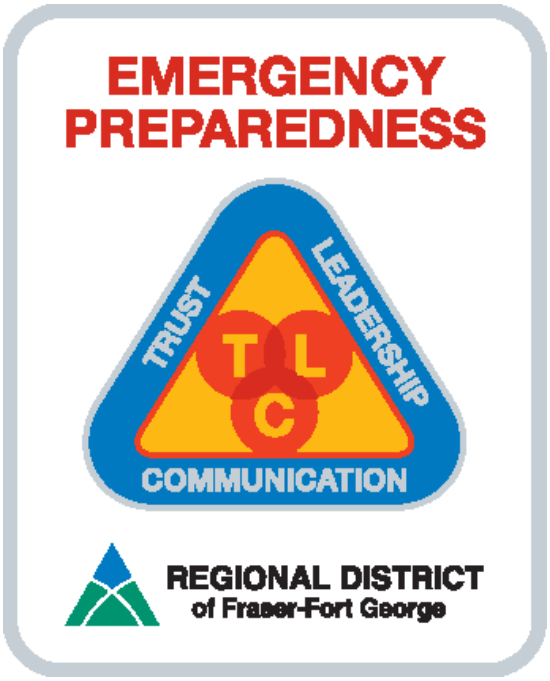

EMERGENCY MANAGEMENT PLAN

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- Commercial Livestock Support
- Operational Readiness Program for Commercial Livestock Industry Support Training
- Preparedness Program for Recreational Livestock

Community Consequence Management - Protective Behaviors

- Community Emergency Preparedness Planning
- Shelter In Place (STAY)
- Evacuation (GO)

Internal Support Annexes:

Immediate Response

- EOC Activation Guide
- Public Notification & Alerting System
- Agency Contact List
- EOC Timesheet Information & Guide
- Integrated Corporate Approach (supporting departments – to be developed)
- Immediate Response Hot Sheets (to be developed)
- Mobile EOC/ICP/Information Post
- GIS Common Operating Picture and Awareness
- Coordination
- Information Dissemination:
    - Information Officer Guide
    - Media & Public Relations
    - Field Guide – Evacuation Alerts & Orders
- Community Emergency Plans
    - 50 community information binders
- BC Emergency Management System (BCEMS)
- Communications
    - Internal
    - External
- Evacuation Operational Support
    - Evacuation Support Kits – Field Guide
- Evacuation Support Plan:
    - ESS Response Activation
    - Mobile ESS Response Unit
    - Supplier Agreements

Planned Support Actions

- Evacuee Support Program
- Drills
- Exercises
- Courses (external & internal)
- Orientation
- Management & Sharing (to be developed)
- Resource Support Agreements (to be developed)

- Capital Resources (facilities, equipment, resources – ready resources & resource requesting)

Sustained Response

- Functional Considerations
  - Management
  - Operations
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- Damage Assessment
- Utilities Restoration
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Continuous Improvement

- After Action Review and Improvement Process
- Deployment out of jurisdiction

Mitigation

1.0 Introduction

Message from the Chair:

Emergencies can occur at any time, whether it's a wildfire, flood or another situation threatening the health and well-being of our residents and our region.

The Regional District of Fraser-Fort George (Regional District) is committed to responding to emergencies in an effective and efficient manner promoting safe and resilient communities for all of us. The Emergency Management Program provides the operational capability for the Regional District to fulfill the requirements of the *Emergency Program Act*.

The components of the Emergency Management Program are: mitigation, planning, preparedness, response and recovery. Trust, Leadership and Communication are the core values guiding the Program.

This Emergency Management Plan outlines the authority and responsibility to act in emergencies and communicate the policies and procedures to be followed.

Though we may not be able to predict when an emergency situation will arise, having an Emergency Management Plan in place will be critical in preserving and protecting the safety of our residents and region.

Art Kaehn
Chair

2.0 Program Management

2.1 Regional Board Leadership

The Provincial Government enacted legislation for regional districts to assume the primary responsibility of emergency management and response within their jurisdictional boundaries in 2004. In BC, local governments are responsible to lead the initial response to emergencies and disasters in their jurisdictions.

In an emergency, the primary function of the Regional Board and Directors is to provide policy and decision support to the Director of the Emergency Operations Centre (EOC) when required.

