

## 6.0 Town of Sidney EOC

### 6.1 Primary and Alternate EOC Locations

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

**Primary EOC:** The Sidney EOC is located at:

- Sidney Fire Department, 9837 Third Street, Sidney

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

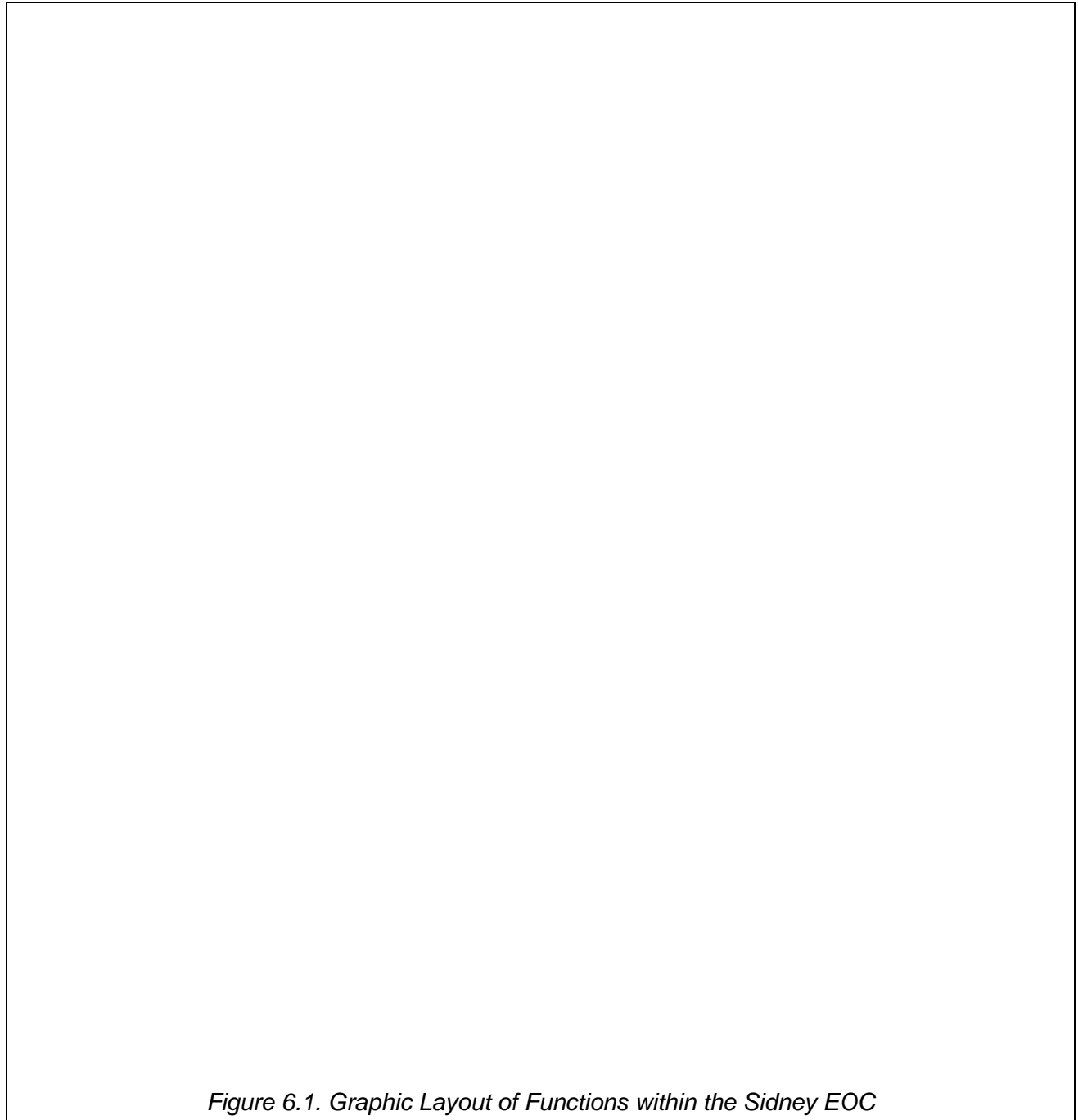
- Sidney Town Hall, 2440 Sidney Avenue, Sidney
- EOC in neighbouring municipality (Central Saanich or North Saanich)

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

The components of the Sidney EOC are:

- Fire Hall Upper Floor – This area will include the following sections, and will be furnished with maps, stationery stores, and planning documents upon activation:
  - Management
  - Operations
  - Planning
  - Logistics
  - Finance / Administration
- COMMS Room – This room contains a variety of radios to be staffed by personnel from the Communications Service, along with radio operators from Fire, RCMP, and Public Works.
- Media Centre – When news media briefings are required, they will be held outside of the EOC at Sidney Town Hall or an unused reception centre, 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 the Sidney Town Hall.

