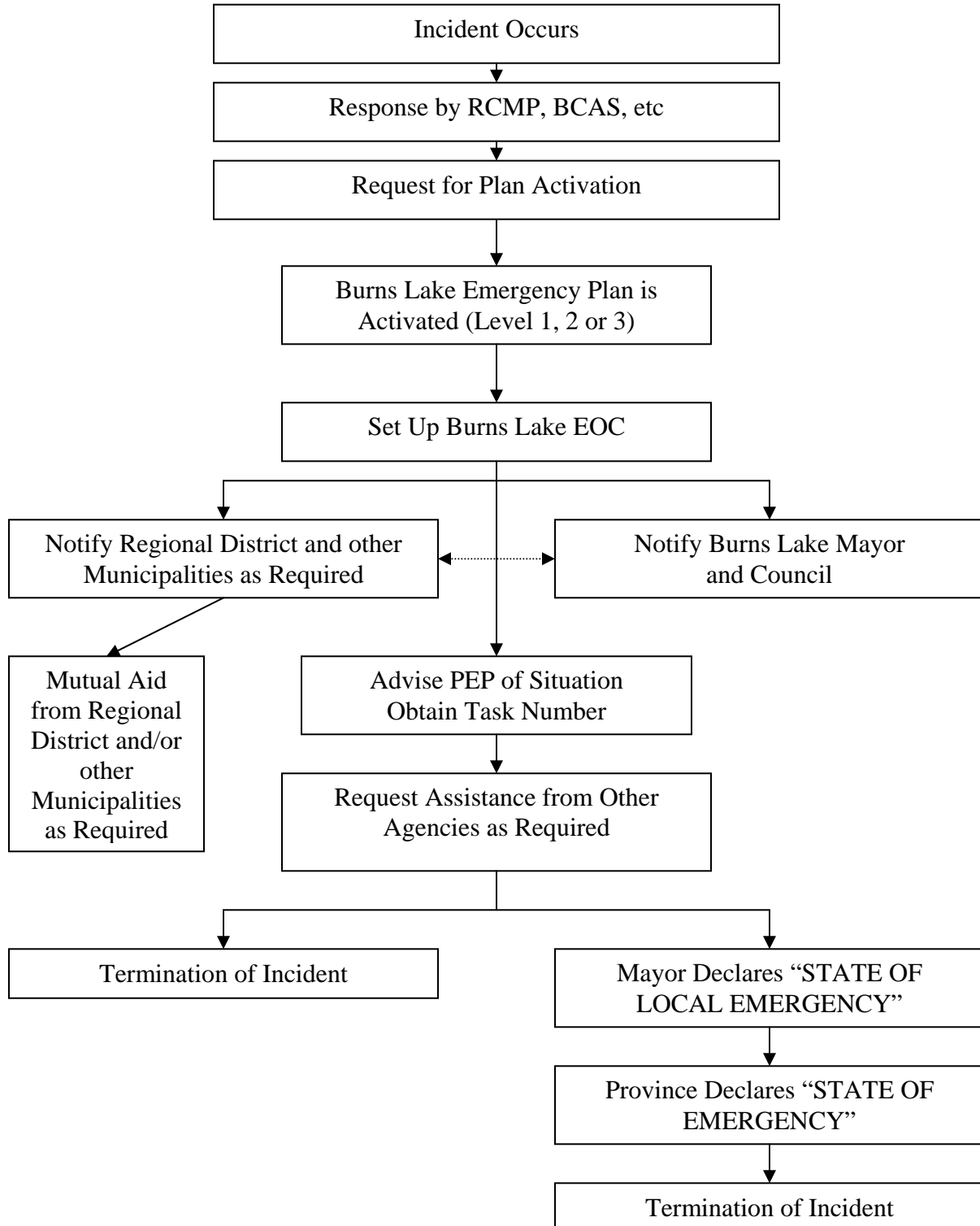


## Section 5: Plan Activation & Termination

### 5.1 Operational Framework Flow Chart



## 5.2 Plan Activation

Any responding agency perceiving a need for site support for any emergency may request the activation of the Burns Lake Emergency Operations Centre (EOC) by contacting their most senior agency representative available who in turn would contact the Emergency Coordinator and/or Village Chief Administrative Officer.

