

First Nations Emergency Services

GUIDE to EMERGENCY PLANNING



TABLE OF CONTENTS

INTRODUCTION	4
SECTION 1 - COMMUNITY EMERGENCY CONTACT LIST	5
SECTION 2 - PLAN ACTIVATION AND TERMINATION	6
2.1 AUTHORITY FOR ACTIVATION OF THE EP	6
2.2 OPERATIONAL RESPONSIBILITY FOR IMPLEMENTATION OF THE EP	6
2.3 OPERATIONAL RESPONSIBILITY FOR IMPLEMENTATION OF THE EP	6
SECTION 3 - PLAN OVERVIEW	7
3.1 FEDERAL JURISDICTION	7
3.2 EMERGENCY POWER LIMITATIONS	7
3.3 PLAN MISSION	7
3.4 PURPOSE AND SCOPE.....	8
SECTION 4 - EMERGENCY PLAN STRUCTURE	9
4.1 EMERGENCY PREPAREDNESS COMMITTEE	9
4.2 EMERGENCY PREPAREDNESS COORDINATOR.....	9
4.3 NEIGHBOURHOOD EMERGENCY PREPAREDNESS PROGRAM	9
SECTION 5 - EMERGENCY RESPONSE STRUCTURE(S)	10
5.1 SITE - INCIDENT COMMAND POST	10
5.2 EMERGENCY OPERATIONS CENTRE.....	11
5.3 POLICY DIRECTION	11
5.4 EOC POSITIONS	12
5.5 PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE (PREOC)	12
5.6 PROVINCIAL EMERGENCY COORDINATION CENTRE (PECC)	12
5.7 THREE LEVELS OF RESPONSE ACTIVATION	13
SECTION 6 - EOC ACTIVATION PROCEDURES.....	14
6.1 PERSONNEL ACCOUNTABILITY.....	14
6.3 DOCUMENTATION	14
6.4 RISK TO PERSONNEL	15
6.6 EMERGENCY MEDICAL SERVICES	15
6.7 EOC EVACUATION.....	15
6.8 MEDIA AND PUBLIC RELATIONS	15
6.9 EOC FACILITY AND EQUIPMENT.....	15
SECTION 7 – HAZARDS RESPONSE MATRIX	16
7.1 POSITION CHECKLISTS FOR EOC OPERATIONAL PERIODS.....	17
SECTION 8 – EMERGENCY SOCIAL SERVICES (ESS).....	18
8.1 ESS RESPONSIBILITIES:.....	18
8.2 ESS PREPAREDNESS:.....	19
8.3 ESS ACTIVITY DURING AN EMERGENCY:	19
SECTION 9 - EVACUATION PLAN.....	20
9.1 VOLUNTEER EVACUATION	20
9.2 EVACUEES.....	20
9.3 SHELTER IN PLACE.....	21
9.4 SCOPE OF EVACUATION	21
9.5 EVACUATION STAGES	21
9.6 OPERATIONAL CHECKLISTS FOR AN EVACUATION	22

SECTION 10 - RECOVERY ROLES AND PROCEDURES.....	24
SECTION 11 - EXTERNAL AGENCIES.....	26
SECTION 12 - ACRONYMS & DEFINITIONS.....	27
SECTION 13 – SAMPLE EMERGENCY COORDINATOR POSITION	29
SECTION 14 - PERSONAL PREPAREDNESS INFORMATION	30

Introduction

Please consider this guide a tool for your use to improve the ability of your community to develop and implement emergency procedures during a time of crisis. This guide is written to augment skills learned through formal training and continues improvements. The First Nations Emergency Services Society's mandate is to support the evolution of safer and healthier communities. As emergency planning structures evolve we will endeavor to update this guide to bring both industry standards and legislative changes to this document.

The purpose of this guide is to demonstrate the sections of an emergency plan and the relevant information that should be highlighted in each section. The guide attempts also to demonstrate why specific information is needed, parameters for how to make the information useful, sequence of actions and responsibility of the various duties within the emergency plan and emergency operations centres.

The guide also discusses the legislative differences and authority between the emergency legislation in the province of BC and federal legislation that governs Federal Reserve lands.

This document also needs to be augmented by training of the individuals who will update the emergency plan and perform roles within the Emergency Operations Centre. Training is available directly through the Justice Institute of BC or the Provincial Emergency Program by taking specific courses related to the area of the Emergency Operations Centre or specific duties that you may be assigned such as Emergency Social Services, Disaster Financial Assistance or recovery operations.

Section 1 - Community Emergency Contact List

Developing and maintaining an emergency contact list is an essential foundation for your communities' emergency response plan and capacity to respond to a major incident that becomes a threat to the safety and security of the community population and/or infrastructure. This document needs to be maintained and distributed to agencies that will provide essential support including but not limited to PEP, INAC, FNESS, etc.

Name	Position	Home #	Work	Cell	Agency Contact Numbers
					RCMP
					BCAS
					911 Dispatch
					XXX FD
					First Nations Emergency Services 1 888 822-3388
					PEP Victoria 1 800 663-3456
					XXXX Fire Centre
					Spill Reporting (Victoria) 1 800 663- 3456
					Non-emergency
					BC Hydro 1 800 769-3766
					Conservation 1 800 663-9453
					Ministry of Highways 1 800 209-1712
					Terasen Pipeline 1 888 876-6711

Section 2 - Plan Activation and Termination

This section identifies Band positions and/or individuals, agencies or circumstances that can activate the emergency plan, responsibilities for implementation and plan termination or ending the emergency. Activation of the Emergency Plan does require the activation of the Emergency Operations Centre (EOC). If specific people are identified, add the position and/or purpose for the individual to be placed in this position for the purpose of identifying those who have assumed positions or roles.

2.1 Authority for activation of the EP

- The Community Emergency Preparedness Coordinator or designate.
- The Band Administrator or designate.
- Chief or council member designate.
- Director of the Provincial Emergency Program **after** a Provincial Declaration of State of Emergency.
- Incident Commander from the Community X Government, Police Department Y, Fire Department Z, Municipal Responder or BC Ambulance Service.

Based on the community structure, mutual aid agreements, external agencies, etc, decide if any of the noted agencies or designated positions within the community can activate the emergency plan. For those that are not applicable delete and add any positions or additional agencies that are applicable.

2.2 Operational responsibility for implementation of the EP

- The EOC is responsible for the implementation of that Emergency Plan and for the coordination and direction of overall operations in respect of preparation for, response to, and recovery from the emergency or disaster.
- The EOC Director is responsible for the control of all operations within the EOC identified in this Emergency Plan.

Review this section to clarify the responsibility and emergency operations capacity of those identified to be the EOC Director. During a major event you can request a Response Officer from FNESS to assume the EOC Director position if the designated and trained EOC Director(s) are not available to assume this duty.

2.3 Operational responsibility for implementation of the EP

- The EOC Director will terminate the EOC activity for the current event and implement the de-activation plan.

Section 3 - Plan Overview

The guide to emergency planning is intended to develop and emergency plan for use by all members of the community in the event of a major emergency. The plan is intended to provide guidance during the initial response, duration of the event and post event (recovery phase). To achieve a seamless response between emergency agencies and governments during planning, training and event response; this plan is developed consistent with British Columbia Emergency Response Management System (BCERMS) model

3.1 Federal Jurisdiction

Provinces are the jurisdiction body that governs emergency acts. In the province of British Columbia local governments (regional districts & municipalities) are legally required to utilize the British Columbia Emergency Response Management System (BCERMS) structure under the provincial Emergency Management Act. First Nations communities **who have not ratified treaties** with the Federal and Provincial government are governed by federal statute and are not legally required to follow the BCERMS model. The federal and provincial governments have entered into a Memorandum of Understanding (MOU) for the Provincial Emergency Program (PEP) to provide emergency management services. In to facilitate the same level of services for First Nations communities the PEP, Indian & Northern Affairs Canada (INAC) and FNESS utilize the BCERMS with the only exception of specific powers afforded under the provincial legislation.

3.2 Emergency Power limitations

As noted the BCERMS model is governed provincially by the Provincial Emergency Act. The model is duplicated within this plan with the exception of the declaration of a state of emergency and **the process** for an evacuation order. The declaration of a state of emergency can only be utilized by provincial and local governments in provincial jurisdictions. The process to facilitate an evacuation order on reserve is by way of a Band Council Resolution. **First Nations communities who have ratified treaties are legally required to implement the BCERMS model and have the authority to declare a state of emergency.**

3.3 Plan Mission

The mission of an emergency plan is to outline a course of action that would be followed should an emergency situation threaten or effect a First Nation and/or the location of the Emergency Operations Centre. The plan outlines the roles and responsibilities of the EOC, personnel who staff the EOC, and information on the working/reporting relationship between the EOC and the supporting agencies or governments.

3.4 Purpose and Scope

The guide supports the development of an emergency plan that directs the operations, organization, responsibilities and coordination necessary to provide for effective response and recovery for a First Nations community from major emergencies or disasters within the jurisdictional area administered by the Band.

