To activate this Plan contact

Regional Duty Officer
604.451.6610
emergency@metrovancouver.org
INITIAL INCIDENT ASSESSMENT

This short form is to be used as a guide for the information needed for initial notification of an emergency.

Event: Short incident Description
EMBC Task#: Time: Date:
Reported by: (Name, Position, Agency, Contact info):
Who is in Charge: (Name, Position, Agency, Contact info, Location):
What have we got? (e.g., fire, flood, facility damage, medical, spill, explosion, etc.)
Is it getting better or worse? How/Why?
Who is responsible for responding to the incident (MV Dept, Municipality, Province, property owner, etc)
This is NOT who caused the incident and implies no liability
Location of Incident: Media on site or reporting?
Who do we need to notify? (municipalities, regulatory agencies, etc)
What assistance is needed to manage the emergency? (personnel, equipment, etc)
Who do we need to advise/report to? (Board Chair, Mayor, EMBC, etc)
What is it MV needs to do? (Response Objectives)
Other Remarks:

Distribution: Your Supervisor ☐ CAO ☐ Department/Division Duty Officer ☐ Regional Duty Officer ☐ Media/External Relations

Prepared By: (Name, Position, Contact Info)

Corporate QRG Orbit 8451983(Word) 8452187(PDF) Feb 2015

Condensed from Form EOC550 Orbit 4581691
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### Distribution List

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A redacted public version of this Plan is to be posted to the [www.metrovancouver.org](http://www.metrovancouver.org) webpage.
## Record of Amendments

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<td>June 2007</td>
<td>RT</td>
</tr>
<tr>
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<td>Nov 28 2007</td>
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<tr>
<td>Updated</td>
<td>Aug 12 2008</td>
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<td>Updated</td>
<td>Feb 6 2009</td>
<td>RT</td>
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<tr>
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<td>June 1 2011</td>
<td>RT</td>
</tr>
<tr>
<td>Updated</td>
<td>Feb 27 2012</td>
<td>RT</td>
</tr>
<tr>
<td>Extensive update including GVRD to MV, updating Pre-Plans, maps and adding community profiles, abbreviations</td>
<td>Apr 10 2012</td>
<td>RT</td>
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<tr>
<td>Clarification of subordinate Plan responsibilities</td>
<td>25 Apr 2013</td>
<td>RT</td>
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<tr>
<td>Reformatted to EM Standard</td>
<td>11 Mar 2015</td>
<td>RT</td>
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<tr>
<td>Updated to new logo and inserted additional information on review and restoration priorities.</td>
<td>July 2016</td>
<td>RT</td>
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<td>Updated information throughout, added reference to MVRD Bylaw 1238, 2016</td>
<td>Sep 2017</td>
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<tr>
<td>Updated information throughout</td>
<td>Oct 2018</td>
<td>RT</td>
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1.0 Area Overview

The area covered by the Electoral Area A Emergency Management Plan (the Plan) comprises approximately 818 square kilometers of land, most of which is located in the northern part of the regional district. The area varies from urban, suburban and seasonal use, to rural and remote.

The inhabited communities/areas within the Electoral Area are as follows:

- Howe Sound Communities, located between the District of West Vancouver and Squamish-Lillooet Regional District (excluding the Village of Lions Bay)
  - Ocean Point
  - Strachan Point
  - Montizambert Wynd
- Bowyer and Passage Islands
- West side of Pitt Lake, Indian Arm, Boulder Island and Carraholly Point
- Barnston Island (in the Fraser River, west of Golden Ears Bridge)
- Point Grey Area
  - University Endowment Lands (UEL)
  - University of British Columbia (UBC) Academic areas, including student housing
  - UBC Neighbourhood Housing areas

The UBC Academic areas and UBC Neighbourhood Housing areas together form the UBC campus. The areas are to some extent intertwined. The UEL is separate from the UBC campus and has no connection with UBC.

It should be noted that the daytime population of the Point Grey area may approach 100,000 people when UBC is in session. This is greater than most BC cities. However, the limited resources/services of an unincorporated area are all that is available to respond to an emergency.

1.1 Services

Apart from the Point Grey area, Metro Vancouver acts as the local government for Electoral Area A, providing certain land use planning services, building permits, emergency planning and response, and general administration.

Metro Vancouver has limited responsibilities for the Point Grey Area, including emergency planning and response. The provincial government administers the UEL, and UBC has many responsibilities of a local government nature for its campus, some of which for the Neighbourhood Housing areas it has delegated to the University Neighbourhoods Association (UNA).

Services provided to the Electoral Area by agencies other than Metro Vancouver include:

- policing by the RCMP,
- public schooling through the local School Districts,
- health facilities through the Health Authorities,
- roads through the Ministry of Transportation and Infrastructure (with the exception of some roads within the UBC campus and the UEL),
• transit by TransLink,
• structural fire protection (for the UEL and UBC campus only) through the provincial government under a contract with Vancouver Fire & Rescue Services.

Summary of Local Services Provided by Metro Vancouver to Electoral Area:

<table>
<thead>
<tr>
<th>Local Service</th>
<th>Howe Sound</th>
<th>Bowyer Island</th>
<th>Passage Island</th>
<th>Indian Arm</th>
<th>Boulder Island</th>
<th>Carra-holly</th>
<th>Pitt Lake</th>
<th>Barnston Island</th>
<th>UBC</th>
<th>UEL</th>
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<td></td>
<td>✓</td>
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<td></td>
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<td></td>
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<td>Building Permits/Inspections</td>
<td>✓</td>
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<tr>
<td>Emergency Planning and Response*</td>
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<td>✓</td>
<td>✓</td>
<td></td>
<td>UBC</td>
<td>Province</td>
</tr>
</tbody>
</table>

Note*: Emergency Planning and Response includes Emergency Social Services, Disaster Financial Assistance, Wildland Fire Suppression (under agreement with BC Forest Service), and Incident Command.

Metro Vancouver does not provide local recreational or community services / facilities or structural fire protection services to the Electoral Area. Additional infrastructure and services, such as drinking water, septic, garbage collection and snow clearing may be organized and contracted directly by individual communities or stratas.

1.2 Demographics

Electoral Area Census Population

<table>
<thead>
<tr>
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<tr>
<td>University of British Columbia Area¹</td>
<td>12,856</td>
</tr>
<tr>
<td>University Endowment Lands</td>
<td>3,034</td>
</tr>
<tr>
<td>Barnston Island (Includes Katzie First Nation IR3 Residents)</td>
<td>176</td>
</tr>
<tr>
<td>Howe Sound/Indian Arm/Pitt Lake areas²</td>
<td>111</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16,177</td>
</tr>
</tbody>
</table>

¹ Population noted does not include transient student/faculty population at UBC. The combined daytime population of the UBC campus and the UEL can approach 100,000 when UBC is in session.
² The available information about the population is limited because of the diverse geography and different types of housing units, including many cabins that are only seasonally occupied. Furthermore, data from Statistics Canada for small areas is limited or suppressed to protect privacy.
1.3 Community Overviews

<table>
<thead>
<tr>
<th>Community</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>University of British Columbia Area (UBC)</strong></td>
<td>UBC is the largest university in British Columbia. Its campus consists of academic/institutional facilities, student housing, residential housing, as well as retail shops and recreational amenities.</td>
</tr>
<tr>
<td><strong>University Endowment Lands (UEL)</strong></td>
<td>The University Endowment Lands (UEL) are a well-established residential community located in the Point Grey Area. They are separate from the UBC Area. The UEL include most of Pacific Spirit Regional Park and some land owned by Musqueam First Nation.</td>
</tr>
<tr>
<td><strong>Howe Sound</strong></td>
<td>The Howe Sound communities consist of Ocean Point, Strachan Point and Montizambert Wynd, located along the ocean between the District of West Vancouver and Village of Lions Bay. Each community has 13-18 permanently occupied houses. These communities do not have structural fire protection service and operate private water systems.</td>
</tr>
<tr>
<td><strong>Bowyer Island</strong></td>
<td>Bowyer Island, located in Howe Sound east of Bowen and Gambier Islands and west of Lions Bay and West Vancouver, is approximately 125 hectares in size. Bowyer Island is a private residential and recreational island with approximately 66 cabins, without services or roads, and has very few permanent residents. It has a primarily seasonal summer population.</td>
</tr>
<tr>
<td><strong>Passage Island</strong></td>
<td>Passage Island comprises approximately 60 lots, approximately half of which have cabins/houses. Most cabins are seasonally used, with a small number of permanent residents.</td>
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</table>
Indian Arm
This area includes the areas of Helga Bay, Johnson Bay, Buntzen Bay and Granite Falls. There are approximately 120-130 water-access only cabins/houses located on both sides of Indian Arm within the Electoral Area. Wigwam Inn, operated by the Royal Vancouver Yacht Club, is located at the end of Indian Arm. Other yacht clubs operate outstations in this area, mainly docks with limited shore facilities.

Boulder Island
This is a small island located in Burrard Inlet / Indian Arm, between Belcarra and Deep Cove, with two water-access residences.

Carraholly Point
The area is located at the southern point of Belcarra Regional Park and is not part of the park or the City of Port Moody. It comprises four lots with water access; the only land access is via a very rough dry weather road under a BC Hydro right-of-way.

West Side of Pitt Lake
The area on the west side of Pitt Lake along with Widgeon Creek and Widgeon Marsh Reserve Regional Park is within the Electoral Area. There are about 80 water-access only cabins and properties in this area. The east side of Pitt Lake is within Fraser Valley Regional District Electoral Area F.

Barnston Island
Located in the Fraser River between Surrey and Pitt Meadows, Barnston Island is approximately 587 hectares in size and includes approximately 175 residents. The island includes a 61 hectare First Nation reserve under the governance of the Katzie First Nation. There are regional parklands on Barnston Island at the eastern and western ends. The Island is protected by an aging dike.
2.0 Administration

2.1 Purpose of this Plan
This Plan guides the operations, organization, responsibilities, and coordination necessary to provide for effective response to emergencies or disasters in Metro Vancouver Regional District Electoral Area A. This Plan does not address emergencies that are normally handled at the scene by the appropriate first responding agencies but does address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.

