

Section 3: Emergency Program Administration & Organization

3.1 Emergency Management Organization

Delivering emergency management services cannot be accomplished by one individual. Aside from the required workload, evaluating risks and assessing appropriate controls demand a thorough knowledge of natural and cultural resources, past events, population statistics, current policies and capabilities of partners that can only be provided by several individuals. In an effort to extract these resources the Burns Lake Emergency Program will be administered by an Emergency Management Organization consisting of the following (Table 3.1):

- **Emergency Executive Committee;**
- **Emergency Coordinator;**
- **Deputy Coordinator;**
- **Emergency Management (Planning) Committee.**

Members of these Committees as well as the Emergency Coordinator will undertake and guide all emergency management activities on behalf of the residents and will do so in full support of public interest.

The roles and responsibilities of Emergency Management Organization are as follows:

3.1.1 Emergency Executive Committee

This committee shall be comprised of:

- **Chair – a Member of Village Council**
- **Chief Administrative Officer**
- **Emergency Coordinator**
- **Financial Administrator**

The Committee shall meet twice annually in April and October. Additional meetings may be scheduled if required by issues at hand.

The mandate of the Emergency Executive Committee is two-fold. First, the Emergency Executive Committee must ensure that the Village of Burns Lake has the **capability** to provide residents within the Municipality with a viable Emergency Program as per the six objectives outlined in Section 1.6. This will include the provisions for adequate personnel, staff time, information, training, exercising and funding on an annual and five year basis.

By establishing an Emergency Program the Emergency Executive Committee assumes **responsibility** in ensuring that the Emergency Program has been implemented according to the **Village of Burns Lake’s Regulatory Bylaw No. 869, 2006**. The Committee’s responsibility also includes monitoring and evaluating the program and ensuring that the appropriate action is taken in the event of an emergency. This is the second part of the Committee’s mandate.

In order to provide the Emergency Program with continuity and commitment the Emergency Executive Committee will meet every six (6) months to discuss priority issues and to evaluate the Burns Lake Emergency Program

3.1.2 Emergency Program Coordinator

The Burns Lake Emergency Program Coordinator serves as the liaison between the Emergency Executive Committee and the Emergency Management Committees. It is the responsibility of the Emergency Coordinator to ensure that adequate attention is given to all aspects of the Emergency Program.

The duties of the Emergency Coordinator include (but are not limited to):

- Ensure that all members of the Committee understand the program
- Prepare and update the emergency plan;
- Gather information from emergency planning committee, emergency response organizations, support groups, other municipal and industry plans;
- Coordinate with municipal, regional and provincial counterparts;
- Coordinate and advise upon the emergency plans created by the various departments and emergency services;
- Act as a liaison between Emergency Management Committees and the Emergency Executive Committee;
- Implement strategies;
- Purchase and tracking of emergency equipment;
- Liaise with regional and provincial government authorities, businesses, and industry in the area, on concerns of mutual interest;
- Produce appropriate agenda, arrange and chair the semi-annual meetings of the Executive Committee;
- Coordinate, monitor and evaluate training programs and exercises for the village;
- Initiate and maintain volunteer programs ;
- Prepare an estimate of expenses required to operate and maintain the community's emergency program;
- Make recommendations to the Executive Committee;
- Report on the effectiveness of the emergency management program to the Executive Committee;
- Research, apply for and acquire alternative funding (JEPP, public/private partnerships, etc.);
- Implement a public education program (flyers, tradeshow) in conjunction with agencies and organizations;
- Record local risks and vulnerabilities, including a map of high risk locations;
- Plan local response policies and procedures, such as evacuations, the location and equipment in Incident Command Posts, and call out procedures;
- Identify to the Emergency Executive Committee and participate in the planning of local mitigation projects such as flood protection works, wildfire fuel reduction, and local development controls;
- Forward information regarding on site support requirements for consideration by the Emergency Executive Committee for inclusion in the Burns Lake Emergency Preparedness Plan;
- Include when necessary such support groups from government, industry, service clubs, churches, clubs, etc. as may be necessary to provide information and assistance in planning, mitigation, and response;

- Enlist and track organizations with specialized equipment to be utilized in response;
- Liaise and coordinate with other Municipal Emergency Organizations to meet objectives in order to minimize duplicating efforts; and,
- Enlist and track volunteer organizations especially those with specialized skills to be utilized in response;
- Other related duties.