The objectives of the emergency plan and the BCERMS response goals are:

- 1) Provide for the safety and health of all responders
- 2) Save lives
- 3) Reduce suffering
- 4) Protect public health
- 5) Protection government infrastructure
- 6) Protect property
- 7) Protect the environment
- 8) Reduce economic and social losses

Section 4 - Emergency Plan Structure

The Emergency Preparedness Plan utilizes the BCERMS Site and Site Support Standard as the organizational structure. An Emergency Operations Centre (EOC) is activated to oversee and coordinate activities in the event of a major emergency. The Emergency Program will also include distribution of Family/Personal Preparedness information for all community members.

4.1 Emergency Preparedness Committee

The Emergency Preparedness Program will be supported by the Emergency Preparedness Committee (EPC). The purpose of the committee is to provide policy direction to the Emergency Preparedness Coordinator, meet on a regular basis, and is responsible for reviewing, revising and testing the plan and setting out program priorities for each year.

The recommendation for composition of this committee is members of Council including the Chief, the Emergency Preparedness Coordinator, members of the Health Team, and Administration.

4.2 Emergency Preparedness Coordinator

The Emergency Preparedness Coordinator is responsible for overseeing and coordinating the Emergency Program and the development, review and revision of this Emergency Preparedness Plan.

4.3 Neighbourhood Emergency Preparedness Program

Use of the Neighbourhood Emergency Preparedness Program is recommended, it is designed to provide the information, training and skills necessary for individuals and neighbourhoods to be self-sufficient after a disaster.

The Neighbourhood Emergency Preparedness Program is designed to teach individuals and their families to become personally prepared.

Section 5 - Emergency Response Structure(s)

This section covers the three emergency response structures within British Columbia; Incident Command (Emergency Site), Emergency Operations Centre (EOC) and Provincial Emergency Program.

5.1 Site - Incident Command Post

If an emergency occurs at a First Nation Community, there may be a need to activate an Incident Command Post (ICP). The ICP is a command structure located at/near the incident to direct the responders and equipment dedicated to the response. The ICP is the location that the Incident Commander directs the response to the emergency and information to the EOC or alternative agency that is supporting the emergency (i.e. PEP, INAC, FNESS). The ICP structure is based on the Incident Command System utilizing an Incident Commander and may have specific roles to perform Operations, Planning, Logistics, and Finance/Administrative. In a smaller incident one person may perform all of the roles within the ICP structure. Larger events may require delegation of individual roles.

Incident Command Structure

Function	Role in ICP
Incident Commander	Responsible for <i>overall</i> emergency policy and coordination through the joint efforts of government agencies and private organizations.
Operations	“ The Doers ” Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction’s action Plan.
Planning	“ The Thinkers ” Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction’s action Plan in coordination with other functions; maintaining documentation.
Logistics	“ The Getters ” Responsible for providing facilities services, personnel, equipment and materials.
Finance/ Administration	“ The Payers ” Responsible for financial activities and other administrative aspects.

5.2 Emergency Operations Centre

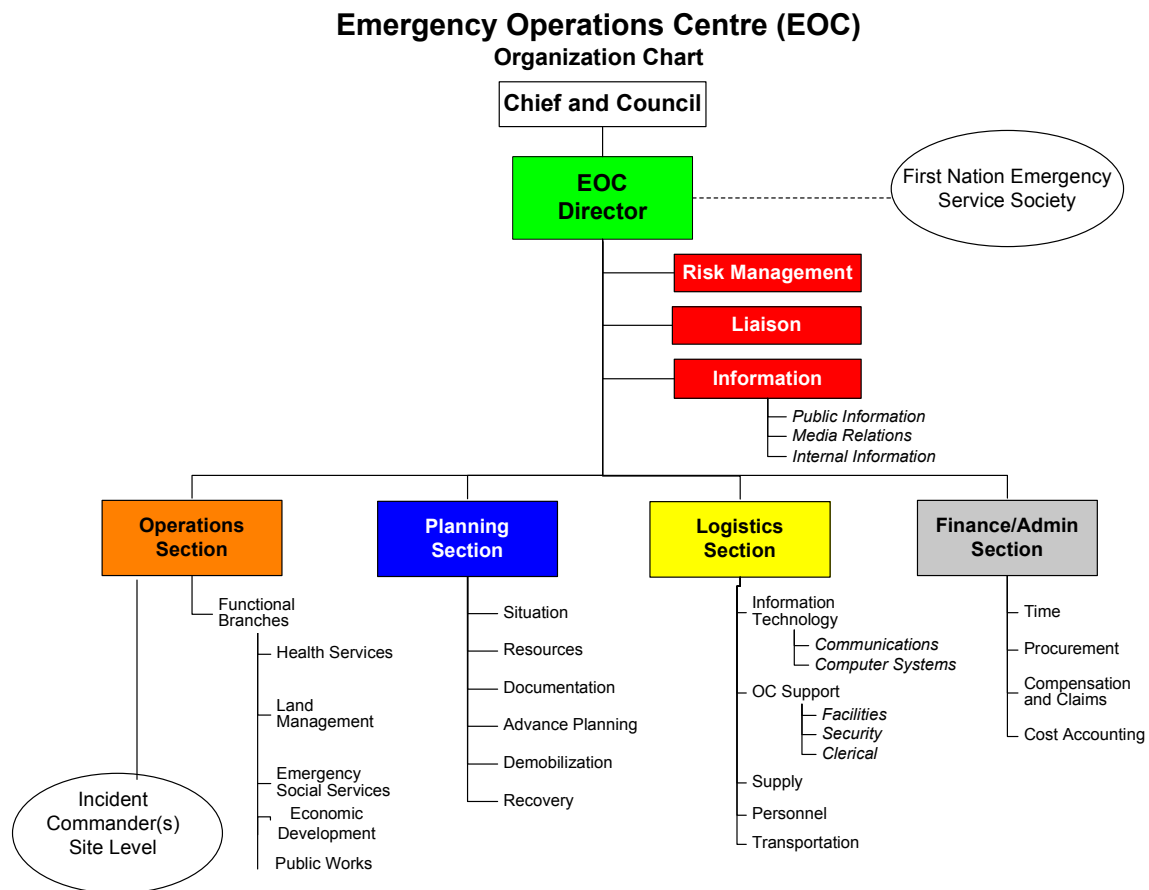
In the event of a major emergency located either within the community or geographically located that may affect members of the community, the EOC may be activated.

Activation of the EOC may be initiated by any individual or agency identified in Section 2.1. Like the ICP, a single person can perform all EOC functions in a small event and may require delegation of duties in larger or long term events.

5.3 Policy Direction

Chief and Council are considered the Policy Group and shall be established to provide policy direction to the EOC Director.

The following figure demonstrates the organizational structure of the EOC.



5.4 EOC Positions

Identify personnel that can assume the roles within the EOC. Not all positions require that they be filled by Band employees. In addition to community members, external agencies can provide personnel to assume positions. All positions should be filled with capable and trained individuals. Review training options with the Justice Institute of BC – Emergency Management Division and the Provincial Emergency Program regional training. PEP training can be viewed at www.pep.bc.ca or www.fness.bc.ca .

<u>Position</u>	<u>Primary</u>	<u>Backup</u>
Command/Management	Fire Chief	Deputy Fire Chief
Operations	Lt. Smith	FF Paul
Planning	Lt. Johnson	FF Dawson
Logistics	Captain Saul	FF Carr
Finance / Administration	Band Finance Mgr	Band Fin. Clerk

5.5 Provincial Regional Emergency Operations Centre (PREOC)

An Emergency Operations Centre established and operated at the regional level by PEP to coordinate provincial emergency response efforts. There are six PREOC in the province, information regarding PREOC contact should be in the contact list and the communities' emergency plan should be available at the PREOC.

5.6 Provincial Emergency Coordination Centre (PECC)

If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established. The 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.

5.7 Three Levels of Response Activation

This Plan recognizes three levels of potential activation. The term “event” is used to describe an occurrence based on one of the 53 identified hazards in BC. An “incident” defines one or more occurrences that happen as the direct result of an event. For example, an earthquake is the event. Any resulting fires, explosions etc. are incidents within the event.

Level 1

Level 1 action reflects events that are normally managed by community resources on a regular basis. However, there is potential for the event to escalate and requires monitoring only. There is little or no need for site support activities and the event will be closed in a relatively short time. **This level may require the activation of an ICP.**

Level 2

Level 2 events are emergencies that are of a larger scale or longer duration and may involve limited evacuations, additional or unique resources or similar extraordinary support activities. If the event cannot be managed appropriately from the site, **this level requires the activation of an EOC, and notification to PEP.**

Level 3

Level 3 events are of large magnitude and/or long duration or may have multiple sites that involve multi-agencies and multi-government response.

This level requires activation of an ICP, EOC and may require activation of a PREOC.

Section 6 - EOC Activation Procedures

6.1 Personnel Accountability

Each person attending the EOC and those being assigned roles and responsibilities at the site during the emergency shall check in and be accounted for at all times during their shift. This will ensure that proper safeguards are in place to account for all personnel.

All supervisors shall maintain a constant awareness of the position, function and location of all personnel assigned to operate under their supervision. This awareness will serve as the basic means of accountability that is required for operational safety.

