

THE VILLAGE OF PORT CLEMENTS

Regular meeting of the Port Clements Emergency Committee  
Thursday February 18th, 2010

AGENDA

1. ADOPT AGENDA
2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS
3. MINUTES

M-1-Minutes Dec 17th, 2009.

4. BUSINESS ARISING.

BA-1-Animal Emergency Preparedness - review mail out to residence for contact and Pet information, this will be included in the utility billing out this month.

BA-2-List of courses for committee members to can take for on line Emergency training.

BA-3-Emergency supplies have been ordered, received and organized in boxes for Emergency recipients within Port Clements.

5. ORIGINAL CORRESPONDENCE.

C-1-Northwest Emergency Program Training-EM180 applied Emergency Operations Centre, March 25, 2010 in Terrace.

6. NEW BUSINESS.

7. REPORTS AND DISCUSSIONS.

R-1-Registration-The Noah's Wish foundation for Jamie Delves.

ADJOURNMENT.

## THE VILLAGE OF PORT CLEMENTS

Port Clements Emergency Committee Dec17th, 2009  
Port Clements Council Chambers

Present:

Pete Nelson-Smith  
Terry Mitchell

Councillor Greg Stewart  
Chris Marrs

Debbie Delves-Administrative Assistant

The meeting was called to order at 7:40pm.

### 1. ADOPT AGENDA

It was moved by Councillor Stewart, seconded by Pete Nelson-Smith to adopt the agenda as circulated.

**CARRIED.**

### 2. MINUTES

M-1-It was moved by Councillor Stewart, seconded by Pete Nelson-Smith to accept the Minutes of Nov 19th, 2009 as circulated.

**CARRIED.**

### 3. BUSINESS ARISING

BA-1& BA 2-Formal recommendation from Emergency Committee to put motion forward to Council to advertise for an RFP to develop a Wildfire Protection Plan for Port Clements.

It was moved by Terry Mitchell, seconded by Councillor Stewart to put forth a recommendation to Council from the Port Clements Emergency Committee to advertise for an RFP to develop a Wildfire Protection Plan for Port Clements.

**CARRIED.**

BA-3-Letter sent to School District Superintendent regarding updating Schools Fire & Emergency manual.

Receive and file for further information.

**CARRIED.**

BA-4-Animal Emergency Preparedness sites: Council agreed to let the Committee use the park for animals in case of an emergency and the Committee also agreed to use the Trailer at the park, Wharf Shed or homeowners in the area not affected to house smaller animals.

Receive and File

**CARRIED.**

BA-5-Miss numbered.

BA-6-Animal Emergency Preparedness: Tentative sites, owner & pet information, preparedness kits etc.

It was moved by Pete Nelson-Smith and seconded by Councillor Stewart to purchase totes and supplies for 3 adults & 3 children in case of any victims emergency.

**CARRIED.**

BA-6A-Circulate the questionnaire to the public via mail out with utility bills in Feb 2010. Jamie Delves will look into seeking donations from Pet food companies for supplies to add to Pet emergency kits.

**Table to next meeting.**

BA-7-FEMA online Courses.

Suggestion put forth, to have all members of the Committee in the New Year to do at least on course on line for next year, and to see if Maurie Hurst could come over and do a tabletop exercise with all agencies involved.

**Table to next meeting.**

## 5. ORIGINAL CORRESPONDENCE.

C-1-Order animal first aid emergency kits through QC Animal Hospital. Jamie Delves will talk to Dr. Don Richardson regarding special First Aid supplies that might be required for Pets, if not, we will use regular first aid supplies if needed.

**Table to next meeting with recommendations.**

## 6. NEW BUSINESS.

NB-1-Elections for Chair & Vice Chair of Emergency Committee.

Terry Mitchell accepted the nomination for Chair 2010.

Pete Nelson-Smith accepted the nomination for Vice-Chair 2010.

Committee members unanimously voted in favor of accepting both names put forth for the positions of Chair & Vice Chair.

**CARRIED.**

NB-2-Jamie Delves request to attend the Noah's Wish – Disaster Training course offered this June 5 & 6<sup>th</sup>, 2010 in Quesnel, BC.