The single point of contact for the Board during EOC Activations is the Chief Administrative Officer (CAO). The EOC Management team ensures that site support activities are coordinated, and that departments and agencies have sufficient resources and direction to accomplish their objectives.

Strategic Priorities

The Regional District is committed to strengthening and safeguarding our rural communities through the development and implementation of the emergency management program. The Emergency Management Plan ensures that the Regional Board has a strategy in place to address preparedness, response, recovery and mitigation from emergency events, and encompasses both the strategic and operational development of emergency plans.

Scope of Emergency Management

The purpose of the Emergency Management Program is to save lives, reduce suffering, protect property, mitigate damage to the environment, and manage the economic consequences of emergencies and disasters that may affect the Regional District residents, services and operations.

The Emergency Management Program is designed to provide leadership, support and critical information to our residents when activated to coordinate local government efforts.

The Emergency Management Plan outlines how the Regional District meets the legislative requirements and responsibility to develop, implement, evaluate, maintain and continually improve an emergency and operational continuity management program addressing prevention, mitigation, preparedness, response and recovery from emergency events.

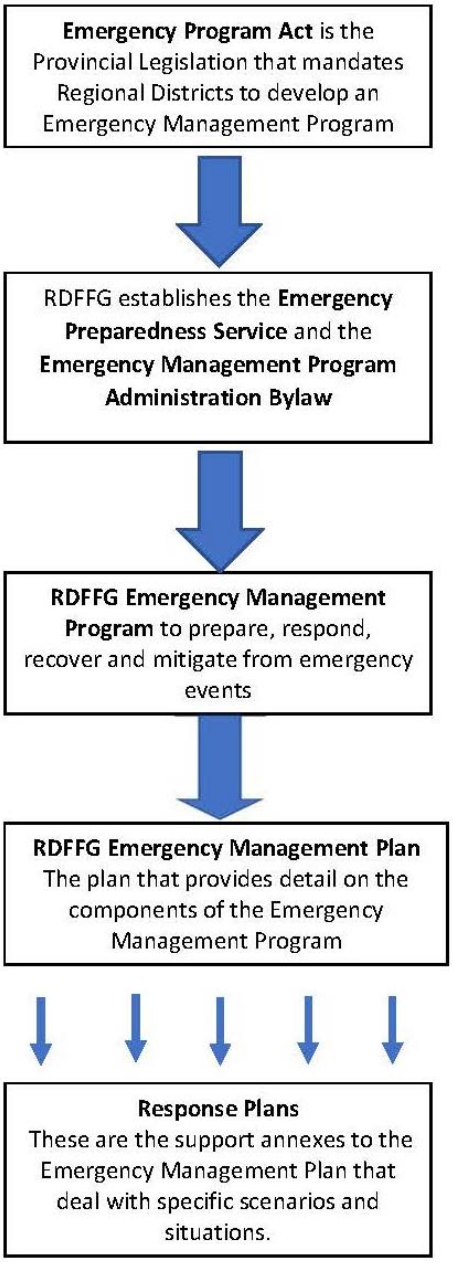
The strategic and operational development of the components of the Emergency Management Plan and associated Support Annexes outline the authority and responsibility to act in emergencies and communicates the policies and procedures to be followed.

The Emergency Management Plan is structured to be flexible to adapt to a broad spectrum of hazards; natural, human-caused, or technological, that may affect the Regional District and its residents. It guides the management, organization, and efforts necessary to prepare for and respond to emergencies and disasters effectively, efficiently, and economically.

The development, implementation, and maintenance of Emergency Plans are integral in guiding the ongoing planning, training, exercising, and continuous improvement process of the Regional District's comprehensive Emergency Management Program.

This Emergency Management Plan document contains information related to the legal authority for emergency operations, provides general guidance for primary Regional District resources and outlines the procedures for major tasks such as Declaration of State of Local Emergency, public notification, organizational structure including roles and responsibilities and Emergency Operations Centre (EOC) coordination and staffing.

Components of RDFFG's Emergency Management Program



Established in December 2018, the Public Safety and Emergency Management Standing Committee provides strategic input into coordinating the development, implementation, evaluation, maintenance and continual improvement of the Emergency Management Program.

The mandate of the Committee is to provide advice and recommendations to the Regional Board concerning emergency preparedness and public safety issues.

