

# Town of Creston

## Disaster Response Plan

2023





**1. INTRODUCTION ..... 1-8**

1.1 EMERGENCY MANAGEMENT CRESTON ..... 1-8

1.2 BACKGROUND ..... 1-8

1.3 PURPOSE OF PLAN..... 1-9

1.4 PLAN LIMITATIONS ..... 1-10

1.5 ASSUMPTIONS..... 1-10

**2. AUTHORITY ..... 2-1**

2.1 APPLICABLE LEGISLATION..... 2-1

2.2 EMERGENCY MANAGEMENT PROGRAM BYLAW ..... 2-1

2.3 STATE OF LOCAL EMERGENCY..... 2-1

**3. PLAN ACTIVATION AND DEACTIVATION ..... 3-1**

3.1 ACTIVATION ..... 3-1

3.2 AUTHORITY TO ACTIVATE..... 3-1

3.3 DEACTIVATION ..... 3-2

**4. EMERGENCY PROGRAM STRUCTURE ..... 4-1**

4.1 EMERGENCY MANAGEMENT DIRECTOR ..... 4-1

4.2 EMERGENCY MANAGEMENT PLANNING COMMITTEE ..... 4-1

4.3 WORKING SUB-COMMITTEES ..... 4-2

*Hazards & Planning..... 4-2*

*Emergency Operations Centre & Response Operations..... 4-2*

*Communications ..... 4-2*

*Training & Exercises ..... 4-2*

*Mitigation & Recovery ..... 4-3*

**5. CONCEPT OF OPERATIONS..... 5-1**

5.1 BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEMS (BCEMS)..... 5-1

5.2 INCIDENT COMMAND POST (ICP) – SITE OPERATIONS LEVEL..... 5-3

5.3 DEPARTMENTAL OPERATIONS CENTRE (DOC) – SITE OPERATIONS LEVEL ..... 5-4

5.4 EMERGENCY OPERATIONS CENTRE (EOC) – SITE SUPPORT LEVEL..... 5-5

5.5 EOC ORGANIZATIONAL STRUCTURE..... 5-6

5.6 KEY EMERGENCY OPERATIONS CENTRE STAFF..... 5-7

5.7 EOC MANAGEMENT TEAM..... 5-8

5.8 EXECUTIVE EMERGENCY MANAGEMENT COMMITTEE (POLICY GROUP) ..... 5-8

5.9 EOC ACTIVATION AND DEACTIVATION ..... 5-8

5.10 PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE (PREOC) ..... 5-10

5.11 INTERACTION BETWEEN RESPONSE LEVELS ..... 5-10

**6. ROLES AND RESPONSIBILITIES ..... 6-1**

*Pre-Event: Preparedness and Planning ..... 6-1*

*Event: Response Actions ..... 6-1*

*Post-Event: Recovery Action ..... 6-1*

*Departmental Roles and Responsibilities..... 6-2*

6.1 MAYOR AND COUNCIL - SPECIFIC ACTIVITIES ..... 6-3

Pre-Event..... 6-3

Event ..... 6-3

Post-Event ..... 6-3

6.2 CORPORATE SERVICES –SPECIFIC ACTIVITIES ..... 6-4

*Chief Administrative Officer* ..... 6-4

    Pre-Event ..... 6-4

    Event ..... 6-4

    Post-Event ..... 6-4

*Corporate Services* ..... 6-5

    Pre-Event ..... 6-5

    Event ..... 6-5

    Post-Event ..... 6-5

*Financial Services* ..... 6-6

    Pre-Event ..... 6-6

    Event ..... 6-6

    Post-Event ..... 6-6

*Corporate Communications* ..... 6-7

    Pre-Event ..... 6-7

    Event ..... 6-7

    Post-Event ..... 6-7

6.3 COMMUNITY SERVICES – SPECIFIC ACTIVITIES ..... 6-8

*Royal Canadian Mounted Police (RCMP)* ..... 6-8

    Pre-Event ..... 6-8

    Event ..... 6-8

    Post-Event ..... 6-8

*Fire / Rescue* ..... 6-9

    Pre-Event ..... 6-9

    Event ..... 6-9

    Post-Event ..... 6-9

*Emergency Management Office* ..... 6-10

    Pre-Event ..... 6-10

    Event ..... 6-10

    Post-Event ..... 6-10

*Human Resources* ..... 6-11

    Pre-Event ..... 6-11

    Event ..... 6-11

    Post-Event ..... 6-11

*Legal Services* ..... 6-12

    Pre-Event ..... 6-12

    Event ..... 6-12

    Post-Event ..... 6-12

*Economic Development* ..... 6-13

    Pre-Event ..... 6-13

    Event ..... 6-13

    Post-Event ..... 6-13

*Information & Communication Technology (ICT)* ..... 6-14

    Pre-Event ..... 6-14

    Event ..... 6-14

    Post-Event ..... 6-14

6.4 INFRASTRUCTURE SERVICES –SPECIFIC ACTIVITIES ..... 6-15

*Public Works Division* ..... 6-15

    Pre-Event ..... 6-15

    Event ..... 6-15

    Post-Event ..... 6-15

*Engineering Division* ..... 6-16

Pre-Event .....	6-16
Event .....	6-16
Post-Event .....	6-16
<i>Transportation</i> .....	6-17
Pre-Event .....	6-17
Event .....	6-17
Post-Event .....	6-17
<i>Facilities</i> .....	6-18
Pre-Event .....	6-18
Event .....	6-18
Post-Event .....	6-18
6.5 COMMUNITY PLANNING & DEVELOPMENT SERVICES .....	6-19
<i>Community Planning</i> .....	6-19
Pre-Event .....	6-19
Event .....	6-19
Post-Event .....	6-19
<i>Development Services</i> .....	6-20
Pre-Event .....	6-20
Event .....	6-20
Post-Event .....	6-20
6.6 BUILDING AND BYLAW SERVICES .....	6-21
<i>Building Permit Approvals</i> .....	6-21
Pre-Event .....	6-21
Event .....	6-21
Post-Event .....	6-21
<i>Building Permit Inspections</i> .....	6-22
Pre-Event .....	6-22
Event .....	6-22
Post-Event .....	6-22
6.7 RDCK SHARED COMMUNITY SERVICES .....	6-23
<i>Community Recreation</i> .....	6-23
Pre-Event .....	6-23
Event .....	6-23
Post-Event .....	6-23
<i>Emergency Social Services</i> .....	6-24
Pre-Event .....	6-24
Event .....	6-24
Post-Event .....	6-24
6.8 EXTERNAL AGENCIES .....	6-25
1 – <i>Federal</i> .....	6-25
Public Safety Canada (PSC) .....	6-25
2 – <i>Provincial</i> .....	6-25
BC Emergency Health Services (BCEHS) .....	6-25
BC Coroner Service .....	6-25
Emergency Management BC (EMBC) .....	6-26
3 – <i>Volunteer Agencies</i> .....	6-26
Creston Search and Rescue .....	6-26
Nelson Search and Rescue .....	6-26
Creston Air Search and Rescue .....	6-26
Salvation Army .....	6-27
St. John’s Ambulance .....	6-27
Creston Valley Airport Society .....	6-27
Creston Valley Chamber of Commerce .....	6-27

Other volunteer organizations .....	6-27
<b>4 – Utilities .....</b>	<b>6-27</b>
Electricity.....	6-27
Telecommunication Providers.....	6-28
Pipelines .....	6-28
<b>5 – Other Agencies .....</b>	<b>6-28</b>
CANUTEC .....	6-28
Interior Health Authority (IHA).....	6-28
Provincial Health Services Authority .....	6-29
BC Ambulance Service .....	6-29
Railway .....	6-30
School District 8.....	6-30
Regional District of Central Kootenay (RDCK) .....	6-30
Geospatial Services / Mapping .....	6-31
Economic Development .....	6-31
Emergency Communications – 911 .....	6-31
Emergency Planning .....	6-31
Refuse Disposal .....	6-32
Recreation Facilities.....	6-32
Transit.....	6-32
Airport .....	6-32
RDCK Additional Resources .....	6-33
<b>7. BUSINESS CONTINUITY PLAN .....</b>	<b>7-1</b>
7.1 ESSENTIAL SERVICES AND RESOURCES .....	7-1
<b>8. INFORMATION AND COMMUNICATION .....</b>	<b>8-1</b>
8.1 CRISIS COMMUNICATION PLAN.....	8-1
8.2 DOCUMENTATION .....	8-1
8.3 COMMUNICATION METHODS .....	8-1
8.4 CALL-OUT LISTS.....	8-1
<b>9. PLAN ADMINISTRATION .....</b>	<b>9-1</b>
9.1 PLAN APPROVAL .....	9-1
9.2 PLAN MAINTENANCE & REVISIONS.....	9-1
9.3 COPY DISTRIBUTION .....	9-2
<b>10. TRAINING AND PLAN VALIDATION .....</b>	<b>10-1</b>
10.1 TRAINING .....	10-1
10.2 VALIDATION EXERCISES .....	10-1
<b>11. ANNEX A - DECLARATION OF A STATE OF LOCAL EMERGENCY .....</b>	<b>11-2</b>
<b>12. APPENDIX A - EMERGENCY MANAGEMENT PROGRAM BYLAW NO. 1960, 2022.....</b>	<b>12-1</b>
<b>13. APPENDIX B - DEFINITION OF TERMS .....</b>	<b>13-1</b>
<b>14. APPENDIX C: LEGISLATION SUMMARY .....</b>	<b>14-1</b>
<b>15. APPENDIX D: GENERAL PLANNING &amp; RESPONSE ACTIONS .....</b>	<b>15-1</b>
<b>16. APPENDIX E: REVISION HISTORY .....</b>	<b>16-1</b>
<b>17. APPENDIX E: REVISION HISTORY .....</b>	<b>17-1</b>

*This page left intentionally blank*

## 1. INTRODUCTION

### 1.1 Emergency Management Creston

Emergencies and disasters – either natural or human caused – can happen in any jurisdiction at any time. Sometimes prior warning is provided, but many times this is not the case. The result can cause disruptions in normal operations and channels of communication, and may stretch available resources for response and recovery.

The Town of Creston is committed to providing leadership and guidelines to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety and welfare of its citizens, and to provide an effective response and recovery as much as possible. The Town achieves this through a comprehensive emergency management framework that is based on a continual improvement model. The British Columbia Emergency Management System (BCEMS) principles developed by the Emergency Management BC are incorporated into the Town’s emergency response activities.

There are several components to the emergency management framework:

- Town of Creston Emergency Program Bylaw No. 1960, 2022;
- Creston Disaster Response Plan and supporting plans;
- Identification of roles and responsibilities;
- Emergency Operations Centre and RDCK Emergency Operations Centre;
- Training and exercise program;
- Public Education through social media, newspaper, radio, website, open houses; and
- Liaison with internal departments and external agencies.

### 1.2 Background

The Town of Creston is located within the Regional District of Central Kootenay. It is surrounded by a forested mountain, agricultural fields, and rural residential properties. Within Town boundaries, there is a provincial highway, railroad, electrical transmission lines, natural gas pipelines, water reservoirs, streams, industry, decommissioned landfill, and as of 2022 over 5,500 residents. The Town is vulnerable to naturally occurring hazard events that can take place without the influence of people as well as those that are human-caused events.



