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CITY OF CASTLEGAR

EMERGENCY MANAGEMENT PLAN

A Strategic Guide for Site Support to Major Emergencies and Disasters

Prepared For:
City of Castlegar
460 Columbia Avenue
Castlegar, BC V1N 1G7

Revised November 2015.



Statement of Limitation

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Mayor's Message

The preparation and maintenance of an Emergency Planning and Response manual is a legislative requirement under the Emergency Program Act [RSBC 1996] Chapter 111.

The development of this manual and the implementation of the provisions contained herein will provide a comprehensive program of emergency management which will effectively address natural and human-caused hazards that the City of Castlegar may be exposed to.

Having reviewed this manual I am confident that it will effectively provide for the continuity of Government and the preservation of life and property through a coordinated response by elected officials, the City Departments, volunteer services, and outside agencies in the event of an emergency or disaster.

I realize that a significant amount of work has gone into the development of this manual and, on behalf of the City Council, I would like to commend the City's Emergency Executive Committee for their excellent efforts in this regard.

Sincerely,

Mayor L Chernoff

Forward

Emergency preparedness to protect the health and safety of the general public, property and our employees is integral to the City of Castlegar management philosophy. The City of Castlegar Emergency Management Plan is a planning document meant to provide the framework and guidance for the City of Castlegar Emergency Operations Centre during a multi-agency response to an emergency.

The City of Castlegar Emergency Management Plan forms the core of all emergency response documentation for the City. For emergencies requiring additional detail or those handled at the site, sub-plans are in place. The Emergency Management Plan can be used as a reference when integrating internal/departmental specific plans into strategic city-wide operational plans. This plan does not replace the responsibility a department has in developing and testing its own emergency response plans.

The key objective in developing this Plan is to provide the City of Castlegar with:

- a coordinated emergency response that adopts and applies the BCERMS framework;
- the functions of the Emergency Operations Centre (EOC); and
- A planning framework within which emergency operations staff and other relevant department and agency staff members can work together to develop and maintain hazard-specific response plans.

For this plan to be effective, it is important that all users of the Emergency Management Plan will interpret it reasonably and responsibly and in the best interest of safety.

Executive Summary

Introduction

This plan has been prepared in order to provide key officials, agencies, and departments in the City of Castlegar with guidelines for site support level coordination. In addition, the plan provides operational guidance for the Castlegar Emergency Operation Centre (EOC). The City of Castlegar Emergency Management Plan complies with the British Columbia Emergency Response Management System (BCERMS) to ensure coordinated and organized response to emergencies in the form of a standardized response structure.

For this plan to be effective, it is important that all parties involved be made aware of its provisions. Furthermore, every official, agency, and department that will participate in the City of Castlegar EOC must be prepared to carry out their assigned functions and responsibilities in an emergency. The following sections provide an overview of the plan background and highlights of the City of Castlegar Emergency Management Plan.

Background

Legislation entitled the "B.C. Emergency Program Act" RSBC 1996 c.111 and subsequent regulations "Emergency Program Act Local Authority Emergency Management Regulation" B.C. Reg. 380/95 O.C. 1075/95, is the primary authority enabling local authorities to develop their own emergency plan and maintain an emergency program.

This plan will fulfill the City of Castlegar requirement to prepare emergency plans respecting preparation for and response to emergencies and disasters. The City of Castlegar has an established coordinator and Emergency Executive Committee and Emergency Management Committee.

Highlights of the Plan

The Mayor and Council have the authority to declare a local state of emergency.

The City of Castlegar Emergency Operations Centre (EOC), with supporting agencies, has the responsibility for coordinating community-wide response in an emergency. Designated City of Castlegar staff or their alternates may be called together in the event of an emergency or threat of an emergency and meet at the

Emergency Operations Centre, to make decisions or to be on standby, without having to declare that a local state of emergency exists. The EOC Director is ultimately in charge of coordinating response to emergencies within the City of Castlegar. In the event the City of Castlegar requires additional resources, the Central Kootenay Regional District (CKRD) should be contacted to assist with coordination of regional resources and the PREOC to coordinate regional Provincial resources.

Aside from establishing the functions of the City of Castlegar Emergency Operations Centre, this management plan establishes priorities for training, periodic reviews and revisions. This plan manages the City of Castlegar Emergency Management Organization.

D ocument Control

Plan No.	Date Assigned	Assigned To: Department / Individual	Full Copy / Partial Copy
1			
2			
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Revisions

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

All requests for revisions should be made using the '*Emergency Management Plan Revision Request Form*' which can be found on the following page.

Every revision to this plan must be supplied with reason and authorized by the appropriate staff member. Revisions will be presented to the Emergency Executive Committee for final approval and all revisions will be recorded in the Record of Changes.

Record of Changes

CHANGE #	DATE OF CHANGE	ENTERED BY	DATE ENTERED
Updated contact list	2015/11/26	L S	2015/11/26
Updated multiple pages	2015/11/26	L S	2015/11/26

Emergency Management Plan Revision Request Form

TO:		
FROM:	REQUEST SUBMITTED BY:	SUPERVISOR:
DATE:		

SUBJECT:			
SECTION:		PAGE NO:	

PLEASE REVISE THE EMERGENCY MANAGEMENT PLAN AS FOLLOWS:

REASON FOR REVISION

TO BE COMPLETED BY THE CITY OF CASTLEGAR	
DATE RECEIVED:	
DATE REVIEWED:	
APPROVAL:	
PLAN REVISED	
DISTRIBUTED:	

1 Overview of Management Organization

Description and Contents

Description	This section describes the purpose and scope of the plan in addition to the plan organization and format.
Contents	<ul style="list-style-type: none">1.1 Introduction1.2 Purpose & Scope1.3 Plan Organization and Format1.4 Emergency Response Organization1.5 Castlegar Emergency Executive Committee1.6 Site – incident command post1.7 Linkage to Other plans1.8 Plan activation authority1.9 Plan notification

1.1 Introduction

This “all hazards” plan is intended for use by all members of the City of Castlegar Emergency Program in the event of a major emergency. An “all hazards” plan utilizes the same management system regardless of the type of emergency. Specific considerations by hazard type are presented in the plan and are intended to provide guidance during the recovery phase.

The guidelines and checklists included reflect the requirements of the British Columbia Emergency Response Management System (BCERMS). These guidelines represent a recommended best practise for local authorities, the private sector and the federal government operating in BC.

This plan is meant to be used in conjunction with appropriate agency and departmental plans.

1.2 Purpose & Scope

The purpose of the City of Castlegar Emergency Management 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 affect the City.

The City of Castlegar Emergency Management Plan guides the operations, organization, responsibilities, and coordination of the City of Castlegar Emergency Operations Centre in response to a community-wide emergency or threat of an emergency within Castlegar. ***This plan does not address emergencies that are normally handled at the site by the appropriate first responding agencies.*** The plan addresses such incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this plan.

The City of Castlegar believes that the key to preparedness and response action is based primarily on continuous training and exercising of all aspects of this plan. This document reflects a record of policies, procedures and key information already established or currently under development. Therefore, this plan reflects the dynamic planning process and is subject to change and is not a final goal for the City of Castlegar.

This plan has been prepared using the following standards/documents as guidelines:

- The B.C. Emergency Program Act RSBC 1996 c.111
- The British Columbia Emergency Response Management System (BCERMS).
- Emergency Program Bylaw 828 1997
- The City of Castlegar Departmental Emergency Response Plans.

-
- Standard on Emergency Management and Business Continuity Programs (CSA Z1600 Draft 2007)

This plan is intended for use by all members of the City of Castlegar Emergency Operations Centre in the event of a community-wide emergency. An all-hazards plan utilizes the same management system regardless of the type of emergency.