When the person who will assume duties as EOC Director receives news of an Emergency, he/she will initiate call out procedures (section 5.4 below).

## 5.3 Levels of Activation

Situations that require Plan implementation will occur at a Level 1, 2 or 3 activation. There are three stages within this level of activation and are summarized below:

### 5.3.1 No Activation:

Minor traffic accident/house fire involving First Responders. Every day occurrence.

### 5.3.2 Monitoring/Standby:

A situation appears to be escalating or has the potential to escalate such as stream or river levels rising, a winter storm with snowfall increasing. This would involve communications between the Village Administrator, the Village Emergency Coordinator, Municipal Government Officials, local Fire Chief and RCMP Commander as required to make activation decisions.

### 5.3.3 Level One Activation:

A small event. One site involving 2 or more agencies. Some site support may be required. Potential threat of or escalation of flood, severe storm, or interface fire. Suggested personnel in the EOC would be: the EOC Director, Information Officer, Liaison Officer, and Operations Section Chief. PEP notified. Other individuals (i.e. elected officials and other staff within the EOC) may be contacted and advised of the situation.

### 5.3.4 Level Two Activation:

A moderate event usually involving two or more sites. Several agencies involved. Limited evacuations. It could be in response to a major scheduled conference or sporting event. Some resources and site support required. Suggested personnel in the EOC would be: the

### The following individuals may implement the Plan:

- Incident Commander from the RCMP; a responding Fire Department; or the BC Ambulance Service;
- Emergency Program Coordinator;
- Member of the Burns Lake Village Council;
- Burns Lake Chief Administrative Officer; and,
- The Director of the Provincial Emergency Program after a Provincial Declaration of a State of Emergency.

EOC Director, Information Officer, Liaison Officer, Risk Management Officer and Section Chiefs as required. PEP/PROC activation. Other individuals (i.e. elected officials and other staff within the EOC) should be contacted and advised of the situation.

### **5.3.5 Level Three Activation:**

A major event. Multiple sites and or other jurisdictions affected. A regional disaster. Multiple agencies are involved including other local governments. Extensive evacuations occurring or anticipated. Resources/support are required. All EOC functions and positions as required. At this time it may be appropriate for the Village EOC to contact adjacent municipalities or the RDBN for Mutual Aid.

## **5.4 Call Out Procedure**

If callout is deemed necessary the EOC Management Team will be notified with a message containing the following information:

- Person authorizing callout;
- Brief description of the emergency;
- Level of Activation;
- Request to report to the EOC; and,
- Location of the EOC.

The Village Mayor and Council will be contacted by the Chief Administrative Officer, Emergency Program Coordinator or other appointed staff representative, to apprise them of the situation, along with a recommendation on whether or not to institute standby / callout procedures.

**In the event of the establishment of an EOC to deal with an emergency – photocopy the appropriate hazard(s) page(s) Sec 7) and position description pages (Sec 6) and place copy on the desks of the Director, Operations Chief, Planning Chief, Logistics Chief, Finance and Administration Chief, and others as required.**

## **5.5 Burns Lake EOC**

The Burns Lake EOC will perform the following tasks:

- Coordinate and support the overall emergency response operations within the jurisdiction of the Village of Burns Lake;
- Obtain and coordinate additional resources and personnel in support of the incident site(s);
- Formulate information to be released to the public;
- Make recommendations to Mayor and Council regarding the enactment of emergency legislation;
- Make recommendations to Mayor and Council regarding the allocation funds to meet the requirements of the emergency situation;
- Approve expenditures for emergency response within the Municipality as required;
- Declare a local state of emergency within the Municipality as required;

- Coordinate, in the event that an emergency occurs simultaneously in more than one area of the Municipality, the allocation of equipment, materials and personnel; and,
- Will liaise and communicate with the Provincial Emergency Program (PREOC).

In the event of an emergency the EOC Liaison Officer (Municipal Emergency Program Coordinator) will act as a liaison and direct communication link between other affected municipalities and the Regional District

## **5.6 Responsibility for Effectiveness of Response**

The Chief Administrative Officer, as Municipal EOC Director, bears the ultimate responsibility for the effectiveness of the emergency measures planned and undertaken.

## **5.7 Mutual Aid                      See also section 4.4.2.2.2**

The Municipal EOC Director has the authority to request assistance from adjacent municipalities and the RDBN subject to the terms of the Mutual Aid Agreements outlined in Part 1 of this plan.