Pacific Spirit Regional Park and the UBC campus (including the UBC Neighbourhood Housing areas) are covered by the Pacific Spirit Regional Park Emergency Plan and the UBC Emergency Plan respectively. Inhabited parts of the University Endowment Lands (UEL) are covered by this Plan. In addition, the UEL has a Water Emergency Response Plan and is responsible for maintaining and repairing critical UEL infrastructure (distinct from Metro Vancouver’s water infrastructure, and other utilities) in the event of an emergency. All of these Plans are to be treated as operating under the authority of this Plan when activated.

This “all hazards” Plan is intended for use by response agencies in the event of a major emergency affecting Electoral Area A. The Plan is also intended to provide basic guidance to emergency planners at all levels during the preparation, mitigation and recovery phases of emergency management. An “all hazards” Plan utilizes the same management system regardless of the type or severity of emergency.

This Plan is meant to be used in conjunction with appropriate MV departmental, local area (e.g. UBC), and external agency plans.

2.2 Mandate
Metro Vancouver has the legislated mandate to protect the safety and wellbeing of all Electoral Area A residents through preparation and planning for various types of emergencies.

This Plan is designed to provide an all hazards approach to preparedness, mitigation, response and recovery for emergencies identified in the Hazard Risk and Vulnerability Analysis for Electoral Area A and IPREM Regional Hazard Risk and Vulnerability Analysis for Metro Vancouver.

Under the authority of this Plan, the University of British Columbia has developed its own Emergency Plan for the UBC campus (including the UBC Neighbourhood Housing areas). Similarly, Metro Vancouver Regional Parks has developed Plans covering Pacific Spirit and other Parks that are located within the Electoral Area. Those Plans should be considered the primary response guidance for their respective areas.

This Plan covers those portions of the Electoral Area A not addressed in the UBC or Regional Parks Plans, and provides the authority for the development and adoption of those Plans to form a comprehensive Emergency Management system for Electoral Area A in its entirety. All Plans are cooperative and any response to an emergency situation is coordinated with all agencies involved.
2.3 Authority & Legislation

This Plan is issued under the authority of the Metro Vancouver Regional District Emergency Planning and Management establishing Bylaw No. 1238, 2016 to fulfill the requirements of the Provincial Emergency Program Act, Local Government Act and provincial Regulations. This Plan is subordinate only to Federal and Provincial plans. All plans for parts of Electoral Area A fall under the authority of this Plan.

The Board of Metro Vancouver Regional District (then known as the Greater Vancouver Regional District) initially approved this Plan in June 2007; it has been updated annually since that time.

2.4 Documentation

2.4.1 Periodic Review

This Plan shall be reviewed on an annual basis in accordance with the Corporate Emergency Management Standard # 15. Notation shall be made on the cover page showing the date and also on the Record of Amendments page(s) with a summary of the amendments made.

All requests for additions, deletions or amendments to this Plan should be addressed to:

Emergency Program Coordinator
Metro Vancouver Regional District
4730 Kingsway
Burnaby, BC V5H 0C6
604.451.6111
Email: SEMSupport@metrovancouver.org

2.4.2 Document Storage

All documentation associated with this Plan shall be stored electronically in Orbit whenever possible. For specific locations consult the Corporate Emergency Management Standard # 15.
3.0 Roles and Responsibilities

This section identifies the responsibilities of MV staff and departments, as well as the University of British Columbia, with respect to planning for an emergency in Electoral Area A. During an emergency, responsibilities transition to the Incident Command System structure as detailed in Section 5 of this Plan.

3.1 Entity Responsibilities

MVRD Corporate

Responsibility for Corporate Level Emergency Planning activities rests with the Safety, Security & Emergency Management Division (SSEM) acting under the guidance and direction of the CAO. This level provides the Policies, Standards, Corporate Emergency Management Plan, and Electoral Area A Emergency Management Plan that guides emergency management by Metro Vancouver.

University of British Columbia

UBC has developed and maintains an integrated Emergency Management Plan for the UBC campus (including the UBC Neighbourhood Housing areas). They should conduct periodic exercises to test the effectiveness of their Plan and practice coordination of response with Metro Vancouver and other entities and agencies that may be affected. UBC must make the current version of their Plan available to Metro Vancouver so that it can form part of this Plan, and should make their Plan available to the University Endowment Lands Administration.

University Endowment Lands

UEL is responsible for water and waste water systems within the UEL and have emergency procedures in place for this critical infrastructure.

MVRD Departments

For the purposes of determining responsibilities, MV departments are divided into two groups: those departments having an operational role in emergency management; and those having a support role for the operational departments but no direct involvement in emergency response at the site level. Some departments have dual roles in both operations and support to emergencies.

Operational Department Roles:

Water Services (WS)

WS is responsible for management of the region’s drinking water system from source to the transfer point to municipal or Electoral Area A distribution. WS creates and maintains detailed emergency plans and procedures as required for each of their functional areas. Key roles include maintaining water supply for both firefighting and consumption, and assisting in the management of wildland fires.
**Liquid Waste Services (LWS)**
LWS is responsible for management of the region’s sewage collection and treatment from the transfer point from municipal or Electoral Area A collection to discharge into the environment, management of urban drainage, and management of residuals from treatment systems. LWS creates and maintains detailed emergency plans and procedures as required for each of their functional areas.

**Parks, Planning & Environment (PPE)**
PPE is responsible for management of the regional parks, air quality monitoring, and preparing regional development strategies. PPE creates and maintains detailed emergency plans and procedures as required for each of their functional areas. Key roles include planning for emergencies in the regional parks, monitoring air quality post disaster, and providing guidance to member municipalities in the areas of regional land use planning and development strategies after a disaster.

**Solid Waste (SW)**
SW is responsible for the management of solid waste from transfer stations to final disposal. SW creates and maintains detailed emergency plans and procedures as required for each of their functional areas. Key roles include management of large quantities of solid waste and coordinating disaster debris management strategies.

**Information Technology & Emergency Management (ITEM)**
Operationally, ITEM is responsible for the management of Electoral Area A emergencies, Safety and Liaison functions at all levels, set-up and operation of the corporate EOC, and providing mobile and on-site Incident Command services. A Regional Duty Officer is provided 24/7/365 to facilitate initial response activities. ITEM maintains the Corporate Emergency Management Plan, the Emergency Management Standard as well as detailed emergency plans and procedures for Electoral Area A and EOC operations.

**Support Department Roles:**

**Information Technology & Emergency Management (ITEM)**
In a support role, ITEM supports all levels of emergency management through the provision of IT equipment and software, telecommunications equipment, geographic information systems (GIS), building operations (EOC), emergency support services, incident command post, Regional Duty Officer (24/7 response), fire investigation through the MV Local Assistant Fire Commissioner, emergency and safety training, and security for facilities and incident sites.

**External Relations**
External Relations supports all levels of emergency management through advice on communications and media management, press releases, operation of the MV public webpage and social media monitoring. External Relations will generally provide an Information Officer to support response activities.

**Finance**
Finance supports all levels of response by tracking expenses, providing emergency purchasing exemptions, preparing response claim submissions, and managing the MV fleet of vehicles and heavy equipment used for response.
3.2 Positional Responsibilities

**MV Board of Directors**
1. Approve and adopt the Electoral Area A Emergency Plan
2. Declare a "State of Local Emergency" by resolution

**MV Board Chair**
1. Order a “State of Local Emergency”
2. Act as, or delegate to, a media spokesperson for the Regional District

**Electoral Area A Director**
1. Assist with communication to local residents and community groups, as determined by the EOC Director
2. Participate in community emergency preparedness initiatives

**MV Chief Administrative Officer (CAO)**
1. Act as, or appoint, the EOC Director
2. Provide policy guidance to the Emergency Program

**Manager, Safety, Security & Emergency Management Division**
1. Manage and plan for the day to day operations of the Emergency Program
2. Provide trained and equipped Regional Duty Officers for emergency response
3. Appoint an ESS Director for Electoral Area A
4. Act as advisor to all levels on emergency response and Planning matters
5. Provide support services in the EOC
6. Provide a site Liaison Officer to coordinate response by MV
7. Provide an Incident or Area Commander if requested by responding agencies or departments
8. Continue to develop, update and revise emergency plans

**Security & Emergency Coordinator (SEM Coordinator)**
1. Administer Emergency Program as Emergency Program Coordinator
2. Coordinate Regional Duty Officer schedules
3. Coordinate 24/7 emergency service provided through MV Corporate Security Centre
4. Maintain Corporate and Electoral Area Emergency Plans
5. Act as Local Assistant to the Fire Commissioner for Electoral Area A
6. Liaise with other authorities responsible for services in the Electoral Area

**General Manager, Parks, Planning and Environment (PPE)**
1. Develop Park Use Plans and Emergency Response Plans that take into account the hazards and vulnerabilities of each park in Electoral Area A
2. Provide a site Incident Commander/Liaison Officer if the impacted area involves a Regional Park
3. Act as Lead Department if the emergency is within a Regional Park
4. Ensure emergency management principles are applied during day to day administration of Electoral Area A, such when issuing Building Permits or determining Land Use Plans
General Manager, Water Services (WS)

1. Maintain and control Wildland Fire Suppression resources available to respond to an emergency in Electoral Area A
2. Act as Lead Department if the emergency is a Wildland Fire
3. Maintain the Inter-Municipal Emergency Radio System (IMERS)
4. Maintain inventories of contracted and owned equipment and resources that could assist in a response to an emergency (Dispatcher)

General Manager, IT & Emergency Management (ITEM)

1. Provide Information Technology, Security, Facilities and Administrative support to all levels in response to an emergency
2. Provide policy direction to the Emergency Management Program at the Corporate Level

General Manager, Finance Department (FIN)

1. Assist individual sections and departments in an accounting role
2. Maintain tracking of expenses related to any response
3. Compile and submit detailed claims for re-imbursement under the Emergency Program Act – Disaster Financial Assistance Regulations

Manager, Corporate Relations Department

1. Develop, maintain and implement a public information plan for emergencies
2. Provide an Information Officer during exercise and actual emergencies, as required.
3. Corporate Solicitor
4. Provide legal advice to all levels of response
5. Provide interpretation of Laws and Regulations pertaining to the response

Regional Duty Officer (RDO)

1. Respond directly to the emergency site
2. Responsible for initial coordination of activities at site on behalf of MV
3. Has authority to direct staff and expend funds for initial response
4. Act as Media Spokesperson at site as required
5. Shall establish and maintain communications with EOC or CAO as appropriate
6. Responsible for Situation Reports from the incident site

Complete responsibilities are detailed in the Regional Duty Officer Guide.
4.0 Preparedness & Mitigation

This section details the activities undertaken in the period prior to an emergent event occurring.

