

5.0 District of North Saanich EOC

5.1 Primary and Alternate EOC Locations

When an Emergency Operations Centre (EOC) is required to support site response operations in the District of North Saanich, activation may involve one of the following facilities:

Primary EOC: The North Saanich EOC is located at:

- ??

Alternate EOCs: If the primary site is unavailable, the EOC Director may select an alternate EOC location at:

- ??
- ??
- EOC in neighbouring municipality (Central Saanich or Sidney)

If the primary site is unusable, the EOC Director may ensure notification is posted by person or by sign giving directions to the alternate EOC site.

The components of the North Saanich EOC are:

- _____ – This room will include the following sections, and will be furnished with maps, stationery stores, and planning documents upon activation:
 - Management
 - Operations
 - Planning
 - Logistics
 - Finance / Administration
- EOC Communications Room – In _____, this room contains a variety of radios to be staffed by personnel from the Communications Service, along with radio operators from Fire and RCMP.
- Media Centre – When news media briefings are required, they will be held outside of the EOC at _____, an unused reception centre, or at _____, as determined by the EOC Director.
- Public Information Centres – To share emergency information directly with residents, the EOC Director may establish public information centres at _____, reception centres, schools, or at Municipal Hall. In addition, information centres may be held in Long Houses on Native Reserves.

Figure 5.1 illustrates the layout of the primary EOC in North Saanich.



Figure 5.1. Graphic Layout of Functions within the North Saanich EOC

5.2 EOC Equipment and Supplies	The North Saanich Emergency Program Coordinator maintains a complete list of equipment and supplies that are dedicated to use within the EOC. Refer to the current EOC Inventory form in the Logistics section.
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5.3 EOC Communi- cations

One primary EOC objective is the efficient collection, assimilation, and dissemination of information from the emergency site to the resource managers and to the public at large. Without proper communications, the effectiveness of the EOC may be seriously jeopardized.

It may be possible for the Incident Commander to establish a telephone link with the North Saanich EOC from the site. While this is the most desirable method, it may not be a viable one, depending on the nature of the emergency. It is essential that other means of communication, independent of the telephone lines, be established. Some alternative means that may be considered are:

- Department Radios, e.g., Fire, RCMP
- Radio or cellular telephones
- Local ham radio clubs
- Messengers, e.g., local bicycle clubs

EOC communications consists of the following elements.

Telephone – Telephone will be the primary means used by the EOC members in communicating with others, with radio as a backup. The North Saanich EOC has ___ fixed lines, ___ cell phones, and ___ Blackberry sets. Allocation of communications equipment will be determined at time of need.

Fixed telephone lines are identified for the following stations:

- EOC Director,
- Liaison Officer,
- Information Officer,
- Operations Chief,
 - Fire,
 - Police,
 - Public Works,
 - ESS,
- Planning Chief,
- Logistics Chief,
- Finance / Administration Chief,

A telephone line connection box has been wired to the EOC to allow ___ additional lines in the following possible combinations:

- ___ outside lines with ___ extensions, or
- ___ outside lines with ___ extension per line, or
- ___ Direct in Dial phones with no extensions

To Connect: Call the Telus Business Phone Line Service at 310-3100 and inform the contact of the number of outside lines and configuration of phones lines/extensions required.

Radio – Description needed....

<p>5.4 EOC Activation</p>	<p>The activation of the North Saanich Emergency Operations Centre (EOC) may normally come as a request from an Incident Commander of any first responding agency.</p> <p>The following positions are delegated the authority to activate the North Saanich Emergency Operations Centre, in whole or in part:</p> <ul style="list-style-type: none"> • Mayor • Municipal Administrator • Any Incident Commander • Emergency Program Coordinator or Delegate • Executive Director of the Provincial Emergency Program <p>A declaration of state of local emergency or provincial emergency is not required to activate the EOC. However, it must be activated once a local or provincial declaration of emergency has been made.</p>
<p>5.5 EOC Notifications</p>	<p>Initial reports of a major emergency or disaster will likely be received by the Fire Department or RCMP Detachment. The recipient of the initial report will advise the most senior member of the department who can be reached.</p> <p>The senior member of the department receiving the report will consider whether or not instructions should be issued to call out or place on standby all or some of the following:</p> <ul style="list-style-type: none"> • Municipal Administrator • The Emergency Operations Centre (EOC) staff • Municipal employees • PEMO Volunteer Services <p>Sequence of Events</p> <p>e) The Municipal Administrator may be contacted by the senior department member in order to be advised of the situation, with a recommendation on whether to institute callout/standby procedures. The Administrator may decide which elements of the North Saanich Emergency Program are to be called out or placed on standby and may then notify the North Saanich RCMP Duty Officer of this decision.</p> <p>f) If the Municipal Administrator cannot be reached, the Acting Administrator, Chief Constable, Deputy Chief Constable, Fire Chief, or Emergency Program Coordinator may be contacted. In all instances, the Municipal Administrator will ensure that the Mayor is contacted and advised of the situation at the first available opportunity.</p> <p>g) The Duty Officer will contact the following, as appropriate, to apprise them of the situation and notify whether they are on call-out or standby:</p> <ol style="list-style-type: none"> 1. Emergency Program Coordinator 2. Deputy Emergency Program Coordinator