2.2 Service Establishment and Administration Bylaws

The following bylaws establish the Regional District's Emergency Preparedness service and authorizes the development and implementation of the Emergency Management Program regarding preparation for, response to, and recovery from emergencies and disasters.

Emergency Preparedness Service Establishment Bylaw No. 2162: establishes the Emergency Preparedness Service within Electoral Areas A, C, D, E, F, G and H.

Emergency Management Program Administration Bylaw No. 2960:

- establishes an Emergency Management Program to develop a plan and implement emergency measures within the Electoral Areas;
- authorizes the Emergency Services Coordinator to act on behalf of the Regional District to develop, lead, manage, amend and maintain the Emergency Management Program;
- establishes an Emergency Management Program which shall provide for the management of disasters and emergencies and include but not be limited to, the development of a plan for the following emergency management components: mitigation, planning, preparedness, response, and recovery;
- provides direction to the Emergency Services Coordinator to engage committees, working groups and other such persons as necessary to meet the objectives of the Emergency Management Program and maintain compliance with the *Act* and Regulations; and
- provides the framework for plan development, public readiness, response activities and recovery coordination.

2.3 Annual Budgeting and Reserves (2505)

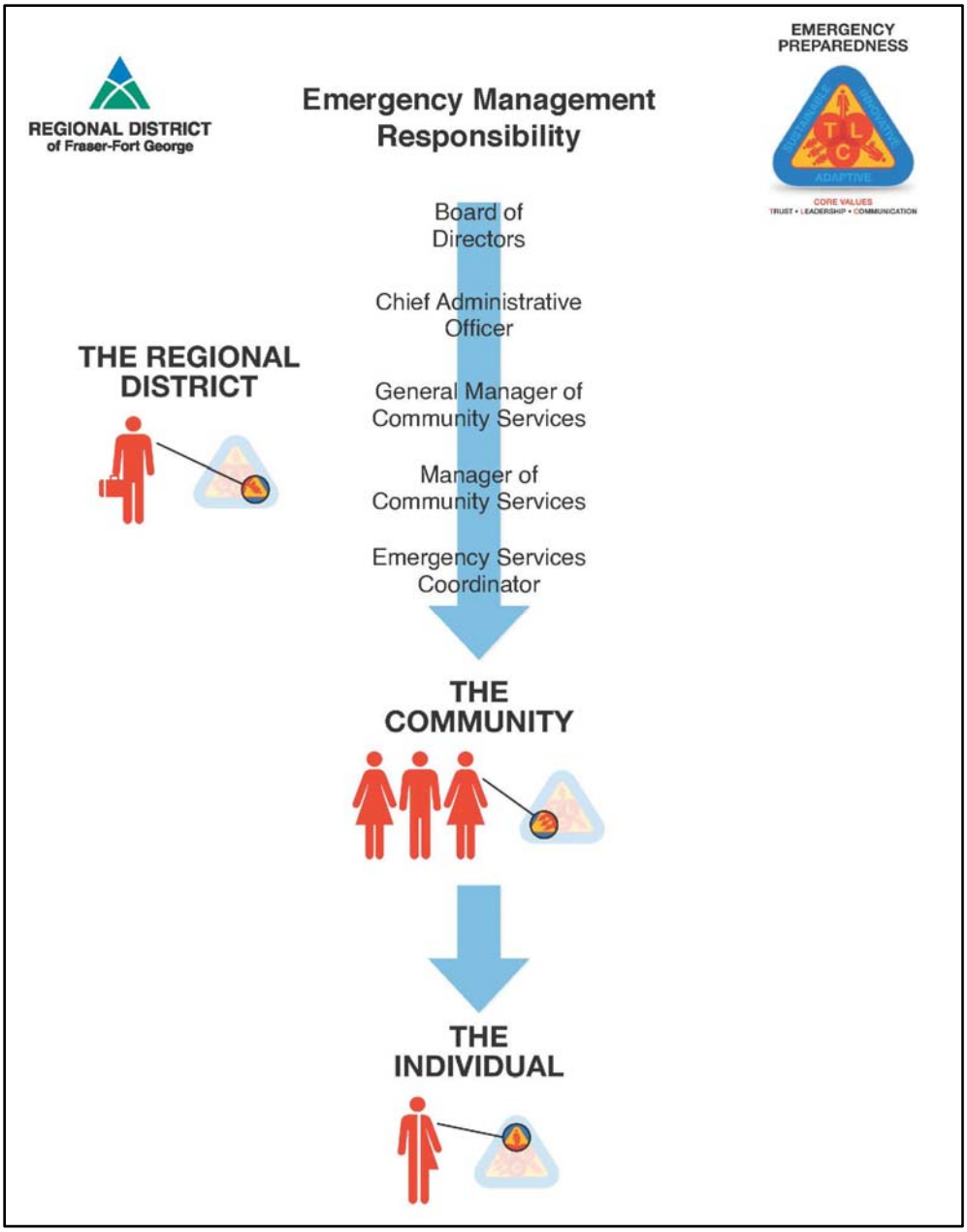
The Emergency Preparedness Service was established to fulfill the requirements of the Regional District under the *Emergency Program Act* to provide the operational capability of the Emergency Management Program.

