

## Community Emergency Preparedness Fund

### Evacuation Route Planning

#### 2020 Application Form (Updated Sept 2019, June 2020)

Please complete and return the application form by **November 6, 2020**. Due to the COVID-19 pandemic, the April 2020 intake was postponed.

All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

SECTION 1: Applicant Information	AP (for administrative use only)
Name of Local Government or First Nation: The Corporation of the District of Oak Bay	Date of Application: 05 November 2020
Contact Person*: Eileen A. Grant	Position: Manager, Oak Bay Emergency Program
Phone: 250-592-9121	E-mail: <a href="mailto:egrant@oakbay.ca">egrant@oakbay.ca</a>

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

SECTION 2: For <u>Regional Projects Only</u>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>City of Victoria</p> <p>The Corporation of the Township of Esquimalt</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>The purpose of this project is to develop an omnibus regional evacuation plan which will involve all potential participants, including all levels of government, First Nations and regional stakeholders, in the planning process and will include a governance model, a comprehensive concept of operations and regional evacuation route mapping for a large evacuation, which crosses jurisdictional borders. This can only be accomplished through a collaborative planning process. The listed partners have worked together on similar projects and have close relationships with all the potential participants located with the Capital Region.</p>

Cost-efficiencies will be realized through the elimination of duplication across all platforms of the project, including project management, data and information collection, plan development and mapping.

### **SECTION 3: Project Summary**

#### **3. Name of the Project:**

Regional Evacuation Route Planning for the Capital Region (RERP)

#### **4. Project Cost & Grant Request:**

a. Total Project Budget: \$125,000.00      Total Grant Request: \$75,000.00

b. Have you applied for or received funding for this project from other sources (e.g. NDMP, EMBC, National Disaster Mitigation Program, Gas Tax, or other)? If yes, please indicate the source and the amount of funding received or applied for.

\$ 24,000 through cash and gifts in kind contributions from local governments and partnerships

c. Does this proposal build on other recent projects in your region? If yes, please describe.

In 2018 nine local/regional governments within the Capital Region each applied for a \$ 25,000 CEPF Evacuation Route Planning grant: \$ 19,000 of which was used to develop a municipality-specific evacuation plan and \$ 6,000 was pooled to cover the cost of a regional traffic study. These plans and studies were all completed in August 2020.

The final report from the regional traffic study project contained several recommendations to improve regional evacuations. The data and recommendations will be incorporated into this project.

d. Does this proposal relate to other current proposals in your region? If yes, please describe.

There are several First Nations and local governments (FN/LG) in the region that were not part of the original 2018 grant process that are anticipating applying for a similar development grant in the 2020 round. They may or may not apply to contribute a similar amount of money (\$ 6,000) to this regional project as proposed in the 2018 round.

#### **5. Project Summary.** Provide a summary of your project in 150 words or less.

The objective of this project is to develop an omnibus regional evacuation plan which will involve all potential participants in the planning process and will include a governance model, a comprehensive concept of operations and regional evacuation route mapping for a large evacuation, which crosses jurisdictional borders. This can only be accomplished through a collaborative planning process. The listed partners have worked together on similar projects and have close relationships with all the potential participants located within the Capital Region.

The participants that will be invited to collaborate in the process include 13 local governments, 10 First Nation communities, 3 electoral districts, the region and the provincial government, all of which work within a combination of federal, provincial, and local legislation, regulations, policies and emergency plans. There are also several large organizations including postsecondary institutions, local school districts and the military base that will play significant roles in any evacuation.

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

All emergency plans in British Columbia use similar frameworks and the ICS and BCEMS models as their planning foundation. One primary element of every plan is evacuation. The 2018 evacuation route planning process mentioned earlier integrated new technology, data, information, and research into existing plans. The commonality in all those plans ensures that responders have a working knowledge of any plan in the region and can provide mutual aid as requested. What this project will add to an individual emergency plan is a governance and operational framework that will enable communities to move their residents to safety between authorities quickly and efficiently.