4.1 Hazard Risk & Vulnerability Analysis (HRVA)

Metro Vancouver conducted an HRVA specific to Electoral Area A in 2005 which can be found at Orbit 004312290 and is published on the www.metrovancouver.org website. This analysis is reviewed annually for additional hazards. A regional level HRVA for Local Authorities was conducted in 2013 by the Integrated Partnership for Regional Emergency Management (IPREM) which can be found at Orbit 8387100. Both of these documents are adopted within this Plan.

The findings of these analyses are summarized on the following pages.

### IPREM Regional HRVA

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Regional Hazards with Greatest Regional Impact</th>
<th>Potential Impact</th>
</tr>
</thead>
</table>
| Natural            | Earthquake                                    | – Loss of drinking water  
|                    |                                               | – Fires  
|                    |                                               | – Building collapse  
|                    |                                               | – Landslides  
|                    |                                               | – Hazardous materials spills  
|                    |                                               | – Disruption of transportation  
|                    | Flooding                                      | – Damage to infrastructure and residences  
|                    |                                               | – Contamination of water wells  
|                    |                                               | – Mass evacuation of people & animals  
| Non-Malicious      | Extreme Weather                                | – Power failures  
|                    |                                               | – Transportation disruptions  
|                    |                                               | – Increased response times for 1st responders  
| Human              | Wildfire                                       | – Damage to infrastructure and residences  
| Accidental         | Infectious Disease or Pandemic                 | – Mass health effects  
|                    | Transportation Accidents                       | – Hazardous materials spills  
|                    | Imported Insect Infestation                    | – Defoliation causing slope instability  
|                    |                                               | – Financial impact to farmers  
| Technological      | Internet Disruption                            | – Reduced ability to communicate  

Malicious CBRNE | Chemical, Radiological and Explosive | Contamination, Infrastructure Damage
--- | --- | ---
Human Intentional | Evaluated as not a significant impact to the region

### Electoral Area A Specific HRVA

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Local Hazard</th>
<th>Potential Impact to Electoral Area A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Malicious Natural Georgia Strait Earthquake</td>
<td>A crustal earthquake centered in Georgia Strait has the potential to cause catastrophic damage to the area due to its proximity and shallow depth. Extensive damage to the Point Grey area is expected, with effects diminishing towards the Barnston Island area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cascadia Earthquake</td>
<td>The Cascadia subduction zone type earthquake (±9.0 magnitude) is expected to have only a moderate impact to the area due primarily to distance from epicenter and longer waveform types.</td>
</tr>
<tr>
<td></td>
<td>Freshet Flooding</td>
<td>Freshet flooding of the Fraser River is expected to cause widespread damage to infrastructure and transportation routes, and displacement of residents in the eastern portion of the area with no direct impact to other portions.</td>
</tr>
<tr>
<td></td>
<td>Local Flooding</td>
<td>Local flooding resulting from heavy rainfall events has the potential to cause landslides, debris torrents and displacement of residents in the northern portions of the area.</td>
</tr>
<tr>
<td></td>
<td>Debris Torrent</td>
<td>Debris torrents are directly related to heavy rainfall and can have serious effect on residents in the Howe Sound portion of the area; historically they have caused loss of life, property and disrupted transportation routes.</td>
</tr>
<tr>
<td></td>
<td>Tsunami</td>
<td>Due to protection afforded by Vancouver Island and the Gulf Islands, the impact in Electoral Area A is evaluated as moderate. Wave heights expected to be &lt;1.5 Metres in coastal areas.</td>
</tr>
</tbody>
</table>
Landslides can occur in all portions of the area except Barnston Island. The highest impact of a landslide is present in the Point Grey and Howe Sound areas as these areas are occupied year round.

Rockfalls occur in the northern portions of the area where steep slopes are prevalent; they can impact residents by damaging houses and blocking transportation routes.

A Wildland fire migrating into the interface has the potential to cause significant damage to residents’ homes, and potential loss of life. The Point Grey and Passage Island areas are most susceptible during hot summer months due to climate anomalies and proximity to Pacific Spirit Regional Park.

With the exception of the Point Grey area, no structural fire suppression is available, thus any fire occurring has the potential to cause complete loss of one or more residences.

The Howe Sound area may be impacted by train derailment/highway accident with no response capability located nearby. The Point Grey area has the next highest impact; however Vancouver Fire Rescue Services has significant HAZMAT response capability. Other portions are at low risk.

4.2 Mitigation and Preparedness

MV is committed to mitigating and preparing for the effects of a disaster in the Electoral Area wherever possible through the following means:

1. Providing information on the hazards expected to area residents and response agencies when requested
2. Updating pertinent Hazard, Risk and Vulnerability Analyses
3. Developing a Neighborhood Emergency Preparedness Program where applicable
4. Providing information and training in personal preparedness to residents
5. Entering into Memorandums of Understanding with response agencies when mandated/desirable
6. Developing Building Bylaws and Regulations that address risks identified in high hazard areas
7. Continuing to evolve this Plan as circumstances change.

Many physical mitigation activities are restricted by legislated authority. MV will conduct mitigation where possible within these restrictions.
5.0 Emergency Response

5.1 General Response Structure

5.2 Activation

This Plan may be activated by the CAO (or designate), Regional Duty Officer, or Chair of the Board of Directors. External Agencies requesting activation or response should contact the:

Regional Duty Officer  
604.451.6610  
emergency@metrovancouver.org

Metro Vancouver has established the below Activation Levels for managing emergent events. The Emergency Operations Centre (EOC) may be activated by the CAO or designate to any of the levels depending on the event; these are not to be confused with the Response level of the emergency:

<table>
<thead>
<tr>
<th>Activation Level</th>
<th>Description</th>
<th>Potential Event Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>EOC is operational, may be staffed at a minimal level or could be operating “virtually” to provide support to the Response.</td>
<td>Wildfire, Wind Storm, Flooding, moderate Utility Failure, Landslide, etc.</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>EOC is manned &amp; operational to provide central coordination and support to the Response.</td>
<td>Major Utility Failure, Localized Flooding, etc.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>EOC operational 24/7, Specialized Task Groups may be established. Area Commands may be established.</td>
<td>Earthquake, Widespread Flooding, Urban Interface Fire, etc.</td>
</tr>
</tbody>
</table>
5.3 Response Levels

In order to provide a standard for response planning, Metro Vancouver has adopted 3 levels of emergency events; these are always referred to by name rather than a number to avoid confusion with the EOC activation level: The response level is generally determined by the RDO and/or CAO.

**INCIDENT**
*Will generally be managed by Emergency First Responders at the site*

An INCIDENT is an event where personnel are responding to an emergency incident and there is a possibility of a drain on resources that may compromise public safety.

The incident may:
- be considered a single incident or event and be safely controlled by responders using standard operating practices with limited additional support.
- pose risk to employees, the public or the environment.
- have a limited long-term health threat.
- not require significant senior government agencies involvement.
- be expected to involve significant media coverage.

**EMERGENCY**
*May require the EOC be activated*

An EMERGENCY would see an incident beyond the capacity of normal response. An Emergency may have disrupted normal conditions and impacted the general public or the environment significantly. Centralized management of the event will be required, possibly with an affected Municipality or entity.

The emergency may:
- involve multiple incidents.
- strain the response capabilities of first responders.
- require significant outside agencies involvement.
- involve significant injuries or possible health effects.
- impact multiple jurisdictions.
- be expected to create local/regional media interest or public attention.
- require a State of Local Emergency be declared
- require exclusion of the public from affected areas (Evacuation).
- require substantial expenditures.
- require a unified command response.
- require elected officials to be informed and involved.

Examples of an Emergency could include Winter Storms, Localized Flooding, Wildland/Interface Fire, Significant Utility Failure or Water Contamination event.
DISASTER

Will require the Metro Vancouver EOC to be established to provide internal and external support and coordination

DISASTERS can generally be considered “Regional” in nature with impacts to multiple municipalities or geographical areas and indicate significant loss of capacity and impact on the ability to respond. There may be widespread loss of services and recovery to full operations will likely be protracted. Integrated management of the event will be required with other government agencies. A Local or Provincial “State of Emergency” will exist or be probable in the affected areas.

In addition to a fully activated EOC, there will likely be a need for an MV presence in the PREOC to facilitate interagency coordination of response.

The emergency or disaster may...
- be considered very serious and have catastrophic impacts.
- create significant risk to the general public.
- involve serious damage to facilities or the environment.
- require substantial expenditures.
- involve multiple agencies.
- require central coordination of response activities.
- require a unified command response.
- require political direction.
- be expected to involve national/international media attention.

Examples of a Disaster could include Earthquake, widespread Freshet Flooding, protracted regional Power Outage or even Severe Snowfall.

5.4 Response Organization, Roles and Responsibilities

5.4.1 Response Organization

During a Response, the normal management structure of Metro Vancouver transitions to the Incident Command System following the British Columbia Emergency Management System (BCEMS) standards developed by the Province.

Area Specific Response considerations are detailed in Appendix 4 and are organized by geographical area.

