

ACTIVATION OF EOC QUICK REFERENCE BOOKLET

An Emergency Operations Centre (EOC) is activated to coordinate site support and manage all non-site activities.

BCERMS Response Goals

1. Provide for safety and health of all responders
2. Save Lives
3. Reduce Suffering
4. Protect public health
5. Protect Government infrastructure
6. Protect Property
7. Protect the environment
8. Reduce economic and social losses

EOC Director...

- Obtain briefing from whatever sources are available
- Obtain PEP task number if required 1-800-663-3456
- Determine the appropriate level of activation based on situation as known
- Mobilize appropriate personnel for the initial activation of the EOC
- Respond immediately to the EOC location and determine operational status
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required
- Establish initial priorities for the EOC based on current status and information from Incident Commander(s)

See Emergency Plan, Operational Guidelines , Page XXXXX for more details...

EOC MAY BE ACTIVATED UNDER ANY OF THE FOLLOWING CONDITIONS:

- Declaration of a State of Local Emergency
- Resources coordination required because of limited local resources or significant need for outside resources
- Significant number of people at risk
- At the request of site commanders

EVENT/ INCIDENT	ACTIVATION LEVEL	MINIMUM STAFFING		AUTHORIZATION LEVEL
<p style="text-align: center;"><i>SMALL EVENT</i></p> <ul style="list-style-type: none"> • one site • two or more agencies involved • potential threat of flood, severe storm, interface fire 	ONE	<ul style="list-style-type: none"> • EOC Director • Info. Officer • PEP (to be Advised) 	<ul style="list-style-type: none"> • Liaison Officer • Operations Chief • ESSD (to be Advised) 	<ul style="list-style-type: none"> • Chief Administrative Officer • Department Head(s)
<p style="text-align: center;"><i>MODERATE EVENT</i></p> <ul style="list-style-type: none"> • several sites • several response agencies involved • partial evacuation 	TWO	<ul style="list-style-type: none"> • EOC Director • Information Officer • Risk Mgmt. Officer 	<ul style="list-style-type: none"> • Liaison Officer • Section Chiefs as required • PEP/PREOC limited activation 	<ul style="list-style-type: none"> • Mayor • Chief Administrative Officer
<p style="text-align: center;"><i>MAJOR EVENT</i></p> <ul style="list-style-type: none"> • multiple sites • Regional disaster • multiple agencies involved • extensive evacuations • resources or support required 	THREE	<ul style="list-style-type: none"> • All EOC functions and positions as required 	<ul style="list-style-type: none"> • Policy Group • PREOC activation 	<ul style="list-style-type: none"> • Mayor • Chief Administrative Officer

LEVELS OF ACTIVATION

Level 1 SITE RESPONSE

All ongoing routine response activities by Emergency Personnel.
(Police, Fire, Ambulance)

Response is managed by responding agency and NO plan activation is required.

Level 2 SITE SUPPORT LEVEL (EOC Activation)

A situation confined to one location which does not affect region-wide services, population or traffic

PHASE 1 - INITIAL NOTIFICATION

- Emergency Coordinator, deputy or designated alternate
- Police Sgt. or designated alternate (for Police tasked or lead agency response)
- Fire Chief or designated alternate (for Fire tasked or lead agency response)
- Public Works
- Chief Administrative Officer
- Public Information Officer or designated alternate
- EOC Director or designated alternate
- Mayor

PHASE 2 - DECISION TO NOTIFY THE EOC GROUP

- Risk Manager
- Mayor
- Emergency Social Services (ESS)
- Others as needed

PHASE 3 - LARGE SCALE NOTIFICATION

- Mayor
- Health Centre/Health Authority
- BC Ambulance
- Communications

Level 3 PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE (PREOC) RESPONSE

A situation affecting multiple-jurisdiction services, populations and geographic areas. Growth beyond the ability of the Municipality to cope. Local government may declare a “Local State of Emergency”.

Because this is a wide disaster involving widespread damages in addition to the disruption of services, it requires a coordinated response of all local governments, departments and outside agencies. A provincial EOC (PREOC) will be activated to support on-scene activities.

Level 4 PROVINCIAL EMERGENCY COORDINATION CENTRE RESPONSE (PECC)

A region-wide disaster that involves widespread damages in addition to disruption of services, requiring additional support or resources from the Federal Government and/or other Provinces. A “Provincial Operations Centre” will be activated and the Attorney General may declare a “State of Emergency”

STATE OF LOCAL EMERGENCY

See page **XXXX** of the Emergency Plan for more details.

The **Mayor/Chief**, or Alternate, when satisfied that an emergency exists or is imminent, may declare a State of Local Emergency relating to all or any part of the Municipality.

See **Evacuation Documentation Section** in Emergency Plan for copies of State of Local Emergency Orders and Evacuation Orders.

A declaration of a state of local emergency must identify the nature of the emergency and the part of the Municipality where it exists or is imminent, and the declaration must be made by bylaw or resolution if made by Council; or by order, if made by the Mayor.

The Mayor must, before making a declaration, use best efforts to obtain consent of the other members of Council to the declaration, and must convene a meeting of Council, as soon as practical, to assist in directing the response to the emergency.

Immediately after making a declaration of a state of local emergency, the Council or Mayor must forward a copy of the declaration to the Attorney General of BC at PEP: 1-800-663-3456 Fax: (250) 952-4888

A declaration of a state of local emergency **expires seven (7) days from the date it is made** unless the Attorney General, Lieutenant Governor, The Mayor or Council cancels it earlier.

The Mayor or Council may, with the approval of the Attorney General, extend the duration of the declaration of a State of Local Emergency for periods of not more than seven (7) days each.

EXTRAORDINARY POWERS

See **pages XXXX** of the Emergency Plan for details of actions the community may implement to prevent, respond to or alleviate the effects of the emergency or disaster.

TERMINATION OF A STATE OF LOCAL EMERGENCY

See **page XXXX** of the Emergency Plan for full details.

EVACUATION STAGES

STAGE 1 EVACUATION ALERT

A consistent format and process will be used to alert the population at risk of potential need for evacuation. The alert highlights the nature of the danger and that people should be prepared to evacuate the area.

The Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice.

STAGE 2 EVACUATION ORDER

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

A statement must be included in all bulletins, pamphlets, warnings and orders that makes it very clear to all that, while the evacuation order is in effect, the area in question will have controlled access and that a pass may be required to regain access to the area.

STAGE 3 EVACUATION RESCIND

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed.

There is the possibility that the danger may re-manifest itself and the Evacuation Alert or Evacuation Order might need to be reissued.

*See Emergency Plan, **Evacuation Section** and **Evacuation Documentation Section** for more details, forms and worksheets.*

25 QUESTIONS FOR EMERGENCY MANAGERS

1. What happened?
2. When did it happen?
3. Where did it happen?
4. What was the cause?
5. What population is affected?
6. How are they affected?
7. How long will they be affected?
8. How many dead?
9. How many injured?
10. How many missing?
11. What is the extent of the damage?
12. What is the current impact on government?
13. How did we learn of the incident?
14. When did we respond?
15. Who is the field command?
16. What has been done so far?
17. What is the status of field response?
18. What is the long-term situation?
19. What is the short-term situation?
20. Has mutual aid been requested?
21. What are the Information Officer requirements?
22. What is the short-term plan?
23. What is the long-term plan?
24. What executive actions or decisions are needed?
25. What is our briefing schedule?