The annual proposed budget is presented to the Regional Board for review in January and approval in March. Three reserve funds have been established for this service to ensure the financial health and stability of the service and assist in funding future capital requirements. The five-year plan includes planned program changes as well as major capital purchases or projects that will increase or decrease operating costs over the next five years. The Emergency Preparedness Service budget is audited annually and is available publicly.

2.4 Regional District Administration by Departments

Regional District Management shall provide leadership, commitment and assume overall program responsibility, accountability and authority.

The **Emergency Services Coordinator** provides professional advice to the Regional Board on the administration and coordination of the Regional District's Emergency Program. Under supervision of the General Manager of Community Services, the Emergency Services Coordinator is responsible for the development and implementation of emergency plans and other preparedness, response and recovery measures for emergencies and disasters within its electoral areas.



2.5 Legislation and Responsibility for Emergency Management Plan

The following legislation and supporting regulations identify the requirements for the Regional District to establish and maintain an emergency management program, to develop and implement emergency plans regarding preparation for, response to, and recovery from emergencies and disasters. The Emergency Management Plan is produced to meet the legislative requirements of the Regional District under the *Emergency Program Act* and outlines the provisions for a safe and orderly response to an emergency incident or event affecting all or any part of the Regional District's boundaries.

Provincial Legislation:

Local Government Act: provides the legal framework for the establishment and continuation of local government.

Emergency Program Act: establishes and empowers the local authority to prepare plans for preparedness, response to and recovery from, any emergency in their jurisdiction and establishes responsibility for the Minister responsible for the *Act*.

Emergency Program Management Regulation. No. 477/94: provides the structure of the Provincial Ministries related to the overall Emergency Management Program.

Local Authority Emergency Management Regulation. No. 380/95: establishes the framework of local government responsibilities as assigned under the *Emergency Program Act*.

Compensation and Disaster Financial Assistance Regulation. No. 124/95: establishes provincial compensation and the disaster financial assistance program parameters.

Freedom of Information and Protection of Privacy Act *(FOIPPA)***:** sets out the access and privacy rights of individuals as related to the public sector; requires steps be taken to protect the privacy of personal information; and ensures public bodies are accountable to the public with their information practices

2.6 Regional District Supporting Policies and Procedures

Corporate Records Management Program Bylaw No. 2945: all records at the Regional District are managed by the Corporate Records Management Program established under bylaw which authorizes the General Manager of Legislative and Corporate Services to manage and maintain the Corporate Records Management Program.

Asset Management Strategy: establishes processes, approaches and plans that support integrated lifecycle approaches to effective stewardship of infrastructure in order to maximize the use and benefits of assets and manage risks and costs associated with assets.

Delegation Bylaw No. 3082: sets out the powers, duties and functions delegated by the Board to the Regional District's officers and employees, pursuant to the provisions of the Local Government Act.

Financial Management Policy: Financial Services is responsible for advising the EOC Director on all matters of a financial nature to facilitate the most effective emergency response. Financial Services will manage all ordinary and extraordinary costs associated with a response to and recovery from, a major emergency or disaster and will ensure appropriate tracking of all incurred expenses. Expenses recoverable from Provincial agencies will be submitted for reimbursement to ensure that the cost to taxpayers for an emergency response is minimized.

Procurement of Goods and Services Policy: establishes a consistent approach for the procurement of goods and services which ensures that the best value is obtained when spending public funds. Goods, services, and supplies shall be acquired by the most expedient and economical means available.

