



The Village of  
**PORT CLEMENTS**  
*"Gateway to the Wilderness"*

36 Cedar Avenue West  
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**Emergency Management Commission Meeting Tuesday, July 20<sup>th</sup>, 2021**

**AGENDA**

**1. ADOPT AGENDA**

**2. MINUTES**

M-1—January 28<sup>th</sup>, 2020 Emergency Management Commission Meeting Minutes

M-2—March 23<sup>rd</sup>, 2020 Emergency Management Commission Meeting Minutes

M-3—January 29<sup>th</sup>, 2021 Emergency Management Commission Meeting Minutes

**3. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**

BA-1—Bylaw Compliance

BA-2—Commission Membership

BA-3—Previous Years Commission Minutes

*The commission is responsible for its record-keeping, all the records minutes/agenda that have been received from the Commission are accessible on the Village website at*

*<https://portclements.ca/municipal-information/committees/emergency-preparedness-committee/>*

**4. NEW BUSINESS**

NB-1—Hazard List

NB-2—Emergency Preparedness Plan Review

NB-3—Scheduling Next Quarterly Meeting (Oct – Dec 2021)

**5. ADJOURNMENT**



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**Minutes of Emergency Management Commission January 28, 2020**

Present:

Mayor Doug Daugert  
EC Aaron Cunningham  
Councillor Brigid Cumming

ESS Marilyn Bliss  
CAO Ruby Decock  
Regrets Councillor Teri Kish

Meeting Called to order at 5:04 PM.

**1. ADOPT AGENDA**

2020-01-01--Moved by Councillor Cumming, seconded by Aaron Cunningham  
THAT the Commission adopts the agenda as presented.  
**CARRIED**

**2. REVIEW ROLE OF THE EMERGENCY COMMISSION, PER BYLAW #408**

**Discussion notes:**

- *Should investigate if there are changes in definitions and terminology that need to be updated with the Bylaw.*
- *Per Bylaw, Coordinator appoints Commission Members, also can remove Members. Commission selects Chair – should this be changed or listed by profession? List of understanding of who composes the Commission? No, gives needed flexibility.*
- *To be discussed and evaluated later at another meeting.*
- *Notify other members of the Commission, not present, of the meeting schedule. Time to be adjusted if needed when closer to dates.*

2020-01-01—Moved by Councillor Cumming, seconded by Aaron Cunningham  
THAT Mayor Daugert appointed as Commission Chair.  
**CARRIED**

2020-01-02—Moved by Councillor Cumming, seconded by Mayor Daugert  
THAT the 2020 Quarterly Meetings be set for 3:00 PM on the 3<sup>rd</sup> Tuesday of the months of April, August and October.  
**CARRIED**

**3. REVIEW EMERGENCY PREPAREDNESS PLAN FOR CHANGES/UPDATING**

**Discussion notes:**

*p.5 -- Introduction – Take out 3<sup>rd</sup> paragraph. Debate with replacing, rewriting or not; copy Village of Queen Charlotte style of introduction? Abstract or not? Leave to consultant to deal with?*

*P.6 -16 – Went through and review.*

- *P.6 - Change in cell service, staff, etc.*
- *Front section is an "formal essay structure" while the back section is where the sections are sorted out.*
- *Change references of "committee" to "commission".*

January 28, 2020 Emergency Management Commission Meeting

- Leave School Gym as the emergency shelter for now, issue identified for future consideration.
- Are all identified members of the Commission aware they are on it (BC Ambulance, etc)? Previously attended Meetings.
- Put ESS instead of Seniors.
- Need to put "Fire Chief" and "Deputy Fire Chief" next to Craig Beachy and Mike Van Herd respectively. Update Rangers contact to Chris Bellamy. Put Deputy Clerk onto list.
- Confusion of exact staff role during emergencies.
- Emergency Management facilities on Village – are the people supposed to be under these headings?
- Mayor and Council's main function is speaking to press/communications. Not sure if necessary now.
- Comments from Councillor Kish – Not sure of moving EOC from Firehall to Council Chambers. Firehall has backup power and has all the needed hookups – however, portable generator for Village Office can be considered. Leave as is, re-assess in future.
- Protection and Warning Section: change to notification (with epact) instead of door-to-door fan-out of the Firemen; they only go out if necessary.
- Should have instructions for use of radio through Queen Charlotte repeater – as backup.
- Change procedures for emergency response process. Step 1 is 'determine if situation is an emergency or not'. Section sounds more like Incident Command Structure, may be incorrect. Section needs rewriting p.9. Need something current with EPP, with major revisions/revising to go to consultant rather than this review. Also needs verification with current legislation.
- p.10/11 "Emergency Support Services" to replace "Emergency Social Services" throughout document.
- P.12 Intern put ESS structure/layout instead of EOC structure/layout. They have the same structure, but it needs revision to reflect proper roles in EOC not ESS.
- P.14– Spill response and search & rescue through RCMP, they are contact. Update with public work's staff #. Staff personal numbers should not be in public document – need detachable appendix with this information. VQC does not include them; remove from public document (also applies to p.7).
- P.15 – Mayor & Council direction of emergency – need to change language to reflect EOC structure in order of command. Commission to revise & discuss at later date.
- Mayor appointment of interim-coordinator does not match EMBC first-in-the-door system. Keep it – defaults to Mayor.
- P.16 – communication team –Updates Mayor or Council or EOC Director, as required.
- Helpful if the term consistency was used – use the established EOC terms, not our own unique ones.

Commission will continue to review EPP on own time and mark changes. Commission can red-pend their own physical copy of EPP and turn into Village Office or can work on Word document that will be sent out (via track changes).

#### 4. REVIEW VILLAGE OF QUEEN CHARLOTTE EMERGENCY PLAN

##### **Discussion notes:**

Village of Queen Charlotte was used as comparison in discussion with review of EPP.

Potential to take VQC plan and alter it to fit Port Clements' specific situation; it is a recommended plan.

Their plan was done by a consultant.

#### 5. ADJOURNMENT

2020-01-03—Moved by Mayor Daugert

THAT the meeting be adjourned at 6:38 PM.

**CARRIED**

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Chair Doug Daugert

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Minute-take Ruby Decock



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**Minutes of Emergency Management Commission Meeting March 23, 2020**

**Present:**

CAO Ruby Decock  
Deputy Clerk Elizabeth Cumming  
Ambulance Representative Kazamir Falconbridge  
Emergency Coordinator Aaron Cunningham  
Mayor Doug Daugert  
Northern Health John Short

ESS Director Zena Thiersten  
Councillor Teri Kish  
Councillor Brigid Cumming  
Health Nurse Dana  
CAD Carl

Meeting Called to order at 10:00 AM

**1. ADOPT AGENDA**

2020-03-04--Moved by Aaron Cunningham, seconded by Kazamir Falconbridge  
THAT the Commission adopts the agenda as presented.  
**CARRIED**

**2. ASSIGNING EOC POSITIONS**

- a. COMMUNICATIONS
- b. PLANNING (CAO Decock)
- c. FINANCE (Deputy Clerk Cumming w/ CAO Decock)
- d. OPERATIONS (John Short is Northern Health dealing with the Emergency)

*Discussion notes: EOC Director (CAO) Decock is activating EOC to level 1 in preparation of the event and to cover some costs. Northern Health has the authority over this emergency, as such they are operations. Logistics currently has Deputy Clerk Cumming on it*

*At this level only CAO Decock, Deputy Clerk Cumming and Northern Health John Short are involved at the EOC at this activation level.*

*John Short: Northern Health locally is about local services, any direction to municipalities from Northern Health comes from Ministry or Chief Health Officer. They are there to clarify and assist but not that direction role. His role will be to share and provide information, showing at meetings, address any concerns from our level. That is the extent of their role. There was some xenophobic messaging happening on the Island, which has amped up violence and the awareness of violence in the community – more activity with RCMP, increase in mental health and addiction needs over the weekend. Important to keep with facts and messaging coming from the government from ministries and CDC (misinformation regarding the mennotie communities. Who had communicated with Northern Health before the situation developed). "let's get curious instead of furious". New staff members coming from off-island are getting confusing information. Confusion feeds panic, our job is to keep the community calm.*

*Acting out of hospitals EOC out of premise that COVID-19 will be on Island in the future. One thing is that they need a list of volunteers (to deliver medication), community inventory, assistance with laundry and*

11-2

housekeeping and beds. Looking at ESS and logistics to gather this kind of information – planning ahead to keep the Port EOC informed. Can we find secondary housing and support for long-term care residents. Ideally they want the hospital empty for COVID-19 for direct patient care. Another message is, if and when it hits, we are going to have a lot of population. Affecting up to 400-600 people being affected, with 40 people dying. However, it is prudent to stay on target with messaging.

**Zena Thiersten:** ESS policy for Port Clements. Can ramp up pretty fast to level 2 or level 3, though level 1 right now is okay.

**Teri Kish:** Available for phone calls with EOC in Masset.

**Dana Rollette:** Public Health role

**Carl:** health to emergency and acute care at this point. The hospital will need to be as contained as possible to keep people at risk as low as possible.

**Kazamir Falconbridge:** glad there is activation of EOC, keeping in to the loop from EMBC. Currently at 355,000 worldwide with 1500 in Canada. 4 confirmed cases in Northern Health. We know it is coming and we have to prepare. Making sure they get protective gear and staff training. A lot less calls for service, a lot less practice dealing with LIL patients (influenza-like symptoms). Masks and gowns are N95 respirator and basic face-shield, eyeglasses and gown. However, they see that everyone else is using full-hazmat suits. Risk for contracting disease – concerning.

Position for safety & health – one of the persons who might be appropriate to be this role is someone from ambulance or health clinic. Suggests that he can be the representative for this role.

**Decock (responding to Kazamir)** – do not see the need for this position of safety & health officer right now.

**Aaron Cunningham:** not huge demand for large group. Information coming at us so if we can keep our avenues open, that would be great.

**Mayor Daugert:** Very little, fairly new. Trying to get a feel for how structure will operate. Hopes to contribute with communications and planning to keep it on track.

**Councillor Kish:** for our EOC, level 1 – one site, Village Office. Suggestion is that EOC sections Chief is Emergency Coordinator Aaron. Might want to bring our Senior Finance Manager – paperwork with hours and overtime filled out by finance (to help with Elizabeth). Decock: SFM will be Deputy's alternate, Elizabeth is dealing with Communication & Finance. Have we reached out to fire department and what type of PPE they will be wearing.

**Decock:** we did receive info from external sources that deals with Fire Protection Services. Forwarded standards to Fire Chief & Deputy. What has been identified is that she does not have authority to tell them how to respond, they have their process and how their organization operates. Has instructed the Fire Chief & Deputy to reach out to BC Ambulance and coordinate a response plan.

**Falconbridge:** N95, fire fighters have SCBA if they have to get close – they don't get close unless there is a MVI.

**Decock:** need assistance from within the group to deal with planning. Ask if anyone would like to do this task: Kazamir Falconbridge is volunteering, as well as Aaron Cunningham.

### 3. COVID-19 PREPAREDNESS – EOC MITIGATIVE ACTIONS/PREPAREDNESS

#### Discussion notes:

CAO: before EOC activation – closed all public facilities, playgrounds, cancelled public events (Recreation Commission). Controlling all access to public spaces to reduce spread of COVID-19. Concern: communicating

consistently to the public. Participating in All-Island EOC, which each community taking on this message. Concern: communication within the community (not everyone on Facebook, online or watching the news). Needing to look at in the future. Maybe distribute information to the public and making sure they receive what they need to do. Wants to make sure there is info on difference between self-isolation and quarantine. Rise in violence/intolerance around self-isolation. Issue with inaccurate news. They have switched from regular operations to essential services only – all business aspects of the Village are reduced to ensuring we continue to have water & sewer functioning as normal, if there is an operator that becomes sick they are working on an all-island assistance plan. Working with all-island, EMBC, and Ministry of Housing and Municipalities. Clarification if the number has been reduced from 50 gathering – anticipating it to be 10 people (TBA).

Help with group – logistically trying to find ways to obtain supplies on & off-island to protect volunteers for ESS. Something that Zena can address. ESS right now it would be phone-only with reception centre. No way they can open one with social-distancing and under 10 people. It would be a phone-in reception centre. Would not do group lodging at all – people would be asked to stay with family and friends.

Other concerns: public spaces, congregation of people within the community. Meeting in churches, grocery store, cafes – it is still happening, but only so much that they can control. Concern is that people are not abiding by these. Not sure how to enforce.

**John Short :** message right now is for everyone take part in their civic duty, not clear direction with RCMP to enforce it (with municipal EOC). Leaders to meet with business partners and give the message to have steps in place to limit & abide by it. All messaging comes from civic duty. Even if RCMP is given that authority, they have people-power of 6 officers for their shared communities. Positive messaging is needed to encourage people not to gather.

**Teri Kish:** Messages & communication with EOC out of OMV & Belline Brown public notices and putting them at the campground sites, lakes, where public people run into each other – sidewalks, etc. that way we're not sending anything door-to-door. Telephone poles. The goal is that in the general overall announcements that Elizabeth will communicate with the all-island before releasing things.

**Kazamir Falconbridge:** Chief Health Officer for Canada looking at months with COVID-19 – potential to experience other emergency event during this COVID-19. Think about how we are going to get personal protective equipment and volunteers trained on it, for the unlikely case for the next year.

**Mayor Daugert:** All-Island EOC representative – CAO Decock & Mayor Daugert. Councillor Kish is attending as Old Masset's representative. She will not be representing Port at protocol table.

