

THE CORPORATION OF THE CITY OF FERNIE

EMERGENCY RESPONSE PLAN



August 2000

General Guidelines for the Development of a Departmental Plan

The following is a general overview of the basic requirements of a department emergency plan. Following is a generic Table of Contents that may be consulted in the development of individual plans.

In the development of individual plans it must be stressed that the procedures follow those in the Master City of Fernie Emergency Plan.

The following is a general overview:

- Describe the roles and responsibilities of the Department in daily operations
- Organization chart of the Department
- Alerting and assembly instructions
 - Identify where staff are located
 - Staging area
 - Transportation of staff
- Callout lists
 - internal
 - external (suppliers, contractors)
- Departmental equipment lists
- Operating procedures for Department
- Department's role in the Emergency Plan

Sample Generic Departmental Emergency Plan Table of Contents

- 1.0 Introduction
 - 1.1 Purpose of Plan
 - 1.2 Department Head Letter of Commitment
 - 1.3 Description of Department
 - 1.4 Relationship of Department to Other Departments Within City

- 2.0 Preplanning and Assumptions
 - 2.1 The Emergency Disaster Planning and Data Collection Team
 - 2.2 Charter
 - 2.3 Members
 - 2.4 Scope
 - 2.5 Risk Assessment
 - 2.6 Probabilities of Emergency/Disaster
 - 2.7 Disaster Scenarios
 - 2.8 Costs of Department Downtime
 - 2.9 Role of Department Emergency Management Team
 - 2.10 Plan Initialization
 - 2.11 Integration with City of Fernie Master Emergency Plan

- 3.0 Prevention and Security
 - 3.1 Physical Security
 - 3.2 Layouts
 - 3.3 Locks, Guards, Cameras
 - 3.4 Telephone Emergency Numbers
 - 3.5 Intrusion Alarms
 - 3.6 Medical Alert
 - 3.7 First Aid Supplies and Locations
 - 3.8 General Employee First Aid and CPR Training
 - 3.9 General Employee Specialized Skills (Fire, Law Enforcement, Rescue)
 - 3.10 Fire Protection
 - 3.11 Fire Alarms (Type and Location)
 - 3.12 Hand-Held Fire Extinguishers and Hoses (Locations and Use)
 - 3.13 Passive Fire Fighting Measures
 - 3.14 Fire Drills
 - 3.15 Department or Floor Warden
 - 3.16 Data Protection Emergency Response (mini-plan)
 - 3.17 Power (Including Backup)
 - 3.18 Uninterruptible Power Supply (UPS)
 - 3.19 Document Security

- 4.0 Emergency Preparedness
 - 4.1 File Backup Procedures
 - 4.2 Decision Criteria
 - 4.3 Off-Site Storage
 - 4.4 Off-Site Management
 - 4.5 Calling Tree for Emergency/Recovery Teams
 - 4.6 Calling Tree for all Employees
 - 4.7 Vendor Information
 - 4.8 Vendor Contract Procedures, Products, Equipment Information
 - 4.9 Facility and Office Space Requirements
 - 4.10 General Priority Scheme
 - 4.11 Credit Cards, Cash, etc.
 - 4.12 Housing
 - 4.13 Transportation
 - 4.14 Office Space
 - 4.15 Control Centre
 - 4.16 Employee Notification by Broadcast (and other) Media
 - 4.17 Emergency/Recovery Action Teams (Identify Required Teams, Charters and Responsibilities)
 - 4.18 Emergency Supplies, Employee Family Notification
 - 4.19 Department Equipment and Communications Facilities

- 5.0 Emergency/Recovery Action Plans
 - 5.1 Action Plan Overview
 - 5.2 Definition of the Emergency Plan Response Phases
 - 5.3 Master PERT Chart for Emergency/Recovery Operations
 - 5.4 Incident Reporting Procedures
 - 5.5 Types of Incidents that May Affect Department and Contingency Plans
 - 5.6 Notification of Response Teams
 - 5.7 Securing the Area
 - 5.8 Assess Damage
 - 5.9 Determine Department Downtime
 - 5.10 Notify Internal and External Sources of Emergency and Downtime
 - 5.11 Department Operating Procedures

- 6.0 Training
 - 6.1 Emergency Management Team Training
 - 6.2 Emergency Response Team Training
 - 6.3 Employee Training

7.0 Testing

- 7.1 Orientation Seminar
- 7.2 Drill
- 7.3 Tabletop Exercise
- 7.4 Functional Exercise
- 7.5 Full-Scale Exercise

Appendix

- Special Callout Lists
- Special Procedures
- Vendor Contracts
- Special Departmental Considerations (Personnel or Hazardous Materials, etc.)

Overview of the Plan

The City of Fernie Emergency Plan is intended to help City staff carry out their roles and responsibilities during emergencies and disasters.

- Section A** Introduction to Plan, Declaration of Local Emergency, Plan Implementation.
- Section B** Briefly outline the hazards the Town faces and an indication of the general response required to deal with each threat.
- Section C** Provides the overall concept of operations both at the site of an incident, and, if the response requires, for the Emergency Operation Centre (EOC).
- Section D** Lists the roles and responsibilities of City departments, outside agencies and the Provincial Government.
- Section E** Contains a series of checklists for the staff who must carry out their response function in the Emergency Operations Centre.
- Section F** Outlines the possible major effects of various incidents, which may occur in the City. For each contingency a set of potential actions at the scene along with the responsible agencies is given. Equipment needs and sources are also provided.
- Section G** Forms to assist on-scene responders and emergency operations centre personnel with their planning, decision-making and logistics functions.
- Appendices I to VII provide backup information for both planning and response activities.

Emergency Plan Revision Procedure

Upon receipt of a revision transmittal:

1. Ensure the procedure number is the next in sequence to the previous issue.
2. Process the amendments per the transmittal instructions.
3. Complete the Revision Record page.
4. Complete the acknowledgement slip and return it to the Emergency Planning Coordinator.

Please contact the Emergency Planning Coordinator immediately should any discrepancy be noted.

Revision Requests:

All requests for additions, deletions or amendments to this plan should be addressed to the Emergency Planning Coordinator at the City of Fernie.

The reason for the revision should be supplied and the request authorized by the appropriate Supervisor or Department Head.

Revisions will be presented to the Emergency Management Committee for final approval.

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Revision Request Form

TO:

Municipal Emergency Program Coordinator
City of Fernie
PO Box
Fernie BC
V0B 1M0

Tel: (250)
Fax: (250)

FROM:

DATE:

SUBJECT:

SECTION:

PAGE NO:

Please revise the Emergency Response Plan as follows:

Reason for revision:

Print Name: _____

Request Submitted by: _____
(Department Head)

Action Box:

Date Received	Date Reviewed	Committee Approval	Plan Amended	Distributed

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Distribution List

Manual No.	Date Assigned	Assigned To: Department/Individual	Full Copy / Partial Copy
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THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Section A – Introduction

Table of Contents

A.1	Mayor’s Introduction	12
A.2	Plan Purpose	13
A.3	Authority to Plan	13
A.4	Authority to Act	14
A.5	Declaring a State of Local Emergency	15
A.6	Emergency Management Committee	17
A.7	Training and Exercises	18
A.8	Plan Review and Maintenance	18
A.9	Record Keeping	18

A.1 Mayor's Introduction

The protection of life, property and the environment and the alleviation of suffering and hardship caused by disaster are fundamental responsibilities of municipal government. Your Municipal officials are cognizant of these responsibilities and are determined that they shall be met.

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

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

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

Signed this 6th day of December, 2000

Mayor
Corporation of the City of Fernie

A.2 Plan Purpose

The purpose of this Emergency Response Plan is to save lives, reduce suffering, protect property, mitigate damage to the environment, and control the economic consequences of emergencies and disasters that may occur in or impact the City of Fernie.

The Emergency Response Plan provides the operational guidelines for coordinating response to incidents arising from the hazards and risks faced by the residents of the City.

This plan outlines the City's authority and responsibilities to act in emergencies and disasters.

It communicates City policies and procedures to outside organizations with responsibilities under the plan. It guides the ongoing efforts to train City personnel and volunteers in coordinated emergency response procedures and in exercising the plan.

A.3 Authority to Plan

Section 6(2) of the Emergency Program Act SBC 1996, requires local authorities to *“prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.”*

Local authorities must also *“establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures.”*

City of Fernie Bylaw established the Emergency Program Planning Committee to carry out emergency planning and coordinate response.

The City of Fernie bylaw requires departments/services to prepare separate response plans to form part of this basic plan.

See Appendix I for the *Emergency Program Act*.

City of Fernie Bylaw is located in Appendix II.

Municipal Planning Regulations are also located in Appendix I.

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A.4 Authority to Act

The City of Fernie Council is at all times responsible for the direction and control of emergency response within City boundaries except:

If the City's emergency plans conflict with provincial emergency plans,
When the Attorney General orders the City of Fernie to stop using any or all of its powers in a state of local emergency, or
When a provincial state of emergency is declared for the same area covered by a City of Fernie state of local emergency.

The City of Fernie's emergency plan may be implemented if an emergency exists or appears imminent or a disaster has occurred or threatens. A state of local emergency is not necessary to put the plan into effect. The plan is implemented for the City of Fernie's jurisdictional area only (within City boundaries). The City may implement the emergency plan to meet requested from other local authorities.

Emergency Plan Implementation

When an emergency exists or appears imminent or a disaster has occurred, any of the following may implement the plan:

Mayor
Acting Mayor
City Administrator
Fire Chief
City Emergency Program Coordinator
NCO I/C Fernie RCMP Detachment

Section 12 of the Emergency Program act provides Council or the Mayor with the power to declare a state of local emergency if extraordinary powers are required to deal with the effects of an emergency or disaster. See "A.5 Declaring a State of Local Emergency" for declaration procedures.

Emergency means a present or imminent event that:

- a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- b) requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of people or to limit damage to property.

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 health, safety or welfare of people, or in widespread damage to property.

See also Glossary of Terms, Appendix V.

A.5 Declaring a State of Local Emergency

Section 12 of the Emergency Program Act allows mayors and councils to declare states of local emergency. The intent of states of local emergency is to give local authorities extraordinary powers to prevent, respond to or alleviate the effects of an emergency or disaster. There are a number of steps that must be done in order to make a declaration.

Mayor and/or Council

1. Must be satisfied that an emergency exists or is imminent.
2. a) Council makes declaration by bylaw or resolution.
b) Mayor makes declaration by order.
Before making an order, the Mayor must use best efforts to obtain the consent of the other members of council to the declaration.
3. Declaration of a state of local emergency must identify the nature of the emergency and the part of the City in which it exists or is imminent.
4. As soon as practicable after making a declaration, the Mayor must convene a meeting of Council to assist in directing the response to the emergency.
5. Immediately after making a declaration of state of local emergency, Mayor or Council must:
 - a) forward a copy of the declaration to the Attorney General, and
 - b) cause the details of the declaration to be published by a means of communications most likely to make the contents of the declaration known to the population of the affected area.A state of Local Emergency lasts 7 days unless cancelled sooner (see #6 below)
6. An extension of a state of local emergency beyond seven days must have the Attorney General's approval. Steps 2, 3 and 5 above must be followed for each 7 day extension.
7. A declaration of a state of local emergency is cancelled when:
 - a) it expires after 7 days or any 7 day extension
 - b) the Attorney General cancels it
 - c) it is superseded by a provincial state of emergency, or
 - d) it is cancelled by bylaw, resolution or order
 - e) If cancelled by bylaw, resolution or order, the Attorney General must be promptly notified.
8. Mayor or Council must cause the details of the termination to be published by a means of communications most likely to make the contents of the termination known to the population of the affected area.

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

State of Local Emergency Declaration Checklist

Action:	
	Emergency exists or is imminent?
	Council makes declaration by bylaw or resolution, OR Mayor makes declaration by order. Must use best efforts to obtain the consent of the other members of Council.
	Declaration of a state of local emergency must identify: Nature of emergency Area of City where emergency exists or is imminent
	After making an order, Mayor must convene Council to assist in directing the response.
	Delegate necessary powers to specific staff to prevent, respond to or alleviate the effects of an emergency or disaster.
	Forward copy of declaration to Attorney General.
	Make details of declaration know to affected population.
	Declaration expires after 7 days. May be extended for 7 days. Extension requires Attorney General's permission. Follow above for extension.
	Cancel by bylaw, resolution or order. Notify Attorney General of cancellation.
	Publish details for affected area.

A.6 Emergency Management Committee

The Emergency Management Committee is responsible for the upkeep and maintenance of the Emergency Response Plan. The group consists of the following representatives:

- Group Members
- Administrator
- Manger of Operations
- Municipal Emergency Coordinator
- Bylaw Officer
- Building Inspector
- Leisure Services Manager
- Fire Chief
- Treasurer
- NCO I/C – Fernie RCMP Detachment
- Unit Chief – BC Ambulance Service
- And others as required

The Municipal Emergency Coordinator is responsible for preparing and updating the Emergency Response Plan. The Coordinator has the authority to ensure that adequate attention is given to all aspects of the plan, including training, exercising, equipment and to ensure that all departments are involved in the process.

All issues pertaining to emergency planning shall be forwarded to the Committee for action and any revisions to the plan will be discussed and acted upon by the Committee before final review and approval by the Municipal Emergency Coordinator and Administrator.