2.7 Delegated Authority – Emergency Services Coordinator

Emergency Management Program Administration Bylaw No. 2960 authorizes the Emergency Services Coordinator to develop, manage, lead, amend and maintain the Emergency Management Program.

2.8 Decision Support and Resource Acquisition

Emergency Management BC (EMBC) is a division of the Ministry of Public Safety and Solicitor General and is administered under the *Emergency Program Act*. EMBC coordinates the provincial response to emergencies and provides specialized resources to support local government emergency response activities.

The Regional District will commit, mobilize, and manage its resources and coordinate emergency management activities in the event of an emergency or disaster, to save lives, minimize injuries, and minimize property destruction.

In the event that additional resources are required during a response, requests for additional personnel, equipment, facilities, financial resources will be made to our neighboring local authorities and in conjunction with EMBC.

2.9 Integration with Partners and Stakeholders Plans

The Regional District is committed to maintaining positive working relationships with all partner agencies, industries, and stakeholders.

The Regional District is a member of the Integrated Regional Planning Group (IRPG); an operational-level, interagency group of emergency managers responsible for emergency planning within governmental and other public organizations within the Prince George area. The IRPG is established as a planning group that coordinates and collaborates on emergency management initiatives (mitigation & preparation, planning, response and recovery) throughout the greater Prince George area. The IRPG may make recommendations to their respective organization(s) related to emergency management initiatives. The IRPG does not exercise decision making authority.

The Regional District is also a member of the Prince George Industrial Mutual Aid Committee (PGIMAC) whose mission is to provide world class community protection from the impact of accidents within the region based on a commitment to an efficient, unified, well informed partnership of local government and industry to emergency response.

3.0 Program Planning

3.1 Planning Process

Quality Assurance and Improvement Evaluations

An After-Action Report/Improvement Plan (AAR/IP) will be conducted after exercises and EOC activations (Level 2 or higher) to identify areas for improvement in preparedness and response. The findings will be incorporated into the Emergency Plan Support Annexes accordingly. A summary report will be prepared to inform the Regional Board, residents, other local governments and stakeholders regarding the lessons learned in responding to the emergency incident/event.

Reviews will assist the Regional District and its partners to be better prepared for future emergency events. Lessons identified and recommendations made are intended to provide broader opportunities to enhance emergency prevention, preparedness, response and recovery programs. Specific recommendations are intended to create repeatable and sustained performance, regardless of the size, scope or complexity of an emergency event.

Readiness Exercises

The Regional District will provide adequately trained personnel, expertise and equipment to support response and recovery efforts from all departments to support EOC activations and operations. The training and exercising program is reviewed and revised annually.

Audits and Updates

The Emergency Management Plan will undergo an annual review to remain current with legislation and to ensure its relevance to advancements in the industry and alignment with other standards. In addition, where new risks to communities have been identified; when changes have been made to the organizational or personnel structure of the Regional District; or where a need has been identified by Regional District staff, the Plan will be revised appropriately.

Updates to the plan will ensure continuous improvement through the integration of lessons learned and identifying opportunities for improvement through post-incident analysis (AAR/IP as noted above).

Plan Edits and Operational Corrective Actions

The Emergency Services Coordinator is responsible to ensure that the Emergency Management Plan is current and relevant. The 2019 plan replaces the 2005 Emergency Response and Recovery Plan.

All requests for additions, deletions, or amendments to this document should be addressed to the Emergency Services Coordinator at the Regional District by email at district@rdffg.bc.ca .

Minor revisions such as spelling, grammar, resource contact information, formatting and typos will be made as required. Major revisions such as changes in Provincial Acts and Regulations, reorganization of information within the document, addition of sections, elimination of content or changes in terminology may be presented to the Public Safety

and Emergency Management Standing Committee for recommendation to the Regional Board as required.

3.2 Mitigation

Disaster mitigation measures eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs. The Regional District has the following strategies in place to identify and address potential hazards for property use, development, zoning and construction.

Official Community Plans (OCP) manage all aspects of long range and current community planning. OCPs consist of land use map designations and policies that together set out the long-term vision for communities. The OCP provides guidance to the public, developers, Regional District staff, other orders of government and elected representatives when considering land use changes such as proposals for new development. The Regional District has eight OCPs that state the general land use objectives and policies used to guide land use decisions within its electoral areas.

Land Use and Development Plans regulate the use, size, and siting of land and buildings. They guide land use development and balance the needs of the community with economic, social, and environmental considerations to protect the character of the area and quality of life for existing and future generations.