1.3 Plan Organization and Format

This plan has been organized to be as functional and user friendly as possible. It is intended to serve as a working planning document and provides the framework within which the City of Castlegar staff, relevant departments and agencies can work together to develop and maintain hazard-specific plans that address the unique conditions that result from a particular hazard. The conventions used in this plan are “shall” and “will”. When “shall” is used, it is a required procedure. When “will” is used, it is describing likely events beyond our control, primarily used for other agencies’ response to a given event.

1.4 Emergency Response Organization

The City of Castlegar Emergency Program utilizes the BCERMS Site and Site Support Standard as its organizational structure. An Incident Commander must always be present to oversee site activities, and the Emergency Operations Centre (if required) is activated to oversee and coordinate all off-site activities. If the EOC is activated, to support the City of Castlegar the Provincial Regional Emergency Operations Centre (PREOC) will be established to provide support and coordination. If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established.

1.5 Castlegar Emergency Executive Committee

The City of Castlegar Emergency Executive Committee is the core management group that is charged with the responsibility for advising the City of Castlegar on policy direction and ensuring that issues and aspects of emergency management are sufficiently addressed. In preparation and planning for emergencies the committee advises on the development and delivery of emergency services; implements and improves strategies and procedures for emergency services and site support; coordinates stakeholder’s actions and decisions; and forms in part the EOC staff in the event of an emergency.

The Castlegar Emergency Program Coordinator or the designate chairs the quarterly meeting for the City of Castlegar. Everyone on the Emergency Executive Committee becomes part of the emergency process in terms of decision making. The members become the Emergency Executive Committee according to their EOC (ICS) function, event experience and everyday departmental or responder roles.

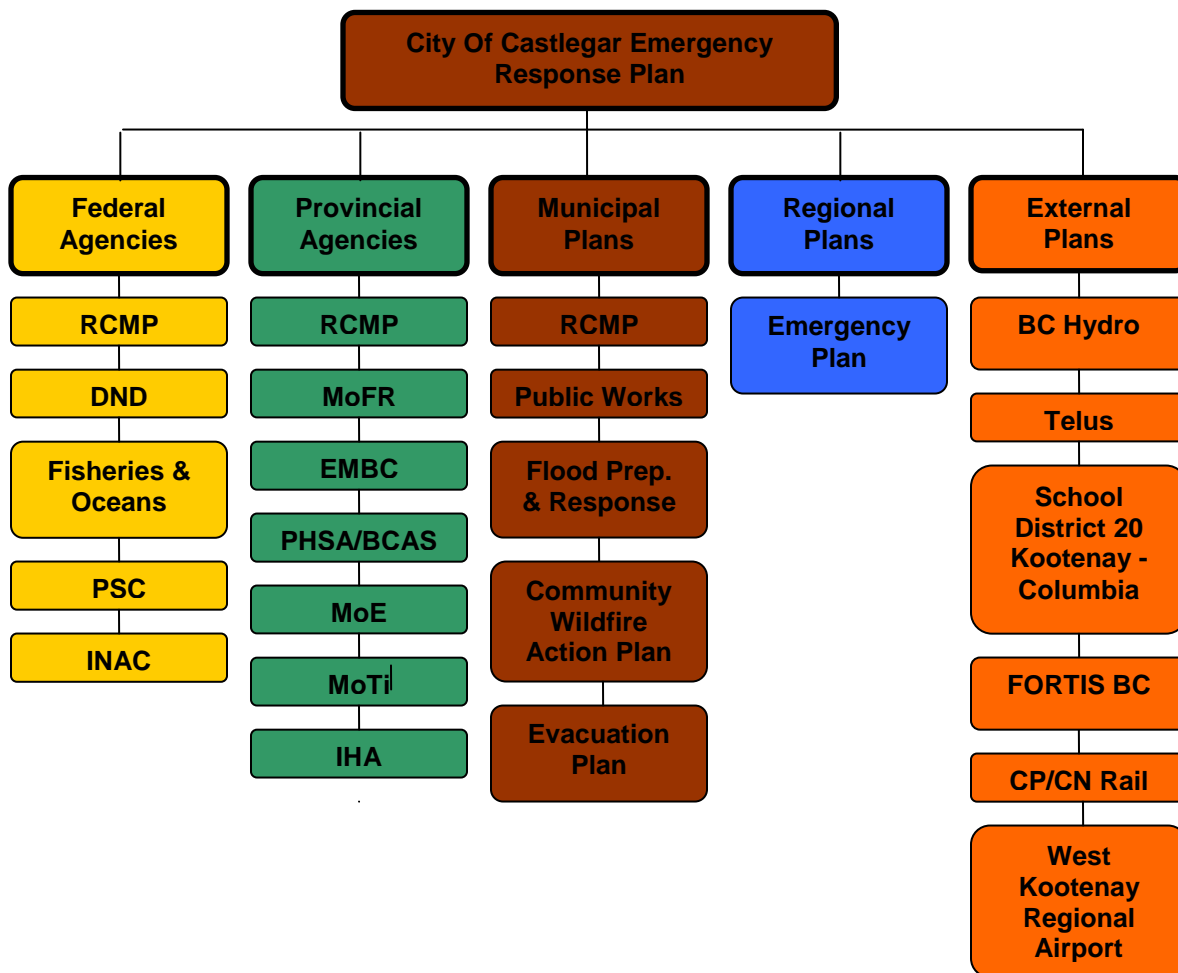
1.6 Site – Incident Command Post

The Incident Command Post (ICP) is the location from which the Incident Commander directs the response to the emergency. The ICP may be a police car, ambulance or fire apparatus. It is the location to which all responders initially report for incident briefings and assignments. In larger, more complex and extended duration incidents, consideration should be made to relocate the ICP to larger quarters. This could include the City Hall, Fire Hall, RCMP Detachment or recreation centre or other similar structure. Incident objectives, strategies and tactics are formulated and directed from the ICP.

1.7 Linkage to Other Plans

The City of Castlegar Emergency Management Plan forms the center of all emergency response documentation. For emergencies requiring further detail beyond the scope of this management plan, sub-plans and external agency plans are in place. In this way the City of Castlegar Emergency Management Plan has been written to work in conjunction with the contingency plans of other responding organizations. The City of Castlegar has several plans in effect to address specific types of hazards. Figure 1 illustrates the various plans, both internal and external, that influence the City of Castlegar.

Figure 1 - City of Castlegar Internal and External Plan Organization



1.8 Plan Activation Authority

The following persons (or designates) have the authority to activate the City of Castlegar Emergency Management Plan:

- Mayor – by order
- Council – by bylaw or resolution
- Chief Administrative Officer
- Fire Chief
- MEP Coordinator
- Airport Manager
- Director of Transportation and Public Works
- EMBC Director

