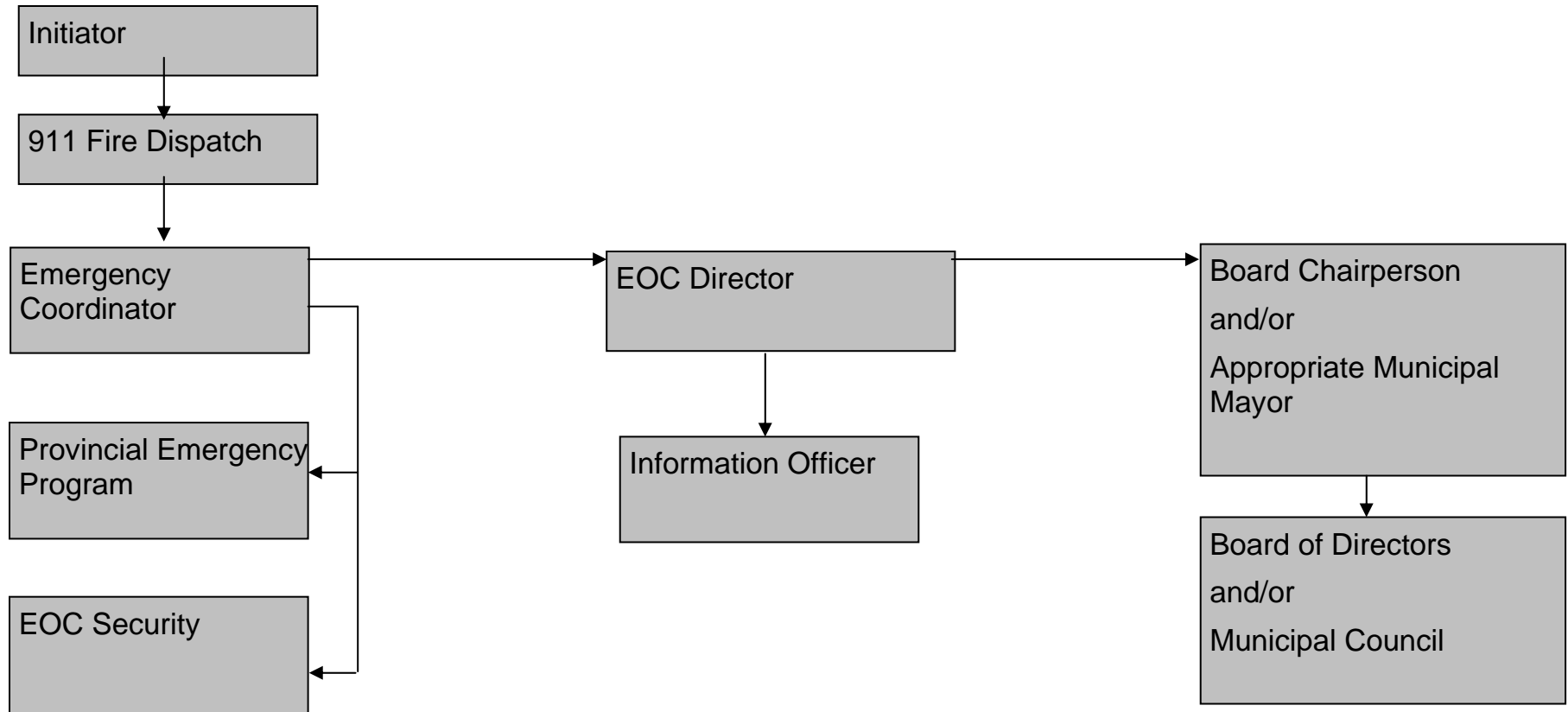
**Section 1.2.a Level 2 or 3 Response - Primary**

**Call Out Flow Chart**



**Section 1.2.b Level 2 or 3 Response - Primary**

**Call Out Flow Chart**



**SECTION 1.3 RESPONSE CONTINGENCY PLANS**

**Section 1.3.1 Aircraft Incident**

**Possible Major Effects:**

- Casualties
- Deaths
- Explosion and/or fire
- Disruption of traffic
- Disruption of utilities
- Evacuation of people
- Special problems arising from the incident

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Set up Incident Command Post and secure perimeter	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> </ul>
2. Secure disaster scene for subsequent investigation	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
3. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
4. Traffic diversion, clear emergency routes	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>
5. Secure perimeter/crowd control	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
6. Evacuate surrounding area	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
7. Evacuation of casualties	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• BCAS</li> <li>• Search &amp; Rescue</li> </ul>
8. Arrange temporary morgue and removal of deceased	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner</li> </ul>
9. Fire suppression and rescue	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
10. Hazard elimination from damaged utilities	<ul style="list-style-type: none"> <li>• BC Hydro</li> <li>• Telus</li> <li>• Public Works</li> </ul>
11. Establish Public Information System	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
12. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
13. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Rescue & fire fighting	<ul style="list-style-type: none"><li>• Fire</li></ul>
2. Ambulances	<ul style="list-style-type: none"><li>• BCAS</li></ul>
3. Communications/Public Address System	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>
4. Barricades	<ul style="list-style-type: none"><li>• Public Works, Ministry of Transportation</li><li>• Flagging Contractor</li></ul>
5. Chemical response equipment	<ul style="list-style-type: none"><li>• Ministry of Environment</li><li>• Private Corporations</li></ul>
6. Refrigeration Units and provide assistance	<ul style="list-style-type: none"><li>• Private Corporations</li></ul>

**Section 1.3.2 Dangerous Goods/Hazardous Materials**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Explosion and fire
4. Hazards to people and livestock
5. Contamination of soil and water
6. Disruption of business
7. Disruption of traffic
8. Evacuation

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
2. Contact CANUTEC (613) 996-6666 (24 HRS)	<ul style="list-style-type: none"> <li>• Fire</li> <li>• RCMP</li> <li>• PEP</li> </ul>
3. Secure site	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
4. Establish emergency communications	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
5. Determine substance spilled and possible effects	<ul style="list-style-type: none"> <li>• Fire</li> <li>• CANUTEC</li> <li>• RCMP</li> </ul>
6. Advise PEP	<ul style="list-style-type: none"> <li>• EPC</li> </ul>
7. Establish inner & outer perimeters & control points	<ul style="list-style-type: none"> <li>• Fire</li> <li>• RCMP</li> </ul>
8. Eliminate potential ignition sources	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Utilities: BC Hydro, Gas Company</li> <li>• RCMP</li> </ul>
9. Contain spill, protect sewer and drainage systems	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works (Local Government)</li> <li>• Spiller</li> </ul>
10. Rescue & fire fighting where possible	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
11. Divert traffic and clear routes for emergency vehicles	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> </ul>
12. Evacuate surrounding area or shelter in place	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> <li>• Fire</li> </ul>
13. Arrange removal of deceased	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

<b>Potential Actions (Continued)</b>	
14. Warn adjacent municipalities	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
15. Establish Public Information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
16. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
17. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
18. Patrol evacuated areas	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
19. Assess water supply contamination & alternate supply	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Ministry of Health</li> <li>• Public Works</li> </ul>
20. Cost recovery	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Local Gov't Finance Depts.</li> </ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Ambulances	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
2. Fire fighting and rescue	<ul style="list-style-type: none"> <li>• Fire</li> <li>• RCMP</li> <li>• Search &amp; Rescue</li> </ul>
3. Communications	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
4. Decontamination	<ul style="list-style-type: none"> <li>• Ministry of Environment</li> <li>• Public Works</li> <li>• Industry</li> </ul>
5. Mobile public address system	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>
6. Barricades	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Flagging Contractor</li> </ul>
7. Protective clothing	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Ministry of Environment</li> <li>• Private Agencies</li> </ul>
8. Emergency Facilities	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>

**Section 1.3.3 Earthquake**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Trapped People
4. Damage to property
5. Material damage to roads, bridges, buildings
6. Fire, explosions, fire hazards
7. Escape of gases
8. Flooding
9. Land/mudslides/sea surge
10. Emotional Distress
11. Danger to public health
12. Evacuation of people and livestock
13. Jurisdictional problems

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
2. Assess situation	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC), All Responding Agencies/Personnel</li> </ul>
3. Deal with life threatening situations	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> <li>• BCAS</li> </ul>
4. Clear routes for emergency	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
5. Assess numbers of dead, trapped and missing	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC), All Responding Agencies/Personnel</li> </ul>
6. Evaluate the nature and extent of physical damage	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Building Inspection</li> </ul>
7. Determine adequacy of resources available and request assistance from PEP	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
8. Conduct rescue operations for trapped persons	<ul style="list-style-type: none"> <li>• Fire</li> <li>• SAR</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
9. Eliminate hazards from damaged utilities	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Utility Companies</li> </ul>
10. Fire Suppression	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
11. Deal with dangerous goods spills	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> <li>• CANUTEC - (613) 996-6666 (24 HRS)</li> <li>• Spiller</li> </ul>
12. Establish perimeters control points and signage for hazardous areas	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> <li>• Flagging Contractor</li> </ul>
13. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services</li> </ul>
14. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
15. Establish Public Information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
16. Begin repair and salvage	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Building Inspection</li> </ul>
17. Advise utility companies of priorities for restoration of services	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
18. Arrange for collection and distribution of water and food	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Emergency Social Services</li> </ul>
19. Combat potential health problems	<ul style="list-style-type: none"> <li>• Ministry of Health</li> </ul>
20. Inspect damaged buildings and structures. Sign and/or demolish	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Building Inspection</li> <li>• Engineering Department</li> </ul>
21. Request Provincial disaster assistance/funding	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Mayor/Regional Chair. Council/Board of Directors</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

Equipment	Agencies/Persons Responsible
1. Transportation vehicles	<ul style="list-style-type: none"> <li>• Road</li> <li>• Maritime Clubs/Organizations</li> <li>• School Board</li> <li>• Public Transit</li> </ul>
2. Rescue equipment	<ul style="list-style-type: none"> <li>• All Agencies</li> </ul>
3. Public service maintenance vehicles	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• local private contractors</li> </ul>
4. Mobile generators, lighting Mobile generators, lighting	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> <li>• local Industry</li> <li>• Suppliers</li> </ul>
5. Medical units and supplies	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
6. Emergency feeding facilities	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
7. Piping, etc. emergency repairs	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
8. Mobile public address system	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Fire</li> </ul>

### SECTION 1.3.3 EARTHQUAKE INCIDENT ACTION LIST

In the event of a major earthquake, all Emergency Operations Center (EOC) Designated Personnel will:

Check on family and friends, and then;

Report to the nearest Emergency Operations Center

Establish communications link with alternate Emergency Operations Center sites

Regional – 1775 Grenville Place, Port McNeill Town Office

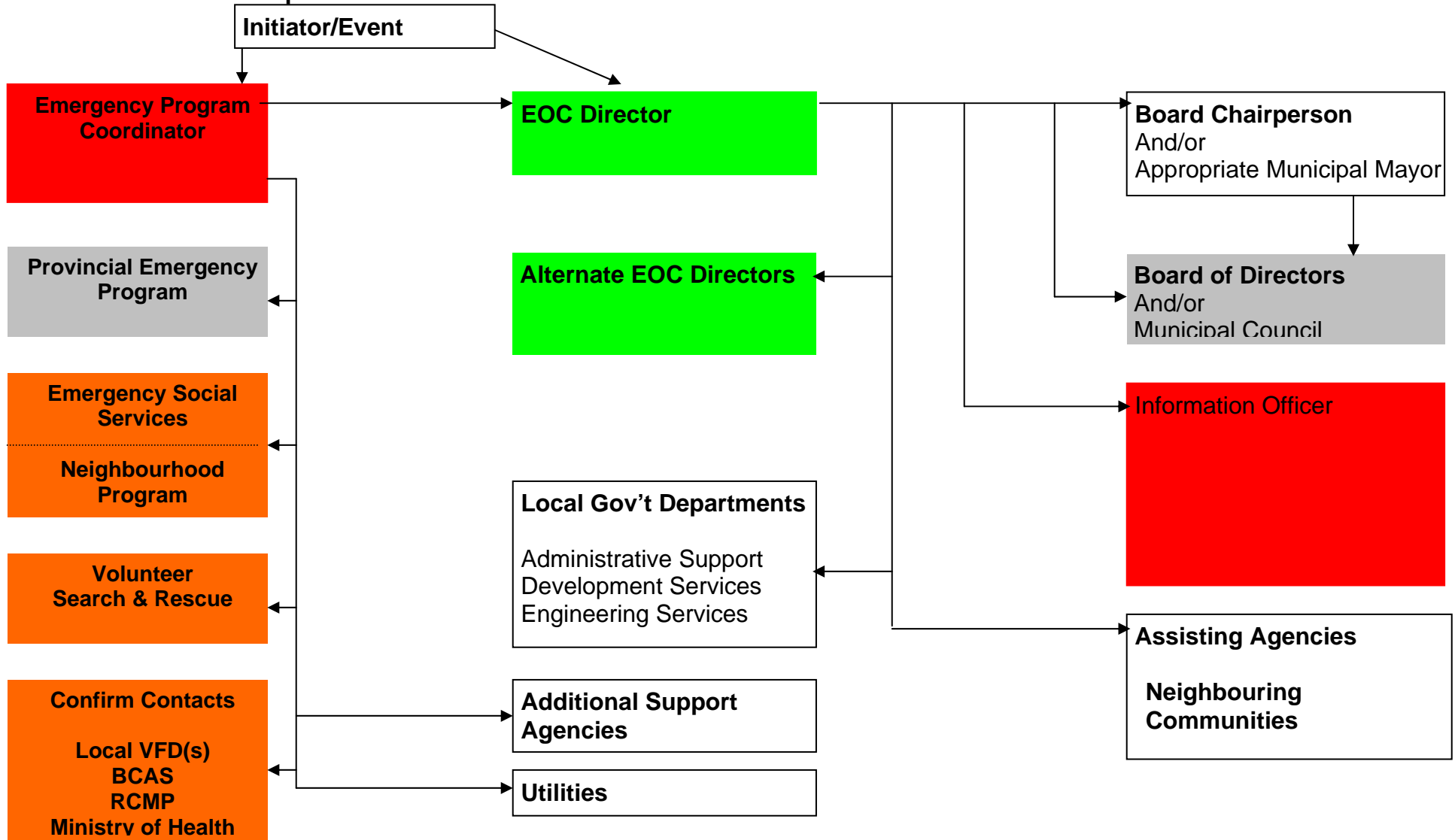
Zone 1 – Port Hardy – Community/Civic Center – 7360 Columbia St Port Hardy