The Committee members are authorized to consult outside agencies to provide input to specific emergency response strategies. These agencies include but are not limited to:

- Hospital
- School board
- Ministry of Social Services (Emergency Social Services)
- Parks Canada
- Volunteer Search and Rescue Teams
- Airport Representative
- Department of National Defense
- Department of Fisheries and Oceans
- Environment Canada
- Ministry of Forests
- Media Representatives
- Ministry of Environment
- Ministry of Transportation and Highways

- Private Industries
- Provincial Emergency Program
- Other Government and Private Representatives

A.7 Training and Exercises

All staff and volunteers shall receive an overview of the implementation of this emergency plan, as well as specific training relating to their responsibilities under the plan. Members of Emergency Response Teams will be given opportunities to practice emergency response procedures. When possible, practice drills will include other response agencies. Each department will implement training for staff and volunteers under their specific responsibilities under this plan.

Training shall include the following basic elements:

- Knowledge about the plan and its provisions
- Response strategies and procedures
- Use of response equipment
- Roles and responsibilities
- BC Emergency Response Management System
- Emergency Operations Centre

The Municipal Emergency Program Coordinator will develop a system for evaluating the effectiveness of training, either through written examination or personal evaluation.

A.8 Plan Review and Maintenance

Responsibility for maintaining the Emergency Response Plan and supporting plans rests with the Emergency Management Committee. The Municipal Emergency Coordinator shall be responsible for reviewing this plan and updating appropriate sections to match changes in facilities or operations. Review by the Coordinator will occur on an ongoing basis, as part of this process, phone lists shall be reviewed quarterly.

A.9 Record Keeping

At some future date, the Emergency Response Plan may be audited. An audit means taking a formal approach to determine the adequacy and completeness of the plan. It may consist of an internal review by peers, community members or regulatory agencies. Regulatory agencies will be looking for concrete evidence that specific planning elements have been adequately addressed.

Section B – Hazards and Risks

Table of Contents

B.1	Hazards	20
B.2	Risks	20
B.3	Impacts	20
B.4	Capability	21
B.5	The Analysis	21
Figure B-2	City of Fernie Hazard Summary	22

B.1 Hazards

The foundation of emergency response planning requires identification of the potential hazards that might affect the City of Fernie. Hazards are threats that could present problems to the health and safety of people, harm the environment, or cause economic hardship.

Factors considered in developing a list of hazards for the City of Fernie include:

- Demographics
- Geography and Geology
- Industry and Other Technologies
- Transportation Modes and Routes
- Weather and Climate

B.2 Risks

A risk is the probability that an incident involving a hazard will lead to an adverse consequence. Historical occurrences, changing circumstances, outside influences and similar occurrences elsewhere are examined when analyzing risks. In this plan, risks are rated on a progressive scale – low, moderate and high.

B.3 Impacts

Different hazards have different potential consequences. These impacts can be categorized as follows:

Geographic:

- Widespread (will affect most of the City of Fernie)
- Localized (will affect a few blocks)
- Specific (will affect one or two buildings or locations)

Environmental:

- Vegetation
- Wildlife
- Water
- Air
- Soil

Social:

- Death
- Injury
- Housing
- Education
- Family Life

Economic:

- Jobs
- Structural Change
- Non-structural Damage
- Infrastructure Damage
- Economic Survival
- Transportation

Political:

- Public Perception of Blame

B.4 Capability

The City of Fernie has plans and resources to respond to many of the hazards, which present threats to the City. Some incidents require the coordinated effort of a variety of people and agencies. This category briefly looks at the City of Fernie's situation in responding to the threats. In this category normal response means that one or two departments respond using day-to-day procedures and resources.

B.5 The Analysis

This analysis indicates that some aspects of the emergency response plan require a general response that is more or less the same in all circumstances. In addition there are a limited number of "scenarios" where more specialized responses are required:

- Flood
- Earthquake
- Volcanic
- Human Diseases
- Air Crash
- Marine Accidents
- Dangerous Goods
- Rail Accident (Passenger and Freight)

The emergency response plan is designed to meet the response needs for any hazard the City of Fernie might face. This provides a standardized approach to the organization, and to the direction and control of emergency response operation in the City of Fernie.

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Figure B-2
City of Fernie Hazard Summary

Hazard	Risk	Impact	Capability
Atmospheric			
Snowstorms Blizzards Ice Storms Hail Storms	Moderate To High	Widespread	Dependant on Highway Maintenance Require Snow & Ice Control Plan Loss of utilities and severe weather would require some evacuation and Emergency Social Services
Lightning	High	Specific	BC Hydro Plan for power Normal response required by City
High Winds	Moderate	Widespread	BC Hydro Plan for power Normal response required by City
Heat Waves	Low	Widespread	BC Ambulance Service, Health Unit and Hospitals
Geological			
Landslides	High	Specific	Normal response with need for outside provincial and private resource coordination.
Land Subsidence	Moderate	Specific	Operations/Engineering Department response
Hydrologic			
Drought	Low	Widespread	Special water use regulations
Erosion	High	Localized	Normal maintenance
Local Flooding	Moderate	Localized	Normal City Response
Rainstorms	Moderate	Localized	Storm Water Management Plan
Seismic			
Earthquake	Low	Widespread - Varies based on magnitude	Large scale coordinated response from Emergency Operations Centre. Outside resources needed but not likely available for 72 hours.
Tsunami	N/A	N/A	N/A
Volcanic	Low	Widespread	Coordinated specialized response especially public health.
Wild Fire			
Urban Interface	High	Local to Widespread	Fire Department
Disease			
Human Diseases	Low	Specific to certain populations	Regional Health Unit
Animal Disease	Low	Specific to certain populations	Ministry of Agriculture

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

Hazards	Risk	Impact	Capability
Plant Diseases	Low	Local to Widespread	Ministry of Agriculture
Accidents			
Air Crash	Low	Specific	Fire, Police, BC Ambulance Service response coordinated with coroner and Transportation Safety Board
Motor Vehicle Crashes	High	Specific	Police, Fire, BC Ambulance and others as may be required
Rail Accident	Moderate	Widespread	Railway, Police, Fire, BC Ambulance, Specialized Response Teams, Transportation Safety Board
Dangerous Goods			
Fixed	Moderate	Localized	Fire Department Possible Fire Mutual Aid Emergency Social Services aid to victims
Dangerous Goods/Transportation			
Marine	Low	Widespread	Coordinated Federal, Provincial and City response
Mass Casualty Accident	Moderate	Specific	Coordinated BC Ambulance Service, Fire, Police and Hospital response
Road	High	Localized to Widespread depending on product, quantity and conditions	RCMP, Fire, Ministry of Transportation, Ministry of Environment, BC Ambulance Service, Carrier, Transport Canada, Highways Maintenance Contractor
Rail	Moderate	Localized to Widespread depending on product, quantity and conditions	Specialized coordinated CP Rail, Provincial, Federal, City response Possible evacuation and Emergency Social Services
Explosions			
Gas	Moderate	Localized	Coordinated Fire, Police and Company response
Propane	Low	Localized	Coordinated Fire and Police, propane company/Mutual aid
Fire			
Urban	Moderate	Localized	Fire Department Possible Fire Mutual Aid Emergency Social Services aid to victims

**THE CITY OF FERNIE
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EMERGENCY REPOSE PLAN**

Hazard	Risk	Impact	Capability
Other Hazards			
Power Outages	High	Localized to Widespread	BC Hydro Response Possible Emergency Social Services response
Structural Collapse	Moderate	Specific	Police and Fire Departments Search and Rescue Equipment Operations/Engineering
Terrorism or Civil Disturbance	Low	Localized to Widespread	Police Plan Criminal Code Authority

Section C – Concept of Operations

Table of Contents

C.1	Principles of Emergency Response	26
C.2	Conduct of Emergency Site Operations	28
C.3	The Emergency Response Process	28
C.4	Incident Command System	31
C.5	The Emergency Operations Centre (EOC)	32
C.6	Emergency Operations Centre Personnel	35
C.7	Emergency Operations Centre Layout	36
C.8	Communications	36

C.1 Principles of Emergency Response

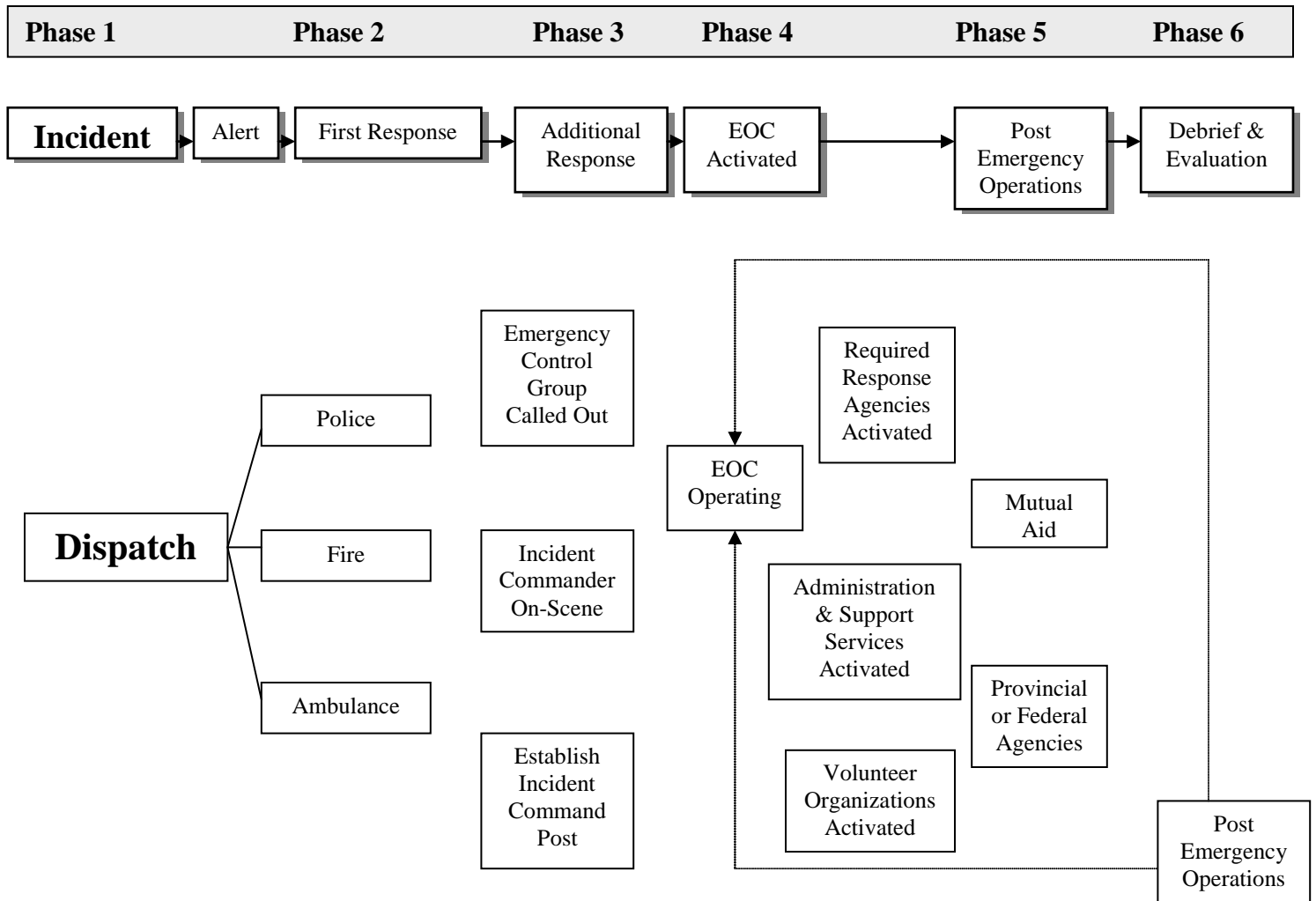
The first few hours of an emergency or disaster are the most critical. The crisis aspect demands a clear understanding and acceptance by all involved in the organization and method of response.

An Incident Commander assumes overall control at the incident site. The Incident Commander must be capable of setting priorities, developing strategies, selecting tactics and assigning tasks to contain the problem. Limitations may be imposed upon the Incident Commander, such as the time available, resources, evacuation routes, and the like. However, The Incident Commander should be given the widest possible scope to use his or her initiative with minimal restrictions.

The Incident Commander may call upon the City's Emergency Management Committee to provide support, coordination and policy guidance. The Emergency Management Committee is activated by the Mayor or Deputy Mayor, the City Administrator, the Emergency Program Coordinator, the Fire Chief or RCMP NCO/IC. The Emergency Response Plan is activated at this time. The Emergency Operations Centre is opened and the Emergency Management Committee operates from it. Figure C-1, page _____ shows the phased sequence of events during a major emergency response requiring activation of the emergency plan.

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Figure C-1
Emergency Response Plan Guideline



C.2 Conduct of Emergency Site Operations

Emergency site operations are conducted so that resources quickly arrive at the scene of the incident and are used effectively and efficiently. The process is divided into the following stages:

- Deployment and Site Layout
- Emergency Control
- Restoration

If time is available, the three first responding agencies (Police, Fire and Ambulance) study the site to assess the situation and report to their dispatchers when asking for further assistance. The first responders then attempt to deal with the situation using the resources on hand. As the response increases, coordination becomes essential.

The senior officer of the lead department is the Incident Commander. For lead departments see Roles and Responsibilities, Section D.

The Incident Commander determines magnitude of the situation, locates the perimeters, the entrances and exits to the site and formulates an initial action plan. If the incident requires Emergency Operations Centre coordination or assistance, the Incident Commander requests emergency response plan activation. See page 14.

Site layout follows in Figure C-2.