## **5.8 Expenditures                      See also section 4.5.5**

All requests for expenditures must be approved by the Municipal EOC Director and the Mayor. Requests must also be submitted to the Municipal EOC Finance / Administration Section Chief.

## **5.9 Declaration of Local State of Emergency                      See also Section 4.4.18**

In accordance with the *Emergency Program Act* and the Village of Burns Lake Bylaw No. 869 2006 the Mayor or Acting Mayor may declare a State of Local Emergency.

## **5.10 Media                      See also section 4.4.20**

The Public Information Officer is responsible for providing information to the media. Any requests made to responders by the media should be filtered through the designated Municipal EOC Public Information Officer. A designated individual with media experience may be assigned to a location closer to the site.

## **5.11 Other Responding Agencies – RCMP, Fire, SAR, ESS, etc.**

During an operation of the Municipal EOC the heads of these responding agencies will:

- Ensure that their department's Emergency Guide has been implemented and that a clear chain of command exists;
- Designate on-site/field commanders to take charge at the site of major operations as required;
- Ensure provisions have been made for their department to function on a 24 hr basis if required;
- Advise the EOC of any requirements for special funds to meet the emergency situation;
- Advise the EOC of any transportation requirements; and,

- Ensure that the Operations Officer in the EOC is receiving up-to-date Situation Reports on actions being taken by their agency.

## **5.12 Termination**

The EOC Director will terminate the EOC activity for the current incident and notify all participants. The Director must consider the requirements of termination virtually from the outset. It is not a “down tools and everybody go home” process. As individual functions are no longer required at the EOC, their individual (now dormant) responsibilities are passed “upwards” to their immediate supervisor and so on.

The Demobilization Unit Leader supervises and administers this process, staying behind if necessary after the EOC is closed.

### 5.13 Contingency Check List

<b>Item</b>	<b>Tick when Actioned</b>
Has a public warning been issued?	_____
<i>Prior to release, check with RCMP and other involved agencies to ensure accurate and appropriate information is released.</i>	
Have other geographic areas likely to be affected been contacted?	_____
Has an accurate assessment of incident been completed?	_____
<i>Confirmed and indicated by whom?</i>	_____
Have the Regional and Provincial PEP Offices been informed and a Task # issued?	_____
Are survivors being checked for and relocated if practical?	_____
Has the lead agency been identified and confirmed?	_____
Have appropriate communications been established for the emergency?	_____
Is a separate command post and site commander necessary? <i>If so make arrangements.</i> <i>Confirm records are being maintained at EOC and/or at site command post</i>	_____
Is specialized equipment required at site? <i>Contact Supply Officer if necessary.</i>	_____
Have perimeter boundaries been established and manned for security and control purposes?	_____
Have I.D. vests or markers been issued as necessary?	_____
Have access and egress routes been established and clearly marked and cleared?	_____
Is additional manpower required? <i>Establish a volunteer registration site.</i> <i>Contact media to announce location of registration site.</i> <i>Arrange for group transportation to emergency site to avoid traffic congestion</i>	_____
Is food and shelter required for volunteers? <i>Contact ESS Coordinator if yes.</i>	_____
Has ESS been activated for the registration of victims?	_____

Has the hospital been advised of the number of casualties expected? \_\_\_\_\_

Has updated information been compiled for News Media if appropriate? \_\_\_\_\_

***Consider registration of victims for relatives, public health dangers or precautions.***

If necessary has a temporary morgue been set up? \_\_\_\_\_  
*Public Health responsibility subject to confirmation with RCMP and Coroner.*

Are satellite First Aid posts of any value? \_\_\_\_\_

***Is manpower available and are public announcements required?*** \_\_\_\_\_

Has the use of schools been controlled? \_\_\_\_\_

Is mutual aid required from any other community? \_\_\_\_\_

Has appropriate action been taken for the protection of property? \_\_\_\_\_

Have crews been assigned to secure emergency site for subsequent investigation if required? \_\_\_\_\_

If specialists are available, have they been contacted for information or taken to the site for input? (i.e Canutec, Engineers, etc) \_\_\_\_\_

### 5.14 Level 1, 2, or 3 Response – Primary Call Out Flow Chart