The following are some of the hazards that could occur in Creston:

- Severe weather (e.g., torrential rain, snowstorms, windstorms, etc.)
- Flooding
- Landslide/mudslide
- Dam failure
- Human disease & pandemic
- Animal diseases
- Structural fire
- Interface wildfire
- Hazardous materials incidents (ammonia, gasoline, diesel, etc.)
- Earthquakes
- Heatwaves
- Wildfire smoke

The Regional District of Central Kootenay (RDCK) operates a regional emergency management program for the rural areas that surround the Town of Creston. Emergencies and disasters have a high degree of likelihood to impact both local governments. This requires coordination between the Emergency Management Creston program and the RDCK Emergency Management Program.

### **1.3 Purpose of Plan**

The Creston Emergency Response Plan (Plan) has been prepared to provide guiding principles to municipal staff in planning for, responding to, and recovering from emergencies and disasters. This helps to limit the impact on people, property and the environment and allows for the continuation of local government. The broad scope of the document allows a flexible response to any emergency situation and provides specific information such as how to activate the Emergency Operations Centre and how to declare a local state of emergency. The Plan will also be used as a tool to communicate how Creston will respond before, during and after a disaster and will be provided to external organizations that are required to understand the Town's actions and the methodologies during these events.

The Creston Emergency Response Plan is supported by detailed plans that further define the roles and responsibilities of Town's departments as well as the Town's response to specific threats.

#### **1.4 Plan Limitations**

The Creston Emergency Response Plan does not address detailed or specific response procedures normally handled by the appropriate responding department(s), emergency site management or comprehensive departmental emergency plan contents.

#### **1.5 Assumptions**

The following assumptions are made within the Plan:

- All response efforts are designed to protect life safety, property and the environment;
- Departmental emergency plans and hazard specific plans will be developed as required and are integral and supplemental to this Plan;
- During emergencies, normal Town operations may cease or be altered in an effort to minimize negative consequences from the event;
- This Plan provides a framework which, depending on the emergency or disaster, may need to be modified to ensure the most effective and efficient response possible; and
- This Plan is considered a dynamic 'living' document, requiring regular review and updating.

*This page left intentionally blank*

## 2. AUTHORITY

The authority of the Town of Creston to prepare a local emergency plan and to establish an emergency management organization is granted through the British Columbia *Emergency Program Act*, RSBC 1996, c111, and is supported by additional provincial regulations and municipal bylaws.

### 2.1 Applicable Legislation

The following is a list of several pieces of legislation that are relevant to the Town of Creston. This is not exhaustive and there may be other applicable legislation not listed. See Appendix C for a summary of each item mentioned. Legislation may be amended from time to time.

- *Emergency Program Act*, RSBC 1996, c111 (the Act);
- *Emergency Program Management Regulation*, B.C. Reg. 477/94;
- *Compensation and Disaster Financial Assistance Regulation*, B.C. Reg. 124/95;
- *Local Authority Emergency Management Regulation*, B.C. Reg. 380/95.

### 2.2 Emergency Management Program Bylaw

The Town of Creston Emergency Management Program Bylaw No. 1960, 2022 (refer to Appendix A) provides the authority for the Town to establish an emergency program, develop plans, and declare a State of Local Emergency when required.

### 2.3 State of Local Emergency

Major emergencies and disasters may require the municipality to obtain extraordinary powers for an effective response. The *Emergency Program Act*, s12 gives municipalities the authority to declare a 'state of local emergency'. A declaration can be made by bylaw or resolution of the Local Authority or an order of the Mayor (or designated Acting Mayor). As people's civil liberties are impacted by a declaration, the special powers and authorities must be specifically defined and used sparingly. Refer to Annex A for instructions on making a declaration. The most frequently cited reason to declare a State of Local Emergency is to facilitate a mandatory evacuation of people and livestock or the need to access private property when public safety is threatened.

A state of local emergency is cancelled by bylaw, resolution or order, or will expire after 7 days (it is possible to obtain an extension). In addition, the Minister of Emergency Management and Climate Readiness or the Lieutenant Governor in Council may cancel it at any time or it can be superseded by a provincial state of emergency. A provincial state of emergency may be implemented by the Province during instances where the threat is or has the potential to impact a wide area and or require special resources to respond to the event.

A declaration of a local state of emergency is **NOT** required to activate this Plan or the Town Emergency Operations Centre, to gain liability protection under the *Emergency Program Act*, or to qualify for Disaster Financial Assistance under the *Act*.

### 3. PLAN ACTIVATION AND DEACTIVATION

#### 3.1 Activation

The Emergency Response Plan can be activated:

- At any time that an emergency or disaster is anticipated or realized;
- Partially or completely – the magnitude of the emergency will dictate what actions are required;
- With or without the activation of the Town Emergency Operations Centre (EOC);
- With or without a declaration of a state of local emergency; and
- With or without formally stating that the plan has been activated.

#### 3.2 Authority to Activate

Individuals who have the authority to activate the Plan include the following:

*Table 3-1 Authority to Activate*

<b>Emergency Management Planning Committee</b>	<b>Authority to Activate Plan and EOC</b>
<b>Emergency Management Director</b>	Yes
<b>Chief Administrative Officer</b>	Yes
<b>Council Representative</b>	No
<b>Fire Chief or designate</b>	Yes
<b>RCMP Staff Sergeant or designate</b>	Yes
<b>Director of Infrastructure Services</b>	Yes
<b>Corporate Officer</b>	Yes
<b>Communications Coordinator</b>	No
<b>Manager of Engineering</b>	Yes
<b>Manager of Community Planning &amp; Development</b>	Yes

If none of these individuals are available, the Plan may be activated by the Town employee with the highest ranking authority. In addition, the Director of the Provincial Emergency Program has the authority to require the Town to activate the Plan during a provincial state of emergency.

**3.3 Deactivation**

Activation of the Plan can also be terminated by those members of the Emergency Management Committee with authority to activate the plan as identified in Table 3-1.. Termination typically occurs at the end of the response and recovery phase.

## 4. EMERGENCY PROGRAM STRUCTURE

### 4.1 Emergency Management Director

This position is responsible for the management and coordination of emergency preparedness, response and recovery activities. The Emergency Management Director receives policy direction and support from the Emergency Management Planning Committee.

Key responsibilities of this position include:

- Provide day to day administration of the Emergency Management Program;
- Develop and maintain emergency plans;
- Develop and conduct emergency exercises;
- Coordinate training for staff and volunteers;
- Establish and maintain an Emergency Operations Centre;
- Maintain a public awareness program;
- Liaise with other governments, agencies and support organizations concerning emergency management issues;
- Serve as a member of the Emergency Management Planning Committee and the Emergency Operations Centre Management Team; and
- Report on program activities, requiring Council direction, to the Committee of the Whole.

### 4.2 Emergency Management Planning Committee

The Emergency Management Planning Committee is responsible for providing a general direction / framework regarding the Town's mitigation, preparedness, and response and recovery activities and facilitating departmental planning and coordination before an emergency / disaster occurs. The Emergency Management Planning Committee is co-chaired by the Chief Administrative Officer and the Emergency Management Director and is supported by working sub-committees, as required.

The Emergency Management Planning Committee consists of the following representatives:

- a) Emergency Management Director – Chair;
- b) Chief Administrative Officer – Co-chair;



- c) Council Representative;
- d) Fire Chief or designate;
- e) RCMP Staff Sergeant or designate;
- f) Director of Infrastructure Services;
- g) Corporate Officer;
- h) Communication Coordinator;
- i) Manger of Engineering; and
- j) Manager of Community Planning & Development.

#### **4.3 Working Sub-Committees**

Working Sub-Committees are established, as required, to address the program areas listed below. Representation on these working sub-committees may include staff from municipal departments and other appropriate external agencies, as well as volunteers involved in emergency response and recovery:

##### **Hazards & Planning**

Ensures that a hazard, risk and vulnerability analysis has been completed for the Town of Creston and ensures emergency plans are developed to meet hazard requirements.

##### **Emergency Operations Centre & Response Operations**

Addresses the facility and equipment requirements for a Primary and Secondary EOC, as well as response procedures and protocols.

##### **Communications**

Addresses primary and secondary communication capabilities, communication equipment and personnel for the purpose of supporting response and recovery efforts.

##### **Training & Exercises**

Ensures that staff and volunteers receive appropriate training for their emergency roles and responsibilities and develops exercises to test plans and procedures.

**Mitigation & Recovery**

Prioritizes and coordinates mitigation projects on behalf of the Town and plans for the Town's recovery following an emergency event.

*This page left intentionally blank*

## 5. CONCEPT OF OPERATIONS

### 5.1 British Columbia Emergency Management Systems (BCEMS)

The Creston Emergency Response Plan is based on the British Columbia Emergency Response Management System (BCERMS). However BCERMS has evolved into a four-phase emergency management system – Mitigation, Preparedness, Response and Recovery – rather than focusing exclusively on emergency response. This evolution resulted in the preparation of the BCEMS guide, which describes the broader picture of emergency management in BC and provides a more integrated approach for those who are responsible for emergency management and public safety. Developed under the authority set out in the BC Emergency Program Act and the Emergency Program Management Regulation, BCEMS is standard practice for all provincial government ministries and Crown corporations as indicated in the Regulation. It is recommended as best practice for all emergency management stakeholders in BC and applies to emergencies, disasters, and catastrophic events. The Town of Creston follows the principles of this guideline in the development of the Disaster Response Plan.

The Town of Creston has adopted the principles of the British Columbia Emergency Response Management Systems (BCERMS) for its' EOC operations. The response goals of BCERMS and the EOC in priority order are as follows:

Provide for the health and safety of all responders;

- Save lives;
- Reduce suffering;
- Protect public health;
- Protect government infrastructure;
- Protect property;
- Protect the environment; and
- Reduce economic and social losses.

These goals are achieved by establishing response and recovery priorities within the Town, liaising with external agencies and other levels of government, tracking relevant costs, obtaining extraordinary resources to support the field responses, pre-planning for potential emergency

situations, making recommendations to Mayor and Council regarding the declaration and termination of a State of Local Emergency, and providing accurate and timely information to staff, the public and media.

## 5.2 Incident Command Post (ICP) – Site Operations Level

At the Site Operations Level, an Incident Commander directs the site response (i.e. Fire/Rescue, RCMP etc.) from an Incident Command Post (ICP). If required, the Incident Commander may request the activation of a Departmental Operations Centre (DOC) to provide additional support to departmental field operations. The following table outlines the Lead Department/Agency for specific emergency events. In most cases, a representative from the Lead Department/Agency will fill the roles of Incident Commander and Operations Section Chief in the EOC.

*Table 5-1 Site Operations Level - ICP*

<b>Event Type</b>	<b>Lead Department / Agency</b>
<b>Severe Wind Storm</b>	Infrastructure Services / Engineering
<b>Critical Infrastructure Failure (bridges, overpass, reservoirs, pipelines)</b>	Infrastructure Services / Engineering
<b>Flooding</b>	Infrastructure Services / Engineering
<b>Landslides</b>	Infrastructure Services / Engineering
<b>Earthquakes</b>	Infrastructure Services / Engineering
<b>Environmental spills (other than unknown materials or hazardous chemical spills)</b>	Infrastructure Services / Engineering
<b>Hazardous Chemical Spills or unknown materials</b>	Fire / Rescue
<b>Interface Fire</b>	Fire / Rescue
<b>Plane Crash / Air Incident</b>	Fire / Rescue
<b>Mass Casualty or Unfolding Significant Criminal Event</b>	RCMP
<b>Human Disease / Pandemic</b>	Chief Administrator's Office
<b>Technology Failure</b>	Finance & Corporate Services

### 5.3 Departmental Operations Centre (DOC) – Site Operations Level

A DOC may be activated when departmental field resources have the potential of being overwhelmed. The requirement to activate a DOC can be established by the individual department and may result in either an alert level or actual activation of the Town’s Emergency Operations Centre. In addition, if the Town EOC is already activated, EOC staff may request activation of a DOC to aid in the response.