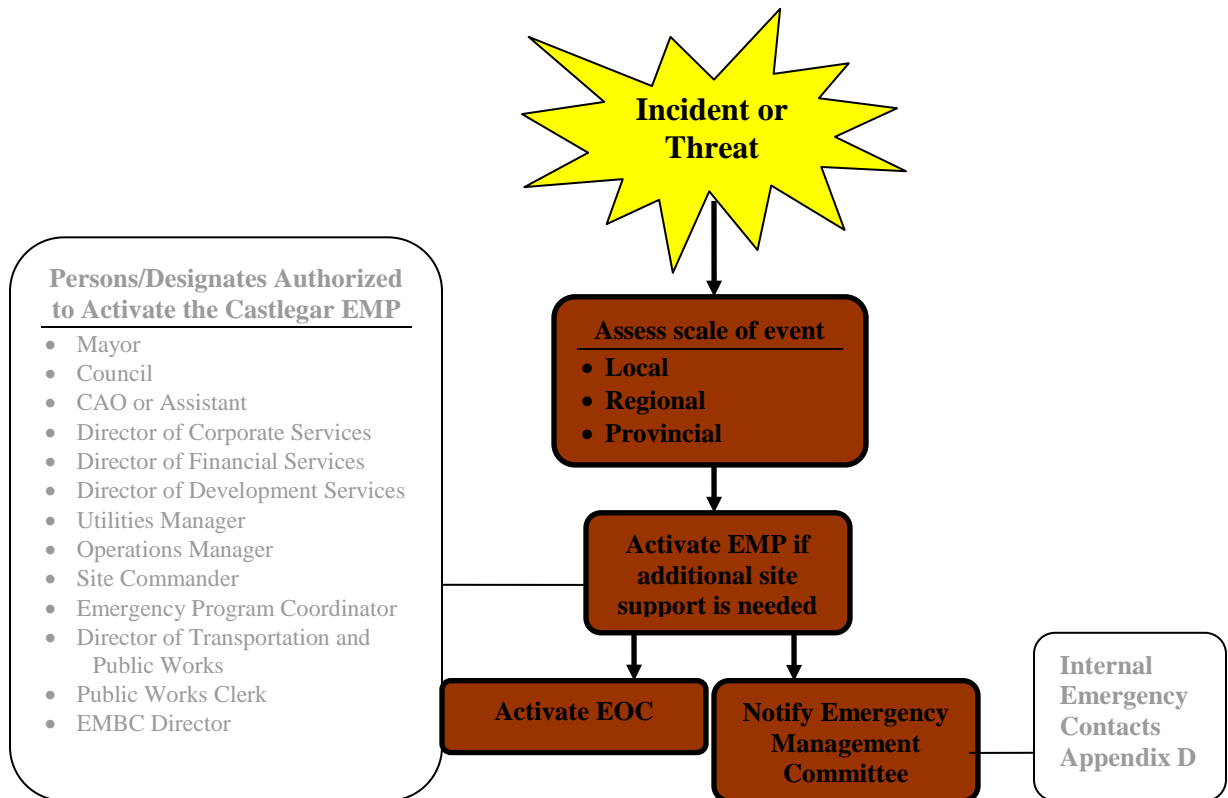
The decision of the Mayor, Council, CAO, Emergency Program Coordinator or Director of Transportation and Public Works to activate the plan is considered to override the desires of the others.

Note: The activation of the City of Castlegar Emergency Management Plan does not automatically activate the City of Castlegar Emergency Operations Centre (EOC) nor does it automatically require the declaration of a state of local emergency (procedures found in reference section). Figure 2 below outlines the activation process for the Emergency Management Plan.

1.9 Plan Notification

Figure 2- Provides an overview of the plan notification process for all emergencies. This diagram outlines the process and decisions that may be required during the activation of the City of Castlegar Emergency Management Plan.

Figure 2 - Plan Activation/Advisory Notification Process



Information about an incident must be clear, concise, accurate and timely communicated. The minimum amount of information that should be communicated to the Emergency Executive Committee includes:

- Type of Incident
- Date and Time of Incident
- Name of Caller and Caller's Phone Number
- Possible Injuries
- Location of Incident
- Actions Taken So Far
- Evacuation if required
- Assistance if required

2 City of Castlegar

Emergency Operations Centre

Description and Contents

Description This section describes the operations of the City of Castlegar Emergency Operations Centre (EOC). This section outlines the primary roles and responsibilities of EOC positions and introduces the operational concept of BCERMS to the City of Castlegar EOC.

Contents	2.1 Introduction to BCERMS
	2.2 The City of Castlegar Emergency Operations Centre
	2.3 EOC Activation
	2.4 EOC Notification
	2.5 EOC Location(s) and Address(es)
	2.6 Staffing Requirements for the EOC
	2.7 Government Agencies and other Representatives in the EOC
	2.8 EOC Positions and functions
	• EOC Director and Information Officer
	• Operations Section Chief
	• Planning Section Chief
	• Logistics Section Chief
	• Finance/Administration Section Chief
	2.9 EOC Position Logs
	2.10 Deactivation

2.1 Introduction to BCERMS

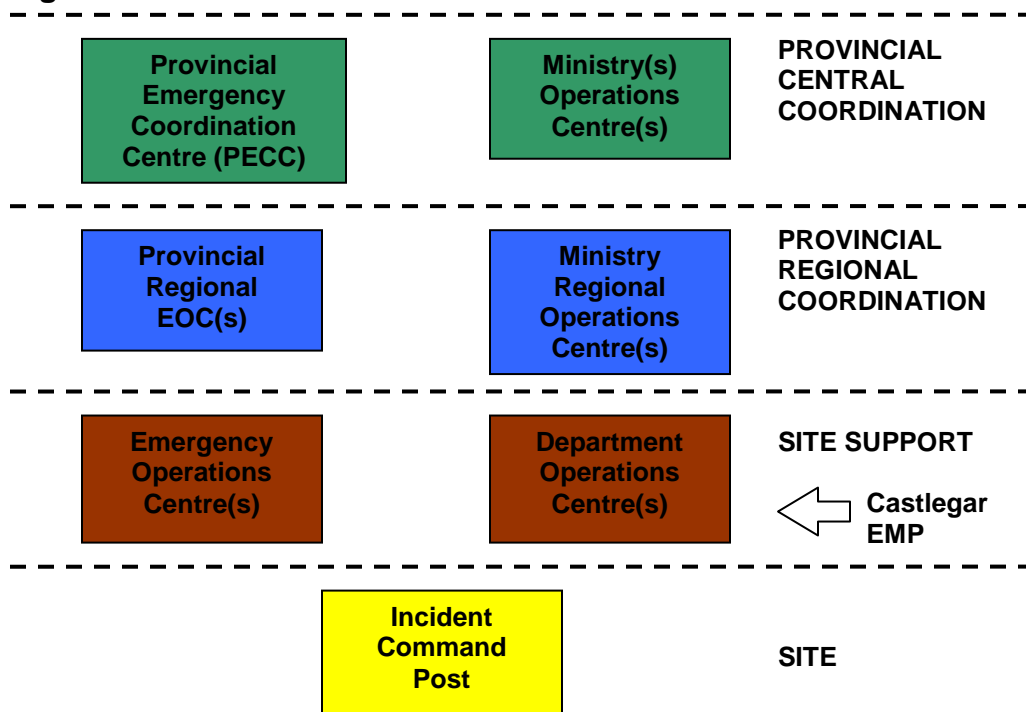
The City of Castlegar Emergency Management Plan and operations are BCERMS compliant.

The Province of British Columbia emergency management structure has developed and adopted BCERMS (British Columbia Emergency Response Management System) as a comprehensive management system that ensures coordinated and organized response to emergencies.