C.3 The Emergency Response Process

- ◆ **Not Always in this Order**
- ◆ **Not Every Item Applies in Every Operation**
- ◆ **Consider All Items**

The effective and efficient application of resources to solve problems

- Respond to the Incident
- Assess Situation
- Keep Access Open
- Secure Immediate Areas
- Approach with Care – Upwind and Uphill for Dangerous Goods
- Identify any Hazards
 - Is there a fire?
 - Is there a spill or leak?
 - What are the weather conditions?
 - What is the terrain like?
 - What is at risk: people, property or the environment?
 - What should be done?
 - What can be done right away?
- Respond in an Appropriate Manner
- Establish an Incident Command Post

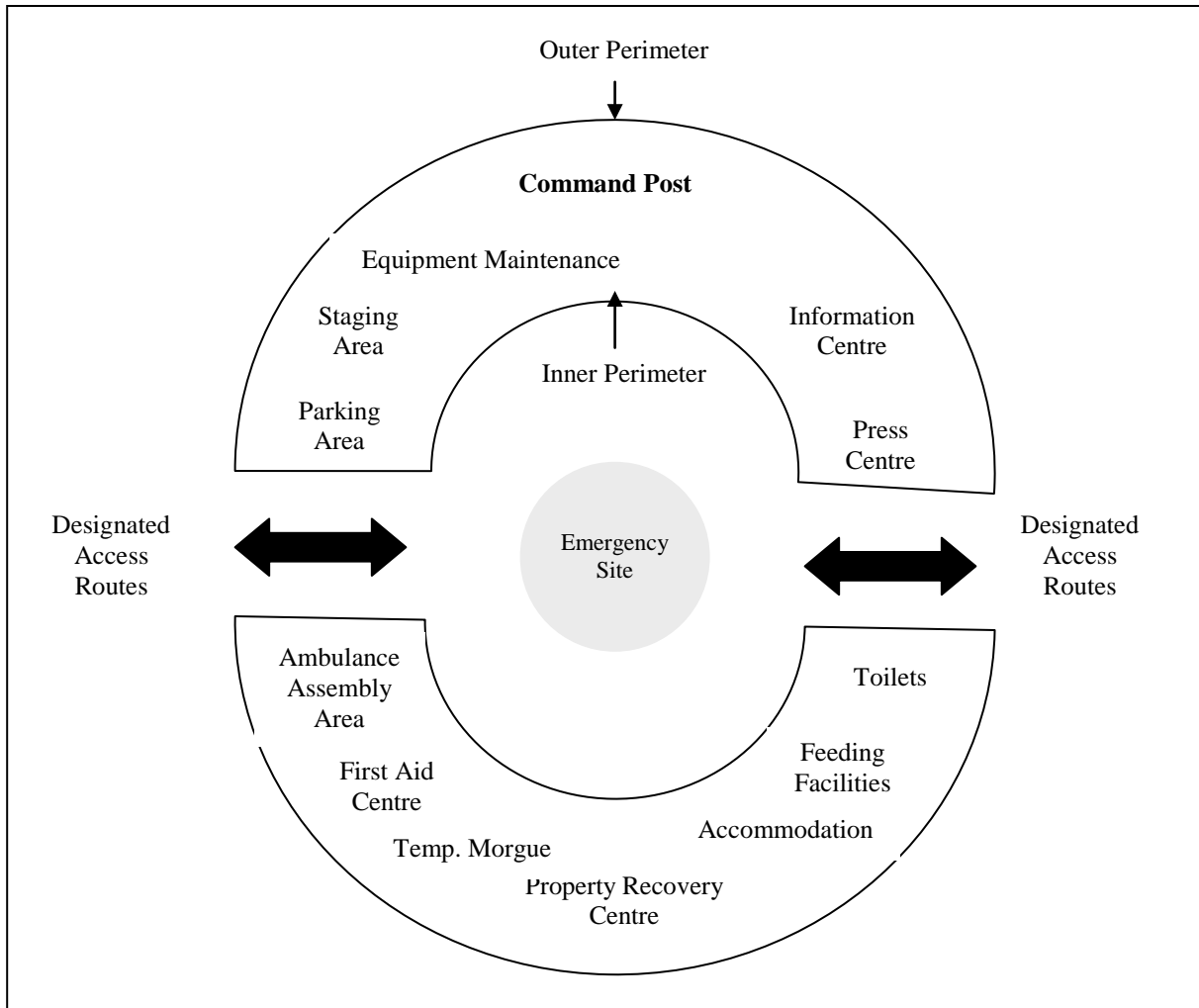
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- Establish Communications
- If Large Incident, Request Activation of Emergency Plan
- Responsible Person (see page 14) Activates Plan
- Assemble Emergency Management Committee in Emergency Operations Centre
- Follow Appropriate Checklists
- Confirm Incident Commander; Sets Priorities and Organizes Continuing Response
- Develop Incident Action Plan
- Assess Need and Arrange for Additional Resources
- Notify Other Agencies and Levels of Government
- Activate Departmental and Other Plans
- Alert Public of Danger
- Evacuate Threatened Area
- Provide Information to the Public and Media

Figure C-2
The Emergency Site

Site Layout

Example



Resources must be acquired and controlled, access routes identified and location of staging areas must be addressed early to avoid confusion. The process of assembling and deploying all resources on the site ensures a workable and flexible operation. Site layout will be different for every situation but the principle of organization remains the same.

C.4 Incident Command System

The Incident Command System (ICS) is used to manage emergency incidents. It can be used equally well for both small and large situations.

The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations.

ICS Organization

Every Incident or event has certain major management activities or actions that must be performed. Even if the event is very small, and only one or two people are involved, these activities will still always apply in some degree.

The organization of the Incident Command System is built around five major management activities.

Command	Set objectives and priorities. Has overall responsibility at the incident.
Operations	Conduct tactical operations to carry out the plan. Develop the tactical objectives, organization and direct all resources.
Planning	Develop the action plan to accomplish the objectives. Collect and evaluate information, maintain resource status.
Logistics	Provide support to meet incident needs. Provide resources, and all other services needed to support the incident.
Finance / Administration	Monitor costs related to incident. Provide accounting, procurement, time recording and cost analyses.

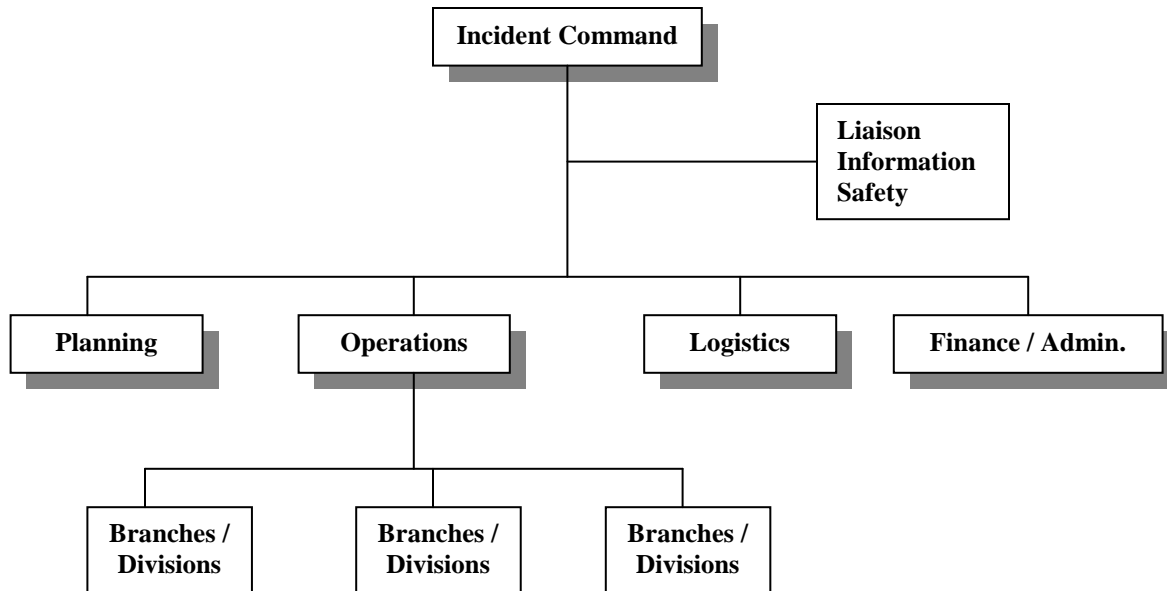
These five major management activities are the foundation upon which the ICS organization develops. They apply whether it is a routine emergency or managing a major response to a disaster.

In small incidents, these major activities may all be managed by one person (the Incident Commander or “IC”). Large incidents usually require that they be set up as separate sections.

Each of the primary ICS sections may be subdivided as needed. The ICS organization has the capability to expand or contract to meet the needs of the incident.

The person at the top of the organization is responsible until the authority is delegated to another person. In smaller situations, where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization.

Sample Organization



C.5 The Emergency Operations Centre (EOC)

The Emergency Operations Centre is a physical facility designated for the gathering and dissemination of information, plus the disaster analysis. It is also the facility in which decisions and policies governing the emergency response are planned and implemented.

The Emergency Operations Centre is where information is collected, evaluated and displayed. One of its primary objectives is the immediacy that information is communicated. Maximum use of available technology and human resources becomes a priority since, clear, concise and frequent communication is essential when responding to an emergency.

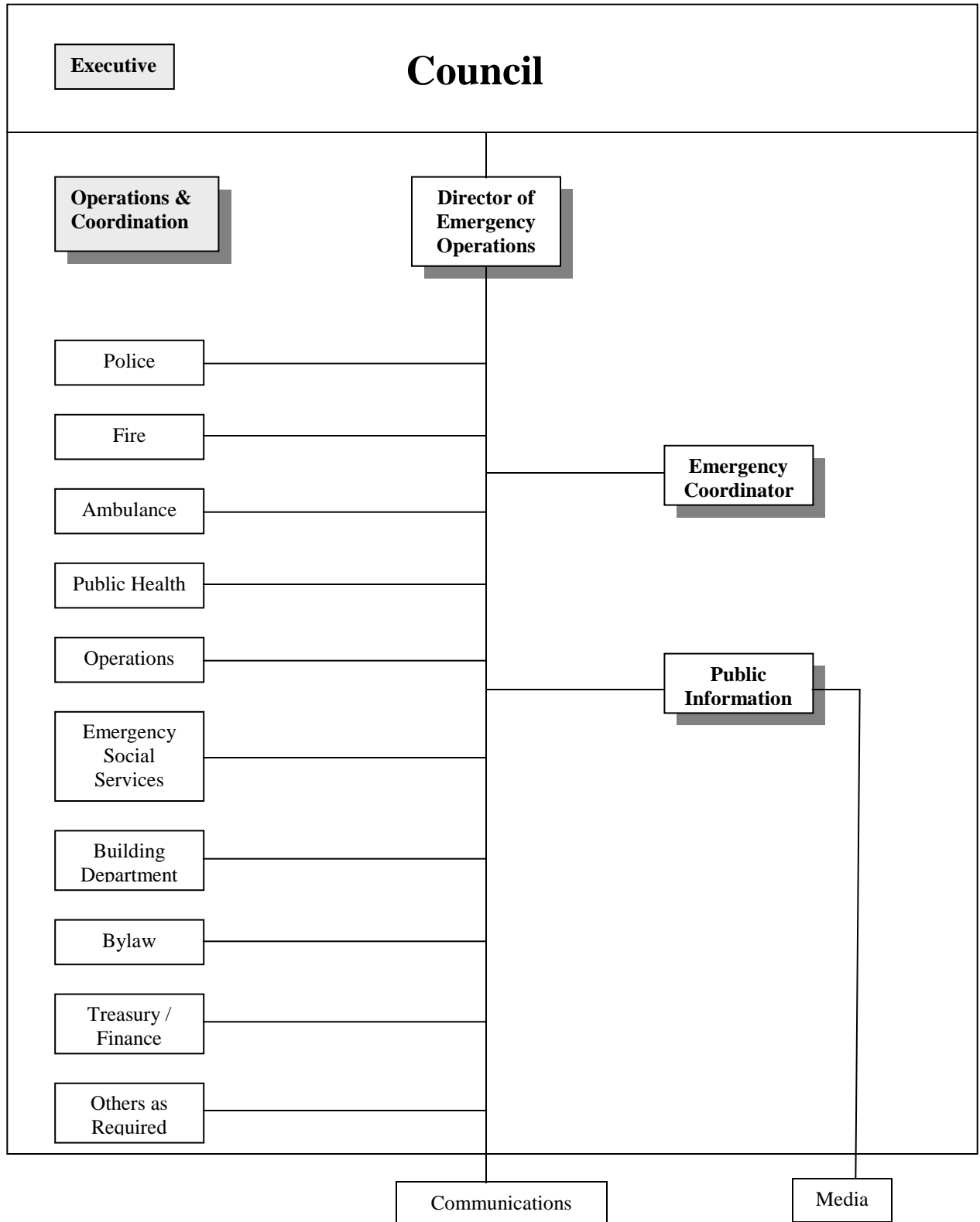
A great deal of time is required to cope with an emergency. Often striking at the most inopportune time, emergencies can mean days or even weeks of intense involvement. The aftermath of some emergencies can extend beyond the closing of the EOC and prolong the event for months or years.

The Emergency Operations Centre must identify and use available resources – especially human and financial.

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Finally the centre is the central facility in which meetings, training and strategy sessions can be held and from where the response of the Emergency Operations Centre can be tested in training or exercises.

