



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**EMERGENCY PROGRAM COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, NOVEMBER 14th, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. New Business**
 - A. Housekeeping items
 - i. Purpose of the committee
 - ii. Terms of reference
 - B. Local and Provincial Legislation Review
 - i. Lions Bay Emergency Program Bylaw 566 (currently at 2nd reading)
 - ii. BC's Emergency Program Act
 - iii. BC's Local Authority Emergency Management Regulation
 - C. Where the Emergency Program is and where it needs to go
 - i. Legislative Compliance
 - ii. Strategic Goals/Vision
 - iii. Hazard/Risk/Vulnerability Assessment
 - iv. Emergency Plan and annexes
 - v. Emergency Operations Centre
 - a. EOC problems and UBCM funding opportunity
 - b. EOC activation gap and LB Emergency Team (LBET)
 - vi. Training and exercises
 - vii. Business Continuity
 - D. Set up HRVA workgroup
 - E. Set up Annex workgroup

F. ESS Program status

9. Public Questions & Comments

10. Adjournment

11. Next Meeting -

EMERGENCY PROGRAM BYLAW NO.566, 2019

A bylaw to establish and operate a plan or scheme for preparedness, response and recovery in the case of emergencies pursuant to the provisions of the *Emergency Program Act*.

WHEREAS the Council of the Village of Lions Bay is required to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disaster,

AND WHEREAS the Village of Lions Bay wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

1. CITATION

1.1. This Bylaw shall be cited as Emergency Program Bylaw No. 566, 2019.

2. INTERPRETATION

2.1. In this bylaw, "Act" means the *Emergency Program Act*, RSBC 1996, Chapter 111.

2.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the *Act*.

- a) "Council" means the municipal council of the Village of Lions Bay,
- b) "Mayor" means that person elected by the Village of Lions Bay, and includes the person designated as acting mayor at the relevant time when the "Mayor" is absent, or otherwise unable to act or when the office of the Mayor is vacant,
- c) "declaration of a state of local emergency" means a declaration of the Council or the Mayor that an emergency exists or is imminent in the regional district,
- d) "disaster" means a calamity that:
 - i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

- e) "emergency" means a present or imminent event that:
 - i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.
- f) "Emergency Plan" means the Village of Lions Bay Emergency Plan as constituted at any point in time.

3. EMERGENCY MANAGEMENT ORGANIZATION

3.1. In accordance with the requirements of the *Act* to establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters, an Emergency Management Organization, comprised of:

- a) the Council
- b) the Emergency Program Committee, and
- c) the Emergency Program Coordinator

is hereby established.

4. THE COUNCIL

4.1. The Council is at all times responsible for the general direction and control of the response of the Village of Lions Bay to an emergency or disaster, and in particular to:

- a) declare a State of Local Emergency,
- b) call upon or delegate powers available under the *Act*, as required, and to monitor the use of such powers,
- c) establish emergency policy and legislation necessary to facilitate the response to an emergency or disaster, and

- d) adopt and maintain an Emergency Plan respecting preparation for, response to, and recovery from an emergency or disaster.
- 4.2. Notwithstanding the provisions of subsection 4.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made every effort to obtain the consent of the other members of the Council.
- 4.3. The Mayor and Council will appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.
- 4.4. The Council will ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness.
- 4.5. The Council will report the annual status of the emergency program to the Minister responsible for the *Act*.

5. EMERGENCY PROGRAM COMMITTEE

- 5.1 The Emergency Program Committee is accountable to the Council.
- 5.2 The Emergency Program Committee shall comprise, at a minimum:
 - a) the Emergency Program Coordinator or Deputy Emergency Program Coordinator,
 - b) the Chief Administrative Officer,
 - c) the Public Works Manager,
 - d) the Fire Chief, or their designate,
 - e) the ESS Director, or their designate,
 - f) three members of Council including the Mayor,
 - g) such other members as Council may determine,
- 5.3 The Emergency Program Committee shall:

- a) provide strategic direction and oversight to the Emergency Program Coordinator,
- b) provide strategic and budgetary advice and recommendations to Council regarding the Emergency Program and the Emergency Plan, including in respect of:
 - i) the Committee's terms of reference, policies and procedures;
 - ii) agreements with other municipalities or regional districts for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
 - iii) agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services;
 - iv) assessment of hazards, risks and vulnerability on an ongoing basis;
 - v) staffing and support for the Emergency Operations Centre (EOC);
 - vi) training and exercise programs.

5.4 The Emergency Program Committee may strike such sub-committees and work groups as is deemed necessary.

5.5 The Emergency Program Committee will meet at least bi-annually, or as determined by the committee.

6. EMERGENCY PROGRAM COORDINATOR

6.1. The Emergency Program Coordinator, and the Deputy Emergency Program Coordinator, is accountable to the CAO and is responsible to:

- a) provide leadership and administration for the Emergency Program and the Emergency Program Committee,
- b) coordinate and/or supervise any sub-committees or work groups,
- c) develop an Emergency Program strategic plan, action plans and budget,

- d) maintain all emergency plans and documentation,
- e) provide an annual status report on the state of the Emergency Program and the level of preparedness,
- f) coordinate a training and exercise program,
- g) coordinate with other governments, non-government agencies, First Nations and private sector agencies,
- h) establish and maintain an Emergency Operations Centre, and
- i) establish, coordinate and support volunteer programs.

7. EMERGENCY RESPONSE AND DELEGATION OF AUTHORITY

- 7.1 The Emergency Management Program will conform to the “B.C. Emergency Management System” (BCEMS).
 - 7.2 The Chief Administrative Officer or their designate shall be the Emergency Operations Centre (EOC) Director.
 - 7.3 The EOC Director is authorized by Council to:
 - a) exercise any of the powers provided to local authorities by the *Act* under a state of local emergency;
 - b) expend Municipal funds which are not included in the financial plan of the Municipality, required for the preservation of life, health and the protection of property during an emergency or disaster, on the following basis:
 - i. following the declaration of an emergency by the Mayor and/or Council,
 - ii. up to an including \$25,000 at the discretion of the EOC Director, and
 - iii. an amount greater than \$25,000 at the discretion of Council,
- and any expenditure made in accordance with subsection 7.3.b) must be presented to the Council in a report under the signature of the EOC Director at the earliest available opportunity.

- c) For certainty, the authority of the EOC Director in section 7.3 of this bylaw includes the authority to negotiate and execute any agreement, on behalf of the Municipality, on any terms or conditions considered appropriate.

8. LIABILITY

8.1 As stipulated by the *Act*, no person, including, without limitation, the Council, the Mayor, members of the Village of Lions Bay Emergency Management Organization, employees of the Village of Lions Bay, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
- b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

9. REPEAL

9.1 Bylaw No 409, The Emergency Program Bylaw (2009), is repealed.

10. COMMENCEMENT

B10.1 This bylaw comes into force upon adoption.

This Act is current to October 23, 2019

See the [Tables of Legislative Changes](#) for this Act's legislative history, including any changes not in force.

EMERGENCY PROGRAM ACT

[RSBC 1996] CHAPTER 111

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Part 1 — Definitions and Application

Definitions

1 (1) In this Act:

"declaration of a state of emergency" means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

"declaration of a state of local emergency" means a declaration of a local authority or the head of a local authority under section 12 (1);

"director" means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

"disaster" means a calamity that

(a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

(b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

"electoral area" means an electoral area as defined in the *Local Government Act*;

"emergency" means a present or imminent event or circumstance that

(a) is caused by accident, fire, explosion, technical failure or the forces of nature, and

(b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

"government corporation" has the same meaning as in the *Financial Administration Act*, and includes the South Coast British Columbia Transportation Authority continued under the *South Coast British Columbia Transportation Authority Act* and any of its subsidiaries;

"head of a local authority" means

(a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and

(b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

"jurisdictional area" means any of the following for which there is a local authority:

(a) a municipality;

(b) an electoral area;

(c) a national park;

"local authority" means

(a) for a municipality, the municipal council,

(b) for an electoral area in a regional district, the board of the regional district, or

(c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

"local emergency plan" means an emergency plan prepared under section 6 (2);

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

"Provincial emergency plans" means the emergency plans prepared under section 4 (1);

"volunteer" means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.

(2)A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

Part 2 – Administration

Provincial Emergency Program

2 (1)The Provincial Emergency Program is continued.

(2)The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it under this Act or by the minister.

(3)A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

Committees

3 (1)The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.

(2)The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,

(a)are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

(b)may be paid remuneration for their services as the Lieutenant Governor in Council may order.

Powers and duties of minister

4 (1)The minister must prepare emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2)The minister may do one or more of the following:

- (a)conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;
- (b)make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;
- (c)make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities or other persons or organizations for the purposes of assisting in emergency prevention, preparedness and response;
- (d)enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- (e)enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with emergency plans and programs;
- (f)review and recommend modification of local emergency plans of local authorities;
- (g)establish training and training exercise programs;
- (h)provide support to volunteers as prescribed in the regulations;
- (i)delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
 - (i)to make a declaration of a state of emergency,
 - (ii)to cancel a declaration of a state of emergency,
 - (iii)to cancel a declaration of a state of local emergency, or
 - (iv)to make an order under section 13 (2).

Ministerial orders

5 The minister may, by order, do one or more of the following:

- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
- (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;
- (d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
 - (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land.

Local authority emergency organization

6 (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.

(2) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2.1) For the purposes of subsection (2), a local authority that is the board of a regional district must ensure that it has one local emergency plan that applies, or 2

or more local emergency plans that in the aggregate apply, to all of the electoral areas within the regional district.

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

(a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and

(b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain

(i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or

(ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district.

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

(a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and

(b) appoint a coordinator for each emergency management organization established by it under subsection (3).

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

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

(b) if a local authority has not complied with subsection (3), the date by which the emergency management organization or organizations required under that subsection must be

established, with power to establish, for the board of a regional district, different dates for the establishment of emergency management organizations for different electoral areas within the regional district.

(4)A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

Part 3 — Emergencies, Disasters and Declared Emergencies

Division 1 — Emergencies and Disasters

Implementation of Provincial emergency plans

7 The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

Implementation of local emergency plans

8 (1)A local authority or a person designated in the local authority's local emergency plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in

(a)the jurisdictional area for which the local authority has responsibility, or

(b)any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.

(2)If a Provincial emergency plan has been implemented under section 7, a local emergency plan may be implemented or its implementation may be continued

under subsection (1) of this section if and to the extent that the local emergency plan is not in conflict with the Provincial emergency plan.

Division 2 – Declaration of State of Emergency

Declaration of state of emergency

9 (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.

(3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

(4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.

(5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

Powers of minister in declared state of emergency

10 (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- (a) implement a Provincial emergency plan or any Provincial emergency measures;
- (b) authorize a local authority to implement a local emergency plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;

- (c) require a local authority for a municipality or an electoral area to implement a local emergency plan or emergency measures for all or any part of the municipality or electoral area for which the local authority has responsibility;
- (d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (e) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (f) control or prohibit travel to or from any area of British Columbia;
- (g) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia;
- (h) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (i) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (j) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;

(k)construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;

(l)procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

(2)After a declaration of a state of emergency is made under section 9 (1),

(a)the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and

(b)all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

Cancellation of declaration of state of emergency

11 (1)When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.

(2)Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area.

Division 3 – Declaration of Local Emergency

Declaration of state of local emergency

12 (1)A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the

local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

(2)A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

- (a)by bylaw or resolution if made by a local authority, or
- (b)by order, if made by the head of a local authority.

(3)The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

(4)Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

- (a)forward a copy of the declaration to the minister, and
- (b)cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

(5)Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

(6)Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

(7)Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.

Powers of local authority in declared state of local emergency

13 (1)After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional

area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- (a) implement its local emergency plan or any local emergency measures;
- (b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);
- (c) subject to this section, authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).

(2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).

(3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

(4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

(5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.

(6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the administration of the *Community Charter*, but without obtaining the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

Cancellation of declaration of state of local emergency

14 (1)The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

(2)The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

(a)cancel the declaration of a state of local emergency in relation to that part

(i)by bylaw or resolution, if the cancellation is effected by the local authority, or

(ii)by order, if the cancellation is effected by the head of the local authority, and

(b)promptly notify the minister of the cancellation of the declaration of a state of local emergency.

(3)A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

Notification of termination of declaration of state of local emergency

15 (1)Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

(2)For the purposes of subsection (1), a declaration of a state of local emergency is terminated when

(a)it expires under section 12 (5) or (6),

(b)it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),

(c)it is cancelled by bylaw, resolution or order under section 14 (2), or

(d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

Part 4 — General

Expenditures

16 (1) Any expenditures under this Act considered necessary or advisable by the minister to make payments or grants under section 4 (2) (c) or (d) or to implement a Provincial emergency plan or Provincial emergency measures under section 7 or 10 (1) (a) may be paid out of the consolidated revenue fund without an appropriation other than this section.

(2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

Recovery of costs

17 (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of

- (a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and
- (b) the amount demanded by the minister or head of a local authority.

(2) Nothing in subsection (1) relieves a person from any other liability.

Exemption from civil liability

18 No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters,

is liable for any loss, cost, expense, damage or injury to person or property that results from

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act, unless, in doing or omitting to do the act, the person was grossly negligent, or

(b) any acts done or omitted to be done by one or more of the persons who were, under this Act, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

Compensation for loss

19 (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.

(2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be, that took or authorized or directed the taking of the action may compensate the person for the loss in accordance with the regulations.

(3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Arbitration Act* and

(a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and

(b) the *Arbitration Act* applies to the dispute.

Disaster financial assistance

20 (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.

(2)The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

Appeals to director on eligibility for disaster financial assistance

21 (1)A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.

(2)If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.

(3)If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a)request additional information from the appellant;
- (b)convene a hearing.

(4)After conducting a review under subsection (3), the director may

- (a)confirm the determination, or
- (b)overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.

(5)The director must inform the appellant of the decision reached under subsection (4).

(6)A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Appeals to director on amounts of disaster financial assistance

22 (1)A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the amount of that disaster financial assistance.

(2)If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted

the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a) request additional information from the appellant;
- (b) convene a hearing.

(4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.

(5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Repealed

23 [Repealed 2003-7-14.]

Variation of disaster financial assistance

24 (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.

(2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an overpayment within 60 days after being informed of the director's decision under section 22.

Mandatory assistance

25 (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.

(2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.

Conflict

26 Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

Offence

27 (1) A person commits an offence who

- (a) contravenes this Act or the regulations, or
- (b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed under this Act.

(2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

Power to make regulations

28 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

- (a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;
- (b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive

Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;

(c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;

(d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;

(e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;

(f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;

(g) requiring persons to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by

(i) the person engaging in any operation,

(ii) the person utilizing any process,

(iii) the person using property in any manner, or

(iv) any condition that exists or may exist on the person's land;

(h) respecting the form and content of emergency plans;

(i) in respect of any power available to a local authority under section 13 (1);

(j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1).

B.C. Reg. 380/95
O.C. 1075/95

Deposited September 8, 1995

This consolidation is current to October 22, 2019.

Emergency Program Act
**LOCAL AUTHORITY EMERGENCY
MANAGEMENT REGULATION**

Contents

[1 Interpretation](#)

[2 Local emergency plans](#)

[3 Powers of a local authority](#)

[4 Duties of a local authority](#)

Interpretation

1 In this regulation "**Act**" means the *Emergency Program Act*.

Local emergency plans

2 (1)A local authority must reflect in the local emergency plan prepared by it under section 6 (2) of the Act

(a)the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and

(b)the local authority's assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters referred to under paragraph (a).

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

(a) the commitment of the local authority to provide policy guidance and direction to the emergency management organization established by that local authority under section 6 (3) of the Act, and

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

(3) A local authority must, as part of the local emergency plan prepared by it under section 6 (2) of the Act,

(a) require a periodic review and updating of the local emergency plan and establish a procedure for that review and revision,

(b) establish and maintain for all emergency response staff to whom responsibilities are assigned in the plan,

(i) a program of emergency response exercises, and

(ii) a training program,

(c) identify the procedures by which emergency resources, including, without limitation, personnel, equipment, facilities and financial resources, may be obtained from sources within or outside of the jurisdictional area for which the local authority has responsibility,

(d) establish the procedures by which the plan is to be implemented,

(e) establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster,

(f) coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters, whether that provision is made from within or outside of the local authority,

(g) establish the priorities for restoring essential services provided by the local authority that are interrupted during an emergency or disaster, and

(h) recommend to service providers the priorities for restoring essential services not provided by the local authority that are interrupted during an emergency or disaster.