Not every instance of DOC activation requires the activation of an EOC. Often if departmental resource requirements are exceeded, mutual aid is requested from other jurisdictions. In an emergency, mutual aid is an agreement among first responders to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a multi-alarm fire or a disaster. Mutual aid may be ad hoc, requested only when such an emergency occurs or via mutual aid agreements in place.

Each department will determine at what stage of the response or recovery their DOC will be deactivated. The following table summarizes the DOCs that have currently been identified for the Town of Creston:

*Table 5-2 Departmental Operations Centre Locations*

<b>Department</b>	<b>Specific DOC Name</b>	<b>Location</b>
<b>Infrastructure Services</b>	Infrastructure Services Response Centre (ISRC)	2 <sup>nd</sup> floor 600 Helen Street, Creston PH: 250-428-2015
<b>Fire / Rescue</b>	Fire Department Operations Centre (FDOC)	1505 Cook Street PH: 250-428-4321
<b>RCMP</b>	Divisional Emergency Operations Centre (DEOC)	14200 Green Timbers Way, Surrey, BC, V3T 6P3
	Kelowna will perform the initial response and handover will then take place to the Divisional Emergency Operations Centre (DEOC) at Green Timbers in Surrey.	

#### 5.4 Emergency Operations Centre (EOC) – Site Support Level

The Emergency Operations Centre (EOC) is a centralized facility that brings together the necessary individuals for an effective and efficient response to an emergency or disaster. It can be operated on a 24 hour per day and 7 days per week basis depending on the emergency or disaster. The Town EOC provides overall jurisdictional direction and control, coordination, and resource support for the event, supports all emergency site responses and provides leadership and information to the citizens of the Town of Creston.

The following table provides the primary location for the Town EOC as well as secondary and tertiary sites. These identified locations do not preclude the use of other locations for an EOC and their use will be dictated by the event.

*Table 5-3 EOC Locations*

<b>EOC</b>	<b>Location</b>
<b>Primary EOC</b>	Creston Emergency Services Building 1505 Cook Street, Creston, BC
<b>Secondary EOC</b>	Town Hall – Kaminoho Room 238 10 <sup>th</sup> Avenue North, Creston, BC
<b>Regional Support EOC / Tertiary</b>	RDCK Emergency Operations Centre 333 Victoria St. Suite 103, Nelson, BC

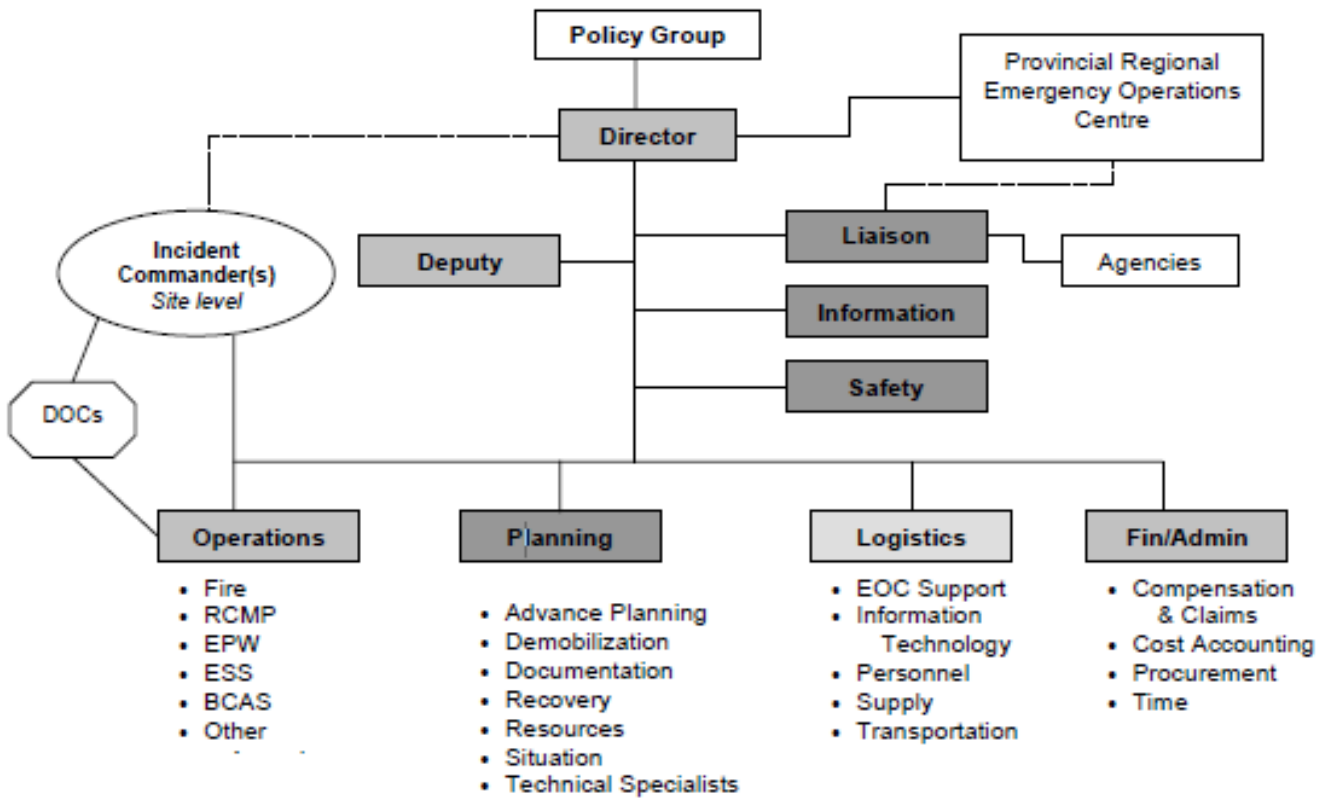
The following is a brief overview of the Emergency Operations Centre; details will be contained within an EOC Operational Guidelines document.



5.5 EOC Organizational Structure

During an emergency or disaster, the Town’s organizational structure is modified to a formalized BCERMS configuration. The benefit of this structure is that it may be expanded or contracted as required by the situation and it is consistent with the emergency organizational structures of many other municipalities and levels of government in BC. Figure 5-1 depicts the EOC structure. Not every section and/or function will be filled in every emergency or disaster. The event will dictate the sections and functions to be activated. As a minimum, an active EOC requires only an EOC Director. Other sections are staffed as needed. When resources are limited, staff may take on multiple roles.

Figure 5-1 Fully expanded Emergency Operations Centre organizational structure and position interactions.



5.6 Key Emergency Operations Centre Staff

The following table provides a brief overview of responsibilities for key EOC positions as well as the suggested individuals to fill these roles. Identified personnel will ensure that there is always someone available to perform their role. Depending on circumstances, the personnel assuming the EOC positions may vary; however, the most suitable person will always be chosen.

Table 5-4 Key Emergency Operations Centre Staff

Position	General Role	Normal Town Position	Back-up Positions
<b>EOC Director</b>	<ul style="list-style-type: none"> <li>Overall responsibility</li> <li>Sets goals, objectives</li> </ul>	<input type="checkbox"/> Chief Administrative Officer	<input type="checkbox"/> Fire Chief <input type="checkbox"/> Director of Finance
<b>EOC Deputy Director</b>	<ul style="list-style-type: none"> <li>Support for EOC Director</li> </ul>		<input type="checkbox"/> Any Director or Manager <input type="checkbox"/> Emerg. Mgmt. Director
<b>Liaison Officer</b>	<ul style="list-style-type: none"> <li>Communicate with external agencies</li> <li>Help set up EOC</li> </ul>	<input type="checkbox"/> Emerg. Mgmt. Director	<input type="checkbox"/> Corporate Officer <input type="checkbox"/> Executive Assistant
<b>Information Officer</b>	<ul style="list-style-type: none"> <li>Manage information, media, etc.</li> </ul>	<input type="checkbox"/> Communications Coordinator	<input type="checkbox"/> Executive Assistant
<b>Risk/Safety Officer</b>	<ul style="list-style-type: none"> <li>Ensure all operations are safe</li> <li>Risk management</li> </ul>	<input type="checkbox"/> Health & Safety Manager	<input type="checkbox"/> Health & Safety Advisor <input type="checkbox"/> Risk Manager
<b>Operations Chief</b>	<ul style="list-style-type: none"> <li>Overall operational control</li> <li>Direct support / contact to site</li> </ul>	Event dictates Lead Agency <input type="checkbox"/> Fire event: Fire Chief <input type="checkbox"/> Police event: RCMP NCO i/c <input type="checkbox"/> Engineering event: DIS	<input type="checkbox"/> Dependent on the lead agency
<b>Planning Chief</b>	<ul style="list-style-type: none"> <li>Develop advanced plans reflecting field activities, available supplies, etc.</li> <li>Develop situation report, Action Plans, maintain documents</li> </ul>	<input type="checkbox"/> Manager of Community Planning and Development	<input type="checkbox"/> Planner / MSC <input type="checkbox"/> Climate & Housing Coordinator
<b>Logistics Chief</b>	<ul style="list-style-type: none"> <li>Purchasing and acquisition</li> <li>EOC Support</li> <li>Personnel</li> </ul>	<input type="checkbox"/> Manager of Engineering	<input type="checkbox"/> Public Works Superintendent
<b>Finance &amp; Admin. Chief</b>	<ul style="list-style-type: none"> <li>Pay for services / supplies</li> <li>Track costs</li> </ul>	<input type="checkbox"/> Director of Finance & Corporate Services	<input type="checkbox"/> Admin. Staff (AP or Payroll)
<b>EOC Set Up Team</b>	<ul style="list-style-type: none"> <li>Function is part of Logistics Sections</li> <li>Set up EOC</li> </ul>	<input type="checkbox"/> Public Works <input type="checkbox"/> WEP Firefighters	<input type="checkbox"/> POC Firefighters

### 5.7 EOC Management Team

Pursuant to the Town of Creston Emergency Management Program Bylaw No. 1960, 2022, the EOC Management Team is responsible for coordinating the overall operations undertaken by the Municipality in response to and recovery from an emergency or disaster. The Team is chaired by the EOC Director who exercises overall management responsibility for EOC activities. The following EOC positions may constitute the Team:

- EOC Director;
- EOC Deputy Director;
- Liaison Officer
- Information Officer;
- Safety/Risk Officer;
- Operations Section Chief;
- Planning Section Chief;
- Logistics Section Chief; and
- Finance and Administration Section Chief

### 5.8 Executive Emergency Management Committee (Policy Group)

The Policy Group is comprised of Mayor and Council and provides overall emergency policy direction to the EOC Director. In addition, the Policy Group approves extraordinary financial expenditures/policy decisions, makes formal requests for Provincial/Federal support and authorizes the declaration and termination of a state of local emergency. The Mayor may also act as a spokesperson for the Town of Creston. Although not physically located within the EOC, the Policy Group will convene at Town Hall (or alternate location), as required.

### 5.9 EOC Activation and Deactivation

The Town's Emergency Operation Centre may be activated before or during an emergency, disaster or other event. For example, the EOC may be activated during situations that require coordination of special resources, information, multiple departments and /or external agencies; have the potential to escalate; and/or a significant population is or will be affected or threatened. Any activation of the EOC results in an automatic activation of the Creston Emergency Response Plan.