To fit the unique response challenges of Electoral Area A, the below organizational structure is recommended to be established by the CAO, RDO or EOC Director.
MV EOC
STRUCTURE

EOC DIRECTOR
BOARD OF DIRECTORS
DEPUTY DIRECTOR
INFORMATION OFFICER
SAFETY & LIAISON OFFICER
PUBLIC WEBSITE
SOCIAL MEDIA

OPERATIONS SECTION
UBC EOC (Area Command) If established
Site Incident Commander(s)
PREOC Representative
Task Groups

PLANNING SECTION
RECOVERY PLANNING
GIS MAPPING
INTERNET DATA MINING
DOCUMENTATION

LOGISTICS SECTION
EQUIPMENT SOURCING
MATERIALS SOURCING
TRANSPORTATION
INFORMATION TECHNOLOGY
COMPUTERS
TELECOMS
RADIO

FINANCE/ADMIN
SCRIBES
PURCHASING
LEGAL ADVICE
RISK MANAGEMENT

Potential Task Group Examples
Public Safety
Wildfire
Flood
ESS

PREOC
Representative

Task
Groups

Sept 2017

Potential Task Group Examples
Public Safety
Wildfire
Flood
ESS
5.4.2 Responsibilities of Metro Vancouver during Response

**MV First Response**

Without directed Provincial funding or approved local referendum MV is incapable of providing First Response capabilities, except:
- Where a mutual aid agreement exists
- Where that response is a part of a MV business function
- Regional Emergency Duty Officer (RDO)

**Declaration of a State of Local Emergency (SOLE)**

The Emergency Program Act (RSBC 1996) authorizes a Local Authority to declare a State of Local Emergency when special powers are required to effectively manage the emergency. A Local Authority is defined as “for a municipality, the municipal council” or “for an electoral area in a regional district, the board of the regional district.”

The Head of the Local Authority (Mayor or Chair) may, at any time that they are satisfied that an emergency exists or is imminent, declare a state of local emergency relating to all or any part of the jurisdictional area.

The Head of the Local Authority may delegate any of the special powers conferred under the declaration to any person(s) involved in the operation of a local emergency plan or program, i.e., the Incident Commander or EOC Director.

See the EMBC Guide Declarating a State of Local Emergency in BC (2017) or in Orbit 23495791, which are also included as Appendix A10 in hard copies of this Plan.

**Emergency Support Services (ESS)**

During an emergency this is the provision of basic human needs of food, water, and shelter, as well as psycho-social support to deal with any traumatic effects of the emergency.
- Under Provincial legislation the Regional District is required to Plan for the provision of Emergency Support Services.
- For most incidents this function will be coordinated by the MV ESS Director, or Regional Duty Officer; mutual aid with adjacent local authorities may be utilized.

**Search and Rescue**

- Metro Vancouver has limited search and rescue capabilities within corporately managed properties, such as regional parks and the watersheds. If the search and rescue occurs in one of these locations, it should be coordinated by the department responsible in conjunction with the police that has jurisdiction.
- Ground search and rescue efforts are the responsibility of the police force that has jurisdiction.
- All search and rescue responses must be reported to EMBC and a task number assigned.

**Evacuation**

- Evacuation Pre-Plans are included in each area specific response appendix.
• As many of the populated portions of the Electoral Area can best be described as “waterfront” in nature, one of the considerations for evacuation should be the Canadian Coast Guard, RCMSAR and/or the nearest Search & Rescue group.
• Evacuation of “inland” locations would be done via the police force that has jurisdiction.

**Wildland Fire Suppression**

Metro Vancouver operates a wildland fire suppression team during the summer fire season. Two Initial Attack crews are based in North Vancouver and are equipped for first response to a fire within the Metro Vancouver boundaries. The team operates under a “FireTac” agreement with the BC Wildfire Service to provide response and support to established structural fire departments, Metro Vancouver’s watersheds and parks, and the Electoral Area.

Wildland Fire Suppression is dispatched by BC Wildfire Service, Coastal Fire Centre by calling 1-800-663-5555, *5555 on a cellular phone or via a Fire Department having jurisdiction.

**Incident Command**

Incident Command is the responsibility of the primary responding agency’s senior member present. Depending on the location and type of incident, this role would be filled by any one of the following:

a) Fire Captain/Chief  
b) Police Supervisor  
c) Ambulance Supervisor  
d) Search and Rescue Team Leader  
e) BCWS or MV Wildland Fire Team Leader  
f) MV Regional Duty Officer  
g) other agency senior member

The Incident Commander assumes tactical control over all responders onsite for that specific incident and reports to the EOC for strategic guidance and support.

Incident command communicates with the EOC via the most efficient means, in order of priority:

a) Telephone (Cellular, Landline, Satellite)  
b) Radio (MV system)  
c) 3rd party communications system  
d) Amateur Radio  
e) Messenger

The Incident Commander can expect support from the EOC, if required, in the areas of additional resources (personnel, equipment, etc), strategic guidance, declaration of local emergency, media liaison and control, etc.

Command is relinquished to a replacement Incident Commander at the end of an operational period, when a more qualified response person arrives onsite, to another person as directed by the EOC, another agency as the focus of the response shifts, or upon termination of the incident.
The most likely form of Incident Command anticipated in the Electoral Area is Unified Command between MV and other responding agencies.

**Damage Assessments**

Damage assessments are undertaken to determine the extent of any damages resulting from the incident. This is best accomplished, depending on circumstances, by qualified personnel inspecting the area affected in person and communicating the results to the EOC.

Metro Vancouver has a large number of staff trained in Rapid Building Damage Assessment to the ATC 20 standard and certified Professional Engineers who can be deployed to affected areas as needed.

**5.4.3 Responsibilities of UBC during Response**

During an emergency that originates in, or affects, the UBC campus (including the UBC Neighbourhood Housing areas), the responsibility of UBC is to establish an Incident Command Post and/or Emergency Operations Centre to manage their response. Whenever a significant incident occurs that will, or may, require the establishment of Incident Command, the MVRD Regional Duty Officer shall be informed by the most direct means.

In a large incident, or one that also affects the UEL or Pacific Spirit Regional Park, Area Command may be established by MVRD under a Unified Command structure. The Area Commander may be provided by UBC, UEL, MVRD or a response agency such as the RCMP or Vancouver Fire and Rescue Services, depending on the incident.

UBC, the UNA, and UEL Administration do not have the authority to declare a State of Local Emergency under the Emergency Program Act or Regulations; any declaration must be made by the Chair of the MVRD Board. Delegation of some of the special powers available under a Declaration may be made by the Chair, on the recommendation of the MVRD CAO, RDO or EOC Director, to the UBC Area Commander as required.
5.5 Critical Information Requirements (CIRs)

Accurate information on the event is critical to enabling good decision making at all levels. To support decision making and inform senior and elected officials, a list of event types is included in the Significant Incident Communication Policy 2.11.

Initial Incident Notifications shall contain at the least the below information:

- A brief description of what is happening
- An estimate of when it occurred
- The location of the incident
- Anticipated impacts, and likely duration
- Contact information of the reporting individual

A detailed EOC550 Initial Incident Report (Appendix 2) must also be submitted as soon as the information becomes available. Incident Updates must be sent as the situation evolves.

5.6 Communications

Clear and effective communications are vital to a coordinated emergency response; all interested parties have to know what is happening and is expected to happen. To enable this, Metro Vancouver has implemented the following systems and processes to support all levels of emergency management communications:

Emergency Notification System

The corporate emergency notification system is a software solution provided and managed by SSEM that allows fast notification of incidents using voice messaging, email and text messaging to senior management and residents of Electoral Area A. This system is voluntary and requires residents to provide their own contact information.

Additionally, the University of British Columbia operates an emergency notification system (UBC ALERT) that sends messages to cell phones. The messages are coordinated with messages on UBC’s main website (ubc.ca) and Twitter (@ubcnews). Residents of the UBC Neighbourhood Housing areas who are UNA members, or who have a UNA Access Card, are automatically registered for UBC Alert. This is the only way that residents become registered. Students, faculty and staff register online by following the instructions on UBC’s Personal Emergency Preparedness webpage.

Web Information

Metro Vancouver provides general information on the Internet via the www.metrovancouver.org website. Additionally a “dark site” which can replace the front page may be activated at the request of the EOC Director or CAO to provide messaging to the public and staff specific to an emergency.

Social Media

Metro Vancouver operates social media that provides general information under normal conditions and will provide emergency information as required.

twitter.com/metrovanemerg  Emergency Information Only
twitter.com/metrovanouver  General and Emergency Information
www.facebook.com/metrovancouver  General and Emergency Information
www.metrovancouver.org  General and Emergency Information
**Extranet**

Metro Vancouver maintains a multitude of Extranet (SharePoint) sites for various distinct groups. These sites are secured from casual access and are very useful to emergency management by enabling the sharing of information, contacts and situational awareness with external and internal agencies and groups. One important function of the Extranet is to allow external contacts to keep their own contact information up to date.

Emergency related Extranets include Regional Emergency Management, Drinking Water, and Disaster Debris Management.
5.7 Initial Priorities & Response Objectives

If Metro Vancouver Staff are first on scene they assume incident command and initially manage the response (if site command is established when MV staff arrive on scene they coordinate with other responding agencies). If the incident escalates, additional support or coordination may be required at Department and Corporate Levels.

Upon receiving notification of an emergency event, Metro Vancouver will determine initial response required using the below process as a guide:

1. REGIONAL DUTY OFFICER WILL RESPOND TO SITE (or other MV staff as required)

2. TAKE ACTION!
   - Safety First, Don’t Take any Chances
   - Take Charge as required
   - Account for all Personnel
   - Is centralized coordination (EOC) required?
   - Document key actions and decisions made

3. GATHER AWARENESS
   - What Happened?
   - When did it happen?
   - Where did it happen?
   - What was the cause?
   - Is it getting better or worse?
   - How long will it last?
   - What actions are underway now?
   - How certain is your information?

4. HUMAN IMPACTS
   - Are all people safe and accounted for?
   - Are there any casualties? If yes, how many?
   - Are there any fatalities? If yes, how many?
   - How many people and/or homes are affected and in what way?
   - Is there a continuing public safety risk?
   - Is evacuation required? Is it underway already?

5. METRO IMPACTS
   - Is this a MV lead or another agency?
   - Who responded and when?
   - Who is in charge (Incident Commander) on site?
   - Is an MV System or Service directly or indirectly impacted?
   - Is the response underway effective?
   - What resources have been committed?

6. TAKE NEXT STEPS
   - Complete information found on form EOC550 (Appendix 2) Orbit 4581691
   - Notify Senior Management
   - Notify Media Relations as required
   - Recommend Activation of EOC/DOC
5.7.1 Initial Priorities

Is someone in charge?