(4) A local authority may incorporate into its local emergency plan any confirmed, potential or anticipated assistance and resources of other levels of government or other non-government bodies.

Powers of a local authority

3 Nothing in this regulation or the Act prevents a local authority from

(a) entering into mutual aid agreements with one or more local authorities for emergency resources of all types and subsequent cost recovery,

(b) entering into agreements with non-government organizations for emergency resources of all types and subsequent cost recovery, and

(c) providing emergency training to and conducting emergency exercises with persons residing or carrying on business in the jurisdictional area for which the local authority has jurisdiction.

Duties of a local authority

4 Each municipal council and each board of a regional district that qualifies as a local authority under section 1 (1) of the Act must, on the request of and within the time required by the minister, submit to the minister

(a) the local emergency plan as prepared under section 6 (2) of the Act and updated under section 2 (3) (a) of this regulation,

(b) the schedule and content of any emergency training or exercise program, and

(c) any other emergency prevention, preparedness, response or recovery information that the minister considers necessary to assist the minister in preparing or establishing procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters.

[Provisions of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, relevant to the enactment of this regulation: section 28]

2019

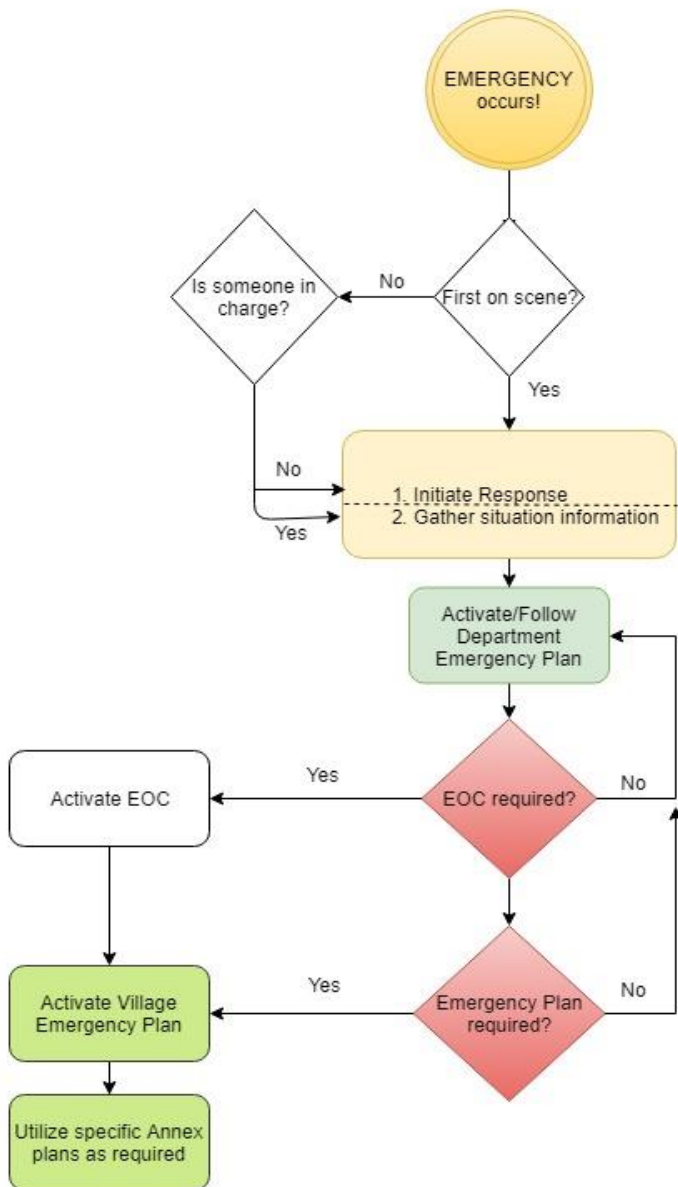
Village of Lions Bay Emergency Plan



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EMERGENCY EVENT QUICK REFERENCE



- ### Response Priorities
1. Ensure the safety and health of all staff and responders
 2. Save lives and reduce suffering
 3. Protect the public
 4. Protect critical infrastructure
 5. Protect property
 6. Protect the environment
 7. Reduce economic and social loss

- ### Initiating Response
1. Take charge. Delegate tasks if possible.
 2. Call 911
 3. Initiate first aid if required
 4. Move bystanders away
 5. Follow 911 operator's instructions
 6. Wait for help to arrive

- ### Plan Annexes
- Includes the following (not a complete listing):
1. EOC Annex
 2. Evacuation Annex
 3. ESS Annex
 4. Emergency Communications Annex
 5. Hazard-specific Plans

EOC Activation

If **any** of the following are true, the EOC should be activated.

1. Multiple agencies are required to respond
2. Extra resources are required
3. A State of Local Emergency is required
4. Evacuation of residents is required
5. Significant information management or media presence is required

To activate the EOC call the Village Emergency number at 604-290-1498 and provide a brief outline of the situation.

The Village of Lions Bay



Emergency Event Flow Revision Date August 29, 2019



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Distribution List***Internal***

Plan Holder	Method	No. Printed Copies
Mayor and Council of Lions Bay	Email	
Lions Bay CAO	Email	
Lions Bay Emergency Program Coordinator	Email	
Lions Bay Deputy Emergency Program Coordinator	Email	0
Lions Bay EOC	USB	
Lions Bay Office Administrator	Email	
Lions Bay Fire Rescue	Email	
Lions Bay Search & Rescue	Email	
Lions Bay Public Works Manager	Email	
Lions Bay ESS Director	Email	
Lions Bay Elementary School Principal	Email	

External

Agency	Method	No. Printed Copies
BCAS		
North Shore Emergency Management		
EMBC SW Region - Surrey		
EMBC Provincial Headquarters - Victoria		
RCMP – North Vancouver and Squamish		
Vancouver Coastal Health		
DWV CAO		
DWV ESS Director		
West Vancouver Police Department		
West Vancouver Fire Rescue		
DWVSD 45		
DOS Emergency Program Coordinator		
DOS CAO		
Metro Vancouver		



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Plan Maintenance

The Emergency Plan will undergo revision whenever:

- Community hazards or vulnerabilities change
- The community governance structure and/or policy changes
- Exercises or emergencies identify gaps or improvement in policy and procedures
- An annual review takes place

Amendments will be documented in the Revision History and an updated plan will be distributed to the distribution list. Any suggested amendments can be submitted to the Emergency Program Coordinator. The Emergency Program Coordinator is responsible to ensure that an annual review of the plan is conducted, and the plan is amended, and annexes are updated as required.

Revision History

Date of Revision	Revision Description	Author	Review By
2010		Unknown	
2012		Unknown	
2015		LEONARD TECH SERVICES Chris Leonard, C Tech, ASTT Email: cl21927@telus.net Cell: 604-317-4803	
10/2019	Reorganization and updating of the Plan.	Robert Whitney Deputy Emergency Program Coordinator Village of Lions Bay	10/2020



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1. INTRODUCTION

A. Definitions

Emergencies – are those events which the Lions Bay Fire Rescue, RCMP, BC Ambulance Service and Lions Bay Public Works Department respond to in their ongoing, day-to-day operations. These events can normally be managed with the normal personnel and resources.

Disasters (Major Emergencies) – a sudden event that causes an abnormal amount of damage or loss to the community. These types of events will usually be beyond the initial capabilities and resources of first response agencies. Such events will require a higher level of coordination to allow multiple agencies to effectively work together to deal with the disaster.

B. Why do we need an Emergency Plan?

Emergencies and disasters can affect people and their communities in many ways. Injury and death may occur along with the destruction of homes and infrastructure, displacement of families and the disruption of utilities, business and essential services.

No community in British Columbia is immune from the threat of such crises. However, emergency management can mitigate long-term impact by assisting municipalities to do the following:

- Planning:** Prepare for emergencies and disasters.
- Mitigation:** Take measures to minimize impact should an event occur.
- Response:** Respond effectively when the event occurs.
- Recovery:** Recover as quickly as possible after the event.

At the local level, municipalities are legally obligated to plan for and deal with emergencies.

If, during an emergency event, municipal resources are unable to provide an adequate response the provincial government may, upon official request, provide additional resources to aid in the emergency response and recovery efforts.

When provincial resources are exhausted, the province may call on the federal government for help. The federal government may contribute its own resources, those of other provinces, or those of the international community.

Emergency planning is essential for effective emergency management on any level. Families, communities and governments must have emergency plans in order to save lives, property, the environment and the economy.

Municipal governments, along with regional, provincial and federal government agencies as well as private industry, have specific roles and responsibilities when an emergency or disaster strikes. The nature and scale of the actual event will determine the actual level of response for these various partners.

The Village of Lions Bay will prioritize the recovery process as quickly as reasonably possible taking into account the number of available staff, available support services and the overall safety of all concerned.



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A full recovery to pre-disaster levels may take months or years depending on the severity of the emergency or disaster. As tragic as these events can be, there may be an opportunity for positive change and official community plans should be considered where possible during the recovery process.

C. Purpose and Scope of the Emergency Plan

This Plan is to guide the Village of Lions Bay municipal staff and emergency volunteers to provide for effective response to emergencies or disasters within the boundaries of the Village of Lions Bay. It is not intended for this Plan to address those emergencies which are normally handled at the scene by first responding agencies but rather is to provide an overview of how the municipality should prepare and respond to emergencies or disasters that are of a magnitude or severity such that it results in partial or full activation of this Plan.

D. Situation and Assumptions

Responding to an emergency event in Lions Bay is the responsibility of the Village of Lions Bay. The severity and extent of the actual event and the availability of resources will largely determine when, and to what extent external agencies including the provincial government and potentially the federal government will become involved.

Incorporated in 1971, the Village of Lions Bay is located on the Sea to Sky Highway (Hwy. 99), approximately 10 kilometers north of Horseshoe Bay and 30 kilometers south of Squamish. Covering approximately 2.5 square kilometers of steep hillside at the base of the Howe Sound Mountains, the village is home to approximately 1,400 people. While there are several home-based businesses in the community, commercial properties are limited to the Lions Bay Marina and the small commercial development housing the store, café, post office, real estate office and art gallery.

What makes Lions Bay unique is also what makes it vulnerable to many disaster scenarios – a small residential community with limited resources, situated on steep slopes between the ocean and tall mountains, bisected by a busy highway and a major railroad. While the stunning geographical setting of the village presents one set of challenges, the highway and railroad present another set of challenges simply from the nature of the traffic on both as the major land route between Vancouver, Squamish and Whistler.

Two assumptions have been made in the development of this plan:

1. Emergency protocols for day-to-day emergency events already exist between the municipality, its departments and external agencies as part of their standard operating procedures.
2. Municipal departments and external agencies will respond to day-to-day emergency events based on these existing protocols and will look to implementing the Emergency Plan when typical resources and response capabilities are inadequate for the emergency event.



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E. Activating the Emergency Plan

The Lions Bay Emergency Plan may be activated in whole or in part if an emergency:

- appears imminent
- has occurred
- exists
- to assist with the planning and coordination of major planned events

Note: Activating the Emergency Plan does not necessarily mean the Emergency Operations Centre (EOC) will be activated, nor does it require a state of local emergency.

The plan is activated within the municipal boundaries of the Village of Lions Bay. The Village may also activate the Emergency Plan to meet requests from other local authorities or to support a regional emergency.

The plan may be activated by the:

- Mayor or designate
- Chief Administrative Officer (CAO)
- Lions Bay Public Works Manager (LBPWM)
- Fire Chief or designate
- RCMP
- Emergency Program Coordinator
- Any member of the Emergency Program Committee
- Lions Bay field staff, acting in their position of potential first responders

F. Other Emergency Documents

In addition to the Village of Lions Bay Emergency Plan, other emergency documentation may be utilized in the response to an emergency or disaster including but not limited to:

- **Emergency Plan Annexes:** These documents are separate guidelines and procedures that work with the Emergency Plan to provide specific information and direction.
 - **EOC Annex** – this document outlines the procedures used to mobilize, operate and demobilize the Emergency Operations Centre in the event of an EOC activation.
 - **ESS Annex** – outlines the role of Emergency Support Services (ESS) in the response and recovery efforts.
 - **Evacuation Annex** – addresses the planning, response and recovery activities involved in evacuating an area within Lions Bay or the entire village.
 - **Emergency Communications Annex** – outlines the procedures by which information will be relayed to the public.
 - **Recovery Annex** – outlines the recovery efforts that may need to occur in response to a disaster or emergency.



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- **Department Plans** – all municipal departments are required to develop and maintain emergency protocols outlining their procedures for responding to and recovering from emergencies.
- **Other** – many agencies and organizations have plans that will support the Lions Bay emergency response and recovery activities, including, but not limited to:
 - Royal Canadian Mounted Police (RCMP)
 - BC Ambulance Service (BCAS)
 - Vancouver Coastal Health (VCH)
 - Emergency Management BC (EMBC)
 - West Vancouver School District 45 (WVSD45)
 - Ministry of Transportation and Infrastructure (MOTI)
 - Ministry of Environment (MOE)
 - Canadian National Railway (CN)
 - Lions Bay Block Watch (LBBW)
 - Utilities – BC Hydro, Fortis, Telus, Bell, Shaw, etc.
 - Other regional, provincial and federal agencies

2. HAZARDS, RISKS & VULNERABILITIES

Statement

The purpose of a Hazard, Risk, Vulnerability Analysis (HRVA) is to help a community make risk-based choices to address vulnerability, mitigate hazards, and prepare for response and recovery from disasters. On close examination of these hazards, the following should be considered:

- Identification of natural hazards and the frequency of their occurrence.
- Identification of human-caused hazards and dangers involved.
- Familiarity with the hazards and inherent dangers.
- Assign priority to resources and actions to be undertaken.
- Evaluation of the risk in each hazard.
- Identification of the severity of the hazard.

Guidelines

The Emergency Program Coordinator will work with the Emergency Program Committee to identify the types of hazards and rank them in order of severity.

As conditions change, the Hazard Analysis must be re-evaluated regularly. This Analysis will be reviewed regularly to identify new hazards, or to re-evaluate the severity and change the ranking of any of the hazards, as required.

During emergency and disaster periods, the normal medical emergencies, health needs, and similar issues that occur on a day-to-day basis will still need to be anticipated and planned for.