The location and function of all resources (human and physical) deployed shall also be accounted for at all times. All personnel who arrive at the EOC must check-in at designated locations, receive their assignments, and be recorded in the accountability system. Check-in will be recorded on the EOC Check-in Form.

The EOC shall have specific procedures to identify and track personnel entering and leaving hazardous areas, such as confined spaces or areas where special protective equipment is required. Sign and personnel tracking forms are available from the PEP website.

6.2 Telecommunications

Among all BCERMS levels, there must be a dedicated effort to ensure that telecommunications systems, planning and informational flow are accomplished in an effective manner. Standard terminology needs to be established and used to transmit information, including strategic modes of operation, situation reports, logistics, tactical operations and emergency notifications of imminent safety concerns.

A public "hotline" is recommended to provide updates and information to community members without affecting the operations of the EOC. An established Band operations number can be utilized for this function. Establish a community bulletin that notes the manning of the "hotline" and de-activation or stand-down of the "hotline".

6.3 Documentation

The EOC will accurately document all activity during emergencies, this will assist in tracking and monitoring the effectiveness of the response and action plans, it is also important for tracking expenditures for cost accounting.

PEP has developed standard forms for all operational areas within the EOC, these are available at the PEP website or from the PREOC in your region.

6.4 Risk to Personnel

The EOC shall evaluate the risk to personnel with respect to the potential results of their actions in each situation.

6.6 Emergency Medical Services

BC Ambulance Service shall be called in all cases of medical emergencies meeting the regulations of Work Safe BC.

6.7 EOC Evacuation

In the event that the EOC must be evacuated, the evacuation will be ordered by the EOC Director.

6.8 Media and Public Relations

The EOC will provide information to the media. There may be times or situations in which media may be directed to the ICP or EOC, however this will only be done in consultation between the EOC Directors. Ensure that the EOC operations centre is secured and access is restricted to EOC personnel. Media and communities members can compromise operational activities. Establish a protocol that provides accurate and relevant information to both the media and community members.

6.9 EOC Facility and Equipment

In the event of an emergency which requires the activation of the EOC, identify the location of the EOC in your emergency plan. If it is possible to have a backup EOC document that location and relevant access/resource issues. A full description of equipment and supplies needed should be included within the emergency plan, including maps and evacuation routes.

7.1 Position Checklists for EOC Operational Periods

Management (EOC Director)

- ❑ Notify PEP when EOC is activated via 1-800-663-3456, PEP will automatically notify INAC and if required dispatches a FNESS Emergency Response Team.
- ❑ Identify and request additional resources via PEP as soon as possible, if critical members of your emergency team are unavailable request a FNESS Emergency Response Team to support your emergency operations.
- ❑ Conduct an assessment of what has happened, what resources are available, any impacts to the communication system, power, water and other critical infrastructure.
- ❑ Establish contact with ICP and advise location of the EOC.
- ❑ Establish news release system.
- ❑ Establish family inquiry system to liaise with Operations and ESS.

Operations

- ❑ Support EOC Director in defining working area, establishing control perimeter and assist police securing the scene if requested.
- ❑ Coordinate routes for emergency vehicles.
- ❑ Assist with traffic and crowd control.

Planning

- ❑ Assess Impacts.
- ❑ Create priority based plans ensuring BCERMS Response Goals are addressed.
Logistics
- ❑ Prepare to support long-term recovery

Logistics

Consider equipment needs and sources: (example of resources)

- Transportation
 - Rescue equipment of all kinds
 - Public service maintenance vehicles
 - Communication Equipment
 - Auxiliary lighting
 - Auxiliary power facilities
 - Food and lodging
 - Mobile public address system
 - Barricades
-
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Section 8 – Emergency Social Services (ESS)

ESS is one of the components involved in emergency management:

- Helping people to remain independent and self-sufficient.
- Helping people to meet their basic survival needs during a disaster.
- Reuniting families and individuals separated by disaster;
- Providing people with accurate and up-to-date information about the emergency.
- Helping people to re-establish themselves as quickly as possible after a disaster.

8.1 ESS Responsibilities:

Provide services to individuals affected by large complex disasters or emergencies, ESS may also be provided during smaller emergencies; for example a single house fire or emergencies affecting 1 to 2 families in a community.

Provide temporary relief to individuals and families so they can begin to plan their next steps to recover after a disaster.

Provide primary services such as:

- Food;
- Lodging;
- Clothing; and
- Family reunification

It may also provide specialized services such as:

- Emotional support services
- First aid
- Child minding
- Pet care
- Transportation services

Assist people affected by disaster, usually at Reception Centres located at:

- Local community centres
- Recreation centres
- Churches
- Schools

ESS teams may also provide services in the following settings:

- Outreach services to those unable to leave their homes
- Mass care (lodging and feeding) to evacuees during a major disaster
- On-site services to response workers and others

ESS support is typically available for 72 hours. During these first 72 hours, evacuees should immediately plan their next steps by contacting their insurance agents, families and friends, or local non-profit agencies.

ESS may recommend an extension of ESS services, in exceptional circumstances, on a case by case basis.

8.2 ESS Preparedness:

Develop and maintain an Emergency Social Services plan that coordinates the activation, deployment and use of Emergency Social Services volunteers and ESS services.

Recruit and organize training for local community volunteers to assist with:

- Identifying facilities suitable for use as Reception Centres and Group Lodging facilities
- Recruiting and training volunteers and/or staff
- Establishing linkages with key local emergency responders and non-government disaster agencies
- Maintain contacts with local businesses and service organizations to supply goods and services during emergencies

8.3 ESS Activity During an Emergency:

- Consult with EOC members on the best suited Emergency Reception Centre to be activated and coordinate reception centre operations, once facility is confirmed safe to operate
- Assess ESS services needed and activate appropriate volunteers.
- Coordinate and support ESS volunteers throughout response activity
- Arrange for secondary communications
- Work in conjunction with Ministry of Children and Family Services for counseling, unattended children and dependent adults
- Work in conjunction with EOC and/or Provincial Emergency Program to ensure appropriate services are provided to those impacted and displaced by the emergency event. Obtain approval from PEP for any extraordinary services needed to support ESS response

Section 9 - Evacuation Plan

An evacuation is the action by which one or more persons leave the place they are occupying to avoid a real or potential threat. There are two general categories, planned and without notice. There are three types; partial, total, and selective. An evacuation in which an emergency is occurring requires a great deal of careful planning and co-operation. Evacuations can be the result of events that threaten the safety of individuals or it is unsafe to remain in their normal residence. Examples of these events include, but not limited to; floods, earthquake, landslide, hazardous material spill, wildland fire, public safety situation and events that may isolate a community for a prolonged period.

The process to enact an evacuation (partial, total, and selective) of a First Nation community is performed by a Band Council Resolution. The Band Council will normally be working with the federal and provincial governments and advised of the specific threat or situation. The decision for a planned evacuation is made in stages, when time permits, with notice given initially as an evacuation *alert* and if required by an evacuation order. When the event is over and it is safe to return home, there will be an evacuation rescind.

9.1 Volunteer Evacuation

Volunteer evacuation occurs when a community member(s) make a choice to evacuate before the Band Governance, INAC or PEP issues an evacuation order. Normally volunteer evacuations are **not eligible** for emergency social service (ESS) resources such as food and lodging until the residences are issued an evacuation order. If an order is issued, volunteer evacuees are only eligible within the time frame that the alert was issued, not from the original time the volunteer evacuation occurred and **must report to designated ESS facilities**.

For at risk residence requiring specialized medical or other care, ESS support may be available before an evacuation order is issued. Contact PEP and request ESS support for at risk community members. PEP will automatically convey the request to INAC. If a FNESS Emergency Response Team member has responded to your incident, identify at-risk community members who may require pre-evacuation due to medical or specialized care requirements.

9.2 Evacuees

The population at risk is the primary focus of the evacuation plans. The need for an evacuation and the ease with which it can be accomplished will depend on a number of factors: determining if families will be together at home, or scattered at work and school for example will depend on the day of the week.

9.3 Shelter in Place

There are specific incidents where removing community members from their homes are not the most appropriate method to keep community members safe. If shelter in place has been determined to be the best course of action, the Band EOC will provide advice to community members at risk to remain inside their home and information related to the incident relayed to each household to minimize threats to safety.

9.4 Scope of Evacuation

The first step of evacuation planning is to determine the areas at risk that requires evacuation. This will assist in determining the evacuation routes and reception centres. The next requirement is to determine detailed information about the population at risk. Communications with the population at risk will always have two required elements: information that an evacuation is pending and directions on how and when to react.

Evacuation plans also require provisions for assembly points for evacuees, evacuation routes, traffic control points, and logistics for transportation which may include land, air or water transportation means of evacuation. Secondary assembly points and evacuation routes are also required in the event that primary routes are blocked.

9.5 Evacuation Stages

Evacuation Alert and Notification

A consistent format and process will be used to alert the population at risk of potential need for evacuation. The alert highlights the nature of the danger and that people should be prepared to evacuate the area. The evacuation alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice.

When it has been decided that an evacuation may be pending, it is very important to ensure all of those who may be evacuated receive this information as soon as possible. As the stress associated with evacuating one home would be high, providing as much warning as possible and giving a list of suggested items to take with them will assist in alleviating stress.