#### **SECTION 4: Detailed Project Information**

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

Assumptions:

1. Disasters pose a threat to human safety.
2. Disasters may require people to evacuate elsewhere to maintain their safety.
3. All communities have evacuation plans to deal with disasters that require limited evacuation(s) within their boundaries.
4. Every jurisdiction will operate under its own legislation, policies, and plans.
5. A regional evacuation plan is required when disasters force the evacuation of people outside of their formal boundaries.
6. A regional evacuation plan will require leadership from first responders, staff, and volunteers, who may have limited experience with the evacuation process and working with others from neighboring jurisdictions, many with different plans and even some under different authorities.

Research:

- Prepare a summary of the similarities and differences of the existing local and provincial evacuation plans summary.
- Identify common roles and responsibilities and specific legal requirements in terms of evacuations, small- and large-scale, in existing governing emergency/disaster-related

legislation, including applicable bylaws, regulations, policy, and mutual aid and partnership agreements.

- Identify traffic data and recommendations from related government, community and pertinent project reports
- Do a literature search of emergency management research, including other regional plans, to determine best practice benchmarks for large scale evacuations.

#### Plan Development:

Develop a plan to cover a regional response to a large-scale evacuation out of any jurisdiction to another, inside or outside the region.

#### Main Plan:

- Purpose
- Definitions
- Authority Matrix, including decision making, agreements, permissions, and notifications
- Organization Structure, including evacuee care, liaison, logistics, communications, information, and finance, using the ICS framework
- Concept of Operations from activation to evacuation to deactivation
- Human Resources Plan, including mutual aid
- Regional Evacuation Route Mapping
- Technical Communications Plan
- Information Plan
- Common Materials and Equipment Plan
- Training and Exercise Plans

#### Annexes:

- List of Contacts
- Quick Reference Guide
- Organizational Chart
- Position Descriptions and Checklists
- Forms and Information Templates
- Common Materials and Equipment Templates

#### Mapping:

- Gather and standardize mapping data from all communities in the region.
- Create resolutions areas where the data does not align or has gaps.
- Create regional evacuation route maps.

#### Design and Graphics:

- Develop production-ready artwork for common materials and equipment
- Develop production-ready artwork for common information materials and forms

#### Training:

- Design an annual regional training program with an exercise component.
- Design and implement a tabletop exercise to test the proposed regional plan.

#### Meetings:

Four Participant Meetings: Length to be determined

1. Month 2 - Agree to planning components; Establish the schedule for the project, including data collection and exercise date; Form a core advisory committee\* to work with project managers and contractors to ensure the completion of the plan and supporting frameworks on time and on budget.
2. Month 4 – Work on development of the authority matrix, mutual aid agreements and the evacuation route map.
3. Month 11 - Approve the final draft of the regional plan and any agreement proposals
4. Month 12 - Participate in an After-Action Review and evaluation of the project

\*Core Advisory Committee to meet as required.

#### Project management:

Given the regional scope of this project, Municipalities and Electoral areas in the CRD have requested the Regional Emergency Management Partnership (REMP) staff act as Project Managers for the project. Project governance and management of the grant funds will be the responsibility of the municipalities and electoral districts involved. Project management activities will include project-related support of the grant applicants in coordinating the activities required for the successful completion of the project on time and on budget, including:

- Scope management
- Communication management
- Stakeholder management
- Schedule management
- Budget management
- Resource management, including coordinating data collection from project participants

REMP was established in March 2016 between the Capital Regional District (on behalf of its 13 member municipalities and three electoral areas) and the BC Government (led by Emergency Management BC) to lead and coordinate multijurisdictional emergency management planning initiatives in the Capital Region.

- 8. Evidence & Rationale.** What is the rationale and evidence for undertaking this project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection/Resiliency Plans, and/or Flood Risk Assessments; and previous emergencies where evacuations were ordered.