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Table A: Lions Bay Specific Hazards

Hazard Category	Specific Hazard	Potential Impact to Lions Bay	Responding Agencies
Natural	Earthquake	<ul style="list-style-type: none"> Casualties, injuries and fatalities Damaged buildings, roads, bridges and other infrastructure. Fire(s). Disruption or loss of utilities Landslide / debris torrent Public health issues Evacuation of individuals and/or entire community Hazardous materials release or spillage Communications and utilities systems breakdowns 	<ul style="list-style-type: none"> Royal Canadian Mounted Police (RCMP) Lions Bay Public Works (LBPW) and Building Inspector
	Landslide/Debris Torrent	<ul style="list-style-type: none"> Casualties, injuries and fatalities Damage to buildings, roads, bridges and other infrastructure Disruption or loss of utilities Disruption or loss of communications Flooding Fire and potential fire hazards Evacuations 	<ul style="list-style-type: none"> Lions Bay Fire Rescue (LBFR) Lions Bay Search and Rescue (LBSAR) Miller Capilano Maintenance Corporation (MCMC) Ministry of Transportation and Infrastructure (MOTI)
	Severe Weather	<ul style="list-style-type: none"> Casualties, injuries and fatalities Disruption of traffic, road closures Damage to buildings, roads, bridges and other infrastructure Missing persons Disruption or loss of essential services Disruption or loss of utilities Disruption or loss of communications School closures Businesses closed Shortages of essential supplies, food, fuel etc 	<ul style="list-style-type: none"> Lions Bay Fire Rescue (LBFR) Emergency Support Services (ESS) Lions Bay Search & Rescue (LBSAR)
	Fire - Interface	<ul style="list-style-type: none"> Casualties, injuries and fatalities Evacuation Disruption of traffic Disruption or loss of communications Disruption or loss of utilities Property damage Public health issues 	<ul style="list-style-type: none"> Lions Bay Fire Rescue (LBFR) Ministry of Forests (MOF)
Human/Accidental	Fire - Structural	<ul style="list-style-type: none"> Casualties, injuries and fatalities Damage to building, roads, bridges and other infrastructure Disruption of traffic Disruption or loss of communications Disruption or loss of utilities Evacuation 	<ul style="list-style-type: none"> Lions Bay Fire Rescue (LBFR)
	Transportation Accident – Marine or Land	<ul style="list-style-type: none"> Casualties, injuries and fatalities Hazardous materials situations Infrastructure damage, rail, road, bridges etc. Boating/ferry incident 	<ul style="list-style-type: none"> Lions Bay Fire Rescue (LBFR) Royal Canadian Mounted Police (RCMP) Canadian Coastguard (CCG) Canadian Transport Emergency Centre (CANUTEC) Transportation Safety Board (TSB)



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Human/Accidental	Epidemic/Health Emergency	<ul style="list-style-type: none"> • Infected population • Casualties, injuries or fatalities • Population requiring hospitalization • Public health issues • Disruption or loss of utilities • School closures • Economic impact on community 	<ul style="list-style-type: none"> • Vancouver Coastal Health (VCH)
	Hazardous Materials/Dangerous Goods	<ul style="list-style-type: none"> • Casualties, injuries and fatalities • Explosion/fire • Hazard to human life and well-being • Contamination of soil and/or water • Disruption of traffic • Evacuation 	<ul style="list-style-type: none"> • Lions Bay Fire Rescue (LBFR) • Hazardous materials (HAZMAT)
Technology	Utility Disruption BCH/Telus/Shaw	<ul style="list-style-type: none"> • Casualties, injuries and fatalities • School closures • Disruption of businesses • Disruption of communications • Disruption or loss of utilities, • Environmental issues, sanitary overflows etc 	<ul style="list-style-type: none"> • Lions Bay Fire Rescue (LBFR) • BC Hydro (BCH), Telus, Shaw
Human Intentional	Police Incident (Extraordinary response required)	<ul style="list-style-type: none"> • Casualties, injuries and fatalities • Explosion and/or fire • Disruption of traffic • Disruption or loss of utilities • Evacuation • Damage to property • Public health issues 	<ul style="list-style-type: none"> • Royal Canadian Mounted Police (RCMP)



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Table B: Lions Bay Risk Matrix

	Very Low	Low	High	Very High	
↑ Frequency/Likelihood ↑	6			Landslide/Debris Torrent	Frequent or very likely
	5		<ul style="list-style-type: none"> • Earthquake • Severe Weather 	Fire - Interface	Moderate or likely
	4		Utility Disruption		Occasional, slight chance
	3		<ul style="list-style-type: none"> • Fire – Structural • Hazardous Good Incident • Transportation Accident (Land) 		Unlikely, improbable
	2		Transportation Accident (Marine)		Highly unlikely (rare event)
	1			<ul style="list-style-type: none"> • Police Incident • Health Epidemic 	Very rare event
	1	2	3	4	
	↓ Severity ↓				

Refer to the most recent copy of the Lions Bay Hazard/Risk/Vulnerability Assessment (HRVA) for more detailed information.

3. RESPONSE ORGANIZATION

A. British Columbia Emergency Management System (BCEMS)

The British Columbia Emergency Management System (BCEMS) is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters. It provides a structure for a standardized approach to developing, coordinating, and implementing emergency management programs across the province.

The Village of Lions Bay Emergency Program has adopted the British Columbia Emergency Management System (BCEMS) as its model for managing and coordinating emergency response and recovery efforts.



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B. Response Objectives

The Village of Lions Bay subscribes to the BCEMS Response Objectives in the response to any emergency or disaster:

1. Provide for the Health and Safety of all Responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social loss

C. Scene Operations

The lead agency at the scene will provide an Incident Commander and if required establish an Incident Command Post at the scene to provide tactical coordination of responding personnel and resources. It will be the responsibility of the Incident Commander to develop situational awareness and, if warranted, provide a situation report to the Emergency Program representative. Larger or more wide spread events may require the creation of more than one Incident Command Post with an Incident Commander at each.

Emergency Support Services (ESS)

People in British Columbia forced from their homes by fire, floods, or other emergencies may receive emergency support services. Services may include food, lodging, clothing, emotional support, information about the crisis and family reunification. There may also be special services like first aid, child minding, pet care and transportation.

Please refer to the Emergency Support Services Annex for more detailed procedures and information.

D. Emergency Operations Centre (EOC)

The EOC supports and coordinates the overall emergency response activities within its jurisdiction. An EOC is set up away from the incident site, ideally in a pre-designated facility, and is normally activated at the request of the incident commander or a jurisdiction's senior official.

Through the emergency operation centre the Village of Lions Bay:

- Assesses the situation
- Provides support to the first responders, including resources
- Provides public information, including media briefings
- Coordinates the provision of food, clothing, shelter and transportation
- Liaises with volunteer groups



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- Provides situation reports to the PREOC
- Submits Resource Requests when jurisdictional resources are exhausted or unable to fill the need
- Tracks finances
- Coordinates recovery of essential services
- Coordinates community recovery efforts
- Exercises additional emergency powers as required (see Annex C Declaring a State of Local Emergency)

Activating the EOC

In the event any of the following criteria are true the Emergency Operations Centre can be activated to facilitate the effective response to the emergency or disaster:

1. Multiple agencies are required to respond.
2. Extra resources or coordination are required
3. A State of Local Emergency is required
4. Evacuation of residents is required
5. Significant information management or media presence is required.

The primary location of the EOC is the top floor of the Dale Klatt building. If the building is within the hazard area the EOC may be moved to a secondary location such as the Council Chambers or Village office. Upon relocation of the EOC the new location must be made known to emergency responders by contacting the Surrey Fire Dispatch Centre (911), the Vancouver E-Comm Centre (911), and EMBC.

Refer to the Emergency Operations Centre (EOC) Annex for more detailed procedures and information.

E. Provincial Coordination

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

Provincial Regional Emergency Operations Centres

EMBC manages six regional emergency management offices throughout the province; Lions Bay falls within the Southwest Region which has the PREOC at 14292 Green Timbers Way in Surrey. In an emergency, the regional duty manager for the Southwest Region can be reached by contacting the Emergency Coordination Centre (ECC) at 1-800-663-3456. During activation the local EOC submits resource requests, situation reports and provides documentation to the Southwest Region PREOC. The PREOC uses the information provided by the Local Authority for situational awareness and strategic planning. This information is also applied to create provincial regional operational awareness objectives and provincial regional situation reports. If an



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approved resource request cannot be fulfilled at the regional level, the request is submitted to the PECC.

Provincial Emergency Coordination Centre

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

F. Roles and Responsibilities of Council and Senior Staff

Emergency Program Coordinator

Role:

Assist in the management/coordination of emergency preparedness, response and recovery activities.

Responsibilities:

- Chair the Emergency Program Committee.
- Ensure coordination of local emergency response to major incidents requiring implementation of the Emergency Plan.
- As necessary, possibly under the direction of EMBC, coordinate emergency response to major emergencies.
- Ensure activation and coordination of local EOC during major emergencies as required in Emergency Plan.
- Report all major emergencies occurring within Lions Bay to EMBC.
- Coordinate revisions and updates to the Emergency Plan as needs dictate, with the Emergency Program Committee and emergency services organizations.
- Coordinate exercises to test the plan and maintain responders familiarity with their roles and responsibilities.

Emergency Program Committee

Role:

Meet on a regular basis to address issues about emergency management and review the Emergency Plan where necessary. In the event of an emergency, Committee members are expected to attend the Emergency Operations Centre to assist with the response.

The Committee is chaired by the Emergency Program Coordinator and comprises the following members:

- the Emergency Program Coordinator or Deputy Emergency Program Coordinator,
- the Chief Administrative Officer,
- the Public Works Manager,
- the Fire Chief, or their designate,
- the ESS Director, or their designate,



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- three members of Council including the Mayor,
- such other members as Council may determine,

Council Role in Emergency

As per Lions Bay Emergency Plan Bylaw #566, 2019, Council oversees the response to an emergency once the Emergency Plan is activated and may declare a state of local emergency, although the Mayor, or Acting Mayor, may do so if it is not possible to assemble a quorum of the Council, and provided there has been a concerted effort to obtain the consent of the other members of the Council. The Chief Administrative Officer (CAO) shall act as the recording secretary or, in his or her absence, an appointee.

Any Lions Bay staff member, with just reason, can call for the activation of the EOC and Emergency Plan. Once the plan has been activated, Council or those to whom authority has been assigned under the Emergency Plan or delegated under the Emergency Plan Bylaw, may do the following:

- Call out the EOC Volunteer Team.
- Call out the Emergency Program Committee.
- Call out specific Response Teams, including requests for mutual aid.
- Declare a State of Local Emergency (Council or Mayor only).
- Declare an evacuation order.
- Elect to spend emergency funds.
- Seek assistance, including emergency financial assistance where appropriate, from provincial and federal sources.
- Perform or appoint someone to perform any function deemed necessary and lawful under the *Emergency Program Act* when a declared State of Local Emergency exists and when exercising extraordinary powers.



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G. Departments/Agency Responsibilities during Response**Table C: Internal Responsibilities**

Department/Agency	Responsibilities
Lions Bay Public Works	<ul style="list-style-type: none"> • Maintenance and restoration of Municipally operated utilities. • Liaison for utility companies for the restoration of their systems. • Disaster Debris Removal (DDR). • Provide barricades and signage for emergency traffic control. • Snow and ice removal. • Provide and delivery of supplies & resources. • Arrange for the inspection of any facility that may be used as a Reception Centre after an event that may have caused structural damage, such as an earthquake.
Lions Bay Fire Rescue	<ul style="list-style-type: none"> • Fire suppression. • Response to transportation accidents. • Rescue in urban areas. • First response medical aid. • Initial response to a hazardous materials incident.
Lions Bay Emergency Support Services (LBESS)	<ul style="list-style-type: none"> • Set up and manage reception centre and/or group lodging. • Aid evacuees to meet immediate needs – either by providing locally, or by referring to neighboring community resources (hotels, restaurants, pharmacies, social service support groups). • Provide emotional support and assist evacuees in making recovery plans for themselves. • Provide support services to Lions Bay Search & Rescue Society and Lions Bay Fire Rescue.
Lions Bay Search & Rescue Society	<ul style="list-style-type: none"> • Provide assistance to: <ul style="list-style-type: none"> ➢ BCAS ➢ BCCS ➢ Department of National Defense and Canadian Coast Guard for air and marine search and rescue. ➢ Local governments during civil emergencies. • All LBSAR team members are qualified to establish and staff helicopter landing zones, as well as to provide helicopter ground support services.

Table D: External Responsibilities

Agency	Responsibilities
Police - RCMP	<ul style="list-style-type: none"> • Establish site perimeters, with public works assistance. • Establishing disaster response routes and/or traffic control points. • Carry out evacuation orders. • Protection of property after evacuation. • Assist coroner with identification of bodies and notification of next of kin. • Where injuries or fatalities occur, police maintain the scene for further investigation by other agencies such as the BC Coroners Service, WorkSafe BC and the Transportation Safety Board.
BC Ambulance Service	<ul style="list-style-type: none"> • Respond to the site of the incident and take charge of the patients, provide basic life support. • Provide trained personnel and resources required to respond, assess, treat, stabilize, transport and deliver patients to the appropriate medical facility • Establish liaison with local medical personnel as to medical requirements and capabilities.



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H. First on Scene Response Procedure

If an employee of the Village of Lions Bay is the first on scene, they are to take charge and initiate response to the situation.

1. Take charge

- **Ensure the safety of responders and bystanders.**
- Delegate tasks if possible, ask those around you for help.
- Account for all those on scene
- Document key actions and decisions made. (REQUIRED)

2. Gather Information

- What happened?
- When did it happen?
- Where did it happen?
- What caused the incident?
- Is the situation...Getting better? Getting worse? Staying the same?
- What is currently being done?
- Injuries or casualties?
- Are any homes at risk?
- Is any infrastructure at risk?
- Is evacuation of residents/visitors required?
- Document observations. (REQUIRED)

3. Initiate Response

- Call 911
- Provide the 911 operator with a quick summary of the situation.
- Follow 911 operator's instructions.
- Stay on the line until help arrives. Update the 911 operator to any changes.

4. Activate/Follow Department Emergency Plan

5. Determine if an EOC is required.

- Work with the on-scene Incident Commander to determine if an EOC is required.
- If an EOC is required, call the Village Emergency Phone (604-290-1498) to recommend activation.

6. Activate Village Emergency Plan

- Notify supervisor
- Notify Emergency Program representative
- Do not wait too long to request assistance if outside aid is required



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I. Evacuation

When an emergency threatens the entire community or any portion of the community, it may be necessary to advise residents to do one of two things:

- either evacuate, or
- shelter in place.

Events such as interface fire, landslide or hazardous materials spill may require residents to evacuate until such time as it is safe to return.

Evacuation is the process of removing people from an area of danger to an area of safety. Depending on the nature and scope of the event, evacuation may either be localized to a few homes or may affect the entire community.

Some emergency events will require residents to shelter in place in an effort to keep you safe while remaining indoors. Sheltering in place means to select a small, interior room, with no or few windows, and taking refuge there. *It does not mean sealing off your entire home or office building.*

Refer to the Evacuation Annex for more detailed procedures and information.

J. Communications

Clear and concise communications are a key to effective coordinated emergency response; members of the community and those involved in the response will need to know what is happening at all times. To facilitate the rapid and accurate provision and exchange of information the Village of Lions Bay has implemented the following systems:

LBAAlert

Lions Bay Alert (LBAAlert) is a multi-form communication system powered by ePACT that allows for fast notification by voice messaging, email and text messaging to residents or various response and management groups. LBAAlert is a voluntary system and requires residents to sign up and provide their own contact information.

Village Update

The Village Update is a weekly online newsletter emailed out by the Village staff on Fridays, or more frequently as required. The VU will be used to provide concise, detailed information to the residents with directions on where to find more information.

Web Information and Social Media

The Village of Lions Bay maintains the following online presence to provide and receive general information in a day to day capacity and may provide and receive emergency information as required.



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1. www.lionsbay.ca General and emergency information
2. twitter.com/LionsBayAlert Emergency information only

Refer to the Emergency Communications Annex for more detailed procedures and information.

K. Mutual Aid Agreements

The Village of Lions Bay has Mutual Aid Agreements for emergency assistance with the following communities:

- West Vancouver Fire Rescue
- Metro Vancouver

Other agencies may be considered for aid if required when no formal Mutual Aid Agreement is in place. For example, North Shore Emergency Management or the District of Squamish may be able to provide extra personnel to assist with the operation of an EOC or to support ESS activities. Ask for assistance before the situation grows out of control or EOC team members become fatigued.

L. Declaration of a State of Local Emergency

At some point, there may be a need to declare a State of Local Emergency, authorized under the Emergency Program Act. The Emergency Program Act takes precedence over all other provincial legislation. At the local level, the Council or, if necessary, the mayor may declare a State of Local Emergency for areas within the municipal boundaries of the Village of Lions Bay.

A local authority does **not** have to declare a Local State of Emergency for the following:

1. To implement any of their Emergency Plans.
2. To gain liability protection under the BC Emergency Program Act.
3. To qualify for Disaster Financial Assistance under the BC Emergency Program Act.

Once it is apparent to emergency responders that emergency conditions warrant an enforced evacuation, they should notify the heads of the local authority. The briefing to the heads of the local authority should include a recommendation that they issue a declaration for a defined geographic area, as well as the nature, extent, probability of loss, and resources at risk for the applicable area.