**CAO Decock:** will keep updated by emails with any changes. May take a few days as they deal with operations, ask for understanding with delays.

#### 4. ADJOURNMENT

2020-03-05—Moved by Kazamir Falconbridge, seconded by Aaron Cunningham

THAT the meeting be adjourned at 10:56 AM

**CARRIED**

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Chair Doug Daugert

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Minute-taker Elizabeth Cumming



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**Minutes of the Emergency Management Commission Meeting, Friday, January 29<sup>th</sup>, 2021**

**Present:**

Emergency Coordinator Aaron Cunningham (by zoom)  
Mayor Doug Daugert (by zoom)  
Councillor Kazamir Falconbridge, Council representative (by zoom)  
Acting Chief Administrative Officer Elizabeth Cumming

**Members of the Public and Press:**

Councillor Brigid Cumming, Alternative Council representative (non-voting at this meeting) (by zoom)

**Meeting Called to Order at 2:05 PM**

Mayor Daugert: I call to order this Commission meeting of the Village of Port Clements being held on the traditional territory of the Haida People.

**1. ADOPT AGENDA**

2021-01-01—Moved by Councillor Falconbridge, seconded by Emergency Coordinator Aaron Cunningham

THAT the Commission adopts the agenda as presented.

**CARRIED**

**2. APPOINTMENT OF CHAIR**

2021-01-02—Moved by Acting CAO Elizabeth Cumming, seconded by Emergency Coordinator Aaron Cunningham

THAT Mayor Daugert be appointed as the Chair for the Emergency Management Commission for 2021.

**CARRIED**

**3. SCHEDULING NEXT QUARTERLY MEETING**

2021-01-03—Moved by Acting CAO Elizabeth Cumming, seconded by Councillor Kazamir Falconbridge

THAT the next quarterly Emergency Management Commission meeting be scheduled for Friday, April 23<sup>rd</sup>, 2021, provided that Fire Chief Beachy is available on that date.

**CARRIED**

*NOTE: Commission would like DRAFT ERP for 2021 at next meeting; Previous years minutes as well; bylaw compliance of the Commission; confirmation of Commission membership*

113

**4. ADJOURNMENT**

2020-01-04—Moved by Aaron Cunningham  
THAT the meeting be adjourned at 2:21 PM  
**CARRIED**

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**Commission Chair Doug Daugert**

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**Minute-taker Elizabeth Cumming**

13



## **VILLAGE OF PORT CLEMENTS**

### **BYLAW NO: 408, 2013**

#### **A Bylaw to replace Bylaw #303, 2000 in regards to an Emergency Management Commission**

WHEREAS section 143 of the Community Charter empowers the Council to establish a commission to operate services of the local government;

AND WHEREAS the Council for the Village of Port Clements is mandated to establish and maintain an emergency plan for the Village of Port Clements;

AND WHEREAS the Council for the Village of Port Clements wishes to authorize a Commission to undertake the management of emergency preparedness for the municipality;

NOW THEREFORE the Council for the Village of Port Clements in open meeting assembled enacts as follows:

#### **SECTION 1 - DEFINITIONS:**

1. Council means the Village of Port Clements Council
2. Declaration of a state of local emergency means a declaration of Council or the Mayor that an emergency exists or is imminent in the municipality.
3. Disaster means a calamity that:
  - a. Is caused by accident, fire, explosion, or technical failure or by the forces of nature and;
  - b. Has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
4. Emergency means a present or imminent event that:
  - a. Is caused by accident, fire, explosion or technical failure or by the forces of nature, and;
  - 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.
5. Village of Port Clements Emergency Coordinator means the person appointed by the Council as head of the Village of Port Clements Emergency Management Commission.
6. Municipality means all the area within the boundaries of the Village of Port Clements
7. The Village of Port Clements Emergency Management Commission means the Emergency Coordinator and such other persons appointed, and functional groups established, and which are

BA-1

charged with Emergency Preparedness, response and recovery measures.

8. Commission member means someone who has been appointed to the commission by the Emergency Coordinator and has voting privileges on the Commission.

## SECTION 2 - ADMINISTRATION:

1. The Commission shall be composed of a minimum of 5 members and a maximum of 10 members who shall be appointed by the Emergency Coordinator. At least one member of the Commission shall be from Council and one member shall be a Village of Port Clements staff member. Members from unincorporated areas such as Tlell are eligible to be members on the Commission.
2. Council hereby delegates the authority to appoint members to the Commission to the Emergency Coordinator. The Emergency Coordinator should consider membership from the Fire Department, Ambulance, Seniors Group, School and general public.
3. If, without good reason, any member of the Commission is absent from three (3) consecutive regular meetings the Emergency Coordinator may, upon a recommendation of the Commission, remove the member from the Commission.
4. The Emergency Coordinator may remove any member of the Commission for malfeasance or any breach of legal trust.
5. Annually, during the month of January, the Commission shall hold a meeting at which a Chair shall be selected from the appointed members as well as any other officers required to conduct their business.
6. Regular meetings of the Commission shall be held quarterly, at a time set by resolution of the Commission.
7. Regular meeting procedures shall be conducted in accordance with the Village of Port Clements Procedures Bylaw No. 336, 2004.
8. Proceedings of the meetings shall be recorded and a copy of the Minutes forwarded to Council for their information.
9. Subject to the approval of Council, the Commission may:
  - a. Make and amend its policies and procedures;
  - b. Enter into agreements with Regional Districts or other municipal bodies for the purpose of emergency assistance or

BA-1

- formulation of coordinated emergency preparedness, response and recover, and;
- c. Enter into agreements with individuals, bodies, corporations or other non-government agencies, for the provision of goods or services.

### SECTION 3 – DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. The Commission shall prepare and present to the Council for annual review and approval:
  - a. A list of hazards to which the municipality is subject and which also indicates the relative risk of such occurrence;
  - b. Plans respecting the preparation for, response to, and recovery from emergencies and disasters, which include;
    - i. A periodic review of plans and procedures
    - ii. A program of exercises and training
    - iii. Procedures by which physical and financial emergency resources or assistance may be obtained
    - iv. Procedures by which emergency plans are to be implemented
    - v. Warning and communication procedures for the public
    - vi. Procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster

### SECTION 4 – POWERS OF COUNCIL

1. Council, Mayor or the Emergency Coordinator, whether or not a state of local emergency has been declared, can cause the emergency plan to be implemented.
2. The Council by Bylaw or Resolution, or the Mayor by Order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Emergency Programs Act is required to effectively deal with an emergency or disaster in any part of the municipality.
3. Upon a declaration of a state of local emergency being made, Council, or its designate, shall send a copy of the declaration to Emergency Management BC and ensure that the details of the declaration are made known to the majority of the population of the affected area.
4. Council, Mayor or the Commission may do any or all of the acts enumerated in the Emergency Programs Act that are considered necessary and implement procedures considered necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.

BA-1

5. The Council or Mayor must, when of the opinion that an emergency no longer exists in the municipality to which a declaration of a state of local emergency was made, cancel the declaration of a state of local emergency and promptly notify Emergency Management BC of the cancellation.

## SECTION 5 – LIABILITY

As stated in the Emergency Programs Act, no person, including without limitation, the Council, the Mayor, members of the Emergency Management Commission, employees of the Village of Port Clements, volunteers, and any other person appointed, authorized, or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to persons or property that result from:

- a) The person, in good faith, doing or omitting to do, any act that the person is appointed, authorized, or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or;
- b) Any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing, or requiring those persons to do the acts, the person was not acting in good faith.

Bylaw 303, 2000 is hereby rescinded.

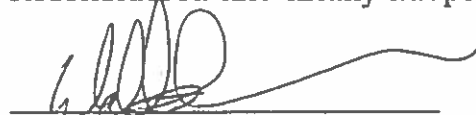
This Bylaw may be cited as the "Village of Port Clements Emergency Management Commission Bylaw #408, 2013".

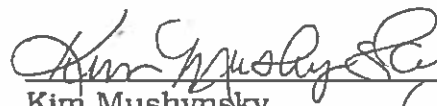
Read a first time, this 21<sup>st</sup> day of November, 2013.

Read a second time, this 2<sup>nd</sup> day of December, 2013.

Read a third time, this 2<sup>nd</sup> day of December, 2013.

Reconsidered and finally adopted this 16<sup>th</sup> day of December, 2013.

  
\_\_\_\_\_  
Wally Cheer,  
Mayor

  
\_\_\_\_\_  
Kim Mushynsky,  
Chief Administrative Officer

\_\_\_\_\_  
Certified to be a true copy of Bylaw 408 Emergency Management Commission

BA-1



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Author: Elizabeth Cumming, Deputy Clerk  
Date: July 21, 2021  
RE: Emergency Management Commission Membership

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**BACKGROUND:**

Per the *Village of Port Clements Emergency Management Commission Bylaw #408, 2013*, the Emergency Coordinator appoints the other Commission Members. The commission must be composed of 5-10 members, with at least one member being from Council and one member being a Village staff member.

**DISCUSSION:**

The Emergency Coordinator is responsible for keeping track of their appointments to the Commission, being the one who appoints the Commission members and as head of the Commission. On review of previous minutes, it does not appear that there have been formal instances of identifying or reviewing Commission Membership. Attendance to meeting also fluctuates and tends to be inconsistent with a few exceptions.

In the wording of the Bylaw, membership can be appointed from the residents of the municipality and, as explicitly worded, from unincorporated areas in the Regional District such as Tlell. While it has been a practice that the Emergency Management Commission invites representative from the RCMP and Northern Health to attend meetings, these representatives are ineligible to be Commission Members, unless they live in Port Clements/Tlell/nearby unincorporated areas.

There are certain required members identified in the Bylaw: one from Council and one Village Staff Member. Council identifies their chosen representative and alternate from Council on a yearly basis, while the staff default has been the CAO/Acting CAO.

Asides from this, the Mayor and the Fire Chief are also consistently considered members of the Commission. They are strongly recommended to remain members due to their roles in emergency response. The Mayor is also frequently the Commission Chair, and the Chair can only be appointed from commission membership.

The other consistent attendee and assumed member is Marilyn Bliss, who has represented ESS/Seniors Group/Community Member at various times. Though it is unclear if she has retired from the Commission (she previously retired from being ESS Director).

BA-2

**CONCLUSION:**

At this time, the Commission membership is as follows:

- Emergency Coordinator – Aaron Cunningham
- Commission Chair – Mayor Doug Daugert
- Council Representative – Councillor Kazamir Falconbridge
  - (Alternate Councillor Brigid Cumming)
- Volunteer Fire Department representative – Fire Chief Craig Beachy
  - (Alternate Mike Van Herd)
- Staff representative – CAO Jana Zamyslicka
- Seniors/Community Representative – Marilyn Bliss

It is strongly recommended in the bylaw that the Emergency Coordinator also appoints a representative from the Ambulance service, such as Unit Chief Harmonie Blais (if willing). It is unclear if she has been previously appointed, though representatives of the Ambulance have attended meetings in the past (Councillor Falconbridge has previously attended as an Ambulance representative when not appointed by Council).

Even if Marilyn Bliss and an Ambulance representative are not members/appointed as members to the Commission, the minimum requirement of 5 Commission Members is currently being met.

BA-2



# **EMERGENCY PREPAREDNESS PLAN**

## ***SECTION ONE***

## Table of Contents

INTRODUCTION .....	5
ORGANIZATION OF THE EMERGENCY PREPAREDNESS PLAN DOCUMENT .....	5
THE VILLAGE OF PORT CLEMENTS.....	5
EMERGENCY MANAGEMENT COMMISSION AND THE PLANNING PROCESS.....	6
MEMBERS OF THE EMERGENCY MANAGEMENT COMMISSION .....	7
EMERGENCY MANAGEMENT FACILITIES OF THE VILLAGE.....	7
TRAINING, EXERCISE AND NEIGHBORHOOD EMERGENCY PREPAREDNESS .....	8
PROTECTION/WARNING SYSTEMS.....	8
COMMUNICATION .....	8
THE COMPLETE EMERGENCY RESPONSE PROCESS.....	9
DUTIES AND POWER OF LOCAL AUTHORITY UNDER THE ACT.....	9
DEFINITION OF EMERGENCY AND DISASTER .....	10
EMERGENCY/DISASTER RESPONSE GOALS OF THE BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCERMS).....	10
THE INCIDENT COMMAND SYSTEM (ICS) OF THE BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCEMS) .....	10
SIX COMPONENTS OF EMERGENCY MANAGEMENT .....	11
TOP FIVE PROBLEMS DURING EMERGENCIES.....	11
PORT CLEMENTS EMERGENCY OPERATIONS CENTRE STRUCTURE .....	12
PORT CLEMENTS EMERGENCY PREPAREDNESS PLAN CONTACT LIST .....	13
EMERGENCY MANAGEMENT TEAMS AND ROLES.....	15
MAYOR AND COUNCIL .....	15
CHIEF ADMINISTRATIVE OFFICER (CAO) .....	15
EMERGENCY MANAGEMENT COORDINATOR.....	16
COMMUNICATIONS TEAM .....	16
SECURITY TEAM.....	17
FIRST AID – MEDICAL TEAM .....	17
FIRE AND RESCUE TEAM .....	18
EMERGENCY SHELTER AND SOCIAL SERVICES TEAM .....	18
PUBLIC WORKS/SAFETY TEAM .....	19
FINANCE AND ADMINISTRATION TEAM.....	19