Figure C-3
Emergency Operations Centre



C.6 Emergency Operations Personnel

Emergency Operation Centre personnel ensure a coordinated response to the emergency incident.

Emergency Management Committee

Members:

Director of Emergency Operations, Department Heads, Emergency Coordinator, Public Information Officer, Duty Officer, Communications Officer, Other Department Liaisons

- Controls and coordinates actions generated by Mayor and Council
- Details direction and support to the site Incident Commander
- Arranges logistical support for site personnel
- Supports operations outside incident site
- Liaison with other levels of government to arrange support
- Provides public and media with information
- Plans ahead to meet the requirements of the continuing stages of the emergency or disaster

Director of Emergency Operations

- Makes operational decisions and oversees coordination
- Is chief advisor to Mayor and Council
- Oversees information flow within Emergency Operations Centre
- Oversees flow of information from the emergency site

Support Staff

- Maintain main event log, maps, special events display boards, etc.
- Emergency Operations Centre security
- Manage Emergency Operations Centre support staff and facilities
- Support administration of Emergency Operations Centre

Department Heads

- Make operational planning decisions and coordinate with other services
- Provide operational support to the emergency with continued service to unaffected areas of the municipality

Emergency Coordinator

- Liaison with mutual aid and other outside agencies and organizations
- Liaison with provincial and federal government
- Advises Director of Emergency Operations

Communications Officer

- Sets up equipment at EOC at time of emergency
- Oversees communications
- Assigns radio operators to EOC and external locations
- Ensures smooth flow of information from EOC to site and from site back to the EOC

Public Information Officer

- Advises Mayor and EOC team on public affairs issues
- Gathers facts on the crisis and prepares for dissemination of safety bulletins to the public and media
- Works with Incident Commander/Information Officer to coordinate information to public and media
- Ensures the availability of “expert” spokesperson as required
- Ensures the monitoring of print and electronic media coverage of the event

Duty Officer

- Relays incoming information to the Director of Emergency Operations
- Tracks requests and deployment of resources
- Keeps official log of events

Other Department Liaisons

- Assist the Emergency Control Group as required

C.7 Emergency Operations Centre Layout

If required, an Emergency Operations Centre will be established at the City Hall. The alternate EOC's will be at the Fire Hall or City Yards. The incident will dictate where the EOC will be located.

C.8 Communications

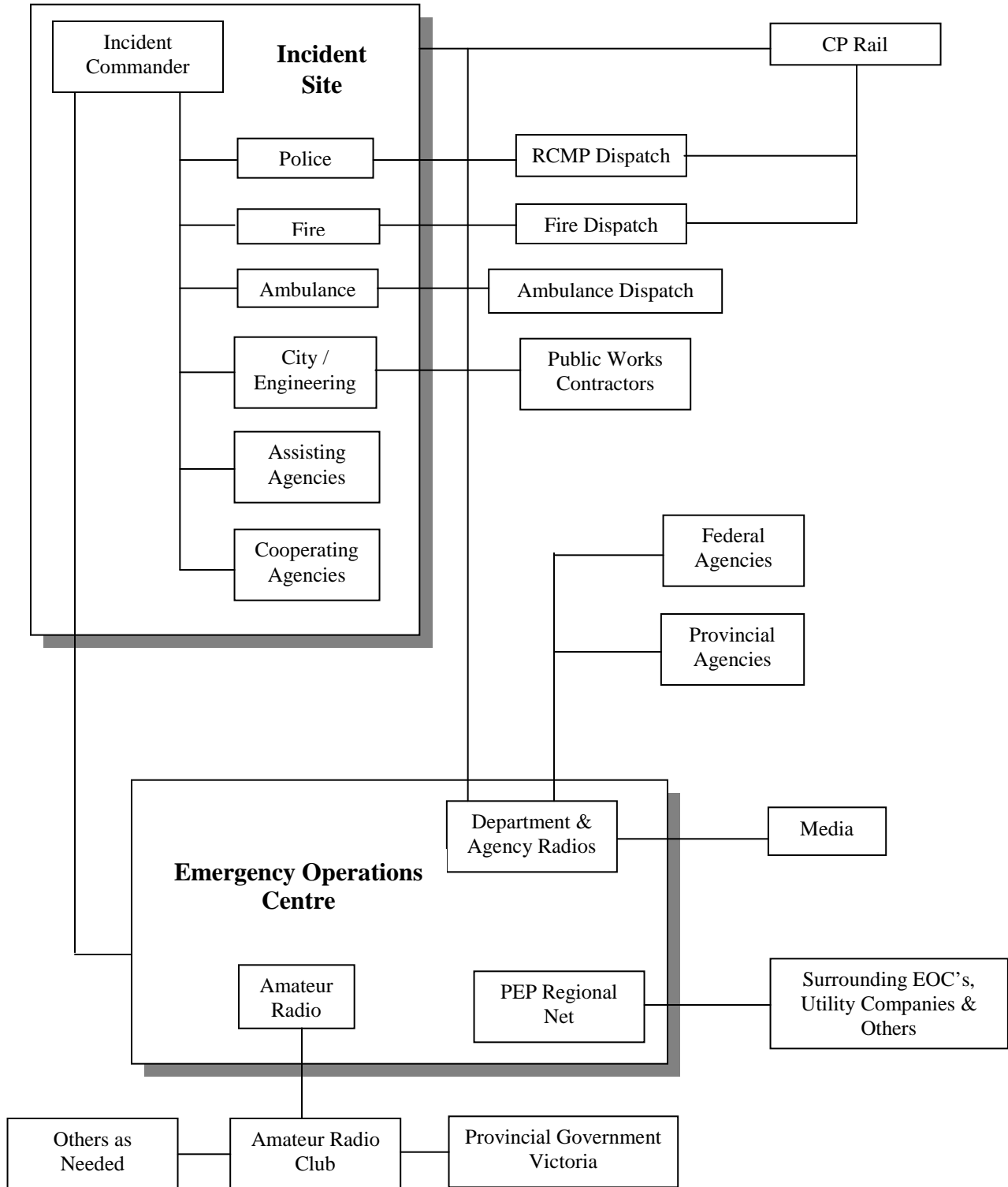
Effective communication is necessary for the successful operation of the Emergency Operations Centre and the entire response. The EOC will have communications with the incident site, responding departments, assisting and cooperating agencies, mutual aid and other levels of government as needed. Telephones, radios, computers, cellular phones, runners, loud hailer, fax, and radio and television media. Figure C-4 shows the basic communications links during a major operation involving the Emergency Operations Centre. These would be adjusted at the time of the incident to meet the communication needs of the incident. Frequencies and Equipment lists can be found in Appendix VII.

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Figure C-4
Types of Communications

Type	Advantages	Disadvantages	Remarks
Amateur Radio	Well trained and organized. Unlimited distance.	Require licensed personnel to setup and operate.	Very flexible and can adapt to almost any situation. Wide areas of operations, Interface with computers to send information
CB Radio	Trained if in a club	Not too reliable as individual sets. Limited range and local interference.	CB frequencies used poorly. Lack of discipline or control over use.
Private Companies	Very mobile with dedicated frequency	Not too reliable as individual sets	
City	Very clear transmissions	Limited range and frequencies	Despite disadvantages this is the most reliable local radio network
Provincial and Federal Agencies in Area	Very mobile. Usually dedicated frequencies	Four frequency available for use by the City	
Loudhailer Handheld	Portable. Limited coverage area. Battery powered	One way conversation	
Air Borne	Excellent coverage over a large area	Expensive to use. One way conversation	Usually the most powerful system
Auto Mounted	Direct person to person contact. Can carry other information such as leaflets. Good coverage over a large area	Limited to means of transportation and length of message	
Telephone Land Lines	Instant two way contact. Person to person contact. Conference calls available as alternative to meetings. Hard copy (fax) and computer files can be sent	Susceptible to damage dependant on type of disaster. Public clogging of lines	Should have line load control
Cellular	Same as for land lines plus portable	Susceptible to clogging	Very flexible system.

Figure C-5
Emergency Communication Links



Section D – Roles and Responsibilities in Response

Table of Contents

D.1	Emergency Management Committee	40
D.2	City of Fernie Council	41
D.3	Administrator	42
D.4	Confidential (Recording) Secretary	43
D.5	Municipal Emergency Coordinator	44
D.6	Communications Officer	45
D.7	Operations	46
D.8	Leisure Services Program	47
D.9	Treasurer/Deputy Administrator	48
D.10	Building Inspector	49
D.11	Bylaw Officer	50
D.12	BC Ambulance Service	51
D.13	Fire	52
D.14	RCMP	53
D.15	Emergency Social Services	54
D.16	East Kootenay Health Unit	55
D.17	Fernie & District Hospital	56
D.18	Amateur Radio Service	57
D.19	Provincial Government	58
D.19.1	Ministry of Agriculture, Fisheries and Food	58
D.19.2	Ministry of Attorney General	59
D.19.3	Ministry of Environment, Lands and Parks	60
D.19.4	Ministry of Finance and Corporate Relations	60
D.19.5	Ministry of Forests	60
D.19.6	Ministry of Municipal Affairs, Recreation and Housing	61
D.19.7	Ministry of Transportation and Highways	61

D.1 Emergency Management Committee

Headed by the City Administrator (Director of Emergency Operations)

Organization comprises as required:

- Administrator
- Clerk
- Municipal Emergency Coordinator
- Manager of Operations
- Leisure Services Manager
- Treasurer/Deputy Administrator
- Building Inspector
- Bylaw Enforcement Officer
- Fire Chief
- NCO I/C – Fernie RCMP Detachment
- British Columbia Ambulance Service Unit Chief
- Emergency Social Services Director
- Medical Health Officer
- And/or others as needed, e.g. CP Rail, Gas Company, SAR Representative, etc.

At time of emergency or disaster provides operational direction and control consistent with the direction received from the Mayor and Council.

Responsibilities:

- Save lives and reduce suffering
- Prevent property damage
- Maintain and restore facilities by priority
- Sustain health and morale
- Protect the environment
- Reduce economic consequences of emergency or disaster
- Direct, control and coordinate response operations
- Keep Mayor and Council advised of the emergency/disaster situation

D.2 City of Fernie Council

Headed by the Mayor

Six Councilors plus Mayor comprise the Local Authority under the Emergency Program Act.

At time of emergency or disaster gives overall policy direction to the emergency response.

Responsibilities:

- Responsible for the overall policy direction and control of the City of Fernie emergency response
- Declare state of local emergency when extraordinary powers needed (see Appendix I)
- After a declaration is made, may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of the emergency or disaster.
- May delegate any of its powers under the Emergency Program Act, except the power to declare a state of local emergency
- Cancel a declaration of a state of local emergency (see Appendix I)

D.3 Administrator

When the emergency response plan is activated, the City Administrator assumes the role of the Director of Emergency Operations. The Treasurer or Deputy Administrator is the alternate Director of Emergency Operations.

Responsibilities:

- Direct and coordinate all emergency response activities, organization and resources within the City of Fernie.
- Keep informed and advise the Mayor and Council on situation.
- Oversee information flow within Emergency Operations Centre.
- Oversee flow of information from the emergency site.
- Oversees Planning and Logistics activities.
- Resolve conflicts.
- Staff the Emergency Management Group as functions require.
- Approve all information to the public and media.
- Gather information about the emergency or disaster.
- Provide Public Affairs advise to Emergency Management Group.

D.4 Confidential (Recording) Secretary

When the EOC is activated, the Confidential Secretary assumes the role of the City's Emergency Public Information Officer and Duty Officer.

Responsibilities:

- Writes press releases.
- Clears information with Director of Emergency Operations prior to public releases.
- Provide timely and accurate information to the media and public.
- Set up hot lines to answer public inquiries as required.
- Set up and manage media centre in designated areas.
- Ensures continuity through operation.
- Performs administrative duties.
- Pass information to Emergency Social Services Director regarding evacuation and requirements for reception centres.
- Confirm with Emergency Coordinator that Provincial and Federal agencies have been notified if applicable.
- Performs other duties as assigned by the Director of Emergency Operations.

D.5 Municipal Emergency Coordinator

Assists the Director of Emergency Operations as required.

Responsibilities:

- Assists the Director of Emergency Operations.
- Ensures that the Emergency Operations Centre facility is functioning and operating smoothly.
- Ensure that Provincial and Federal agencies are notified if appropriate.
- Ensure that a task number is obtained from the Provincial Emergency Program if required.
- Advise the Confidential Secretary when notifications have been made.

D.6 Communications Officer

At the time of the emergency, responds to the EOC and coordinates the setup of communications equipment and assigns radio operators to EOC and external locations.

Responsibilities:

- Coordinate the setup of communications equipment in the Emergency Operations Centre.
- Oversee radio operators at EOC and ensure smooth running of Communications Room.
- Assign volunteer radio operators to external locations as required.
- Coordinate all communications volunteers and equipment required in an emergency or disaster.
- Reports communications status to the Director of Emergency Operations.
- Maintains list of all radio equipment including loaned equipment used by other agencies.
- Keep communications status board updated.

D.7 Operations

At time of emergency or disaster helps maintain the public facilities needed by victims. Additionally directs the Public Works Department.

Responsibilities:

- Maintain public facilities and infrastructure.
- Protect the environment.
- Preserve the capital assets of the City.
- Assists the Police with traffic control.
- Coordinate engineering services.
- Liaise and assist utility companies in emergency restoration of their systems.
- Maintain emergency traffic routes.
- Provide personnel for operations as requested by Director of EOC.
- Ensure facilities are safe and operable for Emergency Social Services.