Figure 6.1 illustrates the layout of the primary EOC in Sidney.



<b>6.2 EOC Equipment and Supplies</b>	The Sidney 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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### **6.3 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 will be seriously jeopardized.

It may be possible for the Incident Commander to establish a telephone link with the Sidney 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 Sidney 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,
  - RCMP,
  - 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><b>6.4 EOC Activation</b></p>	<p>The activation of the Sidney Emergency Operations Centre (EOC) will 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 Sidney Emergency Operations Centre, in whole or in part:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Municipal Administrator</li> <li>• Any Incident Commander</li> <li>• Emergency Program Coordinator or Delegate</li> <li>• Executive Director of the Provincial Emergency Program</li> </ul> <p><b>A declaration of state of local emergency or provincial emergency is not required to activate the EOC.</b> However, it must be activated once a local or provincial declaration of emergency has been made.</p>
<p><b>6.5 EOC Notifications</b></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"> <li>• Municipal Administrator</li> <li>• The Emergency Operations Centre (EOC) staff</li> <li>• Municipal employees</li> <li>• PEMO Volunteer Services</li> </ul> <p><b>Sequence of Events</b></p> <p>i) The Municipal Administrator will 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 will decide which elements of the Sidney Emergency Program are to be called out or placed on standby and will then notify the Sidney RCMP Duty Officer of this decision.</p> <p>j) If the Municipal Administrator cannot be reached, the Acting Administrator, RCMP Detachment Commander, Fire Chief, or Emergency Program Coordinator will 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>k) 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"> <li>1. Emergency Program Coordinator</li> <li>2. Deputy Emergency Program Coordinator</li> </ol>

	<ol style="list-style-type: none"><li>3. Municipal Administrator</li><li>4. Chief Constable</li><li>5. Council Members</li><li>6. Engineering Services Director</li></ol> <p>l) The Emergency Program Coordinator is responsible for calling-out or placing on stand-by those members of the Sidney EOC staff and volunteer services considered required.</p> <p>If called out, Sidney Council will 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><b>Identify Activation Level</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Obtain the PEP Task Number by calling PEP Emergency Coordination Centre or the PREOC.</li><li><input type="checkbox"/> Identify the location of the EOC to use depending on risk information at hand.</li><li><input type="checkbox"/> Use the <b>Activation Level Guide</b> (Figure 6-1) 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.</li></ul> <p><b>Call EOC Personnel</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Select at least one person from each activated EOC function to call. Refer to <b>EOC Staff Options</b> (Figure 6-2).</li><li><input type="checkbox"/> Make the calls (see <b>EOC Contact List</b>, Figure 6-3) and record the results. Continue calls until at least one person is committed for each required function.</li></ul> <p>When the Sidney 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"><li>• Brief description of event</li><li>• Identity of who authorized the EOC activation</li><li>• Applicable transportation information (known road closures and/or use of specified routes to take)</li><li>• Where and to whom to report</li><li>• Reminder to bring any necessary supplies and reference materials</li><li>• Enquire as to estimated time of arrival at the EOC</li></ul>
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<p><b>6.6 EOC Staffing</b></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 Town of Sidney.</p>
<p><b>6.7 EOC Deactivation</b></p>	<p>The Sidney EOC will be deactivated by the EOC Director. Deactivation will consist of these steps:</p> <ol style="list-style-type: none"> <li>1. Collect and archive all documents, maps, records that have not already been managed by the Documentation Unit.</li> <li>2. Return all borrowed equipment.</li> <li>3. Cancel phone service, as appropriate.</li> <li>4. Itemize all purchased equipment and supplies, and give the list to the Sidney Emergency Program Coordinator.</li> <li>5. Return tables and equipment, and check that everything is working well.</li> <li>6. Return tables, chairs, and equipment to the pre-disaster conditions. Ensure all borrowed equipment is fully operations.</li> <li>7. Restock supplies (see EOC facilities).</li> <li>8. Gather keys to the facility.</li> <li>9. Clean the EOC facilities.</li> <li>10. Final readiness check by EOC Director and Emergency Program Coordinator.</li> </ol>

**Figure 6-1. Sidney 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"> <li>• Severe weather advisory</li> <li>• Hazardous material spill</li> <li>• Pandemic influenza outbreak in Canada</li> </ul>	<b>One</b>	<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"> <li>• Moderate flood</li> <li>• Major wildfire anywhere in the region</li> <li>• Major wind, ice, or snow storm</li> <li>• Oil spill off shoreline</li> <li>• Crash of large commercial aircraft</li> </ul>	<b>Two</b>	<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"> <li>• Major flood</li> <li>• Wildfire in interface zone</li> <li>• Moderate or major earthquake</li> </ul>	<b>Three</b>	<p>EOC Director</p> <p>All EOC functions</p>