Zone 2 – Port Alice – Community Center – Marine Dr Port Alice

Zone 3 – Port McNeill – 1775 Grenville Place, Port McNeill

Zone 4 – Alert Bay – Community Hall – 185 Cedar St Alert Bay

**Section 1.3.4.a Level 3 Response  
Call Out List –Earthquake**



**Section 1.3.4 Fire – Structural**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Damage to Property
4. Sudden hospital requirements
5. Disruption of traffic and communication
6. Explosions and other hazards
7. Collapse of buildings
8. Disruption of utilities
9. Evacuation

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Set up Incident Command Post and secure perimeter	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> </ul>
2. Secure disaster scene for subsequent investigation	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
3. Activate Emergency Operation Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
4. Rescue and fire fighting	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
5. Establish routes for emergency vehicles	<ul style="list-style-type: none"> <li>• Incident Command (Unified Command)</li> </ul>
6. Triage, treatment & transportation of casualties	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
7. Establish temporary morgue	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner</li> </ul>
8. Establish traffic control	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
9. Establish crowd control	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
10. Eliminate hazards from damaged utilities	<ul style="list-style-type: none"> <li>• BC Hydro</li> <li>• Public Works</li> </ul>
11. Activate Public Information System	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
12. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
13. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> </ul>
14. Psychosocial Services	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Rescue & fire fighting	<ul style="list-style-type: none"><li>• Fire</li></ul>
2. Ambulances	<ul style="list-style-type: none"><li>• BCAS</li></ul>
3. Public Address System	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• RCMP</li></ul>
4. Barricades	<ul style="list-style-type: none"><li>• Public Works</li><li>• Flagging Contractor</li></ul>
5. Emergency food, clothing and lodging	<ul style="list-style-type: none"><li>• Emergency Social Services (ESS)</li></ul>

**Section 1.3.5 Fire – Wildfire/Interface**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Evacuation
4. Trapped People
5. Disruption of Traffic
6. Disruption of Utilities
7. Property damage
8. Public Health Issues and Concerns

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
2. Define a working area and establish control perimeter	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> <li>• Ministry of Forests</li> </ul>
3. Rescue and fire fighting including fire breaks	<ul style="list-style-type: none"> <li>• Ministry of Forests</li> <li>• Fire</li> <li>• RCMP</li> </ul>
4. Establish proper jurisdiction	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
5. Establish routes for emergency vehicles	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>
6. Request ambulance, fire rescue, heavy equipment	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
7. Notify hospital of casualties including number and type	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
8. Establish public information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
9. Arrange evacuation of threatened property and persons	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Fire Commissioner</li> <li>• RCMP</li> <li>• Fire</li> </ul>
10. Arrange security in evacuated areas	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
11. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> </ul>
12. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
13. Determine supplementary water needs and access	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• Ministry of Forests</li><li>• Fire</li></ul>
14. Establish traffic control	<ul style="list-style-type: none"><li>• RCMP</li></ul>
15. Eliminate hazards from damaged utilities	<ul style="list-style-type: none"><li>• Utilities: BC Hydro, Gas Company</li><li>• Engineering Department</li></ul>
16. Assist public with smoke induced respiratory distress	<ul style="list-style-type: none"><li>• Ministry of Health</li></ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Rescue & fire fighting	<ul style="list-style-type: none"><li>• Fire</li><li>• Ministry of Forests</li></ul>
2. Ambulances	<ul style="list-style-type: none"><li>• BCAS</li></ul>
3. Public Address System	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• RCMP</li></ul>
4. Traffic barricades	<ul style="list-style-type: none"><li>• Public Works</li><li>• Flagging Contractor</li></ul>
5. Emergency food, clothing and lodging	<ul style="list-style-type: none"><li>• Emergency Social Services (ESS)</li></ul>

**Section 1.3.6 Flood/Storm Surge**

**Possible Minor Flooding Effects:**

**Minor Flooding** – is defined as a flooding incident that involves a single or small number of single-family lot/dwellings in a small geographical area. Minor flood events would normally be handled by the appropriate response agency, and are confined to a single jurisdiction.

1. Property Damage
2. Evacuations
3. Damage to sewer and drainage systems

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Acquire details from caller to determine extent of flooding	<ul style="list-style-type: none"> <li>• Receptionist, Municipal Switchboard, or 911</li> </ul>
2. Provide caller with contact numbers for overflowing ditches, back yard or road flooding	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Private Contractors</li> <li>• Ministry of Transportation</li> </ul>
3. Provide caller with contact numbers for creek, river or bank erosion flooding	<ul style="list-style-type: none"> <li>• Ministry of Environment</li> </ul>
4. Direct caller to Local Government assistance if needed	<ul style="list-style-type: none"> <li>• Receptionist, Municipal Switchboard or 911</li> </ul>
5. Determine source of flooding	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
6. Identify appropriate response agency based on details of call	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
7. Facilitate contact between response agency and caller, assist further if necessary	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
8. Provide PEP contact number for additional information (disaster financial assistance, etc.)	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
9. Contact other appropriate agencies should primary response agency not be available	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

### Possible Major Flooding Effects:

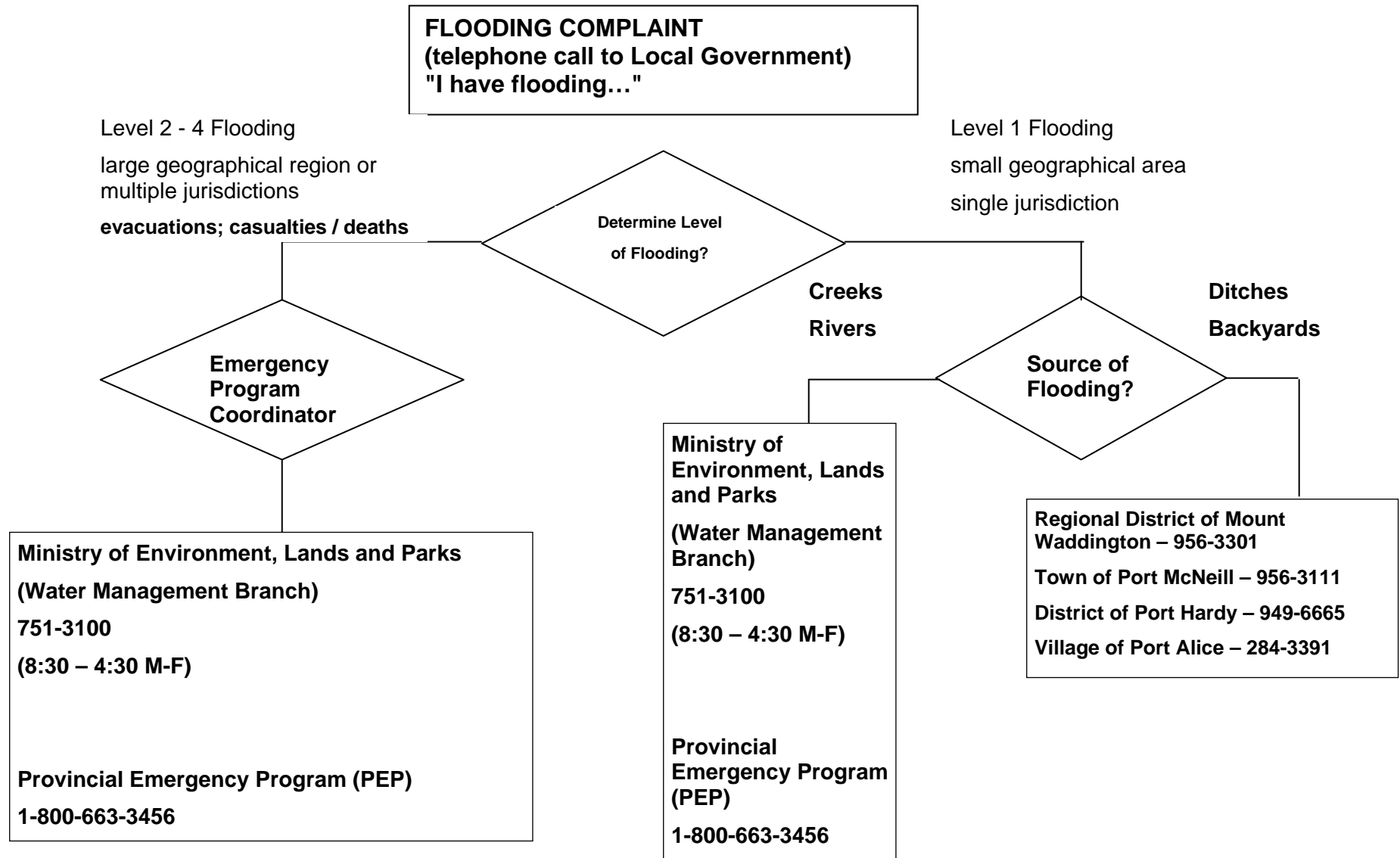
**Major Flooding** – is defined as a flooding incident that extends over a large geographical region. A flood of this magnitude would normally expand outside the boundaries of a single response agency and its' mutual aid agreements, and normally requires a coordinated response from multiple agencies or jurisdictions.

1. Casualties
2. Deaths
3. Property Damage
4. Evacuations
5. Health Issues
6. Damage to sewer and drainage systems

Potential Actions	Agencies/Persons Responsible
1. Determine extent of flooding	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> </ul>
2. Obtain weather update and forecast extent of problem	<ul style="list-style-type: none"> <li>• Emergency Program Coordinator</li> <li>• Ministry of Environment</li> </ul>
3. Activate EOC if necessary	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
4. Take precaution if involves Hazardous Materials	<ul style="list-style-type: none"> <li>• Fire</li> <li>• CANUTEC – (613) 996-6666 (24 HRS)</li> <li>• Ministry of Environment</li> <li>• RCMP</li> </ul>
5. Establish public information system	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Emergency Operations Center (EOC)</li> </ul>
6. Assess health and environmental issues	<ul style="list-style-type: none"> <li>• Ministry of Health</li> <li>• Ministry of Environment</li> <li>• Emergency Operations Center (EOC)</li> </ul>

Equipment	Agencies/Persons Responsible
1. Rescue & fire fighting	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
2. Towing	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Private towing contractor</li> </ul>
3. Traffic barricades	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Flagging Contractor</li> </ul>
4. Test equipment re: dangerous gases	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Ministry of Environment</li> </ul>

**Section 1.3.6.a Flood Incident Action List**



**Section 1.3.7 Marine Incident**

**Possible Major Effects:**

1. Soil, water and shoreline pollution
2. Damage to fish and wildlife
3. Damage to property
4. Fire and explosion
5. Health hazards
6. Evacuation of people and livestock
7. Damage to sewer and drainage systems

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
2. Determine type of product and quantity spilled	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Fire</li> <li>• Ministry of Coast Guard</li> </ul>
3. Assess danger of fire or explosion	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Fire &amp; Coast Guard</li> <li>• Ministry of Environment</li> </ul>
4. Stop source of flow and contain spill	<ul style="list-style-type: none"> <li>• Public Works Burrard Clean</li> <li>• Fire &amp; Coast Guard</li> <li>• Ministry of Environment</li> </ul>
5. Determine availability of Spiller to undertake clean-up	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Environment</li> </ul>
6. Determine Federal, Provincial or Municipal jurisdiction	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Ministry of Environment</li> </ul>
7. Determine resources required and request assistance via PEP	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Fire</li> <li>• Ministry of Environment</li> <li>• Provincial Emergency Program</li> </ul>
8. Advise PEP	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
9. Assess health or environmental hazards	<ul style="list-style-type: none"> <li>• Regional Health Officer</li> <li>• Ministry of Health</li> <li>• Provincial Emergency Program</li> <li>• Public Health</li> </ul>
10. Establish Public Information System	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

Potential Actions (continued)	Agencies/Persons Responsible
11. Arrange evacuation	<ul style="list-style-type: none"> <li>Emergency Operations Center (EOC)</li> <li>RCMP</li> </ul>
12. Arrange security	<ul style="list-style-type: none"> <li>RCMP</li> </ul>
13. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>Emergency Social Services (ESS)</li> </ul>
14. Establish Family Reunification function	<ul style="list-style-type: none"> <li>Emergency Social Services (ESS)</li> </ul>
15. Complete containment and recovery of spilled material	<ul style="list-style-type: none"> <li>Public Works</li> <li>Ministry of Environment</li> <li>Spiller</li> </ul>
16. Dispose of recovered materials and debris	<ul style="list-style-type: none"> <li>Public Works</li> <li>Ministry of Environment</li> <li>Spiller</li> </ul>
17. Restore spill site	<ul style="list-style-type: none"> <li>Public Works</li> <li>Ministry of Environment</li> <li>Spiller</li> </ul>
18. Cost recovery	<ul style="list-style-type: none"> <li>Emergency Operations Center (EOC)</li> </ul>

Equipment	Agencies/Persons Responsible
1. Rescue & fire fighting & pumps	<ul style="list-style-type: none"> <li>Fire</li> <li>RCMP</li> </ul>
2. Communications/Public Address System	<ul style="list-style-type: none"> <li>RCMP</li> <li>Emergency Operations Center (EOC)</li> </ul>
3. Chemical response equipment	<ul style="list-style-type: none"> <li>Ministry of Environment</li> </ul>
4. Decontamination	<ul style="list-style-type: none"> <li>Industry</li> <li>Ministry of Environment</li> </ul>
5. Protective clothing	<ul style="list-style-type: none"> <li>Fire</li> <li>Ministry of Environment</li> <li>Private agencies</li> </ul>
6. Emergency food, clothing and lodging	<ul style="list-style-type: none"> <li>Emergency Operations Center (EOC)</li> <li>Emergency Social Services (ESS)</li> </ul>