D.8 Leisure Services

Headed by the Leisure Service Manager

At the time of the emergency, assists the Operations Department.

Responsibilities:

- Assist the Operations department as required.
- Provide and operate facilities for Emergency Social Services Reception Centres.
- Assist Emergency Social Services activities.
- Tracking of City staff and volunteers.
- Deployment of undesignated staff.
- Deployment of undesignated volunteers.
- Assist Emergency Social Services with human resources.
- Coordinate call-out of City staff.
- Confirms well-being of responders' families.
- Issuance of temporary identification and validation of ID devices.
- Assist Emergency Social Services with volunteer interviews and screenings.
- Assist with the coordination of volunteer tasks.

D.9 Treasurer/Deputy Administrator

Directs and controls the emergency operation's finances, directs logistics in conjunction with the Director of Emergency Operations and organizes acquisitions.

The Treasurer/Deputy Administrator is also the alternate Director of Emergency Operations.

Responsibilities:

- Directs logistics activities with the Director of Emergency Operations.
- Controls and records finances during emergency operations.
- Organizes and oversees any acquisitions required in emergency operations.
- Alternate Director of Emergency Operations.

D.10 Building Inspector

Enforces municipal bylaws and building codes. Undertakes structural assessments and coordinates post-incident rebuilding.

Responsibilities:

- Conduct damage assessments on structural and non-structural safety of buildings and structures.
- Assist Emergency Social Services in assessing reception centres prior to operation.
- Assists the Director of Emergency Operations during an emergency.
- Assist in maintaining the economic and social health of the City.
- Advises the Emergency Control Group regarding any revisions necessary to the community plan during an emergency incident.
- Advises the Emergency Control Group regarding the community plan for post-incident rebuilding.

D.11 Bylaw Enforcement Officer

Assists the Building Department as required and provides security for the Emergency Operations Centre and other Town facilities.

Responsibilities:

- Arrange security services for City facilities.
- Enforce municipal bylaws as required.
- Assists the Building Department as necessary.
- Assists with and coordinate outside sources with the care of animals.

D.12 British Columbia Ambulance Service

Managed by the Unit Chief or designate

Beyond what is available within the City itself, the BC Ambulance service has the ability to call in additional resources as necessary. At a time of emergency or disaster helps casualties with treatment of injuries and transport for further medical help.

Responsibilities:

- Triage (sort) casualties.
- Treat casualties.
- Transport casualties for further treatment (includes air, ground and water transport).
- Keep hospitals informed of the number of cases to expect.
- Add to their staff and equipment as required by the severity of the emergency.
- Access emergency health supplies as required.

D.13 Fire

Headed by the Fire Chief

At time of emergency or disaster helps preserve property through the control of fire and hazardous materials and assist rescue of people.

Responsibilities:

- Assume the position of Incident Commander as Lead Agency when appropriate.
- Fire suppression.
- Rescue and extrication.
- Initial response to emergencies involving dangerous goods.
- Support first aid services to the BC Ambulance Service.

D.14 RCMP

Headed by the RCMP NCO I/C or Designate

RCMP NCO I/C or designate may attend the Emergency Operations Centre if the event warrants.

At time of emergency or disaster has basic duty to preserve and protect life.

Responsibilities:

- Assume the position of Incident Commander as Lead Agency when appropriate.
- Protect life.
- Protect property.
- Prevent crime.
- Detect crime and apprehend criminals.
- Control traffic.
- Care for the dead (also see Coroner).
- Evacuation Procedures:
 - RCMP controls traffic to allow access for responders, prevent continued public access and congestion.
 - Evacuation routes will be identified by the Incident Commander in conjunction with the Director of Emergency Operations.
 - RCMP vehicles with loud hailers patrol neighborhoods affected to:
 - request evacuations
 - request neighbors assist shut-ins
 - location to evacuate to
 - time line (urgency)
 - Media will be contacted to support the evacuation efforts via the Emergency Public Information Officer
 - If time permits, door to door, personal notifications will be done.

D.15 Emergency Social Services

Headed by the Emergency Social Services Director and assisted by ESS Volunteers and Leisure Services Staff.

Emergency Social Services is a volunteer supported program to respond to the essential needs of individuals who have experienced an emergency or disaster,

Emergency Social Services provides food, clothing, lodging, helps reunite families and friends and emotional support or referrals for victims and responders to an event.

Emergency Social Services takes care of people until they can return to their homes or alternate arrangements, once first responders have notified ESS of the need.

Responsibilities:

- Provide Reception Centres in conjunction with the City for victims of a disaster to obtain the required services of the ESS.
- Provide food, clothing and lodging for evacuees or victims of a disaster.
- Provide registration and information services to locate and reunite families.
- Care for unaccompanied children, the elderly, disabled and others needing specialized care or services.
- Refer financial assistance if required.
- Provide counseling or referral service.
- Provide clothing, feeding, temporary housing, and emotional support for emergency workers.
- Look after pets of people at reception centres in conjunction with the Bylaw Officer.
- Personal Services

D.16 East Kootenay Health Unit

Headed by the East Kootenay Health Unit Medical Officer

Organization comprises health inspection, public health nursing, community care facilities licensing, nutrition, continuing care, mental health, and alcohol and drug programs.

The Medical Health Officer has responsibilities at both the provincial and municipal levels in all matters relating to the health and well-being of victims of disasters.

Responsibilities:

- Provide public health advice, assistance, and supervision.
- Monitor community health impacts, including water quality.
- Assist hospital with provision of health services.
- Care/monitoring of discharged patients.
- Support and assistance in major evacuations and patient's relocation's.
- Provide support and information to operators of community care facilities.
- Assist with ESS health functions for victims and survivors.
- Provide critical incident stress staff debriefing for all disciplines and programs as required.
- Provide service to people in the community with mental illness.

D.17 Fernie and District Hospital

Headed by the Administrator

Contains both acute and long-term care facilities. At time of emergency or disaster provides medical services to casualties.

Responsibilities:

- Manage and treat casualties presented to the hospital.
- Collect and disperse hospital staff and patients.

D. 18 Amateur Radio Service

The association has capabilities on HF and VHF with various fixed and mobile units. At the time of an emergency, volunteers provide emergency communications locally, regionally, provincially and, if necessary, nationally and internationally.

Responsibilities:

- Take direction from the Municipal Amateur Radio Coordinator (MAC) in liaison with the Communications Officer.
- Assist as radio operators in Emergency Operations Centre as required.
- Establish communications links between Incident Command Post and the Emergency Operations Centre as required.
- Provide necessary protocols and ad hoc radio links during emergency or disaster.
- Assist Emergency Social Services, Reception Centre, etc. with communications.
- Assist other volunteer organizations as appropriate.

D.19 Provincial Government

The Government of British Columbia provides support to municipalities at times of emergency or disaster. To meet this obligation, each ministry, board, commission and crown agency will contribute personnel and resources wherever they are needed.

The Government of British Columbia believes that the responsibility for meeting emergency situations rests with the level of government most directly affected. As long as the capabilities of the City to deal with an emergency situation exists, the operational responsibility will remain at the lowest level of government. When the capabilities of the City to do so is inadequate and governmental action is appropriate, the sequence of responsibility will start at the local level and, as required, move to the other levels of government.

For each identified hazard, one ministry is named the “key ministry” with primary responsibility for conducting provincial response operations. Other ministries who assist are termed “supporting ministries”.

The ministries are coordinated through the Provincial Emergency Program Operations Centre (ECC) in Victoria. Requests for assistance can be made through PEP at 1-800-663-3456.

Responsibilities:

D.19.1 Ministry of Agriculture, Fisheries and Food

Key Ministry for contagious plant and animal disease.

- Advise farmers and fishers on the protection of crops, livestock and fish stocks in emergency situations.
- Coordinate the emergency evacuation and care of livestock and/or poultry.
- Arrange for the provision of food and portable water supplies.

D.19.2 Ministry of Attorney General

Key Ministry for:

- Public order emergencies (Policing)
 - Aircraft crashes (Policing)
 - Earthquakes (Provincial Emergency Program)
 - Tsunamis (Provincial Emergency Program)
 - Volcanic eruptions (Provincial Emergency Program)
 - Severe storms (Provincial Emergency Program)
 - Drought and emergency water supply (Provincial Emergency Program)
-
- Advise Local governments and provincial ministries/crown corporations on legal matters relating to the preparation and promulgation of emergency orders, regulations, declarations and contractual agreements.
 - Prepare, promulgate and implement regulations relating to law enforcement and internal security during emergencies.
 - Provide through the Police force having jurisdiction:
 - Advice to local authorities respecting the maintenance of law and order.
 - Reinforcement of local police services.
 - Security control of emergency areas.
 - Traffic and crowd control.
 - Search and rescue for missing persons (land and inland waters).
 - Provide Coroner's services, including the operations of temporary morgues, identification of the dead and registration of death.
 - If required, through the Officer Commanding "E" Division, RCMP, assume jurisdiction and control over all police forces in the province when a provincial state of emergency has been declared under the Emergency Program Act.
 - Through the Provincial Emergency Program:
 - Provide 24-hour capability to direct requests from emergency assistance to appropriate municipal, provincial, federal or private sector agencies.
 - Serve as the point of contact for requests for emergency assistance from and to the Government of Canada.
 - Provide funds through the Emergency Assistance Vote to cover incremental costs incurred by local governments, ministries and crown corporations in responding to an emergency.
 - Organize and administer registered volunteers and temporary workers as requested or detailed in emergency response plans.
 - Coordinate the emergency response activities of supporting ministries as requested or detailed in emergency response plans.

D.19.3 Ministry of Environment, Lands and Parks

Key Ministry for:

- Marine oil spills
- Dangerous goods spills, discharges and emissions
- Landslides, mudslides and debris flows
- Dam safety and failures
- Major industrial accidents

Minister of Environment, Lands and Parks has the power under Section 5 of the Environment Management Act to declare an environmental emergency.

- Provide professional and technical advice and direction at dangerous goods/pollution spills.
- Ensure the proper disposal of hazardous wastes and pollutants.
- Assess and monitor air quality.
- Provide flood forecasts and bulletins.
- Provide technical services to response agencies in the case of minor floods.
- Provide flood assessment and planning staff in the case of major floods.
- Provide conservation officers to act as special constables to reinforce the RCMP in law and order/traffic duties.
- Provide maps, aerial photographs and survey information.
- Provide air survey and photographic services.
- Provide dam safety and inspection services.
- Ensure legal action and recovery of cleanup costs where appropriate.

D.19.4 Ministry of Finance and Corporate Relations

- Provide risk management services in respect to possible compensation and liability claims.
- Coordinate, in cooperation with ministries, the establishment and maintenance of Emergency Response Teams throughout the province.

D.19.5 Ministry of Forests

Key Ministry for:

- Forest fires
- Interface fires in unorganized areas

- When available, provide Ministry of Forests personnel, equipment, supplies and telecommunications equipment to assist in non-forestry response operations.

D.19.6 Ministry of Municipal Affairs, Recreation and Housing**Through the Office of the Fire Commissioner:**

- Order the evacuation of buildings or areas in connection with an emergency arising from a fire hazard or risk of explosion.
- If required, assume the jurisdiction and control of all fire fighting and fire prevention services within the province when a provincial state of emergency has been declared.

D.19.7 Ministry of Transportation and Highways**Key Ministry to direct and coordinate provincial flood-fighting operations in the case of major floods.**

- Coordinate and arrange for transportation, engineering and construction resources.

Section E – Emergency Operations Centre Procedures**Table of Contents**

E.1	Director of Emergency Operations	63
E.2	Duty Officer	64
E.3	Public information Officer	65
E.4	Municipal Emergency Coordinator	66
E.5	Communications Officer	67
E.6	City Operations	68
E.7	Leisure Services Manager	69
E.8	Treasurer/Deputy Administrator	70
E.9	Bylaw Officer	71
E.10	BC Ambulance Service Unit Chief (or Alternate)	72
E.11	Fire Chief	73
E.12	RCMP NCO/IC Fernie Detachment (or Alternate)	74
E.13	Emergency Social Services Director	75
E.14	Medical Health Officer	76
E.15	Fernie and District Hospital Representative	77
E.16	Railway General Manager	78
E.17	Assisting Agencies	79
E.18	Emergency Operations Centre Support (Administrative)	80

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.1 Director of Emergency Operations
(Administrator or Alternate)

The Director of Emergency Operations (Administrator or Alternate) assumes control of the entire operation. The Director of Emergency Operations may retain all functions required in an operation or may delegate them to the appropriate persons as required.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from Incident Commander, reporting source and/or first responder.
	Identify representatives from each agency, including communications links and locations.
	Receive briefings from departments and agencies involved in incident – their situation, capabilities, needs.
	Identify operational needs and communicate to Emergency Management Group and staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.2 Duty Officer (City Clerk)

The Duty Officer is responsible for relaying incoming information to the Director of Emergency Operations, tracks requests and deployment of resources and keeps the official log of the Emergency Operations Centre.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from Director of Emergency Operations.
	Obtain Duty Officer envelope containing City of Fernie Emergency Response Plan, forms and contact/resources list.
	Request and provide situation reports from field to the Director of Emergency Operations.
	Update charts and maps (situation status).
	Provide administrative support to the Director of Emergency Operations.
	Track requests and resources.
	Confirm deployment of resources.
	Maintain a log of events and actions taken.
	Brief incoming Duty Officer and staff.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.3 Public Information Officer (City Clerk)

The Public Information Officer is responsible for writing press releases, clearing the press releases with the Director of Emergency Operations, setting up the media centre and providing timely and accurate information to the media and public.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Public Information requirements, situation, capabilities and needs.
	Obtain Public Information envelope containing media plans, procedures and contact/resource list.
	Forward the Declaration of Local Emergency to the Attorney General.
	Publish the details of the declaration to the public.
	Monitor the situation.
	Prepare press releases.
	Clear any information to be released to public or media with the Director of Emergency Operations.
	Establish media centre.
	Provide timely and accurate information to the media and public.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.4 Municipal Emergency Coordinator

The Emergency Coordinator provides assistance to all departments and agencies by coordinating logistics requests and liaison with the Provincial Emergency Program. Organizes the set up and operation of the Emergency Operations Centre facility.