THE RECOVERY .....	20
STAGES OF EVACUATION, PLANNING, POWERS OF LOCAL AUTHORITY .....	20
PUBLIC ADVISORY.....	21
EVACUATION STAGES.....	21
EVACUATION ALERT .....	21
POWERS OF LOCAL AUTHORITY IN DECLARED STATE OF EMERGENCY.....	22
EVACUATION ORDER.....	23
ISSUING AN EVACUATION ORDER .....	23
EVACUATION PLANNING.....	24
CONFIRM THREATS AND IMPACTS.....	24
COMMUNICATIONS.....	24
MOVEMENT OF PEOPLE, GOODS OR ANIMALS .....	24
RESOURCES .....	24
CANCELLATION OF EVACUATION ORDER (RESCIND) .....	25
DECLARATION OF STATE OF LOCAL EMERGENCY – WHEN NOT NEEDED.....	25
OTHER ACTS WITH PROVISIONS FOR EVACUATIONS.....	25
HAZARD RISK AND VULNERABILITY ANALYSIS (HRVA).....	26
EMERGENCIES IDENTIFIED IN HAZARD RISK AND VULNERABILITY ANALYSIS (HRVA) AND ACTION PLANS .....	26
HAZARDS RISKS AND VULNERABILITY ANALYSIS, AND EVENTS AND TEAMS MODEL .....	27
SEVERE WEATHER .....	28
INTERFACE AND WILDFIRES .....	30
EARTHQUAKES .....	32
DANGEROUS GOODS SPILL.....	34
INDUSTRIAL CRITICAL FACILITY FAILURE, FIRE .....	36
STORM SURGE.....	38
TRANSPORT ACCIDENT – ROAD .....	40
TRANSPORT ACCIDENT – MARINE .....	42
TRANSPORT ACCIDENT – AIR .....	44
TSUNAMI.....	46
TSUNAMI DESCRIPTION.....	47

TSUNAMI NOTIFICATION PROCEDURE.....	48
TSUNAMI WARNING.....	48
TSUNAMI ADVISORY.....	48
TSUNAMI WATCH.....	48
TSUNAMI INFORMATION STATEMENT.....	49
WARNING CANCELLATION.....	49
NOTIFICATION SENT PROCEDURE.....	49
CHILDCARE, SUPPLIES AND RESOURCES.....	51
CHILD CARE WORKER ROLE.....	51
LOCAL BUSINESS EMERGENCY PREPAREDNESS.....	52
VILLAGE OF PORT CLEMENTS RESOURCES.....	53
FUEL STORAGE TANKS IN PORT CLEMENTS I.....	55
FUEL STORAGE TANKS IN PORT CLEMENTS II.....	56
72 HOUR SURVIVAL KIT ITEMS.....	57
RECOMMENDED ADDITIONAL KIT SUPPLIES.....	57
BASIC CAR KIT ITEMS.....	58
RECOMMENDED ADDITIONAL CAR KIT SUPPLIES.....	58
EVACUATION PHONE LISTING (LOW TIDE AREAS).....	60

## INTRODUCTION

The Village's emergency plan has been developed under the guidance of the Emergency Management Commission with consultations and input from the Village Council, staff, and the community. The Plan has also been informed and guided by the Emergency Program Act, the Emergency Program Management Regulation, The Village of Port Clements Emergency Management Commission Bylaw #408, 2013, and the British Columbia Emergency Management System (BCEMS).

The community's demographics, capacity and resources are important considerations in the development of the Village's Emergency Plan. The emergency response resources of the Village are very limited. It's a very close-knit community and takes pride in its "Community Spirit." It's the community's own strength and resources that will be key to dealing with an emergency or a disaster.

A major emergency or disaster will require more resources than are available in the community. The worst scenario that can be envisioned is the one in which all the communication and transportation systems are disrupted, and Port Clements is cut off from other communities on the Islands. If that were to happen, immediate assistance from the provincial and / or federal government will be critical in saving lives and mitigating the effects

The plan is a living document that will be reviewed and updated on an annual basis.

## ORGANIZATION OF THE EMERGENCY PREPAREDNESS PLAN DOCUMENT

This document has been organized in two sections. Section I contains standalone actionable templates, specific to hazards identified by the Village, to be used by different rapid response teams in case of an emergency or a disaster. Section II contains appendices with information related to the BCEMS, templates for declaring local emergency, the Emergency Program Act, the Emergency Management Regulation, and Emergency Bylaw of the Village.

## THE VILLAGE OF PORT CLEMENTS

The Village of Port Clements is situated 65 kilometers north of the Village of Queen Charlotte, and 45 kilometers south of Masset. Its population according to 2016 census of Canada is 282. The total population of the Islands is under 5,000. The median age of Port's population is 47.8 years.

Total area of the Village is 5.74 square kilometers. Total number of private dwellings in the village is 222. The age profile of the Village's population in 2016 is as follows:

Age Groups	Number of persons
Under 20	65
20 to 39	50
40 to 64	135
65 and over	65

The Village staff consists of an Chief Administrative Officer, Deputy Clerk, Senior Finance Manager, Public Works Superintendent, and a Public Works Assistant. The Village has a health clinic and an ambulance. There are two hospitals on the Islands, one 45 kilometers to the north in Masset and the other 65 kilometers to the south in Queen Charlotte city. It does not have an RCMP officer or any Ministry of Child and Family Development staff stationed. There is cell phone service. There is no airport in Port Clements.

The Village has a volunteer fire department comprised of approximately 20 members. Some members of the fire department have multiple roles.

The mainstay of the Village is forestry. A large number of residents work out of town during the day in areas only accessible by boat. Some of these workers are also members of the volunteer fire department. The timing (day or night) of the occurrence of an emergency / disaster would impact the ability and the resources of the Village to deal with it.

## EMERGENCY MANAGEMENT COMMISSION AND THE PLANNING PROCESS

The commission consists of an Emergency Planning Coordinator, a representative from the Fire Department, a representative from the Village Council, a municipal staff member, and representative(s) of the community. It is desirable to have a representative from the British Columbia Ambulance Service on the commission. The commission has the responsibility of keeping the plan reviewed and updated on an annual basis.

The commission, during its emergency planning process, has sought wider input from the community, stakeholders and local businesses, etc. It prepared an inventory of resources, directory of businesses / services, and volunteer resources in the community that can be mobilized in case of an emergency or disaster. It also prepared an inventory of fuel (propane) storage tanks in the Village so that they can be shut off immediately in case of a major fire.

The members of council, fire department, public works and the Village staff have extensive knowledge of the people and properties in the Village. This will enable the community to deal with any emergency or disaster effectively to the extent possible.

## MEMBERS OF THE EMERGENCY MANAGEMENT COMMISSION

<b>Aaron Cunningham</b>	<b>Emergency Co-ordinator</b>
<b>Mayor Doug Daugert</b>	<b>Commission Chair</b>
<b>Councilor Kazamir Falconbridge</b> <b>Alternate</b>	<b>Council Representative</b> <b>Councillor Brigid Cumming</b>
<b>Fire Chief Craig Beachy</b> <b>Alternate</b>	<b>Volunteer Fire Department</b> <b>Mike Van Herd</b>
<b>Marilyn Bliss</b>	<b>Seniors &amp; ESS/Community Representative</b>
<b>Jana Zamyslicka</b>	<b>VOPC staff</b>

## EMERGENCY MANAGEMENT FACILITIES OF THE VILLAGE

<b>Fire Hall</b>	<b>Emergency Operations Centre (EOC)</b> <b>Fire, Security Team,</b> <b>Communications</b>
<b>Village Office</b>	<b>Finance and Administration Team</b> <b>Chief Administrative Officer</b> <b>Public Works Superintendent, Security</b>
<b>Health Clinic</b>	<b>First Aid / Medical Team</b>
<b>School Gym</b>	<b>Emergency Shelter</b>
<b>Senior's Room</b>	<b>Reception Centre</b>
<b>Council Chambers</b>	<b>Emergency Support Services</b>

## TRAINING, EXERCISE AND NEIGHBORHOOD EMERGENCY PREPAREDNESS

Public awareness and neighbourhood preparedness are the real first line of defense against a disaster. Some of the Council members and Village staff have attended emergency management training sessions. As part of the Provincial government's tsunami plan, the Village has installed tsunami hazard & evacuation signs at strategic locations. Children at school prepared the document "Tsunami Preparations by Grades 3 and 4 Port Clements Elementary 2006". This document was delivered by members of the Fire Department to all the households in the Village along with the documents:

"One Step at a Time: A Guide to Disaster Recovery"

"Your Emergency Preparedness Guide: 72 Hours"

A Tsunami 101 information brochure was mailed to all residents in 2013 which highlighted the critical areas of the community and advised residents that if they felt strong shaking they should go to high ground without waiting for a warning from the Village.

## PROTECTION/WARNING SYSTEMS

Port Clements does not currently have the resources to acquire a warning system. The Fire Department will blow its truck's siren continuously to warn the residents of imminent dangers and do a door to door fan-out.

## COMMUNICATION

Our society has become heavily dependent on technology for communications and computer systems. During a major emergency or disaster, there will be a large demand on such systems. Alternate systems should be available in case a disaster affects or shuts down day-today communication modes.

NB-2

## THE COMPLETE EMERGENCY RESPONSE PROCESS

- ✓ Respond to the emergency
- ✓ Seal the site
- ✓ Find and care for casualties
- ✓ Assess damage
- ✓ Identify the dangers
- ✓ Notify and assemble the Municipal Emergency Operations Group
- ✓ Plan the response
- ✓ Assess the need for additional resources and arrange to get them
- ✓ Notify other agencies and levels of government
- ✓ Activate other emergency plans – other levels of government, hospitals, firefighting, ambulance services
- ✓ Alert the public of the danger
- ✓ Evacuate the threatened area
- ✓ Provide accurate information to the media and public
- ✓ Resolve the emergency
- ✓ Return the evacuees to their homes
- ✓ Assess the emergency response and make improvements

## DUTIES AND POWER OF LOCAL AUTHORITY UNDER THE ACT

The Emergency Program Act defines the powers and duties of a local authority as well as the components of a written local emergency plan:

- A local authority must establish and maintain an emergency management organization.
- A local authority may:
  - Appoint committees it considers necessary or desirable to advise or assist the local authority
  - Appoint a coordinator for the emergency management organization, and
  - In writing, delegate any of its powers and duties under the Act to the committee, emergency management organization, or coordinator (except the power to make a Declaration of a State of Local Emergency).
- A local authority must prepare local emergency plans to include:
  - Preparation for emergencies and disasters
  - Response to emergencies and disasters, and
  - Recovery from emergencies and disasters

NB-2

## DEFINITION OF EMERGENCY AND DISASTER

According to the BC Emergency Program Act:

**Emergency** means a present or imminent event that,

- (a) is caused by accident, fire, explosion, or technical failure, or by the forces of nature, and
- (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.

**Disaster** means a calamity that,

- (a) is caused by accident, fire, explosion or technical failure, or by forces of nature, and
- (b) has resulted in serious harm to the health, safety, or welfare of people, or in widespread damage to property.

## EMERGENCY/DIASTER RESPONSE GOALS OF THE BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCERMS)

The response objectives of the British Columbia Emergency Management System (BCEMS), in order of priority are to:

- *Provide for safety and health of all responders*
- *Save lives*
- *Reduce suffering*
- *Protect public health*
- *Protect government infrastructure*
- *Protect property*
- *Protect the environment*
- *Reduce economic and social losses*

The emergency plan of the Village is designed to achieve these goals.

## THE INCIDENT COMMAND SYSTEM (ICS) OF THE BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM (BCEMS)

The integrated emergency management response system of BC is based on the Incident Command System (ICS) for application at site, site support, provincial regional coordination, and provincial central coordination levels within British Columbia. The ICS is designed to provide an all-hazard, single or multi-agency jurisdiction emergency response management framework.

NB-2



The five essential management functions of the ICS are:

***Command Management***  
***Operations***  
***Planning***  
***Logistics, and***  
***Finance Administration***

The activation and implementation of the emergency plan of the Village will incorporate these functions within the constraint of its resources on a multi-agency and multi-operational basis

## **SIX COMPONENTS OF EMERGENCY MANAGEMENT**

The Provincial Emergency Program has identified the following components of emergency management.

- Context
- Hazard, risk and vulnerability Analysis
- Mitigation
- Preparedness
- Response
- Recovery

The Village has performed hazard risk and vulnerability analysis (HRVA). It does not have resources to initiate plans for mitigation.