It was moved by Councillor Stewart, and seconded by Terry Mitchell to put forth Jamie Delves name for Councils approval to spend \$450.00 (\$125.00 for course registration of the Noah's Wish – Disaster Training and \$325.00 for ferry travel) from the Emergency Budget 2010 to attend this course for training.

**CARRIED.**

7. REPORTS AND DISCUSSIONS.

Councillor Stewart-Reported that Yellow tape has been given to the RCMP to indicate that a vehicle has been cleared by them after an accident.

ADJOURNMENT

It was moved by Pete Nelson-Smith and seconded by Councillor Stewart to adjourn the meeting at 8:33pm.

Next meeting scheduled for January 21<sup>st</sup>, 2010.

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Terry Mitchell  
Co-Chair

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Debbie Delves  
Administrative Assistant

# Personal Emergency Contact and Pet information:

I can be reached at the following numbers:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell # \_\_\_\_\_

Address: \_\_\_\_\_

Work numbers: \_\_\_\_\_

## Alternate Caregiver info for pets & livestock:

Name & phone number: \_\_\_\_\_

Number of Animals residing at residence: \_\_\_\_\_  
ie: (dogs, cats, birds, rabbits, chickens, goats, horses, fish, snakes) etc.

1. Name & Age: \_\_\_\_\_

2. Medical Information: \_\_\_\_\_  
\_\_\_\_\_

3. Colour & identification marks, behaviour (ie): good with other animals:  
\_\_\_\_\_  
\_\_\_\_\_

1. Name & Age: \_\_\_\_\_

2. Medical Information: \_\_\_\_\_  
\_\_\_\_\_

3. Colour & identification marks, behaviour (ie): good with other animals:  
\_\_\_\_\_  
\_\_\_\_\_

1. Name & Age: \_\_\_\_\_

2. Medical Information: \_\_\_\_\_  
\_\_\_\_\_

3. Colour & identification marks, behaviour (ie): good with other animals:  
\_\_\_\_\_  
\_\_\_\_\_

## **PORT CLEMENTS EMERGENCY PREPAREDNESS FOR PETS.**

Animals, like every other member of your family, deserve the protection and security of emergency preparation.

A comprehensive emergency plan includes planning care for your pets before, during and after an emergency. The Port Clements Emergency Committee has provided the following guide to care for pets during an emergency.

### **BEFORE AN EMERGENCY**

- If you must evacuate your home, it's always best to take your pets. Pets are vulnerable when an emergency occurs.
- Keep your pet's shots current and know where the records are. Most kennels require proof of current rabies and distemper shots to accept pets. It is a good idea to keep these papers with the other documents you would carry if you need to evacuate (see emergency supply kit below).
- Have an emergency supply kit ready that includes:
  - A three-day supply of food and drinking water, as well as bowls, cat litter and a container to be used as a litter box.
  - Current photos and descriptions of pets.
  - Up-to-date identification, including an additional tag with the phone number of someone out of the evacuation area in the event the pet becomes lost.
  - Medications, medical records and a first aid kit stored in a waterproof container.
  - Sturdy leashes, harnesses, and carriers to transport pets safely as well as blankets or towels for bedding and warmth. Carriers should be large enough to comfortably house your pet for several hours or even days.
- Contact motels and hotels in communities outside of your area to find out if they will accept pets in an emergency.
- If you have made plans to evacuate to the home of a friend or family, ask if you can bring your pets. It is also a good idea to ask your veterinarian if he/she will take your pets in an emergency.
- When you are moving your pets, move them in a pet carrier that allows them to stand up and turn around inside. Train your pets to become comfortable with a carrier by putting food or a favorite toy or blanket in the carrier.

## **DURING AN EMERGENCY**

- Bring your pets inside immediately. Animals sometimes sense severe weather changes and might run away to hide.
- Never leave pets outside or tied up during a storm.
- If you must evacuate, take your pets, activate your emergency plan, and bring your emergency supply kit.
- Separate pets for their safety.
- Cover bird cages with cloth.