BCERMS supports the following response goals to:

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

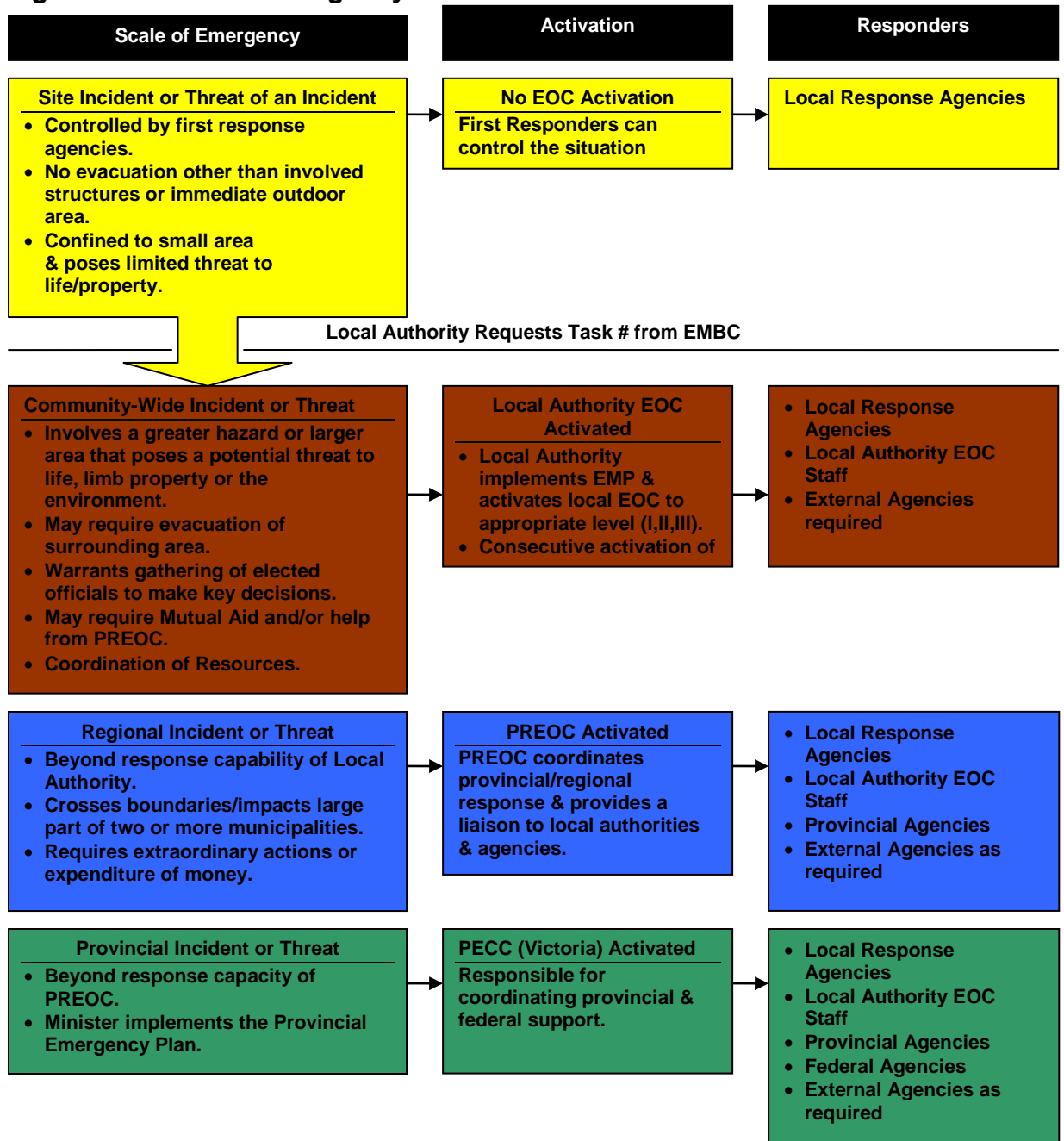
Figure 3 – BCERMS Levels



Within the four levels of BCERMS response, this Emergency Plan encompasses the Site Support Level as seen in Figure 3.

BCERMS is based on the Incident Command System (ICS) and a tiered response linked to the severity or potential consequences of the incident. The scale of emergency, level of activation and responders involved is summarized in Figure 4 below.

Figure 4 – Scale of Emergency and Activation



2.2 Emergency Operations Centre (EOC)

The City of Castlegar Emergency Operations Centre (EOC) is the management team that will coordinate the response to a Level II or III incident for which the City of Castlegar is either acting as the primary responder or for which it is directly responsible as required by the situation (**Figure 6**). The City of Castlegar EOC provides policy direction to the Incident Commander, who is at or near the site of the emergency. The EOC also coordinates resource requests from the site and manages all offsite activities.

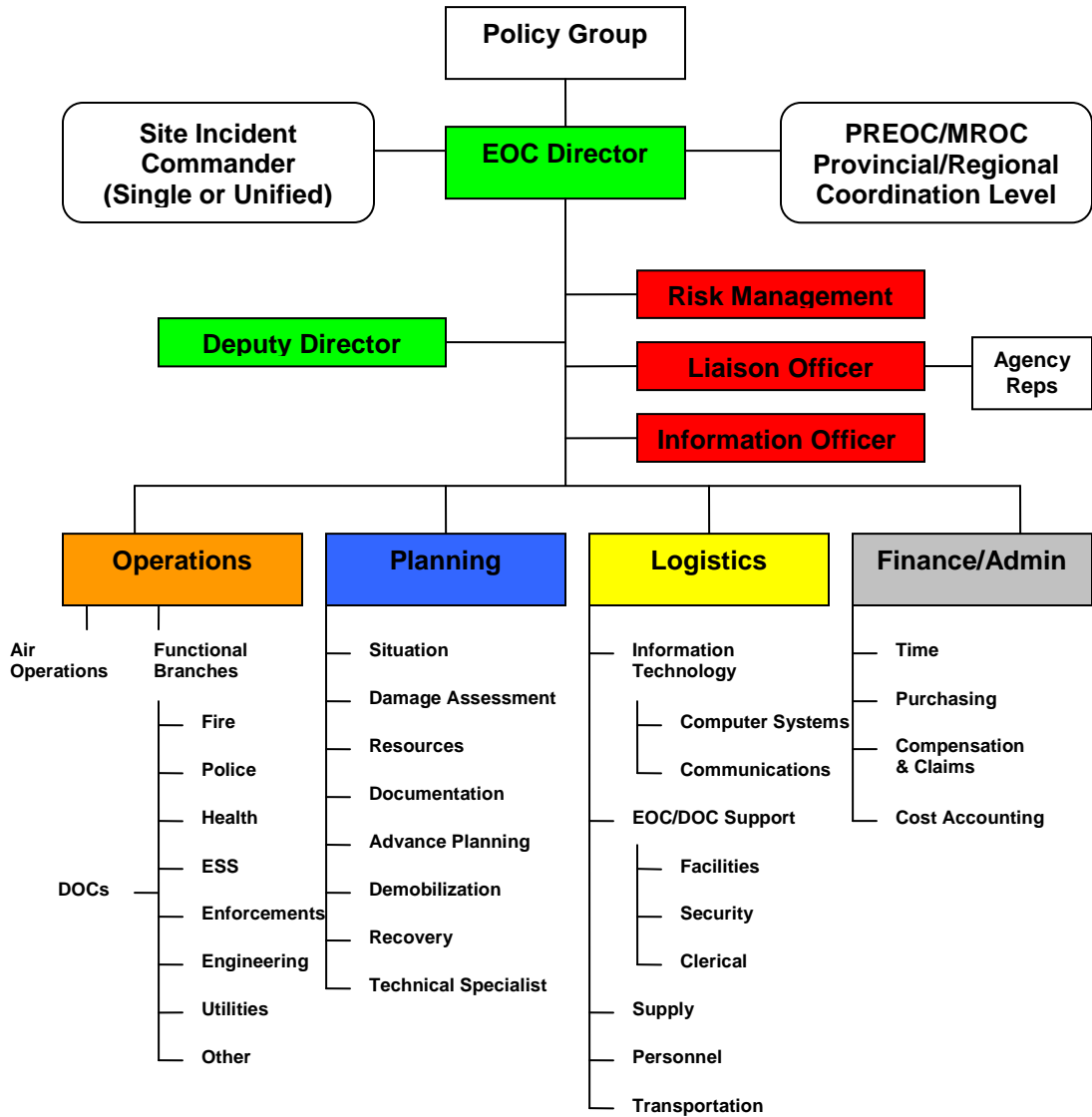
For incidents involving a third party where the City of Castlegar is acting as a secondary responder, the City of Castlegar Emergency Operations Centre will activate to monitor the response and assist the third party as requested.