**Section 1.3.8 Power Interruption**

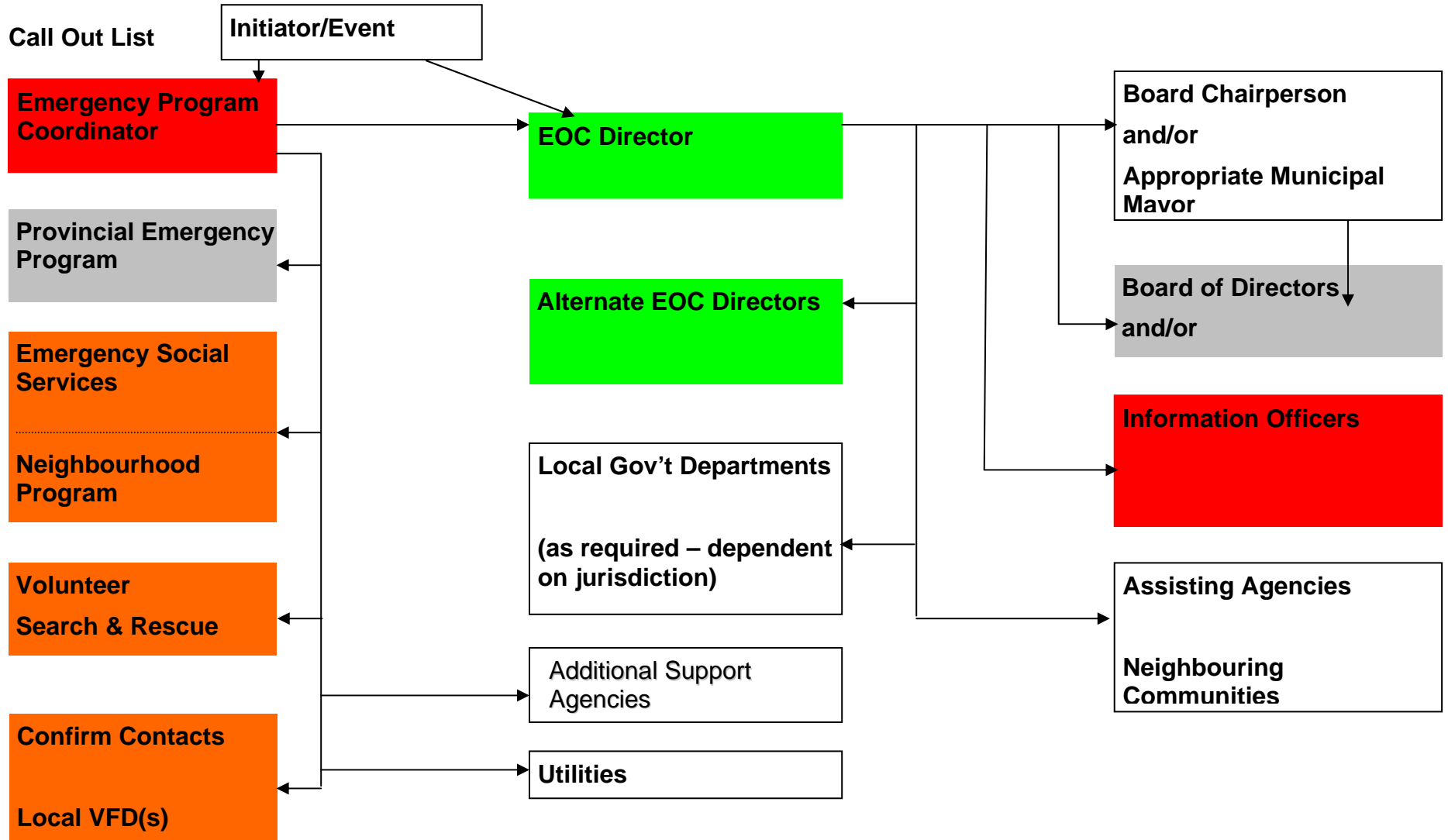
**Possible Major Effects:**

1. Casualties
2. Deaths
3. Emotional Distress
4. Disruption of traffic
5. Disruption of business/school
6. Disruption of utilities
7. Loss of Security

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator (EPC)</li> </ul>
2. Restore power	<ul style="list-style-type: none"> <li>• BC Hydro</li> </ul>
3. Establish priorities of essential services	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• BC Hydro</li> </ul>
4. Establish Public Information system	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
5. Provide special assistance to aged, infirm and home patients	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> <li>• BCAS</li> <li>• Ministry of Health</li> </ul>
6. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
7. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
8. Establish emergency transportation	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
9. Distribution of water and food supplies	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> </ul>
10. Control allocation of auxiliary hydro	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
11. Assess danger to population and provide assistance	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> </ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Auxiliary power	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Private suppliers</li> </ul>
2. Auxiliary heaters	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Private suppliers</li> </ul>
3. Communications/Public Address system	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>

**Section 1.3.8 Power Interruption Flow Chart**  
**LEVEL 3 RESPONSE**



**Section 1.3.9 Severe Weather**

**Possible Major Effects:**

1. Disruption of Traffic (including air and ferry)
2. Stranded and missing people
3. Disruption of Essential Services and needs
4. Disruption of Utilities
5. Disruption of First Responder Services
6. Disruption of business/schools
7. Emotional Distress
8. Food and fuel shortages
9. Loss of Security

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Snow removal	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> <li>• Private Contractors</li> </ul>
2. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
3. Transport essential employees to work as required	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>
4. Request and organize snow capable vehicles	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Provincial Emergency Program</li> </ul>
5. Search for stranded/missing persons	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Search &amp; Rescue</li> </ul>
6. Establish Public Information System	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
7. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services (ESS)</li> </ul>
8. Provide food, lodging and clothing for stranded persons	<ul style="list-style-type: none"> <li>• Emergency Social Services (ESS)</li> </ul>
9. Transport food, fuel, medical supplies/personnel, repairmen	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Public Works</li> <li>• Search &amp; Rescue</li> </ul>
10. Transport hospital & institutional employees to and from work	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Search &amp; Rescue</li> <li>• RCMP</li> <li>• Public Works</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

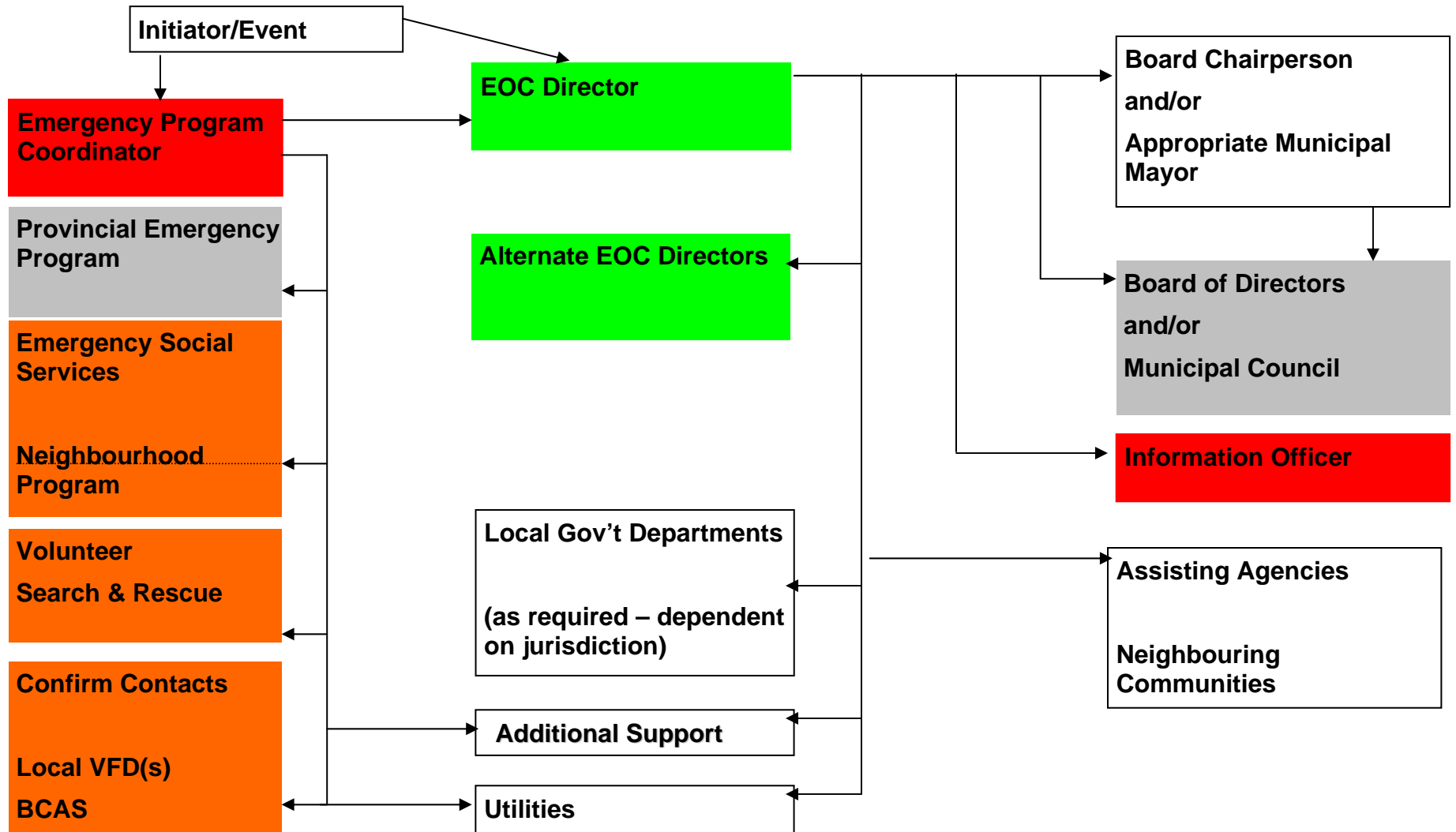
---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
11. Transport emergency patients	<ul style="list-style-type: none"><li>• BCAS</li></ul>
12. Provide auxiliary power and heaters as needed	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• Public Works</li></ul>
13. Restore utilities	<ul style="list-style-type: none"><li>• BC Hydro</li><li>• Telus</li><li>• Private Utilities</li><li>• Public Works</li></ul>
14. Clear catch basins and blocked ditches	<ul style="list-style-type: none"><li>• Public Works</li><li>• Ministry of Transportation</li></ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Rescue & fire fighting	<ul style="list-style-type: none"><li>• Fire</li></ul>
2. Towing	<ul style="list-style-type: none"><li>• RCMP</li><li>• Private towing contractor</li></ul>
3. Communications	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>
4. Emergency food, clothing and lodging	<ul style="list-style-type: none"><li>• Emergency Social Services (ESS)</li></ul>

Section 1.3.9 Call Out List –Severe Weather

LEVEL 3 RESPONSE



**Section 1.3.10 Major Criminal Event**

**Possible Major Effects:**

1. Casualties
2. Explosion and/or fire
3. Disruption of traffic
4. Disruption of utilities
5. Evacuation of people
6. Evacuation of animals
7. Public Health issues and concerns
8. Damage to property
9. Convergence

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Set up Incident Command Post and secure perimeter	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> </ul>
2. Secure disaster scene for subsequent investigation	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
3. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
4. Traffic diversion, clear emergency routes	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• RCMP</li> </ul>
5. Secure perimeter/crowd control	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
6. Arrange evacuation of casualties	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• BCAS</li> </ul>
7. Arrange removal of deceased temporary morgue	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner</li> </ul>
8. Fire suppression and rescue	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
9. Hazard elimination from damaged utilities	<ul style="list-style-type: none"> <li>• BC Hydro</li> <li>• Gas Company</li> <li>• Public Works</li> </ul>
10. Establish Public Information System	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
11. Donation Management	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
12. Psychosocial services	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
13. Activate Reception Center(s)	<ul style="list-style-type: none"><li>• Emergency Social Services</li></ul>
14. Establish Family Reunification function	<ul style="list-style-type: none"><li>• Emergency Social Services</li></ul>
15. Evacuation of animals	<ul style="list-style-type: none"><li>• SPCA</li></ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Rescue & fire fighting	<ul style="list-style-type: none"><li>• Fire</li></ul>
2. Ambulances	<ul style="list-style-type: none"><li>• BCAS</li></ul>
3. Communications/Public Address System	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>
4. Barricades	<ul style="list-style-type: none"><li>• Public Works</li><li>• Ministry of Transportation</li><li>• Flagging Contractor</li></ul>
5. Chemical response equipment	<ul style="list-style-type: none"><li>• Ministry of Environment</li><li>• Ministry of Health</li><li>• Fire</li><li>• Private Corporations</li></ul>
6. Refrigeration Units and provide assistance	<ul style="list-style-type: none"><li>• Private Corporations</li></ul>

**Section 1.3.11 Tsunami**

**Possible Major Effects:**

1. Extensive flooding
2. Casualties
3. Deaths
4. Trapped/Missing People
5. Evacuation and relocation of people and animals
6. Damaged structures (dwellings, docks, fuel storage tanks, shipping, industrial, water, sewer)
7. Disruption of utilities
8. Dangerous goods spills
9. Dangers to public health

**\*TSUNAMI WARNINGS WILL BE DELIVERED TO COMMUNITIES VIA 9-1-1 FIRE DISPATCH SYSTEM.**

**\*REFER TO PORT MCNEILL TSUNAMI EVACUATION PLAN FOR WARNING SYSTEM PLAN.**

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC) and Tsunami warning system	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> <li>• RCMP</li> <li>• Fire</li> </ul>
2. Activate public information system	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Information Officer</li> </ul>
3. Evacuate affected areas	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
4. Establish perimeters, control points, dangerous area signage	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
5. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
6. Establish routes for emergency vehicles	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
7. Transport casualties	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
8. Establish temporary morgue	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner</li> </ul>
9. Conduct rescue operations	<ul style="list-style-type: none"> <li>• Search &amp; Rescue</li> <li>• Fire</li> <li>• RCMP</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

Potential Actions (continued)	Agencies/Persons Responsible
10. Eliminate hazards from dangerous areas	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• BC Hydro</li> </ul>
11. Deal with dangerous goods and oil spills	<ul style="list-style-type: none"> <li>• Fire</li> <li>• CANUTEC</li> <li>• Ministry of Environment</li> </ul>
12. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
13. Coordinate restoration of utilities	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• BC Hydro</li> <li>• Gas Company</li> <li>• Public Works</li> </ul>
14. Repair public facilities	<ul style="list-style-type: none"> <li>• Engineering</li> </ul>
15. Combat public health problems	<ul style="list-style-type: none"> <li>• Ministry of Health</li> </ul>
16. Institute reclamation work	<ul style="list-style-type: none"> <li>• Emergency Program Coordinator</li> <li>• Provincial Emergency Program</li> </ul>

Equipment	Agencies/Persons Responsible
1. Communications/Public Address System	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Emergency Operations Center (EOC)</li> </ul>
2. Ambulances	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
3. Rescue	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Search &amp; Rescue</li> </ul>
4. Emergency Facilities	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>

**Section 1.3.12 Water Supply Interruption**

**Possible Major Effects:**

1. Hazards to people and livestock
2. Casualties
3. Inability to fight fires
4. Contamination of water
5. Disruption of business
6. Disruption of traffic
7. Disruption of Sanitary Services
8. Evacuation