3.1.3 Emergency Management (Planning) Committee

The Village of Burns Lake Emergency Management (Planning) Committee will be facilitated by the Emergency Program Coordinator and will be comprised of representatives from each of the following:

- **Royal Canadian Mounted Police (RCMP) Staff Sargent;**
- **Burns Lake Volunteer Fire Department;**
- **Emergency Social Services Representative;**
- **BC Ambulance Unit Chief;**
- **Chief Administrative Officer;**
- **Engineering and Development Services Director;**

Other suggested but not necessary representatives as required:

- Search and Rescue;
- Emergency Health Services;
- Public Health Officer;
- Ministry of Transportation;
- Communications;
- Northern Health;
- RDBN Emergency Program Coordinator;
- Provincial Emergency Program Representatives;
- Ministry of Environment;
- Ministry of Agriculture;
- Ministry of Forests and Range;
- First Nations;
- Industry, Utility, Transportation Companies;
- School Boards;
- Airport Management;
- Volunteer Agencies;
- Local Service Clubs;
- Any other agency representatives.

The mandate of the Emergency Management Committee is to ensure objectives and strategies adopted by the Emergency Executive Committee are met. The Emergency Management Committee will meet at least four times per year. Additional meetings may be scheduled if required by issues at hand.

The Committee has an important two-part mandate: 1) Capability and 2) Action.

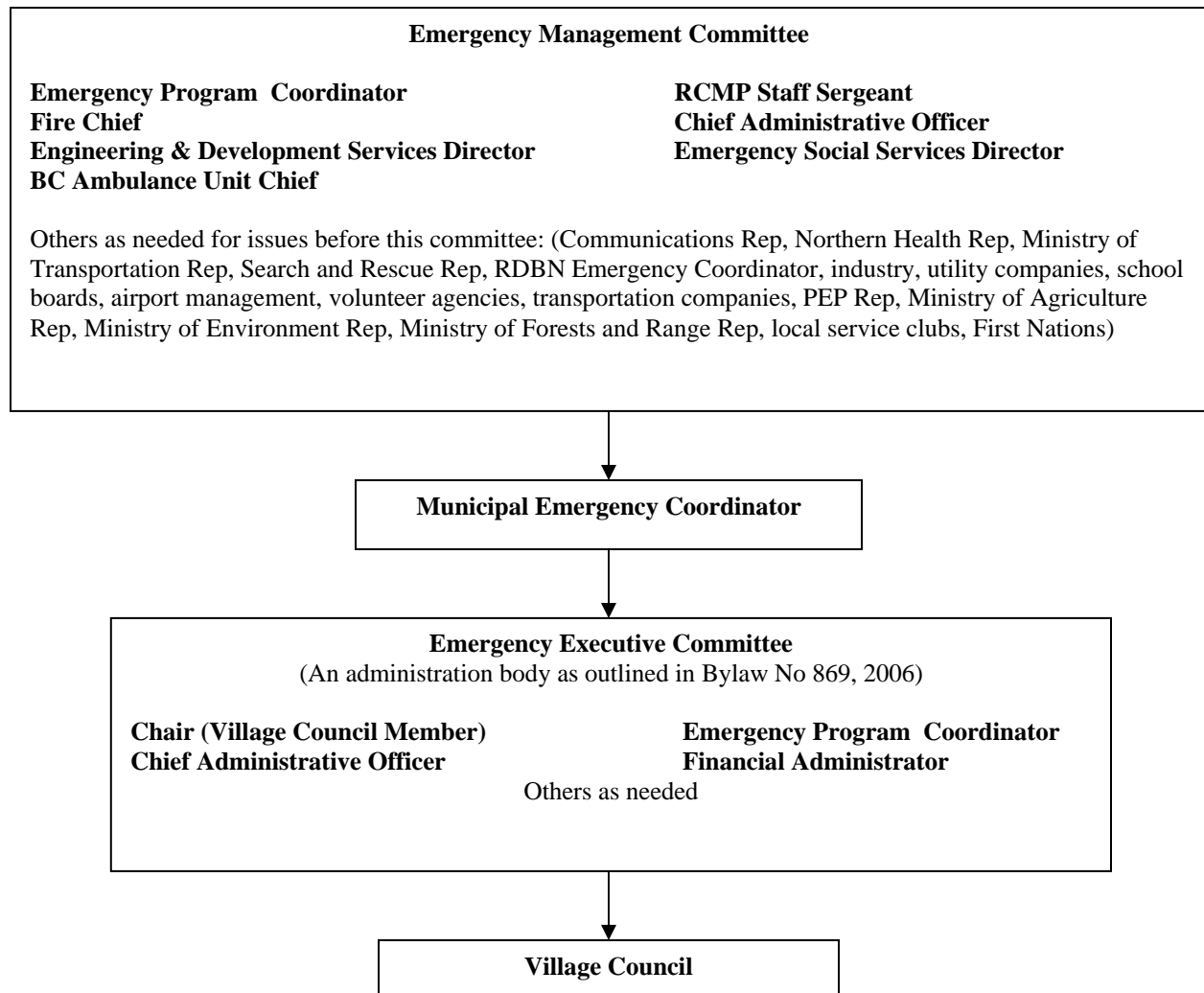
First, it must ensure that the Village of Burns Lake has the *capability* to meet objectives and strategies adopted by the Emergency Executive Committee. Capability may mean ensuring the personnel, staff-time, information, and funds are available to meet annual objectives. The Committee assesses and maintains the capability, and estimates the financial resources required to support the program on an annual basis.