The City of Castlegar would provide EOC support to any of the community's stakeholders, some of which are, but not limited to:

- CP Rail
- BC Hydro
- Telus Communications
- Fortis Gas & Electric
- West Kootenay Regional Airport
- School District No. 20
- Zellstoff Celgar Pulp
- Interfor
- Columbia Power Corporation
- Ministry of Environment
- Interior Health Authority
- Emcon Services Inc. (Grand Forks BC)

The City of Castlegar EOC will follow the principles and guidelines established by the BCERMS Operations and Management Standard Site Support EOC Chart, issued by the IEPC (**Figure 5**). However, staffing of the City of Castlegar EOC will be determined by the size and complexity of the incident and multiple functions can be filled by one person. For the majority of EOC activations, the City of Castlegar can fulfill the necessary functions with fewer staff personnel than the fully expanded EOC organization.

Figure 5 - Fully Expanded EOC Organization Chart



2.3 EOC Activation

Prior to EOC activation, it is expected that the appropriate staff has activated the City of Castlegar Emergency Management Plan.

The following persons (or designates) have the authority to activate the City of Castlegar Emergency Operations Centre:

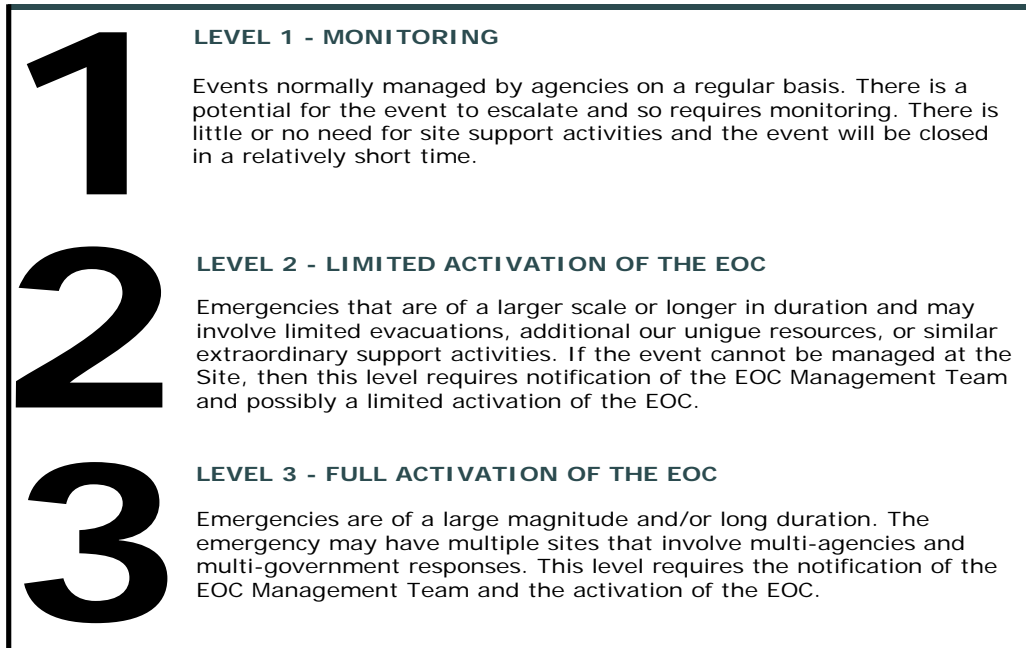
- Mayor
- A member of Council
- Chief Administrative Officer
- Fire Chief
- Emergency Program Coordinator
- Airport Manager
- Director of Public Works and Utilities
- EMBC

A “state of emergency” is not required to initiate the EOC.

Depending on the incident severity, the City of Castlegar Emergency Operations Centre may be activated at one of the three levels of EOC Activation (**Figure 6**).

For minor incidents, the response will likely be handled entirely by the responding agency/first responder at the site and will not require the activation of the EOC. For larger incidents, the EOC will activate to level 2 or 3 and first responders and external agencies will be involved in the response effort.

Figure 6 - Three Levels of EOC Activation

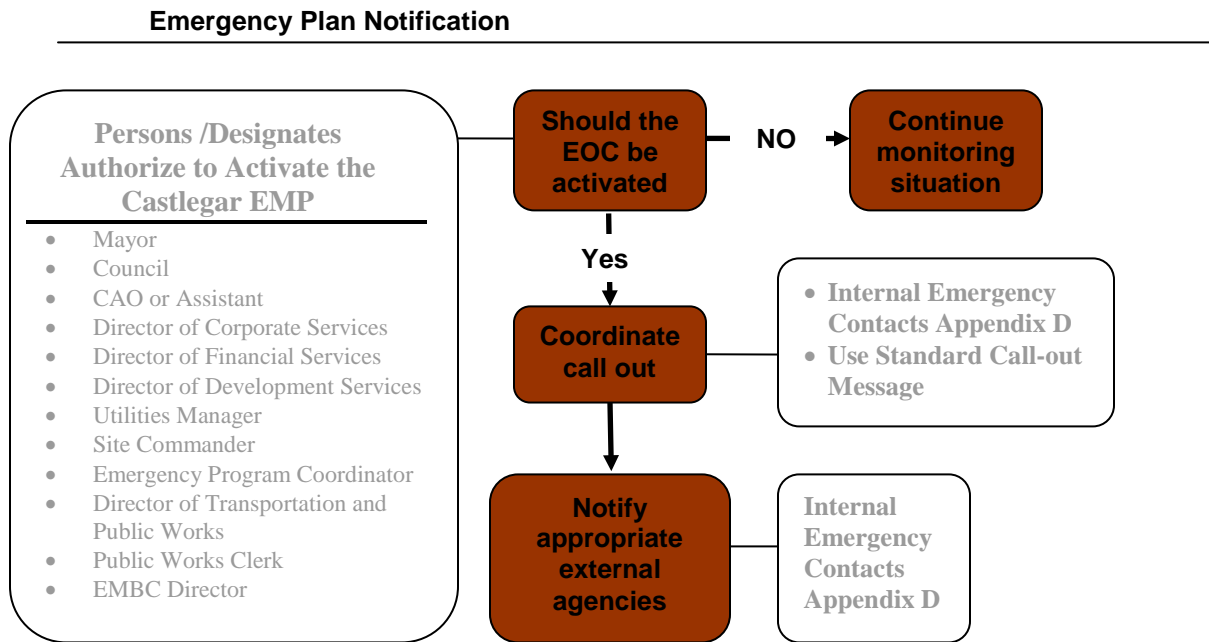


2.4 EOC Notification

Figure 7 Provides an overview of the EOC notification process for all emergencies.

Names and telephone numbers of persons and or organizations that should be contacted in an event of an incident are contained in **Appendix D**.

Figure 7 - EOC Notification Process



Standard Call-Out Message:

"This is _____ of the City of Castlegar

We have a major emergency situation as follows: (brief description). The _____ (person, as appropriate) has ordered the activation of the EOC team to deal with the emergency. You are requested to immediately attend the EOC located at _____."

2.5 EOC Location(s) and Address(es)

Upon activation and notification of the City of Castlegar EOC, all requested persons will report to the designated EOC location.

Due to the geographic nature of the City of Castlegar, there is a primary and secondary EOC established in the two main areas within the City. This provides flexibility for setup depending on the geographic origin of the incident.

The present primary EOC for the City of Castlegar is located at the Fire Department (Fire Hall), 2161 – 6th Ave, Castlegar BC

FIGURE 8 – PRIMARY AND SECONDARY EOC LOCATIONS

PRIMARY LOCATION:

Fire Hall

Fire Hall

2161 – 6th Ave,
Castlegar, BC

Emergency
250-365-3355

Non Emergency
250-365-3266
250-365-7535



Should the primary location be unusable, the alternate location will be used. The decision to relocate the EOC will be based on the nature of the incident and will be made by the EOC Director. The secondary EOC is located at the Board Room at Castlegar City Hall – 460 Columbia Avenue, Castlegar. In the event that the primary and/or secondary EOCs are not available the City of Castlegar would use of the Central Kootenay Regional District EOC upon request.