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator (EPC)</li> </ul>
2. Establish emergency communications	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
3. Determine interruption cause and effect	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• RCMP</li> </ul>
4. Advise Provincial Emergency Program (PEP)	<ul style="list-style-type: none"> <li>• Emergency Program Coordinator (EPC)</li> </ul>
5. Secure site and protect evidence	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> </ul>
6. Eliminate or isolate source(s)	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• RCMP</li> </ul>
7. Contain spill, protect sewer and drainage systems	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> </ul>
8. Notify residents	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Police</li> </ul>
9. Establish Public Information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
10. Assess water supply establish alternate supply	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Ministry of Health</li> <li>• Public Works</li> </ul>
11. Assess alternate sewer services	<ul style="list-style-type: none"> <li>• Public Works</li> </ul>
12. Arrange evacuation of hospital or Special care facilities	<ul style="list-style-type: none"> <li>• BCAS</li> <li>• Healthcare facilities</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
13. Arrange removal of deceased	<ul style="list-style-type: none"><li>• RCMP</li><li>• Coroner</li></ul>
14. Warn adjacent municipalities	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>
15. Cost recovery	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Ambulances	<ul style="list-style-type: none"><li>• BCAS</li></ul>
2. Fire fighting and rescue	<ul style="list-style-type: none"><li>• Fire</li><li>• RCMP</li></ul>
3. Communications	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li></ul>
4. Decontamination	<ul style="list-style-type: none"><li>• Ministry of Environment</li><li>• Public Works</li><li>• Industry</li></ul>
5. Mobile public address system	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• RCMP</li><li>• Fire Department</li></ul>
6. Water Storage Containers	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• Public Works</li></ul>
7. Protective clothing	<ul style="list-style-type: none"><li>• Fire</li><li>• Ministry of Environment</li><li>• Private agencies</li></ul>



**Section 1.3.13 Landslide/Debris Flow**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Trapped People
4. Damage to property
5. Material damage to roads, bridges, buildings
6. Fire, explosion, fire hazards
7. Escape of gases
8. Flooding
9. Emotional Distress
10. Decontamination procedures
11. Evacuation of People and Livestock
12. Jurisdictional problems

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Activate Emergency Operations Center (EOC)	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
2. Assess situation	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• All Responding Agencies/Personnel</li> </ul>
3. Deal with life threatening situations	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> <li>• BCAS</li> </ul>
4. Clear routes for emergency	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> <li>• Emcon</li> </ul>
5. Assess numbers of dead, trapped and missing	<ul style="list-style-type: none"> <li>• Emergency Operations Center(s) (EOC)</li> <li>• All Responding Agencies/Personnel</li> </ul>
6. Evaluate the nature and extent of physical damage	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Building Inspection</li> </ul>
7. Determine adequacy of resources available and request assistance from PEP	<ul style="list-style-type: none"> <li>• Emergency Operations Center Director</li> <li>• Emergency Program Coordinator</li> </ul>
8. Conduct rescue operations for trapped persons	<ul style="list-style-type: none"> <li>• Fire</li> <li>• SAR</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
9. Eliminate hazards from damaged utilities	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Utility Companies</li> </ul>
10. Fire Suppression	11. Fire
12. Deal with dangerous goods spills	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> <li>• CANUTEC - (613) 996-6666 (24 HRS)</li> <li>• Spiller</li> </ul>
13. Establish perimeters control points and signage for hazardous areas	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> <li>• Flagging Contractor</li> </ul>
14. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services</li> </ul>
15. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
16. Establish Public Information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
17. Begin repair and salvage	<ul style="list-style-type: none"> <li>• Public Works</li> </ul>
18. Advise utility companies of priorities for restoration of services	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
19. Arrange for collection and distribution of water and food	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Emergency Social Services</li> </ul>
20. Combat potential health problems	<ul style="list-style-type: none"> <li>• Ministry of Health</li> </ul>
21. Inspect damaged buildings and structures. Sign and/or demolish	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Building Inspection</li> <li>• Engineering Department</li> </ul>
22. Request Provincial disaster assistance/funding	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Mayor/ Regional Chair. Council/Board of Directors</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Transportation vehicles	<ul style="list-style-type: none"><li>• Contracted transportation supplier</li><li>• Road</li><li>• Maritime Clubs/Organizations</li><li>• School Board</li><li>• Public Transit</li></ul>
2. Rescue Equipment	<ul style="list-style-type: none"><li>• All Agencies</li></ul>
3. Public service maintenance vehicles	<ul style="list-style-type: none"><li>• Public Works</li><li>• Local private contractors</li></ul>
4. Mobile generators, lighting Mobile generators, lighting	<ul style="list-style-type: none"><li>• Fire</li><li>• Public Works</li><li>• Local Industry</li><li>• Suppliers</li></ul>
5. Medical units and supplies	<ul style="list-style-type: none"><li>• BCAS</li></ul>
6. Emergency feeding facilities	<ul style="list-style-type: none"><li>• Emergency Social Services</li></ul>
7. Piping, etc. emergency repairs	<ul style="list-style-type: none"><li>• Public Works</li><li>• Ministry of Transportation</li></ul>
8. Mobile public address system	<ul style="list-style-type: none"><li>• Emergency Operations Center (EOC)</li><li>• Fire</li></ul>

**Section 1.3.14 Pandemic Influenza Event**

**Possible Major Effects:**

1. Infected population (all ages)
2. Very seriously ill population
3. Population requiring outpatient care
4. Population requiring hospitalization
5. Population deaths
6. Health care workers affected
7. Health facilities affected
8. Public Health issues and concerns
9. Effects on traveling public
10. Economic effect on levels of government
11. Economic effect on business
12. Economic effect on public

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Identification of potential outbreak	<ul style="list-style-type: none"> <li>• Public Health Authorities/VIHA</li> <li>• Centers for Disease Control</li> </ul>
2. Identification of specific strain	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> <li>• Centers for Disease Control</li> </ul>
3. Declaration of pandemic	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> </ul>
4. Local level Emergency Management Structure activated	<ul style="list-style-type: none"> <li>• EOC Director (Regional/Municipal)</li> <li>• EOC Coordinator</li> </ul>
5. Provincial Emergency Management Structure activated	<ul style="list-style-type: none"> <li>• PEP</li> <li>• Central Coordination Group (CCG)</li> <li>• Public Health Authorities</li> </ul>
6. Implement response programs	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> </ul>
7. Inventory available anti-viral stocks	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> </ul>
8. Public notification	<ul style="list-style-type: none"> <li>• Public Information Officer(s)</li> <li>• Joint Information Bureau (JIB)</li> </ul>
9. Conduct mass immunization clinics	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> <li>• Local clinics</li> </ul>
10. Provide health care	<ul style="list-style-type: none"> <li>• Public Health Authorities</li> <li>• Local Clinics</li> <li>• Local Hospitals</li> </ul>
11. Escalation of event	<ul style="list-style-type: none"> <li>• PEP</li> <li>• Ministry of Health</li> <li>• Health Authorities</li> <li>• PEOC/PEOC/CCG</li> </ul>

## PORT MCNEILL EMERGENCY PLAN

---

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
12. Monitor worker health and medical problems	<ul style="list-style-type: none"><li>• Ministry of Health Services &amp; Planning</li><li>• Public Health Authorities</li></ul>
13. Monitor water, radiological, toxicological and sewage disposal services	<ul style="list-style-type: none"><li>• Ministry of Health Services &amp; Planning</li><li>• Public Health Authorities</li></ul>
14. Monitor and provide expertise in handling, evacuation, care and disposal of animals.	<ul style="list-style-type: none"><li>• Ministry of Agriculture &amp; Food</li><li>• SCPA</li></ul>
15. Provide disease forecasts and bulletins	<ul style="list-style-type: none"><li>• Ministry of Health Services &amp; Planning</li><li>• Centers for Disease Control</li></ul>
16. Establish temporary mortuaries as required	<ul style="list-style-type: none"><li>• Coroner Service</li></ul>
17. Regulate the disposal of human remains	<ul style="list-style-type: none"><li>• Coroner Service</li></ul>
18. Enforce quarantine and/or evacuation orders	<ul style="list-style-type: none"><li>• RCMP</li></ul>
19. Emergency accommodation for evacuees	<ul style="list-style-type: none"><li>• Ministry of Human Resources/ESS</li></ul>
20. Emergency Communications	<ul style="list-style-type: none"><li>• EOC/ESS/PEP</li></ul>
21. Coordinate the provision of emergency social services	<ul style="list-style-type: none"><li>• Ministry of Human Resources</li><li>• ESS</li></ul>

**Section 1.3.15 Transportation Disaster - Road**

**Possible Major Effects:**

1. Casualties
2. Deaths
3. Explosions and/or fire
4. Disruption of traffic
5. Disruption of utilities
6. Evacuation of people
7. Escape of hazardous materials
8. Danger to public health

<b>Potential Actions</b>	<b>Agencies/Persons Responsible</b>
1. Set up Incident Command Post and secure perimeter	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> <li>• BCAS</li> </ul>
2. Secure disaster scene for subsequent investigation	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Fire</li> </ul>
3. Activate Emergency Operations Center	<ul style="list-style-type: none"> <li>• EOC Director</li> <li>• Emergency Program Coordinator</li> </ul>
4. Clear routes for emergency and set up traffic control	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Public Works</li> <li>• Highway Maintenance Contractor</li> <li>• Emergency Operations Center</li> <li>• Flagging contractor</li> </ul>
5. Triage, treatment and transport of casualties	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
6. Evacuation of surrounding area	<ul style="list-style-type: none"> <li>• RCMP</li> </ul>
7. Removal of deceased and set up temporary morgue	<ul style="list-style-type: none"> <li>• RCMP</li> <li>• Coroner Service</li> </ul>
8. Conduct rescue operations for trapped persons	<ul style="list-style-type: none"> <li>• Fire</li> <li>• SAR</li> </ul>
9. Eliminate hazards from damaged utilities	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Utility Companies</li> </ul>
10. Fire Suppression and rescue	<ul style="list-style-type: none"> <li>• Fire</li> </ul>

**PORT MCNEILL EMERGENCY PLAN**

<b>Potential Actions (continued)</b>	<b>Agencies/Persons Responsible</b>
11. Deal with dangerous goods spills	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> <li>• CANUTEC (613) 996-6666 24 HRS</li> <li>• Spiller</li> </ul>
12. Activate Reception Center(s)	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> <li>• Emergency Social Services</li> </ul>
13. Establish Family Reunification function	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
14. Establish Public Information	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
15. Begin repair and salvage	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Highways</li> <li>• Highway Maintenance - Contractor</li> </ul>
16. Advise utility companies of priorities for restoration of services	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC)</li> </ul>
17. Public Health hazards	<ul style="list-style-type: none"> <li>• Public Health</li> </ul>

<b>Equipment</b>	<b>Agencies/Persons Responsible</b>
1. Transport vehicles	<ul style="list-style-type: none"> <li>• Contracted transportation supplier</li> <li>• School Board</li> <li>• Public Transit</li> </ul>
2. Rescue equipment	<ul style="list-style-type: none"> <li>• All Agencies</li> </ul>
3. Public service maintenance vehicles	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• local private contractors</li> </ul>
4. Mobile generators, lighting Mobile generators, lighting	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Public Works</li> <li>• Local Industry</li> <li>• Suppliers</li> </ul>
5. Medical units and supplies	<ul style="list-style-type: none"> <li>• BCAS</li> </ul>
6. Emergency feeding facilities	<ul style="list-style-type: none"> <li>• Emergency Social Services</li> </ul>
7. Emergency repairs	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Ministry of Transportation</li> <li>• Highway Maintenance Contractor</li> </ul>
8. Barricades	<ul style="list-style-type: none"> <li>• Highway Maintenance Contractor</li> <li>• Flagging Contractor</li> <li>• Public Works</li> </ul>
9. Refrigeration Units	<ul style="list-style-type: none"> <li>• Private suppliers</li> </ul>

**PORT MCNEILL EMERGENCY PLAN**

---

**SECTION 1.4 CALL OUT DIRECTORIES**

Call Out: \_\_\_\_\_

Upon determining the level, jurisdiction and EOC facility to be used, the following personnel may be contacted:

**Port McNeill Emergency Plan Call Out Directory**

Position	Name	Work Phone	Home Phone	Fax	Cell/Pager
<b>POLICY GROUP</b>					
Mayor	Gerry Furney	956-3333	956-4446	956-4300	
Councillor	Doug Anweiler	956-5048	956-2208		
Councillor	Shelley Downey		956-2473		
Councillor	Aaron Frost		956-4662		
Councillor	Don Willson	949-1555	956-4047		
<b>EOC MANAGEMENT SECTION</b>					
EOC Director	Albert Sweet	956-3111	923-4840	956-4300	
	Barb Bonnell	956-3111	956-3660	956-4300	
<b>EMERGENCY PROGRAM COORDINATORS</b>					
Liaison/Risk Management Officer					
Port McNeill EPC	Wayne Green	956-3111	956-3692	956-4300	949-0755
Port McNeill Deputy EPC	Chuck Lok	956-3888	956-3888	956-3232	230-0264
RDMW EPC	Chuck Lok	956-3888	956-3888	956-3232	230-0264
Information Officer					
<b>TO BE DETERMINED BY COUNCIL</b>					

**PORT MCNEILL EMERGENCY PLAN**

Position	Name	Work Phone	Home Phone	Fax	Cell/Pager
<b>OPERATION SECTION</b>					
Operations Section Chief					
<b>POLICE BRANCH</b>					
Port McNeill	Sgt. L. Gelinas	956-4441			
<b>HEALTH BRANCH – BCAS Group</b>					
Region1 North Superintendent	Jason Twells	286-4781		286-4573 1-403-997-1671 SatPhone	250-703-1576 250-703-9108 - Pager
Port McNeill Unit Chief	Liz Cooper	956-4254	956-3540	956-4874	949-5497
Public Health Group	Dr. Charmaine Enns	336-3200		336-8867	
Health Care Facilities Group	Jean Wheeler	956-3655	956-4516	956-3653	
	Shiela Service	246-2673		246-3844	
<b>Environmental Health Group</b>					
<b>FIRE BRANCH - Structural</b>					
Port McNeill, Fire Chief	Larry Bartlett	956-3111	956-4933		
Hyde Creek Fire Chief	Doug Vonschilling	956-4513			
Port Hardy Fire Chief	Les Storey	949-6665			
Port Hardy Deputy Chief	Greg Parnham	949-6665			
Woss Fire Chief					
Port Alice Fire Chief					
<b>FIRE BRANCH - Wildfire</b>					
MOF		1-800-663-5555			

**PORT MCNEILL EMERGENCY PLAN**

Position	Name	Work Phone	Home Phone	Fax	Cell/Pager
<b>ESS BRANCH</b>					
Port McNeill	Cathy Denham	956-2424	956-2111		203-2411
Port Hardy	Rosalind Glynn	949-7074			
Sointula	Sue Harvey	973-6494		973-6196	
<b>INFRASTRUCTURE BRANCH</b>					
Emcon	Darby Gildersleeve	949-6666			
<b>PUBLIC WORKS GROUP</b>					
Port McNeill	Glenn Boyd	956-3111	956-4204	956-4300	
Port Hardy	Lukas Polacek	949-6665		949-7433	
<b>Other Agencies – School District 85</b>					
	Randy Ball	949-8155		949-7496	
	Bev Parnham	949-8155		949-7496	
<b>PLANNING SECTION (*Can be combined with Operations)</b>					
Planning Section Chief	Hiltje Binner	956-3881		956-4300	
Technical Specialists					
BC Hydro					
Ministry of Transportation					
Ministry of Environment					
Ministry of Agriculture					
<b>LOGISTICS SECTION(*Can be combined with Finance/Administration</b>					
Logistics Section Chief	To be Determined				
Port McNeill	Eileen Lovestrom	956-3111		956-4300	

**PORT MCNEILL EMERGENCY PLAN**

---

Position	Name	Work Phone	Home Phone	Fax	Cell/Pager
EOC Support Unit – Clerical Team	Sue Harvey	956-3111		956-4300	
<b>FINANCE &amp; ADMINISTRATION SECTION</b>					
Finance & Admin Section Chief	To be Determined				
Port McNeill	Eileen Lovestrom	956-3111		956-4300	

## **SECTION 2 EOC OPERATIONAL GUIDELINES**

### **SECTION 2.1 ACTIVATION OF EMERGENCY OPERATIONS CENTER**

Any response agency perceiving a need for enhanced coordination of/and support to the agencies responding to any emergency may activate the Emergency Operations Center (EOC) through their most senior agency representative available by contacting the Emergency Program Coordinator, the Emergency Operations Center (EOC) Director or **911 Fire Dispatch**. The Emergency Program Coordinator or the dispatcher will immediately contact the appropriate Emergency Operations Center Director (EOCD).