Second, the Committee bears the responsibility for ensuring appropriate *action* is taken. Committee members may or may not perform the tasks themselves, but must oversee the effort. Committee members define the scope of a task, assign responsibility to at least one person, arrange for appropriate funding, set a reasonable schedule, and monitor progress to ensure completion. Once the task is complete, the Committee evaluates the task performance and results to verify assumptions.

The Committee has the authority to:

- Coordinate, and advise upon, emergency plans created by municipal departments and emergency services.
- Prepare an estimate of expenses required to operate and maintain the Emergency Management Program for the Village of Burns Lake.
- Coordinate training programs and exercises, and prepare regular public information forums.
- Make recommendations regarding effectiveness of the emergency program to the Executive Committee.
- Develop plans for EOC response and recovery.
- Coordinate mitigation, response and recovery plans with regional and provincial counterparts.
- This Committee will meet approximately every three months to ensure steady progress on priority issues. The Committee will be an active and permanent feature of the community.

Figure 3.1 BURNS LAKE EMERGENCY MANAGEMENT ORGANIZATION



3.2 Training and Exercises

Training and exercising is an imperative aspect of a successful Emergency Program. All staff, elected officials, and volunteers shall receive an orientation to the Village of Burns Lake Emergency Preparedness Plan, receive appropriate training and opportunity to test their knowledge and the provision of the Plan through regular exercises. Every effort shall be made to attend these training sessions by the above personnel when requested by the Emergency Management Committee.

Training will be provided in the following areas:

- Knowledge about the Plan and its provisions;
- Response strategies and procedures;
- Use of response equipment;
- Roles and responsibilities;

- B.C. Emergency Response Management System;
- Incident Command System;
- Emergency Operations Centre; and,
- Other topics and areas of Emergency Management as required.

Whenever possible, exercises will be conducted in conjunction with other Emergency Management individuals, agencies and organizations.

The Emergency Program Coordinator will coordinate, monitor and evaluate training and exercises.

3.3 Roles of Stakeholders, Partners and the Public

The Village of Burns Lake Emergency Program recognizes the importance of participation by agencies and organizations outside the sphere of Emergency Management. Involving these groups can often contribute to the success and viability of an emergency program by building and enhancing support. In recognizing this contribution, the Burns Lake Emergency Program will provide a public education component to enhance awareness regarding the Burns Lake Emergency Program and emergency preparedness and also provide opportunities for outside organizations (utilities, corporations, businesses, etc.) to participate in all aspects of the Village Emergency Program.

3.4 Emergency Program Budgeting and Funding

3.4.1 Funding

The viability and success of the Burns Lake Emergency Program depends on adequate funding. Without appropriate budgets for specific items and services, the Program will fail to meet its objectives. The Burns Lake Emergency Program will therefore depend on the following forms of funding to provide the service:

3.4.1.1 Taxation

The Burns Lake Emergency Program will be funded through the regular budgetary process of the Village of Burns Lake.

3.4.1.2 Funding Programs

Whenever possible the Burns Lake Emergency Program will apply for funding through available funding programs (such as the Joint Emergency Preparedness Program [JEPP]).

3.4.1.3 Public and Private Sector Partnerships

The Village of Burns Lake will consider all opportunities for public and private partnerships in an effort to maximize resources and share costs.

3.4.1.4 Service Clubs

Local service clubs will play an important part of the Emergency Program. In addition to providing additional sources of funds, service clubs can provide expertise in a number of areas, volunteers for targeted projects, and personnel for the Committee. Examples of service clubs that may wish to be included in the Program are:

- **Kinsmen;**
- **Masonic Lodge;**
- **Royal Canadian Legion;**
- **Rotary;** and,
- Others.

Service clubs above in **bold** are represented in the Village of Burns Lake. Funding from others may be accessed from time to time as well.

3.4.2 Budgeting Process

On an annual basis the Emergency Management (Planning) Committee shall submit a proposed budget based on identified needs to Council through the Emergency Executive Committee for its consideration in the budgeting process of the Village of Burns Lake.