First On Scene?

NO

YES

1. Initiate Response - Take Charge
2. Determine MV's Role
3. Emergency Notifications

1. Take Initial Action
2. Develop Situational Awareness
3. Manage the Situation
4. Initiate Incident Command

Central Coordination Needed? (DOC)

NO

YES

1. Support/Coordination for a single responding Department
2. Department Resource Management
3. Staffing Coordination
4. Prolonged or complex events

FOLLOW Specific Emergency Response Plan

ACTIVATE DOC

Corporate Wide Support or Coordination Needed?

NO

YES

1. Regional events
2. Multiple Events/Departments
3. MV Resources overwhelmed
4. Significant Policy issues

FOLLOW Emergency Management Plans

ACTIVATE Corporate EOC
5.7.2 Response Objectives

Metro Vancouver subscribes to the hierarchy of the BCEMS Response Objectives:

1. Provide for the Health and Safety of all Responders
2. Save Lives
3. Reduce Suffering
4. Protect the Public Health
5. Protect Essential Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social loss
6.0 Resources

Large scale or regional level incidents may be beyond the internal capacity of Metro Vancouver to resource, in which case the EOC Logistics Section will manage these resource requests in cooperation with other local authorities and/or the Provincial Regional Emergency Operations Centre. To assist in facilitating this regional response, Metro Vancouver has embedded a liaison officer in the Southwest PREOC (MV PREOC Rep).

Essential services and resource shortages will be prioritized by the EOC and Incident Commander using the Response Objectives in Section 5.7.2 above. If resources/services are in such short supply that regional coordination is required to apportion them, the PREOC shall be informed and the IPREM Regional Emergency Advisory Group (REAG) may be activated.

6.1 Personnel

Metro Vancouver has a large staff that can be called upon for any response to Electoral Area A. Personnel resources may be managed at site by the Incident Commander, or by the MV EOC for larger scale incidents or incidents requiring specialized personnel.

General types of personnel available within Metro Vancouver:

- Emergency Management Specialists
- Clerical Support
- Geotechnical Specialists
- Security Specialists
- Civil Construction Crews
- Radiocommunication Specialists
- Engineers (mechanical, civil & structural)
- Wildland Fire Fighters
- Environmental Specialists
- Planners
- Electricians
- Computer Technicians

6.2 Equipment

In general, response equipment resources such as heavy equipment, vehicles, barricades, etc. for small to medium sized incidents are managed by the Metro Vancouver Dispatch Office who maintain standing offer agreements with suppliers and other sources of equipment. Refer to the Internal Dispatch Office Emergency Response Plan.

6.3 Mutual Aid Agreements

Metro Vancouver has the below aid agreements covering Electoral Area A:

- Emergency Support Services (ESS) with all MV area municipalities;
- Fire Services Agreement for UBC/UEL;
- Royal Canadian Marine Search & Rescue (RCMSAR); and
- Wildland Fire Suppression.
7.0 Recovery

Recovery operations in the EOC utilize the same functional positions as in response, but may involve different tasks. This section summarizes the core functions in recovery to assist the effort. Note that the functions may be decentralized due to the duration of the recovery process.

7.1 Considerations

The specific emergency type and impact will dictate the Recovery actions required. In general consideration must be given to using sustainable practices that reduce or eliminate future impact from hazards such as:

- Rezoning to isolate high hazard areas from re-development;
- Construction of physical protective structures (Dykes, Berms, etc);
- Creation of buffer zones or increased setbacks from hazards;
- Rebuilding infrastructure to meet future needs, instead of merely replacing what was impacted;
- Etc.

7.2 Process

The EOC Planning Section will begin Recovery Planning soon after Response begins; this function will expand as required as the response ends with eventual complete transition to a Recovery based structure:

**MV Recovery Centre**

**ANTICIPATED STRUCTURE**

- **BOARD OF DIRECTORS**
- **RECOVERY DIRECTOR**
- **OPERATIONS SECTION**
- **PLANNING SECTION**
- **LOGISTICS SECTION**
- **FINANCE/ADMIN**
- **COMMUNITY RESILIENCE CENTRE**
  - **PUBLIC INFORMATION**
- **ANTICIPATED BRANCHES**
  - Disaster Debris
  - Building Inspections
  - Financial Assistance
  - Water
  - Liquid Waste
  - Solid Waste

**EXAMPLES OF POTENTIAL TASK GROUPS**
If the EOC or Recovery Centre is not active, recovery operations within the Electoral Area A are the responsibility of the CAO or designated Department as recommended below:

**CAO**

The CAO is responsible for leading the overall recovery effort. If the response actions are substantially completed, the CAO may transfer management to a more appropriate agency or department.

- Inform and brief elected officials
- Provide leadership for policy decisions
- Provide direction to all subordinate sections
- Approve public information releases
- Ensure safety of recovery activities
- Ensure Action Plans are prepared as required.

**General Manager – Parks, Planning & Environment**

This person is responsible for coordinating the restoration of community services to normal pre-emergency/disaster day-to-day operations, including documentation and providing management with direction for recovery activities.

Some specific tasks **may be:**

- Provide Building and public safety inspections
- Restore government facility functions
- Provide emergency housing if required (liaise with PREOC)
- Provide documentation of response and recovery for disaster assistance
- Provide after-action reports consistent with Corporate requirements
- Provide direction in land use and zoning issues
- Issue Building permits (e.g. a decentralized function with link to recovery).
- Develop alternative building regulations and code enforcement
- Provide an Action Plan for recovery operations
- Prepare redevelopment plans
- Prepare recovery situation reports
- Document recovery operations
- Recommend mitigation plans
General Manager - Finance

Finance handles the community’s recovery financial transactions, including the recovery of funds associated with assisting other agencies. Key personnel in the Finance Department are familiar with Disaster Financial Assistance legislation.

- Facilitate application process for Emergency Response Funding and Disaster Financial Assistance
- Prepare and maintain the recovery budget
- Develop and maintain contracts
- Process accounting and claims
- Manage insurance settlements
- Ensure correct EMBC task number and authorization by contacting the Emergency Operations Centre at EMBC in Victoria (1-800-663-3456). Determine if funding is for response or recovery. (100% cost recovery for response, 80% cost recovery for recovery)
- Complete appropriate EMBC claims and task forms.
- Submit forms to EMBC Regional Manager within 60 days of authorized emergency response task.
## Appendices

### A1 Notifications & Contacts

#### EOC CALL OUT LIST (CONFIDENTIAL)

All numbers listed are Area Code 604

<table>
<thead>
<tr>
<th>Position / Organization</th>
<th>Name</th>
<th>Office</th>
<th>Home</th>
<th>Cellular (604)</th>
<th>EMERGENCY 24/7 Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOC Director</td>
<td></td>
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<td></td>
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<tr>
<td>Alternate EOC Director</td>
<td></td>
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<tr>
<td>Media Relations</td>
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<tr>
<td>Manager, Safety, Security &amp; Emergency Management (SSEM)</td>
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<tr>
<td>Emergency Program Coordinator (EPC)</td>
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<tr>
<td>Emergency Support Services Director (ESSD)</td>
<td></td>
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</tr>
<tr>
<td>Electoral Area A Manager</td>
<td></td>
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<tr>
<td>Electoral Area A Planner</td>
<td></td>
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</tr>
<tr>
<td>Watershed Protection (Wildland Fire)</td>
<td></td>
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</tr>
<tr>
<td>Elected Officials</td>
<td></td>
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</tr>
<tr>
<td>Board Chair</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Vice Chair</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Electoral Area A Director</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Management BC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>Contact Number</td>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Regional Manager Southwest Region</td>
<td>604 586-4390</td>
<td>Surrey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Emergency Operations Centre</td>
<td>1.800.663.3456</td>
<td>Victoria</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Other Agencies

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>24 hr Emergency Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search and Rescue (RCMP)</td>
<td>9-1-1</td>
</tr>
<tr>
<td>Coastal Fire Centre</td>
<td>REDACTED FROM PUBLIC VERSION</td>
</tr>
<tr>
<td>Coast Guard Air/Marine Emergencies</td>
<td>1.800.567.5111</td>
</tr>
<tr>
<td>Rescue Coordination Centre</td>
<td></td>
</tr>
<tr>
<td>Coast Guard Marine Communications &amp; Traffic Services Centre</td>
<td>REDACTED FROM PUBLIC VERSION</td>
</tr>
<tr>
<td>Weather</td>
<td>604.664.9100</td>
</tr>
<tr>
<td>Ministry of Transportation and Infrastructure (MOTI)</td>
<td>Lower Mainland District Operations Manager (New Westminster) 604.660.8295</td>
</tr>
<tr>
<td>Ministry of Municipal Affairs and Housing University Endowment Lands Admin Office</td>
<td></td>
</tr>
<tr>
<td>RCMP Howe Sound (Squamish Detachment)</td>
<td></td>
</tr>
<tr>
<td>RCMP UBC and UEL (UBC Detachment)</td>
<td></td>
</tr>
<tr>
<td>RCMP Indian Arm West (North Vancouver Detachment)</td>
<td></td>
</tr>
<tr>
<td>RCMP Pitt Lake &amp; Indian Arm East (Coquitlam Detachment)</td>
<td>REDACTED FROM PUBLIC VERSION</td>
</tr>
<tr>
<td>RCMP Barnston Island (Surrey Detachment)</td>
<td></td>
</tr>
<tr>
<td>RCMP Bowen Island (Passage &amp; Bowyer Islands)</td>
<td></td>
</tr>
<tr>
<td>West Vancouver Police (Closest police to Howe Sound area)</td>
<td></td>
</tr>
<tr>
<td>UBC EOC MSAT Phones</td>
<td></td>
</tr>
<tr>
<td>CN Police (Howe Sound rail line)</td>
<td></td>
</tr>
</tbody>
</table>
| Port of Vancouver  
(24/7 Operations Centre) | 604-665-9086 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UBC Campus Security</td>
<td>604-822-2222</td>
</tr>
</tbody>
</table>
| UBC Emergency Management  
(Risk Management Services) | 604-822-1237|
| MOTI Regional Traffic Management Centre  
- Barnston Ferry  
- All Highways and provincial roads | 1-866-707-7862|
### A2 Initial Incident Assessment & Critical Information Requirements