Time permitting; consultation should occur between the local government authorities and the PREOC of Emergency Management BC (EMBC) prior to the declaration. EMBC is also committed to consultation prior to issuance of a Provincial Declaration whenever possible. The Director of EMBC is responsible for briefing the Solicitor General.

The prior consultation process should also include any neighbouring local governments that could be affected by an evacuation.



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Emergency Powers

A State of Local Emergency allows a local authority to use the extraordinary powers listed below. The Declaration must state specifically which of these powers are being exercised by the local authority.

- Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.
- Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the local authority's jurisdiction.
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the local authority's jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.
- Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.
- Construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.
- Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any area designated in the declaration within the local authority's jurisdiction for the duration of the state of local emergency.

Steps in Declaring State of Local Emergency

Section 12 (1) of the Emergency Program Act allows the head of a local authority (mayor) to declare a state of local emergency if extraordinary powers are required to deal with the effects of an emergency or disaster. Steps to consider:

1. The local authority must be satisfied that an emergency exists or is imminent.
2. Declaration can be made two ways:
 - a. By bylaw or resolution if made by a Local Authority, e.g. Municipal Council, or
 - b. By order, if made by the head of the local authority, e.g., the Mayor.

Before issuing a Declaration by order, the Mayor must use his or her best efforts to obtain the consent of the other members of Council.



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3. As soon as practical after issuing a Declaration order, the Mayor must convene a meeting of Council to assist in directing response to the emergency.
4. The Declaration of State of Local Emergency form must identify the nature of the emergency and that area where it exists or is imminent. The Mayor, immediately after making a Declaration of State of Local Emergency, must forward a copy of the Declaration to the Solicitor General, and publish the contents of the Declaration to the population of the affected area in a manner most likely to make the contents known to residents of the affected area. A coordinated public information communications plan should be available for immediate implementation, following the declaration.
5. A State of Local Emergency exists for seven (7) days unless cancelled earlier. An extension of a State of Local Emergency beyond seven days must have the approval of the Solicitor General. Steps 1-4 above must be followed for each 7-day extension.
6. Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the State of Local Emergency may be cancelled, the Mayor must be advised as soon as possible. If the Declaration is cancelled by resolution or order, the Solicitor General must be promptly notified.

4. THE RECOVERY PHASE

Planning recovery operations during the response will shorten recovery time and reduce losses. There are three phases to the recovery period.

A. Initial Response – usually within 72 hours of impact, includes the following operations:

- Agency briefings and debriefings on an ongoing basis as determined by the EOC Director
- Restoration of communications
- Disaster debris removal
- Infrastructure damage and safety inspections
- Identification and provision of reception centres
- Emergency repair of utilities.
- Emergency repair of buildings, roads, bridges and other infrastructure
- Coordination of provincial/federal damage assessments.
- Formation of initial recovery task force by EOC Director
- Support for evacuees
- Acquisition and provision of essential supplies to the community

B. Short-Term Recovery – 72 hours to 4 weeks, includes the following:

- Ongoing agency briefings and debriefings
- Security of municipal and private property
- Restoration of municipal and private utilities
- Ongoing provision of essential supplies to the community
 - Restoration of social and health services.



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- Restoration of normal civic services.
- Economic recovery, including business resumption.
- Continuation of recovery task force initiatives
- Building demolition

C. Long-Term Recovery - 4 weeks to several years, includes:

- Completion of damage assessments
- Reconstruction of damaged municipal infrastructure and private property
- Implementation of long-term economic recovery.
- Hazard mitigation.

Please refer to the Recovery Annex for more detailed information about recovery procedures and information.



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APPENDICES

1. Village of Lions Bay Emergency Program Bylaw No. 566 (2019)
2. Provincial Legislation – Emergency Program Act (RSBC 1996)
3. Glossary & Acronyms
4. Village of Lions Bay Emergency Contact List



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APPENDIX A: Lions Bay Emergency Plan Bylaw No. 566(2019)

EMERGENCY PROGRAM BYLAW NO.566, 2019

A bylaw to establish and operate a plan or scheme for preparedness, response and recovery in the case of emergencies pursuant to the provisions of the *Emergency Program Act*.

WHEREAS the Council of the Village of Lions Bay is required to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disaster,

AND WHEREAS the Village of Lions Bay wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

1. CITATION

1.1. This Bylaw shall be cited as Emergency Program Bylaw No. 566, 2019.

2. INTERPRETATION

2.1. In this bylaw, "Act" means the *Emergency Program Act*, RSBC 1996, Chapter 111.

2.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the *Act*.

a) "Council" means the municipal council of the Village of Lions Bay,

b) "Mayor" means that person elected by the Village of Lions Bay, and includes the person designated as acting mayor at the relevant time when the "Mayor" is absent, or otherwise unable to act or when the office of the Mayor is vacant,

c) "declaration of a state of local emergency" means a declaration of the Council or the Mayor that an emergency exists or is imminent in the regional district,

d) "disaster" means a calamity that:

i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and



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- ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
- e) "emergency" means a present or imminent event that:
 - i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.
- f) "Emergency Plan" means the Village of Lions Bay Emergency Plan as constituted at any point in time.

3. EMERGENCY MANAGEMENT ORGANIZATION

- 3.1. In accordance with the requirements of the *Act* to establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters, an Emergency Management Organization, comprised of:
- a) the Council
 - b) the Emergency Program Committee, and
 - c) the Emergency Program Coordinator
- is hereby established.

4. THE COUNCIL

- 4.1. The Council is at all times responsible for the general direction and control of the response of the Village of Lions Bay to an emergency or disaster, and in particular to:
- a) declare a State of Local Emergency,
 - b) call upon or delegate powers available under the *Act*, as required, and to monitor the use of such powers,



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- c) establish emergency policy and legislation necessary to facilitate the response to an emergency or disaster, and
 - d) adopt and maintain an Emergency Plan respecting preparation for, response to, and recovery from an emergency or disaster.
- 4.2. Notwithstanding the provisions of subsection 4.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made every effort to obtain the consent of the other members of the Council.
- 4.3. The Mayor and Council will appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.
- 4.4. The Council will ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness.
- 4.5. The Council will report the annual status of the emergency program to the Minister responsible for the Act.

5. EMERGENCY PROGRAM COMMITTEE

- 5.1 The Emergency Program Committee is accountable to the Council.
- 5.2 The Emergency Program Committee shall comprise, at a minimum:
- a) the Emergency Program Coordinator or Deputy Emergency Program Coordinator,
 - b) the Chief Administrative Officer,
 - c) the Public Works Manager,
 - d) the Fire Chief, or their designate,
 - e) the ESS Director, or their designate,
 - f) three members of Council including the Mayor,
 - g) such other members as Council may determine,



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- 5.3 The Emergency Program Committee shall:
- a) provide strategic direction and oversight to the Emergency Program Coordinator,
 - b) provide strategic and budgetary advice and recommendations to Council regarding the Emergency Program and the Emergency Plan, including in respect of:
 - i) the Committee's terms of reference, policies and procedures;
 - ii) agreements with other municipalities or regional districts for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery;
 - iii) agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services;
 - iv) assessment of hazards, risks and vulnerability on an ongoing basis;
 - v) staffing and support for the Emergency Operations Centre (EOC);
 - vi) training and exercise programs.
- 5.4 The Emergency Program Committee may strike such sub-committees and work groups as is deemed necessary.
- 5.5 The Emergency Program Committee will meet at least bi-annually, or as determined by the committee.

6. EMERGENCY PROGRAM COORDINATOR

- 6.1. The Emergency Program Coordinator, and the Deputy Emergency Program Coordinator, is accountable to the CAO and is responsible to:
- a) provide leadership and administration for the Emergency Program and the Emergency Program Committee,
 - b) coordinate and/or supervise any sub-committees or work groups,



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- c) develop an Emergency Program strategic plan, action plans and budget,
- d) maintain all emergency plans and documentation,
- e) provide an annual status report on the state of the Emergency Program and the level of preparedness,
- f) coordinate a training and exercise program,
- g) coordinate with other governments, non-government agencies, First Nations and private sector agencies,
- h) establish and maintain an Emergency Operations Centre, and
- i) establish, coordinate and support volunteer programs.

7. EMERGENCY RESPONSE AND DELEGATION OF AUTHORITY

- 7.1 The Emergency Management Program will conform to the “B.C. Emergency Management System” (BCEMS).
 - 7.2 The Chief Administrative Officer or their designate shall be the Emergency Operations Centre (EOC) Director.
 - 7.3 The EOC Director is authorized by Council to:
 - a) exercise any of the powers provided to local authorities by the *Act* under a state of local emergency;
 - b) expend Municipal funds which are not included in the financial plan of the Municipality, required for the preservation of life, health and the protection of property during an emergency or disaster, on the following basis:
 - i. following the declaration of an emergency by the Mayor and/or Council,
 - ii. up to an including \$25,000 at the discretion of the EOC Director, and
 - iii. an amount greater than \$25,000 at the discretion of Council,
- and any expenditure made in accordance with subsection 7.3.b) must be presented to the Council in a report under the signature of the EOC Director at the earliest available opportunity.



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- c) For certainty, the authority of the EOC Director in section 7.3 of this bylaw includes the authority to negotiate and execute any agreement, on behalf of the Municipality, on any terms or conditions considered appropriate.

8. LIABILITY

8.1 As stipulated by the *Act*, no person, including, without limitation, the Council, the Mayor, members of the Village of Lions Bay Emergency Management Organization, employees of the Village of Lions Bay, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
- b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

9. REPEAL

9.1 Bylaw No 409, The Emergency Program Bylaw (2009), is repealed.

10. COMMENCEMENT

B10.1 This bylaw comes into force upon adoption.



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APPENDIX B: Provincial Legislation

Emergency Program Act [RSBC 1996] CHAPTER 111

Part 1 — Definitions and Application

Definitions

1 (1) In this Act:

"Declaration of a state of emergency" means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

"Declaration of a state of local emergency" means a declaration of a local authority or the head of a local authority under section 12 (1);

"Director" means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

"Disaster" means a calamity that

(a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

(b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

"Electoral area" means an electoral area as defined in the *Local Government Act*;

"Emergency" means a present or imminent event or circumstance that

(a) is caused by accident, fire, explosion, technical failure or the forces of nature, and

(b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

"Government corporation" has the same meaning as in the *Financial Administration Act*, and includes the South Coast British Columbia Transportation Authority continued under the *South Coast British Columbia Transportation Authority Act* and any of its subsidiaries;



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"Head of a local authority" means

- (a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and
- (b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

"Jurisdictional area" means any of the following for which there is a local authority:

- (a) a municipality;
- (b) an electoral area;
- (c) a national park;

"Local authority" means

- (a) for a municipality, the municipal council,
- (b) for an electoral area in a regional district, the board of the regional district, or
- (c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

"Local emergency plan" means an emergency plan prepared under section 6 (2);

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

"Provincial emergency plans" means the emergency plans prepared under section 4 (1);

"Volunteer" means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.



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(2) A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

Part 2 — Administration

Provincial Emergency Program

2 (1) The Provincial Emergency Program is continued.

(2) The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it under this Act or by the minister.

(3) A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

Committees

3 (1) The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,

(a) are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

(b) may be paid remuneration for their services as the Lieutenant Governor in Council may order.

Powers and duties of minister

4 (1) The minister must prepare emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2) The minister may do one or more of the following:

(a) conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;



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- (b) make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;
- (c) make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities for the purposes of assisting in emergency prevention, preparedness and response;
- (d) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- (e) enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with emergency plans and programs;
- (f) review and recommend modification of local emergency plans of local authorities;
- (g) establish training and training exercise programs;
- (h) provide support to volunteers as prescribed in the regulations;
- (i) delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
 - (i) to make a declaration of a state of emergency,
 - (ii) to cancel a declaration of a state of emergency,
 - (iii) to cancel a declaration of a state of local emergency, or
 - (iv) to make an order under section 13 (2).

Ministerial orders

5 The minister may, by order, do one or more of the following:

- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
- (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;



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(c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;

(d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by

- (i) the person engaging in any operation,
- (ii) the person utilizing any process,
- (iii) the person using property in any manner, or
- (iv) any condition that exists or may exist on the person's land.

Local authority emergency organization

6 (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.

(2) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

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

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

(a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and

(b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain



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- (i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or
- (ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district

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

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

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

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

(4) A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

Part 3 — Emergencies, Disasters and Declared Emergencies

Division 1 — Emergencies and Disasters



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Implementation of Provincial emergency plans

- 7 The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

Implementation of local emergency plans

- 8 (1) A local authority or a person designated in the local authority's local emergency plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in

(a) the jurisdictional area for which the local authority has responsibility, or

(b) any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.

- (2) If a Provincial emergency plan has been implemented under section 7, a local emergency plan may be implemented or its implementation may be continued under subsection (1) of this section if and to the extent that the local emergency plan is not in conflict with the Provincial emergency plan.

Division 2 — Declaration of State of Emergency

Declaration of state of emergency

- 9 (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.

(3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of



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communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

(4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.

(5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

Powers of minister in declared state of emergency

10 (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

(a) implement a Provincial emergency plan or any Provincial emergency measures;

(b) authorize a local authority to implement a local emergency plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;

(c) require a local authority for a municipality or an electoral area to implement a local emergency plan or emergency measures for all or any part of the municipality or electoral area for which the local authority has responsibility;

(d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

(e) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;

(f) control or prohibit travel to or from any area of British Columbia;

(g) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and



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coordinate emergency medical, welfare and other essential services in any part of British Columbia;

(h) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;

(i) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;

(j) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;

(k) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;

(l) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.

(2) After a declaration of a state of emergency is made under section 9 (1),

(a) the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and

(b) all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

Cancellation of declaration of state of emergency



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11 (1) When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area

Division 3 — Declaration of Local Emergency

Declaration of state of local emergency

12 (1) A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

(a) by bylaw or resolution if made by a local authority, or

(b) by order, if made by the head of a local authority.

(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

(4) Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

(a) forward a copy of the declaration to the minister, and



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(b) cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

(5) Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

(6) Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

(7) Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.

Powers of local authority in declared state of local emergency

13 (1) After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

(a) implement its local emergency plan or any local emergency measures;

(b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);

(c) subject to this section, authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).



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(2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).

(3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

(4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

(5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.

(6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the administration of the *Community Charter*, but without obtaining the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

Cancellation of declaration of state of local emergency

14 (1) The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

(2) The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

(a) cancel the declaration of a state of local emergency in relation to that part

(i) by bylaw or resolution, if the cancellation is effected by the local authority, or



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(ii) by order, if the cancellation is effected by the head of the local authority, and

(b) promptly notify the minister of the cancellation of the declaration of a state of local emergency.

(3) A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

Notification of termination of declaration of state of local emergency

15 (1) Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

(2) For the purposes of subsection (1), a declaration of a state of local emergency is terminated when

(a) it expires under section 12 (5) or (6),

(b) it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),

(c) it is cancelled by bylaw, resolution or order under section 14 (2),
or

(d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

Part 4 — General

Expenditures

16 (1) Any expenditures under this Act considered necessary by the minister to implement a Provincial emergency plan or Provincial emergency measures, under



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section 7 or 10 (1) (a), may be paid out of the consolidated revenue fund without an appropriation other than this section.

(2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

Recovery of costs

17 (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of

(a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and

(b) the amount demanded by the minister or head of a local authority.

(2) Nothing in subsection (1) relieves a person from any other liability.

Exemption from civil liability

18 No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act, unless, in doing or omitting to do the act, the person was grossly negligent, or

(b) any acts done or omitted to be done by one or more of the persons who were, under this Act, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the

person was not acting in good faith.



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Compensation for loss

19 (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.

(2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be, that took or authorized or directed the taking of the action may compensate the person for the loss in accordance with the regulations.

(3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Commercial Arbitration Act* and

(a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and

(b) the *Commercial Arbitration Act* applies to the dispute.

Disaster financial assistance

20 (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.