Location of Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) location to be activated will be determined by the Emergency Program Coordinator in conjunction with the appropriate Emergency Operations Center Director (EOCD) based on:

- a) Level of Response (2, 3 or 4)
- b) Jurisdiction
- c) Nature and location of event

An Emergency Operations Center (EOC) can be established at one or all of the following locations:

Regional	Regional District of Mount Waddington 2044 McNeill Road PORT MCNEILL BC		
Zone 1	CIVIC CENTER 7395 COLUMBIA ST PORT HARDY BC	Zone 2	COMMUNITY CENTER MARINE DRIVE PORT ALICE BC
Zone 3	MUNICIPAL OFFICE 1775 GRENVILLE ST PORT MCNEILL BC	Zone 4	VILLAGE OFFICE 15 MAPLE RD ALERT BAY BC Or " NAMGIS FN OFFICE 49 ATLI RD

*See Layout Plan*

### **Section 2.1 Introduction (Continued)**

One of the most important components for coordinating the response to a disaster is the establishment of an Emergency Operations Center (EOC) with all of the key decision makers around the table. The Emergency Operations Center (EOC) is a physical facility designated for the gathering and dissemination of information plus disaster analysis. It is also the facility in which decisions and policies governing the emergency response are planned and implemented. The Emergency Operations Center (EOC) must identify and use available resources - especially human and financial - to help deal with the disaster.

The Emergency Operations Center (EOC) will normally be activated at the request of the emergency response agencies at the site of the incident.

#### **Section 2.1.1 Activate the Fan-Out**

When news of an emergency is received by the person who will assume duties as Emergency Operations Center Director (EOCD), he/she will authorize activation of the Emergency Operations Center (EOC) Activation Call Out list (see Part 1 Section 1).

Suggested wording:

"This is the \_\_\_\_\_. We have an emergency situation as follows: (brief description – fire, explosion, environmental disaster, train wreck, etc.) The

INITIATOR has requested the activation of the Regional or Zone/Sector Emergency Operations Center to deal with the situation. Your immediate attendance at your assigned duty location is required."

The calls must be placed quickly for maximum effectiveness. All calls will be placed within minutes of the initial message to the Emergency Operations Center Director (EOCD). Emergency Operations Center (EOC) Support Staff will contact selected responders, dependent on nature of event, when requested by the Emergency Operations Center Director (EOCD). Should it be obvious to Emergency Operations Center (EOC) Responders, because of the nature of the emergency, that their services will be necessary, they should report immediately to the Emergency Operations Center (EOC) or appropriate Coordination Center and bring their personal Grab 'n Go bag (see Appendix 3.7.5.1).

#### **Section 2.1.2 Activate the Emergency Operations Center**

In activating the Emergency Operations Center (EOC), the Director, in effect, has called for the transformation of pre-determined facilities into the Emergency Operations Center.

## PORT MCNEILL EMERGENCY PLAN

---

This means the changing of existing offices, halls, meeting rooms, etc. to Executive, Operations, Communications, Security, Rest and Public Information areas.

Suggested equipment supplies are outlined in Section 2.1.3.

Individual checklists in the emergency plan will outline the specific responses to those personnel in the Emergency Operations Center (EOC) group.

### Section 2.1.3 EOC Supply Lists

#### Section 2.1.3.1 EOC Kit Content Lists

QUANTITY	ITEM	QUANTITY	ITEM
1	24 Hour Clock	1	Name Tent
1 roll	Masking Tape	2	Pink Erasers
1	Pencil Sharpener	1	Ruler
2	Pads Ruled Paper	1 box	Pencils
1 box	Blue Pens	1 box	Black Pens
1 box	Red Pens	1	Stapler
1 box	Staples	2 boxes	Paper Clips
1 box	Push Pins	6	Felt Markers
2	Highlighters	3	Post It Notes
2	Message Pads	2 rolls	Scotch Tape

#### Section 2.1.3.2 Suggested Grab n' Go Bag

As an Emergency Operations Center (EOC) Responder your personal comfort & wellbeing is essential during a disaster. Compiling a Grab n' Go bag will bring peace of mind and assist you.

Suggested items are:

• Battery flashlight/radio	• Walking shoes
• Personal medication	• Change of clothing
• First aid kit	• Water bottle
• Personal items (eye glasses etc.)	• Snack (tea/coffee)
• Book/game	• Whistle and map
• Family photos	• Toiletries (toothbrush etc.)
• Personal papers - (photocopies of insurance papers, ID)	

### **Section 2.1.3.3 Emergency Supply Inventory**

Refer to Section 3.7.5.3 in the NIREP

### **Section 2.1.4 Operational Period**

Operational Periods are lengths of time, set by the Management Team, to achieve a given set of response/recovery objectives. The initial Operational Period would be set at one to two hours for life safety issues. Ongoing Operational Period lengths would eventually fit into Emergency Operations Center (EOC) shifts but could also vary depending on priorities. Operational Periods can be of varying length although not usually over 24 hours and are sequentially numbered (year/month/day – OP#).

### **Section 2.1.5 Duty Cycles**

The Emergency Operations Center (EOC) once activated will operate 24 hours/day, using 8 and 9 hours shifts are recommended in order to provide for a minimum half hour overlap at shift change. It is recommended that shift change times should take into consideration the start and stop times (i.e. not 4 a.m.) and therefore the 1st or 2nd shift may be longer than the recommended 8 & 9 in order to get on an appropriate schedule. For continuity and decision making the Director may be required to remain available at all times until the crisis is over.

### **Section 2.1.6 Stress Management**

Emergencies are stressful. In reality, Emergency Operations Center (EOC) personnel often work 20 –30 hours in the initial stages without adequate rest. Functioning on adrenaline allows individuals to keep going at an exhilarating pace, amidst constant turmoil and endless secondary crises arising from the primary event.

Care of the caregiver is essential to the well being of each member of the Emergency Operations Center (EOC) and the entire operation. Please be mindful of this and keep watch on your team mates for signs of fatigue or extreme stress. If the need arises, counselling assistance is available through the Human Resources Department or the Emergency Social Services (ESS) Director.

### **SECTION 2.2 POSITION CHECKLISTS AND AIDS**

This section provides checklists and flowcharts for all Emergency Operations Center (EOC) Functions, Branches and Units required to staff the Emergency Operations Center (EOC) in a major emergency.

It is important to note that not all positions are required for all emergencies and in some cases one person may carry out the responsibilities of more than one position. Only those functions/positions that are needed to effectively handle the emergency should be staffed.

Position Checklists have been proven to be an effective tool during emergencies. They help guide staff who may not be familiar or practiced in their Emergency Operations Center (EOC) roles and provide useful reminders of items that should be done during an emergency. It is important that the entire checklist be read through once before initiating action items.

As emergencies and exercises are reviewed, the applicability of the checklists will be reviewed and revised as needed. The responsibility for this review lies with the Emergency Operations Center Director(s) and the Emergency Program Coordinator.

### **EMERGENCY OPERATIONS CENTER MANAGEMENT**

The Emergency Operations Center (EOC) provides support for the response effort and should be forward planning for 24-48-72 hours immediately following the event. The Emergency Operations Center Director facilitates policy development and, as necessitated by the situation, will discuss the economic, political, legal, and social implications that may arise from the emergency and/or impact the response or recovery efforts with responsible elected officials.

**Section 2.2 EMERGENCY OPERATIONS CENTER Checklists**

- 2.2.1 Generic EOC Checklist – for all positions
- 2.2.2 EOC Management Section
  - 2.2.2.a Emergency Operations Center Director
  - 2.2.2.b Emergency Operations Center Deputy Director
  - 2.2.2.c Liaison Officer
  - 2.2.2.d Risk Management Officer
  - 2.2.2.e Information Officer
- 2.2.3 Operations Section
  - 2.2.3.a Operations Section Chief
  - 2.2.3.b Air Operations Branch Coordinator
  - 2.2.3.c Special Operations Branch Coordinator
  - 2.2.3.d Fire Branch Coordinator
  - 2.2.3.e Police Branch Coordinator
  - 2.2.3.f Health Branch Coordinator
  - 2.2.3.g Infrastructure Branch Coordinator
  - 2.2.3.h ESS Branch Coordinator
- 2.2.4 Planning Section
  - 2.2.4.a Planning Section Chief
  - 2.2.4.b Situation Unit Coordinator
  - 2.2.4.c Resources Unit Coordinator
  - 2.2.4.d Demobilization Unit Coordinator
  - 2.2.4.e Advance Planning Unit Coordinator
  - 2.2.4.f Recovery Unit Coordinator
  - 2.2.4.g Documentation Unit Coordinator
  - 2.2.4.h Technical Specialists Unit Coordinator
- 2.2.5 Logistics Section
  - 2.2.5.a Logistics Section Chief
  - 2.2.5.b Information Technology Unit Coordinator
  - 2.2.5.c Transportation Unit Coordinator
  - 2.2.5.d Personnel Unit Coordinator
  - 2.2.5.e Supply Unit Coordinator
  - 2.2.5.f EOC Support Unit Coordinator
- 2.2.6 Finance/Administration Section
  - 2.2.6.a Finance/Administration Section Chief
  - 2.2.6.b Time Unit Coordinator
  - 2.2.6.c Purchasing Unit Coordinator
  - 2.2.6.d Compensation & Claims Unit Coordinator
  - 2.2.6.e Cost Accounting Unit Coordinator
- 2.2.7 Policy Group

## PORT MCNEILL EMERGENCY PLAN

---

### Section 2.2.1 Generic EOC Checklist - For All Positions

The Generic Checklist is to be used by all Emergency Operations Center (EOC) Staff functions. Only Activation Phase and Demobilization Phase items are included as more specific Operational Phase items are listed in individual checklists.

#### Activation Phase:

	Time	Init.
Check in with the Logistics Section (Personnel Unit) upon arrival at the EOC. Obtain any identification card and vest, if available.		
Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).		
If you are a representative from an outside (non-jurisdictional) agency, register with the Liaison Officer.		
Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.		
Set up your workstation and review your position checklist, forms and flowcharts.		
Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.		
Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents and obtain from the Logistics Section (EOC Support Unit).		
Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.		
Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.		
Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.		
Participate in any facility/safety orientations as required.		
Establish and maintain an Emergency Operations Center (EOC) Position Log (EOC 414) that chronologically describes the actions you take during your shift.		
Follow the Activation Phase tasks listed on your function-specific checklist.		
Date:	Time:	
Signature:	Position:	

## PORT MCNEILL EMERGENCY PLAN

---

### Operational Phase:

	Time	Init.
This Generic Emergency Operations Center Checklist does not have an Operational Phase. The tasks listed under Operational Phase are specific to the Emergency Operations Center function. After completing the above Activation Phase tasks, refer to the Activation Phase tasks for your specific function, complete any additional Activation Phase tasks before proceeding with the Operational Phase tasks.		
Document all decisions/approvals on Position Log (EOC 414).		
Ensure that all required forms or reports are completed prior to demobilization.		
Date:	Time:	
Signature:	Position:	

### Demobilization Phase:

	Time	Init.
Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.		
Complete all required logs, forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure from the Emergency Operations Center.		
If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.		
Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.		
Forward any input towards the Emergency Operations Center (EOC) "After Action" report to your Section Chief, assigned supervisor or the Emergency Operations Center Director (EOCD).		
Leave a forwarding phone number where you can be reached.		
Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.		
Be prepared to provide input to the after-action report.		
Upon request, participate in formal post-operational debriefs.		
Access critical incident stress debriefings, as needed.		
Date:	Time:	
Signature:	Position:	

### **Section 2.2.2 Management Section Overview**

The Emergency Operations Center (EOC) Management Section is responsible for overall emergency direction and coordination. These are referred to as the Management Staff. There are four functions:

- Emergency Operations Center Director
- Liaison Officer
- Information Officer
- Risk Management Officer

Additional staff positions may be required to assist the Emergency Operations Center Management Section.

**[Position checklists and aids are included in the position kit containers in the Port McNeill EOC. Also refer to the NIREP Section 2.2.2 – 2.2.7 for detailed position responsibilities.](#)**

## **SECTION 2.3 EOC FORMS**

**Forms are located in Appendix 1**



S:\Emergency Plan\  
RDMW Emergency Pla

### SECTION 2.4 EOC PLANS

#### Section 2.4.1 Emergency Communications

##### 2.4.1.1 Introduction

Experience has taught that, in general, an Emergency Operations Center (EOC) will receive four types of information:

- Management/Policy related
- Situation Reports
- Resource Requests
- General Information

This information will come from a variety of sources; site(s); dispatch Center(s), departments, Emergency Social Services (ESS) Headquarters and/or Reception Center(s), external agencies, Provincial Emergency Program (PEP), etc.

Because the flow of information into/out of the Emergency Operations Center (EOC) is usually high, the process for receipt, dissemination, distribution and replies to the information are the responsibility of the Communications Team of the Logistics Section. (see Appendix 1 – Organization Chart)

##### 2.4.1.2 Communications Tools

All official Emergency Operations Center (EOC) communications will be by way of a 3 part message form (see Appendix 2). The intent of this process is to ensure that the appropriate documentation and records are maintained.