SECONDARY LOCATION:

Castlegar City Hall

Castlegar City Hall

460 Columbia Ave,
Castlegar, BC

250-365-7227



FIGURE 9 – AIRPORT SPECIFIC INCIDENT EOC LOCATION

AIRPORT INCIDENT EOC LOCATION:

West Kootenay Regional Airport Terminal Building

West Kootenay Regional Airport Terminal Building

132 Hall Road, Unit 130
Castlegar, BC

250-365-5151

Maintenance Garage
(Airport)

250-365-7755

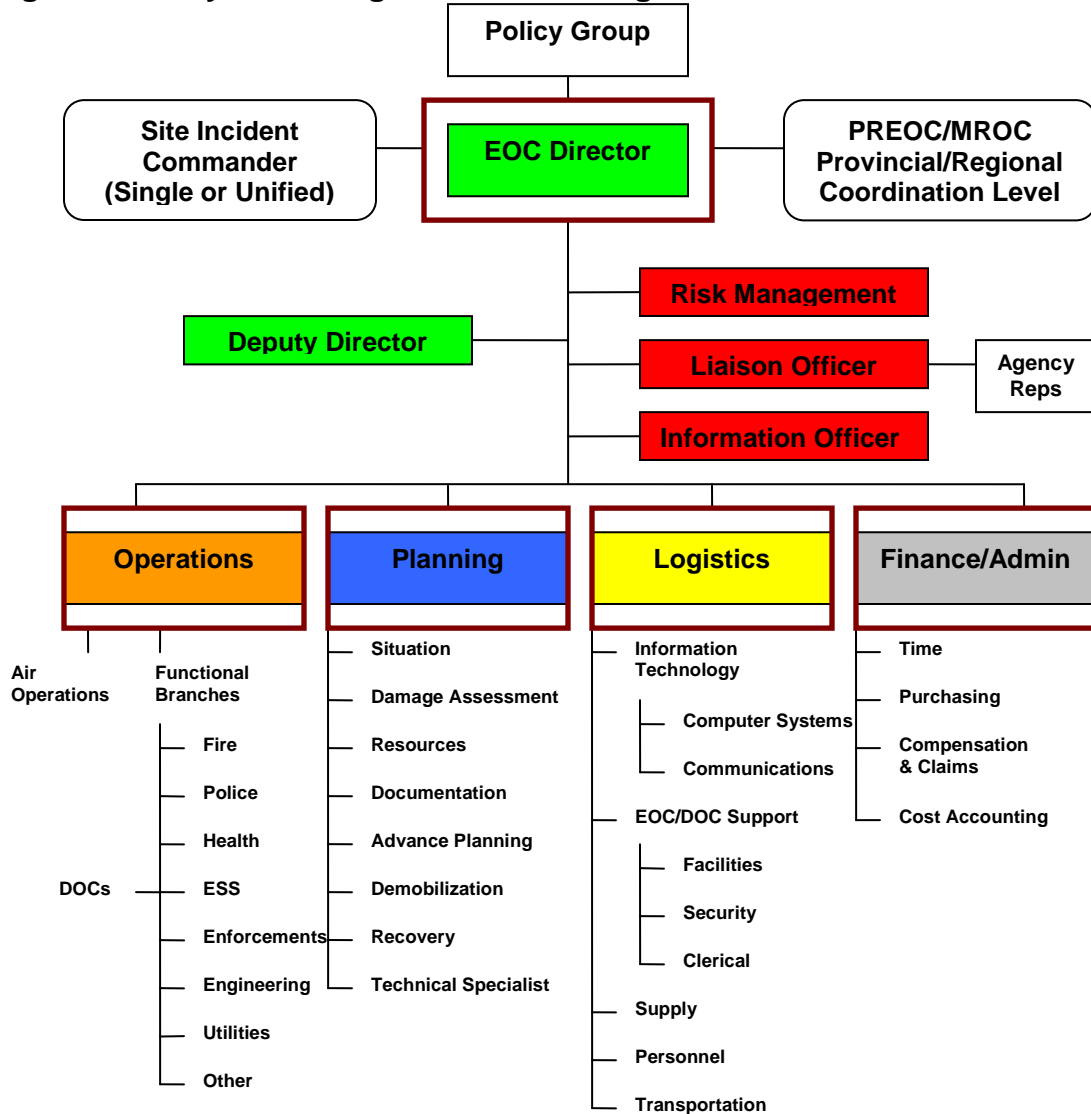


2.6 Staffing Requirements for the EOC

Staffing requirements for the EOC will depend on the complexity and severity of the incident. Initial staffing of the City of Castlegar EOC will consider the need to fill the five major functions of Management; EOC Director, Operations, Planning, Logistics, and Finance & Administration with Section Chiefs. However, staffing plans should include at least two-three complete shifts of personnel for a level III activation (24/7).

The majority of incidents as well as the EOC activation will resemble the organization depicted in **Figure 10**. The initial level of staffing for the City of Castlegar EOC, depending on the complexity and severity of the incident, will dictate the amount of staffing required.

Figure 10 - City of Castlegar Initial EOC Organization



However, in all incidents regardless of the size or complexity, an EOC Director is the only position that is mandatory. The contact information for designate and alternate personnel can be found in **Appendix D**.

2.7 Government Agencies and Other Representatives in the EOC

Representatives from government agencies and other organizations can be expected to be represented in the Operations Section of the EOC. These representatives provide guidance and participate as liaisons for their representative agency (or Departmental Operations Centers (DOC)). Departmental Operation Centers are expected to follow the chain of command

and receive overall instructions from the EOC Director and the City of Castlegar EOC.

Some key agencies and organizations that may be represented in the City of Castlegar EOC Operations Section include:

- R.C.M.P.
- City of Castlegar Fire Chief
- City of Castlegar
- City of Castlegar ESS
- BC Ambulance Service
- Fortis BC
- BC Hydro
- CP Rail
- Ministry of Transportation
- Interior Health Authority Representative
- Other Regional Representatives
- RDCK Area I Representative
- RDCK Area J Representative
- Selkirk College
- Provincial/Federal Government Agencies, NGOs, private businesses

2.8 EOC Positions and Functions

EOC positions and functions are described in terms of the City of Castlegar Initial EOC Organization (Figure 10). These positions have been divided into **5 key positions**:

1. EOC Director and Scribe
2. Operations Section Chief
3. Planning Section Chief
4. Logistics Section Chief
5. Finance & Administration Section Chief

Please note that each position and associated functions are described in terms of general guidelines for operations. The tasks described are generic in scope but can be adapted to different types and scales of incidents.

A complete list of functional positions and operational checklists as outlined by BCERMS is contained in **Appendix M** of this document.

EOC DIRECTOR & INFORMATION OFFICER

Description:

The EOC Director is responsible for the overall coordination and management of the EOC. Key responsibilities of the EOC Director include assessing of the situation and determining the appropriate level (I, II, III) of activation. The appropriate level of staffing must be determined by the EOC Director and general staff in order to effectively respond to the scale of the incident. Most important, the Director sets priorities for response efforts in the affected area(s). Within the EOC it is important that the EOC Director keep in constant communication with the sections and respective section chiefs. In conjunction with these responsibilities, the Director is charged with the role of employing proper risk management procedures, and liaising between the various agencies and branches of the EOC.

This EOC Director's role works in tandem with the role and responsibilities of the **Information Officer**. The relationship between the EOC Director and the Information Officer is illustrated in the following diagram. The Director is in frequent communication with the Information Officer in order to effectively deliver appropriate public information and best methods of dissemination. The Information Officer is the point of contact for all media and other members of internal and external agencies.