Development permit areas are established to protect the natural environment, protect development from hazard conditions, and establish guidelines for the form and character of commercial development.

The Building Bylaw administers the building permit-approval process for construction, alterations, demolition, and improvements to ensure the health, safety, accessibility for persons with disabilities, fire and structural protection of buildings, energy and water efficiency, and the protection of persons and property. The Building Inspectors may require confirmation by a qualified registered professional as to site safety and stability, and/or building safety (for existing structures).

3.3 Preparedness

Emergency Management Capacity Development and Training

Training and exercises (cornerstone activities) are critical for a successful response. Training and exercising supports, tests, and validates the effective integration of the response activities of all levels of government and other emergency management partners such as critical infrastructure owners and operators, not-for-profit agencies, and volunteers.

The primary objectives of the training program are to:

1. build the knowledge and skill sets of Regional District staff who function in operational EOC roles during emergencies;
2. develop, coordinate, and present various emergency management courses and educational opportunities; and
3. increase the understanding of roles and responsibilities of government and non-government agencies in escalating emergency situations.

The Regional District is responsible for the development and coordination of exercises in order to validate plans, test procedures, and to provide realistic training for staff, as well as to test facilities, equipment, and resources. Exercises also foster relationships, confirm expectations and maintain rapport with key partners.

The training & exercising will include:

- orientation;
- discussion based workshops;
- program component development;
- drills;
- tabletop discussion based exercises; and
- full scale exercises.

Public Education

Effective emergency management clearly defines the roles and responsibilities of all parties involved: the individual (personal and family preparedness); the community; the Regional District; Provincial Ministries; Federal Departments; and Agencies.

The Individual must be:

- aware of the specific hazards around them;
- willing to accept their strengths and vulnerabilities to respond and recover;
- capable of taking self-protective action; and
- willing to offer or receive support.

The Community/Neighborhood must be:

- aware of the general hazards in or near the community;
- willing to communicate with community members and take action;
- willing to offer or receive support; and
- capable of taking communal actions to provide for protection and/or transportation of vulnerable community members.

The Regional District must be:

- aware of the regional hazards and those specific to the electoral areas;
- capable of providing hazard monitoring and of making provisions for appropriate threat awareness, alerting and notification;
- able to coordinate support to communities and individuals that have exceeded their capacity to take action; and
- able to coordinate the restoration of services provided by the Regional District.

The Regional District may:

- assist individuals, communities and groups with identification of community recovery options; and
- develop capacity to support other levels of government during emergencies and disasters.

3.4 Response

Immediate Response

The EOC Activation Guide outlines the necessary procedures for activating the EOC when required, such as how to: determine the necessary level of activation; coordinate the movement of people and resources to stand up the EOC; and provide critical information to the public. The primary EOC is located at 155 George Street.

Provincial legislation and policies are designed to assist local governments that face substantial expenditures caused by an emergency or disaster. The Regional District adheres to the ***Emergency Program Act*** and the **Compensation and Disaster Financial Assistance Reg. No. 124/95**, which permits receipt of financial assistance for eligible emergency response costs incurred during a disastrous event, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to Regional District operations.

Sustained Response

Business continuity planning is the process of creating systems of prevention and recovery to deal with potential threats to the Regional District. In addition to prevention, the goal is to enable ongoing operations before and during execution of disaster recovery.

3.5 Recovery

Regional District Infrastructure

Eligible recovery costs include those related to rebuilding or restoring critical public facilities, structures and public works or replacing materials that are essential to the functions and operation of the Regional District. Depending on the nature of the threat, a disaster may directly impact local authority buildings, improvements, structures, dams, pipelines, equipment, materials, and other public works or facilities that are critical to local authority operations. Efforts to repair or replace critical infrastructure are included in the recovery effort.

1. **Municipal Insurance Association of BC (MIABC)**

   The Regional District is a member of MIABC; a reciprocal insurance pool, that provides stable and broad liability and property insurance coverage, outreach programs and expert advice, and dependable support to its members to foster and maintain vibrant and thriving communities.

2. **Disaster Financial Assistance – Local Government**

   The Regional District may claim recovery costs incurred to repair and/or restore to pre-disaster condition any public facilities, infrastructure or materials that are essential to its functions and operations.