The use of electronic communications tools, telephones and radios will be restricted to the Communications Room adjacent to the Emergency Operations Center (EOC). Each agency, ascertaining the need for a direct communications link to their agency members, will provide a Second In Command (2IC) and/or administrative support person to work in the communications area thereby ensuring that the designated Emergency Operations Center (EOC) responder (agency rep) within each section is free to work with fellow section members.

### 2.4.1.3 Information Process

When a message is received, it is the responsibility of the Communications Team to:

Assess message precedence

Log receipt of message (see Appendix 2 – Emergency Operations Center (EOC) Log)

pass the *yellow* copy of each message to the Planning Section Documentation Unit for posting on the main event board (see sample Appendix 4)

Direct the *white* copy to the appropriate Emergency Operations Center (EOC) function Section Chief or Emergency Operations Center Director (EOCD)

### 2.4.1.4 Information Precedence

During any emergency, some messages will be more important than others. In order that more important messages get through quickly, all messages will be assigned one of three different message precedence ratings (rating of message importance)

In an emergency, a message originator may consider his or her message should carry the highest priority and mark the message accordingly. Do NOT do this. Good judgement when assigning message precedence is very important to the smooth flow of messages and the quick transmission or reception of truly important messages.

Follow these definitions as closely as possible:

#### **IMMEDIATE**

This is a message literally with life and death urgency. It will be sent before ANY other traffic. It means that the station sending the message is threatened by grave and imminent danger, and requires immediate assistance, or is aware that an aircraft, ship, other vehicle or person is threatened by grave and imminent danger and requires immediate assistance. It is our equivalent of "distress" traffic.

#### **PRIORITY**

This is for important messages that must be delivered as soon as possible but are not of life and death urgency. Priority messages will be handled as soon as all immediate precedence traffic has been handled. This is our equivalent of "urgency" traffic

#### **ROUTINE**

Most messages in times of non-disaster are routine messages. Routine

messages will be handled last or not at all if the network is busier with higher precedence traffic. Messages relating to the health and welfare of an individual will be categorized as routine and handled last or not at all when circuits are busy with higher priority traffic.

### **2.4.1.5 Information Flow**

When a message is delivered to the appropriate Section Chief or the Emergency Operations Center Director (EOCD), he/she will:

- Read the *white* copy message
- Direct the *white* copy to appropriate Section member for action and/or response
- Decide who else needs this information (both internal and external) using the following considerations: Any impact on the decision making process? Does it impact situation reporting? Resources? Further information required? Is it Public Information related?
- The Section member will prepare the appropriate response using a message form
- The message will be routed to the Section Chief for perusal and initialing
- The Section will retain the *pink* copy for their records
- The *white* copy will be passed to the Planning Section (Documentation Unit) for posting on the Main Event Board and filing
- The *yellow* copy will be passed to the Logistics Section (Communications Team) for transmission and filing

## **Section 2.4.2 Evacuation Plan**

When it is determined that an evacuation is required the warning must be timely. Additionally, it must be precise in content and given in an authoritative manner. When conveying the warning, attention must be paid to the fact that while the Emergency Operations Center's main concern in an emergency is the preservation of life; those displaced from their home may be experiencing no small amount of inconvenience, anxiety and fear.

Refer to Appendix C - **TOWN OF PORT MCNEILL EVACUATION PLAN** for the detailed Evacuation Plan.

## **Section 2.4.3 Emergency Information**

### **Section 2.4.3.1 Introduction**

In an emergency or disaster, the provision of timely, accurate, authorized information that will help residents, the general public, the media, Regional and Municipal staff and other government agencies cope with the incident is essential.

The pre- and post-emergency role of the Information Team is to help increase public awareness about emergency preparedness, and to train/exercise staff to deal with either region wide or zone incidents.

The Information Team may be responsible for two closely related functions – Media Relations and Public Information.

### **Section 2.4.3.2 Function of Emergency Information Team**

The role of the Information Team during an emergency is to:

- Liaise with various sections in the Emergency Operations Center – EOC Management, Operations, Planning, Logistics and Finance & Administration and outside to gather information
- Prepare and execute communications strategies for the EOC
- Is responsible for all media inquiries and public inquiries
- Organize news conferences, interviews, site tours for the media and /or elected officials, news releases (see Appendix 2), Public Service Announcements (PSA's), fact sheets, and maintain a web site to disseminate information to the media and the public
- Deploy spokesperson(s) in the field and/or at the Emergency Operations Center (EOC) to act as the voice of the Emergency Operations Center (EOC) in giving information to the media/general public
- Gather information from the field through one or more Information Officers and the Public Inquiry Center
- Monitor media coverage
- Accredite media

**Section 2.4.3.3 Emergency Public Information Staff**

The staff complement of the Emergency Information Team is variable, and depends on the nature and severity of the incident that causes activation of the Emergency Operations Center (EOC). It will also depend on the staff availability at the time.

Suggested staffing for minor emergency would be:

Information Team	
Information Officer	1
Deputy Information Officers (DIOs)	1

Suggested staffing for major emergency would be:

Information Team	
Emergency Information Officer	1
Deputy Information Officers (DIOs)	4
Support Staff	1-2

Public Inquiry Center

Call Center Coordinator	1
Call Center operators	5-12 (per shift)

Consistent with Incident Command System protocol, the role of Information Officer should be assumed by the first Information Team staffer to arrive at the EOC, or someone designated by the EOC Director. As other Information Team personnel arrive, responsibilities can be turned over to the most appropriate/best trained staff.

In small incidents, there will be considerable overlap of duties among Information Team staff, and the response might involve an Information Team Office of only one or two staff members and no Public Inquiry Center.

In larger incidents, there will be increased specialization of roles, and the number of Information Team staff would increase dramatically.

**For suggested staffing and complete list of general duties refer to Section 2.4.3.3 in the NIREP.**

**Section 2.4.3.4**

**Appendices**

See Section 2.4.3.4 in NIREP for the following Appendices:

- 2.4.3.4.a**      **Equipment Needed in the EOC**
- 2.4.3.4.b**      **Equipment Needed for the Communications Support**
- 2.4.3.4.c**      **Equipment Needed in the Media Center**
- 2.4.3.4.d**      **Equipment Needed for the Call Center – Public Inquiry**
- 2.4.3.4.e**      **Equipment Needed for Media Briefings**
- 2.4.3.4.f**      **Equipment Needed for Deputy Information Officers at the Site(s)**
- 2.4.3.4.g**      **Emergency Banner Activation/Deactivation (*in REOC Information Team Kit*)**

**Section 2.4.4      Volunteer Management**

See Section 2.4.4 in NIREP for guidelines for Volunteer Management.

## **SECTION 3 EMERGENCY PLAN OVERVIEW**

### ***SECTION 3.1 INTRODUCTION***

#### **PURPOSE**

This emergency plan provides the framework for emergency prevention, response and recovery activities for the Town of Port McNeill following the principles of the B.C. Emergency Response Management System. All emergency plans of municipal departments, supporting agencies and the private sector shall form part of this plan.

This plan provides for the concept of operations, organization and responsibilities, direction and control and co-ordination necessary to provide for effective response to any given emergency situation which may cause damage of sufficient severity and magnitude in this municipality to warrant execution of all or part of this plan.

#### **SCOPE**

The plan provides for response operations to an emergency that may occur within the municipal boundaries of the Town of Port McNeill. It also provides for a response as authorized by the Provincial Emergency Program to emergencies that may occur outside the municipal boundaries.

The plan provides for a response to the potential identified emergencies as determined from the Hazard, Risk and Vulnerability Analysis for the Town of Port McNeill.

From time to time special contingency plans may be issued under the Scope of this document. They will detail functions and responses to special circumstances requiring greater detail than can be given treatment in this plan, e.g. Tsunami Warning Systems where applicable.

#### **SITUATION**

Port McNeill is subject to periodic storms that have resulted in lack of access due to bridge and road washouts and loss of hydro power for several days. There is the potential for tsunami and earthquake events due to its coastal location. The limited resources could be severely tested and this Emergency Plan is designed to enable coordination of available resources to respond effectively to a major emergency.

#### **ASSUMPTION**

The Emergency Plan assumes that Port McNeill may have to utilize additional resources through mutual aid agreements with the Regional District of Mount Waddington and other North Island communities to respond and recover from an emergency event.

## **SECTION 3.2 OBJECTIVES AND MANAGEMENT SYSTEM**

The objective of the Emergency Plan is to:

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

### **BC EMERGENCY RESPONSE MANAGEMENT SYSTEM (BCERMS)**

#### **Section 3.2.1 Introduction**

The British Columbia Emergency Response Management System (BCERMS) has been adopted for use by most Emergency Service Organizations and the Province of British Columbia as part of the Provincial Emergency Response Management.

BCERMS is used:

- At the Regional or Zone/Sector Emergency Operations Center
- Within each Department Operations Center
- On-scene by fire, police, and ambulance services

In an emergency within Port McNeill BCERMS will be used by all organizations involved in emergency operations.

### Section 3.2.2 BCERMS Provisions

Under the BC Emergency Response Management System, the site support level uses the principles of the Incident Command System (ICS) and provides for:

1. Common terminology for titles, organization functions, resources, and facilities with ICS.
2. Modular organization that expands or contracts based on the type and size of an incident. The staff is built from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance/administration may be organized as separate branches, each with several units.
3. Incident Action Plans identify objectives and strategies made by the Incident Commander based on the requirements of the jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan covers the tactical and support activities required for a given operational period.
4. Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.
5. Pre-designated emergency facilities are identified within ICS. The determination of the kinds and locations of facilities is based on the requirements of the incident.
6. Comprehensive resource management is the identification, grouping, assignment and tracking of resources.
7. Integrated communications are managed through the use of a common communications plan and an incident-based communications Center.

### **Section 3.2.3 Functions**

There are five essential functions:

#### **Management Section**

Direct, order, and / or control resources through legal agency or delegated authority. Management shall assess problems, determine priorities, develop an action plan, and assign tasks.

#### **Operations Section**

Coordinate tactical response of all field operations in accordance with the Incident Action Plan.

#### **Planning Section**

Collect, evaluate, document, and use information about the incident and the status of resources. Provide status information to the Management, Operations and Logistics and forecast resource needs during the emergency.

#### **Logistics Section**

Provide facilities, services, personnel, equipment, and materials in support of the emergency.

#### **Finance/Administration Section**

Manage all financial and cost analysis aspects of the emergency. Document costs and assist in the management of cost reimbursement applications.

***SECTION 3.3 LEVELS OF RESPONSE***

The following are to be used as a guide when determining the level of response required for an incident. They include a description of the event, area affected, extent of the coordination and assistance needed.

Level 1 – Site Response (Readiness and Routine) All ongoing routine response activities by Emergency Services Personnel (Police, Ambulance, Fire) on a daily basis.

Level 2 – Zone EOC Response (Local Emergency) A situation confined to one location/jurisdiction that does not affect zone-wide services, population or traffic.

Level 3 – Regional EOC Response (Regional Emergency) A situation affecting multiple-jurisdiction services, populations and geographic areas.

Level 4 – PROC Response, Regional EOC (Major Disaster) A region wide disaster that involves widespread damages in addition to the disruption of services. Requires a coordinated response of all-local governments, departments and outside agencies. A Regional EOC will be activated to support on scene activities. Local governments may declare a “Local State of Emergency”.

Level 5 – POC Response (Major Disaster) A region-wide disaster that involves widespread damages in addition to disruption of services, requiring additional support and resources from Federal Government and/or other Provinces. A ‘Provincial Operations Center’ will be activated and the Attorney General may declare a “State of Emergency”.

### SECTION 3.4 AUTHORITY

Emergency powers are vested by the following:

Local Government Act

Emergency Program Act, Stats B.C.c.41, 1993, Index Chap. 105.1

Emergency Program Management Regulation, B.C. Reg. 477/94

Order in Council B.C. Reg. 210/91

Indian Act, Section 81(a)

“Regional District of Mount Waddington Emergency Management Organization Service By-Law No. 705”

The Town of Port McNeill Emergency Measures Bylaw No. 579, 2006

Fire Suppression Hyde Creek – Port McNeill Volunteer Mutual Aid Agreement Amended July 31, 2002

Fire Suppression Port Hardy – Port McNeill Volunteer Fire Department Mutual Aid Agreement, September 3, 2002

Fire Suppression Port Alice – Port McNeill Volunteer Fire Department Mutual Aid Agreement, August 21, 2002

Fire Suppression Woss – Port McNeill Volunteer Fire Department Mutual Aid Agreement, July 31, 2002

## SECTION 3.5 JURISDICTIONAL BOUNDARIES

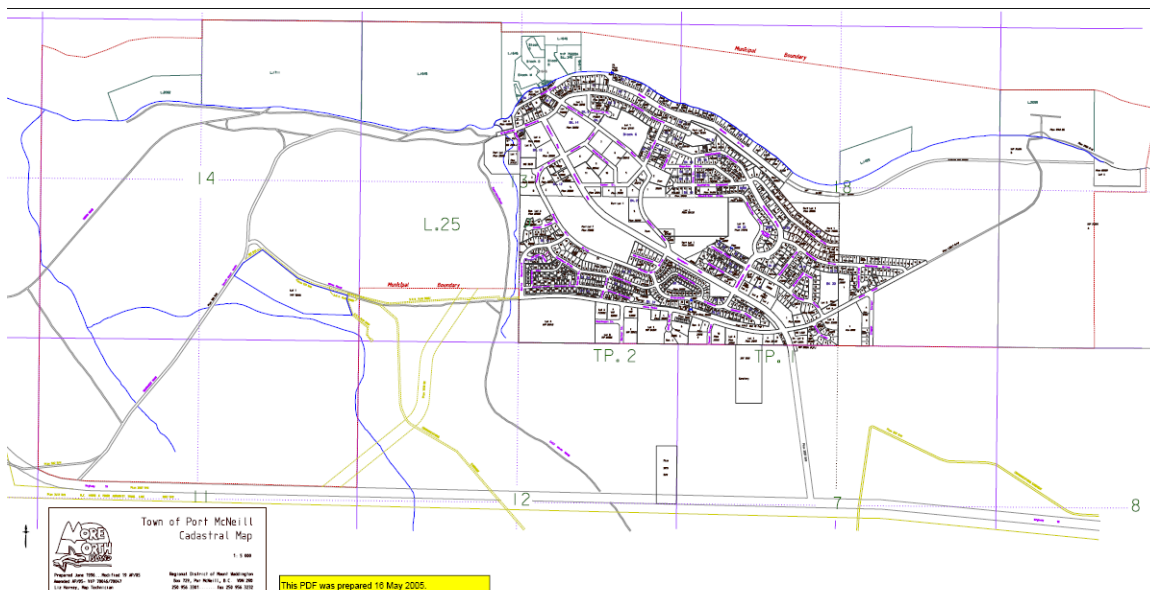
### Section 3.5.1 Description

The Town of Port McNeill is located on the East Coast of Vancouver Island approximately 190 km Northeast of Campbell River within the Mount Waddington Regional District.