An Incident Commander can request activation of the EOC. The EOC may also be activated by specific members of the Emergency Management Team as indicated in Section 3 Plan Activation & Deactivation; if none of these individuals are available, the EOC may be activated by the employee with the highest ranking authority. In addition, the Provincial Emergency Program also has the authority to require the Town to activate the EOC during a provincial state of emergency.

The following table outlines the EOC activation levels, general activities, and staffing.

Table 5-5 EOC Activation Levels

Activation	Event	Minimum Staffing
<b>Alert</b> <i>Primarily for information purposes</i>	<ul style="list-style-type: none"> <li>• Small event that has the potential to escalate.</li> <li>• The Creston Emergency Response Plan and Departmental Emergency Plan(s) may be activated and implemented.</li> <li>• Responding departments are able to manage the event.</li> </ul>	<b>For information only:</b> Initiating or lead department calls the following persons: <ul style="list-style-type: none"> <li><input type="checkbox"/> EOC Director (may inform Policy Group)</li> <li><input type="checkbox"/> Liaison Officer</li> <li><input type="checkbox"/> Information Officer</li> <li><input type="checkbox"/> Section Chiefs as appropriate</li> </ul>
<b>Level 1</b> <i>Initial Activation</i>	<ul style="list-style-type: none"> <li>• Small event, one site, and/or two or more agencies involved.</li> <li>• For example, potential threat of flood, severe storm, or interface fire.</li> <li>• EMBC is informed</li> </ul>	<b>For information and/or action:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> EOC Director (informs Policy Group)</li> <li><input type="checkbox"/> Liaison Officer</li> <li><input type="checkbox"/> Information Officer</li> <li><input type="checkbox"/> Operations Section Chief</li> <li><input type="checkbox"/> External agencies as required</li> </ul>
<b>Level 2</b> <i>Partial Activation</i>	<ul style="list-style-type: none"> <li>• Moderate event, two or more sites, and/or several agencies involved.</li> <li>• Limited evacuations.</li> <li>• Some external resources/support required.</li> <li>• May be a major scheduled event.</li> <li>• EMBC is informed (may have limited PREOC activation).</li> </ul>	<b>For information and/or action:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> EOC Director (informs Policy Group)</li> <li><input type="checkbox"/> Liaison Officer</li> <li><input type="checkbox"/> Information Officer</li> <li><input type="checkbox"/> Safety Officer</li> <li><input type="checkbox"/> Section Chiefs as required</li> <li><input type="checkbox"/> Other EOC staff as required</li> <li><input type="checkbox"/> External agencies as required</li> </ul>
<b>Level 3</b> <i>Full Activation</i>	<ul style="list-style-type: none"> <li>• Major event, multiple sites, regional disaster, and/or multiple agencies involved.</li> <li>• Extensive evacuations.</li> <li>• External resources/support required.</li> <li>• EMBC – PREOC will be activated.</li> </ul>	<b>For information and/or action:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> All EOC functions &amp; positions as required</li> <li><input type="checkbox"/> Policy Group</li> <li><input type="checkbox"/> External agencies as required</li> <li><input type="checkbox"/> Volunteers as required</li> </ul>
<b>Deactivation</b>	<ul style="list-style-type: none"> <li>• The Town EOC may stand down, in phases or in its entirety as an event dictates.</li> <li>• EMBC is informed.</li> </ul>	Deactivate EOC and terminate services based on requirements. <i>Note:</i> Standing down the Town EOC does not prevent recovery activities from continuing outside the EOC environment.

**5.10 Provincial Regional Emergency Operations Centre (PREOC)**

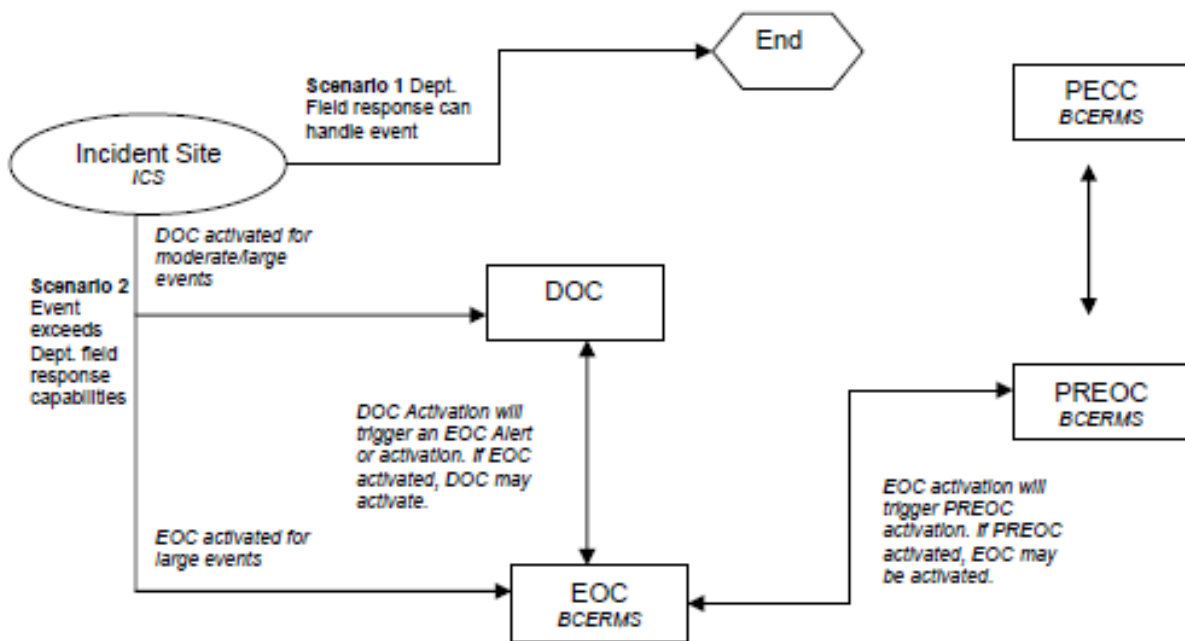
Emergency Management BC (EMBC) will activate a Provincial Regional Emergency Operations Centre (PREOC) to coordinate, facilitate and manage information, policy direction and provincial resources in support of local authorities and provincial agencies responding to an emergency or disaster. The PREOC for this region (South East) is located in Nelson (101-333 Victoria Street) and in conjunction with the Provincial Emergency Coordination Centre (PECC) in Victoria, integrates overall provincial support to the community.

**5.11 Interaction between Response Levels**

An efficient response to any emergency or disaster requires that there are appropriate interactions between all levels of the response.

If the incident is successfully resolved at the site level, no assistance is required from other response levels (Figure 3, Scenario 1). However, if the incident exceeds the site response capabilities, the site will be supported by a Departmental Operations Centre (DOC) and/or the Town EOC (Figure 3, Scenario 2). If the Town EOC is activated, it is in turn supported by the Provincial Regional Emergency Operations Centre (PREOC). The PREOC is supported by the Provincial Emergency Coordination Center (PECC) in Victoria.

*Figure 5-2-Relationships between Incident Site, DOC, EOC, PREOC and PECC.*



There may also be situations where the PREOC is activated resulting in the activation of the Town EOC. During such an event, the Town EOC may then require a field response and/or activation of DOC(s).

For management of the emergency response, the Incident Command System (ICS) is utilized in the field while the BC Emergency Response Management System (BCERMS) is used in the EOC, PREOC and PECC. The BC Emergency Response Management System is based on ICS and therefore effective interaction between the various response levels is possible.

## 6. ROLES AND RESPONSIBILITIES

Town of Creston departments and external agencies have specific roles and responsibilities during emergencies and disasters. The type of threat, scale of the event, and threat location, will dictate which departments and agencies will be involved. This section describes general roles and responsibilities during the pre-event, response and recovery stages and along with Appendix D may be used by Town departments and staff to guide development of their departmental emergency response plans.

### **Pre-Event: Preparedness and Planning**

Organizations must be prepared before an emergency or disaster and have an understanding of their emergency roles and responsibilities, create plans, identify necessary emergency resources, conduct training and encourage staff to become personally prepared.

### **Event: Response Actions**

The critical nature of the response stage should reflect the preparedness and planning activities previously undertaken. During this stage calculated actions that mitigate or reduce the negative impacts of the emergency are made to take into consideration available resources, critical time elements, nature of the hazard and the potential for the event to escalate or change.

### **Post-Event: Recovery Action**

The transition from the response to recovery stages will not be clearly defined. Recovery generally occurs after the critical stages of an emergency or disaster have passed. For each Town department this point may occur at different times and it is possible to have some departments still in the response phase while others have already initiated recovery actions.

The Town will prioritize the recovery process after assessing available information. Recovery will occur as quickly as reasonably possible taking into consideration the number of available staff, the available support services, and the availability of safe locations/premises or the time required to establish a safe location. Resources will be allocated based on availability to maximize the following issues:

- life and personal safety,
- the health and welfare of impacted citizens, and

- Infrastructure recovery.

The length of time before there is a full economic, social and environmental recovery to pre-disaster levels, may take months or years depending on the severity of the emergency or disaster. These unfortunate events can be used as an opportunity for positive changes and long term strategies and official community plans should be considered whenever possible during the recovery process.

#### **Departmental Roles and Responsibilities**

The tables on the following pages provide a high level summary of roles and responsibilities for departments before, during, and after an emergency or disaster. These actions are not exhaustive and depending on the situation, may be modified to ensure that the process is effective and efficient.



**6.1 Mayor and Council - Specific Activities*****Pre-Event***

- Be personally prepared.
- Support the development of emergency plans and processes that will aid the Town in maintaining a leadership role during emergencies and disasters.
- Consider emergency management implications during decision making activities.
- Implements the Town Emergency Management Program Bylaw, other related bylaws, and Disaster Response Plan.

***Event***

- Maintain a caring presence within the affected community.
- Provide overall emergency policy and direction.
- Authorize declaration and termination of “State of Local Emergency” in consultation with EOC Management and/or Chief Administrative Officer.
- Consider/approve extraordinary expenditures required to effectively respond to the emergency or disaster.
- Formally request outside support/resources as required.

***Post-Event***

- Maintain a caring presence within the affected community.
- Proclaim termination of the emergency response and initiation/continuance of recovery efforts in consultation with EOC Management and/or Chief Administrative Officer.
- Assess the effectiveness of response and preparedness and consider initiatives to improve these actions.
- Examine opportunities for socioeconomic and environmental improvements in line with long term strategic and official community plans.

**6.2 Corporate Services –Specific Activities****Chief Administrative Officer**

Specific activities:

***Pre-Event***

- Ensure that the Town and departments are capable of responding to emergencies and disasters.

***Event***

- Set response goals and priorities in consultation with EOC Management Team.
- Support lead departments if EOC not activated.

***Post-Event***

- Oversee the Town's recovery activities.
- Examine opportunities for socio economic and environmental improvements in line with long term strategic and official community plans.

**Corporate Services**

Specific activities:

***Pre-Event***

- Develop procedures to ensure continuity of Town governance.
- Develop procedures to maintain emergency records and preserve critical corporate records.
- Consider emergency management issues during corporate projects.

***Event***

- Assist in the continuance of the Town's governance in support of the response.
- Ensure critical emergency records are maintained and critical records are safeguarded.
- Support information function, as required.

***Post-Event***

- Continue to ensure the continuation of Town governance.
- Maintain emergency records and continue preservation of critical corporate records.
- Aid in recovery efforts as required and consider socio economic, environmental and communications opportunities in line with long term strategic and official community plans.

**Financial Services**

Specific activities:

***Pre-Event***

- Develop procedures to purchase goods and services during emergencies and disasters.
- Maintain current vendor contact lists for provision of goods and services.