(2) The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

Appeals to director on eligibility for disaster financial assistance

21 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.



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(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a) request additional information from the appellant;
- (b) convene a hearing.

(4) After conducting a review under subsection (3), the director may

- (a) confirm the determination, or
- (b) overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.

(5) The director must inform the appellant of the decision reached under subsection (4).

(6) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Appeals to director on amounts of disaster financial assistance

22 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the amount of that disaster financial assistance.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial assistance in accordance with the information contained in the



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notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a) request additional information from the appellant;
- (b) convene a hearing.

(4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.

(5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Repealed

23 [Repealed 2003-7-14.]

Variation of disaster financial assistance

24 (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.

(2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an overpayment within 60 days after being informed of the director's decision under section 22.

Mandatory assistance

25 (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.

(2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.



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Conflict

26 Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

Offence

27 (1) A person commits an offence who

(a) contravenes this Act or the regulations, or

(b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed under this Act.

(2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

Power to make regulations

28 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;

(b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;



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- (c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;
- (d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;
- (e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;
- (f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;
- (g) requiring persons to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
 - (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land;
- (h) respecting the form and content of emergency plans;
- (i) in respect of any power available to a local authority under section 13 (1);
- (j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1).



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APPENDIX C: Glossary and Acronyms

BCAS	-	British Columbia Ambulance Service
BCCS	-	British Columbia Coroners Service
BCH	-	BC Hydro
BCEMS	-	British Columbia Emergency Management System
CANUTEC	-	Canadian Transport Emergency Centre
CBRNE	-	Chemical, Biological, Radiological, Nuclear, Explosion
CCG	-	Canadian Coastguard
CF	-	Canadian Forces
CHLOREP	-	Chlorine Emergency Program
CN	-	Canadian National Railway
CNV	-	City of North Vancouver
DDR	-	Disaster Debris Removal
DFA	-	Disaster Financial Assistance
DFO	-	Department of Fisheries & Oceans
DND	-	Department of National Defence
DNV	-	District of North Vancouver
DOC	-	Department Operations Centre
DOS	-	District of Squamish
DWFR	-	District of West Vancouver Fire Rescue
DWV	-	District of West Vancouver
DSFR	-	District of Squamish Fire Rescue
E-COMM	-	Emergency Communications
EOC	-	Emergency Operations Centre
EMBC	-	Emergency Management British Columbia
EPC	-	Emergency Program Committee / Emergency Program Coordinator
ESS	-	Emergency Support Services
ESSD	-	Emergency Support Services Director
GIS	-	Geographical Information System
GL	-	Group Lodging
GPS	-	Global Positioning System
GVRD	-	Greater Vancouver Regional District
HAZMAT	-	Hazardous Materials
HEMBC	-	Health Emergency Management BC
HRVA	-	Hazard Risk Vulnerability Analysis
HUSAR	-	Heavy Urban Search and Rescue
IC	-	Incident Commander
ICP	-	Incident Command Post
ICS	-	Incident Command System
IT	-	Information Technology
JEPP	-	Joint Emergency Preparedness Program
JIBC	-	Justice Institute of British Columbia



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JRCC	-	Joint Rescue Coordination Centre
LBBW	-	Lions Bay Block Watch
LBFR	-	Lions Bay Fire Rescue
LBPW	-	Lions Bay Public Works
LBPWM	-	Lions Bay Public Works Manager
LBSAR	-	Lions Bay Search & Rescue Society
LGH	-	Lions Gate Hospital
MAFF	-	Ministry of Agriculture, Food & Fisheries
MCTS	-	Marine Communications and Traffic Services
MCMC	-	Miller Capilano Maintenance Corporation
MCFD	-	Ministry of Children and Family Development
METRO	-	Metro Vancouver
MMAH	-	Ministry of Municipal Affairs and Housing
MOC	-	Ministry Operations Centre
MOE	-	Ministry of Environment
MOF	-	Ministry of Forests
MOTI	-	Ministry of Transportation and Infrastructure
NSEM	-	North Shore Emergency Management
OC	-	Operations Centre
PECC	-	Provincial Emergency Coordination Centre
PEP	-	Provincial Emergency Program (OUTDATED – SEE EMBC)
PERCS	-	Provincial Emergency Radio Communications Service
PHAC	-	Public Health Agency of Canada
PIO	-	Public Information Officer
PREOC	-	Provincial Regional Emergency Operations Centre
PSEPC	-	Public Safety and Emergency Preparedness Canada
RC	-	Reception Centre
RCMP	-	Royal Canadian Mounted Police
SAR	-	Search & Rescue
SLRD	-	Squamish Lillooet Regional District
TEAP	-	Transportation Emergency Assistance Plan
TSB	-	Transportation Safety Board
VCH	-	Vancouver Coastal Health
VLB, VOLB	-	Village of Lions Bay
WSBC	-	WorkSafe British Columbia
WVFR	-	West Vancouver Fire Rescue
WVPD	-	West Vancouver Police Department
WVSD45	-	West Vancouver School District 45
YVR	-	Vancouver International Airport

Note: Not all of the above acronyms appear in the Emergency Plan.



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APPENDIX D: Village of Lions Bay Emergency Contact List

Position	Name	Contact
Lions Bay Staff		
Chief Administrative Officer (CAO)	Peter DeJong	Bus: 604-921-9333 Extension 1 Email: cao@lionsbay.ca
Emergency Program Coordinator	Peter DeJong	Bus: 604-921-9333 Extension 101 Email: cao@lionsbay.ca
Deputy Emergency Program Coordinator	Robert Whitney	Cell: 604-910-8950 Email: rwhitney@lionsbay.ca
Public Works Manager	Naizam Jaffer	Cell: 604-834-2529 Bus: 604-921-9833 Fax: 604-921-9213 Emergency On-Call Cell: 604-290-1498
Administrative Assistant	Shawna Gilroy	Bus: 604-921-9333 Fax: 604-921-6643
Executive Assistant	Nicole Dumas	Bus: 604-921-9333 Fax: 604-921-6643
Council		
Mayor	Ron McLaughlin	Home: 604-921-7138 Email: mayor.mclaughlin@lionsbay.ca
Councillor	Fred Bain	Cell: 604-341-5222 Email: councillor.bain@lionsbay.ca
Councillor	Norman Barmeier	Cell: 778-991-0642 Email: councillor.barmeier@lionsbay.ca
Councillor	Neville Abbott	Home: 604-922-5290 Cell: 604-363-2667 Email: councillor.abbott@lionsbay.ca
Councillor	Jaime Cunliffe	Home: 604-913-2233 Cell: 604-355-1464 Email: councillor.cunliffe@lionsbay.ca
Response Agencies		
Police	Squamish RCMP	Emergency: 911 Bus: 604-892-6100 Fax: 604-892-9217
Lions Bay Fire Rescue	Andrew Oliver, Fire Chief	Emergency: 911 Cell: 604-690-4908 Fax: 604-921-8555
BC Ambulance Service	Christian Stiegelmar – Acting Unit Chief	Emergency: 911 Cell: 604-223-7406
Lions Bay Search & Rescue	Ed Langford, SAR Manager	Cell: 778-231-5344
	Martin Colwell, SAR Manager	Cell: 604-816-4778
	Brent Calkin, Team Leader	Cell: 604-341-6176
	Sandro Frei, SAR Manager	Cell: 604-725-3637
	Doug Brown, DR	Cell: 778-990-5614
Volunteer Organizations		
Emergency Communications – Amateur Radio	Jan Schneider	Home: 604-921-7375
Lions Bay Emergency Support Services	Susan Loutet	Bus: 604-921-9333 Fax: 604-921-6643
Block Watch Coordinator	Ruth Simmons	Home: 604-921-6564 Cell: 778-834-4292
Lions Bay Commercial Representatives		
Lions Bay General Store		Bus: 604-921-6344
Lions Bay Café		Bus: 604-921-2208
Lions Bay Marina		Bus: 604-921-7510



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Notes/Amendments

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2019

Village of Lions Bay EOC Annex



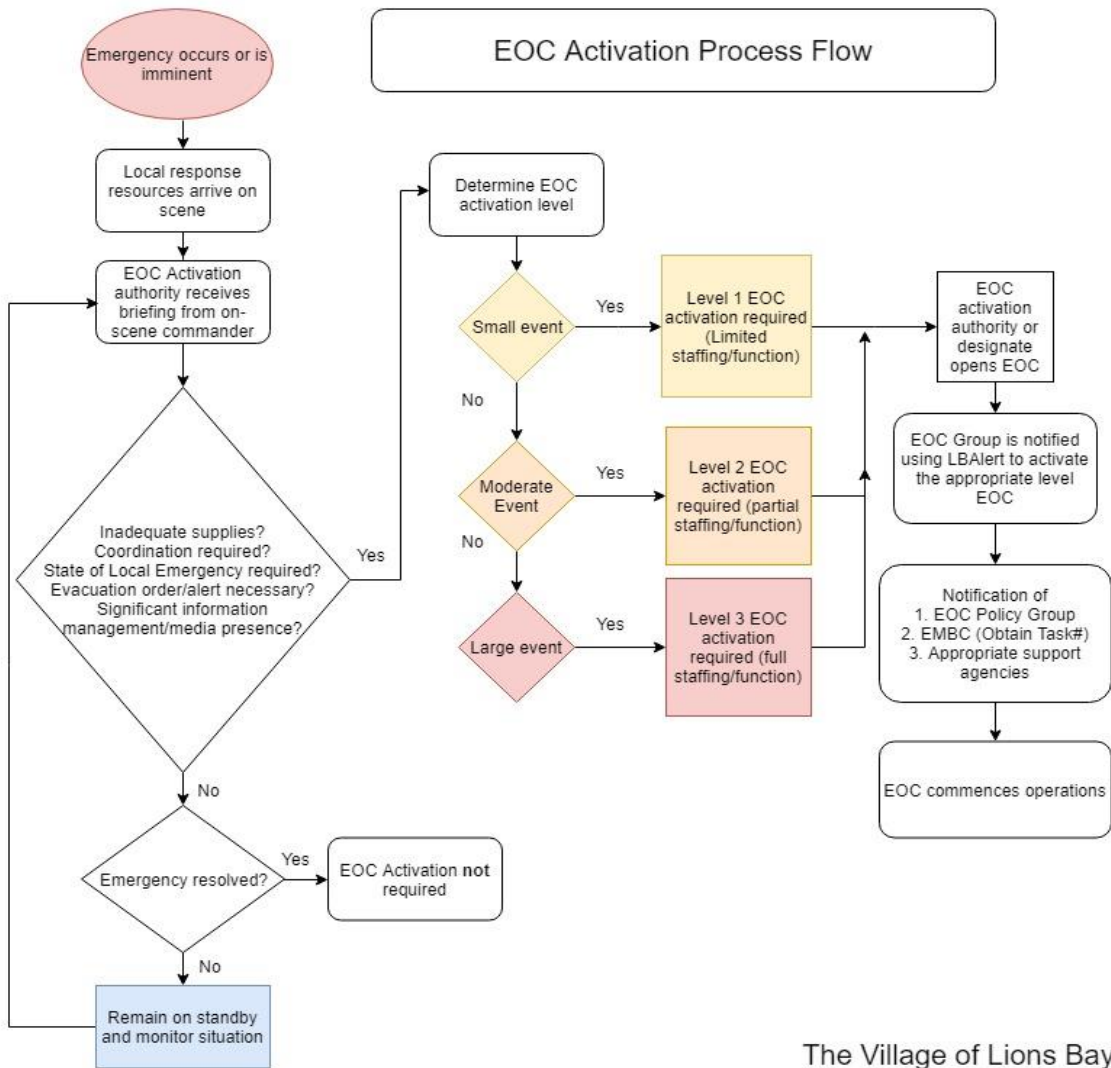
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Important Phone Numbers

- EMBC 1-800-663-3456
- NSEM 778-338-6300

The Village of Lions Bay



EOC Activation Process Flow Revision Date July, 2019



Distribution List

Internal

<i>Plan Holder</i>	<i>Method</i>	<i>No. Printed Copies</i>
Mayor and Council of Lions Bay	Email	
Lions Bay CAO	Email	
Lions Bay Emergency Program Coordinator	Email	
Lions Bay Deputy Emergency Program Coordinator	Email	0
Lions Bay EOC	USB	
Lions Bay Office Administrator	Email	
Lions Bay Fire Rescue	Email	
Lions Bay Search & Rescue	Email	
Lions Bay Public Works Manager	Email	
Lions Bay ESS Director	Email	
Lions Bay Elementary School Principal	Email	

External

<i>Agency</i>	<i>Method</i>	<i>No. Printed Copies</i>
BCAS		
North Shore Emergency Management		
EMBC SW Region - Surrey		
EMBC Provincial Headquarters - Victoria		
RCMP – North Vancouver and Squamish		
Vancouver Coastal Health		
DWV CAO		
DWV ESS Director		
West Vancouver Police Department		
West Vancouver Fire Rescue		
DWVSD 45		
Squamish Emergency Program Coordinator		
SLRD Emergency Program Coordinator		
Metro Vancouver Emergency Program Coordinator		



Revision History

Date of Revision	Revision Description	Author	Review By
8/2019	Removal of EOC section from Emergency Plan and creation of EOC Annex	Robert Whitney Deputy Emergency Program Coordinator Village of Lions Bay	8/2020



1. Purpose and Scope

This document is written to provide guidance for the management, organization and coordination to provide an effective response and recovery from major emergencies or disasters at the EOC level. *It is not intended that this document address emergencies that are normally handled at the scene by appropriate first responder agencies but is rather intended for emergencies and disasters of such size or magnitude that the extra coordination of an EOC is required.*

The Emergency Operations Centre Annex is written to support and supplement the Village of Lions Bay Emergency Plan.

2. Concept of Operations

A. Emergency Response Organization

The Village of Lions Bay Emergency Program has adopted BCEMS as its model for managing and coordinating emergency response and recovery efforts. It is based on the Incident Command System (ICS), which utilizes the five functions of Management, Operations, Planning, Logistics and Finance/Administration to manage and coordinate emergency events.

B. BCEMS Response Goals

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

An Incident Commander oversees site activities. An Emergency Operations Centre (EOC) is activated to oversee and coordinate all non-site activities. When a community fully activates its EOC and/or when multiple local authority EOCs are activated, a Provincial Regional Emergency Operations Centre (PREOC) will be established to provide support and coordination. If a PREOC is established, the Provincial Emergency Coordination Centre (PECC) is also activated to coordinate provincial operations and resources.

Incident Command Post (ICP) – is the location where emergency responders such as police, fire and ambulance personnel safely gather to initiate response activity to an emergency site. An Incident Commander is appointed from the lead agency involved in the response and is responsible for directing all site activity. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.



Emergency Operations Centre (EOC) – is normally activated at the request of the Incident Commander or senior municipal officials to provide overall jurisdictional direction and control, coordination and resource support. By organizing and managing EOC operations utilizing BCEMS principles the EOC will operate more effectively and consistently with regional and provincial counterparts.