The Town incorporates an area of 820 hectares with a population of 2 700 people. The primary access is Highway 19 which is the only highway access to the North Island. Port McNeill Harbour is a gateway for marine traffic providing service to outlying communities such as Sointula and Alert Bay, the logging, fishing and aquaculture industries and tourism. The Town is surrounded by forests of varying age classes and species adjacent to the East, South and West boundaries. The Inland Waterway forms the Northern boundary. The primary industries are forestry, fishing, aquaculture, tourism and a major gravel production facility.

The Port McNeill Volunteer Fire Department provides fire protection for the Town, an airstrip East of Town and road rescue service along Highway 19. Electricity is provided by the single B.C. Hydro transmission power line from Campbell River.

### Section 3.5.2 Map



## **SECTION 3.6 ROLES AND RESPONSIBILITIES**

During the Planning, Mitigation, Response and Recovery phases of disaster, numerous departments and agencies will participate. Several departments and agencies have been pre identified as an important participant in all phases.

Additional ministries and resources will be called upon should the town require assistance beyond our own capabilities. They are responsible for the following:

### **ADMINISTRATION**

- Preplanning for mitigation, response, recovery at a local level
- Pre-designation of Emergency Operations Center Director and staffing
- Developing the regional operations Center and operational guidelines

### **BRITISH COLUMBIA AMBULANCE SERVICE - BCAS**

- Development and implementation of Agency Disaster Plan
- Responsible for providing mass casualty and health care services
- The Provincial Ambulance Service (BCAS) is controlled and directed by Minister of Health
- Responsible for triage, treatment and transport of casualties
- Coordinating emergency medical activities with EOC designates

### **BRITISH COLUMBIA CORONERS SERVICE**

- Provide personnel to attend the scene and assume responsibility for the removal of human remains
- Tag bodies and fragment remains
- Stake locations where body is removed
- Provide body bag or disaster pouch
- Provide transportation of remains to designated loading area, then to hospital morgue or temporary morgue
- Coordinate forensic pathology to determine cause and manner of death

## **PORT MCNEILL EMERGENCY PLAN**

---

- Coordinate deontology service to determine identification through dental comparison
- Complete Coroner's Medical Certificate of Death

### **BUILDING INSPECTION**

- Development and implementation of Agency Disaster Plan
- Provide input and assessment re: key facilities seismic stability studies, policy development, long range planning
- Development of a training program for rapid damage assessment to be used by employees and volunteers
- Develop strategies and process for compiling damage assessment information and recommendation during response
- Development of a 'fast track' system for Building Permit/Inspection during recovery

### **EMERGENCY SOCIAL SERVICES**

- Development and implementation of Agency Disaster Plan
- Provide for the basic needs of persons impacted by disaster (food, clothing, lodging, Registration & Inquiry, Personal Services)
- Provide support to all Emergency Response units and EOC personnel
- Coordinate the response of volunteer organizations directly involved in providing social services
- Provide services and support for Neighbourhood Programs

### **ENGINEERING AND PUBLIC WORKS**

- Development and implementation of Department Disaster Plan
- Lead agency for dam breach, water main breaks
- Provision and distribution of potable water
- Maintenance and repair of sewage collection systems, major watercourses and storm drainage systems, public roads/walks, public buildings
- Refuse collection and disposal
- Assist Ministry of Transportation with maintenance of traffic lights and provisions and deployment of traffic signs, barricades, etc.

## **PORT MCNEILL EMERGENCY PLAN**

---

- Liaison with utility companies (BC Tel, BC Hydro, Centra Gas, etc.)
- Assist with inspection of damaged buildings and structures and the signing or demolition of those considered unsafe, through Building Inspection Department

### **FIRE DEPARTMENT**

- Development and implementation of Department Disaster Plan
- Lead agency for Dangerous Goods spills, Urban/Wild Fire
- Provide direction and assistance in evacuation of people
- May provide medical aid in cooperation with BCAS
- Provide fire suppression and fire control in an emergency
- May provide rescue service in cooperation with other Town/Regional departments and agencies
- May provide assistance in determining availability of water supplies
- May implement Mutual Aid Agreements as necessary (*see Part 3 Section 3.8*)

### **MINISTRY OF HEALTH**

- Facilities:
- Development and implementation of Agency Disaster Plan
- When the number of patients received or to be received exceeds the capabilities of the existing staff and the following actions are initiated.
- Triage of all patients received
- Stabilization and preparation for transport multiple\trauma victims
- Treatment and admission or discharge
- Provide or receive mutual aid based on established Reciprocal Agreements
- Public Health:
- Water quality
- Immunization
- Epidemiology / disease control

### **PROVINCIAL EMERGENCY PROGRAM (PEP)**

P.E.P. is a branch of the Ministry of the Solicitor General and Public Safety who will coordinate the response of the Provincial Government to disaster

- Coordinate requests for provincial, federal or international aid via local Emergency Operations Center
- Supports the municipal volunteer services and provide Workers' Compensation Board coverage for training and response work (Search & Rescue, Emergency Social Services, Amateur Radio Emergency Service (ARES))

### **ROYAL CANADIAN MOUNTED POLICE (RCMP)**

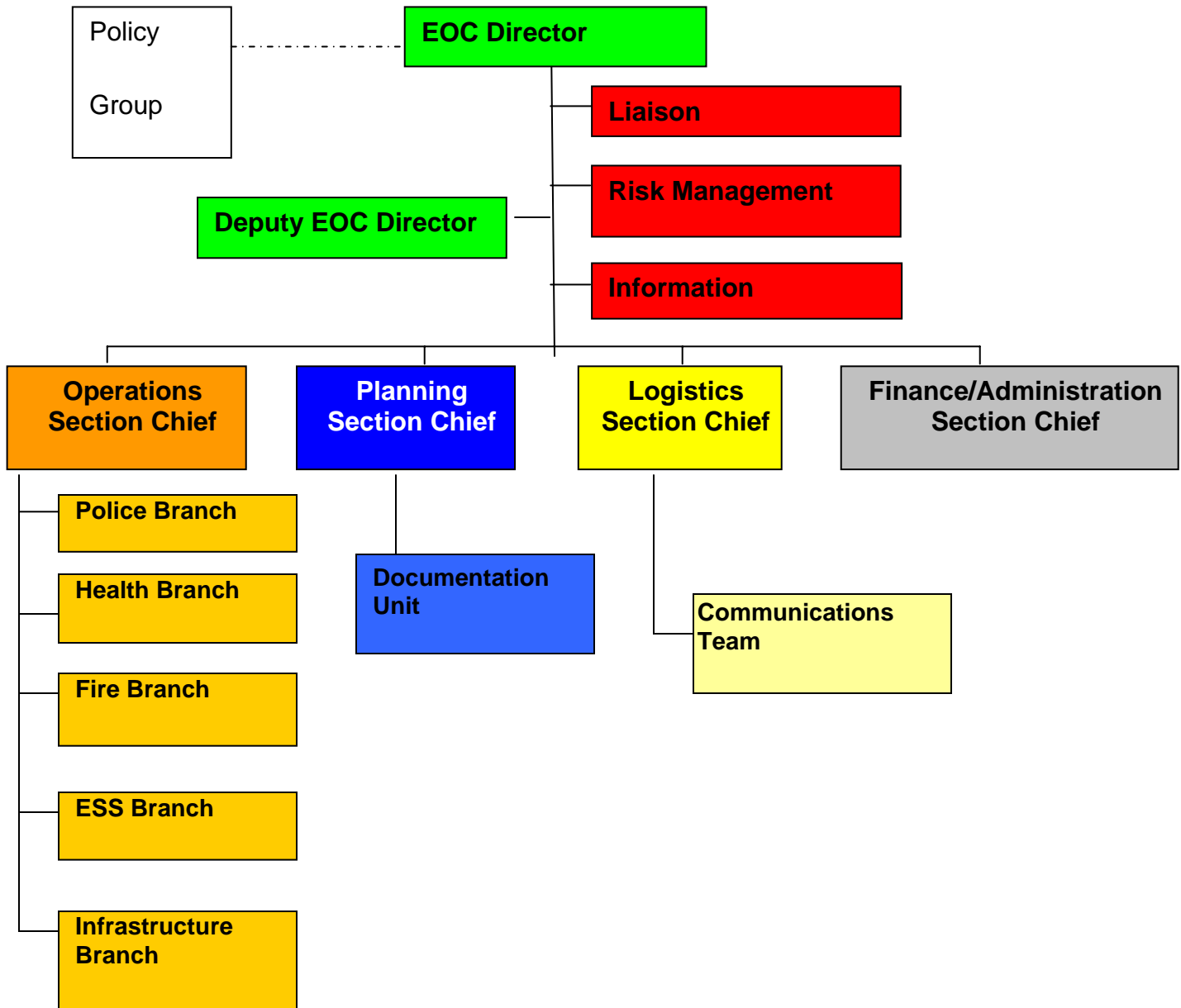
- Development and implementation of Agency Disaster Plan
- Lead agency for Major Automobile Wreck, Aircraft Incident and Terrorism
- Maintenance of law and order
- Warning and alerting services
- Enforcement of emergency restrictions and regulations
- Traffic and route control
- Provide direction and assistance in the evacuation of people
- Search and Rescue Operations
- Crowd control
- Coordinate use of auxiliary and/or special police (COPS - Citizens on Patrol)
- Contact/liaise with Coroner's Office

### **SEARCH AND RESCUE**

- Assist the Police in ground and inland water search and rescue operations
- Assist the Fire and Police Departments in evacuations
- Assist Emergency Health Services personnel in treatment of injured as directed
- Conduct Earthquake Search & Rescue
- Traffic Control

**SECTION 3.7 EMERGENCY MANAGEMENT SYSTEM – BCERMS**

**Section 3.7.1 EOC Organizational Structure for Level 3**



**SECTION 4 CONTACTS – LOCAL GOVERNMENT**

Regional District of Mount Waddington	250-956-3361 / 250-956-3301 Fax 250-956-3232
Chief Administrative Officer – Regional Emergency Coordinator Chairman of Regional Board	Greg Fletcher – 250-956-3361 Chuck Lok – 250-956-3888 Brenda Swanson - 250-956-3301
Village of Port Alice Chief Administrative Officer Emergency Coordinator Mayor	250-284-3391 Kim French 250-284-3391 Kevin Cameron Larry Pepper 250-284-3391
Village of Alert Bay Chief Administrative Officer Emergency Coordinator Mayor	250-974-5213 Madelaine MacDonald 250-974-5213  John Rowell 250-974-5213
District of Port Hardy Chief Administrative Officer Emergency Coordinator Mayor	Fax 250-949-7433 Rick Davidge 250-949-6665 Pat McPhee Hank Bood 250-949-6665
Town of Port McNeill Chief Administrative Officer Emergency Coordinator Mayor	Fax 250-956-4300 Albert Sweet 250-956-3111 Wayne Green 250-956-3692 Gerry Furney 250-956-3111
Namgis First Nation	250-974-5556

**SECTION 4.1 RESOURCE LISTS**

**Section 4.1.1 Agency Resource List**

An alphabetical listing of emergency response **AGENCIES** on North Vancouver Island.

**PROVINCIAL EMERGENCY 1-800-663-3456 PROGRAM**

**BC AMBULANCE SERVICE Emergency 911**

Alert Bay	1-800-461-9911
Port Alice	1-800-461-9911
Port Hardy	949-7224
Port McNeill	949-7224
Coal Harbour	949-7224
Holberg	1-800-461-9911
Hyde Creek	949-7224
Sointula	949-7224
Sayward	286-1155
Winter Harbour	1-800-461-9911
Woss	1-800-461-9911
Zeballos	1-800-461-9911

**BC FERRIES**

Port Hardy Terminal 949-6722  
Port McNeill Terminal 956-4533  
Quadra Queen II (ship#) 974-8106  
BC Ferries Security 250-978-1222

**COAST GUARD**

RCC 1-800-567-5111  
Or 250-363-2944  
Non emergency # 250-413-2800

**EMERGENCY 9-1-1**

Direct Line to Courtenay Dispatcher  
1-250-363-6125  
9-1-1 Supervisor 1-250-334-5901/5902

## **PORT MCNEILL EMERGENCY PLAN**

---

### **FIRE DEPARTMENTS**

Village of Alert Bay	<b>Emergency - 911</b> 250-974-5332
Village of Port Alice	250-284-6647
District of Port Hardy	250-949-7505
Town of Port McNeill	250-956-4513
Coal Harbour	None
Holberg	None
Hyde Creek	956-4731
Sointula	None
Winter Harbour	None
Woss	250-281-2466

### **ROYAL CANADIAN MOUNTED POLICE**

Alert Bay	<b>911</b> 250-974-5544
Port Alice	250-284-3353
Port Hardy	250-949-6335
Port McNeill	250-956-4441

### **PUBLIC HEALTH - VIHA**

VIHA Disaster & Emergency Planning	<b>Medical Health Officer 1-800-204-6166</b> 250-519-7072 (John Hill)
Regional Coord – Emergency Planning	250-246-2673 ( Shiela Service)
North Island Main Office – Port Hardy	250-949-3100 (Marylin Graham)
Port McNeill	250-956-4711 (Diane Bain)

### **EMCON ROAD MAINTENANCE**

**250-949-6666**

### **SEARCH AND RESCUE – VINSAR**

**Deployed by local RCMP detachment  
\* call out list separate attachment**

**Section 4.1.2 Business Resource List**

**An alphabetical listing of BUSINESSES, with emergency response capacity available to Port McNeill.**

**AIRPORTS**

Port Hardy	1-800-560-7353 Airport Manager 949-6424
Alert Bay	2900' paved
Port McNeill	2400' paved/3600' gravel
Woss	3300' gravel

**AIR SERVICES**

Pacific Coastal Airlines	949-6353
Pacific Eagle Aviation	956-3339
West Coast Helicopters	956-2244
Air Cab (Coal Harbour)	949-6371
Eagle Aviation	

**BC Hydro** 1-888-769-3766

**Boats – Charter**

Catala Charters	949-7560
Cod Fathers Charters	949-6696
Mackay Whale Watching	956-9865
Quatsino Sound Marine Transport	949-6358
Sea Legend Charters	1-800-246-0093
Silver King Marine Charters	956-4047

**Bus Service**

Island Coach Lines/Laidlaw	287-7151 Port McNeill 956-3556 Port Hardy 949-7532
----------------------------	--

**School District 85** 949-6618  
Transport Unit 949-8155

## PORT MCNEILL EMERGENCY PLAN

---

### **Caterers**

Bobannees Café	956-2739
Dry Dock Café	956-3304
Haida Way Restaurant	956-3623
McNeill's Restaurant	956-3466
Sportsman Restaurant	956-4113