***Event***

- Within approved spending limits, obtain supplies, equipment and services required by the response.
- Maintain accurate accounting records and track all response related costs.

***Post-Event***

- Within approved spending limits, obtain supplies, equipment, services required by recovery process.
- Track recovery related costs.
- Make applications for EMBC Disaster Financial Assistance.
- Update vendor contact lists.

Corporate Communications

Specific departmental activities:

*Pre-Event*

- Develop a Corporate Emergency Information Plan

*Event*

- Provide timely and accurate information to the public, Town staff, responders and media.

*Post-Event*

- Examine corporate emergency communication strategies and modify if necessary.

**6.3 Community Services – Specific Activities****Royal Canadian Mounted Police (RCMP)**

Specific departmental activities:

***Pre-Event***

- Ensure 24/7 preparedness for emergencies within mandate.
- Prepare and maintain a departmental emergency plan and RCMP DOC.
- Provide regularly scheduled training for all police personnel.
- Town ESS Level 1 response, e.g. 2 households and/or 10 people or less, is managed by RCMP Victim Services.

***Event***

- Respond to the event using established operational procedures.
- Provide assistance to other Town departments as required.
- Provide personnel as required to EOC.
- Provide Victim Services staff for initial ESS response

***Post-Event***

- Collect evidence and conduct investigations as required pertaining to the event.
- Determine if legal infractions have occurred make recommendations for charge approval.
- Assess impact of the event on the ability to respond and keep accurate records.
- Update plans, conduct training and exercises to reflect lessons learned from the event.
- Ensure Victim Services staff are trained with RDCK ESS staff to ensure uniform response and transition from Level 1 to Level 2 & 3 ESS response.
- Assess impact on police officers and ensure Critical Incident Stress

**Fire / Rescue**

Specific departmental activities:

***Pre-Event***

- Ensure 24/7 preparedness for emergencies within mandate.
- Prepare and maintain a departmental emergency disaster response plan.
- Maintain a Fire Department Operations Centre and backup dispatch.
- Provide regularly scheduled training for all fire/rescue personnel.
- Ensure health and safety procedures are in place

***Event***

- Respond to the event using established operational procedures.
- Initiate mutual aid arrangements.
- Provide assistance to other Town departments as required.
- Conduct investigation for cause and origin of emergency.

***Post-Event***

- Update plan, conduct training and exercises to reflect lessons learned from the event.
- Assess impact and keep accurate records.
- Conduct investigations and collect evidence regarding the emergency incident(s).
- Determine if infractions have been committed; consider whether charges should be laid.
- Assess impact on firefighters and ensure Critical Incident Stress

**Emergency Management Office**

Specific departmental activities:

***Pre-Event***

- Manage the Town's Emergency Management programs, develop plans, provide training and public education, liaise with emergency agencies, etc.
- Advise Council on Plan and emergency programs

***Event***

- Implement plans, respond to the event and provide advice as required.

***Post-Event***

- Update emergency response plan and ensure departments are updating plans to reflect lessons learned
- Assist in implementing Town Recovery Plan



**Human Resources**

Specific departmental activities:

***Pre-Event***

- Prepare and maintain the emergency human resources plan.

***Event***

- Establish and operate a Convergent Volunteer Intake Centre as required.
- Initiate and continue emergency base pay process.
- Provide advice on health and safety and/or union contract related issues.

***Post-Event***

- Terminate emergency payroll process as directed.
- Terminate operation of Convergent Volunteer Intake Centre.
- Canvas departments active in recovery efforts for staffing needs.

Legal Services

Specific departmental activities:

*Pre-Event*

- Identify potential legal liabilities.
- Develop departmental response plans.

*\*Note: Legal is an external service that requires financial authorization to be obtained by the CAO or Corporate Officer.*

*Event*

- Identify potential legal liabilities and risk management advice associated with the event.

*Post-Event*

- Act on legal issues arising from the event.

**Economic Development**

Specific departmental activities:

***Pre-Event***

- Prepare and maintain an economic communication strategy to promote emergency preparedness in the business community.

*\*Note: Economic Development is an external service operated by KES through the RDCK S108.*

***Event***

- Support business as much as possible during the response.

***Post-Event***

- Conduct a post-event economic assessment.
- Implement economic recovery plans for the Town.
- Promote recovery planning in the business community.

**Information & Communication Technology (ICT)**

Specific departmental activities:

***Pre-Event***

- Identify priority computer services, ensure off-site data storage facilities are secured and ensure critical equipment is secured / protected / relocated.
- Maintain inventory of ICT equipment.
- Identify priority communications.

*\*Note: IT Services is an external service operated by the RDCK through contract.*

***Event***

- Activate ICT disaster recovery plan; implement procedures for use of backup equipment/ hot site if required.
- Help set up EOC if activated and provide ICT equipment as required for the response.
- Activate priority communications.

***Post-Event***

- Develop/implement plan for full restoration of computer and telecommunications services.
- Continue to provide technical assistance to departments active in recovery efforts.
- Re-establish communications on a priority basis.

#### 6.4 Infrastructure Services –Specific Activities

##### Public Works Division

Specific departmental activities:

##### *Pre-Event*

- Understand status of construction projects that could impact response.
- Establish mutual aid agreements with other municipalities as required.
- Provide and maintain the EPW Response Centre.
- Together with Corporate Services (AP), maintain list of qualified suppliers of emergency materials and/or equipment.
- Maintain a list of EPW equipment and materials.

##### *Event*

Implement lifeline operations in coordination with other Town departments and/or external agencies as required:

- Facilitate the availability of water for firefighting and drinking.
- Provide temporary waste disposal system including sewerage.
- Identify geotechnical and other hazards.
- Maintain emergency power supplies.
- Provide emergency response and other services for water courses.
- Deploy and service equipment as required.

##### *Post-Event*

- Maintain and repair public facilities (i.e., roads, culverts, walkways, stairways, etc.)
- Implement recovery together with other departments and/or external agencies as required.
- Clear disaster debris from public/Town properties and/or critical facilities.
- Restore Town infrastructure (i.e., drainage courses, sewer and water lines, etc.)
- Provide/maintain equipment for recovery purposes.
- On a priority basis, initiate recovery/ restoration of Town services.
- Re-open park facilities as available.

**Engineering Division**

Specific departmental activities:

***Pre-Event***

- Manage Town's infrastructure construction projects, i.e., roads, sewer and water
- Provide relevant environmental information.
- Identify critical facilities, infrastructure, roads, bridges, water, etc.
- Prepare and maintain lifeline utilities recovery plan, hazard specific plans as required.
- Develop and maintain infrastructure information and maps.

***Event***

- Provide information on active and recently constructed infrastructure including status of available services.
- Provide relevant environmental information as required.
- Assess impact of emergency on utility systems, roads, culverts, walkways, etc.
- Develop and provide maps and infrastructure information as required to assist in the response.
- Provide survey, mapping and CAD capability.

***Post-Event***

- Identify opportunities for improvements in line with long term strategic and official community plans.
- Provide advice on subjects related to environmental approvals for repair/ rebuilding of structures.
- Determine impact to the environment, initiate recovery/ restoration work.
- Initiate recovery and restoration work of Town services on a priority basis.
- Provide maps and infrastructure information for use in the recovery efforts.
- Provide survey and mapping capability to locate and map hazard extents for disaster assessment.

**Transportation**

Specific departmental activities:

***Pre-Event***

- Prepare and maintain an emergency traffic control plan, i.e. Disaster Response Routes (DRR).
- Use the 2020 Traffic Management Manual for Work on Roadways (TMM), published by the Ministry of Transportation and Infrastructure for planning.
- Ensure DRR signage is maintained and provide information to the public as required.

*\*Note: Transportation is a shared responsibility between the Town and the Province (MoTI). YRB is the contractor for highway maintenance. Public Works maintains municipal owned roads.*

***Event***

- Coordinate road closing/ traffic control devices for police/fire.
- Coordinate the restriction of access as directed by RCMP, clear, and/or repair Town DRR roads.

***Post-Event***

- Coordinate clearing, repair, and/or control of major transportation routes and/or DRR.
- Coordinate the repair or replacement of traffic lights and road signage.

**Facilities**

Specific departmental activities:

***Pre-Event***

- Consider emergency management issues during normal facility operations.
- Prepare and train key facilities staff to conduct Rapid Damage Assessment (RDA).
- Participate in Critical infrastructure Assessment of Town facilities to ensure prioritized list of facilities are available prior to any emergency event.
- Ensure all new construction of Town facilities takes into consideration post disaster design criteria, i.e. if the facility is also being designated as a reception center, group lodging facility or an Emergency Operations Centre (EOC), etc., consider design to post disaster specification.
- Ensure accurate records, i.e., types, quantities and locations of all dangerous goods are kept up to date.
- Ensure facilities staff is trained to respond to and handle accidental releases any dangerous goods on site.

***Event***

- Conduct assessments of emergency services facilities.
- Deploy facility RDA trained staff to assess all Town buildings in descending order of criticality. Evacuate facility staff and general public from facilities when necessary.
- Work with EOC to determine which facilities require actionable resources first.
- Work with ESS staff to open designated emergency facilities, e.g. Reception Centres and/or Group lodging facilities and, if required, provide pre-activation RDA prior to activation to ensure operational status.

***Post-Event***

- Report on damage assessments and costs to reopen facilities.
- Initiate recovery and restoration work on a priority basis.



**6.5 Community Planning & Development Services****Community Planning**

Specific departmental activities:

***Pre-Event***

- Provide demographics, geographic (mapping, as necessary), socioeconomic, information for disaster planning purposes.
- Integrate emergency planning into Official Community Plan wherever possible.

***Event***

- Provide demographics, geographic, socioeconomic, and transportation planning information as required.

***Post-Event***

- Help to develop a recovery plan for the affected areas.
- Identify potential opportunities to improve and implement long term strategies and official community plans.

**Development Services**

Specific departmental activities:

***Pre-Event***

- Reviews Development applications using Official Community Plan policies and Town bylaws to ensure high standards of development, with enhancements to critical infrastructure when possible.

***Event***

- Assist with coordinating information and Town services for an initial inter-departmental disaster response.
- In conjunction to Community Planning, develop a recovery plan, and coordinate expediting approvals to address immediate concerns.

***Post-Event***

- Help to coordinate the implementation of a recovery plan that facilitates reconstruction with high standards of development to address post disaster resilience.

**6.6 Building and Bylaw Services****Building Permit Approvals**

Specific departmental activities:

***Pre-Event***

- Prepare and maintain an emergency permit system that does not rely on power supply.
- Prepare and maintain a list of volunteer engineers, contractors and equipment operators.

***Event***

- Activate the emergency permit system if required.
- Coordinate with outside agencies engaged in recovery operations and remedial work.

***Post-Event***

- Continue emergency permit system as required.
- Continue to work with outside agencies to coordinate efforts and resources.
- Continue to work with the community toward eventual full compliance with health and safety regulations.

**Building Permit Inspections**

Specific departmental activities:

***Pre-Event***

- Prepare and maintain the emergency building reconnaissance and inspection plan. Resources required completing this work.
- Maintain a team of building Inspectors trained in Rapid Damage Assessment (RDA).
- Obtain equipment required to conduct inspection activities.

***Event***

- Activate the building assessment system.
- Report information regarding damage assessment to Emergency Operations Centre EOC.
- Provide RDA trained personnel to other response groups when possible.

***Post-Event***

- Help to coordinate the implementation of a recovery plan that facilitates reconstruction with high standards of development to address post disaster resilience.