Longer term recovery efforts involving community-based recovery assistance (four weeks to several years following an event) may be coordinated and supported on a case-by-case basis, in concert with provincial and social service partners agencies.

Federal and Provincial Support

1. Evacuee Support Services (ESS)

Under the *Emergency Program Act*, local authorities are responsible for responding to emergencies in their areas, including coordinating emergency support services.

British Columbians forced from their homes by fire, flood, earthquake, or other emergencies may, if needed, receive emergency support services for up to 72 hours. Services may include food, lodging, clothing, emotional support, information about the crisis, and family reunification. Special services such as first aid, child minding, pet care, and transportation may be available if approved by EMBC.

The Regional District's **Evacuee Support Program** provides services to preserve the well-being of people affected by emergencies. These services are offered to eligible residents when their principal residence has been impacted.

2. Local Government Financial Assistance for Eligible Response Costs

Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce impacts from emergencies and disasters. One of the Province's BCEMs objectives includes minimizing the economic and social impact from emergencies and disasters.

Response may begin before impact if early information warns of an imminent event and may continue, as long as the event is in progress or the imminent threat exists. Examples of response costs include flood, wildfire fighting, and evacuation activities.

3. Disaster Financial Assistance – Individual and Community

Provincial legislation and policies are designed to assist local governments that face substantial expenditures caused by an emergency or disaster. The Regional District adheres to the *Emergency Program Act* and the Compensation and Disaster Financial Assistance Reg. No. 124/95, which permits receipt of financial assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to Regional District operations. It also details some of the financially supportable response measures and efforts needed to remove hazards, rescue persons, and reduce the extent of damage during an emergency.

4.0 Implementation of Response Coordination

4.1 Preparedness Activities

Hazard Risk and Vulnerability Assessment

Certain hazards or situations present a greater risk or vulnerability for the Regional District. Based on an assessment of potential impacts and likelihood of occurrence. A Hazard, Risk and Vulnerability Assessment (HRVA) will assign a hazard rating to potential hazards. Hazard-specific guides expand on the framework of the main Plan and provide additional guidance for responding to specific situations. These guides focus on the special planning needs of a particular hazard and address the essential operational actions that must be accomplished to facilitate the effective response to a specific type of emergency or disaster.

The Regional District expects to continue to respond to the three primary hazards that have caused activations of the Regional District Emergency Management Plan: wildland fire, freshet flooding and river ice jams.

Based on the Hazard, Risk and Vulnerability Assessment (HRVA), two types of hazard annexes included in the Emergency Management Plan are:

i. Geographic Support Annexes
ii. Hazard Specific Support Annexes

Situation Analysis and Awareness

The Emergency Management Plan follows an 'all-hazards' planning approach, encouraging generalized preparedness, resources, and guidance for response. The same management strategies and emergency response structures are used to respond to any major emergency or disaster within the Regional District, regardless of the cause, magnitude or geographic size. This increases efficiency by recognizing and integrating common emergency management elements across all hazard types and supplements these common elements with hazard-specific guides to fill gaps as required. The plan will not, nor can it be expected to, address every possible major emergency or disaster situation.

Readiness Measures

The Emergency Management Plan may be utilized if a major emergency or disaster exists or appears imminent, has occurred, or threatens to occur. The plan may be used at any time that a major emergency or disaster is anticipated or realized:

- partially or completely – the magnitude of the emergency will dictate what actions are required;
- with or without the activation of the EOC;
- with or without a declaration of a state of local emergency;
- without formally stating that the Plan has been activated; and
- an EOC may be used to coordinate and monitor the activation of an emergency response.

Planning and mitigation efforts combined with trained staff and early mobilization of emergency resources will significantly reduce the overall impact of a major emergency or disaster.

4.2 Telecommunications

Radio Platforms: access to radio, combined events frequency utilized for regional coordination.

Telephone Platforms: IP phones and hard line (copper) normal office phone (250)960-4400 and toll free 1-800-667-1959 monitored 24/7 by answering service.

Satellite Platforms: access to satellite, satellite phones assigned as required.

Internet Platforms: the Regional District has an IP based system.

4.3 Internal Regional District Activation Notification

The Regional District has a system to notify staff and the ability to communicate with staff to activate the EOC before, during, and after emergency management activations.