Actions:	
Read the entire list before checking off items.	
	Activate the emergency alert system.
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Logistics and other responsibilities.
	Obtain Emergency Coordinator envelope containing Emergency Operations Centre layout and operating procedures, and contact/resources list.
	Identify representatives from each agency, including communications links and locations.
	Establish and arrange communications action plan.
	Assist the Director of Emergency Operations.
	Monitor Emergency Operations Centre operations to identify current or potential inter-agency problems.
	Liaise with the Provincial Emergency Program and Federal agencies.
	Assist other Emergency Operations Centre agencies with logistics needs.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.5 Communications Officer

At the time of emergency, responds to the EOC and coordinates the setup of communications equipment and assigns radio operators to EOC and external locations.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Obtain Communications envelope containing communications plans, equipment lists, operating procedures, and contact/resources list.
	Activate communications plan if necessary.
	Identify representatives from each agency, including established communications links and locations.
	Ensure a ready supply of message forms and logs at all work stations.
	Open In/Out message registers.
	Do a complete operational check of all available radio networks.
	Complete communications status board.
	Brief Director of Emergency Operations on Communications status.
	Assign radio operators to EOC and external locations as required.
	Establish radio communications with site.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.6 City Operations

At time of emergency or disaster helps maintain the public facilities needed by victims, protects the environment, preserves the capital assets of the City and assists in maintaining the economic and social health of the City.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Engineering and Public Works – their situation, capabilities and needs.
	Obtain Operations envelope containing departmental plans, procedures and contact/resources list.
	Activate Departmental plan if necessary.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links with staff.
	Assist Emergency Operations Centre planning function – consult departmental plan.
	Identify operational needs and communicate to staff or contractors. e.g. Provide municipal equipment and personnel as required. Arrange for the disconnection of any services (utilities that present a hazard). Provide barricades and flashers. Provide assistance in search and rescue operations.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Liaise with BC Hydro, Telus and other utilities.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.7 Leisure Services Manager

The Leisure Services Manager assists the Operations Department with parks functions and facilities. Additionally will provide Emergency Social Services with facilities and will assist the staff as required.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from Director of Emergency Operations.
	Brief Director of Emergency Operations on Leisure Services – their situation, capabilities and needs.
	Obtain Leisure Services envelope containing departmental plans, procedures, keys and contact/resources list.
	Activate Departmental plan if necessary.
	Identify representatives from each agency, including communications links and locations.
	Establish communication links.
	Assist Emergency Operations Centre planning function – consult departmental plan.
	Identify operational needs and communicate to staff assisting Operations or Emergency Social Services.
	Monitor Operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Liaise with City Operations and Emergency Social Services Director.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.8 Treasurer/Deputy Administrator

Directs and controls the emergency operation's finances, directs logistics in conjunction with the Director of Emergency Operations and also organizes any acquisitions needed during the operation. Acts as alternate to the EOC Director when required.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Finance and Logistics – their situation, capabilities and needs.
	Obtain Finance and Logistics envelope containing departmental plans, procedures and contact/resources list.
	Activate Departmental plan if necessary.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links as required.
	Assist Emergency Operations Centre planning Function – consult departmental plan.
	Identify operational needs and communicate to staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.9 Bylaw Officer

Assists the Building Department as required and provides security for the Emergency Operations Centre and other City Facilities. In addition, provides support to the Clerk's Office if required.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Bylaws and Legislative Services – their situation, capabilities and needs.
	Obtain Bylaws and Legislative Services envelope containing departmental plans, procedures and contact/resources list.
	Activate Departmental plan if necessary.
	Identify representatives from each agency, including communications links and locations.
	Assist Emergency Operations Centre planning function – consult departmental plan.
	Identify operational needs and communicate to staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.10 BC Ambulance Service Unit Chief (or Alternate)

At time of emergency or disaster provides liaison between City of Fernie and BC Ambulance Service Regional Emergency Medical Dispatch Centre.

Coordinates with Regional Emergency Medical Dispatch Centre (REMDC) level of response and effective ambulance emergency operations.

Liaison with local medical personnel, coordinate first aid and other appropriate volunteer organizations.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on ambulance operations – their situation, capabilities and needs.
	Obtain or bring BC Ambulance Service envelope containing Regional plan and contact/resources list.
	Activate Departmental plan if necessary.
	Assist Emergency Operations Centre planning function – consult Regional Emergency Plan.
	Identify operational needs and communicate to Regional Emergency Dispatch Centre.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.11 Fire Chief

At time of emergency or disaster, fire department helps preserve victims' property through the control of fire and dangerous goods.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Fire, Rescue and Dangerous Goods – their situation, capabilities and needs.
	Obtain Fire Department envelope containing departmental plans, operating procedures and contact/resources list.
	Identify representatives from each agency, including communications links and locations.
	Establish communication links with staff.
	Assist Emergency Operations Centre planning function – consult departmental plan.
	Identify operational needs and communicate to fire/rescue operations. E.g. Activate departmental emergency call out system if necessary. Activate mutual aid system if required. Ensure that dangerous goods support agencies are contacted if necessary.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.12 RCMP NCO I/C Fernie Detachment (or Alternate)

At time of emergency or disaster has basic duty to preserve and protect life, protect property, prevent and detect crime, control traffic, care for the dead and conduct evacuation after clear routes have been determined by the Incident Commander, EOC or Fire Department.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on Policing matters – their situation, capabilities and needs.
	Obtain or bring Police envelope containing detachment plan, procedures and contact/resources lists.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links with staff.
	Assist Emergency operations Centre planning function – consult Detachment plan.
	Identify operational needs and communicate to Detachment staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.13 Emergency Social Services Director

Organization comprises reception centre management, registration and inquiry, and food, clothing, lodging and personal services.

At time of emergency or disaster helps victims, survivors and responders with immediate needs.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Social Services – their situation, capabilities and needs.
	Obtain Emergency Social Services envelope containing Emergency Social Services plan, procedures and contact/resources lists.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links through Communications Officer.
	Assist Emergency Operations Centre planning function – consult Emergency Social Services plan.
	Identify operational needs and communicate to Emergency Social Services. Notify Headquarters or Reception Centres.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.14 Medical Health Officer (East Kootenay Health Unit)

Organization comprises health inspection, public health nursing, community care facilities licensing, nutrition, continuing care, mental health and alcohol and drug programs.

The Medical Health Officer has responsibilities at both the provincial and municipal levels in all matters relating to the health and well-being of victims and survivors.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on health matters – their situation, capabilities and needs.
	Obtain Health Unit envelope containing Health Unit plan, procedures and contact/resources lists.
	Identify representatives from each agency, including communications links and locations.
	Establish communications link with staff.
	Assist Emergency Operations Centre planning function – consult East Kootenay Health Unit plan.
	Identify operational needs and communicate to Health Unit staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

E.15 Fernie and District Hospital Representative

At time of emergency or disaster provides medical services to casualties.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on hospital matters – their situation, capabilities and needs.
	Obtain Hospital envelope containing hospital plan, procedures and contact/resources lists.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links.
	Identify operational needs and communicate to hospital staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.16 Railway General Manager

At time of emergency of disaster reports and maintains rail system and provides emergency transportation routes as needed.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on road access, situations, capabilities and needs.
	Obtain CP Rail envelope containing Company Emergency Plan, procedures and contact/resources lists.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links with yard/train staff.
	Assist Emergency Operations Centre planning function – consult Company plan.
	Identify operational needs and communicate to railway staff.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.17 Assisting Agencies

At times representatives from neighboring municipalities, provincial or federal government agencies may be required to assist in the City of Fernie's response operations.

Actions:	
Read the entire list before checking off items.	
	Obtain briefing from the Director of Emergency Operations.
	Brief Director of Emergency Operations on agency situation, concerns, capabilities and needs.
	Review assisting agencies emergency plan.
	Review City of Fernie Emergency Operations Centre procedures.
	Identify representatives from each agency, including communications links and locations.
	Establish communications links with organization.
	Assist Emergency Operations Centre planning function.
	Identify operational needs and communicate to agency field personnel.
	Monitor operations to identify current or potential inter-agency problems.
	Maintain a liaison and exchange information with other Emergency Operations Centre agencies.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

E.18 Emergency Operations Centre Support (Administrative)

Responsible for the smooth and efficient operation of the Emergency Operations Centre. This is headed by the Senior Administrative Assistant.

Actions:	
Read the entire list before checking off items.	
	Set up an Emergency Operations Centre: Open Facility Check Emergency Operations Centre Setup Procedures Check with Emergency Coordinator on Communications Brief other Support Staff
	Brief Director of Emergency Operations on Emergency Operations Centre situation.
	Set out Departmental envelopes for departments and agencies responding to the Emergency Operations Centre.
	Identify representatives from each agency, including communications links and locations.
	Ensure sufficient clerical support staff for services and agencies.
	Correlates and reproduces records pertaining to the emergency.
	Dictation, typing, filing of information.
	Maintain a log of events and actions taken.
	Assist in demobilization and recovery measures as soon as emergency/disaster is over.

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Section F – Contingencies

Table of Contents

F.1	Introduction	82
F.2	Airplane Crash (Urban) – Outside of Airport	83
F.3	Construction	84
F.4	Dangerous Goods	85
F.5	Earthquake	86
F.6	Explosion	87
F.7	Fire – Major Urban	88
F.8	Flood	89
F.9	Power Failure	90
F.10	Transportation – Rail	91
F.11	Transportation – Road/Bus	92
F.12	Windstorm	93

F.1 Introduction

The following illustrates some of the common characteristics of various emergency site operations.

The pages list a number of emergency incidents showing the *possible* major effects, *potential* actions at the scene, the agency *likely* to be responsible, types of equipment *likely* needed to meet the disaster and the services of such equipment. Actual incidents may vary according to severity.

- Airplane Crash
- Construction Accidents
- Dangerous Goods
- Earthquake
- Explosion
- Fire – Major Urban
- Flood
- Power Failure
- Transportation – Rail
- Transportation – Road/Bus
- Windstorm

Note: Where Engineering is mentioned it would be the responsibility of the City of Fernie Operations Department to coordinate the required equipment/response.

F.2 Airplane Crash (Urban) – Outside of Airport

A. Possible Major Effects

1. Casualties
2. Deaths
3. Fire
4. Explosion
5. Damage to Property
6. Nuclear cargo problems
7. International implications
8. Special cargo problems
9. Sudden hospital requirements
10. Disruption of traffic and communications
11. Disruption of utilities
12. Environmental problems

B. Potential Actions at the Scene

1. Establish an Incident Command Post
2. Establish adequate communications
3. Define a working area and establish a control perimeter
4. Secure disaster scene for subsequent investigation
5. Rescue and fire fighting
6. Establish routes for emergency vehicles
7. Notify hospitals of casualties including type and number
8. Establish temporary morgue
9. Investigation
10. Disposition of nuclear or special cargoes
11. Establish traffic control
12. Establish crowd control
13. Eliminate hazards from damaged utilities
14. Protect property and valuables
15. Establish a news release system
16. Setup an inquiry service

Agency Responsible

Lead Agency (Police)
 Emergency Coordinator
 Police
 Police
 Fire Department
 Police
 BC Ambulance Service
 Coroner/Police
 Transportation Safety Board
 Private Industry
 Police
 Police
 Engineering/Utilities
 Police
 Airline/Public Information Officer
 Emergency Social Services/Airline

C. Equipment

1. Fire fighting and rescue equipment
2. Ambulances
3. Additional communications equipment
4. Auxiliary lighting
5. Barricades
6. Mobile public address equipment

Source

Fire/Engineering/Mutual Aid
 BC Ambulance Service
 Emergency Coordinator/Mutual Aid
 Engineering/Utilities/Private Industry
 Engineering
 Police/Fire

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.3 Construction

A. Possible Major Effects

1. Casualties
2. Deaths
3. Trapped persons
4. Sudden hospital requirements
5. Disruption of traffic and communications
6. Disruption of utilities

B. Potential Actions at the Scene

1. Establish an Incident Command Post
2. Establish adequate communications
3. Rescue
4. Notify hospitals of casualties including type and number
5. Define a working area and establish a control perimeter
6. Establish traffic control
7. Provide emergency lighting if required
8. Eliminate hazards from damaged utilities
9. Establish social services
10. Establish a news release system
11. Set up an inquiry service

Agency Responsible

Lead Agency (Fire or Police)
 Emergency Coordinator
 Contractor/Fire
 BC Ambulance Services
 Police
 Police
 Police/Engineering/Utilities
 Engineering/Utilities
 Emergency Social Services
 Construction Company/Information
 Officer
 Emergency Social Service

C. Equipment

1. Rescue equipment
2. Ambulances
3. Communication equipment
4. Auxiliary lighting
5. Barricades
6. Mobile public address equipment
7. Powerful cranes