	<ol style="list-style-type: none">3. Municipal Administrator4. Chief Constable5. Council Members6. Engineering Services Director <p>h) The Emergency Program Coordinator is responsible for calling-out or placing on stand-by those members of the North Saanich EOC staff and volunteer services considered required.</p> <p>If called out, North Saanich Council may assemble in the Council Chamber, and the EOC members will assemble in the Emergency Operations Centre. Municipal employees and personnel will go to their normal places of duty, as directed.</p> <p>Consider the following procedures:</p> <p>Identify Activation Level</p> <ul style="list-style-type: none"><input type="checkbox"/> Obtain the PEP Task Number by calling PEP Emergency Coordination Centre or the PREOC.<input type="checkbox"/> Identify the location of the EOC to use depending on risk information at hand.<input type="checkbox"/> Use the Activation Level Guide (Figure 5-1) to determine the number and functions of personnel to come to the EOC immediately. This is just an initial group; others may be needed later. <p>Call EOC Personnel</p> <ul style="list-style-type: none"><input type="checkbox"/> Select at least one person from each activated EOC function to call. Refer to EOC Staff Options (Figure 5-2).<input type="checkbox"/> Make the calls (see EOC Contact List, Figure 5-3) and record the results. Continue calls until at least one person is committed for each required function. <p>When the North Saanich EOC is activated, the Emergency Program Coordinator or designee will contact the required EOC team members or alternates and advise that they are required to report to the EOC facility.</p> <p>Provide the following information when calling EOC staff:</p> <ul style="list-style-type: none">• Brief description of event• Identity of who authorized the EOC activation• Applicable transportation information (known road closures and/or use of specified routes to take)• Where and to whom to report• Reminder to bring any necessary supplies and reference materials• Enquire as to estimated time of arrival at the EOC
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<p>5.6 EOC Staffing</p>	<p>The EOC Director will determine appropriate staffing based on an assessment of the current and projected situation. The EOC Director is authorized to appoint any qualified person to any EOC function, including volunteers, contractors, and personnel from other jurisdictions.</p> <p>EOC Management Team positions should be filled as a priority by qualified individuals from the District. Sub-positions within the EOC organization may be filled by qualified personnel independent of rank or agency affiliation.</p> <p>While serving in an EOC function, every person agrees to act in good faith on behalf of the District of North Saanich.</p>
<p>5.7 First Nations Assistance</p>	<p>The North Saanich EOC shall be activated upon request by a First Nations Band Council member to help coordinate emergency response on Native reserves. Representatives of First Nations Bands may attend the EOC in any capacity, including joint EOC Director under unified command.</p> <p>Evacuations of Native reserves are the responsibility of the Band Council and are not subject to Declaration of Local Emergency by the North Saanich mayor or council. However, the North Saanich EOC may participate in evacuation planning, coordination, and implementation at the request of the affected Native Band.</p> <p>Local authorities are not responsible for claiming costs incurred by First Nations, even if they share emergency operations. However, North Saanich costs for assisting First Nations are recoverable from PEP.</p>
<p>5.8 EOC Deactivation</p>	<p>The North Saanich EOC will be deactivated by the EOC Director. Deactivation will consist of these steps:</p> <ol style="list-style-type: none"> 1. Collect and archive all documents, maps, records that have not already been managed by the Documentation Unit. 2. Return all borrowed equipment. 3. Cancel phone service, as appropriate. 4. Itemize all purchased equipment and supplies, and give the list to the North Saanich Emergency Program Coordinator. 5. Return tables and equipment, and check that everything is working well. 6. Return tables, chairs, and equipment to the pre-disaster conditions. Ensure all borrowed equipment is fully operations. 7. Restock supplies (see EOC facilities). 8. Gather keys to the facility. 9. Clean the EOC facilities. 10. Final readiness check by EOC Director and Emergency Program Coordinator.

Figure 5-1. North Saanich Activation Level Guide

Example Event / Situation	EOC Activation Level	Recommended Staffing
<p>Small incident involving two or more first-responder departments</p> <ul style="list-style-type: none"> • Severe weather advisory • Hazardous material spill • Pandemic influenza outbreak in Canada 	One	<p>EOC Director</p> <p>Information Officer</p> <p>Planning Section Chief</p>
<p>Moderate event such as:</p> <ul style="list-style-type: none"> • Moderate flood • Major wildfire anywhere in the region • Major wind, ice, or snow storm • Oil spill off shoreline • Crash of large commercial aircraft 	Two	<p>EOC Director</p> <p>Liaison Officer</p> <p>Information Officer</p> <p>All Section Chiefs</p> <p>Branches and Units appropriate to situation</p>
<p>Major community or regional emergency:</p> <ul style="list-style-type: none"> • Major flood • Wildfire in interface zone • Moderate or major earthquake 	Three	<p>EOC Director</p> <p>All EOC functions</p>