**6.7 RDCK Shared Community Services****Community Recreation**

Specific departmental activities:

***Pre-Event***

- Develop disaster response procedures for facilities.
- Staff training for assisting the implementation of ESS plans at facilities.

*\*Note: Creston and District Community Complex is a shared recreation facility operated by the RDCK.*

***Event***

- Implement disaster response procedures.
- Assist ESS as required.

***Post-Event***

- Assist in recovery processes as required and make changes to plans.
- Re-open facilities as available.

**Emergency Social Services**

Specific departmental activities:

***Pre-Event***

- Develop and maintain an ESS Plan and Headquarters, conduct training, recruit volunteers, obtain equipment, maintain vendor relationships, identify reception centres, etc.
- Oversee the development of CDCU plan for assisting the implementation of ESS at RDCK operated facilities in Creston.

*\*Note: ESS is a service shared with the RDCK. ESS Headquarters is the RDCK EOC located in Nelson.*

***Event***

- Activate plan and reception centres as required.
- Work in liaison with provincial and other municipal ESS agencies (Victims Services).
- Staff the ESS headquarters if required.

***Post-Event***

- Update plans, conduct training to reflect lessons learned from the event.

## 6.8 External Agencies

The following is a list of external agencies that may be involved in a response to a disaster or major emergency. This list is not exhaustive and other organizations may be involved depending on the event.

### 1 – Federal

#### *Public Safety Canada (PSC)*

PSC provides policy leadership and delivers programs and services in the areas of national security and emergency management, policing, law enforcement and border and corrections and crime prevention.

### 2 – Provincial

#### *BC Emergency Health Services (BCEHS)*

Since April 1, 2011, PHSA has provided corporate support services to the Emergency and Health Services Commission.

On March, 14, 2013, the Commission was renamed BC Emergency Health Services (BCEHS). BCEHS is comprised of three operating entities—BC Ambulance Service, Patient Transfer Network, and Trauma Services BC. The reach of BCEHS is vast with 184 ambulance stations and several administrative offices spread throughout the province. Over 4,000 people work at BCEHS as paramedics, dispatchers, patient transfer call takers, managers, physicians, and in administrative support and corporate services functions. Since 1974, BCAS has been providing expert pre-hospital care to patients and arriving first on scene when a medical emergency occurs. BCAS is an organization that is rich with tradition and holds a strong commitment to providing timely and high quality patient care to citizens across BC.

#### *BC Coroner Service*

The Coroners Service of British Columbia is responsible for the inquiry/investigation of all unnatural, unexpected, unexplained or unattended deaths. It is committed to conducting a thorough, independent examination of the factors contributing to death in order to improve community safety and quality of life in the Province of British Columbia.

*Emergency Management BC (EMBC)*

Emergency Management BC (EMBC) is a part of the Ministry of Emergency Management and Climate Readiness (EMCR). In 2000, the Province of British Columbia developed and adopted the BC Emergency Response Management System (BCERMS). The mission of BCERMS is to facilitate the use of a proactive, collaborative, and integrated approach to emergency management to minimize loss and promote effective response and recovery in BC.

**3 – Volunteer Agencies***Creston Search and Rescue*

Creston Search and Rescue ("Creston SAR") is a community-based volunteer organization that provides wilderness public safety education, remote area searches, and wilderness medical aid. Creston SAR volunteers are Public Safety Lifeline Volunteers registered under the Provincial Emergency Program and may be tasked by Police, BC Ambulance Service, Canadian Forces & Canadian Coast Guard, Parks Canada, Coroner and Fire Services. Creston SAR is responsible for the area bound by the Salmo/Creston Summit on the west, Ryan Overhead on the east, Riondel to the north, and the United States International Boarder to the south, but may also be tasked around the province by EMBC. In addition, Creston Search and Rescue provides assistance for activities such as flood watch and emergency communications, and prepares and maintains the remote/urban search and rescue plan. Further, Creston SAR will provide assistance to evacuation operations being conducted by the RCMP.

*Nelson Search and Rescue*

Nelson Search and Rescue ("Nelson SAR") provide trained services beyond the local capabilities of Creston SAR. Nelson SAR can provide assistance for high-angle rescue, water rescue, helicopter Class D Fixed Line evacuations of ill, injured or stranded persons, evacuation operations being conducted by the RCMP, and inland water, wilderness and urban search operations. Nelson SAR may be requested by Police, BC Ambulance Service, Coroner and Fire Services. Approval of services provided by Nelson SAR will be done by EMBC.

*Creston Air Search and Rescue*

[Additional information be acquired]



*Salvation Army*

The Salvation Army has been active in BC for over 100 years providing food, shelter and other assistance to people in need. The Salvation Army is prepared to assist during and after a critical disaster response phase to provide clothing, furniture, counseling, deploy the Community Crisis Response Units to provide meals for evacuees/responders and provide assistance to ESS teams at a reception centre.

*St. John's Ambulance*

St. John Ambulance Canada is a world-wide, non-denominational charitable organization, dedicated to the service of others. St. John's Ambulance is dispatched by EMBC during disasters. The closest geographical branch is located in Penticton. The Penticton Branch is located at 120-316 Dawson Avenue and can provide volunteers during emergencies and disasters.

120-316 Dawson Ave  
Penticton, BC, V2A 3N6  
Penticton@sj.ca  
(866) 321-2651 x 3377

*Creston Valley Airport Society*

[Additional information be acquired]

*Creston Valley Chamber of Commerce*

[Additional information be acquired]

*Other volunteer organizations*

[Additional information be acquired]

**4 – Utilities***Electricity*

Fortis BC provides power to the Creston Valley area and helps fuel economic growth in British Columbia. It owns and operates numerous transmission lines running through the Creston Valley.

### *Telecommunication Providers*

Several Telecommunication providers service the Creston area including TELUS, Bell and Rogers. The Town's cellular phone provider is Bell.

### *Pipelines*

Fortis BC delivers natural gas to homes and businesses throughout BC via a network of low pressure gas lines within Creston. Fortis BC is focused on connecting customers safely, efficiently and reliably to the energy and services they need. In addition to their residential and business distribution network Fortis Gas also has a large gas compression facility and main transmission natural gas line in Kitchener, 25 km east of Creston. Fortis Gas has emergency response plans and trained response staff for all events related to their infrastructure.

TC Energy has pipelines east of Creston through the community Yahk. The pipelines transports crude oil and refined products from Alberta to the United States.

### **5 – Other Agencies**

#### *CANUTEC*

CANUTEC is the Canadian Transport Emergency Centre operated by Transport Canada to assist emergency response personnel in handling dangerous goods emergencies. This national bilingual advisory centre was established in 1979 and is part of the Transport Canada directorate. It has the mandate to regulate the handling, offering for transport and the transport of dangerous goods by all modes to ensure public safety.

#### *Interior Health Authority (IHA)*

Interior Health Authority is the fourth largest of the six health authorities (population) established by the government of British Columbia in December 2001. It serves 0.72 million people in the interior from Williams Lake to the north, Princeton to the west, the Alberta border to the east and the United States border to the south. Creston Valley Hospital, located in Creston is the community's hospital operated by IHA. The two closest regional hospital facilities are located in Trail to the west and Cranbrook to the east. Politically, the Town has representatives on the East Kootenay Regional Hospital District providing the connection to health services in Cranbrook. Interior Health Authority services in Creston range from acute care hospital to community-based residential/rehab, home health, mental health and public health services.

Health emergency services include providing a health liaison to the municipal Emergency Operations Centre, mass immunizations, health inspections of temporary emergency feeding and lodging facilities, water quality monitoring, dissemination of special instructions concerning public health matters, notification to other health agencies and senior levels of government (e.g., BC Centre for Disease Control, Health Canada and Provincial Ministry of Health) regarding health related matters, arranging continuity of care for home care and mental health clients who have been evacuated to temporary accommodations, and coordinating medical care for admitted patients presenting at acute care facilities. In the event of any emergency that may impact health services contact Health Emergency Management BC.

#### *Provincial Health Services Authority*

The Provincial Health Services Authority mandate includes province-wide responsibility for:

- • Provincial clinical policy
- • Provincial clinical service delivery
- • Provincial commercial services
- • Provincial digital and information technology

PHSA is accountable to ensure adequate planning and operational management supports the delivery of services and the meeting of expectations for these areas. The province has responsibility for providing all aspects of health services to residents of B.C., including First Nations (on and off reserve), Métis and Inuit.

#### *BC Ambulance Service*

PHSA also provides governance direction to BCEHS on the provincial ambulance services. BCEHS provides pre-hospital emergency services and inter-facility patient transfers throughout the province and oversees the BC Ambulance Service and BC Patient Transfer Services. Close to 5,000 BCEHS employees support patient care, including paramedics, medical emergency call-takers and dispatchers, front-line staff, administrators and managers. Through three dispatch centres and paramedic services, expert patient care is delivered from the moment a 9-1-1 call for medical help is received, to treatment at the scene and transport to hospital.

*Railway*

A rail line traverses through the centre of the Town of Creston operated by Canadian Pacific Railway (CPR). CPR transports a variety of goods including petroleum, chemicals, grains, fertilizers, coal, metals, minerals, forest products, equipment, and other commodities. The closest rail yard for Canadian Pacific Railway is located in Cranbrook. There is a CPR rail siding in Creston primarily used for maintenance equipment during CPR rail work in the area. Columbia Brewery has a rail siding located in the brewery property for rail car storage. CPR has an emergency response plan and trained response staff.

*School District 8*

School District 8 provides education to XXXX students within the Town of Creston, and an additional XXXX students in rural schools in Erickson and Canyon-Lister. School District 8 has over XX full-time and part-time employees operating in 2 elementary school (including HomeLinks), and 1 secondary schools inside the municipality. There are XX full-time and part-time employees operating in 2 elementary schools in Eriskson and Canyon-Lister.

*Regional District of Central Kootenay (RDCK)*

The RDCK was incorporated in 1965 and is a local government that serves an estimated population of 60,000 residents. The RDCK has a large geographic region which includes nine municipalities (Castlegar, Creston, Kaslo, Nakusp, Nelson, New Denver, Salmo, Silverton and Slocan) and 11 rural electoral areas. The RDCK Administration is located at 202 Lakeside Drive, Nelson.

The RDCK provides a broad range of services, with the exception to roads and policing. Services and levels of services are managed by the RDCK Board. Each service has a “service establishment” bylaw that identifies service participants (electoral areas and/or municipalities). Unlike the Town of Creston, the RDCK is required to match the benefits and costs of its services to the people who benefit from the services. Costs are recovered by taxing those who benefit from the services.

The Town of Creston participates in fourteen (14) RDCK services:

S102 GIS Service

S191 Museum

S108 Economic Development

S193 Library

S152 Jaws of Life Service

S201 Regional Parks

S156 Emergency Communications 911

S224 Recreation Facilities

S157 Emergency Planning

S234 Transit

S174 Cemetery – Creston

S240 Airport

S186 Refuse Disposal

S251 Water Utility – Arrow Creek

#### *Geospatial Services / Mapping*

The geospatial service (GIS) provides geographic referenced based information management and mapping solutions for the Town of Creston and rural electoral areas. The primary GIS is accessible through a web-browser. There is a public access portal as well as secured login information to access certain services. Town staff also have access to ArcGIS for more advanced analysis and data representation.

#### *Economic Development*

The Economic Development Service (known as Economic Action Partnership) is funded by the RDCK and has Kootenay Employment Services (KES) under contract to provide service to the Creston Valley. KES has two employees working in an economic development function.