## **TOP FIVE PROBLEMS DURING EMERGENCIES**

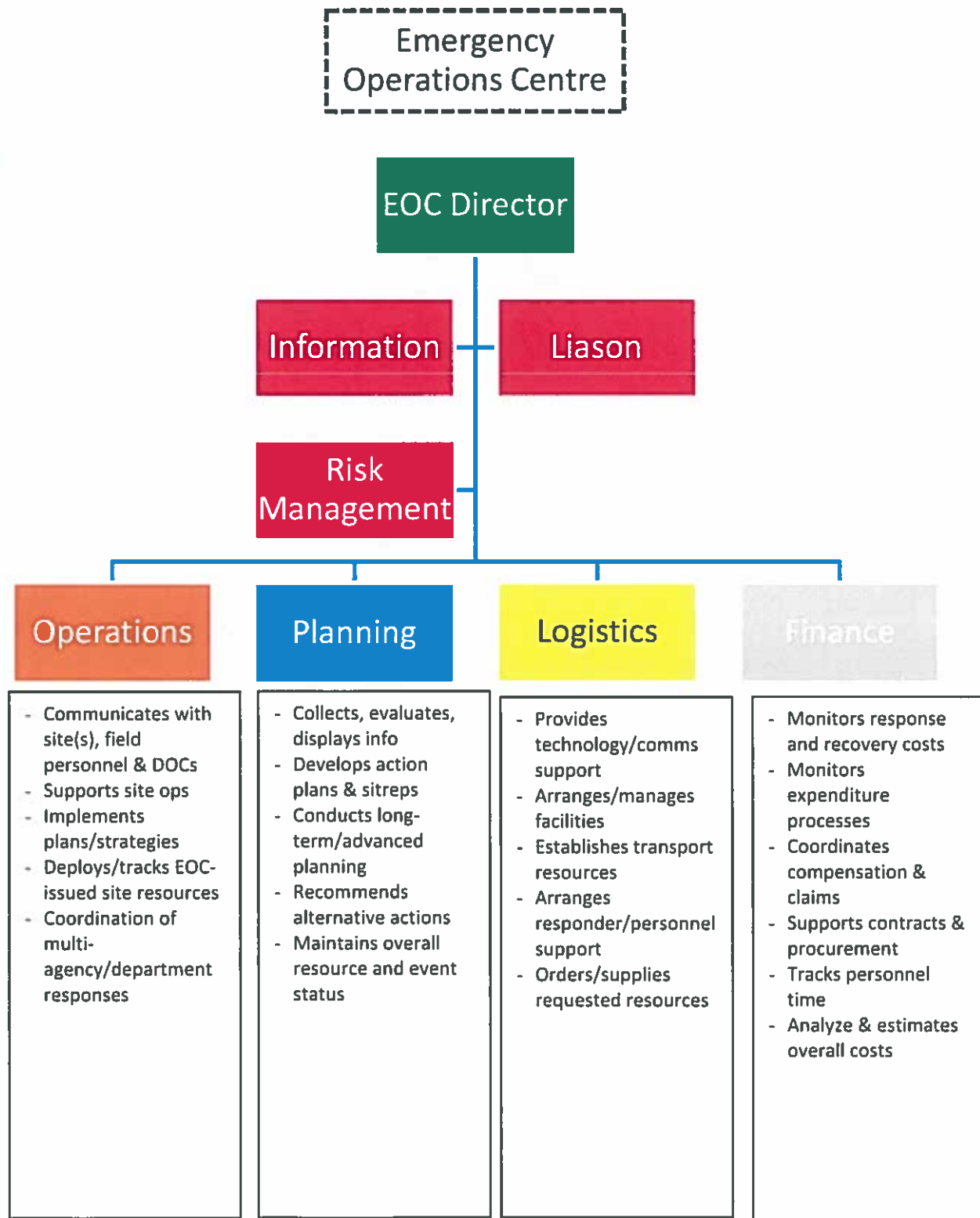
These are top five problems that must be avoided in an emergency.

**Lack of clear and consistent Communications**  
**Ambiguity of Authority**  
**Unplanned Media (Usually Negative)**  
**Number of Responders – Convergence**  
**Under Utilized Use of Special Resources**

The Village is aware of these problems and has incorporated in its plan clear definitions of roles and communications. Ambiguity of authority can create difficulty and harm, and lack of clear and consistent communications to the public can cause confusion, injuries and damage.

NB-2

## PORT CLEMENTS EMERGENCY OPERATIONS CENTRE STRUCTURE



**PORT CLEMENTS EMERGENCY PREPAREDNESS PLAN CONTACT LIST**  
**MAYOR/COUNCIL CAN CALL A LOCAL STATE OF EMERGENCY**

**VILLAGE OFFICE**                      **PHONE: 250-557-4295**                      **FAX: 250-557-4568**

<b>MAYOR</b>	<b>DOUG DAUGERT</b>	<b>250-557-2025</b>
<b>COUNCILOR</b>	<b>BRIGID CUMMING</b>	<b>250-557-4252</b>
<b>COUNCILOR</b>	<b>IAN GOULD</b>	<b>250-557-4665</b>
<b>COUNCILOR</b>	<b>KAZAMIR FALCONBRIDGE</b>	<b>250-557-9359</b>
<b>COUNCILOR</b>	<b>KELLY WHITNEY-GOULD</b>	<b>250-557-4665</b>

**ADMINISTRATOR: JANA ZAMYSLICKA**                      **778-584-4128**

**ALT. ADMIN: ELIZABETH CUMMING**                      **Home: 250-557-4489**

**EMERG COORDINATOR: AARON CUNNINGHAM**                      **250-557- 2009**  
**ESS DIRECTOR: TBD**

**EMERGENCY MANAGEMENT BC CENTRE**                      **1-800-663-3456**

**EMBC-PROVINCIAL EMERGENCY REGIONAL MANAGER**  
**MAURIE HURST**                      **PHONE: 1-250-615-4800**                      **FAX: 1-250-615-4817**  
**EMAIL**                      [Maurie.Hurst@gov.bc.ca](mailto:Maurie.Hurst@gov.bc.ca)

**AMBULANCE:**                      **1-800-461-9911 (Emergency)**  
   **1-800-614-7199 (Regional Office)**

**UNIT CHIEF: HARMONIE BLAIS**                      **250-557-9359 (home)**

**NORTHERN HEALTH:**  
**NORTHERN HAIDA GWAII HOSPITAL: JOHN SHORT**                      **250-626-4713 (work)**  
   **250-626-7132 (cell)**  
**PORT CLEMENTS CLINIC: MARG FENNELL RN**                      **250-557-4478**

**RCMP:**                      **250-626-3991**  
**Satellite phone numbers for RCMP – only**                      **403-927-4611**  
**manned during an emergency**                      **403-987-4105**

**PORT CLEMENTS VOLUNTEER FIRE DEPARTMENT**  
**EMERGENCY NUMBERS**                      **250-557-4355**  
**FIREHALL & RADIO ROOM**                      **250-557-4450**  
**FIRE CHIEF**                      **CRAIG BEACHY**                      **250-557-4421**  
**DEPUTY CHIEF**                      **MIKE VAN HERD**                      **250-557-8533**

**SEARCH & RESCUE**                      **MASSSET RCMP (LAND)**                      **250-626-3991**  
   **JOINT RESCUE (WATER)**                      **1-800-567-5111**

NB-2

	RANGERS	250-557-2009
	CRAIG BEACHY	250-557-4421
CANADIAN RANGERS	AARON CUNNINGHAM	250-557-2009
	Satellite	8816-7634-2736
CHILD CARE	COLLEEN BEACHY	250-557-4421
COMMUNICATIONS	PAT TRAUTMAN	250-557-4309
	AMATEUR RADIO	VE7 QCR
PUBLIC WORKS OFFICE		250-557-4295
	SEAN O'DONOGHUE	250-557-2424
O'BRIEN ROAD & BRIDGE		250-557-4282
	GLORIA O'BRIEN	250-557-4694
	SCOTT CABAINCA	604 725 5377
DEPT. TRANSPORTATION		
	PRIMARY: BRIAN LOMAS	778-702-1481
WHARFINGER	VILLAGE STAFF	250-557-4295
REGIONAL MARINE INCIDENT COMMAND 1-800-889-8852		
(CANADIAN COAST GUARD ENVIRONMENTAL RESPONSE)		
PRINCE RUPERT COAST GUARD		250-627-3081
JOINT RESCUE CO-ORDINATION CENTRE		1-800-567-5111
BCHYDRO		1-877-311-8611
PORT CLEMENTS ELEMENTARY SCHOOL	250-557-4333	
PRINCIPAL-SARAH FINNIE	250-626-8917	
EMERGENCY SPILL		1-800-663-3456
*unless VOPC is responsible for the spill it is the spillers responsibility to deal with all costs associated with the clean-up.		
Transportation Emergency (CANUTEC)	1-613-996-6666	
(call collect for info on best response for the type of product spilled)		
Poison Control		1-800-567-8911

## EMERGENCY MANAGEMENT TEAMS AND ROLES

### MAYOR AND COUNCIL

The mayor or designate with assistance from council and communications team will direct and guide the emergency response of the Village. If warranted, the Mayor or alternate will issue declaration of state of local emergency or evacuation alert / order under the provisions of the Emergency Program Act.

Upon receiving a call-out, members of the team will assemble at the Administration office or at the Fire Hall office if the Multiplex is damaged, and the emergency plan will be activated.

***The emergency plan is not to be activated in routine emergencies that are dealt with by first responders***

In order to mount an organized response to the emergency, the following will be done without delay:

- appoint a communications person who will work with the site commander, the Emergency Planning Coordinator and the EOC and coordinate resources, and communications.
- appoint team leaders with appropriate experience and skills from the existing volunteer base who will pick volunteers for their teams
- Emergency Planning Coordinator or designate will deal with the teams
- The Mayor or alternate director of the EOC does not deal with the teams directly or direct them in the tasks they have to do
- The Mayor or alternate will deal with the media and other communities or levels of government.

### CHIEF ADMINISTRATIVE OFFICER (CAO)

- The CAO is responsible for all financial and administrative functions during an emergency in the community. Preparing for, responding to, and recovery from the impact of an emergency will require the use of various resources which may or may not create obligations to the municipality. He/she must approve the use of resources and assist with the disaster assistance under the COMPENSATION AND DISASTER FINANCIAL ASSISTANCE REGULATION.
- A response to an emergency requires an office and office personnel. Therefore the Village office will be used and, if possible, Village office personnel will be used and augmented by volunteers if required. This is also the responsibility of the CAO.

NB-2

## EMERGENCY MANAGEMENT COORDINATOR

- The emergency coordinator will ensure this plan is kept current.
- **IN THE EVENT THAT THE EMERGENCY CO-ORDINATOR IS NOT AVAILABLE THE MAYOR WILL APPOINT AN INTERIM CO-ORDINATOR.**
- In the event of an emergency the EPC, under the direction of the Mayor, alternate and council will coordinate team efforts and keep the Mayor and Council informed of all activity in person or through the communications team. He/she will coordinate the efforts of the following teams:

**First Aid and Medical  
Security  
Emergency Sheltering**

**Fire and Rescue  
Public Works (roads, sewer, water)**

## COMMUNICATIONS TEAM

- This team will work at the EOC at the fire hall. Ideally, the volunteers for this team will be people with radio and dispatching experience. The team will report to the Mayor, alternate or Council.
- This team will act as dispatchers, receiving and dispatching information to the other teams.
- Unless otherwise agreed to during an event, radio communication will be via the Fire Department channel and will switch to the Village of Port Clements channel should a fire situation require that channel to be free for those communications. The communication team is responsible for ensuring that all responders are aware of what channel we are communicating on.
- they will establish and maintain communication with outside communities and outside resource centres under the direction of the Mayor, alternate and council.
- All communication must be recorded, times, who from, who to, content of, and the destination of the communication including activities, equipment, and resources. Coordination of the field teams will be kept through mobile radios or dispatchers through the communications centre.

***It is important that all those involved in emergency / disaster operations be advised to document all communications. This may assume importance if a fatality enquiry were to be held. The documentation must begin as soon as possible***

## SECURITY TEAM

- will consist of RCMP, Canadian Rangers and other volunteers assigned by the Mayor or alternate. The team leader will be appointed by the Mayor. This team is the most flexible and diverse.
- will establish security perimeters around the emergency site, control traffic and crowd, clear emergency routes, evacuation routes.
- will record locations, names or specifics of injured and / or danger zones and assess initial injury, casualty, damage and forward the information to the communication team and the First Aid Team and assist with any other teams or tasks assigned.
- if necessary, borrow or acquire the transportation vehicles (4-wheel drive, mountain bikes, buses, ATVs, boats, aircraft) or the services of the owners under the Emergency Program Act for mobility.
- This team will act as information resource to residents remaining in their homes. It may be necessary to ensure roadways remain open and residents do not interfere with other teams performing their tasks.

## FIRST AID – MEDICAL TEAM

- This team will be responsible for providing first aid and medical care to the sick and injured. They will set up their operations at the health clinic. Normally, this unit would be led by the ambulance unit chief but in his/her absence, the Mayor will appoint a team leader. The team will consist of volunteers from the ambulance service, resident nurses and first aid attendants.
- The First Aid team will act on the information regarding injuries / casualties received from the security team or otherwise. In case of injured or trapped persons, the fire and rescue team will be responsible for the extraction and on-scene care of the injured until they can be transported to the first aid station or nearby hospital.
- In the event of serious or life-threatening injuries, team members may have to be sent to the scene. Conventional triage protocol will apply. Any requests for materials or equipment must be made through the communications team who will contact the appropriate team to supply these items. Victims who have been treated that are mobile and self-sufficient should be directed to return home, or to the primary evacuation site.

## FIRE AND RESCUE TEAM

- This team will be led by the Fire Chief or their designate. If a tsunami alert is received and the alert indicates population in low-lying areas should be evacuated and an evacuation order has been issued, the fire department (with possible assistance of RCMP / Security) will be called out and, with the department's emergency vehicles, they will drive all low-lying streets and roads broadcasting the evacuation notice with loudspeakers. If time permits, they will do a door-to-door notification in the tsunami hazard area. The fire department with the assistance of RCMP will implement evacuation alert advisories or orders in other emergencies as well if required.
- The fire and rescue team must stay in communication with the emergency coordinator through the communications team who will relay information and instructions.
- The fire and rescue team will identify the locations of injured / trapped persons as well as other danger sites. The team should be split into squads as necessary and deal with the most serious situations first.
- If possible, a team of firemen / volunteers using a vehicle will explore the highway north and another team will explore the highway south to gain knowledge of highway conditions and blockages, if there are any.