## **AFTER AN EMERGENCY**

- In the first few days after the event, leash your pets when they go outside and always maintain close contact. Familiar scents and landmarks may be altered and your pet may get confused or lost. Downed power lines are also a hazard for pets.
- The behaviour of your pets may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch your animals closely.
- During this transition time, you can contact your veterinarian, Dr. Don Richardson 250-557-4468

## Emergency Preparedness Kits

Some items to include:

- Towel/blanket with your smell on it
- Basic pet first aid kit
- Can opener
- Fresh water and canned food
- Any medication that your pet may need
- Current vaccination records
- Remember to pack poop bags!

Store your Grab n' Go Bag in a pet crate. Check the kit twice a year (an easy way to remember is to do it when you check your smoke alarms bi-annually) to ensure freshness of food, water, and medication, and to restock any supplies you may have "borrowed" from it.

Your pet should be wearing up-to-date identification at all times. This includes adding your cell phone number to your current information. It may also be a good idea to include the phone number of a friend or relative outside your immediate area. If your pet is lost, you'll want to provide a number on the tag that will be answered even if you're out of your home.

Remember, you are ultimately responsible for the well being of your pet in an emergency. Your pet will thank you for it and one day just might save your life in return!



## Free Emergency Decal

Contact our office at 250.478.0624 to receive your free emergency decal for your home.

**In case of emergency,  
please save our pets:**

- Dogs
- Cats
- Birds
- Other:



# Provincial Emergency Program

Ministry of  
Public Safety and  
Solicitor General

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## EMERGENCY TRAINING

### Emergency Management Training

The Provincial Emergency Program (PEP) offers a schedule of sponsored emergency management training courses throughout the province through its regional offices. To view schedule [Click here >>](#)

The Provincial Emergency Program (PEP) offers a schedule of sponsored emergency management training courses throughout the province through its regional offices. As of April 1, 2009, the British Columbia Association of Emergency Managers (BCAEM) is sponsoring the emergency management training courses formerly sponsored by the PEP. The PEP will continue to provide for emergency management training courses by coordinating schedules, course locations, and registrations through our regional offices.

### Online Courses Offered

Recognized emergency management training is available through educational institutions such as **The Justice Institute of BC**.

The **Introduction to Emergency Management in B.C.** Online Course is intended for those who are involved in emergency management in B.C. at any level. It introduces the basic concepts of successful emergency management, and includes information about the agencies, governments and organizations involved.

The **Introduction to Emergency Social Services (ESS)** Online Course is intended for volunteers and others who share a common goal of assisting people in an emergency. It provides new ESS workers with fundamental information about the Emergency Social Services program and includes information about personal preparedness for ESS workers. This is the first step for preparing workers to be able to respond quickly, while addressing the needs of family, friends and employers.

The **Incident Command System** orientation course is also available as an online version.

For more information regarding PEP-sponsored training in British Columbia [Click here >>](#)

### First Aid Training

- St John Ambulance
- WorkSafe
- North Island College

Other supplies may provide courses and certification programs.



- [EMI Home](#)
- [Independent Study Program Home](#)
- **Course Overview**

## **IS-520 Introduction to Continuity of Operations Planning for Pandemic Influenzas**

### **Course Overview**

This course introduces students to the characteristics of a pandemic influenza, the effects that a pandemic influenza can have on every facet of our society, and the steps their organizations can take to minimize the effects of a pandemic.

### **Course Objectives**

At the end of this course, the students should be able to:

- Explain the differences between seasonal influenza and pandemic influenza.
- Relate the effects of a pandemic influenza to daily organizational operations and basic services.
- Describe strategies for resolving continuity challenges presented in a pandemic situation.

### **Primary Audience**

The primary audiences for this course are personnel at any level of government, representatives from Non-Governmental Organizations (NGOs), or representatives from private industry who may have a need for a basic understanding of pandemic influenza and the impacts that they can expect should a widespread pandemic occur in the United States.

### **Prerequisites**

None.