Evacuation Order and Notification

The population at risk is ordered to evacuate the area by means of a Band Council Resolution. The RCMP is the formal agency that enforces evacuation orders on Federal Reserve lands, normally community members will comply, however information should clearly indicate that emergency response personnel will not return for residence that refuse to comply with an evacuation order. A statement should be included in all bulletins, pamphlets, warning and orders that makes it very clear to all that, while the

evacuation order is in effect, the area in question may have controlled access and that a pass may be required to regain access to the area.

Evacuation Rescind

When the emergency which necessitated the evacuation is under control and the emergency area is declared safe, a rescind of the Evacuation Order should be implemented.

9.6 Operational Checklists for an Evacuation

Policies

- When advised that the community will undergo a partial, total or selective evacuation the Emergency Preparedness Committee, and Chief and Council will immediately be notified and meet immediately.
- First priority is to determine the level of evacuation, the area to be evacuated and reason for the evacuation.
- As soon as possible, those community members requiring emergent evacuation will be notified and removed from their residences.

Management

- Notify PEP when EOC is activated.
- Ensure all alerts are coordinated by the EOC if operational or the ICP.
- Establish public communication system.

Operations

- Determine/confirm which area(s) are to be evacuated first.
- Assist with coordinating routes for emergency vehicles.
- Coordinate local evacuation.
- Assist emergency agencies with special transport problems.
- Assist with/coordinate search for trapped persons.
- Assist with/coordinate transport of food, fuel, and medical personnel and others to points of need.
- Supervise accommodation and feeding of evacuated persons.
- Track and relay road condition reports and closures.

Planning

- Plan for evacuation routes based on the most up to date information. Consider sending out staff to provide surveillance information on evacuation routes.
- Consider possible major effects:

- Injuries and fatalities
 - Disruption of community
 - Disruption of utilities
 - Closure of traffic routes
 - Damage to property, e.g., roof collapse from weight of snow, ice
 - Disruption of communications
- Provide evacuation teams with:
- Evacuation Stage Alerts
 - Evacuation Procedures Instruction
 - Evacuee Information
 - List of evacuees in order of priority
 - Evacuation routes
 - Designated Relocation area(s)

Logistics

- Mobilize evacuation teams
- Contact equipment needed to assist with the evacuation or clearing of debris to reach those who require evacuation.
- Determine on-hand supplies.
- Consider equipment needs and sources:
 - Road clearing equipment
 - Vehicles for transporting community members
 - Barricades
 - Mobile public address system

Finance/Administration

- Track costs associated with the evacuation.

Section 10 - Recovery Roles and Procedures

Recovery operations in the EOC utilize the same functional positions as in response, but may involve different tasks. This section summarizes the core functions in recovery to assist the effort. Note that the functions may be decentralized due to the duration of the recovery process. In order to understand the scope of the recovery process, a generally accepted rule is for every one day of the event the recovery period will require forty days (if the event lasts 4 days; recovery period will take 120 days).

Management (EOC Director) Responsibilities

The EOC Director is responsible for leading the overall recovery effort. During prolonged recovery efforts, consideration should be given to identifying a position responsible for the oversight of recovery to perform the required submission and liaison with PEP and INAC.

Recovery Phase

- Inform and brief Chief and Council
- Provide leadership for decisions
- You can request advise and/or guidance from INAC if required.
- Issue public information releases
- Ensure safety of recovery activities

Operations Responsibilities

The Operations Section is responsible for restoring community services and utilities to normal pre-emergency/disaster day-to-day operations.

Recovery Phase

- Provide building and public safety inspections
- Remove debris
- Restore medical facilities and services
- Restore government facility functions
- Demolish buildings
- Restore utilities
- Provide emergency housing

Planning Responsibilities

The Planning Section documents and provides direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

Recovery Phase

- Provide documentation of response and recovery for disaster assistance
- Provide after-action reports consistent with BCERMS requirements
- Provide direction in land use and zoning issues
- Issue building permits (e.g. a decentralized function with link to recovery).
- Develop alternative building regulations and code enforcement
- Review and revise the Community Plan, as needed

- ❑ Provide an Action Plan for recovery operations
- ❑ Prepare redevelopment plans
- ❑ Prepare recovery situation reports
- ❑ Document recovery operations
- ❑ Recommend mitigation plans

Logistics Responsibilities

The Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment.

Recovery Phase

- ❑ Allocate office space
- ❑ Provide recovery supplies and equipment
- ❑ Provide vehicles and personnel

Finance/Administration Responsibilities

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies.

Recovery Phase

- ❑ Facilitate application process for Emergency Response Funding and Disaster Financial Assistance
- ❑ Manage public finances
- ❑ Prepare and maintain the recovery budget
- ❑ Develop and maintain contracts
- ❑ Process accounting and claims
- ❑ Manage insurance settlements
- ❑ Ensure correct PEP task number and authorization by contacting the Emergency Coordination Centre at PEP in Victoria (1-800-663-3456).
- ❑ Complete appropriate PEP claims and task forms.
- ❑ Submit forms to PEP Regional Manager within 60 days of authorized emergency response task.

Section 11 - External Agencies

List and provide a brief description of available external resources to the community.

Some examples are:

Provincial Emergency Program (PEP)

Indian and Northern Affairs Canada

First Nations Emergency Services – Emergency Response Team

FNESS maintains a 24-hour response team that works in collaboration with PEP and INAC. This emergency response function can assist during the immediate response to identify resource requirements, information support and mitigation efforts. If required, FNESS will dispatch an Emergency Response Officer(s) to your site to provide a range of Emergency Management services from EOC Director, Evacuation Support, Incident Commander, Liaison Officer, etc.

Fire and Emergency Services

Police Department

British Columbia Ambulance Service

Section 12 - Acronyms & Definitions

British Columbia Ambulance Service (BCAS):

- ❖ History; Created in 1974, the BC Ambulance Service (BCAS) is legislated to provide emergency medical services in BC under the Medical Services Act.

British Columbia Emergency Response Management System (BCERMS):

- ❖ The BCERMS identifies the standardized approach to emergency response management to be utilized and practiced by provincial government agencies, ministries, and crown corporations. The BCERMS is based on the Incident Command System (ICS).

Emergency Operations Centre (EOC):

- ❖ An Emergency Operations Centre (EOC) is activated to oversee and coordinate activities in the event of a major emergency.
- ❖ The designated location of the EOC

Emergency Social Services (ESS):

- ❖ Emergency Social Services are those Municipal services that are provided short term (generally 72 hours) to preserve the emotional and physical well being of evacuees and response workers in emergency situations.
- ❖ Responsibilities:
 - To plan for the short-term basic needs of all individuals in the event of an emergency or disaster

Incident Commander (IC):

- ❖ The individual responsible for the management and coordination of all operations at the Incident Command Post during an emergency/disaster.
- ❖ This role is delegated to the most senior staff member on site, and will remain in that position until relieved by a more qualified person.

Incident Command System (ICS):

- ❖ A standardized emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is based on the following principles.

Incident Command

- ✓ Sets objectives and priorities
- ✓ Has overall responsibility at the site

Operations

- ✓ Directs resources
- ✓ Carries out the response activities described in the plan
- ✓ Directs operations and ensures safety of staff

Planning

- ✓ Collects and evaluates information
- ✓ Develops incident action plans
- ✓ Maintains resource status (personnel, equipment)
- ✓ Maintains incident documentation

Logistics

- ✓ Provides support to meet the incident needs
- ✓ Provides resources
- ✓ Provides other services to support the incident

Finance/Administration

- ✓ Monitors costs related to the incident
- ✓ Provides accounting, procurement, time recording and cost analysis

Neighbourhood Emergency Preparedness Program (NEPP):

- ❖ A NEPP is made up of individuals and neighbours working in partnership towards emergency preparedness. The program involves both personal preparedness as an individual or family, and planning/training as a neighborhood to respond safely and effectively during a disaster.

Provincial Emergency Coordination Centre (PECC):

- ❖ If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established. The 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.

Provincial Emergency Program (PEP):

- ❖ PEP assumes the following responsibilities in the event of a major emergency or disaster.
 - ◆ Coordinates all requests for provincial or federal emergency assistance.
 - ◆ Makes appropriate requests to Provincial Ministries, if the requesting parties resources are not adequate for an effective response to the disaster.
 - ◆ Recommends to the Provincial Government that a Provincial State of Emergency be declared.
 - ◆ Maintains a Provincial Public Information program during all phases of a disaster.
- ❖ Responsibilities:
 - ◆ Arrange for Worker's Compensation coverage to registered emergency workers.
 - ◆ Provides and maintains a Provincial Public Information Program during all phases of a disaster.

Contact Information 1-800-663-3456

Provincial Regional Emergency Operations Centre (PREOC):

- ❖ An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.

Section 13 – Sample Emergency Coordinator Position

Reports to

XXX First Nation Emergency Preparedness Committee

Core function

The Emergency Preparedness Coordinator is responsible for overseeing and coordinating the community's emergency management program.