## EMERGENCY SHELTER AND SOCIAL SERVICES TEAM

- This team will set up an emergency shelter and kitchens at the school gym and/or the Senior's room depending on the size of the event. The leader is the Emergency Social Services Director. Besides drawing on emergency supplies stored by the community, this team will require volunteers to canvass unaffected households for help with food, bedding, clothing, and any other required items.
- The team will set up a registration desk to record names of everyone who contacts the shelter and where they can be contacted.
- This team will ascertain the possibility of people from outlying areas making their way to Port Clements and requiring food and shelter and be prepared to assist.



## PUBLIC WORKS/SAFETY TEAM

- This team, led by Public Works Superintendent, will focus its efforts on ensuring the community is supplied with potable water and sewage is safely disposed of
- In absence of Public Works Superintendent, the Mayor or alternate will appoint the most knowledgeable and capable person to lead the team. The best people to assign to team are local construction and tradespeople.
- This team must regularly report their findings, problems, progress, and activity to the command centre at the fire hall through the communications team.
- The works / safety team may require heavy equipment to assist their efforts and this plan includes an inventory of local equipment.
- This team will clear roads, water basins, ditches, etc., and assist with other tasks related to repair and restoring of road and structural damages.

## FINANCE AND ADMINISTRATION TEAM

- This team consists of the office staff of the Village led by the CAO. They will keep records for the emergency and provide necessary administrative and financial support in response to the emergency or disaster.
- This team will keep a count of residents affected, and not affected to the extent possible and create a list of missing persons if any. This will require sending dispatchers to all team bases for updated information.
- This team will also search for appropriate volunteers to deal with unanticipated requirements or situations as they arise.
- A community services team may be required to deal with a variety of unanticipated requirements. Possibly there could be a need for critical stress counseling, boarding of pets or other needs for which the Finance and Administration team would assist with identification of appropriately trained volunteers.

## THE RECOVERY

The speed of recovery efforts will depend on: (a) The extent of damage to the community and (b) the extent of damage to other communities on the Islands.

If damage to low-lying areas in the community is minimal, residents will want to move back to their homes as soon as possible and clean up their homes and property. The residents must be advised not to move into their properties until qualified people can make structural assessments of homes and buildings to ensure they are safe.

If damage is extensive, residents must be kept away from the damaged areas until clean-up crews have declared sites to be safe.

Port Clements can expect Federal and Provincial government agencies to provide help and relief as soon as it is possible. The Village and residents can seek assistance from the Provincial Government under the **COMPENSATION AND DISASTER FINANCIAL ASSISTANCE REGULATION**.

The Village will ensure that the Village facility and services are restored as quickly as possible, and water and sanitation services are kept functional until these systems can be properly restored. Injured residents must be evacuated to medical facilities as soon as possible.

If there is fuel spillage into the water as a result of the surge, and it is safe to do so, an effort should be made to clean up the spillage.

Although it is important to perform recovery activities as soon as possible, the safety and well-being of everyone is more important. Some thought and attention to recovery operations should be given during emergency in terms of identifying the needs.

## STAGES OF EVACUATION, PLANNING, POWERS OF LOCAL AUTHORITY

Emergencies / disasters happen with or without warning. Evacuations of populations may be required without much advance notice. The Village's plan to prepare the residents for evacuation, if necessary, includes:

## PUBLIC ADVISORY

The Village will issue, if warranted, public advisories informing the public that a situation is occurring, what the potential or actual danger may be, information for contact, instructions to keep people informed and aware of potential dangers / hazards and developments in their neighborhood / area.

An advisory may include the following types of information:

- Brief description of the situation.
- Areas affected and to whom the advisory applies.
- What the direct and potential threats and impacts are.
- Define what the terminology means (e.g. public advisory, evacuation alert, evacuation order and evacuation being rescinded).
- What people should or should not do now; and if other evacuation stages are implemented, the time frames that people should be aware of (e.g. preparation to evacuate, animal care, what people should or should not pack or take with them, whether to turn off utilities before leaving, how much time they have before having to leave, etc.)
- Where people can go and get help and information, including phone numbers, web site addresses, locations of facilities, types of assistance available, etc.

These types of information will prepare people emotionally and physically prior to an actual evacuation if it were to be ordered. The Village will make all possible efforts to provide as much information and warning as possible to ensure public safety and to maintain public order.

## EVACUATION STAGES

The Village will use the following three stage evacuation process:

- ✓ *Evacuation Alert*
- ✓ *Evacuation Order*
- ✓ *Rescind (formerly All Clear)*

## EVACUATION ALERT

Although a Declaration of a State of Local Emergency is not required when an evacuation alert is issued, it should be considered in anticipation for any extraordinary powers that may be needed to effectively, and in a timely fashion, deal with the development associated with emergency /hazard. The evacuation alert is intended to warn the population at risk about a potential need for evacuation.

The evacuation alert allows people at risk to begin preparation for evacuation, and to allow them to voluntarily leave the area and get to a safer place if they choose to do so. Specific expected times for potential evacuation should be included if possible in the alert as the situation may require immediate action with very short notice.

**At this stage, visitors (e.g. vacationers), the transient and persons with disabilities, and in some cases, the schools should be advised to evacuate the area voluntarily. These groups generally require more time to get organized.**

## POWERS OF LOCAL AUTHORITY IN DECLARED STATE OF EMERGENCY

The Emergency Program Act empowers the local authority to declare a state of emergency subject to the provisions of the Act. These powers are:

- (a) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) 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;
- (c) control or prohibit travel to or from any area in its jurisdiction;
- (d) 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 its jurisdiction;
- (e) cause the evacuation of persons and the removal of livestock, animals and personal property from any area in its 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;
- (f) 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;
- (g) 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;
- (h) 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; and
- (i) 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 part of its jurisdiction for the duration of the state of emergency.

## EVACUATION ORDER

The section s 10(1)(h) of the Emergency Program Act (item (e) above) empowers the local authority to cause the evacuation of persons and the removal of livestock, animals and personal property from any area in its 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.

The people at risk will be ordered to leave the specified area **NOW or within a very short time frame as specified in the Order.** *The order does not allow for any discretionary decision on the part of the population at risk.* They must leave the area as directed.

Residents will be advised in writing, through bulletins, pamphlets, warnings, media releases or orders, that while the evacuation order is in effect, controlled access to the area in question will be implemented (such as a pass system or some form of controlled process will be used to allow limited entry or re-entry to the area).

In some instances, no evacuation alert is given prior to an evacuation order, because evacuation requirements are immediate (no notice).

## ISSUING AN EVACUATION ORDER

Once the decision has been made to declare a state of emergency and issue an evacuation order, the Village will:

- ✓ Ensure to clearly indicate which extraordinary powers will be exercised as part of the declaration; to whom these extraordinary powers will be delegated and the boundaries of the area(s) that would be covered by the declaration.
- ✓ Ensure distribution and notification of the declaration to appropriate agencies, media, the public and other stakeholders.
- ✓ Ensure adequate allocation and coordination of resources to facilitate and support an effective and orderly evacuation.
- ✓ Monitor the situation and conduct on-going assessment to determine if the evacuation order needs to be rescinded, if an evacuation alert needs to be escalated, or if the Declaration of a State of Local Emergency needs to be renewed or cancelled.

## EVACUATION PLANNING

When considering an impending issuance of an evacuation alert or an evacuation order, the Village will consider the following key items along with appropriate collaboration with other agencies and allocation of resources in support of an evacuation:

### CONFIRM THREATS AND IMPACTS

- ✓ Identify the potential threats and impacts.
- ✓ Identify the vulnerable areas, demographics and any special needs such as movement of livestock, pets or the less mobile populations.
- ✓ Prioritize the areas and /or populations for evacuation.

### COMMUNICATIONS

- ✓ Determine the best ways to communicate with the public and response agencies. The Village will work with agencies such as Fire Department and the RCMP to assist with public notifications (e.g. door to door) as required.
- ✓ Establish and implement an evacuation warning system and /or public advisories.

### MOVEMENT OF PEOPLE, GOODS OR ANIMALS

- ✓ Identify and establish potential evacuation routes and methods, there might be hazard specific limitations, traffic control or transportation considerations.
- ✓ Identify and establish potential Emergency Social Services (ESS) reception center and / or hosting (receiving) communities.
- ✓ Develop and implement a controlled re-entry process or access to closed areas. Other resources such as the RCMP and volunteers may be used to assist with this process.

### RESOURCES

Identification of resources needed to support an evacuation, such as:

- Media and public information releases
- Personnel or agencies required in the field.
- Transportation and traffic control
- Facilities to temporarily house, gather or contain the evacuees, animals (pets and livestock), etc.
- Staging areas and coordination for resources or services, and donated goods
- Documentation and tracking systems

Some aspects of evacuation planning can be completed pre-event based on the information from the Hazard, Risk and Vulnerability Analysis (HRVA) process. However, due to numerous factors and dynamics of a disaster involved, some evacuation decisions specific to the circumstances at the time, will have to be made as the situation dictates.

## CANCELLATION OF EVACUATION ORDER (RESCIND)

Either of the above stages (evacuation alert or order) may be rescinded when the evacuated zone is declared safe (habitable). When this occurs, an evacuation stage is usually retracted to a lower level. It indicates that while the danger may have lessened, the condition may still change in a volatile manner.

There is a possibility that the danger may re-manifest itself to warrant the re-instatement of an evacuation alert or order.

Sample forms that could be used for issuing an evacuation alert, evacuation order or rescind can be found in Section II.

## DECLARATION OF STATE OF LOCAL EMERGENCY – WHEN NOT NEEDED

A local authority or the province **NEED NOT** declare a state of local emergency for the following:

- To implement part or all of their Emergency Response and Recovery Plan
- To gain liability protection under the BC Emergency Program Act
- To qualify for disaster financial assistance under the BC Emergency Program Act

Formal declarations should only be made when the extraordinary powers enabled by the legislation are required to effectively respond in an emergency or disaster.

## OTHER ACTS WITH PROVISIONS FOR EVACUATIONS

Evacuations can occur not only under the Emergency Program Act, but also under the following Acts:

- Fire Services Act
- Wildfire Act
- Health Act
- Child Protection Act, and
- Petroleum and Natural Gas Act

Evacuation planning should provide for both minor evacuations of a limited area and major evacuations affecting a large part of the population. They also must provide for two distinct groups of people: the “population at risk,” and the “host population” who will look after evacuees.

## HAZARD RISK AND VULNERABILITY ANALYSIS (HRVA)

HRVA is a critical part of every emergency management program and is a requirement mandated by the Local Authority Emergency Management Regulation of the British Columbia Emergency Program Act. The Emergency Planning Committee of the Village completed its HRVA. A summary follows:

<b>Hazard</b>	<b>Index</b>
<b>Severe Weather</b>	24
<b>Interface and Wildfire</b>	20
<b>Earthquake</b>	18
<b>Dangerous Goods Spill</b>	15
<b>Critical Facility Failure, Fire - Industrial</b>	12
<b>Storm Surge</b>	10
<b>Transport Accident – Road</b>	4
<b>Transport Accident – Marine, Fire – Urban Rural</b>	3
<b>Transport Accident – Air, Tsunami</b>	2