(double click to open full size PDF)

<table>
<thead>
<tr>
<th>Event:</th>
<th>Short Incident Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMBC Task#:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Reported by:** (Name, Position, Agency, Contact info):

**Who is in Charge:** (Name, Position, Agency, Contact info, Location):

**What have we got?** (e.g., fire, flood, facility damage, medical, spill, explosion, etc.)

**Is it getting better or worse?** How/Why?

**Who is responsible for responding to the incident** (MV Dept, Municipality, Province, property owner, etc)

*This is NOT who caused the incident and implies no liability*

**Location of Incident:**

**Media on site?**

**Who do we need to notify?** (municipalities, regulatory agencies, etc)

**What assistance is needed to manage the emergency?** (personnel, equipment, etc)

**Who do we need to advise/report to?** (Board Chair, Mayor, EMBC, etc)

**What is it MV needs to do?** (Response Objectives)

**Other Remarks:**

**Prepared By:** (Name, Position, Contact Info)

**Distribution:**

- ☐ CAO
- ☐ PPE
- ☐ Water Services
- ☐ Liquid Waste
- ☐ Solid Waste
- ☐ Corp Services
- ☐ Finance
- ☐ ITEM Director
- ☐ External Relations
- ☐ CSC
- ☐ EOC/DOC Director
- ☐ Regional Duty Officer
A3 Maps

1. Electoral Area Overview
2. Howe Sound North
3. Howe Sound South
4. Indian Arm North
5. Indian Arm South
6. Pitt Lake North
7. Pitt Lake South
8. Ocean Point
9. Strachan Point
10. Montizambert Wynd
11. Wigwam Inn
12. Widgeon Creek
13. Barnston Island
14. Point Grey Area
15. Bowyer Island
16. Passage Island

Note: Maps are embedded PDF files, double click on the map to open a large clear version.
A4 Area Specific Information and Pre-Plans

A4.1 West Side of Pitt Lake, Northern Indian Arm, Boulder Island & Carraholly

General Information

Pitt Lake - There are approximately 80 cabins on the west side (MVRD portion) of Pitt Lake, most occupied seasonally. The east side of Pitt Lake is within the FVRD and therefore outside of the scope of this plan. Pinecone Burke Provincial Park has camping areas located at Defrauder Falls.

Northern Indian Arm – There are about ten full time residences in the northern part of Indian Arm. There are seasonal population increases during the summer. Three yacht clubs maintain out stations at the head of the Arm. In summer months, especially weekends, the population could expand to several hundred, generally residing on boats and in private cabins. As well Indian Arm Provincial Park has camping locations at Granite Falls and Bishop Creek.

Carraholly – Located on the waterfront at the south east edge of Belcarra Regional Park. There are 3 residences at Carraholly.

Boulder Island – Located at the southern entrance to Indian Arm, there are two residences on Boulder Island.

Situation and Assumptions

- This is a vast and diverse area which includes several unique geographic locations. Self-sufficiency of residents is essential due to isolation and response distance from urban settlement.
- Residents are expected to mitigate, prepare, respond and recover their personal safety and property.
- MV has limited response capabilities.
- MV shall provide information as and if requested by residents in personal preparedness, earthquake preparedness, and the FireSmart program.
- Communication to urban areas is severely restricted due to the geographic location of the area. The Pitt Lake and extreme northern Indian Arm areas do not generally have 9-1-1 access, while the other areas do, via cellular telephone.
- Normal access to residences is primarily by private boat or by rough trail in a few areas.
- In the event an incident was to occur on a holiday weekend or during the summer months, it should be assumed that many of the seasonal residences will be occupied.
### Evacuation Pre Plan: Pitt Lake

**Location:** West Side of Pitt Lake from Grant Narrows North to top of lake

**Population:** Less than 10 year round residents, plus up to 300 transient in summer.

**First Nations:** IRs within or adjacent to community: Pitt Lake IR4 (Katzie FN) located within southern portion

**Need Transportation:** About 0 residents indicate a need for transportation in case of evacuation

**Animals:** About 6 pets in community

**Special Facilities:** None

### Reception Centre

Arrange through Ridge Meadows ESS

Minneahada Lodge – MV Parks

### Community Facilities

**Incident Command Post:** Grant Narrows Boat Launch

**Emergency Ops Centre:** MV Head Office

**Public Meeting Place:** Grant Narrows Boat Launch

**Reception Centre:** None in Community

### Preferred Alerting Methods

- [x] Telephone Fan Out
- [x] Door-to-Door
- [ ] News Media
- Other: ________________

### Evacuation Personnel for Door-to-Door

**Fire:** Nearest Fire Department – Not Applicable

**Police:** Coquitlam RCMP

**Search and Rescue:** Nearest SAR – Ridge Meadows and Coquitlam SAR

### Evacuation Routes

Roadways:
- to the north: No Road Access
- to the south: No Road Access

Rail: No Rail Access

Aquatic: Each residence has boat dock

Air: No designated Helispots due to terrain

Safe Areas: Not Identified

### News Media for Evacuation Messages

Newspapers: No newspaper service

Radio Stations: CBUT AM 690, CKWX AM1130

Television: Global, CBC (no cable service)
Evacuation Pre Plan: Pitt Lake

Community Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:

No Road Access to any portions
Many seasonal residences built in close proximity to steep slopes
Very limited radio communications to area due to topography
No landline phone service to all portions
Very limited cellular service only in Southern portion

Critical Infrastructure in Area:
BC Hydro Main Transmission Lines
FORTIS BC Natural Gas Pipeline

Maps:
Map 6 – Pitt Lake North
Map 7 – Pitt Lake South
Map 12 – Widgeon Creek
Topographic Map sheet - 92G7
Nautical Chart - 3062

Commercial Accommodations:

Ramada Inn Pitt Meadows - 604-460-9859 Fax: 604-460-9857
19267 Lougheed Highway, Pitt Meadows, BC V3Y 2J5

Best Western Poco Inn & Suites - 604-941-6216
1545 Lougheed Highway, Port Coquitlam, BC V3B 1A5

Travelodge Maple Ridge - 604-467-1511
21650 Lougheed Highway, Maple Ridge, BC V2X 2S1
# Evacuation Pre Plan: Indian Arm

## Population

<table>
<thead>
<tr>
<th>Location</th>
<th>North of Village of Anmore and North of District of North Vancouver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>About 15 residents, plus up to 200 transient in summer.</td>
</tr>
<tr>
<td>First Nations</td>
<td>IRs within or adjacent to community: Squamish IR 4 (uninhabited)</td>
</tr>
<tr>
<td>Need Transportation</td>
<td>About 0 residents indicate a need for transportation in case of evacuation</td>
</tr>
<tr>
<td>Animals</td>
<td>About 3 pets in community</td>
</tr>
<tr>
<td></td>
<td>About 0 commercial animals</td>
</tr>
<tr>
<td>Special Facilities</td>
<td>Wigwam Inn (owned by RVYC) has facilities for about 50 people</td>
</tr>
</tbody>
</table>

## Reception Centre

- Arrange through NSEMO or City of Coquitlam

## Community Facilities

<table>
<thead>
<tr>
<th>Incident Command Post</th>
<th>Emergency Ops Centre</th>
<th>Public Meeting Place</th>
<th>Reception Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belcarra Park Office</td>
<td></td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

## Preferred Alerting Methods

- [ ] Telephone Fan Out
- [ ] Door-to-Door
- [ ] News Media
- Other: Coast Guard/Police

## Evacuation Personnel for Door-to-Door

- Fire: Nearest Fire Department – None
- Police: North Vancouver (west side) or Coquitlam (east side)
- Search and Rescue: Nearest SAR – North Shore Rescue/Coast Guard

## Evacuation Routes

- **Roadways:**
  - to the north: Very rough 4x4 road to Squamish (Mamquam River FSR)
  - to the south: Private 4x4 trail to Buntzen Lake Powerhouse (BC Hydro)
- **Rail:** No Rail Access
- **Aquatic:** Boat dock at all occupied areas
- **Air:** Nearest Helisport at: Wigwam Inn, Granite Falls, Buntzen Lake Powerhouse, Belcarra Regional Park parking lot
- **Safe Areas:** None Identified

## News Media for Evacuation Messages

- **Newspapers:** No Newspapers
- **Radio Stations:** CBUT AM 690, CKWX AM1130
- **Television:** Global, CBC
Evacuation Pre Plan: Northern Indian Arm

<table>
<thead>
<tr>
<th>Community Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>DUTY OFFICER</td>
</tr>
</tbody>
</table>

Special Concerns/Comments:
- No all-weather road access to any inhabited areas
- Many seasonal residences built in on steep slopes
- Very limited radio communications to area due to topography
- No phone service to all portions
- Very limited cellular service

Critical Infrastructure in Area:
- BC Hydro Transmission Line
- BC Hydro Buntzen Generating Station

Maps:
- Map 4 – Indian Arm North
- Map 5 – Indian Arm South
- Topographical Map sheet - 92G7
- Nautical Chart – 3495

Commercial Accommodations:
- Holiday Inn Hotel & Suites North Vancouver - **604-985-3111**
  700 Lillooet Road, North Vancouver, BC V7J 2H5
- Barnet Hotel - **604-936-4922**
  2025 St. Johns Street, Port Moody, BC V3H 2A3
- Coquitlam Sleepy Lodge - **604-937-7737**
  730 Clarke Road, Coquitlam, BC V3J 3Y1
- Ramada Coquitlam - **604-931-4433** Fax: 604-931-4250
  631 Lougheed Highway, Coquitlam, BC V3K 3S5
## Evacuation Pre Plan: Carraholly

### Population

| Location | 1 Km west of Burrard Thermal Plant at loco  
Access via boat or 4x4 vehicle along power lines from BC Hydro road |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Population</td>
<td>About 5 residents, plus 0 transient in summer.</td>
</tr>
<tr>
<td>First Nations</td>
<td>IRs within or adjacent to community: NO IRs</td>
</tr>
<tr>
<td>Need Transportation</td>
<td>0 residents indicate a need for transportation in case of evacuation</td>
</tr>
<tr>
<td>Animals</td>
<td>About 2 pets in community</td>
</tr>
<tr>
<td>Special Facilities</td>
<td>None</td>
</tr>
</tbody>
</table>