#### *Emergency Communications – 911*

The Emergency Communications 911 service includes the provision of 911 to the RDCK and provides fire dispatching through contract to the Regional District of Fraser-Fort George (RDFFG) in Prince George. The Fire Operations Communications Centre (FOCC) is operated by the City of Prince George on behalf of RDFFG. The FOCC has emergency operations plans in place in the event of a disaster impact in Prince George.

#### *Emergency Planning*

The RDCK has an emergency management program that the Town of Creston fully participated in until 2023. While the Town is developing its own emergency management program, there are services and coordination that will continue with the RDCK emergency management program.

As of 2023, the Town of Creston will remain a service participant for the RDCK to manage the Emergency Social Services (ESS) function and a portion of emergency communications through an emergency notification system (Voyent Alert).

#### *Refuse Disposal*

The RDCK operates the Creston Valley Landfill through a contracted service.

#### *Recreation Facilities*

The Town is a service participant in a recreation service provided by the RDCK. This service operates the Creston and District Community Complex and the Rota-Crest Hall located at 312 19<sup>th</sup> Avenue North. This facility is identified as a reception centre for evacuees through the ESS program.

#### *Transit*

The Town of Creston and RDCK share the transit service operated by BC Transit. BC Transit is involved with transportation planning, administration of service contracts with subsidiary companies and contractors, the management of capital projects, financial management and planning, public affairs and supporting business functions. The service has regularly scheduled routes in the Town and rural areas. BC Transit also operates an “on-demand” handyDART service within the Creston Valley.

#### *Airport*

See Creston Valley Airport Society. This is a financial contribution service to the Creston Valley Airport Society that operates the Town owned airport.

[RDCK Additional Resources](#)

The RDCK operate over a hundred services throughout the region and has specialized staff in many areas that can provide assistance to an emergency in Creston. This includes staff specializing in:

Building Inspections

Planning and Land Use

Engineering & Environmental

Fire Protection

Bylaw Services

Recreation Facilities

*This page left intentionally blank*



## 7. BUSINESS CONTINUITY PLAN

The Town of Creston must have the ability to continue providing leadership and essential services throughout an emergency or disaster. A business continuity plan provides the means to accomplish this by identifying critical functions, priorities, and a systematic process to continue and resume business operations. In some emergencies or disasters, only portions of the municipality will be impacted and the Town must continue to serve the needs of the public not detrimentally affected by the event. In other situations, the event may be devastating for Creston and surrounding rural areas and the Town must be prepared to continue and reintroduce services as quickly and efficiently as possible. Conducting a business impact analysis to identify essential services and resources, and incorporating this information into a business continuity plan can reduce the negative effects of the emergency or disaster to the Town of Creston and its citizens.

### 7.1 Essential Services and Resources

Each department must consider what impact emergency events would have on their operations and identify those essential services that must continue. Essential services can be defined as those functions that are vital to sustain the community's health and wellbeing including any required administrative or financial support for the provision of services. These include but are not limited to:

- Governance
- Fire/Rescue
- Policing
- Garbage collection
- Permits
- Inspection
- Tax collection
- Sewer, water
- Roads

Essential resources are items that are required to allow essential services to continue and may include, but are not limited to, the following items:

- Vital records;
- Communication and information management equipment (hardware/software);
- Copies of essential references, plans, maps, documentation, contact lists etc.;
- Personnel;
- Stationary supplies including specific forms;
- Emergency comfort provision for workers (e.g., feeding/lodging) for prolonged operations.

Each department must determine the minimum staffing resource requirements to ensure essential services continue. This information will assist the Town regarding decisions to reduce/cease non-essential services, reassignment of staff, etc.

## 8. INFORMATION AND COMMUNICATION

Accurate information and effective communications are important for successful operations during and after an emergency or disaster.

### 8.1 Crisis Communication Plan

A Crisis Communication Plan is critical to ensure that the public and media have timely, concise, and practical information. The Corporate Communications is responsible for providing and disseminating official information from the Town of Creston. In addition, Corporate Communications is responsible for activating the Plan to ensure that response agencies, Town departments, applicable external organizations, and media are provided with the appropriate and correct information on a consistent basis.

### 8.2 Documentation

All activities conducted during an emergency or disaster will be documented. Proper records management is the responsibility of all individuals involved in a response. If the EOC is activated, the Planning section is responsible for collating all documentation. These records become important during event follow up and/or legal proceedings.

### 8.3 Communication Methods

All communication methods available will be utilized as required during an event. This may include email, cellular phone, landline phone, radio (amateur radio and commercial frequencies), face-to-face (using a messenger), fax, satellite phone, meetings and briefings, or other means.

The RCMP have enhanced communications via encrypted police radio on repeater channels that work direct to Kelowna OCC or DEOC at HQ in Surrey.

The Fire Department has a local radio repeater system allows non-encrypted radio communications to the FOCC in Prince George and throughout the Creston Valley. General range of the system is the Salmo-Creston summit to Yahk.

### 8.4 Call-Out Lists

Call-out lists readily identify individuals who have the greatest knowledge and skills required for a response. The call-out lists, where appropriate, will be developed and maintained by each

department. The EOC call-out list will be developed and maintained by the Emergency Management Director.

## 9. PLAN ADMINISTRATION

The Creston Emergency Response Plan is a working document that is part of the emergency planning, preparedness, recovery, and mitigation process.

### 9.1 Plan Approval

The Creston Disaster Response Plan was approved by Council in September 2023. The Plan may be amended and supplemented at any time by the addition of policies such as hazard specific or departmental emergency response plans.

### 9.2 Plan Maintenance & Revisions

This Plan shall be reviewed on an annual basis in accordance with the Emergency Management Program Bylaw No. 1960, 2022. Notation shall be made on the cover page showing the date and also on the Record of Amendments page(s) with a summary of the amendments made.

The Creston Emergency Management Plan will undergo revision whenever:

- Community hazards or vulnerabilities change
- The community governance structure and/or policy changes
- Exercises or emergencies identify gaps or improvement in policy and procedures
- An annual review takes place

All requests for additions, deletions or amendments to this Plan should be addressed to:

Emergency Program Coordinator  
Town of Creston  
PO Box 1339  
238 10th Avenue North  
Creston, BC V0B 1G0  
Email: info@creston.ca

Amendments will be documented in Appendix E – Revision History and an updated plan will be distributed to the distribution list.

Responsibility for revisions to the Emergency Response Plan:

- Emergency Management Director (EMD) or alternate will be the point of contact for any revisions; or

- The Emergency Management Planning Committee will be responsible for leading the plan maintenance activities; or
- The Emergency Program Coordinator (EPC) or alternate is responsible to ensure that an annual review of the plan is conducted and the plan is amended and annexes are updated when required.

### **9.3 Copy Distribution**

The Emergency Management Director will coordinate the distribution of Plan revisions to all registered copy holders of the Creston Emergency Response Plan. Registered copy holders are responsible for replacing the old pages with the updated pages.

The Distribution List to registered copy holders will be reviewed annually to ensure all appropriate agencies are represented. This will include verification for agency contact information and changes to service. The Distribution List is located in Appendix F – Distribution List

## **10. TRAINING AND PLAN VALIDATION**

The Creston Emergency Response Plan is integral to the planning, preparedness, training and exercise process as it can be used as a reference and training document to guide these actions.

### **10.1 Training**

A key element of emergency management is an ongoing exercise and training program that includes activities such as on-the-job orientation and training, seminars, drills, as well as tabletop, functional and full scale exercises. Training may be provided in-house, through the Justice Institute of BC, or other qualified organization. These activities help to maintain a high level of staff readiness and familiarity for all critical roles.

### **10.2 Validation Exercises**

Training activities help to validate the plan by identifying areas of inconsistency and exposures which can then be rectified thereby continually improving the Town's emergency management program. The Creston Emergency Response Plan will be exercised on an annual basis, in order to validate its contents.

## 11. ANNEX A - DECLARATION OF A STATE OF LOCAL EMERGENCY

### BACKGROUND

As designated by the Emergency Program Act, a local authority has the primary responsibility for response to an emergency or disaster. Section 12 of the Act enables a local authority to declare a state of local emergency when extraordinary powers are required to respond effectively to an emergency or disaster. A declaration is only used under very specific circumstances when public safety is at stake. For example, potential situations that require a declaration may include mandatory evacuations of people and livestock, or access to private property (e.g., land, equipment, etc.) that exceeds the Town's normal authority. A declaration should be implemented only during critical situations as the resulting extraordinary powers affect civil liberties; therefore, the situation must be closely examined to ensure that a declaration is really required. To protect civil rights, a declaration will automatically expire after seven (7) days; however, it can be renewed if required by the emergency.

A declaration is **NOT** required to implement part or all of the Town of Creston Disaster Response Plan, to gain liability protection under the Emergency Program Act, or to qualify for Disaster Financial Assistance under the Act. The Emergency Operations Centre does **NOT** need to be activated to make a declaration.

A local state of emergency does not supersede provincial or federal legislation, and it may be superseded by a provincial state of emergency.

### STEPS TO DECLARE A STATE OF LOCAL EMERGENCY

1. Incident Commander and /or Emergency Operations Centre (if activated) determine that extraordinary powers are required. The nature of the emergency, geographic boundaries of the event, expected duration, type of extraordinary powers required and which agency/individual can implement these powers on behalf of the local authority are identified.
2. Declaration of a local state of emergency can be made in two ways:
  - a. Mayor may verbally declare and immediately sign a written document of declaration;  
or



- b. Municipal Council may pass a bylaw or resolution declaring the state of local emergency.
3. Declaration documents (refer to the following pages) are immediately faxed to the Director of the Emergency Management BC (EMBC) and the Southeast Regional Office at:

Senior Regional Manager  
Emergency Management BC  
Southeast Regional Office  
Phone: (250) 354-5904  
Fax: (250) 354-6561  
Email: [EMBC.SEAAdmin@gov.bc.ca](mailto:EMBC.SEAAdmin@gov.bc.ca)

**24/7 phone: 1-800-663-3456**

- The EMBC Director presents the declaration to the Minister who may alter or set aside the declaration as authorized in the *Emergency Program Act*.
4. The Mayor must ensure that the authority to exercise the extraordinary powers has been delegated in writing to the appropriate persons and/or agencies.
  5. The Mayor must immediately publish notice of the declaration in a method that the majority of affected individuals will learn about the declaration.
  6. When required, the Mayor must seek the authority of the Minister to extend the terms of the declaration beyond seven days.
  7. The declaration must be cancelled as soon as the extraordinary powers are no longer needed. This can be accomplished by resolution, bylaw, or order. Once cancelled it must be published and the EMBC Director notified.

**DOCUMENTATION**

The following two pages provide a template to be completed when a declaration of state of local emergency is required. The highlighted area must be completed with details of the event.

Documents that must be faxed to EMBC include the following:

- Signed copy of the declaration order;
- Map designating the geographic boundaries of the impacted area;

- Delegation of Powers Matrix
- Copy of public notices (if any); and
- Copy of any resolution or bylaw.

#### **EXTENSIONS**

A completed Extension Request form must be submitted to the PREOC, if activated or local Emergency Management Regional Office to request an extension.

The request for extension should be submitted as soon as it is determined that the emergency powers are required beyond the current expiry date.

Each extension is valid for a seven day period and further extensions may be required. An extension request only changes the expiry date of the current local declaration – it does not allow for a change in the area under declaration or a change in the nature of the event.