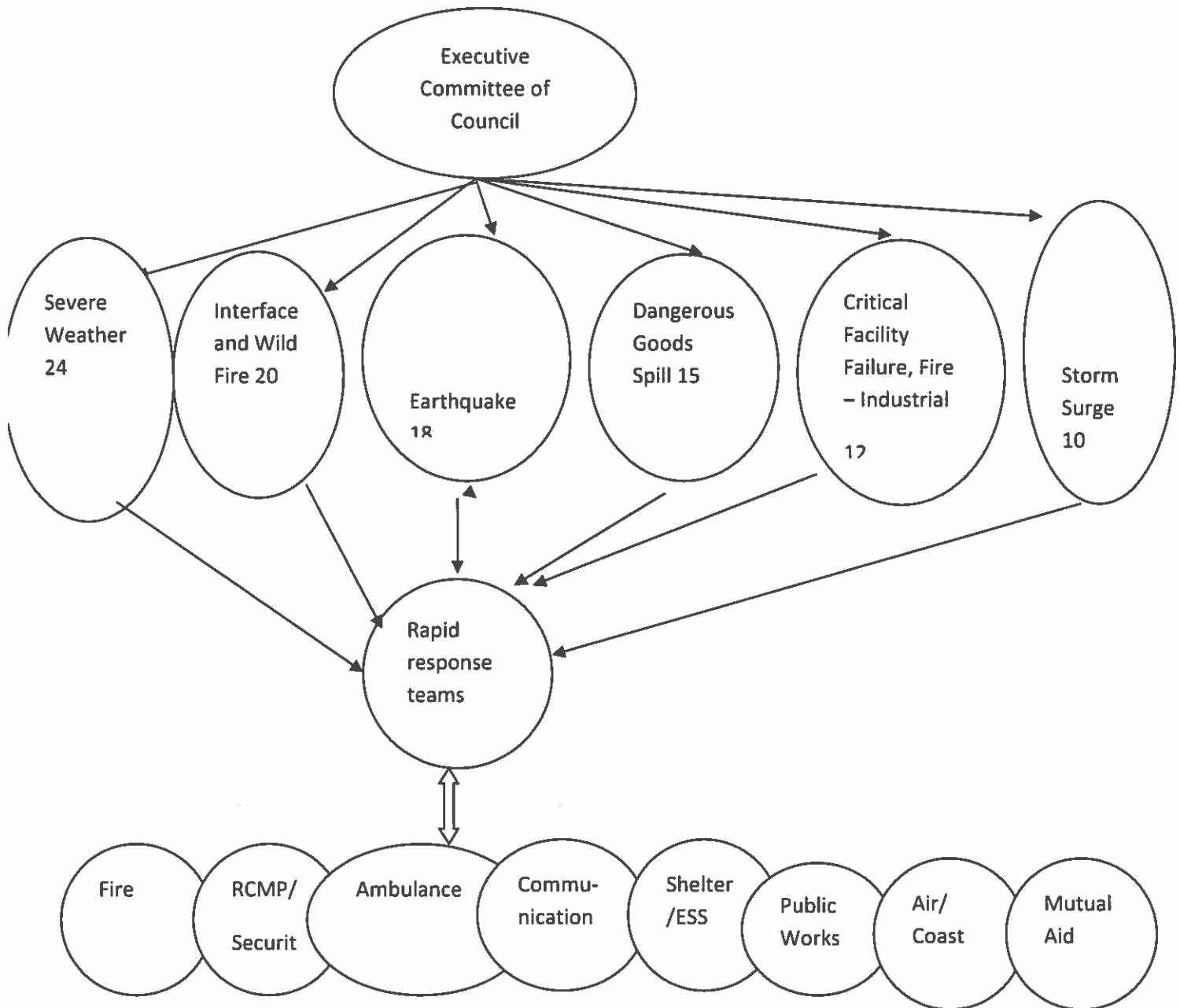
## EMERGENCIES IDENTIFIED IN HAZARD RISK AND VULNERABILITY ANALYSIS (HRVA) AND ACTION PLANS

From an operational point of view, the Village has prepared action plans for each of the eventualities identified in its HRVA. It is recognized that many of these apply across emergencies/ disasters.



## HAZARDS RISKS AND VULERNABILITY ANALYSIS, AND EVENTS AND TEAMS MODEL

Numbers represent the HRVA index.



## SEVERE WEATHER

### Major Effects

- Disruption of essential services
- Disruption of first responders
- Disruption of business / schools
- Disruption of transportation (road, air and ferry)
- Stranded or missing people
- Disruption of utilities
- Emotional distress
- Food and fuel shortages
- Loss of security

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor (alternate), Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, or order	Mayor (alternate), council, Fire, RCMP
Establish communication lines with the site responders	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council Emergency Program Coordinator
If warranted, request assistance from provincial / federal government	Mayor, Emergency Program Coordinator
Assess numbers of deaths, if any, stranded and missing	Council, all agencies, volunteers assigned
Launch search /rescue operations for stranded /missing persons	RCMP coordinate land Search and Rescue
Triage and transport emergency patients	BC Ambulance Services
Provide auxiliary power and heaters	Public Works

NB-2

Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Department of Highways, Public Works, RCMP, volunteers
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social service director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Department of Highways,
Clear catch basins and blocked ditches	Public Works, Department of Highway, volunteers
Begin the process of recovery and request disaster assistance / funding, if required	Mayor, Council, CAO residents

## INTERFACE AND WILDFIRES

### Major Effects

- Deaths
- Casualties
- Evacuation
- Trapped people
- Disruption of transportation
- Disruption of utilities
- Property damage
- Public health issues and concerns

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, Council
Establish communication lines with the site responders	Council, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Fire suppression / rescue	Fire, Ministry of Forests, volunteers
Establish proper jurisdiction	Fire, EOC
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers

NB-2

	Department of Highways
Determine supplementary water needs and access	Fire, EOC, Ministry of Forests
Launch rescue operations for trapped / missing persons	RCMP for land Search and Rescue
Assist public with smoke-related respiratory distress	Ministry of Health, BCAS, volunteers
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services Director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services Director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Utilities, Department of Highways,
Advise residents, if evacuated, when safe to return	Fire, Public Works
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, residents

## EARTHQUAKES

Canada's largest earthquake (magnitude 8.1) since 1700, occurred on August 22, 1949 off the coast of BC. It occurred on the Queen Charlotte Fault (Canada's equivalent of the San Andreas Fault) - the boundary between the Pacific and North American plates that runs underwater along the west coast of the Queen Charlotte Islands off the west coast of British Columbia.

### Major Effects

- Deaths
- Casualties
- Trapped / missing people
- Damage to property
- Damage to roads, bridges, buildings
- Fire, explosions, fire hazards
- Escape of gases
- Flooding
- Land / mudslides / sea surge
- Emotional distress
- Danger to public health
- Evacuation of people and livestock
- Jurisdictional problems

### Potential Actions

### Responsible Team /Person

Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Establish communication lines with the site responders	Council, communications team Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator

Assess numbers of deaths if any, trapped and missing	Council, all agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Launch rescue operations for trapped / missing persons	RCMP for land Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, RCMP
Deal with dangerous goods spills	Fire, Public works,
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services Director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Utilities, Department of Highways,
Begin the process of recovery and Request disaster assistance / funding	Mayor, Council, CAO residents

## DANGEROUS GOODS SPILL

### Major Effects

Hazards to people and livestock  
Explosion and fire  
Deaths  
Casualties  
Contamination of soil and water  
Disruption of business  
Disruption of transportation  
Evacuation

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council, Fire, RCMP
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Establish communication lines with the site responders	Council, communications team Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Contact Emergency Spill line 1-800-889-8852 (Marine). 1-800-663-3456 (Land) Fire suppression / rescue	Fire, RCMP, DFO, Coast Guard Ministry of Environment Fire, volunteers
Secure site for subsequent investigation	RCMP, Security
Determine substance spilled and possible	Fire, RCMP, CANUTEC

NB-2



effects

Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Advise EMBC	EOC
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Eliminate potential ignition /poisonous sources	Fire, Hydro, RCMP
Contain spills, protect sewer and drainage system	Fire, Public Works
Launch rescue operations for trapped / missing persons	RCMP for land Search and Rescue
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Begin the process of recovery and recover cost	Mayor, CAO, Council residents

## INDUSTRIAL CRITICAL FACILITY FAILURE, FIRE

### Major Effects

Deaths  
Casualties  
Damage to property  
Sudden hospital requirements  
Disruption of transportation and communication  
Explosions and other hazards  
Collapse of buildings  
Disruption of utilities  
Evacuation

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Establish communication lines with the site responders	Council, Communications team Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Secure the disaster scene for subsequent investigation	Fire, RCMP

NB-2

Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Establish traffic control	RCMP, Security
Fire suppression / rescue	Fire, volunteers
Launch rescue operations for trapped / missing persons	Fire, volunteers
Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and request disaster assistance / funding	Mayor, CAO, Council residents

## STORM SURGE

### Major Effects

Deaths  
Casualties  
Trapped and Missing Persons  
Property damage  
Evacuations  
Health Issues  
Damage to water and sewer and drainage systems

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Establish communication lines with the site responders	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Fire, RCMP for land Search and Rescue
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways

NB-2

Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, volunteers
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents Hydro, Department of Highways,
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, Council, residents

## TRANSPORT ACCIDENT – ROAD

### Major Effects

- Deaths
- Casualties
- Explosion and fire
- Disruption of transportation
- Disruption of utilities
- Evacuation of people
- Escape of hazardous materials
- Danger to public health

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service, Department of Highways if applicable
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Establish communication lines with the site responders	Council, Communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Secure disaster scene for subsequent investigation	Fire, RCMP, Dept. of Highways if applicable
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned

NB-2

Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways if applicable
Triage, treatment and transport of casualties	BCAS, EOC
Launch rescue operations for trapped / missing persons	Fire, volunteers
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire, volunteers assigned
Deal with dangerous goods spills	Fire, Public works, CANUTEC for info, Emergency Spill line for reporting & assistance
Begin repair and salvage	Ministry of Highways if applicable O'Brien Road & Bridge, Public Works
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and request disaster assistance / funding	Mayor, CAO, Council residents

## TRANSPORT ACCIDENT – MARINE

### **\*Federal Government has the lead on open water incidents**

#### **Major Effects**

Soil, water and shoreline pollution  
Damage to marine and wildlife  
Damage to property  
Fire and explosion  
Health hazards  
Evacuation of people and livestock  
Damage to sewer and drainage systems

<b>Potential Actions</b>	<b>Responsible Team /Person</b>
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
If warranted, request assistance from provincial / federal government	Mayor, Council, EMBC
Establish communication lines with the site responders	Council, communication team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Determine type of product and quantity spilled	Coast Guard, Fire, Public Works, volunteers
Assess dangers of fire, explosion	Fire, Coast Guard
Stop source of flow and contain spill	Coast Guard, Fire, Public Works
Determine availability of spiller to undertake clean-up	Coast Guard
Determine Federal, Provincial jurisdiction	EOC, EMBC

NB-2



Determine resources required, request	EOC
Assess health environmental hazards assistance, advise EMBC	EOC, Ministry of Health, EMBC
Advise EMBC and determine resources required and request assistance	EMBC, Emergency Coordinator
Complete containment and recovery of Spilled material	Coast Guard, Spiller, Public Works
Dispose of recovered materials and debris	Coast Guard, Spiller, Public Works
Restore spill site	Coast Guard, spiller, Public Works
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Launch rescue operations for trapped / missing persons	Joint Rescue Coordination Centre (JRCC)
Deal with life threatening situations first	Fire, Ambulance, volunteers assigned
Fire suppression / rescue	Fire, volunteers
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Begin the process of recovery and request disaster assistance / funding if needed, cost recovery	Mayor, CAO, Council residents

## TRANSPORT ACCIDENT – AIR

### Major Effects

Casualties  
Deaths  
Explosion and fire  
Disruption of traffic  
Disruption of utilities  
Evacuation of people  
Special problems arising from the incident

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council
Establish communication lines with the site responders	Council, Communications team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
Secure disaster scene for subsequent Investigation	RCMP, Security, Transportation Safety Board
Traffic and crowd control, and clear emergency routes	RCMP, Security
Evacuate surrounding area if necessary	RCMP, Security
Triage and evacuation of casualties	RCMP, BCAS, Search and Rescue
Assess numbers of deaths if any, trapped	Council,

and missing	All agencies, volunteers assigned
Arrange temporary morgue and removal of deceased	RCMP, Coroner
Deal with life threatening situations first	Fire, Ambulance, volunteers assigned
Fire suppression / rescue	Fire, volunteers
Hazard elimination from damaged utilities	BC Hydro, Telus, Public Works
Establish reception centre and emergency social services	Emergency social services director volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned

## TSUNAMI

### Major Effects

Deaths  
Casualties  
Explosion and fire  
Disruption of transportation  
Disruption of utilities  
Loss of vital community  
Special problems arising from the incident

Potential Actions	Responsible Team /Person
Activate Emergency Operations Centre	Mayor, alternate, Council, Emergency Plan Coordinator
Assess the situation	Council, Fire, Ambulance Service
Declare Local State of Emergency if warranted, and issue evacuation alert, warning, order	Mayor, alternate, council Fire, RCMP
Establish communication lines with the site responders	Council, communications team, Emergency Program Coordinator
Establish communication line separate from the site responders for media and residents seeking information	Council, Emergency Program Coordinator
If warranted, request assistance from provincial / federal government	Mayor, EPC, Council
Assess numbers of deaths if any, trapped and missing	Council, All agencies, volunteers assigned
Deal with life threatening situations	Fire, Ambulance, volunteers assigned
Clear routes for emergency	Public Works, RCMP, volunteers Department of Highways
Launch rescue operations for trapped /	Fire, Search and Rescue

NB-2

missing persons

Evaluate the nature and extent of physical damage	Public Works, volunteers assigned
Eliminate hazards from damaged utilities and advise Utilities of priorities for restoration	Public Works, BC Hydro, Telus
Fire suppression / rescue	Fire
Establish perimeters control points and signage for hazardous areas	Public Works, volunteers assigned
Establish reception centre and emergency social services	Emergency social services director, volunteers
Make arrangements for collection of food and water and other essentials	Emergency social services director, volunteers assigned
Inspect damaged infrastructure, buildings residences, and begin repair and salvage	Public Works, qualified residents, Hydro, Department of Highways,
Begin the process of recovery and Request disaster assistance / funding	Mayor, CAO, Council residents

## TSUNAMI DESCRIPTION

Tsunamis are most often generated by earthquake-induced movement of the ocean floor. Landslides, volcanic eruptions, and even meteorites can also generate a tsunami. If a major earthquake is felt, a tsunami could reach the beach in a few minutes, even before a warning is issued. Areas less than 25 feet above sea level and within one mile of the shoreline are at greatest risk. Most deaths caused by a tsunami are because of drowning. Associated risks include flooding, contamination of drinking water, fires from ruptured tanks or gas lines, and the loss of vital community. They can reach a height of more than 100 feet and speed of 800 kilometers. However, waves that are 10 to 20 feet high can be very destructive and cause many deaths or injuries.