### Reception Centre

Arrange through Port Moody ESS

### Community Facilities

<table>
<thead>
<tr>
<th>Incident Command Post</th>
<th>Belcarra Park Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Ops Centre</td>
<td>None Identified</td>
</tr>
<tr>
<td>Public Meeting Place</td>
<td>None in Community</td>
</tr>
<tr>
<td>Reception Centre</td>
<td>None in Community</td>
</tr>
</tbody>
</table>

### Preferred Alerting Methods

- [X] Telephone Fan Out
- [X] Door-to-Door
- [ ] News Media
- Other: ________________

### Evacuation Personnel for Door-to-Door

- Fire: Nearest Fire Department – Sasamat Fire Department
- Police: Nearest Detachment – Coquitlam RCMP
- Search and Rescue: Nearest SAR – Coquitlam SAR

### Evacuation Routes

- Roadways:
  - to the north: Belcarra Road 3 Km (road to Burrard Thermal station)
  - to the south: Burrard Inlet
- Rail: Not Applicable
- Aquatic: Boat dock at one residence
- Air: No Helo Access due to thick bush and hydro lines
- Safe Areas: Belcarra Regional Park, 2 Km walk to the NW

### News Media for Evacuation Messages

- Newspapers: Vancouver Sun, Province
- Radio Stations: CBUT AM 690, CKWX AM1130, Mountain FM 107.1
- Television: CTV, Global, CBC, CITYTV
Evacuation Pre Plan: Carraholly

<table>
<thead>
<tr>
<th>Community Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>DUTY OFFICER</td>
</tr>
</tbody>
</table>

Special Concerns/Comments:

No Structural Fire Service available  
Water available for firefighting by drafting from Burrard Inlet  
Residential water may not be potable  
Access to residences by narrow very rough road built to service power lines above residences, gate keys held by Belcarra Park Operator.

Critical Infrastructure in Area:

BC Hydro Transmission Lines from Burrard Thermal Plant

Maps:

Map 5 – Indian Arm South  
Topographic Map sheet – 92G7  
Nautical Chart – 3495

Commercial Accommodations:

**Barnet Hotel** - **604-936-4922**  
2025 St. Johns Street, Port Moody, BC V3H 2A3

**Coquitlam Sleepy Lodge** - **604-937-7737**  
730 Clarke Road, Coquitlam, BC V3J 3Y1

**Ramada Coquitlam** - **604-931-4433** Fax : 604-931-4250  
631 Lougheed Highway, Coquitlam, BC V3K 3S5
A4.2 Barnston Island

General Information

Barnston Island has approximately 110 inhabitants with about 450 head of livestock currently living on the island. This does not include any recreational population. MV Parks Robert Point Rest Area is located at the southwestern tip of the island, and Mann Point is located at the east end of the island. A small First Nations Reserve is located in the southeast area of the island; Emergency Planning for the reserve is the responsibility of Katzie First Nation.

Access is by ferry which operates across Parsons Channel, which is 250 metres wide and 4-8 metres deep on the south side of the Fraser River, in the north east corner of Surrey. Main road connection is 176th Street and 104 Avenue. The Ferry Barge is owned by Ministry of Transportation; however, the tug is owned/operated by Western Pacific Marine Ltd.


This ferry accommodates 5-6 regular size vehicles and may carry one standard size fire truck at a time or a maximum gross vehicle weight of 50 tonnes. The largest truck using the ferry at this time is 36 tonnes which limits any additional vehicles. The ferry docking area is owned and maintained by the provincial Ministry of Transportation through MainRoad Contracting.

Back-On/Back-Off Configuration – Currently all drivers must back off the ferry when it arrives at Barnston Island and must back on when departing the Island.

Ramps and Access – Ramps on both sides are constructed of wood with wire mesh for traction. At low tides, heavily loaded trucks and cars scrape the ramp when backing on and off. The ramps are a limiting factor allowing for GVW of 40 tonnes, 10 tonnes less than the barge.

Barnston Island is within the 200-year flood inundation level of the Fraser River. Note: the dike is approximately 2 feet below the 200 year flood level standard outlined by the Ministry of Environment. Flooding of the Fraser River could have potentially serious consequences for people, farms and the Katzie Indian Reserve. A detailed Freshet Emergency Plan is included as Appendix A8 of this Plan.

Note: Many years ago, the diking system was constructed with compacted silt. The paved roadway around the island perimeter is atop of the diking system itself. This road is the responsibility of the Province of British Columbia.

Situation & Assumptions

- Barnston Island residents are expected to mitigate, prepare, respond and recover their personal safety and property.
- MV shall provide information as and if requested by residents in personal preparedness, earthquake preparedness, and the FireSmart program.
- The Katzie Indian band has five fire hydrants located on their reserve and fires on the reserve may be responded to by the Surrey Fire service under an agreement.
- Livestock owners are responsible for disposal and/or transport off Island, if necessary.
Evacuation Pre Plan: Barnston Island

Updated March 2015

<table>
<thead>
<tr>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: In Fraser River immediately North of Surrey, access via ferry from 104 Avenue.</td>
</tr>
<tr>
<td>Population: About 110 residents, 60 on Reserve, plus about 50 transient (day use recreational).</td>
</tr>
<tr>
<td>First Nations: IRs within or adjacent to community: Katzie IR on Island</td>
</tr>
<tr>
<td>Need Transportation: No residents indicate a need for transportation in case of evacuation</td>
</tr>
</tbody>
</table>
| Animals: About 40 pets in community  
About 450 commercial animals |
| Special Facilities: None |

<table>
<thead>
<tr>
<th>Reception Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange through City of Surrey ESS or Commercial Accommodations (see reverse)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command Post: Ferry Dock Surrey side</td>
</tr>
<tr>
<td>Emergency Ops Centre:</td>
</tr>
<tr>
<td>Public Meeting Place: Katzie Band Office</td>
</tr>
<tr>
<td>Reception Centre: None in Community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Alerting Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Telephone Fan Out</td>
</tr>
<tr>
<td>☑ Door-to-Door</td>
</tr>
<tr>
<td>☐ News Media</td>
</tr>
<tr>
<td>Other: ________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Personnel for Door-to-Door</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire: Nearest Fire Department – Surrey Fire Department (not in service area)</td>
</tr>
<tr>
<td>Police: Surrey RCMP</td>
</tr>
<tr>
<td>Search and Rescue: Nearest SAR – Surrey SAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Routes</th>
</tr>
</thead>
</table>
| Roadways: to the South  
West on 104th from Ferry Dock then South on 176th |
| Rail: No Rail Service to island, CN tracks may block access across 104th |
| Aquatic: MoT Ferry, Harken Towing Water Taxi, Interfor Hammond Mill tug and barge |
| Air: Multiple Helispots available |
| Safe Areas: High ground on 176th Street, Surrey |

<table>
<thead>
<tr>
<th>News Media for Evacuation Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspapers: Vancouver Sun, Province</td>
</tr>
<tr>
<td>Radio Stations: CBUT AM 690, CKWX AM1130</td>
</tr>
<tr>
<td>Television: CTV, Global, CBC, CITYTV</td>
</tr>
</tbody>
</table>
Evacuation Pre Plan: Barnston Island

Community Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:
- No Structural Fire Service available
- Not sufficient water available for fire fighting (except on IR), fire trucks may draft out of river/ditches
- Water may not be potable (private wells)
- Below 200 year flood level
- 13 residences located outside dikes
- Water Access only by MOTI tug/barge may be interrupted due to water level, debris or ice

Critical Infrastructure in Area:
- TELUS Cellular repeater site on blue silo immediately north of #46 and TELUS connection box at roadside in front of #46

Maps:
- Map 13 – Barnston Island
- Topographic Map sheet – 92G2
- Nautical Chart - 3489

Commercial Accommodations:
- Holiday Inn Express Hotel & Suites-surrey - 604-930-8510
  15808 104 Avenue, Surrey, BC V4N 5L2
- Ramada Inn & Suites Guildford - 604-930-4700
  10410 158 Street, Surrey, BC V4N 5C2
- Sandman Hotels Inns & Suites - 604-582-7263 Fax : 604-582-7264
  10608 151A Street, Surrey, BC V3R 1J8
A4.3 Howe Sound

The area between West Vancouver and the Squamish-Lillooet Regional District along Highway 99 – Excluding the Village of Lions Bay. This area includes the communities of Montizambert Wynd, Strachan Point and Ocean Point.

**Situation and Assumptions**

- Residents are expected to mitigate, prepare, respond and recover their personal safety and property.
- MV will provide information to assist residents in personal preparedness, earthquake preparedness, low-risk tsunami preparedness, power outages, and the FireSmart program.
- Residents of the three communities have 9-1-1 access.
- Currently, all three communities do not have formal fire suppression service.
# Evacuation Pre Plan: Montizambert Wynd

## Population

<table>
<thead>
<tr>
<th>Location</th>
<th>4.5 Km North of Horseshoe Bay (West Vancouver) access from Lawrence Way/Hwy 99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>About 25 residents, plus 0 transient in summer.</td>
</tr>
<tr>
<td>First Nations</td>
<td>IRs within or adjacent to community: NO IRs</td>
</tr>
<tr>
<td>Need Transportation</td>
<td>About 0 residents indicate a need for transportation in case of evacuation</td>
</tr>
<tr>
<td>Animals</td>
<td>About 6 pets in community</td>
</tr>
<tr>
<td>Animals</td>
<td>About 0 commercial animals</td>
</tr>
<tr>
<td>MV Facilities</td>
<td>None</td>
</tr>
</tbody>
</table>

## Distances from Community to Reception Centres in Adjacent Communities

<table>
<thead>
<tr>
<th>South to</th>
<th>West Van Senior Centre, 695-21st Street – 18km</th>
</tr>
</thead>
<tbody>
<tr>
<td>North to</td>
<td>Lions Bay Community Hall, 400 Cross Creek - 6 km</td>
</tr>
</tbody>
</table>