Hazard Risk and Vulnerability Analyses across the region are relatively similar: earthquake, tsunami, wildland and interface fires, major structural fires, hazardous materials, and weather. The threat level for each varies across the region. The need for evacuation and the extent of the evacuation will depend on a matrix of factors which will include location and the severity of the event. For example, Sooke, Metchosin and the Juan de Fuca electoral district may need to be evacuated due to an out of control wildland fire; the University of Victoria and parts of Oak Bay and Saanich may need to be evacuated due to a major incident involving one or more of the science technology buildings at the University. Esquimalt, View Royal and Colwood may be forced to evacuate a large portion of their municipalities due to a major incident at the military base. There are many scenarios; however, the success of any evacuation will depend on the effectiveness of our evacuation plans, our ability to take immediate action, and our understanding of our mutual aid relationships. Regional planning, cooperation and response enables us to expand our capacities and capabilities for a safe and coordinated evacuation across jurisdictions.

We have not had a major incident in the region that demanded mass evacuation; however, we need to have a workable plan and framework on which we can depend to achieve success in any scenario.

- 9. Existing Challenges.** How will the proposed project identify and address existing challenges to successful evacuations in the event of emergencies. Refer to Section 6 of the Program and Application Guide.

In the Capital Region we all recognize we have limited capacity to meet our response and recovery responsibilities in a major disaster. To mitigate that challenge we have formed the Regional Emergency Management Partnership (REMP), which brings the provincial, regional and local and First Nations governments to one table in an effort to strengthen our relationships and work through the regional emergency management challenges. This project will be one of the first projects on which REMP members are collaborating to develop a regional operational plan and working through all the governance and responsibility issues associated with such cross-jurisdictional plans.

- 10. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

A regional evacuation plan will help to identify how the region can optimize the use its ESS resources. That aid will vary according to the type and duration of the event, available resources on the day and the needs of the evacuees. Currently, the ESS response capacity of ESS teams in the region ranges from Level 1 to Level 2. Mutual aid increases that capacity to a high Level 2. Several local ESS teams are incorporating mobile and/or virtual support into their response plans.

This project will provide valuable insight into the need for evacuee assistance and the capacity required to meet that need. It will be important for the regional evacuation plan to identify all the resources in the region has available to help evectuees, including ESS, their resources, and how they might best be able to assist effectively with the care and movement of the evacuees. An inventory of evacuee resources will be a significant asset to a regional evacuation plan, from numbers and locations of gathering and reception centre sites; general supplies; housing; food, and numbers of trained volunteers.

**11. Transferability.** Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations.

The vision for the RERP is two-fold:

1. that the plan will be transferable to and adaptable by other regions in the province, and
2. that the framework can be used to develop other regional or cross-jurisdictional operational plans.

The final project plan, test materials, and final evacuation plans and reports will be made available to other local authorities, First Nations and regional groups in British Columbia. It is our objective that through sharing we will be able to continue to build the environment and relationships necessary to develop future operational regional plans.

**12. Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

There will be two streams of monitoring and preformance measures in place for this project (See # 7 for details):

1. Participant Involvement throughout the project, including in four participant meetings, the proposed tabletop exercise:

2. Project Management:

Given the regional scope of this project, Municipalities and Electoral areas in the CRD have requested the Regional Emergency Management Partnership (REMP) staff act as Project Managers for the project. Project governance and management of the grant funds will be the responsibility of the municipalities and electoral districts involved. Project management activities will include project related support of the grant applicants in coordinating the activities required for the successful completion of the project on time and on budget, including

- Scope management
- Communication management
- Stakeholder management
- Schedule management
- Budget management

Resource management, including coordinating data collection from project participants

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

The true value of a project like this is in developing a common understanding of responsibilities, consistency in action, training, language and messaging; a culture of collaboration; and robust partnerships that enable greater coordination and collaboration in the region.

There is significant buy-in for this project from the participants in the 2018 Evacuation project, as well as new local government participants. We have also been in positive discussions with First Nations and the large organizations referenced in the Project Summary (Section 3, #5).

**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:

- ☒ Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- ☒ Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary 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: Darren Hughes

Title: Fire Chief

Signature:

Date:

*An electronic or original signature is required.*

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



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