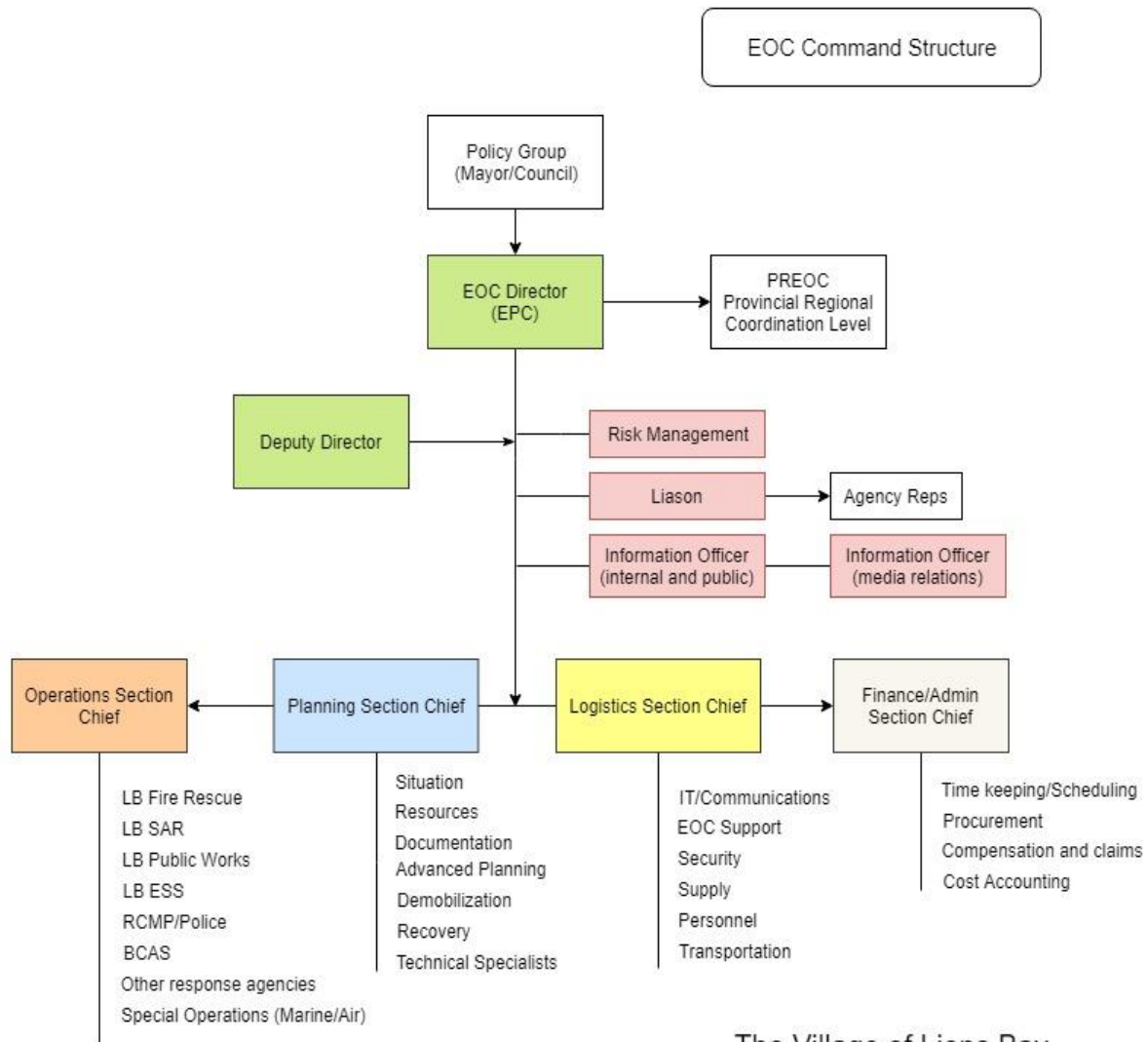
Provincial Regional Emergency Operations Centre (PREOC) – coordinates, facilitates and manages information, policy direction and provincial resources to support local authorities and provincial agencies responding to emergencies or disasters. In circumstances where incidents cross local authority boundaries, or where local authorities are not organized to fulfill their role, PREOC will define an operational area in order to manage and coordinate the overall provincial response within that area.

Provincial Emergency Coordination Centre (PECC) – provides inter-region policy direction and coordination for emergencies involving more than one PREOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters, such as earthquakes, floods or interface fires.

PECC provides ongoing inter-agency coordination to ensure adequate province-wide mobilization and allocation of provincial resources. It serves as the communications link with the federal disaster support structure, including Department of National Defense and Emergency Preparedness Canada.



3. EOC Command Structure



The Village of Lions Bay



Lions Bay Modified EOC Command Structure Revision Date July 2019



4. EOC OVERVIEW

A. EOC Management Considerations

Policy Group

When the EOC is activated, the Emergency Program Committee, comprised of the Mayor, Councillors and senior staff will provide the EOC Director with emergency policy direction. An example of this level of policy direction would be the declaration of a State of Local Emergency.

EOC Director

All decisions made in the EOC require the support of accurate and timely information as well as input and consultation from relevant staff members and agencies.

The EOC director is ultimately responsible for making key decisions on behalf of the EOC. They do this in consultation with the EOC Section Chiefs, Incident Commander(s) and the Emergency Program Committee.

Issues that may require a decision by or approval from the EOC Director include:

- Establishing EOC priorities and objectives
- EOC Action Plans
- Extraordinary resource requests
- Press releases
- Media interviews
- Public information bulletins
- Evacuation orders
- Preparation of a State Of Local Emergency
- Mutual Aid request
- Request for provincial/federal assistance.

B. EOC Functions

Management – Responsible for the overall emergency policy and coordination, public information and media relations; agency liaison; and risk management procedures, through the joint efforts of local government agencies and non-governmental organizations.

Operations – responsible for coordinating all jurisdictional operations in support of the Incident Command Post (ICP) by developing and implementing an appropriate action plan.

- Direct communication with site(s) and field personnel.
- Supports site operations.
- Creates and displays status boards
- Implements plans and strategies.
- Directs deployment of all EOC issued resources and tracks use.



Planning – responsible for collecting, evaluating and disseminating information; assists in the development of action plans and situational status in coordination with other EOC sections, maintaining all appropriate documentation:

- Collects, processes, evaluates and displays status boards
- Develops situation reports and demobilization plans.
- Conducts long-range planning, recommends alternative actions and plans to EOC Director.
- Maintains overall resource status.
- Maintains damage assessment reports and prioritizes repair and restoration.

Logistics – Responsible for providing facilities, services, personnel, supplies, equipment and materials:

- Provides Information Technology (IT) services to support the needs of the event, computers, mapping, cell phones etc
- Procures essential supplies, equipment and materials
- Personnel
- Facilities
- Provides other services as required.

Finance/Administration – Responsible for financial activities and other administrative details:

- Monitors all costs associated to event response and recovery.
- Helps to set expenditure limits.
- Coordinates:
 - Compensation and claims
 - Contracts and procurement
 - Time recording
 - Cost estimates and analysis
 - Disaster financial assistance through EMBC.

C. Typical EOC Activities

- Activation and setup
- Communications
- Information management
- Resource management
- Disaster analysis
- Decision-making
- Administration and documentation
- Recovery and long-range planning
- Demobilization.



D. Mutual Aid Agreements

The Village of Lions Bay has Mutual Aid Agreements for emergency assistance with the following communities:

- West Vancouver Fire Rescue
- Metro Vancouver

Other agencies may be considered for aid if required when no formal Mutual Aid Agreement is in place. For example, North Shore Emergency Management may be able to provide extra personnel to assist with the operation of an EOC.

5. Activation of the EOC

The primary location of the EOC is the top floor of the Lions Bay Dale Klatt building. If the building is within the hazard area the EOC may be moved to a secondary location such as the Council Chambers or Village office. If the EOC is relocated, the new location must be made known to emergency responders by contacting the Surrey Fire Dispatch centre (911), the Vancouver E-Comm centre (911), and EMBC.

A. Levels of EOC Activation

EOC Activation Level	Event/Situation	Minimum Staffing Requirements
One	<ul style="list-style-type: none"> • Small event • One site • Two or more agencies involved • Potential threat of: <ul style="list-style-type: none"> - Flood - Severe storm - Interface fire 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • EMBC Notified
Two	<ul style="list-style-type: none"> • Moderate event • Two or more sites • Several agencies involved • Major scheduled event (e.g. conference or sporting event) • Limited evacuations • Some resources / support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Risk Mgmt Officer • Sections Chiefs (as required) • EMBC / PREOC limited activation
Three	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • PREOC activation



B. EOC Activation Notification

When the EOC director is informed of an emergency requiring EOC activation, they will authorize the following release to the appropriate personnel using LBAAlert.

Suggested wording:

“This is _(name/role/city)__. We have an emergency situation as follows: (brief description – fire, train derailment, dangerous goods spill, etc.). The EOC has been activated at the request of (insert initiating agency) to respond to the situation. Your immediate attendance at the EOC is required.”

EOC members may be aware of an event before being officially contacted; if so, they should, if possible, report directly to the EOC.

C. Accessing the building

The Dale Klatt building is normally locked. Each member of the EOC Group, LBFR, LBSAR, BCAS and ESS can gain access to the building.

D. EOC Activation Checklist

- First person sets up EMBC Task Registration Form and signs in
- Check in with Logistics upon arrival at EOC. Obtain an ID card and vest, if available.
- Report to assigned supervisor
- Obtain event briefing from supervisor or section chief
- Establish situational awareness from site(s)
- Create Status board and be prepared to provide operational reports
- Establish Position Log and document key activities
- Establish a reporting schedule
- Review individual position summary and responsibilities (see EOC Org Chart, pages 9-10 for guidance)
- Create an Action Plan for operational period, may be verbal in initial stages
- Identify staffing levels and resources for next operational period

E. EOC Setup

The first Lions Bay staff member or volunteer to arrive at the EOC in response to an activation is to take responsibility for initiating the EOC setup.

- Establish security for the building and limit access to emergency responders and-EOC staff only.
- Establish both internal and external communications.
- Ensure all critical personnel have been contacted.
- Lay out all EOC materials, forms, mapping, office supplies etc.
- Create Status Boards to display details of the current situation.
- Ensure all actions are documented, including messages and financial transactions.



Note: The limited parking spaces in the area must be reserved for emergency responders and EOC staff.

F. Rooms

The following rooms within the Lions Bay Dale Klatt building may be utilized for the following purposes:

- *Radio Room* – Communications, internal and external
- *Training Room* – EOC, Management, Operations, Planning, Logistics and Finance sections
- *Fire Department Rec. Room* – Break out room for advanced planning
- *Fire Department Office* – EOC Director, briefing room
- *Broughton Hall (if available)* – Used for community meetings
- *Council Chambers* – Media relations
- *Village Office* - Break room and refreshments

6. EOC Operations

A. Operational Approach

Once the EOC commences operations the goal is to establish objectives to be achieved for a given period of time, known as an “operational period”. The objectives set forth will always relate to the BCEMS response goals.

The purpose of the EOC is not to determine every step used to achieve the goals of operation; the response personnel at the scene are responsible for determining “how” to achieve a goal; the EOC and its staff are responsible for determining “what” needs to be done and providing the response personnel with the materials and support to achieve the goals.

B. Operational Periods

An operational period is the length of time set forth by the EOC management to achieve a given set of objectives. This period may vary in length and will largely be determined by the dynamics of the event and the environment. Typically, an operational period is between 8-12 hours and should never exceed 24 hours.

C. Transfer of Responsibilities (Shift Changes)

When staff members transfer their responsibilities to another, typically at the end of their shift, a simple but formal transfer briefing will be required. As such, shift relief should take place **15 minutes before a shift is scheduled to start** to allow the outgoing personnel to instruct the incoming personnel in a summary of the activities undertaken during the previous shift, identify which tasks or incidents remain “open”, and if time permits provide a brief written summary of the same information.



D. Staffing Considerations

Some considerations that need to be kept in mind by management with regards to the staffing of the EOC:

1. Staff Rest: Time must be allowed for meals, rest, etc. This matter cannot be left to sort itself out.
2. Labour Relations: Rules and regulations regarding safety and overtime, etc. are not necessarily suspended on account of this being an emergency response.
3. Briefings, Conferences: Activities at the EOC that require all staff members to attend outside of their scheduled shifts should be kept to a minimum. They interrupt necessary rest time and may interfere with necessary events such as site visits and media interviews.

E. Action Plans

An action plan should identify the EOC policies and priorities, as well as the specific tasks and objectives for the operational period. The plan may contain several objectives such as safety of first responders, establish Incident Command Post, establish communications, evacuation plans, traffic control, etc. The Action Plan for each operational period needs to be authorized by the EOC Director.

F. Status Board

A Status Board is essential to the emergency response activities and should be used to show details of the current situation and response efforts underway. The board should always be kept current with this information provided to the EOC Director during briefings.

Situational Awareness

Consider all potential sources of information, including:

- Information relayed by first responders and/or staff
- Information relayed by outside agencies
- Information relayed by the public
- Information relayed by the media
- Is the information received from a reliable source?

Understand the Situation

- What has happened?
- Are all first responders and staff safe and accounted for?
- Are there casualties and /or fatalities?
- Is there a risk to public health and safety?
- What is the extent of the damage?
- How many people and homes are affected?
- Is the situation stable, under control, escalating?
- Do we need to set up a Reception Centre? If so, where?
- What manpower and resources are required?



- Do we have the capability to provide the required manpower and resources?
- What additional resources do we require?
- Who do we contact for assistance?
- Is Shelter in Place, Evacuation Alert or Evacuation required? If so, initiate immediately
- What transportation is available, where are the pickup points?
- What evacuation routes are available?

G. Staff Identification

It is essential to have a common identification system for facilities and personnel filling positions. Following the BCEMS model the following identifying colours for specific functions should be used by all agencies that work with the EOC:

- Green – Director and Deputy Director
- Red – Management Staff
- Orange – Operations
- Blue – Planning
- Yellow – Logistics
- Grey – Finance/Admin

Identification may take the form of a vest or an armband and should not preclude the personnel from wearing their agency's insignia or uniform.

Signs identifying the location of each EOC Function, Branch and Unit should also be posted for visual ease.

H. Briefings

Briefings are used to provide EOC staff, external agencies and the media with vital information that is needed to function effectively and efficiently. EOC Management team briefings should be facilitated by the Planning Section Chief and / or the EOC Director at scheduled times. Each briefing should have a pre-prepared briefing agenda which is approved by the EOC Director which outlines the briefing format and objectives.

In the early stages of EOC operations briefings may be held more frequently, i.e. every 2 hours or as required, to support response operations. As operations continue the frequency of briefings may reduce.

Each participant, if required, should come prepared to the briefing with:

- The current situation (relevant to their function / role)
- Unmet needs
- Future activities
- Public information needs



Minutes from the briefings are to be documented and approved by the EOC Director and distributed to the management team.

I. EOC Forms

Sample forms for each EOC function / position are included in the appendices of this Annex.

When filling out the EOC paperwork these guidelines should be followed:

- Print or type all entries
- Enter dates by year / month / day format (YYYY/MM/DD)
- Use 24 – hour clock time
- Enter name, position, date and time on **all** forms
- Fill in **all** blanks; use N/A (not applicable) as appropriate.

Copies of important documents (including position logs) should be forwarded to Planning's Documentation Unit for safekeeping.

J. After Action Reports

The EOC Director is responsible for completing an after-action evaluation report on all aspects of the emergencies under their control. The Director will ensure that all document records are complete and available in the event of public inquiry.

K. EMBC Task Number

The Village of Lions Bay should request a Task Number from EMBC, this will provide the municipality with the opportunity to apply for specific response financial assistance and/or the citizens of Lions Bay to apply for Disaster Financial Assistance (DFA) as well as providing registered volunteers with the opportunity to claim reimbursements and limited WorkSafe BC coverage.

Note: It is essential that **all** expenditures are tracked and recorded, this includes internal and external staff time. Likewise, all actions and decisions taken in the EOC need to be tracked in position logs throughout operation.

EMBC PREOC contact information:

South West Region Office

Tel: 604 586 4390 Fax: 604 586 4334

Radio Room Telephone: 604-586-2665 or 604-586-4083

24/7 Tel: **1 800 663 3456**

Call sign: **VE7SWF** How to contact call sign: http://www.percs.bc.ca/?page_id=10

Address: 14292 Green Timbers Way, Surrey, BC. V3T 0J4



L. EOC Deactivation

- The EOC Director is responsible for making this decision.
- The Lions Bay EOC may stand down, in phases or in its entirety depending on the event situation. Recovery efforts should continue to be monitored on an ongoing basis as required.
- The Planning Section should supervise the deactivation process.

M. Demobilization Checklist

- Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.
- Complete all required 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.
- 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.
- Leave a forwarding phone number where you can be reached.
- Follow EOC checkout procedures. Return to Personnel Unit (in Logistics) 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.