**Declaration of A State Of Local Emergency  
ORDER**

WHEREAS *[provide description of hazard and emergency]* in *[description of areas]*;

AND WHEREAS *[provide explanation of ongoing or imminent threat to life or property]*;

AND WHEREAS this *[description]* emergency 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;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12(1) OF THE *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists due to *[short hazard description]* and *[short consequence statement]* in *[area description]*;

IT IS FURTHER ORDERED THAT the Town of Creston, its employees, servants and agents are empowered pursuant to Section 13(1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED BY THE *[local authority of head of local authority]* this \_\_\_\_\_ day of *[month]*, 20\_\_\_\_ to remain in force for seven days until \_\_\_\_\_(date) at midnight unless cancelled by the Town of Creston or the Minister responsible.

\_\_\_\_\_  
*[head of local authority]*

**Extension Request  
For  
State of Local Emergency**

WHEREAS life and property remain at risk due to \_\_\_\_\_(event) in the Town of Creston;

AND WHEREAS the Mayor of the Town of Creston has requested to extend the duration of the declaration of a state of local emergency due to expire on \_\_\_\_\_(date) at midnight;

IT IS HEREBY APPROVED pursuant to Section 12(6) of the Emergency Program Act (RS, 1996, Chap. 111) that the Town of Creston may extend the duration of a state of local emergency for a further seven days to \_\_\_\_\_(date) at midnight.

\_\_\_\_\_  
(Incumbent Minister)  
Solicitor General

\_\_\_\_\_  
Date Signed

**State of Local Emergency**

**CANCELLATION ORDER**

Date: \_\_\_\_\_

WHEREAS the \_\_\_\_\_(event) emergency no longer requires prompt coordination of action or special regulation of persons or property to protect health, safety or welfare of a person or to limit damage to property.

IT IS HEREBY ORDERED pursuant to Section 14(2) (ii) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency no longer exists in the Town of Crston and is therefore cancelled effective this date at \_\_\_\_\_ hrs.

\_\_\_\_\_  
Mayor (printed name)

\_\_\_\_\_  
Signature

**Delegation of Powers Matrix Emergency Program Act – Section 10**

Emergency Powers	Delegated to			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.				
Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the local authority's jurisdiction.				
Cause the evacuation of persons and the removal of livestock, animals, and personal property from any area designated in the declaration within the local authority's jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				

Emergency Powers	Delegated to			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the local authority to be necessary or appropriate to prevent, respond to, or alleviate the effects of an emergency or disaster.				
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any area designated in the declaration within the local authority's jurisdiction for the duration of the state of local emergency.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the local authority's jurisdiction.				

*List the title of the person and/or agency that will be delegated the authority to implement the extraordinary powers.*

*This page left intentionally blank*



**12. Appendix A - Emergency Management Program Bylaw No. 1960, 2022**

**COPY OF BYLAW INSERTED HERE**

### 13. Appendix B - DEFINITION OF TERMS

Terms	Definitions
<b>Department Operations Centre (DOC)</b>	An EOC concept at a departmental level. It is a centralized location for a department where senior department staff gather to coordinate and support site response(s), sometimes referred to as a DOC.
<b>Disaster Response Route</b>	Pre-identified transportation routes within the municipality and Creston Valley that are designated for emergency vehicle use during an emergency or disaster. Not to be used by the general public during these events. Personnel using these routes must have proper vehicle or personal identification (e.g., a rescue vehicle, rear view mirror hanger, and/or ID decal).
<b>Disaster</b>	<p>As defined in the <i>Emergency Program Act</i>, a “disaster” means a calamity that:</p> <ul style="list-style-type: none"> <li>a. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and</li> <li>b. Has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.</li> </ul> <p>A disaster that impacts Creston would likely result in the requirement for external resources and assistance.</p>
<b>Emergency</b>	<p>As defined in the <i>Emergency Program Act</i>, an “emergency” means a present or imminent event that:</p> <ul style="list-style-type: none"> <li>a. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and</li> <li>b. Requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.</li> </ul> <p>An emergency in Creston likely means that there are adequate coordination and Town resources to deal with the situation. A major emergency may require external resources or assistance.</p>
<b>EOC Management Staff</b>	EOC Director, Liaison Officer, the Information Officer, and the Safety and Security Officer.
<b>EOC Management Team</b>	EOC Director, Liaison Officer, Safety Officer, Information Officer and all EOC Section Chiefs.
<b>Event</b>	An occurrence based on a hazard identified (i.e., earthquake, interface fire or flood).

<b>Extraordinary Resources</b>	<p>Extraordinary resources are resources required for response or recovery that are unusual and/or have significant cost implications. These resources could be external, Provincial or Federal resources or assistance (e.g. helicopters).</p> <p>Extraordinary resource requests must be vetted through the EOC Operations Section Chief and authorized by the EOC Director. In the absence of a Town EOC, direct access to the Town Manager for authorization is permitted.</p>
<b>Incident</b>	<p>One or more occurrences that happen as a result of an event. For example, an earthquake is an event, but a resulting gas leak is an incident.</p>
<b>Incident Commanders</b>	<p>Sometimes referred to as the Site Managers. These are individuals who have the overall responsibility of coordinating the response, information and liaison for a particular incident or incidents in the field.</p> <p>An Incident Commander may be responsible for single or multiple sites depending on the nature and magnitude of the situation and available resources.</p>
<b>Lead Department or Agency</b>	<p>A Town Department or an external agency that is identified as having the lead role in coordinating the information and/or response activities at a site.</p> <p>For a lead Town Department, a staff member on scene, preferably the most senior staff available, should be identified as the one who will have the overall coordination role and who will remain as the main field contact at a particular site until otherwise replaced.</p> <p>Often, a representative of the Leading Department/Agency is also the Incident Commander at the Site, and a senior representative from the Leading Department is the Operations Section Chief at the EOC.</p>
<b>RDCK</b>	<p>Regional District of Central Kootenay</p>
<b>Recovery</b>	<p>The activity that occurs after the response phase of an emergency when the immediate threat no longer exists. Recovery can take significantly longer than the response phase.</p>
<b>Resolution</b>	<p>A decision made by Council at a duly constituted meeting.</p>
<b>Response</b>	<p>The activity that happens to immediately deal with the event. There is often a time critical element associated with this phase of an event. This is the immediate threat stage of the emergency situation and response may be a matter of life and death – time is of the essence.</p>
<b>Section Chief</b>	<p>An individual responsible for command of the Operations, Planning, Logistics, or Finance/Administration functions in the EOC.</p>

<b>State of Local Emergency</b>	The state that is required to obtain extraordinary powers to effectively respond to an emergency or disaster. A declaration is made by Order from the Mayor or by Council resolution or bylaw and must be approved by the Province.
<b>Town</b>	Town of Creston

## 14. Appendix C: Legislation Summary

### **BC Emergency Program Act [RSBC 1996] Chapter 111**

Establishes the requirements for local authorities to create and maintain emergency management organizations, develop plans, obtain extraordinary powers, and obtain disaster financial assistance. It identifies that anyone involved in the response that was acting in good faith and not grossly negligent is exempt from civil liability.

The BC Emergency Program Act includes the following regulations:

#### **Compensation and Disaster Financial Assistance Regulation, 1995**

Outlines the requirements and processes to pay compensation to victims of an emergency or disaster.

#### **Emergency Program Management Regulation, 1994**

Outlines the responsibility of the Emergency Management BC program and the BC government before and during an emergency or disaster.

#### **Local Authority Emergency Management Regulation, 1995**

Defines specific requirements that local authorities must take to prepare for and respond to emergencies including how to declare a state of local emergency.

## 15. Appendix D: General Planning & Response Actions

This appendix is a guide to help Town of Creston Departments develop departmental disaster response plans and outlines activities that should occur before, during and after an emergency or disaster.

### **Pre-Event: Preparedness and Planning**

Town of Creston departments must be prepared before an emergency or disaster and have an understanding of their emergency roles and responsibilities. The following list contains general activities that departments should undertake prior to these events:

- Develop and maintain a departmental emergency response plan. Include hazard specific responses and procedures as necessary.
- Identify critical roles, resources, facilities, infrastructure, and essential services.
- Establish recovery priorities and develop a recovery plan.
- Obtain necessary equipment and supplies using reasonable judgement to allow the department to carry out its responsibilities during an emergency or disaster.
- Provide training and exercises as required so staff understand and can perform their emergency roles and responsibilities as outlined in the departmental emergency plan and Town of Creston Disaster Response Plan.
- Develop and maintain staff call out lists and procedures as required. Consider requirements as outlined in Union and other agreements.
- As much as possible ensure 24/7 coverage for identified emergency positions.
- Ensure employees who are required to travel during and after an emergency/disaster have received Disaster Response Route identification.
- Encourage staff to become personally prepared and develop family preparedness plans.
- Establish and maintain mutual aid agreements with other municipalities and/or agencies as required.

- Establish and maintain resource and contact lists as required. Provide this information to Logistics Section Chief as required.

Town of Creston employees also have a responsibility to prepare themselves for potential emergencies and disasters:

- As much as possible, develop personal and family emergency preparedness plans.
- Be familiar with assigned emergency roles and responsibilities.
- Attend training, exercises and other activities to become knowledgeable in emergency preparedness, response and recovery roles and responsibilities.

#### **Event: Response Actions**

The critical nature of the response stage should reflect the preparedness and planning activities previously undertaken. During this stage calculated actions that mitigate or reduce the negative impacts of the emergency are made to take into consideration available resources, critical time elements, nature of the hazard and the potential for the event to escalate or change. The following is a list of general activities required by departments when responding to an emergency or disaster:

- Activate all or part of the departmental emergency plan.
- Ensure safety of staff during the response stage.
- Contact staff as necessary using departmental call out lists and following applicable procedures.
- Follow previously identified departmental procedures or other steps as required to most effectively respond to the event and minimize its impact.
- As required, shut down non-essential Town operations.
- Keep accurate records of all actions.

Town of Creston employees should also be ready to respond:

- Ensure personal safety.

- Ensure family safety at first possible opportunity.
- Contact supervisor and/or report to pre-identified locations.
- Perform emergency duties as instructed.
- Be prepared to stay for extended periods.
- All excluded employees are expected to continue to work during any emergency situation. Senior managers may use their discretion to release any staff and/or appoint staff to various functions as appropriate. Non-excluded staff may be required to work to provide essential services.

**Post-Event: Recovery Action**

The transition from the response to recovery stages will not be clearly defined. Recovery generally occurs after the critical stages of an emergency or disaster have passed. For each department this point may occur at different times and it is possible to have some departments still in the response phase while others have already initiated recovery actions.

During the recovery phase, it is important that each department:

- Assess the status of departments including the number of available staff, facility use, and operability of equipment.
- Identify requirements and establish a departmental Recovery Plan.
- Keep staff informed as much as reasonably possible.
- As required be involved in all debriefings relevant to the event and department.
- If warranted, recommend that investigations be conducted and evidence collected regarding the emergency incident(s). Determine if infractions have been committed and if appropriate, recommend that charges are laid.
- Identify opportunities for change that have resulted from the event that will help to continually improve services, facilities and the community.



- As they become available, re-offer departmental operations to other Town departments, agencies and the public.
- Keep accurate records of all actions.
- Learn from the event and if possible mitigate similar situations to prevent future events.
- Make changes to departmental plans and procedures as required reflecting 'lessons learned' from the incident. Incorporate these changes into subsequent training and exercises

**16. Appendix E: Revision History**

Revision Date	Change	Changed By:
August 2023	New Plan / binders issued to Plan holders	Town Manager

**17. Appendix E: Revision History**

DISTRIBUTION LIST WILL BE INTERNAL USE ONLY AND NOT BE AVAILABLE FOR PUBLIC DISTRIBUTION AT ANY TIME.