



Committee of the Whole Report

For the Meeting of March 21, 2019

To: Committee of the Whole

Date: March 15, 2019

From: Paul Bruce, Fire Chief

Subject: Emergency Operations Centre Training Grant

RECOMMENDATION

That Council support by way of resolution Esquimalt's grant application for \$50,000 for the Community Emergency Preparedness Fund – Emergency Operations Centre and Training Stream. The grant will be used for joint training with the City of Victoria and the Township of Esquimalt. The Township of Esquimalt will provide overall grant management for the project, and the Esquimalt Mayor and Corporate Officer are authorized to execute any agreements related to a successful grant application. The City of Victoria Emergency Program Coordinator will work directly with Esquimalt on the project.

EXECUTIVE SUMMARY

This report seeks a Council resolution to support Esquimalt's grant application for \$50,000 for the Community Emergency Preparedness Fund – Emergency Operations Centre and Training Stream, for EOC training and exercises involving both Victoria and Esquimalt.

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM). The funding stream being applied for is "Emergency Operations Centres & Training."

The Local Authority Emergency Management regulation in the Emergency Program Act legislates that:

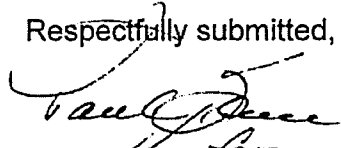
A local authority must, as part of the local emergency plan prepared by it under section 6 (2) of the Act, establish and maintain for all emergency response staff to whom responsibilities are assigned in the plan, a program of emergency response exercises, and a training program.


The project seeks funding to contract the design and management of two joint exercises between the Township of Esquimalt and City of the Victoria utilizing evacuation and earthquake scenarios that impact their shared police force. The Township and City have recently updated portions of their emergency plans, communications plans, and evacuation plans and have never conducted a joint exercise with the Victoria Police Department to understand response implications when both jurisdictions are impacted. This is necessary prior to conducting functional evacuation exercises.

Other relevant stakeholders, including the Department of National Defence will also be invited to participate, as well as our volunteer teams including Emergency Social Services, Emergency Radio Communications, EOC support team, and Cyclist Response team volunteers.

An updated Council resolution of support to recognize that this is a joint application led by the Township of Esquimalt with Esquimalt managing the grant funds is a requirement to complete the application process.

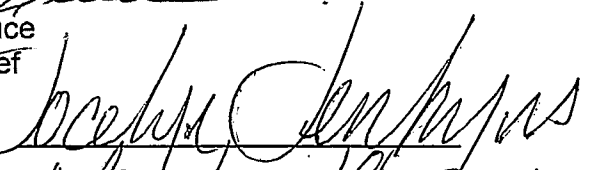
Respectfully submitted,


for
Tanya Patterson
Emergency Program Coordinator


Paul Bruce
Fire Chief

Report accepted and recommended by the City Manager:

Date:


March 18, 2019

List of Attachments

- Appendix A – CEPF – 2019 – EOC Application-Form-Esquimalt-Victoria-signed
- Appendix B – Motion from the Council Meeting of February 28, 2019

Community Emergency Preparedness Fund

Emergency Operations Centres & Training

2019 Application Form

Appendix A

Please complete and return the application form by **February 1, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP (for administrative use only)
Applicant: Township of Esquimalt	Date of Application: January 31, 2019
Contact Person*: Sara Jansen	Position: Emergency Program Manager
Phone: 250.414.7120	E-mail: sara.jansen@esquimalt.ca

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Local Authorities. For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 in the Program & Application Guide for eligibility.</p> <p>City of Victoria</p>

SECTION 3: Project Summary
<p>2. Name of the Project:</p> <p>Township of Esquimalt, City of Victoria, and Victoria Police Department Joint Exercise</p>
<p>3. Project Cost & Grant Request:</p> <p>Total Project Cost: \$78,000 Total Grant Request: \$50,000</p> <p>Have you applied for, or received funding for, this project from other sources?</p> <p>No</p>
<p>4. Project Summary. Provide a summary of your project in 150 words or less.</p> <p>This project seeks funding to contract the design and management of two joint exercises between the Township of Esquimalt and City of the Victoria utilizing scenarios (likely evacuation and earthquake) that includes their shared police force, the Victoria Police</p>

Department. The Township and City have both recently updated portions of their emergency plans, communications plans, and evacuation plans and have never conducted a joint exercise with each other or with the Victoria Police Department to understand response implications when both jurisdictions are impacted. Other relevant stakeholders, including the Department of National Defense, will also be invited to participate. These exercises will be followed by after action reports that will be used to follow up on any potential gaps.

- 5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This project will test communications between the three organizations, communications with the public, activation procedures, staffing plans and implications, evacuation procedures, the unified command structure, and will include interaction with ESS and amateur radio volunteers.