Source

Fire/Engineering/Private Industry
 BC Ambulance Service
 Emergency Coordinator/Mutual Aid
 Engineering/Utilities/Private Industry
 Engineering
 Police/Fire
 Contractors

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.4 Dangerous Goods

A. Possible Major Effects

1. Casualties
2. Deaths
3. Tendency of people to disperse
4. Disruption of traffic
5. Explosions and fires
6. Hazards to humans and livestock
7. Disruption of business and industrial activities
8. Evacuation

B. Potential Actions at the Scene

1. Establish an Incident Command Post
2. Establish adequate communications
3. Rescue and fire fighting
4. Determine nature and effects of dangerous goods
5. Warn adjacent area and define area of risk
6. Evacuate area
7. Eliminate further escape of gases/liquids
8. Notify hospitals of casualties including number and type
9. Establish a temporary morgue
10. Establish a news release system
11. Establish Emergency Social Services
12. Establish traffic control
13. Establish evacuation routes
14. Set up an inquiry service

Agency Responsible

Lead Agency (Fire or Police)
 Emergency Coordinator
 Fire Department
 Fire/Public Health/Industry/Ministry
 of Environment/CANUTEC
 Police/Fire
 Police
 Industry/Fire/Ministry of
 Environment
 BC Ambulance Service/Police
 Coroner/Police
 Construction Company/Information
 Officer
 Emergency Social Services
 Police
 Police/Emergency Operations Centre
 Emergency Social Service

C. Equipment

1. Ambulance
2. Fire fighting and rescue equipment including respirators and resuscitators
3. Communications equipment
4. Decontaminating equipment
5. Mobile public address equipment
6. Barricades, monitoring equipment
7. Protective clothing
8. Emergency feeding facilities

Source

BC Ambulance Service
 Fire/Private Industry
 Emergency Coordinator
 Private Industry/Fire
 Fire/Police/Private Industry
 Engineering
 Fire/Private Industry
 Emergency Social Services

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.5 Earthquake

A. Possible Major Effects

1. Casualties
2. Deaths
3. Trapped persons
4. Damage to property
5. Material damage – roads and bridges, utilities, buildings
6. Fires, explosions and fire hazards
7. Escape of gases
8. Flooding
9. Slides
10. Panic
11. Dangers to public health
12. Removal of population and livestock
13. Jurisdictional problems

B. Potential Actions at the Scene

Agency Responsible

- | | |
|--|------------------------------|
| 1. Establish an Incident Command Post | Lead Agency (Fire or Police) |
| 2. Establish adequate communications | City |
| 3. Request outside assistance | City |
| 4. Rescue | Fire |
| 5. Establish communication (internal and external) | Emergency Coordinator |
| 6. Establish medical facilities | Health Unit |
| 7. Establish emergency social services | Emergency Social Services |
| 8. Establish temporary morgue | Coroner/Police |
| 9. Control of population | Police/Public Information |
| 10. Coordination and administration of incoming aid | City |
| 11. Establish a news release system | Province/Information Officer |
| 12. Setup an inquiry service | Emergency Social Services |
| 13. Eliminate hazards from damaged utilities | Utilities |
| 14. Establish salvage operations of essential items | City |
| 15. Establish emergency water with temporary connections | Engineering |

C. Equipment

Source

- | | |
|--|--|
| 1. Transportation vehicles | Road/Rail/Province |
| 2. Rescue equipment of all types | All agencies |
| 3. Public service maintenance vehicles | Engineering/Utilities |
| 4. Mobile generators, lighting and additional communications equipment | Province/Fire/Private Industry/
Emergency Coordinator |
| 5. Medical units and supplies | BC Ambulance Service |
| 6. Emergency feeding facilities | Emergency Social Services |
| 7. Piping for emergency repairs to water and sewage facilities | Engineering/Private Industry |

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.6 Explosion

A. Possible Major Effects

1. Casualties
2. Deaths
3. Damage to property
4. Fires
5. Escapes of dangerous gases, chemicals, etc.
6. Panic
7. Disruption of traffic
8. Disruption of utilities

B. Potential Actions at the Scene

1. Establish an Incident Command Post
2. Establish adequate communications
3. Rescue and fire fighting
4. Protection of property
5. Define a working area and establish a control perimeter
6. Eliminate hazards from public utilities
7. Establish routes for emergency vehicles
8. Notify hospitals of casualties including number and type
9. Establish a temporary morgue
10. Establish traffic control
11. Establish crowd control
12. Arrange for specialists to deal with hazardous substances
13. Estimate possible further hazards
14. Establish social services
15. Establish a news release system
16. Setup an inquiry service

Agency Responsible

Lead Agency (Fire or Police)
 Emergency Coordinator
 Fire
 Police
 Police/Fire
 Engineering/Utilities
 Police
 BC Ambulance Service
 Coroner/Police
 Police
 Police
 Fire
 Specialists/Fire
 Emergency Social Services
 Information Officer
 Emergency Social Services

C. Equipment

1. Ambulances
2. Fire fighting and rescue
3. Additional communications equipment
4. Auxiliary lighting
5. Barricades
6. Equipment to repair public utilities
7. Special equipment associated with types of hazard
8. Emergency feeding facilities

Source

BC Ambulance Service
 Fire
 Emergency Coordinator
 Police/Fire/Private Industry
 Engineering
 Engineering/Utilities
 Supplier/Private Industry
 Emergency Social Services

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.7 Fire – Major Urban

A. Possible Major Effects

1. Casualties
2. Deaths
3. Damage to property
4. Fires
5. Sudden hospital requirements
6. Disruption of traffic and communications
7. Explosions and other hazards
8. Collapse of buildings
9. Disruption of buildings
10. Evacuation

B. Potential Actions at the Scene

1. Establish an Incident Command Post
2. Establish adequate communications
3. Rescue and fire fighting
4. Define a working area and establish control perimeter
5. Eliminate hazards from damaged utilities
6. Establish routes for emergency vehicles
7. Notify hospitals of casualties including number and type
8. Establish a temporary morgue
9. Establish traffic control
10. Establish crowd control
11. Warning of spread of fire
12. Establish social services
13. Establish a news release system
14. Set up an inquiry service
15. Monitor water flow pressure and adjust as necessary

Agency Responsible

Lead Agency (Fire)
 Emergency Coordinator
 Fire
 Police/Fire
 Engineering/Utilities
 Police
 BC Ambulance Service
 Coroner/Police
 Police
 Police
 Fire/Information Officer/Police
 Emergency Social Services
 Information Officer
 Emergency Social Services
 Engineering

C. Equipment

1. Ambulances
2. Fire fighting and rescue
3. Water tankers i.e. street cleaners
4. Relay pumps
5. Additional communications equipment
6. Auxiliary lighting
7. Food and blankets
8. Mobile public address equipment
9. Sand, dump trucks, machinery, barricades

Source

BC Ambulance Service
 Fire
 Engineering/Private Industry
 Engineering/Private Industry
 Emergency Coordinator
 Police/Fire/Private
 Emergency Social Services
 Police/Fire
 Engineering/Private Industry

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.8 Flood

A. Possible Major Effects

1. Casualties
2. Damage to property
3. Disruption of the community
4. Contamination of normal water supplies
5. Evacuation of the population
6. Dangers to public health
7. Loss of local economic activities

B. Potential Actions at the Scene

1. Warning of imminence
-long term
-short term
2. Establish an Incident Command Post
3. Mobilize necessary personnel and equipment
4. Establish adequate communications
5. Establish jurisdiction
6. Establish traffic control
7. Establish dyking as required
8. Check stocks of sand and sandbags
9. Eliminate hazards from damaged utilities
10. Protect property and relocate resources where necessary
11. Establish emergency social services
12. Evacuation of personnel, livestock, etc.
13. Storage of furnishings and equipment
14. Establish a news release system
15. Set up an inquiry service
16. Establish emergency health facilities

Agency Responsible

Provincial Emergency Program
BC Environment
Police/Provincial Emergency Program
Province/City
Province/Employment Centre
Emergency Coordinator
City/Province
Police
Ministry of Transportation and Highways/City
Engineering
Engineering/Utilities
Police/Industry/EOC
Emergency Social Services
Emergency Operations Centre
Province/City
Province/City
Emergency Social Services
Health Unit

C. Equipment

1. Transportation
2. Additional communication equipment
3. Dyking equipment
4. Heavy equipment (bulldozers, etc.)
5. Auxiliary lighting equipment
6. Auxiliary power facilities
7. Medical and health supplies
8. Food and lodging
9. Pumps
10. Storage facilities for equipment, furnishings & livestock
11. Mobile public address equipment

Source

Road/Air/Rail authorities
Emergency Coordinator
Engineering/Private Industry
Engineering/Private Industry
Engineering/Utilities
Engineering/Utilities
Health Units/BC Ambulance Service
Emergency Social Services
Engineering
Province/City
Police/Fire

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.9 Power Failure

A. Possible Major Effects

1. Casualties – indirect effects due to lack of power
2. Deaths – as above
3. Panic – danger in crowded areas
4. Disruption of traffic
5. Disruption of utilities
6. Trapped persons

B. Potential Actions at the Scene

Agency Responsible

- | | |
|---|--|
| 1. Establish a headquarters for restoration of power | BC Hydro |
| 2. Establish EOC for emergency services to community | City |
| 3. Restore power | BC Hydro |
| 4. Establish a priority for essential requirements | City |
| 5. Controls allocation of auxiliary power | City/BC Hydro |
| 6. Establish a news release system | BC Hydro/City |
| 7. Establish traffic control | Police |
| 8. Protection of property | Police |
| 9. Establish special assistance to aged, infirm & home patients | Emergency Social Services |
| 10. Establish an inquiry service | Emergency Social Services |
| 11. Establish adequate emergency communications | Telephone/Radio facilities |
| 12. Organize an emergency transportation pool | Engineering |
| 13. Ascertain the status of water and food – arrange distribution | Health/Emergency Social Services/Emergency Coordinator |
| 14. Release trapped persons in electrically operated devices | Specialists/Fire |
| 15. Asses danger to public health and provide emergency services | Health Unit |

C. Equipment

Source

- | | |
|--|------------------------------|
| 1. Auxiliary power | Engineering/Private Industry |
| 2. Auxiliary heaters | Engineering/Private Industry |
| 3. Mobile public address equipment | Police/Private Industry |
| 4. Auxiliary lighting | Engineering/Stores, etc. |
| 5. Emergency lodging and feeding | Emergency Social Services |
| 6. Mobile generators for pump stations | Engineering |

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

F.10 Transportation – Rail

A. Possible Major Effects

1. Possible mass casualties for passenger trains
2. Deaths
3. Fires that may be started
4. Disruption of rail traffic
5. Disruption of railway communications

B. Potential Actions at the Scene

Agency Responsible

- | | |
|--|----------------------------|
| 1. Warn other traffic | Trainmen or first on scene |
| 2. Establish an Incident Command Post | Railway staff/Fire |
| 3. Establish adequate communications | Railway staff |
| 4. Request a relief train | Railway staff |
| 5. Give an accurate and complete report of accident | Railway staff |
| 6. Request police, ambulance, doctors and heavy equipment when reporting accident | Railway staff |
| 7. Organize rescue parties as required | Railway staff/Fire/PEP |
| 8. Notify hospitals of casualties including type and number | BC Ambulance Service |
| 9. Arrange temporary reception area for casualties | BC Ambulance Service |
| 10. Dispatch ambulances for proper distribution of casualties | BC Ambulance Service |
| 11. Establish control routes for emergency vehicles | Police |
| 12. Define a working area and establish control perimeter | Railway staff/Police |
| 13. Establish a temporary morgue | Coroner/Police |
| 14. Restrict entrance to work area if accident involves hazardous radioactive material | Railway staff/Police |
| 15. Establish a news release system | Company authorities/City |
| 16. Set up an inquiry service | Rail company |

C. Equipment

Source

- | | |
|--|---|
| 1. Relief train | Railway authorities |
| 2. Ambulances | BC Ambulance Service |
| 3. Fire fighting equipment | Fire/Railway |
| 4. Heavy recovery equipment including cutting torches | Railway authorities |
| 5. Special equipment may be required if radioactive or other hazardous cargo is involved | Suppliers/Railway/Radiation Protection Branch |
| 6. Auxiliary lighting | Fire/Railway/Private Industry |
| 7. Mobile public address equipment | Police/Emergency Coordinator |
| 8. Emergency feeding facilities | Emergency Social Services |

F.11 Transportation – Road/Bus

A. Possible Major Effects

1. Casualties
2. Deaths
3. Fires and explosions
4. Trapped persons
5. Disruption of traffic

B. Potential Actions at the Scene

Agency Responsible

- | | |
|--|------------------------------|
| 1. Establish an Incident Command Post | Lead Agency (Police) |
| 2. Establish adequate communications | Police/Emergency Coordinator |
| 3. Request additional police assistance | Police |
| 4. Establish control routes for emergency vehicles | Police |
| 5. Request ambulances, wreckers, fire trucks, heavy equipment or specialized equipment as required | Police/Fire |
| 6. Notify hospitals of casualties including type and number | BC Ambulance Service |
| 7. Define a working area and establish control perimeter | Police/Fire |
| 8. Establish temporary morgue | Coroner/Police |
| 9. Special precautions needed when radioactive or hazardous materials involved | Police/Coroner/Specialists |
| 10. Establish a news release system | Company authorities/City |
| 11. Set up an inquiry service | Emergency Social Services |