### **CEUs**

0.1

### **Course Length**

1 hour

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*Last Updated: September 14, 2009*



**FEMA**

Emergency Management Institute, 16825 S. Seton Ave., Emmitsburg, MD 21727  
(301) 447-1000 Admissions Fax: (301) 447-1658

## Village of Port Clements

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**From:** Pete Nelson-Smith [publicworks@portclements.ca]  
**Sent:** Wednesday, February 03, 2010 11:56 AM  
**To:** 'Debbie Delves'  
**Subject:** FW: BCAEM Sponsored Training - EM 180 Applied Emergency Operations Centre - March 23, 2010 in Burns Lake or March 25, 2010 in Terrace

Pete Nelson-Smith  
Public Works Superintendent  
Port Clements, BC  
ph: 250.557.4326  
fax: 250.557.4568  
publicworks@portclements.ca

-----Original Message-----

**From:** Miller, Sandy SG:EX [mailto:Sandy.Miller@gov.bc.ca]  
**Sent:** February-01-10 1:31 PM  
**Cc:** Hurst, Maurie SG:EX  
**Subject:** BCAEM Sponsored Training - EM 180 Applied Emergency Operations Centre - March 23, 2010 in Burns Lake or March 25, 2010 in Terrace

To Northwest Emergency Program Coordinators           Emergency Social Services

CAOs                                   First Nations

BCAS                                   RCMP

Emergency Radio Communicators           Agency Reps

The British Columbia Association of Emergency Managers are sponsoring two Applied Emergency Operations Centre courses, the first in Burns Lake on March 23, 2010 and the second in Terrace on March 25, 2010. These are regional courses, so are open to participants from outside of Burns Lake and Terrace as well as those within. The purpose of the Applied Emergency Operations Centre course is to enable participants to practice roles and responsibilities in an Emergency Operations Centre (EOC). This one day course will take the group from EOC activation through a scenario that would prompt participants to perform several standard EOC activities. Although positions may be loosely designated, all activities would be worked through as a group, thereby enabling participants to learn in a low stress environment.

There are three prerequisites for this course - Introduction to Emergency Management in BC, Emergency Operations Centre Level 1 and Emergency Operations Centre Level 2. If you would like to attend this course but do not have the prerequisites, please contact the regional office at 250-615-4800. Prerequisites ensure everyone is starting at the same level of knowledge on a course, so are very important to the success for the course.

I have attached a registration form for your convenience. We require your registration forms by Monday, March 8, 2010 via facsimile to (250) 615-4817 to confirm we have enough registrants for the courses to go ahead. Please specify which course you will be attending.

I have attached a copy of the registration form for your convenience.

2010-02-03

C-1

**Subject:** FW: FEMA Pandemic Course  
**From:** "Hurst, Maurie SG:EX" <Maurie.Hurst@gov.bc.ca>  
**Date:** Tue, 20 Oct 2009 16:26:43 -0700  
**BCC:**

Good afternoon, Northwest Emergency Managers.

FEMA has a new online course called "Introduction to Continuity of Operations Planning for Pandemic Influenzas". This is a resource for organizations looking to put together a pandemic plan, and although there are American references, these can be easily overlooked for the excellent planning content provided. It only takes one hour to complete and provides additional reference material. Certainly worth the hour!

<http://training.fema.gov/EMIWeb/IS/is520.asp>

Maurie L. Hurst, BA(Crim), MBA  
Regional Manager, Northwest

PROVINCIAL EMERGENCY PROGRAM  
Emergency Management British Columbia  
1B - 3215 Eby Street  
Terrace BC V8G 2X8 CANADA  
[www.pep.bc.ca](http://www.pep.bc.ca) <<http://www.pep.bc.ca>>

Ph 250.615.4800 Fax 250.615.4817  
24 Hour Emergency Reporting 1.800.663.3456

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The Village of  
**PORT CLEMENTS**

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Port Clements, B.C.  
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Phone: (250) 557-4295  
Fax: (250) 557-4568  
E-mail: portclem@qcislands.net

## **REPORT TO COUNCIL**

Author: Debbie Delves  
Date: January 21, 2010  
Subject: Noah's Wish – Disaster Training course for animals,  
Supplies for future emergency victims.

### Updated information

Jamie Delves has been registered for the Noah's Wish Disaster Training course this June in Quesnel. However, if the organization does not get 30 registers by Jan 30<sup>th</sup>, 2010 then the course will be cancelled and a full refund will be provided.

The emergency supplies for victims that need assistants have been ordered and have arrived. I have put them in the ordered containers and will store in the Village Office for future use.

Thank you,

Debbie Delves  
Administrative Assistant