4.4 External Public Communications

Hazard Monitoring

Emergency situations can happen anywhere and at any time with limited or no warning, which can present an immediate threat to people. The Regional District is committed to transparent and effective communications during emergency events to meet public expectations by sharing: accurate information early; timely and appropriate emergency alerting; and notification regarding hazardous conditions that may require self-protective action.

The Regional District must be capable of providing hazard monitoring and make provisions for appropriate threat awareness, alerting and notification in order to coordinate support, to communities and individuals that have exceeded their capacity to take action.

Alerting and Notification

The Regional District requires the ability to communicate with residents and visitors of the region before, during and after emergency management activations. Alerting and notifications occur when there are significant or imminent threats to public safety and protective action is required, such as an evacuation having to be ordered, or when warnings of threats to public safety are received and are to be distributed by the Regional District.

The delivery of adequate, accurate and timely communication of information to internal/external stakeholders and the public is ensured and provided at all times via a variety of communication methods used during EOC activations.

The Regional District will implement and maintain capability to provide emergency information including:

- a central point of contact for the social and designated media resources;
- procedures to gather, monitor, and disseminate emergency information;
- procedures to coordinate and approve information for release;
- procedures to communicate with special needs populations;
- pre-scripted information bulletins; and
- protective action guidelines/recommendations.

4.5 Incident Management Systems:

Incident Command System (ICS)

ICS is a total system approach for command, control and coordination of an emergency response at an emergency incident site and for managing the emergency operations center. ICS expands and collapses as necessary, encompasses the five management functions, and addresses span of control.

ICS is composed of principles and features that ensure quick and effective resource commitment and minimize the disruption of normal operating policies and procedures of responding organizations. ICS concepts and principles have been tested and proven over time in business and industry and by response agencies at all government levels. ICS training is required to ensure that all who may become involved in an incident are familiar with ICS principles.

BC Emergency Management System (BCEMS)

BCEMS is a comprehensive management scheme that ensures a coordinated and organized response and recovery to all emergency incidents. The broad spectrum of components of the BCEMS includes operations and control, qualifications, technology, training and publications.

BCEMS supports a prescribed set of response goals, set out in order of priority as follows:

- provide for the safety and health of all responders;
- save lives;
- reduce suffering;
- protect public health;
- protect government infrastructure;
- protect property;
- protect the environment; and
- reduce economic and social losses.

4.6 Response Plans

The functional support annexes take into consideration the above noted incident management systems.

The plan and support annexes contain general and confidential information. General information is available publicly. Some content is strictly for internal use and will not be shared in the public version (such as personnel phone lists, internal operational processes and details of critical infrastructure). These exclusions are managed under *FOIPPA*.

The plan is supplemented by multiple emergency support annexes. Each annex focusses on one of the critical emergency functions that the Regional District may perform in response to a major emergency or disaster, are organized around the performance of specific tasks or activities, and contain detailed information such as activating the EOC, emergency communications, and evacuation procedures.

Annexes will be added as needed and may include, but are not limited to the following examples of documents contained in the support annexes:

- functional checklists;
- lists of critical infrastructures;
- procedures;
- contact lists;
- forms;
- maps; and
- resource lists containing information that staff and responders may need to fulfill responsibilities and perform assigned tasks.

The following three types of Annexes will be developed as required and attached to the operational plans based on individual communities.

Hazard Specific Support Annexes

Will be based on the presence or potential development of a specific hazard causing the need for an emergency response. Annexes will be added as needed and may include, but are not limited to the following:

- Wildland Interface Fire;
- Freshet Flood;
- Overland flood caused by ice jams;
- Hazardous material; and
- Meteorological incidents.

Geographic Support Annexes

Will be under continuous development and maintenance, and be comprised of geographic plans based on individual communities. This allows for the incorporation of area specific information that can be used to provide support, accurate public preparedness, and situational awareness during response, needs based community recovery efforts and long-term hazard mitigation and awareness planning.

Functional Support Annexes

Will be oriented towards operations, those performing a task and providing a general, adaptable framework for emergency operations during any type of incident for emergency operations. Each annex focuses on one critical emergency function that the Regional District may perform in response to a major disaster or emergency.

An example of a functional support annex is the Emergency Operations Centre (EOC) Activation Guide that outlines the necessary procedures for activating the EOC (when required) such as how to determine the necessary level of activation, coordinate the movement of people and resources to stand up the EOC and to provide critical information to the public.