Appendices

Appendix 1 – Forms and Templates

Appendix 2 – Position Aids

Appendix 3 – Checklists



Appendix 1 – Forms and Templates



Appendix 2 – Position Aids



Appendix 3 – Checklists

EOC Activation Checklist (Facility Activation – Setup Staff)

- First person sets up EMBC Task Registration Form and signs in
- Check in with Logistics upon arrival at EOC. Obtain an ID card and vest, if available.
- Report to assigned supervisor
- Obtain event briefing from supervisor or section chief
- Establish situational awareness from site(s)
- Create Status board and be prepared to provide operational reports
- Establish Position Log and document key activities
- Establish a reporting schedule
- Review individual position summary and responsibilities (see EOC Org Chart, pages 9-10 for guidance)
- Create an Action Plan for operational period, may be verbally only in initial stages
- Identify staffing levels and resources for next operational period

EOC Activation Phase Checklist (Incoming staff - All Positions)

- Check in with Logistics upon arrival at EOC. Obtain an ID card and vest, if available.
- Sign in on EMBC Task Registration Form
- If from an outside agency check in with the Liaison Officer, otherwise
- Report to assigned supervisor
- Obtain event briefing from supervisor or section chief
- Set up your workstation and review your Position Checklist, forms and flowcharts.
- Establish and maintain a Position Log and document key activities
- Determine Resource needs
- Participate in any facility / safety orientations as required



EOC Set up Checklist (All Positions)

- Establish security for the building and limit access to emergency responders and-EOC staff only.
- Establish both internal and external communications.
- Ensure all critical personnel have been contacted.
- Lay out all EOC materials, forms, mapping, office supplies etc.
- Create Status Boards to display details of the current situation.
- Ensure all actions are documented, including messages and financial transactions.

Note: The limited parking spaces in the area must be reserved for emergency responders and EOC staff.



EOC Demobilization Checklist

- Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.
- Complete all required 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.
- 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.
- Leave a forwarding phone number where you can be reached.
- Follow EOC checkout procedures. Return to Personnel Unit (in Logistics) 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.



2019

Village of Lions Bay Emergency Support Services Annex



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Vancouver Coastal Health		
DWV CAO		
DWV ESS Director		
West Vancouver Police Department		
West Vancouver Fire Rescue		
DWVSD 45		
Squamish Emergency Program Coordinator		
Metro Vancouver		



Revision History

Date of Revision	Revision Description	Author	Review By
August 2019	Removal of ESS section from Emergency Plan and creation of ESS Annex	Robert Whitney Deputy Emergency Program Coordinator Village of Lions Bay	August 2020



Purpose and Scope

This document has been prepared in order to provide guidance in the operation of an Emergency Support Services volunteer team in the Village of Lions Bay to respond to emergencies within Lions Bay that threaten the well-being of residents or visitors.

This Annex is intended to support and supplement the Village of Lions Bay Emergency Plan.

Introduction to Emergency Support Services

ESS Goal

The goal of ESS is to help people begin to re-establish themselves as quickly as possible after a disaster. This is done by:

- helping people meet their basic survival needs immediately following a disaster,
- reuniting families separated by a disaster
- Providing accurate and up-to-date information to people affected, directly and indirectly, by a disaster.

Role of ESS in the Community

Emergency Support Services provides short-term disaster relief (usually up to 72 hours) across British Columbia in the event of an emergency or disaster. ESS depends on local volunteers to plan and to provide for the essential needs of *individuals, families, and response workers*. This assistance may include food, lodging, clothing, emotional support, and finding loved ones. If an extension is required beyond the 72 hours provided one may be provided only by EMBC's ESS Office.

Lions Bay ESS(LBESS) Structure

Director of ESS

Lions Bay ESS (LBESS) is to be overseen by a volunteer Director of Emergency Support Services (ESSD). The ESSD is responsible for the recruiting, training and operation of the ESS team. The ESSD reports to the Emergency Program Coordinator or their designate.

ESS Planning Committee

A committee made up of the ESSD and senior members of the ESS team that is responsible for planning the LBESS training activities and ensuring that their response protocols are current and up to date.

ESS Volunteers

The core of the ESS Team, the volunteers, are those who are tasked with responding to provide emergency assistance to those residents and visitors who find themselves the victim of an emergency or disaster.

ESS Concept of Operations

The Village of Lions Bay is always responsible for providing ESS responses within the Village of Lions Bay.



ESS Activation Levels

Level 1 – A small localized event, such as a fire, affecting one or two households; usually less than 12 people.

Level 2 – A significant event affecting more than 12 people, such as an apartment fire. A reception centre (RC) is established, usually for a short duration. An EOC may be established.

Level 3 – A major emergency, such as a large-scale flooding or interface wild fires, involving a large scale evacuation. More than one RC may be established. Duration of the operation may last days or weeks. An EOC is established.

Activating ESS

If first responders encounter individuals requiring ESS assistance when responding to an emergency they can contact the ESS leadership group directly. The ESS leadership will then canvas the ESS team to see who is available to respond.

During a larger emergency or disaster the ESS team may be activated from the EOC directly and they would be provided direction from the ESS Branch Chief (typically the ESSD).

ESS Support Organizations

In a large response, additional personnel or specialized services provided by support organizations may also be required to supplement local response. Unless otherwise indicated requests for assistance should go through the EMBC PREOC.

ESS Support Organization	Primary Response Roles
BC Housing (BCH)	Provincial storage and stockpile of cots and blankets
Buddhist Compassion Relief Tzu Chi Foundation Canada (Tzu Chi)	Mass Feeding
Canadian Disaster Child Care (CDCC)	Child care services in Reception Centres
Canadian Red Cross (CRC)	<ul style="list-style-type: none"> • Support for family reunification services at Reception Centres • Central Registry and Information Bureau (CRIB) management
Justice Institute of BC (JIBC)	Provide JIBC Instructors to train convergent volunteers
St John Ambulance (SJA)	First Aid services in a Reception Centre
The Salvation Army (TSA)	<ul style="list-style-type: none"> • Psychosocial aspects (Meet & Greet and Emotional Support) in a Reception Centre • Mass Feeding
Disaster Psychosocial Program (DPS)	Psychosocial support to communities and emergency response workers



Requesting Provincial Assistance

In the event the local ESS resources are overwhelmed, first calls for assistance should go out to neighbouring communities (i.e. Squamish ESS, North Shore Emergency Management ESS), and if those prove insufficient assistance may be requested from the EMBC PReOC.

ESS Response in Lions Bay

ESS Activities

Some of the major planning tasks that LBESS team members engage in include;

- Recruiting and training volunteers.
- Identifying and making arrangements for the use of suitable facilities for use as reception centre's (RC) and group lodging (GL).
- Ensuring essential supplies and resources are acquired/available.
- Reaching agreements with local businesses to provide goods and services.
- Working with neighboring communities to establish a protocol for use of their resources during an emergency.
- Working with people with functional needs, such as mobility or medical needs, and ensuring that assistance will be available for them.
- Establishing linkages with key local and regional emergency responders such as LBFR, LBSAR, LBPW, BCAS and RCMP
- Establishing linkages with non-government disaster agencies such as the Salvation Army, the Canadian Red Cross, and St. John Ambulance
- Providing public information and promoting personal preparedness.

Reception Centres

In the event a Reception Centre (RC) is required to provide shelter and services to those who require ESS assistance the LBESS can, at the ESSD's discretion, open an RC at the Village Hall, located at 400 Centre Street. A secondary Emergency Reception Centre can be opened at Lions Bay Elementary School, 250 Bayview Road, **with School District 45 approval.**

RC's may be required for medium to large scale events and will be required during evacuation operations.

Upon opening a RC, the ESSD should notify the Emergency Program Coordinator and request the activation of an EOC at the appropriate level.

ESS Supplies

The Lions Bay ESS team maintains their operating supplies within the EOC in the Klatt Building (410 Centre Rd.) inside the locked closet, and a secondary stockpile of emergency surge health supplies at the Public Works Yard.



Post Incident Procedure

After responding to an ESS event, the team that responds should;

1. Report in to the ESSD or the Emergency Program Coordinator with an event summary.
2. Compile a list of ESS supplies used during the response.
3. Compile a list of borrowed ESS items and arrange for their return.
4. Gather outstanding invoices for purchases.
5. Ensure that task sign in sheet is complete for all volunteers who were involved in the response.
6. Ensure that all event logs are completed and accurate for all volunteers who were involved in the response.
7. Report loss or damage to ESS equipment and/or building.
8. Ensure the delivery of all invoices, task sign in sheets and logs to the ESSD or Emergency Program Coordinator within 48 hours of the end of the response.

ESS Training

The Lions Bay ESS team is expected to undergo regular training designed by the ESSD with input from the ESS Planning Committee. Specific training goals and objectives for the year should be presented to the Emergency Program Coordinator when the ESSD begins to develop the training outline. ESS volunteers are also expected to take part in any exercises that have an ESS component and are encouraged to take part in other exercises that may come up.

The ESSD is required to maintain an accurate and up to date training record of all volunteers and their training activities.

Any training provided by EMBC will require that the ESSD submit the appropriate forms to obtain an EMBC Training Task Number.

Service Agreements

The ESSD will establish service agreements with local businesses to allow for the provision of goods and services to those who require Emergency Support Services assistance. Any lists of vendors or service agreements will be kept confidential.

Volunteer lists and databases

The ESSD will maintain a list of all volunteers and contact information. Any lists and contact information contained within will be kept confidential.



2019

Village of Lions Bay Evacuation Annex



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Distribution List

Internal

<i>Annex Holder</i>	<i>Method</i>	<i>No. Printed Copies</i>
Mayor and Council of Lions Bay	Email	
Lions Bay CAO	Email	
Lions Bay Emergency Program Coordinator	Email	
Lions Bay Deputy Emergency Program Coordinator	Email	0
Lions Bay EOC	USB	
Lions Bay Office Administrator	Email	
Lions Bay Fire Rescue	Email	
Lions Bay Search & Rescue	Email	
Lions Bay Public Works Manager	Email	
Lions Bay ESS Director	Email	
Lions Bay Elementary School Principal	Email	

External

<i>Agency</i>	<i>Method</i>	<i>No. Printed Copies</i>
BCAS		
North Shore Emergency Management		
EMBC SW Region - Surrey		
EMBC Provincial Headquarters - Victoria		
RCMP – North Vancouver and Squamish		
Vancouver Coastal Health		
DWV CAO		
DWV ESS Director		
West Vancouver Police Department		
West Vancouver Fire Rescue		
DWVSD 45		
Squamish Emergency Program Coordinator		
Metro Vancouver		



Revision History

Date of Revision	Revision Description	Author	Review By
8/2019	Removal of Evacuation section from Emergency Plan and creation of Evacuation Annex	Robert Whitney Deputy Emergency Program Coordinator Village of Lions Bay	8/2020



1. Introduction and Background

A. Purpose and Scope

The Lions Bay Evacuation Annex has been developed to provide guidance in the execution of an organized community response for a complete or partial evacuation of Lions Bay in the event of a community disaster. This document is intended to be used at a community level and is not intended to take the place of personal or family evacuation plans. This Annex is designed to supplement and support the Lions Bay Emergency Plan.

B. Hazard Identification

The Lions Bay Emergency Program has completed a Hazard/Risk Vulnerability Analysis (HVRA) and has determined that the circumstances which most likely would require a whole or partial evacuation of the community are as follows:

- Earthquake
- Landslide/debris flow
- Interface fire
- Multiple building structure fire
- Hazardous Materials Spill / Explosion / Fire
- Extreme Weather / Tidal Surge

The HVRA has identified certain areas within the community that may face a higher level of risk in certain types of disasters.

- **Urban Interface Wildfires** – those areas contiguous to forested lands.
- **Hazardous Materials Spill** – greatest concern is the commercial traffic on Highway 99 through the middle of the village and CN rail traffic.
- **Landslides/Debris Torrent/Rockfalls** – greatest concern would be in those areas identified in the Cordilleran report
- **Tidal Surge** – all waterfront properties, especially at times of extreme high tide.

C. Population at Risk

The HVRA has also identified certain population groups which may require a higher level of assistance in the event of an evacuation:

- Children in school
- Daycare facilities
- People with disabilities and limited mobility
- People without transportation.



D. Assumptions

For planning purposes, the following assumptions are presumed valid:

- When there is sufficient warning of an impending emergency or disaster, a significant portion of the population will spontaneously evacuate before being specifically directed to leave.
- Some people will refuse to evacuate, regardless of the threat.
- Some pet owners will refuse to evacuate unless arrangements have been made to care for their animals.
- While many of those who evacuate will find shelter with friends and relatives or simply arrange their own accommodation, a significant percentage of the population will require assistance in a reception centre or group lodging facility.

2. Concept of Operations

There are two considerations for implementing the Lions Bay Evacuation Annex:

1. Lions Bay residents as EVACUEES;
2. Lions Bay as a HOST/RECEIVER of evacuees from another neighbouring community.

Evacuation is the process of removing persons or domestic animals from an area that is or may pose a threat to life and limb, to an area of safety. Depending on the nature and scope of the event, evacuation may be local, affecting a single property or neighbourhood or widespread, affecting the entire community.

The Village of Lions Bay subscribes to the BCEMS model for all emergency response and, as such, follows the BCEMS Response Priorities of:

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

A. Mandatory Evacuation

To order a mandatory evacuation, the local authority **must** declare a State of Local Emergency as enabled under the Emergency Program Act and the Lions Bay Emergency Plan Bylaw. The local authority for a declaration is the Mayor and Council (**Note: this authority cannot be delegated**).

- Upon declaration of a State of Local Emergency, Council must forward a copy of the declaration to the Solicitor General for British Columbia.
- Have the details of the declaration published by a means of communication that the Mayor/Council considers most likely to make the contents of the declaration known to



the population of the affected area? (e.g. by commercial radio or television announcement)

B. Tactical (No Notice) Evacuation

An evacuation of people at risk from unique emergency situations that occur with little or no warning will be implemented on an ad hoc basis. The individual responsible for it should be the Incident Commander at the scene of the emergency, with support from the EOC as needed. *These types of evacuations are normally encountered through “routine” police and fire operations and do not require the full implementation of the Lions Bay Emergency Plan.*

C. Stages of Evacuation

There are three stages in an evacuation process. A consistent format and process will alert the population at risk of potential evacuation because of the danger of a possible loss of life. People should be prepared to evacuate the area. An Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the evacuation zone. The reality of the situation may necessitate immediate action with very short notice.

An Evacuation Order can only be issued after a State of Local Emergency has been declared under 5.12 of the Emergency Program Act.

Stage 1 – Evacuation Alert

Alert the population at risk of the impending danger at this point, the movement of handicapped persons and others classed as vulnerable should become a priority.

Warning the population at risk can be done by the following methods:

- 2-person teams, going door to door, under the direction of the RCMP. Ideally, they will have copies of the Evacuation Alert for each residence
- Radio and/or television broadcasts
- Audible signal, mobile public address or phone tree
- Use of the LBAAlert Emergency Notification System
- Use of the Village Update Newsletter

The Evacuation Alert should;

- Identify the hazard/emergency zone and travel routes
- Identify Reception Centre locations and addresses
- Advise the method of declaring the “rescind” and the procedures for the issue of controlled re-entry passes.

A copy of an Evacuation Alert is attached as Appendix A.



Stage 2 – The Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately.

Police will coordinate the Evacuation Order.

A copy of an Evacuation Order is attached as Appendix B.

Stage 3 – Evacuation Order Rescind

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Notification might need to be reinstated. **All Evacuation Orders require a formal Rescind.**

A copy of a Rescind Declaration is included as Appendix C.

D. Organization and responsibilities

- Recommendation for an evacuation will come from the Incident Commander on the scene.
- The Emergency Program Coordinator shall be notified when an Evacuation Order is implemented or anticipated.
- The decision to order an evacuation will be made by the mayor and council under the authority of the Village of Lions Bay Emergency Program Bylaw.
- The lead agency responsible for implementing an evacuation order is the RCMP.
- Implementing the community response is the responsibility of the Emergency Program Coordinator.
- Opening Reception Centre's and/or Group Lodging(s) will be the responsibility of the Director of Emergency Support Services (ESSD).
- Making the necessary notifications and coordinating with the Provincial Emergency Program will be the responsibility of the Emergency Program Coordinator or the EOC Director.