Duties

- *Establishing the emergency preparedness committee*
- Set up the required organizational structure:
 - Maintain updated contact lists.
 - Develop partnerships with local authorities and external agencies who play a role in the emergency management efforts.
- Develop and maintain emergency plans:
 - Ensure annual reviewing and revising (if required) of emergency plans
 - Provide guidance to other community departments/agencies in the development of their emergency plans.
- Set up an Emergency Operations Centre (EOC):
 - Establish the EOC.
 - Assist in establishing a functioning primary EOC and identifying at least one back-up EOC facility, and in ensuring that the EOC is properly staffed.
- Establish and support volunteer-based programs:
 - Develop, deliver, and monitor the implementation of any volunteer-based emergency response programs such as ESS.
- Coordinate training and exercises:
 - Attempt to establish training sessions which should provide education/awareness for staff, local businesses, volunteers, and the public.
- Perform administration duties:
 - Maintain records of all programs and activities, and related statistics.
 - Submit reports to the Emergency Preparedness Committee.
 - Coordinate the completion of applications to the Joint Emergency Preparedness Program (JEPP) fund and other potential funding sources.

Section 14 - Personal Preparedness Information

Earthquakes

The danger of an earthquake in British Columbia is a concern to many areas of B.C. Every year, there are earthquakes taking place in various regions of this province. Some are hardly noticeable, others may not be so, and are felt by citizens to varying degrees throughout numerous communities, and over great distances. An earthquake occurs when the huge tectonic plates underneath the earth's surface that are interacting with each other, suddenly slip or drop and move past each other. This results in the ground beginning to shake, sometimes violently, or to pitch, or roll. It is usually accompanied by a large noise. Such motions can vary in intensity, resulting in anything from insignificant to intense damages to communities and infrastructure. Buildings collapse, roads fail, as do bridges and overpasses. Utilities are disrupted and fires may be generated. Many people are injured by flying debris. However, when individuals are prepared for such events, the overall impacts on them are lessened.

Before an Earthquake. Plan ahead. Develop a family emergency plan, and take the time to put together a family emergency preparedness kit. Test the plan and exercise it regularly. Do an earthquake hazard hunt in your home, and set about reducing the risks of damages to your living quarters or workspaces. Make comprehensive plans for people with disabilities. Be sure and include pets in your emergency planning. They are part of your family too.

- **Identify safe and unsafe areas** of your home or workspace. Set up desks or workstations away from glass windows. Look for areas of refuge under sturdy pieces of furniture, such as a desk or table, or against an inside wall.
- **Fasten** shelves or tall bookcases and cabinets securely to your walls so that they won't fall over, causing exit routes to become impassable or doors to jam.
- **Place** large or heavy objects on bottom or lower shelves.
- **Store breakable items** in closed cabinets with latches to prevent them from spilling onto the floor during the seismic movements.
- **Hang heavy items** such as pictures and mirrors away from where people normally sit, and use proper seismic hooks fastened securely into a stud in the wall.
- **Secure** your water heater by strapping it to a wall, or bolting it to the floor.
- **Contact your local community Emergency Program** for ideas and information on what to expect before, during, and after an earthquake.

Have Disaster Supplies available and on hand.

- Flashlights with extra batteries
- Portable battery, dynamo, or solar powered radio
- First Aid kit complete with a manual
- Emergency food and water to last at least 72 hours as a bare minimum
- Non electric can opener
- Essential medications

- Cash (credit cards and debit cards require electricity to make them work)
- Extra clothing for the elements.

Develop an Emergency Communications Plan.

- In case family members are separated from each other during an earthquake (a real possibility when adults are at work and children are in school), develop a plan for re-uniting after a disaster. Determine a suitable location, preferable with a shelter such as a school gymnasium, community centre, or Church hall that every family member can walk to in order to re-unite as a family.
- Don't rely on cell phones for communications. Their infrastructure may be damaged or destroyed by the earthquake, or simply overloaded with call volume. Establish an "out of area" contact with a relative or friend, preferably with an area code different from yours. Remember that pay phones will be considered emergency communications devices, and will be restored to service before residential telecommunications services.

Help Your Community to Get Ready.

- **Become actively involved** in your Community's emergency program.
- **Take training** in basic first aid, emergency survival techniques, and become a part of the local ESS Team.
- **Learn how** to perform basic search and rescue functions.
- **Make yourself known** to local emergency officials. Get together with them to promote Emergency Preparedness Week displays and help put on public education workshops.
- **Encourage** your neighbours to also become prepared for emergencies or disasters.

During an Earthquake.

If indoors,

- **Protect yourself. Drop** to the ground or floor – **Cover** by getting under a sturdy table or other substantial piece of furniture – **Hold** drop to your knees and cover your head and neck with your hands.
- **Move away** from windows and mirrors that may shatter and objects that may fall. Stay in bed if you are in bed when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a light fixture that may fall.
- **Do not** immediately attempt to assist others until the shaking stops, protect yourself.
- **If you are inside, stay inside. Do not attempt to exit.** Research has shown that more injuries occur when people attempt to leave buildings to move to a different location outside.
- **Be aware** that the electricity may go out for prolonged periods of time, or the sprinkler systems or fire alarms in large buildings may inadvertently turn on.

- **DO NOT** use the elevators. You may become trapped inside them due to power loss or structural damage to the elevator shaft.

If You Are Outdoors

- **Stay there.**
- **Move away** from buildings, streetlights, and overhead utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside building, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of the buildings **only to be killed** by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass and falling objects.

If You Are In A Moving Vehicle

- **Stop** as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- **Proceed** cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

After An Earthquake

- **Don't** try and go home right after a major earthquake if you are away. Stay where you are until it is known to be safe to travel. Roads may be severely damaged, jammed with traffic, or closed for the usage of emergency vehicles only.
- **If** you are in a coastal area, and experience a large earthquake with shaking that lasts more than a minute, move to higher ground as a tsunami may have been generated. Check with local authorities who have maps of threatened areas to see which of your areas may be impacted by a tsunami.
- **Check** your building for structural damage before re-entering it. Be careful when opening doors and cupboards, as contents may have shifted inside due to the shaking, and may fall on top of you
- **Hang up** any phones that may have come off the hook and stay off the phone unless it is an emergency, as emergency officials will probably need use of the system.
- **Be prepared** to assist others once you have looked after yourself. Listen to local radio and TV. stations for information and instructions.

Evacuations

An evacuation is the action by which one or more persons leave the place they are occupying to avoid a real or potential threat. There are two categories, *planned* and *without notice*. There are three types; *partial*, *total*, and *selective*. An evacuation in which an emergency is occurring requires a great deal of careful planning and co-operation. It is not something that is called for lightly. It may be a small time affair, such as a fire in building surrounded by other occupancies, a police matter, or a dangerous situation involving a specific geographic area. The decision to evacuate is usually made by local authorities under a *state of local emergency*, and may involve the Provincial Emergency Program. The decision for a planned evacuation is made in stages, with notice given initially as an evacuation *alert*. It is usually followed up by an evacuation *order*. When the event is over and it is safe to return home, there will be an evacuation *rescind*.

If You Receive an Evacuation Alert

- Be prepared to vacate your premises on short notice
- Gather and take with you any emergency supplies, important documents, bank account information and some pictures. Don't forget your medications and mobility aids if you use them.
- Take only 1 family vehicle to help avoid congestion and delays on evacuation routes.
- Follow the direction of your block captain, they will advise you where to go during the initial stages of the evacuation.
- Be prepared to be housed in a group lodging situation with a lot of other people.
- Be prepared to have to leave your family pets behind. They most likely will not be allowed in reception centres for health reasons.

If You Receive an Evacuation Order

- Secure your home. Ensure all electrical appliances are unplugged Lock all doors and windows. Leave enough food and water for your pets.
- Wear suitable clothing for the weather conditions you are in. Dress in layers for changing conditions. Take with you everything needed for an extended stay.
- Follow prescribed evacuation routes and obey the instructions of officials.
- Let other family members know where you are going.
- Emergency lodging will be provided if necessary, report to the nearest ESS reception Centre indicated and check in with the personnel staffing that centre. This will provide effective communication from the evacuation team and will facilitate contact by friends or relatives who are concerned about your safety and whereabouts once you are registered.
- Keep a flashlight and portable radio with you at all times.
- Ensure that you haven't forgotten a necessity, for travel will be one way only out of your area during an evacuation order. This order will be enforced by police

Fire

Far too many lives are lost, and property destroyed due to Fires, many of which could have been prevented. In order to protect yourself, it is important to understand the basics of fire. Fire spreads very rapidly; there is no time to gather valuables or to make a phone call.

Inside of two minutes, a fire can become life threatening. In five minutes, a residence can become totally engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling super heated hot air can sear you lungs. Fire also produces gases that are poisonous, and make you disoriented and drowsy. Instead of being awakened by fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire related deaths, exceeding that of burns by a three to one ratio.

Before a Fire

- Install smoke alarms, and test them regularly. Properly working smoke alarms decrease your chances of dying in a fire by 50 %.
- There should be a smoke alarm on every level of your residence or business. Place them outside of bedrooms on the ceiling, at the top of open stairways, or at the bottom of enclosed stairwells. Do not put them in kitchens, bathrooms, or just outside of bathrooms
- Smoke alarms should be tested every month manually, Batteries should be replaced twice a year, and the units themselves replaced every ten years, as the ionization chambers wear out over time.