The Risk Management and Liaison officer's roles and responsibilities fall with the EOC Director unless specific individuals have been appointed to those positions. For complete list of roles and responsibilities for EOC Command Staff (Information, Risk management, and Liaison Officers) See **Appendix M - EOC Director**.

The EOC Director will appoint an administrative assistant to adopt the role of scribe with such duties as recording minutes in meetings and conversations. The EOC Director may delegate additional tasks as required to the person assigned to the role of scribe.

Figure 11 - EOC Director & Information Officer (Next Page)

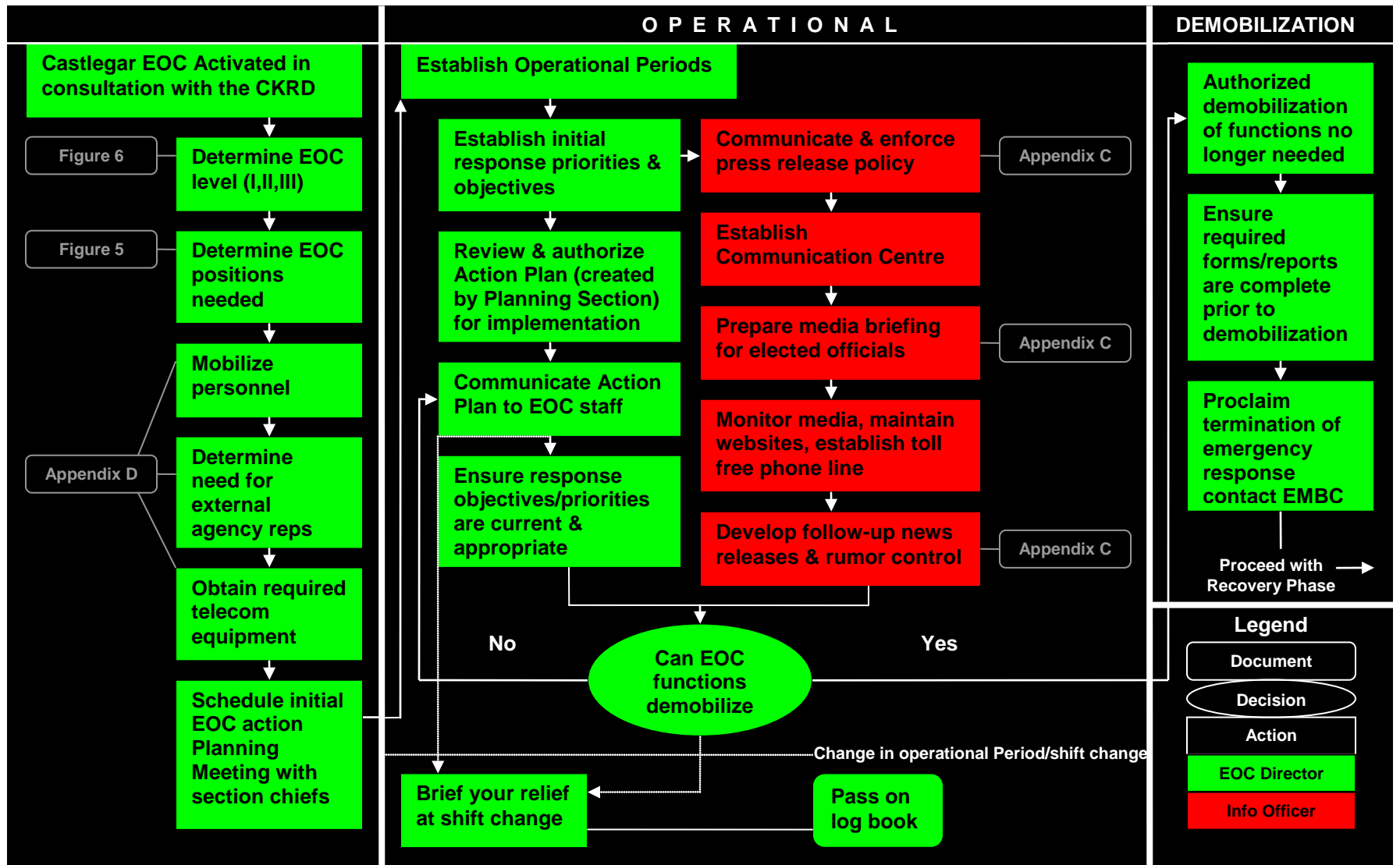


Figure 11 - EOC Director & Information Officer

OPERATION SECTION CHIEF

Description:

The Operations Section Chief assists in ensuring that all functions, including the coordination of response for all operational functions are carried out. The Operations Section Chief is responsible for participating in the development of the Action Plan and ensuring that the operational objectives and assignments established in the Action Plan are carried out. In addition, conducting operations briefings for the EOC Director as required and ensuring that the Planning Section is provided with Branch Status and Major Incident Reports are also integral components of this role.

Figure 12 Operations Section Chief (Next Page)

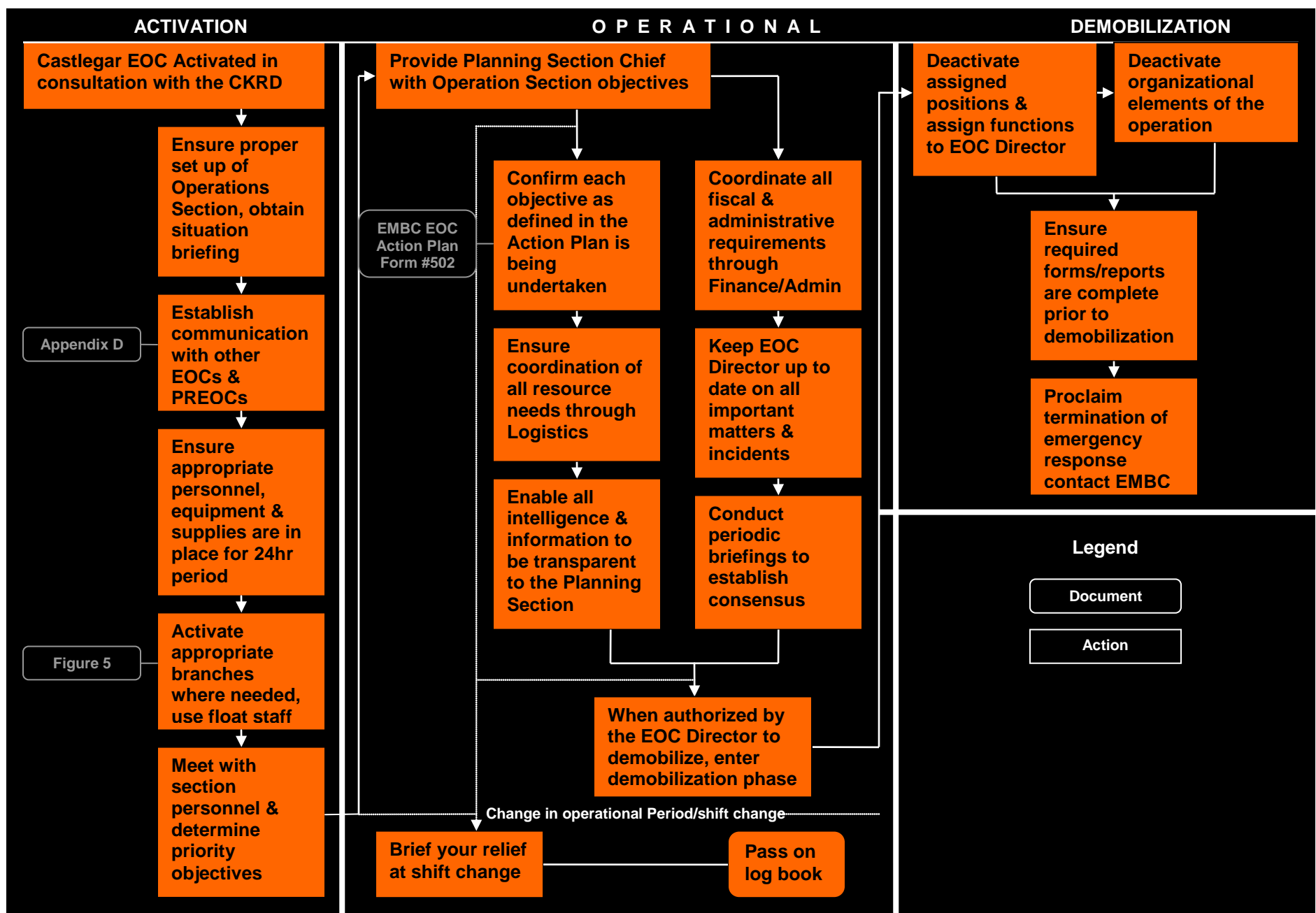


Figure 12 – Operations Section Chief

PLANNING SECTION CHIEF

Description:

The Planning Section Chief is responsible for many duties, including the collection, analysis and presentation of situation information, and the preparation of situation reports. Preparing and distributing the EOC Action Plan and facilitating meetings for the development of this plan are also important duties of this position. The Planning Section Chief is also responsible for the provision of technical support services to the various EOC sections and branches, and to document and maintain files on all EOC activities. Furthermore, this section aids in tracking assigned resources, developing alternatives for tactical operations, and aiding in the preparation of incident action plans for each operational period.

Establishing an appropriate level of organization for the Planning Section and exercising overall responsibility for branch coordination are additional roles of the Section Chief. Communication between the Planning Section Chief and the EOC Director is a priority, keeping the EOC Director informed of any significant issues. Finally, the Planning Section Chief must manage the completion of Branch Status Reports and ensure they are utilized for Situation Status Reports and the EOC Action Plan.

Figure 13 Planning Section Chief (Next Page)

LOGISTICS SECTION CHIEF

Description:

The Logistics Section Chief is responsible for providing services and support for the EOC and the incident (with the exception of Aircraft). All service and support requests must be promptly addressed by the Logistics Section Chief in order to effectively support the incident and the EOC. The Logistics Section Chief is required to participate in developing and implementing the incident action plan. For complete roles and responsibilities of the Logistics Section Chief.

Figure 14 Logistics Section Chief (Next Page)

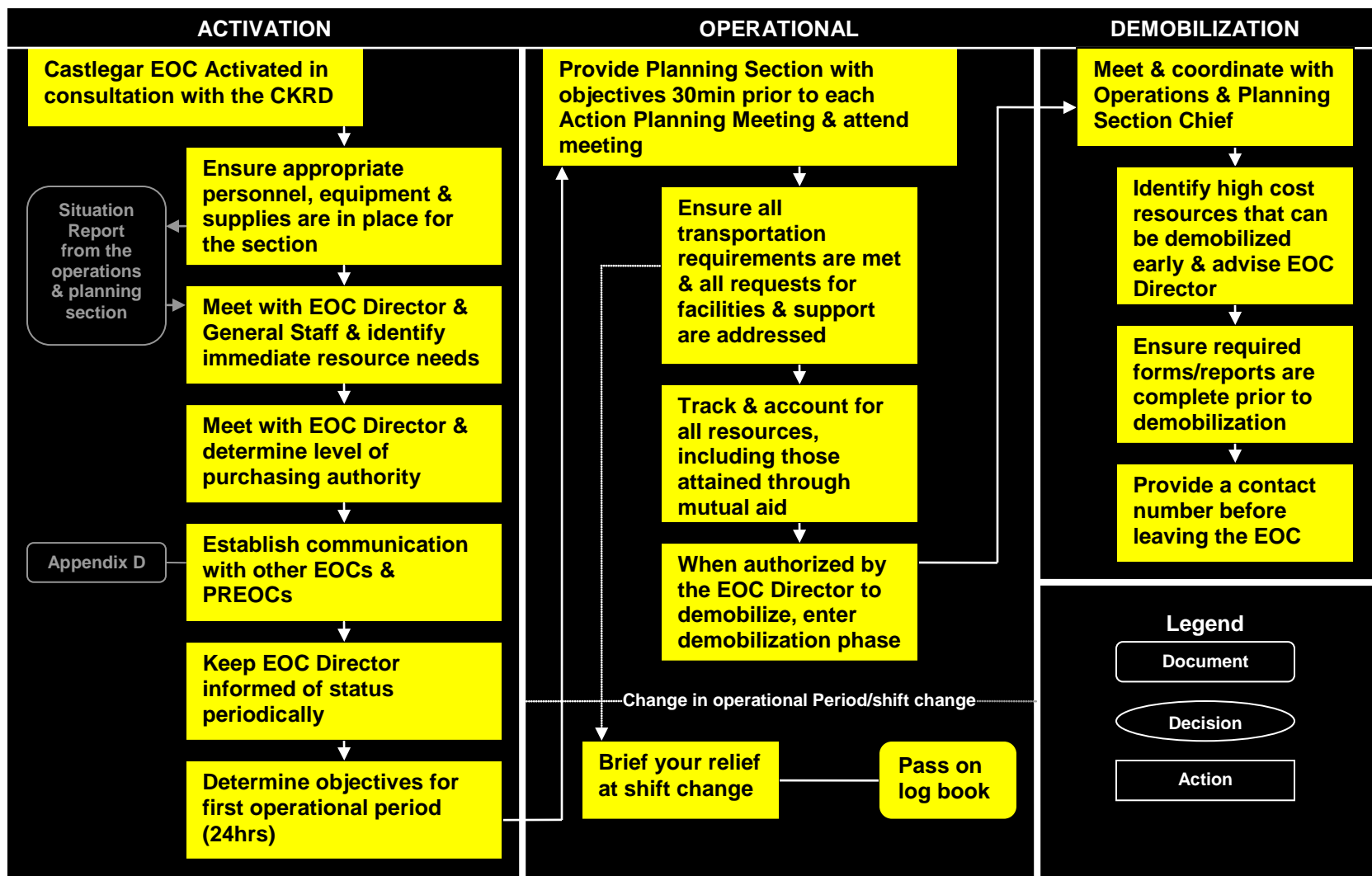


Figure 14 – Logistics Section Chief

FINANCE/ADMINISTRATION SECTION CHIEF

Description:

The Finance & Administration Section Chief is responsible for monitoring and management of incident related costs & finances, scheduling of staff and resources, resource procurement, and compensation. The Finance and Administration Section Chief has the ability to activate units within the section as necessary. It should be noted that this section is interrelated with the Logistics section. As many of the activities that occur within the logistics section amongst other sections are very much interdependent.

Figure 15 Finance Administration Section Chief (Next Page)

2.9 EOC Position Logs

All EOC personnel (especially the EOC Director and Section Chiefs) shall maintain individual position logs. The position logs should remain in the EOC at all times and be provided as part of the briefing material to relief personnel.

Log books should be identified with the following minimum information:

- Event
- Function
- Position
- EMBC Task #
- Date

Note: In addition to individual log books, the position log form on the following page, can be copied and used as required.

2.10 Demobilization

The EOC may demobilize in phases or in its entirety as the situation dictates. Only the EOC Director has the authority to demobilize the City of Castlegar Emergency Operations Centre.

All outstanding tasks are to be assigned for follow-up and closure, and all outside agencies are informed in a timely manner stating the date and time of the closing of the EOC and outstanding items that are of interest or pertinent to them (Use the external contact sheet for contact information). Figure 16 documents the process for demobilizing an EOC position.

Figure 16 - Demobilization Process