The Village of Port Clements is a low-hazard and risk-area for tsunami as it does not lie on the outside coast of Haida Gwaii. The Village has installed tsunami zone and evacuation route signs in strategic locations. As part of the BC Tsunami Preparedness the local school children prepared the document "Tsunami Preparedness by Grades 3 and 4 Port Elementary 2006." In addition, in 2013 the Village created a pamphlet called Tsunami 101 which highlighted the critical evacuation areas within the community. This brochure was mailed to all households.

Tsunami alerts will be issued to all local authorities of the endangered communities by Emergency Management BC (EMBC) Coordination Centre. These alerts will be issued to the Village Office, the Village Chief Administrator, and the Emergency Program Coordinator.

## TSUNAMI NOTIFICATION PROCEDURE

When an earthquake occurs in the area surrounding the Pacific Ocean, the Pacific Tsunami Warning Center will evaluate the threat of tsunami and issue a message to pre-identified stake holders in countries surrounding the Pacific based on the following definitions.

### TSUNAMI WARNING

A tsunami warning is issued when a potential tsunami with significant widespread inundation is imminent or expected. Warnings alert the public that widespread, dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after arrival of the initial wave. Warnings also alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas, and the repositioning of ships to deep waters when there is time to safely do so. Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based only on seismic information.

### TSUNAMI ADVISORY

A tsunami advisory is issued due to the threat of a potential tsunami which may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunamis are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and the repositioning of ships to deep waters when there is time to safely do so. Advisories are normally updated to continue the advisory, expand/contract affected areas, upgrade to a warning, or cancel the advisory.

### TSUNAMI WATCH

A tsunami watch is issued to alert emergency management officials and the public of an event which may later impact the watch area. The watch area may be upgraded to a warning or advisory - or canceled - based on updated information and analysis. Therefore, emergency management officials and the public should prepare to take action. Watches are normally issued based on seismic information without confirmation that a destructive tsunami is underway.

NB-2

## TSUNAMI INFORMATION STATEMENT

A tsunami information statement is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami warning, watch or advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations as the earthquake may have been felt in coastal areas. An information statement may, in appropriate situations, caution about the possibility of destructive local tsunamis. Information statements may be re-issued with additional information, though normally these messages are not updated. However, a watch, advisory or warning may be issued for the area, if necessary, after analysis and/or updated information becomes available.

## WARNING CANCELLATION

Indicates the end of a damaging tsunami threat. A cancellation is usually issued after an evaluation of sea level data confirms that a destructive tsunami will not impact the warned area.

In British Columbia, Emergency Management BC (EMBC) is the first line of contact. EMBC then sends out an automated notification via pagers, cell phones and emails to key stakeholders within the province. If an alert or warning is issued, notification is sent within 10 seconds. BCAS is a key stakeholder and

EMBC has a list of key personnel within BCAS who receive notification. All the dispatch centers, Executive Directors, Operations Directors and the BCAS Emergency Coordinator are on the key personnel list.

## NOTIFICATION SENT PROCEDURE

### **Tsunami Information Statement**

**No action required:** This may be upgraded to a Watch, Advisory or Warning  
This is for information only. Contact your CAO if you have questions or concerns.

### **Tsunami Watch, Advisory or Warning**

#### **Action Required:**

If a tsunami is expected to arrive in less than one hour and you are in a potential flood area, immediately evacuate yourself and your families to your designated community evacuation areas. This may be upgraded or downgraded.

**EMBC Office Notifies:**

- ☐ CAO TBD
- ☐ Aaron Cunningham (Emergency Coordinator) 250-557-2009
- ☐ Masset RCMP 250-626-3991

At the time of call Emergency personnel will call each other to confirm receipt of the notification and call the following responders immediately:

- ☐ Craig Beachy (Fire Chief) 250-557-4421
- ☐ Sean O'Donoghue (Public Works) 250-557-4272
- ☐ BC Ambulance 1-800-461-9911
- ☐ Mark Van Herd (Public Works) 250-557-4326
- ☐ Mayor and Council
- ☐ Doug Daugert 250-557-2025
- ☐ Brigid Cumming 250-557-4252
- ☐ Ian (Norman) Gould 250 557 4665
- ☐ Kazamir Falconbridge 250 557 9359
- ☐ Kelly Whitney-Gould 250-557-4665
- ☐ Sarah Finnie Principal Cell: 250 626 8917 or 250-557-4333 (School)

**Course of Action:**

- ☐ Determine if evacuation is required.
- ☐ If evacuation is not required, information will continue to be shared between local authorities, Fire, Police BCAS, etc
- ☐ Post notices at Beaches and Marinas immediately informing public of the potential threat.
- ☐ Notify Fire department to sound alarm and send trucks with sirens and loudspeaker to notify all residents of evacuation
- ☐ Public Works staff to notify all boat owners and dwellers of the threat.
- ☐ As per attached "Schedule A" of persons in immediate risk delegate phone out for immediate response should an evacuation be required

**If an evacuation is required, the following will apply:**

Proceed to the appropriate Alert based on the time a Tsunami wave is expected to arrive.

- ☐ Alert 2- Evacuation is expected in 6 - 18 hours. Prepare as necessary for evacuation, continue to establish communication with all stakeholders, gather important information from all sources, and verify. At 6 hrs move to Alert 1
- ☐ Alert 1- Evacuation is expected in less than 6 hours. Prepare to assist with evacuation, if necessary, ensuring you are still response capable.



## WEB SITES for information

<http://ptwc.weather.gov/>

<http://projectdisaster.com/?p=4187>

<http://wcatwc.arh.noaa.gov/index.php>

[http://www.weatheroffice.gc.ca/city/pages/bc-82\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/bc-82_metric_e.html)

Please note the gathering place for the Community is the **Port Clements GYM (or Senior's Room depending on number of residents responding)**. Please ensure you have a key prior to going to the gathering place.

Emergency responders will gather at the **Fire Hall** and gather supplies to take to the gym.

## CHILDCARE, SUPPLIES AND SOURCES

### CHILD CARE WORKER ROLE

The Emergency Planning Commission members had identified Child Care for emergency response personnel as a priority in an emergency response situation. This document identifies the circumstances and expectations in regards to child care for the Village of Port Clements Emergency responders. The Emergency Management Commission has an agreement with volunteer Colleen Beachy to provide short term child care in the Playschool room at the Multi-purpose building in the case of an extended emergency response. For this policy this means that Emergency responders will be able to bring their children less than 13 years of age to the Playschool room when responding to an emergency **WHERE** the Village of Port Clements Emergency plan has been activated. To be clear, this service is not in effect any time ambulance or fire fighters are called to a scene – this is specifically for when the Emergency Operations Centre has been activated. When the EOC has been activated Colleen Beachy will respond to the Playschool room to accept children while responders are actively involved in their duties. The responders are responsible to have at least two names and phone numbers (preferably three) that Colleen can contact for longer term care arrangements. This service is strictly to provide short term care while alternate care is being arranged by Colleen or her designate. There will be a form to sign prior to leaving the child in care.

NB-2

## LOCAL BUSINESS EMERGENCY PREPAREDNESS

<b>Business</b>	<b>Phone #</b>	<b>Equipment</b>	<b>Tools</b>	<b>Food &amp; Supplies</b>	<b>Special Training</b>	<b>First Aid Supplies</b>	<b>Communication Equipment</b>
C&C Beachy	250-557-4221	Backhoe, Dump Truck, Boat	Yes	N/A	N/A	N/A	Yes
Eaglecrest	250-557-4541	Skidder, boat, diver	Yes	N/A	RN, OFA 3	Yes	Yes
Gas Plus	250-557-2003	Diesel Genset	No	Propane	N/A	Level 1 Kit	No
Infinity West	250-557-4249	Various incl. Marine	Yes	N/A	Yes	Yes	Yes
Al Condrotte	250-557-4257	Loader, Dump Truck	Yes	N/A	N/A	N/A	Yes
Derex Equipment	250-557-9328	Flat Deck, Excavator	Yes	N/A	N/A	N/A	No
O'Brien's	250-557-4282	Various, incl. boats	Yes	N/A	Yes	Yes	Yes
School	250-557-4333	Bus	No	Limited	N/A	Yes	No
D & E Towing	250-557-4222	Various, incl. Boats	Yes	N/A	Yes	Yes	Yes
QCI Silviculture	250-557-2016	N/A	Yes	Limited	No	Level 1 Kit	SAT phone
Bayview Market	250-557-4331	No	No	Food Supplies	No	No	No
Cedarview Church	250-557-4508	Bus	No	Limited	No	No	No

## VILLAGE OF PORT CLEMENTS RESOURCES

- 1 Honda 5000 Generator
- 2 Flashlights
- 1 First Aid Kit
- 2 Blankets
- 20 Gallons 12% sodium hydrochloride (chlorine for water) can be used for disinfectant
- 1 pressure washer
- 3 50' garden hoses
- 1 Honda suction pump
- Various pvc/abs steel fittings and pipe
- Assorted sheets of plywood/lumber
- Oil pads and Boom for oil spill
- 1 AM/FM radio
- Assorted tools
- 1 Come along
- Electrician cable
- Water test kit
- Various size tarps
- Power saw
- Nails/Screws
- 1 Metal detector
- 1 Steel storage shelves with lockable door
- Shovels/Rakes
- 1 Tractor
- Backup generator to power water system and firehall
- Emergency rations in Fire Hall

### Emergency equipment stored in School Gym

- 10 foam sleeping pads
- 8 backpacks
- 8 tents
- 50 fleece blankets
- 1 first aid kit
- 1 coleman stove plus several large cooking pots
- 10 flashlights
- 20 emergency blankets
- Large bin with gloves and hats of various sizes

### Inventory of Comfort Kits stored in totes in EOC

- 6 blankets
- 4 first aid kits
- 15 toothbrushes
- 6 toothpaste
- 14 bars of hand soap

- 8 containers of female hygiene products
- 60 rescue sheets
- 4 boxes of large Ziploc bags
- 5 5pk large candles
- 4 pair gloves
- 60m yellow rope
- 10 safety vests
- 2 large bottles of bleach
- 5 flashlights with batteries
- 2 whistles
- 1 am/fm radio
- 2 boxes of wooden matches
- 1 megaphone
- Assortment of freeze-dried comfort food includes
  - Macaroon cookies
  - Fudge brownies
  - Blueberry yogurt bites
  - Vanilla yogurt bites
  - Banana slices
  - Granny Smith apple bits
  - Strawberry slices
  - Neopolitan ice cream bits

# FUEL STORAGE TANKS IN PORT CLEMENTS I

Location	Type	Size	Owner
36 Cedar West	Propane	2 X 2000 lbs	Multiplex
274 Bayview Drive	Diesel	500 gals	C & C Beachy
274 Bayview Drive	Gasoline	500 gals	C & C Beachy
270 Bayview Drive	Propane	1000 lbs	Randy O'Brien
268 Bayview Drive	Propane	1000 lbs	Randy O'Brien
262 Bayview Drive	Propane	1000 lbs	Sam & June Pullano
242 Bayview Drive	Propane	500 lbs	Dennis Reindel
197 Bayview Drive	Propane	500 lbs	Jean Horrocks
154 Bayview Drive	Propane	1500lbs	Tiffany & Daniel Scholey
148 Bayview Drive	Propane	1500 lbs	Kyle May
153 Bayview Drive	Propane	1000 lbs	N. Ian Gould
120 Bayview Drive	Propane	1500 lbs	Community Hall
85 Bayview Drive	Propane	2000 lbs	Bayview Market
40 Bayview Drive	Propane	500 lbs	Telus
1 May Street	Propane	1500 lbs	Unkown
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Propane	500 lbs	Unknown
Froese's Trailer Park	Diesel	500 lbs	Unknown
109 Bayview Drive	Propane		Don & Lorrette Smillie
2 Grouse Street Motel	Propane	1500 lbs	Golden Spruce
211 Grouse Street	Gasoline	2 x 5000 gals	Angela's Place -- Social Café & Fuel Station
Firehall	Propane	500 lbs	

NB-2

## FUEL STORAGE TANKS IN PORT CLEMENTS II

Location	Type	Size	Owner
211 Grouse Street	Diesel	5000 gals	Angela's Place -- Social Café & Fuel Station
5 Grouse Street Mechanical	Diesel	5000 gals	Beachy
110 Industrial Park Road Enterprises	Diesel	500 gals	Abfam
110 Industrial Park Road Enterprises	Propane	500 gals	Abfam
400 Industrial Park Road Lodge	Propane	1500 lbs	Kumdis River also diesel & boat gas
180 Highway 16	Diesel	2 x 5000 gals	O'Brien's
180 Highway 16	Gasoline	2 x 5000 gals	O'Brien's
2 Ryland Road	Propane	1500 lbs	Paul Waring
12 Park Street	Propane	1500lbs	Health Clinic
190 Bayview	Propane	500 lbs	Rental
26 Park Street	Propane	500 lbs	John Cumming
30 Park Street	Propane	1500 lbs	Dale Lore
32 Park Street	Propane	1500 lbs	Dale Stevenson
9 Tingley Street	Propane	1500 lbs	Janice Sandbridge
15 Tingley Street	Propane	1500 lbs	Pat Johnston
17 Tingley Street	Propane	1500 lbs	Julia Breese
44 Tingley Street	Propane	1500 lbs	Ivan Campbell
46 Tingley Street	Propane	1000 lbs	Jessie Myles
34 Yakoun Street	Propane	1500 lbs	Jiro Oishi
Outlying Area: 60968 Highway 16	Propane	500 lbs	David Unsworth
Outlying Area: 60543 Highway 16	Propane	500 lbs	Michael Ahern
20 Tingley Street	Propane	1000 lbs	Sharon Petitpas

NB-2

## 72 HOUR SURVIVAL KIT ITEMS

- ☐ **Water** – at least two litres of water per person per day (Include small bottles that can be carried easily in case of an evacuation order)
- ☐ **Food** that won't spoil, such as canned food, energy bars and dried foods (remember to replace the food and water once a year)
- ☐ **Manual can opener**
- ☐ **Flashlight and batteries**
- ☐ **Candles and matches or lighter** (remember to place candles in sturdy containers and to put them out before going to sleep)
- ☐ **Battery-powered or wind-up radio** (and extra batteries)
- ☐ **First aid kit**
- ☐ **Special items such as prescription medications, infant formula and equipment for people with disabilities**
- ☐ **Extra keys** for your car and house
- ☐ **Some cash** in smaller bills, such as \$10 bills (travellers cheques are also useful) and change for payphones
- ☐ A copy of your [emergency plan](#) including **contact information**

### *RECOMMENDED ADDITIONAL KIT SUPPLIES*

It is always a good idea to have extra supplies on hand. Here are some recommendations:

- ☐ A change of clothing and footwear for each household member
- ☐ Sleeping bag or warm blanket for each household member
- ☐ A whistle (in case you need to attract attention)
- ☐ Garbage bags for personal sanitation
  
- ☐ Toilet paper and other personal care supplies
- ☐ Safety gloves
- ☐ Basic tools (hammer, pliers, wrench, screwdrivers, fasteners, work gloves)
- ☐ Small fuel-driven stove and fuel (follow manufacturer's directions and store properly)
- ☐ Two additional litres of water per person per day for cooking and cleaning
- ☐ Pet food, water & buckets, bedding, kennels, toys, medications, first aid kit, leashes, collars, phone number of Animal hospital or boarding kennel.