Escaping from a Fire

- Practice your escape routes with your family or work mates. Conduct drills from every room which you regularly occupy.
- Stay low to the floor during a fire. Smoke fills the upper two thirds of a room. Crawl towards your nearest exit. Feel the doors for heat before opening them, as fire may be unseen behind them. Close doors and windows behind you as you leave the facility.
- Consider escape ladders if your residence has more than one level. Ensure that windows are free opening, and not painted shut. Ensure that any anti-burglar devices installed in the facility are easily removed from the INSIDE.

Fire Prevention

- Never use gasoline, benzene, or similar flammable fluids indoors.
- Always store flammable fluids in properly approved containers placed in well ventilated storage areas.
- Never smoke around flammable liquids.
- Discard all rags or materials that have been soaked in flammable liquids for cleaning purposes. Discard them safely in a metal container, outdoors.

- Ensure that your chimney is cleaned annually if you use wood burning devices to heat your facility. Install spark arresters on the tops of chimneys, especially if you have a cedar shake type roof.
- Place any heaters at least 1 metre away from flammable materials. Use electric heaters that are tip over proof.
- Always use a screen in front of open burning fireplaces.
- Keep open flame (such as candles) away from furniture, drapery, carpeting, or other flammable items.
- Keep matches and lighters out of reach and away from inquisitive children.
- NEVER smoke in bed or while lying on a couch, or while medicated. Ensure there are proper deep and sturdy ashtrays used. Soak all cigarette and cigar butts with water before disposing of them.
- Use properly wire gauged grounded electrical extension cords. Do not overload electrical outlets with multiple cord installations. Do not run extension cords under carpets or across high-traffic areas.
- Ensure that all of your household / business wiring is safe, and installed to code requirements. Replace any defective or frayed wiring. If in doubt, have it checked by an electrician.
- Keep a type ABC fire extinguisher in your residence and teach family members how to use it. Remember **PASS** (**P**ull the pin, **A**im the extinguisher at the base of a small fire, **S**queeze the handle, **S**pray the contents across the fire.)
- Ask you're the Delta Fire Department to conduct a safety inspection of your facility. Follow their advice on any corrective measures recommended.

Flooding

Flooding can be caused by several events, heavy rains mixed with snow melting can cause heavy runoffs on rivers and lakes. Flooding can also be caused by extremely high tides and severe storms. Predictable flooding in British Columbia is usually preceded by an official flood advisory, flood watch, flood warning, and an order to evacuate as the threat level rises.

If flooding is likely in your vicinity, you should

- **Listen** to your radio or television for information.
- **Sand bag the perimeter** of your building, if such resources are available.
- **Be prepared** for an evacuation.
- **Be aware** that flash flooding can occur. Move to higher ground if such a possibility exists; do not wait for formal instructions to move.
- **Be aware** that streams, drainage channels, creeks, rivers, and other areas can flood very suddenly. Flash floods can occur in these areas without typical warnings as rain clouds or heavy rain.

If you must evacuate your home or business, you should do the following:

- **Secure your home or business.** If you have time, bring in outdoor furniture. Move all essential items to an upper floor.
- **Turn off** electrical power to the home or business if the service is in a potentially flooding area (basement). Disconnect plugged in electrical appliances.
- **Turn off** the water supply. Plug all basement storm drain outlets and sewage connections, (toilets, sinks, shower, bathtubs) to avoid backflows
- **Follow your family or business emergency plan.** Ensure that each member of your family has sufficient warm clothing and waterproof raingear or outerwear. Wear waterproof footwear. Carry belongings in a backpack to keep your hands free.
- **Do not** walk through moving water. Fast moving water could cause you to fall, if you must walk in water; use a stick to probe the area in front of you, as the ground underneath the water may have given way.
- **Do not** drive into flooded areas. You and your vehicle could be swept away. It only takes 6 inches of water to reach the bottom of most cars, causing loss of control and possible stalling. Twelve inches will float many vehicles, and two feet of rapidly moving water can carry away most SUV's and pick up trucks.

After a flood:

- **Listen** for news reports on whether it is safe to return to flood impacted areas. Obey the instructions of emergency officials. Return home only if authorities say it is safe to do so.
- **Be wary** of where floodwaters have receded. Roads could be weakened, and buildings unstable.
- **Stay clear** of any downed power lines. Water conducts electricity, and flooded areas may be electrically charged.
- **Clean and disinfect** anything that may have got wet through flooding. Debris left from floodwaters could be contaminated by sewerage, pesticides or other chemical. Damaged sewerage systems are potentially serious health hazards.
- **Stay clear** of any buildings that remain surrounded by floodwaters.

Returning Home:

- The return home can be emotionally devastating and physically challenging. Use caution before entering the residence or work place.
- **Walk carefully** around the outside perimeter of the home, checking for downed power lines, broken or leaking gas mains, and broken sewer pipes or storm drains. If you have any doubts about the structural safety of the building, have it checked out by a professional **before entering it.**

Going Inside the building

- **Be very careful and aware** of damage due to water incursion. Wet and slippery floors, soaked carpeting, and loose boards are potential tripping hazards. Examine walls, floors, doors, staircases and windows to make sure the building is not in a dangerous condition. Take pictures of all damage to contents and structure to support your insurance claim.
- **Natural Gas.** If you smell or hear the hissing of leaking natural gas, open a window and then leave the premises immediately. Shut off the gas main at the meter. Call the gas company from another facility. Don't turn the gas back on; leave it to a qualified gas fitter to complete repairs, and completely check out the entire system before re-lighting any appliances.
- **Electrical Distribution.** Check the electrical system before turning on any appliances. Look for damaged wiring, wet or immersed electrical plugs and /or panel. Do not turn on any electrical circuits unless you are sure that they are safe. Call an electrician if in doubt. Do not stand in any water that may have electrical fittings immersed in it. It could lead to electrocution.
- **Appliances.** If appliances are wet, turn off the electricity to them at the main panel. Unplug any portable appliances and let them dry out before using them again
- **Water and Sewerage systems.** If any pipes are broken or damaged, do not use the device they service. Turn off water at the main shutoff to prevent any further damage to the building. Check with authorities before using any fresh water; it may be contaminated at its source. Do not flush toilets until it can be determined that the sewer lines are undamaged.
- **Food and other Supplies.** Throw away any and all food that has come into contact with flood waters. It may have become contaminated. Launder any clothing and linens that have come into contact with floodwaters before using them. If your basement was flooded, pump out the residue in stages, and remove wet materials to a drying place before using them.
- **Watch for animals.** Small animals that have been flooded out may seek shelter in yours. If backed into a corner, they could become dangerous as they are already frightened. Use a stick to overturn items that have tipped over. Use caution when opening drawers and cupboards.
- **Insurance.** Call your Insurance agent once you have an inventory of all damaged belongings. Take photographs of damages. Keep accurate records of all repair and cleaning costs, and the time you and your family members spend doing the cleanup. It will be useful when seeking disaster financial assistance

Hazardous Material Spills

Hazardous materials releases can seriously threaten communities and the lives of anyone in the areas of the release. Vulnerable areas include proximities to rail transportation and highway or roadway transportation corridors between manufacturing or storage facilities and offloading distribution centres such as Delta Port.

If you are subjected to a Hazardous Materials Incident and Are told to shelter in place;

- Bring all children and pets inside immediately
- Close ALL exterior doors and windows. Close vents from bathroom and kitchen fans that vent to the exterior, and close any fireplace dampers. Turn off any air conditioners and ventilation systems.
- Select a room inside the home or building suitable for the numbers of persons inside. This room should be above ground level, and have the fewest external openings as possible.
- Seal all of the windows and doors with plastic sheeting and duct tape. Reinforce air tightness by further sealing gaps around doors and windows with wet towels or rags.
- Ten square feet of floor space per person in a sealed room will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal resting adult breathing rate. Contaminated air will still slowly infill the room however. In recognition of this, officials after 2 to 3 hours will most likely recommend and initiate an evacuation if the hazard persists. It will be the better protective action to take over the long term.
- Ventilate the shelter room when the emergency has passed, to avoid breathing the contaminated air inside.

Are told to evacuate:

- Do so without delay.
- Stay tuned to local radio stations for information of safe evacuation routes and prevailing wind conditions. Short cuts may be unsafe.
- Take with you your family emergency kits.
- Remember to take your pets with you.
- Remember to assist your neighbours, infants, elderly, or physically challenged, who may be in need of special assistance.

Are caught outside in the open:

- Stay upwind, uphill, or upstream of the spill or source of contamination. As a rule of thumb, you should be at least a half mile away from the danger area.
- Do not walk into, or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes or smoke. If possible, cover the mouth with a cloth while leaving the area
- Stay away from site accident victims until the hazardous material has been identified and /or contained.

Are in a motor vehicle:

- Stop and seek shelter in a permanent building. If you must remain in your car, shut off the engine, air conditioner or heater, and close the exterior ventilation system and all windows.