### **Emergency Social Services**

District of Port Hardy	250-949-6665
Town of Port McNeill	250-956-3111

### **Churches**

Anglican	Port McNeill 956-3533
Baptist	Port McNeill 956-4737
Catholic (for all North Island)	949-6524
Mormon	Port McNeill 956-4125
Gospel	Port McNeill 956-4741
Jehova's Witness	Port McNeill 956-4246
Seventh Day Adventist	Port Hardy 949-7377

### **CORONER**

Local – Bob Surch 284-7725 (w)  
284-3558 (res)  
Cell 250-949-1479  
Fax 250-284-7755  
Regional Coroner 1-866-232-0002

### **DIVERS**

NI Biological Consultants 949-7142  
NI Diving and Water Sports 949-2664  
Sun Fun Divers 956-2243

### **DOCTORS**

Port McNeill Medical Clinic 956-3377  
Port Hardy Medical Associates 949-5920  
Port Hardy Medical Clinic 949-7177

**FOOD SUPPLIERS**

IGA Port McNeill 956-4404  
Island Foods PMC 956-3328  
Overwaitea PHR 949-6455  
Super Valu PMC 956-2881

**FUEL DEALERS**

Furney Distributing 956-3333  
Swiftsure Petroleum 949-6343  
CAB PMC (Marine Fuel) 956-3336

**HOSPITALS**

Cormorant Island Health Center 974-5585  
Port Alice Hospital 284-3555  
Port Hardy Hospital 949-6161  
Port McNeill Hospital 956-4461

**PHARMACIES**

Alert Bay Drug Store 974-5712  
Peoples Drug Mart PMC 956-3126  
Rexall Drug Store PHR 949-6552

**MEDIA**

North Island Gazette 949-6225  
CFNI Radio 949-6500

**RADIO OPERATORS**

North Island Amateur Radio Society  
Dave Belway 284-6174 Call Sign VE7DYT

**RED CROSS**

Personal Disaster Assistance  
Kari Jenkins 956-2512  
Tracy Friman 956-3943  
NI Coordinator Peter Quatrala 250-703-5700

## **PORT MCNEILL EMERGENCY PLAN**

---

### **SCHOOL BOARD**

School District 85 949-6618

### **WEATHER OFFICE**

Port Hardy Airport 949-7147

Marine Weather 949-7148

### **TAXI**

NI Transportation 949-8800

Rainbow Express 956-8294

Town Taxi (PHR) 949-7877

### **TELUS**

For EOC Installations and Services

Call PEP/PREOC

1-800-663-3456

### **TOWING COMPANIES**

Island Thunder Towing 956-2656

Body Shop 949-6042

EJ Klassen 949-7442

MK Towing 956-2065

## **SECTION 4.2 EMERGENCY PROGRAM STRUCTURE**

1. The Emergency Program Committee is composed of the following:
  - (a) Chairman - Mayor
  - (b) All Councillors
  - (c) Municipal Administrator
  - (d) Emergency Program Coordinator
  - (e) Deputy Emergency Program Coordinator
  - (f) Public Works Supervisor
  - (g) Fire Chief
  - (h) R.C.M.P.
  - (i) Area Director, Vancouver Island Health Authority
  - (j) Director, Emergency Social Services
  - (k) Search and Rescue Coordinator
  - (l) BCAS Unit Chief
  
2. The Committee will normally meet monthly. If the Committee is required to remain in session for a protracted period of time or if members of the committee are not available, they may be replaced by deputies.
  
3. The Committee is responsible for the periodic review and updating of emergency planning within the Municipality. During a major emergency/disaster the Committee Members will assume their roles and responsibilities as outlined in Section 3.2.3 and 3.6:

**SECTION 4.3 EMERGENCY RESPONSE – SITE JURISDICTION**

<b>INCIDENT TYPE</b>	<b>SITE COMMAND JURISDICTION</b>
Aircraft Incident	UNIFIED: Fire/RCMP
Dangerous Goods Spills	UNIFIED: Fire/RCMP/Environment
Marine	UNIFIED: Coast Guard/ Environment
Earthquake	UNIFIED: RCMP/Fire/Public Works
Landslide	UNIFIED: RCMP/Fire/Public Works
Evacuations	UNIFIED: RCMP/Fire/SAR
Fire	
-Urban	Fire
-Interface	UNIFIED: Fire/Ministry of Forests
Flood	UNIFIED: Ministry of Highways/Public Works
Health Emergency	Public Health
Marine Incident	UNIFIED: Coast Guard/ Environment
Storms/Blackout	UNIFIED: Public Works/Utilities
Criminal Event	RCMP
Road Transportation Disaster	UNIFIED: RCMP/BCAS/FIRE
Search and Rescue	UNIFIED: RCMP/VINSAR

## **SECTION 4.4 GLOSSARY**

This Regional Emergency Plan Glossary contains definitions and *acronyms* of terms and titles used in this plan. It does not contain acronyms or definitions related to specific resources or local areas.

Users should supplement this glossary with agency-specific acronyms and definitions, as appropriate, while at the same time constantly endeavouring to use a “common” terminology to fit the incident or occasion.

Definitions and acronyms in this glossary follow, as closely as possible, those provided within the British Columbia Emergency Response Management System (BCERMS), the Incident Command System (Incident Command System) and the Local Government Act.

Where acronyms or definitions are not referenced in this plan, users should reference the above noted documents or the Concise Oxford Dictionary.

### **- A -**

#### **AGENCY:**

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.

#### **ALLOCATED RESOURCES:**

Resources dispatched to an incident.

#### **ASSIGNED RESOURCES:**

Resources checked in and assigned work tasks on an incident.

#### **ASSIGNMENTS:**

Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

#### **AVAILABLE RESOURCES:**

Incident-based resources that are ready for deployment.

### **- B -**

#### **BASE:**

The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located or shared with the Base.

#### **BCAS:**

British Columbia Ambulance Service.

An organizational structure of the BC Ministry of Health responsible for emergency operations involving assessment, care and transportation of victims of accidents, emergencies or disasters.

#### **BCERMS:**

British Columbia Emergency Response Management System.

A comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents.

#### **BRANCH:**

The organizational level having functional or geographic responsibility for major parts of incident operations.

### **- C -**

#### **CHIEF:**

The Incident Command System title for individuals responsible for command of functional Sections, Operations, Planning, Logistics and Finance/Administration.

#### **COMMAND SECTION:**

A component of BCERMS that directs, orders and/or controls resources through legal agency or delegated authority. Command shall assess problems, determine priorities, develop action plan and assign tasks.

## **PORT MCNEILL EMERGENCY PLAN**

---

### **COMMAND STAFF:**

Consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander.

### **COORDINATION CENTER:**

A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

### **COST SHARING AGREEMENT:**

Agreements between agencies or jurisdictions to share designated costs related to incidents. These agreements are normally written (see Mutual Aid Agreement) but may also be oral between authorized agency or jurisdictional representatives at the incident.

## **- D -**

### **DELEGATION OF AUTHORITY:**

A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.

### **DEPUTY:**

A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff and Branch Directors.

### **DIRECTOR:**

The Incident Command System title for individuals responsible for supervision of an Emergency Operations Center Branch.

### **DIVISION:**

Divisions are used to divide an incident into geographical areas of operation.

DOC:

Department Operations Center.

An operations Center established and operated by a department of a jurisdiction or agency to coordinate their emergency response efforts.

**- E -**

EMERGENCY COORDINATOR:

The individual within a local authority that has coordination responsibility for jurisdictional emergency management. Within the EOC structure, and where functional, the emergency coordinator may carry out the Command structure duties of the Liaison Officer and/or the Risk Management Officer.

EOC:

Emergency Operations Center.

A pre-designated facility established by a local authority, jurisdiction or agency to coordinate the site response and support in an emergency.

EOCD:

Emergency Operations Center Director.

This individual manages and controls the emergency organization and reports to the senior elected officials responsible.

ESS:

Emergency Social Services.

ESS are those services that are provided short term (generally 72 hours) to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.

### - F -

#### FINANCE/ADMINISTRATION SECTION:

A component of BCERMS that manages all financial and cost analysis aspects of the emergency. Documents costs to manage cost reimbursement applications.

#### FUNCTION:

In Incident Command System, function refers to the five major activities in the Incident Command System, Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

### - G -

#### GENERAL STAFF:

The group of incident management personnel reporting to the Incident Commander. The General Staff consists of the Section Chiefs.

#### GROUP:

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division.

### - I -

#### IC:

Incident Commander.

Responsible for all direction at the site, including overall responsibility for the safety and health of all personnel or persons operating within the Incident Command System.

### **ICP:**

Incident Command Post.

The location at which the primary command functions are executed. The ICP may be located with the incident base or other incident facilities.

### **ICS:**

Incident Command System:

A standardized at-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.

### **INFORMATION OFFICER:**

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident.

There is only one Information Officer per incident.

## **- J -**

### **JURISDICTION:**

The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation.

Jurisdictional authority at an incident can be political, geographical or functional.

## **- L -**

### **LERN:**

Local Emergency Response Neighbourhoods.

A program established at the neighbourhood level to provide short term self sufficiency during an emergency or disaster. Neighbour helping neighbour.

### **LIAISON OFFICER:**

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

### LOGISTICS SECTION:

A component of BCERMS which provides, facilities, services, personnel, equipment and materials in support of the emergency.

## - M -

### MULTI-AGENCY INCIDENT:

An incident where one or more agencies assist a jurisdictional agency or agencies. May be Single or Unified Command.

### MULTI-JURISDICTIONAL INCIDENT:

An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In Incident Command System these incidents will be managed under Unified Command.

### MUTUAL AID AGREEMENT (Emergency Management Agreement):

Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

## - O -

### OG's

#### Operational Guidelines.

A guideline which an organization or agency, e.g., Police, Fire/Rescue, Ambulance, Public Works, etc., should have in place to assist responding personnel in carrying out tasks or duties during an emergency or incident. OG's are guidelines only and different from organizational policy.

### OFFICER:

The Incident Command System title for the personnel responsible for the Command Staff positions of Safety, Liaison and Information.

### OPERATIONAL PERIOD:

The period of time scheduled for execution of a given set of operation actions. Operational Periods can be of various lengths, although not over 24 hours.

### OPERATIONS SECTION:

A component of BCERMS responsible for all tactical operations at the incident and includes Branches, Divisions and/or Groups.

## **- P -**

### PACKET:

A system of radio communications, usually through amateur radio operations, which utilizes computer devices to enhance communications where audio interference may be problematic. Packet also provides written documentation of ongoing communications during an incident.

### PEOC:

Provincial Emergency Operations Center.

An EOC established and operated at the provincial central coordination level to direct and coordinate the provincial government's overall emergency or disaster response and recovery efforts.

### PEP:

Provincial Emergency Program.

A branch of a Ministry of the provincial government who will coordinate the response of the provincial government to an emergency or disaster.

### PLANNING SECTION:

A component of BCERMS which collects, evaluates, documents and uses information about the incident and the status of resources. Provides status information to Command, Operations and Logistics and forecasts resource needs during the emergency.

## **PORT MCNEILL EMERGENCY PLAN**

---

### **POLICY SECTION:**

A component of BCERMS comprised of those persons responsible for the overall management of the emergency or disaster. The policy section will develop policies and, as necessitated by the situation, will discuss the economic, political, legal, and social implications that may arise from the emergency and or impact the response or recovery efforts. This group will include individuals appointed by local government departments and appointed agency representatives.

### **PREOC:**

Provincial Regional Emergency Operations Center.

An EOC established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.

## **- S -**

### **SAFETY OFFICER:**

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

### **SAR:**

Search and Rescue.

An organizational structure responsible for conduction search and rescue efforts, usually under the direction of the RCMP (Police). SAR components include land, sea, swift water, mountain and air incidents.

### **SECTION:**

That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance/Administration. The Section is organizationally between Branch and Incident Commander.

### **SECTION CHIEF:**

The Incident Command System title for individuals responsible for command of functional Sections.

## **PORT MCNEILL EMERGENCY PLAN**

---

### **SITREP:**

Situation Report.

A pre-authorized reporting system using written forms which provide a detailed chronological accounting of information relative to an emergency or disaster.

### **SPAN OF CONTROL:**

The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.

### **STATE OF LOCAL EMERGENCY:**

A legal process whereby a local jurisdiction officially makes a declaration that it is or may soon be encountering an emergency that requires prompt action to prevent harm or damage to the safety, health or welfare of persons or to prevent damage to property. The declaration of a state of local emergency is, when an incident satisfactorily subsides, shall be officially declared cancelled by the local authority.

### **SUPERVISOR:**

The Incident Command System title for individuals responsible for command of a Division or Group.

**- T -**

### **TECHNICAL SPECIALISTS:**

Personnel with special skills that can be used anywhere within the Incident Command System organization.

**- U -**

### **UNIFIED COMMAND:**

A unified team effort which allows all agencies with responsibility for the incident, either geographically or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**UNIT:**

The organizational element having functional responsibility for a specific incident planning, logistics or finance/administration activity.

## **SECTION 5 AGENCY PLANS**

### **INTRODUCTION**

Port McNeill has adopted the British Columbia Emergency Response Management System (BCERMS), a comprehensive management system that ensures coordinated and organized response to emergencies and disasters. All provincial government ministries, agencies and government corporations are applying the standards set out in BCERMS. These standards are recommended best practices for local authorities, regional districts, other local governments and federal agencies, First Nations and non-government agencies.

The Port McNeill Emergency Plan has been revised and is exercised and updated annually. It is imperative that Partner Agencies prepare emergency plans that address the contingencies identified in Section 1.3 of this document and in the Regional Emergency Plan.

Note: A Department Operations Center (DOC) is established and operated by a department of a jurisdiction or agency that requires unique local support for their operations. A DOC is primarily concerned with supporting the operations of the department or agency and ensuring regular activities continue.

Once your Agency has an Emergency Plan, ensure a copy is sent to the Port McNeill Emergency Program Office and included on an updated schedule.

If you have any questions, please contact your local Emergency Program Coordinator/Manager at:

Area	Name	Phone Number	Email
Port McNeill	Wayne Green	956-3161	emcoord@telus.net
Regional District of Mount Waddington	Chuck Lok	956-3301	emergencycoordinator@rdmw.bc.ca

## **SECTION 6 COMMUNITY DISASTER RECOVERY PLAN**

## **SECTION 7 APPENDICES**

- A. Town of Port McNeill Emergency Measures Bylaw 579, 2006
- B. Tsunami Warning and Evacuation Plan
- C. Port McNeill Emergency Evacuation Plan
- D. Search and Rescue Call Out Directories
- E. Port McNeill Water Supply Emergency Plan