SECTION 4: Detailed Project Information

- 6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

A contractor will be hired to consult with the three organizations to develop two different scenarios that would require Victoria Police Department response to both the Township and the City. These scenarios will most likely be based on evacuation and earthquake events as these will require the most coordination of resources.

Each exercise will take place twice to allow an opportunity for all stakeholders to attend and provide input. Public alerting systems will be tested during the exercises and public education materials will be distributed prior to exercise to help educate the public on action to take during emergencies.

Emergency Social Services teams will be activated, and the contractor will include a reception centre and group lodging aspect in the exercise design.

After action reports will be provided by the contractor to assist in future planning considerations.

- 7. Group Lodging.** Describe the extent to which the proposed project will consider group lodging scenarios.

The Esquimalt and Victoria ESS teams will be consulted during the design process with the intent of a group lodging and reception centre activation exercise in conjunction with at least one of the exercises.

- 8. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

All exercise design templates and tools and learnings will be made available to share with other local governments, Treaty First Nations, and the Province. The intent of the training, tools, and plans is to be flexible and transferable.

9. Partnerships. Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

The Township, City, and Victoria Police Department have agreed to collaborate and participate with the design and exercise components of this project by contributing time and access to plans. The Township of Esquimalt will manage the funds and the City and Township will jointly organize logistics of exercises. Each municipality will offer EOC training to which Victoria Police and the other local authority will be invited to attend.

The Township and the City will collaborate on public messaging and information materials to ensure consistency and lessen confusion.

Relevant emergency stakeholders from the local authorities and within the Region will be invited to provide input and participate in training and exercises.

Describe how a collaborative approach will leverage efficiencies and be a cost effective approach to the maintaining or improving of EOC operations.

Collaborating with other local authorities on public information tools reduces costs and decreases confusion. Levering joint exercises lessens costs and increases clarity of plans and processes.

10. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

This project is multi-faceted and will increase capacity in several ways. It:

- increases the ability of local authorities to respond by understanding plans, processes, procedures, and limitations
- increases our capacity to conduct evacuations exercising staff
- improves knowledge and confidence of EOC staff and volunteers by exercising plans
- increases ability to clearly notify the public, staff, and volunteers about emergencies
- validates and improves evacuation plans, emergency communications plans, and public notification systems
- involving local, regional, provincial, and federal partners improves our relationships and communications with stakeholders
- provides an opportunity to educate the staff and the public on emergency actions

11. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

The project will be evaluated by a team of observers and by debriefs with after action reporting and will also track participation numbers of EOC staff, volunteers, and other stakeholders.

12. Additional Information. Please share any other information you think may help support your submission.

It is important to note that Victoria West is located adjacent to Esquimalt and Victoria is reliant on bridges to access this area for response. This may be especially relevant following an earthquake and assistance between the two local authorities may need to be coordinated. Victoria Police Department also has a new regional communications centre that would benefit from the exercise.

The City of Victoria will be submitting a Council Resolution as soon as possible and each resolution is for \$25,000 for a combined value of \$50,000.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Sara Jansen

Title: Emergency Program Manager

Signature: 

Date: January 31, 2019

An electronic or original signature is required.

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Combined Esquimalt - Victoria EOC grant

Item	Description	Qty	Unit Cost	Total	Total
Training				In-Kind	Grant
In house training	EOC training refresher for staff	4	\$ 2,500	\$ 10,000	
Subtotal				\$ 10,000	
Exercises					
Exercise Design	Design of 2 exercise scenarios and consultation with stakeholders	2	\$ 5,000		\$ 10,000
Delivery and facilitation	Delivery, coordination, and facilitation of 2 exercises	2	\$ 5,000		\$ 10,000
Public Alerting	Testing costs and public education	2	\$ 5,000		\$ 10,000
EOC Exercise Logistics	Catering and room rentals	2	\$ 3,500		\$ 7,000
ESS Exercise Logistics	Catering and room rentals	2	\$ 1,500		\$ 3,000
Staff time	Participation and organization (estimate)	60	\$ 300	\$ 18,000	
After Action Reports	Review plans, processes, and procedures to provide recommendations	2	\$ 5,000		\$ 10,000
Subtotal					\$50,000
Total				\$28,000	\$50,000
Total Project cost:					\$78,000
Grant funding request					\$50,000

Motion from the Council Meeting of February 28, 2019

Emergency Operations Centre Training Grant

1. That Council support the \$25,000 grant application submitted by staff on January 31st to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Emergency Operations Centre (EOC) Training.
2. Authorize the Mayor and City Clerk to execute any agreements related to a successful grant application.

Certified A True Copy,

This / Day Of / , 20 /

[Signature]
.....
Corporate Administrator
City of Victoria BC

CHRISTINE HAVELKA
Deputy City Clerk
Corporation of the City of Victoria
#1 Centennial Square
Victoria, BC V8W 1P6