What to do after a hazardous materials incident:

- Return home only when authorities say it is safe to do so. Open windows and vents, and turn on fans to provide ventilation
- Act quickly if you have come into contact with, or have been exposed to hazardous chemicals. Do the following;
 - Follow decontamination instructions from local authorities. You may be advised to take a complete shower, or may be advised to stay away from water and follow another procedure.
 - Seek medical treatment from unusual symptoms as soon as possible. You may have to be quarantined, or decontaminated before being treated. Because the type of chemical may not be known right away, treatment will be based on symptoms. Observe and record things like breathing and heart rate, perspiration, dizziness, skin tones, deliriousness. Share this information with medical personnel and public health agencies when you attend for treatment.
 - Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call authorities to find out about proper disposal.
 - Advise everyone that comes into contact with you that you may have been exposed to a toxic substance.
- Find out from local authorities how to clean up your land and property.
- Report any lingering vapours or other hazards to local emergency services.

Landslides

Protect yourself from potential landslides or debris flow. Landslides account for more losses of life and property damage than any other natural causes recorded in B.C. The 1965 Hope Princeton Highway slide was the largest recorded slide in provincial history. The nearby Fraser canyon and portions of the Trans Canada highway are particularly vulnerable to landslides of varying degrees.

Before you build a home

- **Refrain** from building near steep slopes, close to mountain edges, near watercourse drainage ways, or natural erosion valleys. Check with your local building inspections department before purchasing land or building in risky areas with histories of landslides or large debris flows.
- **Have a geotechnical assessment** done on your property if you suspect or know of landslide or high debris flows that may have occurred within the surrounding area. Landslides usually re-occur where they have before, and in identifiable hazard locations. If you are already in a known landslide area, check with your insurance agent to determine if in fact your property is covered adequately (or at all) in case of such an event.
- **Don't build** near the base, or the top of steep slopes or embankments.

Minimize home hazards.

- **Build** retaining walls and plant ground cover to help stabilize potential debris flow areas. In mudflow areas, build channels or deflection walls to divert potential flows around buildings. Be careful not to divert debris onto a neighbouring property if doing so, as you may be liable for damages to the adjacent property caused by the diversion.
- **Use** flexible pipe fittings for connecting water and gas lines to the building.

Recognize Potential Landslide Warning Signs

- **Look for** any changes in your landscaping such as storm water drainage on slopes or around the perimeter of buildings. Seek evidence of land movement, small slides, flows, or progressively leaning trees.
- **Doors or windows** that begin to stick for the first time may be an indication that the foundation is settling or otherwise moving. This may be due to underground movements caused by water.
- **New cracks** that appear in walls or plaster, tile, or brick or in foundations.
- **Outside** walls, sidewalks, or stairs that begin pulling away from the building
- **Slowly developing** widening cracks appearing on the ground or on paved areas such as streets and driveways.
- **Bulging ground** appearing at the base of a slope
- **Water breaks** through the ground surface in new locations
- Fences, retaining walls, utility poles or trees that tilt or move out of alignment.

- **Collapsed** pavement, mud on the road beside an embankment, fallen rocks, and other indications of possible debris flow can be seen when driving along roadsides.

If you suspect imminent landslide danger

- **Contact local emergency officials.** Local officials are the best persons to assess potential dangers, or be able to bring in experts to do so quite quickly.
- **Stay alert and awake.** Many debris flow fatalities occur when people are sleeping. During severe rainstorms, listen closely to local weather broadcasts.
- **Be aware** that intense short bursts of rain may weaken already wet and dangerously soaked grounds, causing a landslide.
- **Listen for** any unusual sounds that may indicate moving debris, such as trees cracking or boulders knocking together. A trickle of flowing or falling mud or debris may precede larger landslides. Moving debris can flow very quickly and usually without warning.
- **Inform neighbours.** Your neighbours may not be as cognizant of the potential hazards as you are, so informing them of a potential threat may help save lives. Help neighbours (physically challenged or elderly) that may need assistance to evacuate.

During a Landslide or Debris Flow

- **Evacuate.** Getting out of the path of a potential debris flow is your best protection.
- **If caught** in a landslide, try to get out of the way by running to higher ground in a direction away from the flow of the landslide. Use large stable rocks or a line of trees for protection. If you can't escape the landslide or debris flow, curl into a ball and protect your head.
- **If still inside** a structure, move to a higher floor. Sit on the floor, as severe landslides have been known to knock structures off their foundations and move with the debris flow.
- **Be especially alert** when driving. Embankments alongside roadsides are particularly susceptible to landslides. Watch the road for collapsed pavement, mud, fallen rocks, and other indications of possible debris flows.

After a Landslide

- **Stay away** from the landslide area. There may be additional dangers of more landslides.
- **Watch for** flooding, which may occur after a landslide or debris flow. Flooding usually follows landslides and debris flows, especially if dikes or river banks are compromised.
- **Check for** injured or trapped persons when safe to do so after a landslide.
- **Help those** who may need assistance, infants, elderly, persons with disabilities or others having large families and in need of additional support during emergency situations.
- **Look for** broken utility services, sewers, storm drains, underground power lines or communications networks. Report these hazards to officials in order to make them safe and restore them as soon as possible.
- **Check** your building's foundation, chimney base, and surrounding land for damage. Such observations may determine whether or not the building is safe or not for re-entry and re-occupancy.
- **Replant** damaged groundcover as soon as possible, since erosion caused by the loss of groundcover can lead to flash flooding and additional landslides in the future.

Power Outages

Power outages are frequent occurrences at varying times in the Province of British Columbia. Coastal areas can be particularly hard hit as Pacific weather systems move across Canada from the Ocean. Main causes of power outages are high winds and trees falling across power lines, build ups of ice weighing down the lines and causing them to break, or as simple as power equipment failures, blown circuit protection or transformers, traffic accidents and bird strikes. Irrespective of the cause, the result is the same. Should you experience a complete power failure, check with your neighbours to see if they are also affected. If they are not, chances are the problem lies within your own building/home's distribution system. Check your electrical panel for tripped circuit breakers. Look for faults, such as circuit overloads (too many devices plugged in to one circuit, or defective electrical equipment) and correct them before re-setting the breaker. If the neighborhood is also out of power, it is likely a problem with the hydro distribution grid.

Preparing for power failures

Most homes rely on electricity for cooking, heating, and hot water, as well as general conveniences such as lights and appliances. To cope with power failures involving these items, alternate equipment can provide some relief.

- A wood burning stove can be used for heating, cooking, and making hot water. Store adequate amounts of seasoned firewood for this purpose. Ensure that you

flue is cleaned annually, as creosote builds up quickly and can ignite in sustained high temperatures generated by continuous operation causing a chimney fire.

- Barbeques, both charcoal and gas supplied, can also be used for cooking and heating water. **DO NOT** use them indoors as a source of heat however, as they generate carbon monoxide, the silent killer.
- Check with your local fire department about the use of kerosene heaters.
- Generators can also be used for temporary power. Determine what the loading capacity of the items you wish to power are, and use a suitably sized generator to meet the need. Do not connect the generator to you electrical panel unless you use an approved isolating transfer switch. Generators connected to a panel without one could kill hydro workers as the electricity back feeds down the power lines causing them to also become “live”.

During Power Outages

- **Look** for and report any downed power lines to your electrical authority. Do not go near them, as they may still be alive. Never assume them to be “dead”.
- **Turn off** heavy load appliances such as stoves and dryers, as they consume a large amount of power at start up and may trip the circuit breaker due to the high demand.
- **Turn off** power tools, as they may start up inadvertently and injure somebody by starting unexpectedly.
- **Don’t** open your fridge or freezer door unless absolutely necessary. A freezer should be able to keep food frozen for 24 hours or more if the door remains closed. Store food outside in winter requires caution due to potentially unsanitary conditions, passing animals, and fluctuating temperatures.
- **Keep** doors, windows and drapes shut to conserve heat during the winter. Concentrate activities into one room if possible.
- **Turn off** all lights except one. That will light up so you will know when the power is restored.
- **In very cold weather**, the temperature in a home can drop to the point where it is too cold to remain there. Be prepared to re-locate elsewhere if the power outage is going to be for a long time. If you do leave your home, make sure all of your heat generating appliances (iron and stove) is turned off. This will ensure that the fire hazard is reduced if the power comes on while you are away.
- You should take precautions before leaving your home in extremely cold weather during power outages. Turn off the water at the supply valve. If exposed, wrap it in insulation for protection. Drain household waterlines from the top down by opening all taps. Flush the toilet several times to remove all standing water. Shut off the circuits feeding the hot water tank, then drain the tank by coupling a hose to the drain valve and leading it to the outside.

After the Power Outage

- If the main switch or circuit breaker was shut off, double check to make sure all appliance are unplugged to prevent damage from a power surge when the power is switched on.
- Switch on the main power circuit breaker, followed by individual circuit breakers. Give the electrical system time to stabilize before turning on heating.
- If you drained the water pipes and electric hot water tank, turn on the main water supply valve and refill the system. Close the lowest valves and taps first, working your way upwards and allowing air to escape. Make sure water **is in** the hot water tank before restoring power to it. You could burn out your elements otherwise.
- Warm the house slightly above normal to allow it to dry out thoroughly.