C. Equipment

Source

- | | |
|---|---|
| 1. Wrecker | Garage |
| 2. Fire fighting equipment | Fire |
| 3. Barricades to control traffic | Engineering |
| 4. Radioactive test equipment if accident involves radioactive material | Private Industry/Ministry of Health/Environment |
| 5. Test equipment for dangerous gases where applicable | Private Industry/Fire |

F.12 Windstorm

A. Possible Major Effects

1. Casualties
2. Damage to property
3. Deaths
4. Disruption of community
5. Disruption of traffic
6. Disruption of utilities
7. Disruption of communications

B. Potential Actions at the Scene

1. Warning of imminence
2. Establish an Incident Command Post
3. Establish adequate communications
4. Rescue
5. Define a working area and establish control perimeter
6. Establish routes for emergency vehicles
7. Notify hospitals of casualties including type and number
8. Rescue
9. Establish temporary morgue
10. Protection of property
11. Eliminate hazards from damaged utilities
12. Establish emergency social services
13. Set up an inquiry service
14. Provide auxiliary power
15. Clear debris

Agency Responsible

Weather service/CBC/Other news media/Provincial Emergency Program
Lead Agency
Emergency Coordinator
Contractor/Fire
Police
Police
BC Ambulance Service
Fire/PEP
Coroner/Police
Police
Engineering/Utilities
Emergency Social Services
Emergency Social Services
Engineering/Utilities
Engineering

C. Equipment

1. Rescue equipment
2. Fire equipment
3. Ambulances
4. Road clearing equipment
5. Auxiliary generators
6. Barricades
7. Mobile public address equipment
8. Mobile generators for pump stations

Source

Fire/Engineering/Private Industry
Fire
BC Ambulance Service
Engineering/Private Industry
Engineering/Private Industry
Engineering
Police/Fire
Engineering

Section G – Incident Action Planning**Table of Contents**

Incident Briefing (ICS 201)	95
Incident Objectives (ICS 202)	99
Organization Assignment List (ICS 203)	100
Division Assignment List (ICS 204)	101
Incident Radio Communications Plan (ICS 205)	102
Medical Plan (ICS 206)	103
Organization Chart (ICS 207)	104
Check-In List (ICS 211)	105
Unit Log (ICS 214)	106
Operational Planning Worksheet (ICS 215)	107
Radio Requirements Worksheet (ICS 216)	108
Radio Frequency Assignment Worksheet (ICS 217)	109
Support Vehicle Inventory (ICS 218)	110
Demobilization Checkout (ICS 221)	111

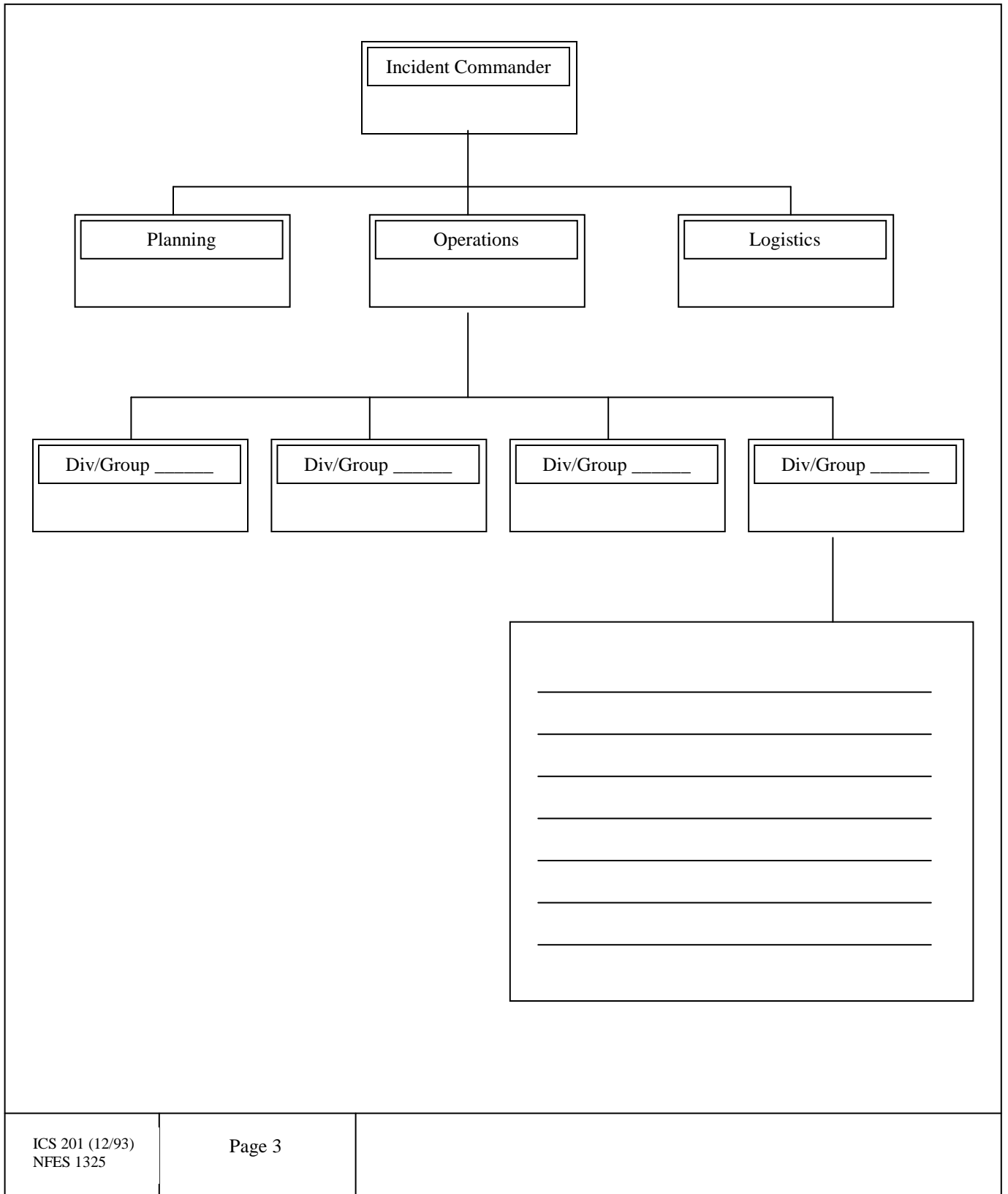
The following forms are based on the United States Incident Command System (NIIMS-ICS). These forms are presently in use in accordance with the British Columbia Emergency Response Management System (BCERMS). It is anticipated that the BC Government Interagency Emergency Preparedness Council (IEPC) will be updating and adopting similar forms for use in British Columbia in the near future.

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Incident Briefing	Incident Name:	Date Prepared:	Time Prepared:
Map Sketch			
ICS 201 (12/93) NFES 1325	Page 1	Prepared By (Name and Position):	

THE CITY OF FERNIE
EMERGENCY REPOSEN PLAN

Current Organization



**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

Organization Assignment List		Incident Name:	Date Prepared:	Time Prepared:
Position	Name	Operational Period (Date/Time)		
Incident Commander and Staff				
Incident Commander		Operations Section		
Deputy		Chief		
Safety Officer		Deputy		
Information Officer		Branch I – Division/Groups		
Liaison Officer		Branch Director		
Agency Representatives		Deputy		
Agency	Name	Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Branch II – Division/Groups		
		Branch Director		
Planning Section		Deputy		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		Division/Group		
Demobilization Unit		Branch III – Division/Groups		
Technical Specialists		Branch Director		
		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
Logistics Section		Division/Group		
Chief		Air Operations Branch		
Deputy		Air Op. Branch Dir.		
Support Branch		Air Tactical Group Sup.		
Director		Air Support Group Sup.		
Supply Unit		Helicopter Coordinator		
Facilities Unit		Air Tanker Crd.		
Ground Support Unit		Finance Section		
Service Branch		Chief		
Director		Deputy		
		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Compensation/Claims		
Food Unit		Cost Unit		
203 ICS		Prepared By (Resources Unit):		

**THE CITY OF FERNIE
EMERGENCY REPOSEN PLAN**

Branch		Division/Group			Assignment List				
Incident Name:				Operational Period:					
				Date:					
				Time:					
Operations Personnel									
Operations Chief:				Division/Group Supervisor:					
Branch Director:				Air Tactical Group Supervisor:					
Resources Assigned This Period:									
Strike Team/Task Force Resource Designation	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time				
Control Operations:									
Special Operations:									
Division/Group Communications Summary									
Function		Frequency	System	Chan	Function		Frequency	System	Chan
Command	Local Repeat				Support	Local Repeat			
Div/Group Tactical					Ground-to-Air				
Prepared By (Resource Unit Ldr):				Approved By (Planning Section Chief):			Date:	Time:	
ICS 204									

**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

Incident Radio Communications Plan		Incident Name:	Date/Time Prepared:	Operational Period Date/Time:	
Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency	Assignment	Remarks
ICS 205		Prepared By (Communications Units):			

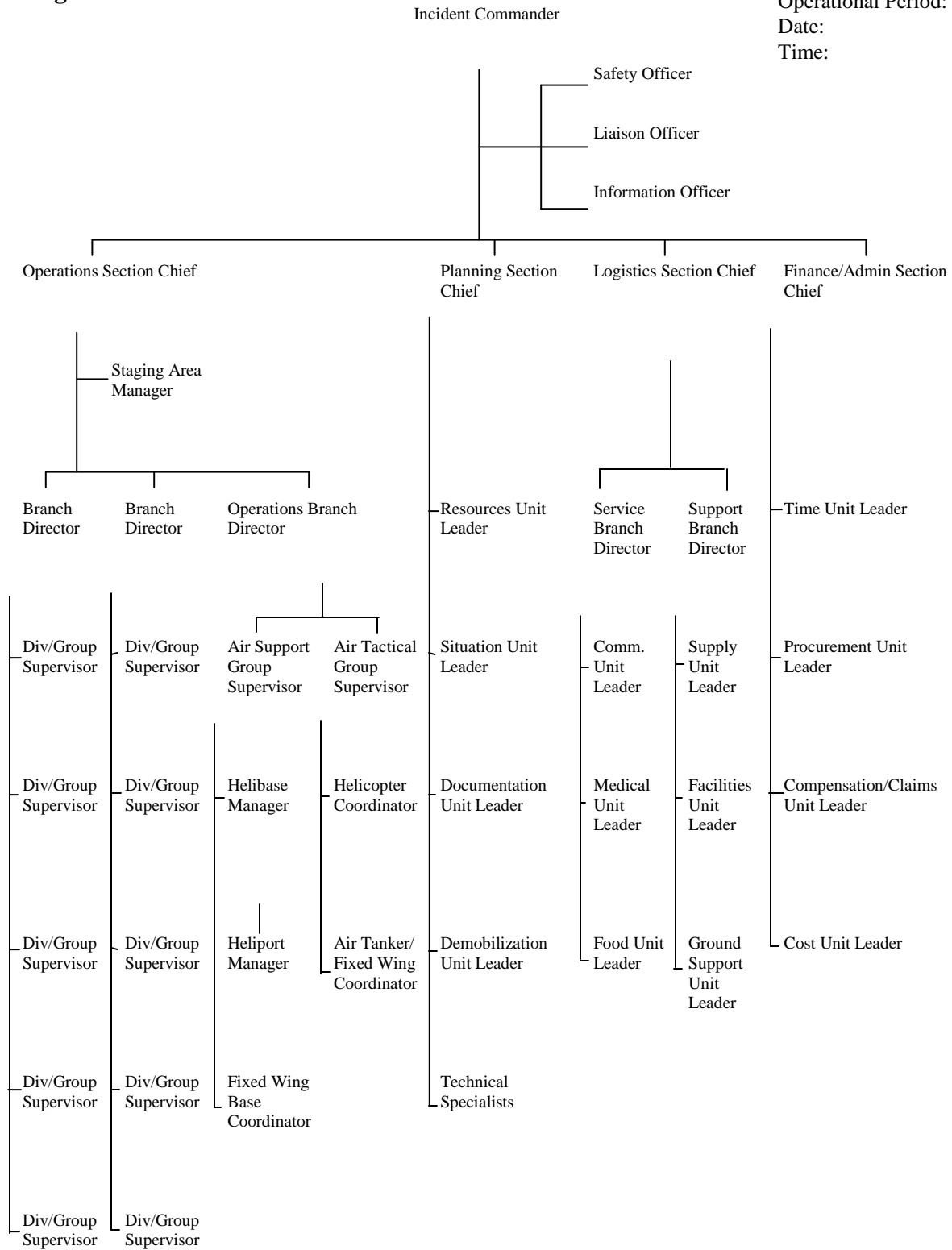
**THE CITY OF FERNIE
EMERGENCY REPOSEN PLAN**

Medical Plan	Incident Name:	Date Prepared:	Time Prepared:	Operational Period:					
Incident Medical Aid Stations									
Medical Aid Stations	Location			Paramedics					
				Yes	No				
Transportation									
Ambulance Services									
Name	Address		Phone	Paramedics					
				Yes	No				
Incident Ambulances									
Name	Location			Paramedics					
				Yes	No				
Hospitals									
Name	Address		Travel Time		Phone	Helipad		Burn Centre	
Medical Emergency Procedures									
ICS 206	Prepared By (Medical Unit Leader):				Reviewed By (Safety Officer):				

THE CITY OF FERNIE
EMERGENCY REPOSE PLAN

Organization Chart

Incident Name:
Operational Period:
Date:
Time:



**THE CITY OF FERNIE
EMERGENCY REPOSE PLAN**

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