NB-2

## BASIC CAR KIT ITEMS

- ☐ **Food** that won't spoil, such as energy bars
- ☐ **Water**
- ☐ **Blanket**
- ☐ **Extra clothing** and shoes
- ☐ **Candle** in a deep can and **matches**
- ☐ **First aid kit** with seatbelt cutter
- ☐ **Warning light** or road flares
- ☐ **Small shovel, scraper and snowbrush**
- ☐ **List of contact numbers**

## *RECOMMENDED ADDITIONAL CAR KIT SUPPLIES*

It is always a good idea to have extra supplies on hand. Here are some recommendations:

- ☐ Sand, salt or cat litter
- ☐ Antifreeze/ windshield washer fluid
- ☐ Tow rope, jumper cables
- ☐ Fire extinguisher
- ☐ Roadmaps, whistle and flashlight

### **Safety tip: Learn about first aid. You could save a life.**

Along with making emergency plans and preparing an emergency kit, knowing first aid could save a life. Contact your local Canadian Red Cross or St. John Ambulance to find out about first aid courses offered in your area.

NB-2



NB-2

# EVACUATION PHONE LISTING (LOW TIDE AREAS)

Account Number	Name	Home Phone	House Number	Street
20030160	BROOKS, CHERI	250-557-4448	39	BAYVIEW
20043040	CROFT, LEAH	250-557-4495	72	BAYVIEW
20080035	BAILEY, MAUREEN	250-626-8910	209	BAYVIEW
20030090	BERSTON, LINDA	250-557-4423	25	BAYVIEW DR
20045070	SMILLIE, DONALD/LORETTE	250-557-4614	103	BAYVIEW DR
20080070	BLISS, MARILYN	250-557-8548	215	BAYVIEW DR
20055520	WALKER/RYLAND, JESSE/TAMMY	250-557-2495	2	BAYVIEW DR
20025050	ERNST, KENNETH	250-557-2004	3	BAYVIEW DR
20026060	KIDD, ROB & DANIELLE	250-557-9337	4	BAYVIEW DR
20028000	MORRIS, GREGORY PARK/DEREK JOHN	250-557-2456	5	BAYVIEW DR
20027050	TOM STEWART	VACANT LOT	6	BAYVIEW DR
20030020	GAJDACSI, LINDA	250-557-8508	9	BAYVIEW DR
20031070	STANDBRIDGE, MARY	250-557-4586	12	BAYVIEW DR
20030170	DAUGERT, DOUGLAS	250-557-2025	41	BAYVIEW DR
20036020	ALLEN, MICHAEL	250-557-9311	49	BAYVIEW DR
20036040	ALLEN, MIKE	250-557-9311	53	BAYVIEW DR
20036070	CONDROTTE, ALAN	250-557-4257	59	BAYVIEW DR
20055190	OLASON, KRISTUN SALLY	250-557-9355	60	BAYVIEW DR
20055190	BROOKFIELD, PETER	250-557-9355	60	BAYVIEW DR
20036100	BELL, OLIVER/RONDA	250-557-4759	65	BAYVIEW DR
20036110	BELL, OLIVER/RONDA	250-557-4759	67	BAYVIEW DR
20043070	BLAIS, HARMONIE	250-557-9359	76	BAYVIEW DR
20044070	DELG ENTERPRISES LTD	250-557-4331	85	BAYVIEW DR
20046040	MELNEY, PAUL	250-557-4319	90	BAYVIEW DR
20046060	ORMBRAK, MERCY	250-557-4340	94	BAYVIEW DR
20045090	SMILLIE, DONALD/LORETTE	250-557-4614	97	BAYVIEW DR
20045090	SMILLIE, DONALD/LORETTE	250-557-4614	97	BAYVIEW DR

NB-2

20046080	KUPP, ADELE	250-557-9355	100	BAYVIEW DR
20045080	STEWART, CAREY & KIM	UNKNOWN	101	BAYVIEW DR
20045040	SMILLIE, DONALD/LORETTE	250-557-4614	109	BAYVIEW DR
20053130	DECOCK HOLDINGS LTD	250-557-4440	117	BAYVIEW DR
20052020	DECOCK, DOUG	VACANT LOT	124	BAYVIEW DR
20053112	JOHNSON, G.S.	250-557-4475	125	BAYVIEW DR
20052010	DENNIS, JAMIE	250-557-2048	126	BAYVIEW DR
20053080	DECOCK, ANNE	250-557-4445	133	BAYVIEW DR
20051090	EVANS, DAWN	UNKNOWN	140	BAYVIEW DR
20053020	HAMMOND, PAUL	250-557-4225	141	BAYVIEW DR
20051100	JEAN PIERRE AUDET – SYDNEY NAKKEN	250-557-2422	142	BAYVIEW DR
20051110	LOWRIE, BRYAN/ADELIA	250-557-4704	146	BAYVIEW DR
20051130	MAY, KYLE	UNKNOWN	148	BAYVIEW DR
20054110	GOULD, (NORMAN) IAN	250-557-4665	149	BAYVIEW DR
20051140	THOMSON, HARRY	250-557-4678	150	BAYVIEW DR
20051160	SCHOLEY, DAN & TIFFANY	250-626-7321	154	BAYVIEW DR
20054000	CEDARVIEW PENTECOSTALCHURCH	250-557-4508	161	BAYVIEW DR
20055170	FJAAGESUND, MARTIN/HARRIETT	250-557-4545	171	BAYVIEW DR
20050130	BELLIS, DANIEL	250-557-4409	174	BAYVIEW DR
20055150	FLEMING, AMBER	250-557-2022	175	BAYVIEW DR
20055130	BRADLEY, RENEE	UNKNOWN	179	BAYVIEW DR
20050180	ROBINSON, DONALD/EVELYN	250-557-9328	184	BAYVIEW DR
20055100	SCHECK, ROWENA	250-557-4351	187	BAYVIEW DR
20050220	WARD/PETERSON, DARLENE MYRIA/MICHAEL, ALLAN	UNKNOWN	192	BAYVIEW DR
20050221	POTTINGER/BULL, DAVID/CHRISTINA MARIE	250-557-8576	194	BAYVIEW DR
20055035	HORROCKS, JEAN	250-557-4268	199	BAYVIEW DR
20055010	NYEHOLT, RICHARD/ELAINE	250-557-2002	201	BAYVIEW DR
20080040	SCOTT, GORDON BRENT	250-557-4482	211	BAYVIEW DR
20060090	CHIPMAN, JARED	UNKNOWN	250	BAYVIEW DR

NB-2



20055510	WALKER/RYLAND, JESSE/TAMMY	250-557-2495	2A	BAYVIEW DR
20034040	BELLAMY, CHRISTOPHER	250-557-4729	44	BAYVIEW DRIVE
20045120	ROWE, DEBORAH/STANDBRIDGE, RICHARD	250-557-4599	93	BAYVIEW DRIVE
20032080	BOWERING, DAVID	UNKNOWN	20	BAYVIEW DRIVE
20031010	WARING, PAUL: RENTAL TO UTTENDORFER, ALYSHA	250-557-4480	2	DYSON ST
20027080	CHEER, PENNY	250-557-4632	5	DYSON ST
20031020	BRAGG, PHYLLIS	250-557-4358	6	DYSON ST
20027061	HANN, MARY & WAYNE	709-638-2306	7	DYSON ST
20055400	WILSON/BLACK, LORI/GRAEM	250-557-4357	1	FROESE SUBDIV RD
20055410	FROESE, FLORIDA	250-557-4249	2	FROESE SUBDIV RD
20055420	MELNEY, TAMMY – RENTAL Tyler Gordon Adams	unknown	3	FROESE SUBDIV RD
20055430	DSF ENTERPRISES LTD. – RENTAL	UNKNOWN	4	FROESE SUBDIV RD
20055440	SIMONOT, KATHERINE	UNKNOWN	5	FROESE SUBDIV RD
20055450	SHIER, LARAMIE	VACANT LOT	6	FROESE SUBDIV RD
20055460	SHIER, LARAMIE – RENTAL	403-470-5834	7	FROESE SUBDIV RD
20055470	MOULD, JAMES	250-557-4266	8	FROESE SUBDIV RD
20055480	MUNRO, WELDON & PENELOPE	250-557-4230	9	FROESE SUBDIV RD
20055490	BOND, DANIEL & DARLENE	250-557-9310	10	FROESE SUBDIV RD
20055500	DSF ENTERPRISES LTD. – RENTAL	UNKNOWN	11	FROESE SUBDIV RD
20042010	CLINIC	250-557-4478		HEMLOCK/PARK
19020000	LANGARA FISHING LODGE	250-557-4217		Industrial Road
20080610	HAIDA GWAI FOREST PRODUCTS	250-557-4201		Industrial Road
20080800	O'BRIEN'S POLE PLANT	250-557-4282		Industrial Road
19014000	HANLEY, CHARLES	NO PHONE		Industrial Road
19013000	MCPHILLIPS, CLARK	250-557-4331		Industrial Road
20025020	HANCOCK /RINFRENT, DONALD/ALEXANDRA - RENTAL	UNKNOWN	12	JASPER ST
20024080	KENT, NORAH	250-557-8561	16	JASPER ST
20021083	ROBERTS, JAMES & DAWN	250-557-8596	17	JASPER ST
20024130	CAMPBELL, CLINTON TODD	250-557-8510	20	JASPER ST

NB-2

20022210	JASPER LODGE APARTMENTS	250-557-2015	21	JASPER ST
20024140	MINTENKO, ANNIE	250-557-4270	24	JASPER ST
20023020	TURTON, ANDREA J.	250-559-8909	32	JASPER ST
20023030	RILEY, JOE	250-557-4696	34	JASPER ST
20023070	VIGNEAULT, GERMAIN	250-557-4240	38	JASPER ST
20026090	VAN DER BEKE, BENJAMIN	250-557-4443	1	MALLARD ST
20027010	ELLIS, FIONA	250-557-4447	4	MALLARD ST
20025055	ERNST, KENNETH	250-557-2004	9	MALLARD ST
20031090	BRAITHEWAITE RENTAL HOLDINGS LTD.	480-374-4010	5	MAY AVE
20031120	EMERSON, RICHARD/AMILYN	250-557-2008	9	MAY AVE
20045130	SCHILLER, STANISLAV	UNKNOWN	2	TINGLEY ST
20029070	KRISTEN COLLINSON	250-557-4479	3	WATER DR
20029060	BUCKLEY, SHARON	604-799-7364	5	WATER DR
20029050	HARALSON, RONALD	250-557-4255	7	WATER DR
20029030	HANCOCK – RENTAL TO TERI KISH	250-557-4605	11	WATER DR
20029010	BLAIR, BRIAN	250-557-4566	17	WATER DRIVE
20080010	HEIN, JOAN	250-557-4484	207	WILLIAMS RD
20047080	MARRS, SHANE	250-557-4522	5	YAKOUN ST
20047100	ESTATE OF PATRICK QUINN – RENTAL	NO PHONE	7	YAKOUN ST
20047110	DECOCK, DOUG	250-557-4472	9	YAKOUN ST
20051080	JONES, MARISSA JOYCE	250-557-4452	14	YAKOUN ST
20051030	MYLES, DAVID	250-557-4405	24	YAKOUN ST
20048150	O'BRIEN, RANDOLF	250-557-4282	27	YAKOUN ST
20047070	DSF ENTERPRISES LTD. (ABFAM APARTMENTS)	640-240-9222	1	YAKOUN ST
	APARTMENT #1		1	YAKOUN ST
	APARTMENT #2		1	YAKOUN ST
	APARTMENT #3		1	YAKOUN ST

NB-2

19013000	MCPHILLIPS, CLARK	250-557-4331	Industrial Road
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NB-2