Food Spoilage

- **Monitor** food spoilage due to power outages carefully. If ice cubes normally kept in the freezer compartment of a fridge have melted, chances are that the food is also spoiled. When food begins to defrost, it should be cooked. If in doubt, toss it out.

Severe Weather

Before Severe Weather or Periods of Extreme Cold

Add additional items to your disaster supplies kit:

- Rock salt to melt ice on walkways and stairs.
- Sand to improve traction on icy surfaces.
- Snow shovels and other appropriate snow removal equipment.

Prepare your home and family

- **Prepare for possible isolation in your home** for extended periods of time. Have sufficient supplies of heating fuel, as regular supplies of fuel may be cut off for some time. A good example is a well seasoned supply of firewood for a wood stove, or fireplace. Electric heating and fuel fired furnaces are dependant on electricity, which may be absent for long periods of time.
- **Winterize your home** to extend the life of your fuel supply by ensuring walls are adequately insulated, ceilings are adequately insulated, and that doors and windows shut properly and have adequate weather stripping around them. Replace worn out caulking seams where necessary. In extreme cases, it may be advisable to cover windows with clear polyethylene. Clean out all roof gutters and downspouts to ensure proper run off of water from snow or rain. Repair any known roof leaks, and cut away any nearby tree branches that could fall through the roof during a severe wind storm.

- **Insulate pipes** that are exposed to cold areas. Allow faucets to drip a little bit to keep water moving, thus avoiding freezing.
- **Learn how to shutoff water valves** in case of a water pipe burst due to freezing.
- **Keep a fire extinguisher close at hand**, as cold weather causes people to turn on alternate heating sources without sometimes taking the proper precautions. Electric heaters plugged into regular circuits may cause electrical overloading and fire.
- **Know ahead of time** what to do to help elderly or disabled friends or family members.
- **Ensure anything that could be knocked down in heavy wind is secured or removed.** If dead or uprooted trees hang over property, ensure they are safe or removed. After severe windstorms, check your property for damaged trees, power poles or anything else which may fall or collapse onto your home.

Prepare your Car

- Check / change your anti-freeze levels for correct operating limits.
- Ensure air conditioning is working.
- Ensure your car battery is in good condition, and that the battery terminals are clean, tight, and free from corrosion.
- Exhaust System – check for exhaust leaks, as carbon monoxide poisoning is a silent killer and often proves fatal.
- Heater and defroster – ensure that they are working properly. Clear windshields properly before driving.
- Lights and hazard lights – check for correct operation and burned out bulbs
- Windshield wiper equipment – ensure wiper blades are in good condition and have a frost scraper available.
- Install good winter tires. All weather radials are usually adequate for light conditions, but it is far better to have proper winter tires all round. Carry chains as an extra pre-caution for remote areas.
- Maintain at least a minimum half tank of fuel at all times during the winter season.
- Place a winter emergency kit in your car that includes:
 - A shovel
 - Windshield scraper and small broom
 - Flashlight
 - Battery, solar, or windup radio.
 - Water
 - Snack foods
 - Matches

- Extra clothing
- First Aid Kit with pocket knife
- Blankets
- Tow rope or chain
- Jumper cables
- Emergency flares

Dress for the Weather

During a Winter Storm

- **Wear several layers** of clothing that is loose fitting, light weight and warm as opposed to one layer of heavy clothing.
- **Wear mittens**, which are warmer than gloves.
- **Wear a hat.**
- **Cover your mouth** with a scarf to protect your lungs from extreme cold air.

During a Heat Wave

- Carry and use sun screen regularly.
- Ensure you are drinking lots of water throughout the day.
- Wear a hat.

During a Severe Weather condition

- Listen to your radio or television for weather broadcasts and warnings, or other emergency instructions
- Eat regularly and drink ample fluids, but avoid caffeine or alcohol
- Conserve home heating, by closing off some unused rooms and congregating in one room.
- Check in on family members who may be on their own, the heat can have a dangerous affect on the elderly.

If you are outside

During a Winter Storm

- **Avoid overexertion when shovelling snow.** Overexertion can bring on a heart attack – a major contributor to death in the winter. If you must shovel snow, stretch and do a warm up exercise before going outside.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating qualities and transmits heat rapidly.
- **Watch for sign of frostbite.** These include loss of feeling and white or pale appearances inn the extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical attention as soon as possible.

- **Watch for sign of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- **If symptoms of hypothermia are detected:**
 - Get the victim to a warm location
 - Remove wet clothing
 - Put the person in dry clothing and wrap their entire body in a blanket
 - Warm the centre of the body first
 - Give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious
 - Get medical help as soon as possible

During a Heat Wave

- Ensure you are drinking lots of water throughout the day.
- **Stay out of the direct sun**, stay in shaded areas as much as possible.

If you are driving during a Winter Storm

- **Drive if it is only absolutely necessary** **If you must drive, consider then following:**
 - Travel in the daytime, don't travel alone, and keep others informed of your schedule
 - Stay on main roads; avoid back roads and shortcuts.
- **If severe weather traps you in your car:**
 - **Pull off to the side of the road.** Turn on your hazard lights and hang a distress flag on the car aerial or window, or place a "Help" sign in the windshield or back window.
 - **Remain in the vehicle** where rescuers are most likely to find you. Do not set out on foot unless you see a building close by that you know will give you shelter. Be careful of icy or slippery walking conditions.
 - **Run the engine and heater for about 10 minutes** of every hour to keep warm. When the engine is running, open a downwind window slightly for ventilation and protection from possible carbon monoxide.
 - **Exercise to maintain body heat**, but avoid overexertion. In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
 - **Drink fluids** to avoid dehydration.
 - **Be careful** not to waste battery power. Balance electrical energy needs – the use of lights, radio, and heater- with supply.

- **Turn on the inside light** at night so work crews and rescuers can see you.

Urban Interface Wildfire

Learn and teach safe fire practices

- Avoid open burning if possible, especially during the dry season.
- Build fires away from any trees or bushes or areas of tall grasses. Ensure that there is no wind before lighting any fire.
- Never leave any fire – even a lit cigarette - burning unattended.

Always be ready for an evacuation

Evacuation may be the only way to protect your family from a wildfire. Such fires can move very quickly, as seen recently in Kelowna during the fires of 2003, and cause major destruction in their paths. Know where to go, and take with you your emergency supplies.

Create a safety zone around your home or business

All vegetation is fuel for a wildfire, though some trees and shrubbery are more flammable than others. To reduce the risk, you will need to modify brush, trees, and other vegetation near your home. The greater the distance is between your home and the vegetation, the greater the protection. Create a 30 foot safety zone around your home. If you live on a hill, extend the zone on the downhill side. Fire spreads rapidly on an uphill slope.

- **Remove** any vines that may be on the side of a building
- **Keep shrubs and other vegetation** from touching the sides of the house.
- **Prune back** any tree branches that may be within 5 metres of any chimneys or stove pipes
- **Remove tree limbs** within 5 metres of the ground.
- **Replace** any vegetation that has dead branches from ground level up, as these act as ladder fuels for approaching fire.
- **Clear the zone** of any leaves, brush, evergreen cones, dead limbs and fallen branches.
- **Avoid** using bark mulch or wood chips for landscaping in wildfire threatened zones. Use decorative rock or gravel instead
- **Stack** firewood 30 metres and uphill away from a home or any structure. Use any propane or gas barbeques with caution during dry season.

Protection of your home.

- **Remove** any debris from underneath sundecks and porches. These are usually favourite storage places, but are ideal spaces for fuelling an approaching wildfire. Items can ignite by flying embers becoming trapped within them.
- **Clear** built up leaves, trash, combustibles away from underneath sun decks and porches.
- **Enclose** wooden supports (stilts or beams supporting sundecks / porches) with non- **combustible surrounds such as brick, rock, stucco or metal cladding.**
- **Eaves and overhangs also trap fire.** Enclose all eaves / overhangs with metal soffit material to discourage fire which can build up underneath them just as they do with sundeck and porches.
- **Use fire resistant siding.** Wooden siding can look very attractive, but is an ideal source of fuel for a fire. Wood siding can be treated with approved fire retardant chemicals, but such treatments are not permanent. Again, use of exterior fire resistant materials such as brick, stucco, metal siding, concrete or rock provide better protection overall.
- **Choose safety glass** for windows and sliding glass doors. Glass will allow radiated heat to pass through, and may ignite surrounding draperies or combustible material inside the structure. Dual pane or triple pane thermal glass helps greatly to reduce this risk.
- **The roof is especially vulnerable in a wildfire.** Embers and flaming debris can travel great distances, land on your roof and start a new fire. If hoses and adequate water supplies are available, leave sprinklers on your roofs and anything that may be damaged by an approaching fire.
- **Avoid** flammable roofing materials such as wood, cedar shakes, and shingles. Materials that are more fire resistant include single ply membranes, fibreglass shingles, metal, clay tile, or concrete tile roofs.
- **Keep** rain gutters clear of leaves and debris which could catch on fire from flying embers and move the fire to the structure.