E. Communications

Responsibility: Mayor and Council, Emergency Program Coordinator.

1. Alerting the Public

The method of alerting the public will be dependent on the time available, the hazard area and resources available.

Options:

- LBAAlert Emergency Notification System
- Village Update Newsletter



- Personal contact – going door-to-door
- Local TV and commercial radio
- Police, Fire/Rescue and other vehicles using public address systems.
- School alert system.
- Telephone contact

The Evacuation Plan information to the public must include:

- Whether residents should evacuate or “shelter in place”.
- Why they are being advised to evacuate or shelter.
- Whether this is an Alert or an Order.
- The evacuation route(s), including condition of roads.
- What to do if their vehicle breaks down.
- The location of reception centers.
- Assembly points for those in need of transportation.
- Estimated duration of the evacuation.

The rationale for instituting this simple procedure for dealing with an emergency evacuation is to ensure:

- The population at risk receives a clear and consistent message regardless of the emergency.
- The media receives a clear and consistent message regardless of the emergency.
- Responders are familiar with a clear and consistent approach and process regardless of the situation.

Ordering an evacuation of all or part of a community is a very serious step and requires very detailed planning.

The Order to Evacuate should only be given after careful consideration of all the factors involved, with life safety the priority.

2. Alerting Neighbouring Communities

If it becomes necessary to evacuate large numbers of people from Lions Bay, it is imperative that the receiving neighbouring communities (Squamish and/or West Vancouver) people will be sent to be fully aware of the situation. An evacuation from Lions Bay to neighbouring communities will affect their response plans and, if possible, advance notice must be given. Receiving communities would likely activate their own community emergency programs to react to the situation.

Notification responsibility: Mayor and Council, EOC Director, Emergency Program Coordinator



F. Evacuation Routes

The Incident Commander and/or the Emergency Program Coordinator will select the best routes for evacuation from the threatened area. The best routes may have to be selected at the time of the incident. Notification of changes in the selected routes will be made to the EOC, ESS Director and field personnel. **The following factors need to be considered:**

- Most evacuees use their own personal transportation during an evacuation.
- The average vehicle occupancy is four persons.
- Police/traffic management assessment will be necessary.

Possible Evacuation Routes

1. Road based evacuation routes

- Brunswick Beach Road, highway on ramps, north and south bound, east and west of Highway 99
- Soundview Gate, gravel road off Mountain Drive (locked, will require LBFR or Public Works to assess safety of route before unlocking gate)
- Isleview Place highway off ramp, south bound, west of Highway 99
- Centre Road highway on ramp, north bound, east of Highway 99
- Lions Bay Avenue highway on ramp, south bound, west off Highway 99
- Oceanview Road highway off ramp, north bound, east of Highway 99
- Kelvin Grove Way, highway on and off ramps, north bound, east of Highway 99
- Tidewater Way, highway on and off ramps, south bound, west of Highway 99

2. Rail based evacuation routes

- Rail access points at Brunswick Beach Crossing, Lions Bay Beach Park Parking Lot, Kelvin Grove Beach Crossing.

3. Air based evacuation routes

- Potential Helicopter landing areas:
 - Lions Bay Community School, 250 Bayview Rd.
 - Brunswick Pit
 - Highway 99

4. Marine based evacuation routes

- Lions Bay Marina, 60 Lions Bay Avenue



Note: When reviewing evacuation routes consider **all** potential modes of transport including road, rail, sea and air.

G. Disaster Response Transportation (DRT's)

Do not confuse a disaster response transportation corridor with an evacuation route. The disaster response transportation system is intended to provide access to first (and other) responders for the movement of personnel, equipment and resources

Due to the fact that the Village of Lions Bay has limited access routes any of the above mentioned evacuation routes could act as disaster response routes/transportation, the actual emergency event shall dictate the designations of each available route.

H. Traffic Control Points

Responsibility: RCMP

Traffic control points will be established at key intersections and at access control points to major evacuation routes as needed. In some cases it may be necessary to control traffic on other routes to minimize the impact of the evacuation route.

I. Notification System

Responsibility: Notification Teams

When notifying residents of an evacuation alert/order, notification teams will use a simple colour-coded system to indicate resident response/status.

- **Blue** – Resident not home, must be canvassed again
- **Pink** – Notified of the evacuation alert/order
- **Red** – Notified and requires assistance
- **Yellow** – Verified as being evacuated
- **Orange** – Notified and refusing to evacuate

An example of this system would be notification teams leaving appropriately coloured flagging tape in a spot visible from the road at each residence as they deliver notification. This would allow subsequent notification teams to know immediately what the status of that residence is at a glance.

J. Transportation

Responsibility: Emergency Program Coordinator

In the event of an Evacuation Order, arrangements must be in place for those persons without transportation and people with special needs. Arrangements will be needed to ensure that transportation is available such as:

- Transit buses – West Vancouver Blue Bus, Coast Mountain Bus
- Chartered buses – commercial coach operators
- BC Ambulance and HandyDART for special needs



- Chartered marine vessels – water taxis, etc.
- Chartered helicopters

K. Marshalling Points

For those being evacuated requiring transportation or extra assistance, marshalling and pickup points are as follows:

- Lions Bay Elementary School, 250 Bayview Road
- Broughton Hall, 400 Centre Road
- Brunswick Beach Road at Highway 99
- Kelvin Grove Way at Highway 99
- Community Shuttle at Lions Bay Avenue Underpass
- Lions Bay Marina, 60 Lions Bay Avenue



L. Access, Control and Security

Responsibility: RCMP

As an area is being evacuated, access controls must be established. Security may be established by staffing Access Control Points and barricades at key locations on the perimeter. The objectives of Access Control are:

- To provide a controlled area from which an emergency evacuation will take place and prevent entry by unauthorized persons.
- To protect lives by controlling entry into a hazardous area.
- To maintain law and order in the hazard area.

Criteria for allowing entry into a closed area will be established for each incident.

- No Access: prohibits the public from entering the closed area. Authorized personnel only. Media personnel may be allowed access on a controlled basis.
- Limited access. Allows persons into closed areas according to access criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed and whether motor vehicles are allowed.

Security provisions will be carried out by police officers, auxiliary constables, special constables, designated volunteers and/or private security services.

3. Emergency Reception Centres

Responsibility: EOC and Director of ESS

Note: detailed instructions on Reception Centre's are not part of this Evacuation Annex. Reception Centre Planning is covered under the ESS Annex in Reception Centre Operational Guidelines.

- The designated Emergency Reception Centre in Lions Bay is the Village Hall, located at 400 Centre Street. A secondary Emergency Reception Centre can be opened at Lions Bay Elementary School, 250 Bayview Road, **with School District 45 approval.**

Lions Bay residents as EVACUEES:

- Small-scale evacuation – response coordinated with Lions Bay ESS.
- Large-scale evacuation – response coordinated with West Vancouver and/or Squamish ESS.

Lions Bay as HOST/RECEIVER of evacuees:

- Activate the ESS Reception Centre in accordance with established Emergency Reception Centre Operational Guidelines.

Returning to their homes:

Upon issuing the “Evacuation Rescind” that evacuees may return to their homes, the following must be notified:

- Reception centers
- Local media.



Provide transportation from the Reception Centre's for those who need it.

4. Administration and Logistics

Responsibility: Village CAO and Emergency Program Coordinator

A. Administration

Records will be required to track the status of the evacuation event. These records will include:

- EMBC task number
- Records of costs and charges
- Event log

B. Logistics

Records and details will be required for supply and procurement of essential equipment to meet operational and evacuee needs. These considerations include:

- Food
- Water and water trucks/trailers
- Beds and bedding
- Clothing
- Medical equipment and supplies
- Portable generators and lighting supplies
- Gas and diesel fuel
- Sanitation services
- Public works vehicles and equipment
- Police and firefighting vehicles

Moving equipment and supplies to and from the evacuation area will require coordination with commercial trucking/freight firms, provincial ministries and/or chartered marine vessels.

C. Mutual Aid Agreements

The Village of Lions Bay has Mutual Aid Agreements for emergency assistance with the following communities:

- West Vancouver Fire Rescue
- Metro Vancouver

Other agencies may be considered for aid if required when no formal Mutual Aid Agreement is in place. For example, North Shore Emergency Management may be able to provide extra ESS personnel to assist with Reception Centres.



5. Plan Development and Maintenance

Responsibility: Emergency Program Coordinator

This Annex is a living document, and as such will undergo periodic review and updating as required and is the responsibility of the Emergency Program Coordinator. This review will include:

- Coordinating the necessary revisions to plans.
- Keeping the appendices current.
- Ensuring the implementation instructions are developed.



Appendix A: EVACUATION ALERT (Sample)

EVACUATION ALERT

For the Village of Lions Bay

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

An Evacuation Alert has been issued by the Village of Lions Bay at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the Village of Lions Bay has issued an **Evacuation Alert** for the following areas:

[Geographic description including boundaries and properties potentially impacted]

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Residents will be given as much advance notice as possible prior to evacuation; however you may receive limited notice due to changing conditions.

[Provide map or description of potential evacuation route and map of
evacuation alert area]

WHAT YOU SHOULD DO:

- Locate all family members and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated.
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g. insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure.
- Prepare to move disabled persons, children and/or neighbours, if assistance is needed.



- Prepare to take pets with you and move livestock to a safe area (if possible).
- Arrange transportation for all your household members. Fill the gas tanks of personal vehicles. If transportation assistance is needed, call [contact number].
- Arrange accommodation for all members of the residence, if possible.
- Wait for an Evacuation Order to be issued before evacuating. Monitor [news/radio/online source] for information on evacuation orders and location of Reception Centres.

Further information will be issued at [date/time/meeting location], or visit www.lionsbay.ca for more information.

[Signature of Mayor or Designate]
Village of Lions Bay



Appendix B: EVACUATION ORDER (Sample)

EVACUATION ORDER

For the Village of Lions Bay

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

Pursuant to **Section 12 (1) of the BC Emergency Program Act** an **Evacuation Order** has been issued by the Village of Lions Bay due to immediate danger to life safety caused by: [briefly describe event].

Members of the RCMP and other applicable agencies will be expediting this action.

The Evacuation Order is in effect for the following areas:

[Geographic description including boundaries and properties impacted.]

Include map of evacuation area and evacuation route]

YOU MUST LEAVE THE AREA IMMEDIATELY

WHAT YOU SHOULD DO:

- Follow the travel route provided and register at: [ESS Reception Centre address and name of facility].
- If you need transportation assistance from the affected area, advise the person providing this notice or call [contact number].
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family and, if you have room, take a neighbour or someone needing transportation. Do not use more vehicles than you have to.
- Take critical items (medicine, purse, wallet, and keys) only if they are immediately available. Take pets in pet kennels or on leash.
- Do not use the telephone unless you need emergency service.



Further information will be issued at [date/time/meeting location], or visit www.lionsbay.ca for more information.

[Signature of Mayor or Designate]

Village of Lions Bay



Appendix C: EVACUATION RESCIND (Sample)

EVACUATION RESCIND

For the Village of Lions Bay

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

The Evacuation Order, pursuant to [Section 12 (1) of the BC *Emergency Program Act*] issued at [date/time] to the area(s) [geographic locations] has been rescinded.

[Indicate if an Evacuation Alert remains in effect]

An Evacuation Order may need to be reissued; however, if that is deemed necessary, the Evacuation Order process will re-commence.

WHAT YOU SHOULD DO:

- Fill the gas tank of personal vehicles
- Bring a minimum of three days of food and essential supplies (e.g. medications, pet supplies) with you as local grocery stores may not yet have adequate stock
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return

For more information contact: [Local Authority contact number]

[Signature of Mayor or Designate]

The Village of Lions Bay



Appendix D: EVACUATION PLAN MESSAGE (Sample)

This is _____
Rank/Title *Name*

from the _____
Agency/Department

A _____
size / intensity *incident*

_____ *has occurred / is occurring* in _____ *location*

Because of the potential danger to life and health _____
the authority

_____ *has/have* _____ *ordered/recommended* everyone within _____
number *blocks/kilometers/meters*

of that area to _____
evacuate/shelter in place *immediately / as soon as possible*

If you are in the following areas, you _____
must / should *leave the area / go inside a building*

**This message will be repeated.
Specific instructions and locations will be given.**

If you are in the following areas, you _____
must / should *leave the area / go inside a building*

_____ *immediately / as soon as possible* These areas are as follows:

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*

_____ *North / South / East / West* _____ *Location: street, highway or other significant geographical point*



Appendix E: EVACUATION CHECKLIST

Site Level

- Ensure all agencies that will be involved are consulted prior to evacuation.
- Determine evacuation area.
- Establish a perimeter to exclude people from entering the evacuation area—indicate perimeter on map.
- Establish a policy on whether persons will be advised or ordered to evacuate.
- Assemble, brief and deploy personnel.
- Announce evacuation plan decisions (boundaries and evacuation routes).
- Distribute evacuation alerts and/or orders.
- Door-to-door canvassing and house marking.
- Work with local volunteer groups who are providing on the ground support to evacuation such as Search and Rescue.
- Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field units up to date regarding changes.
- Provide advice and information on any special precautions that should be taken during and after the event.
- Determine the number of people needing transportation.
- Determine actions required to establish access control.

Agency in charge _____

Resources assigned

- Police
- Fire
- Public Works
- Other

- Determine any specialized resources required.

Agency in charge _____

Resources assigned

- HazMat Teams (special equipment needed)
- Fire Department (level of Personal Protective Equipment (PPE) needed)
- Decontamination (set up area)
- Ambulance Service (triage and treatment area)
- Transportation
- Transit (level of PPE needed)
- Other



Hazardous Material Event – Potential Shelter in Place

- Discuss and decide on appropriate alternate strategies.
- Seal off the area.
- Selective or partial evacuation.
- Issue a recommendation to close windows and shut off heating and ventilating systems in the threat area. Inform EOC.
- Issue a recommendation for people to stay indoors. Inform EOC.
- Monitor the release and revise projected end of incident times.
- Consider changing tactics on consultation with all relevant parties.

Site Support Level – Emergency Operations Centre

- Activate Emergency Operation Centre.
- Determine appropriate sections to activate (ex. Logistics, Planning, Finance)
- Track numbers of evacuees and any reported injuries.
- Keep all field units updated regarding changes.
- Provide additional resources to site as required. (ex. transportation resources)
- Document the decision process.
- Notify local elected officials and EMBC (1-800-663-3456)
- Appoint an Information Officer, with support and back up.
- Track all costs related to the incident.
- Establish and announce a telephone number for persons to call for information on the incident.
- Establish and announce a telephone number for evacuees to call for progress reports and re-entry times.
- Prepare, print and distribute incident information for persons in the affected area.
- Assemble and brief a standby force of personnel to assist with evacuation and EOC operations if the need arises.
- Establish structure to announce public information to the community.
- Provide advice and information on any special precautions that should be taken during and after the event.
- Provide situational awareness information to Provincial Regional Emergency Operations Centre.



- Consider resources needed to conduct Emergency Evacuation Operations and advise potential mutual aid agencies.

Emergency Support Services Branch

- Consider Reception Centre locations, number of people who will need to be assisted and for what length of time.
- Establish appropriate facility for Reception Centre outside of any potential risk area
- Activate local ESS to set up needed Reception Centres and Group Lodging facilities
- Ensure Reception Centre locations are announced and provided to people impacted.
- Consider at-risk population evacuation needs.
- Consider potential for domestic animals to be evacuated with families and alert pet care providers.
- Dispatch transportation to special facilities and identified areas where assistance is required.
- Keep evacuees at the Reception Centres and Group Lodging facilities informed of incident progress and projected return times.
- Establish and announce a telephone number for persons to call for information regarding friends and family for family reunification.

Return to home and re-entry

- Decide on allowing return into evacuated area in consultation with all relevant parties.
- Schedule a debriefing with all parties to evaluate the evacuation plan.
- Make suggested changes in this procedure to the Emergency Program Coordinator and the Emergency Program Committee.