## Community Facilities

<table>
<thead>
<tr>
<th>Incident Command Post</th>
<th>Sunset Marina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Ops Centre:</td>
<td>MV Head Office</td>
</tr>
<tr>
<td>Public Meeting Place:</td>
<td>Sunset Marina</td>
</tr>
<tr>
<td>Reception Centre:</td>
<td>None</td>
</tr>
</tbody>
</table>

## Preferred Alerting Methods

- Telephone Fan Out
- Door-to-Door
- News Media
- Other: ________________

## Evacuation Personnel for Door-to-Door

- Fire: Nearest Fire Department – West Van FD, Lions Bay FD
- Police: Squamish RCMP
- Search and Rescue: Nearest SAR – Lions Bay SAR

## Evacuation Routes

- **Roadways:**
  - to the north: Hwy 99 to Lions Bay – 6 Km
  - to the south: Hwy 99 to Horseshoe Bay – 4.5 Km

- **Rail:**
  - CNR Squamish Subdivision tracks run through community

- **Aquatic:**
  - Boat dock and launch ramp at Sunset Marina 200M south of community

- **Air:**
  - Nearest Helispot at: Sunset marina (not developed but has sufficient space for Helo)

- **Safe Areas:**
  - Lawrence Way South of Rail Crossing

## News Media for Evacuation Messages

- **Newspapers:** North Shore News, Vancouver Sun, Province
- **Radio Stations:** CBUT AM 690, CKWX AM1130, Mountain FM 107.1
- **Television:** CTV, GLOBAL, CBC, CITYTV
Evacuation Pre Plan: Montizambert Wynd

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:
No Structural Fire Service available
Not sufficient water available for fire fighting
Water may not be potable (surface supply from creek)
Access to residences by narrow road and light duty bridge over Montizambert Creek which is likely source of emergency.
Steep rocky shore offering no easy marine access for evacuation north of creek where most residences located.
All residences are downslope from CN Rail tracks; train may block road access if derailment occurs.

Critical Infrastructure in Area:
CN Rail Tracks bisect community
Fibreoptic communications cabling along rail right of way
BC Hydro Transmission lines above Hwy 99

Maps:
Map 3 – Howe Sound South
Map 10- Montizambert Wynd
Topographical Map sheet – 92G6
Nautical Chart - 3526

Commercial Accommodations:
South by arrangement with NSEMO
North Cozy Motor Inn - 604-892-9000
1606 Scott Cres, Squamish, BC V0N 3G0

North Chieftain Hotel - 604-892-9119
38005 Cleveland, Squamish, BC V0N 3G0
## Evacuation Pre Plan: Strachan Point

**Updated March 2015**

<table>
<thead>
<tr>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
</tr>
<tr>
<td><strong>Population:</strong></td>
</tr>
<tr>
<td><strong>First Nations:</strong></td>
</tr>
<tr>
<td><strong>Need Transportation:</strong></td>
</tr>
<tr>
<td><strong>Animals:</strong></td>
</tr>
<tr>
<td><strong>About 0 commercial animals</strong></td>
</tr>
<tr>
<td><strong>Special Facilities:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reception Centres in Adjacent Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>South to:</strong> West Van Senior Centre, 695-21st Street –</td>
</tr>
<tr>
<td><strong>To:</strong> Lions Bay Community Hall, 400 Cross Creek - 4 km</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incident Command Post:</strong></td>
</tr>
<tr>
<td><strong>Emergency Ops Centre:</strong></td>
</tr>
<tr>
<td><strong>Public Meeting Place:</strong></td>
</tr>
<tr>
<td><strong>Reception Centre:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Alerting Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Telephone Fan Out</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Personnel for Door-to-Door</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire:</strong></td>
</tr>
<tr>
<td><strong>Police:</strong></td>
</tr>
<tr>
<td><strong>Search and Rescue:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evacuation Routes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Roadways:</strong> to the north: Hwy 99 to Lions Bay – 4 Km</td>
</tr>
<tr>
<td><strong>to the south:</strong> Hwy 99 to Horseshoe Bay – 6.5 Km</td>
</tr>
<tr>
<td><strong>Rail:</strong> CNR Squamish Subdivision tracks run through community</td>
</tr>
<tr>
<td><strong>Aquatic:</strong> Boat Launch ramp at southern end of development</td>
</tr>
<tr>
<td><strong>Air:</strong> Nearest Helispot at: Turn about adjacent to #15 Strachan Point Road</td>
</tr>
</tbody>
</table>

| Safe Areas: None Identified |

<table>
<thead>
<tr>
<th>News Media for Evacuation Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Newspapers:</strong> North Shore News, Vancouver Sun, Province</td>
</tr>
<tr>
<td><strong>Radio Stations:</strong> CBUT AM 690, CKWX AM1130, Mountain FM 107.1</td>
</tr>
<tr>
<td><strong>Television:</strong> CTV, GLOBAL, CBC, CITYTV</td>
</tr>
</tbody>
</table>
Evacuation Pre Plan: Strachan Point

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:

No Structural Fire Service available
Not sufficient water available for fire fighting unless drafting from ocean
Water may not be potable (surface supply from creek)
Access to residences by narrow road and light duty bridge over Charles Creek which is likely source of emergency.
Steep rocky shore offering no easy marine access for evacuation north of creek, small boat launch located at south end of development.
All residences are downslope from CN Rail tracks; train may block road access if derailment occurs.

Critical Infrastructure in Area:

CN Rail Tracks bisect community
Fibreoptic communications cabling along rail right of way
BC Hydro Transmission lines above Hwy 99

Maps:
Map 3 – Howe Sound South
Map 9- Strachan Point
Topographical Map sheet – 92G6
Nautical Chart - 3526

Accommodations:
South by arrangement with NSEMO
North **Cozy Motor Inn** - 604-892-9000
1606 Scott Cres, Squamish, BC V0N 3G0
North **Chieftain Hotel** - 604-892-9119
38005 Cleveland, Squamish, BC V0N 3G0
### Evacuation Pre Plan: Ocean Point

**Updated March 2015**

<table>
<thead>
<tr>
<th><strong>Population</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>7.5 Km North of Horseshoe Bay (West Vancouver) access /Hwy 99</td>
</tr>
<tr>
<td>Population:</td>
<td>About 150 residents, plus 0 transient in summer.</td>
</tr>
<tr>
<td>First Nations:</td>
<td>IRs within or adjacent to community: NO IRs</td>
</tr>
<tr>
<td>Need Transportation:</td>
<td>About 0 residents indicate a need for transportation in case of evacuation</td>
</tr>
<tr>
<td>Animals:</td>
<td>About __ pets in community</td>
</tr>
<tr>
<td></td>
<td>About 0 commercial animals</td>
</tr>
<tr>
<td>Special Facilities:</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Distances from Community to Reception Centres in Adjacent Communities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>South to: West Van Senior Centre, 695-21st Street –</td>
<td>To: Lions Bay Community Hall, 400 Cross Creek - 3 km</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Community Facilities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command Post:</td>
<td>MV vehicle</td>
</tr>
<tr>
<td>Emergency Ops Centre:</td>
<td>MV Head Office</td>
</tr>
<tr>
<td>Public Meeting Place:</td>
<td></td>
</tr>
<tr>
<td>Reception Centre:</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Preferred Alerting Methods</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Fan Out:</td>
<td>☑️</td>
</tr>
<tr>
<td>Door-to-Door:</td>
<td>☑️</td>
</tr>
<tr>
<td>News Media:</td>
<td>☐️</td>
</tr>
<tr>
<td>Other:</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evacuation Personnel for Door-to-Door</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire:</td>
<td>Nearest Fire Department – West Van FD, Lions Bay FD</td>
</tr>
<tr>
<td>Police:</td>
<td>Nearest Detachment – Squamish RCMP 36 Km North, West Van Police 18 Km South</td>
</tr>
<tr>
<td>Search and Rescue:</td>
<td>Nearest SAR – Lions Bay SAR 3 Km</td>
</tr>
<tr>
<td>MV Staff / Volunteers:</td>
<td>Rob Nicholls, 604.802.5441, Resides 18 Km North</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Evacuation Routes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadways:</td>
<td>to the north       Hwy 99 to Lions Bay – 3 Km</td>
</tr>
<tr>
<td></td>
<td>to the south      Hwy 99 to Horseshoe Bay – 7.5 Km</td>
</tr>
<tr>
<td>Rail:</td>
<td>CNR Squamish Subdivision tracks run through community, no passenger trains</td>
</tr>
<tr>
<td>Aquatic:</td>
<td>Rough Boat Access at southern end</td>
</tr>
<tr>
<td>Air:</td>
<td>Nearest Helisport at:</td>
</tr>
<tr>
<td>Safe Areas:</td>
<td>None Identified</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>News Media for Evacuation Messages</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspapers:</td>
<td>North Shore News, Vancouver Sun, Province</td>
</tr>
<tr>
<td>Radio Stations:</td>
<td>CBUT AM 690, CKWX AM1130, Mountain FM 107.1</td>
</tr>
<tr>
<td>Television:</td>
<td>CTV, GLOBAL, CBC, CITYTV</td>
</tr>
</tbody>
</table>
Evacuation Pre Plan: Ocean Point

Community Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:

- Gated Community, access requires code.
- No Structural Fire Service available
- Steep rocky shore offering no easy marine access for evacuation
- All single family residences are downslope from CN Rail tracks, train may block road access if derailment occurs.
- Newman Creek borders north end of development, immediately adjacent to one residence.

Critical Infrastructure in Area:

- CN Rail Tracks bisect community
- Fibreoptic communications cabling along rail right of way
- BC Hydro Transmission lines above Hwy 99

Maps:

- Map 3 – Howe Sound South
- Map 8 – Ocean Point
- Topographical Map sheet – 92G6
- Nautical Chart - 3526

Commercial Accommodations:

- **South** by arrangement with NSEMO

**North**

- Cozy Motor Inn - 604-892-9000
  1606 Scott Cres, Squamish, BC V0N 3G0

- Chieftain Hotel - 604-892-9119
  38005 Cleveland, Squamish, BC V0N 3G0
A4.4 Bowyer & Passage Islands

Bowyer Island
There are three groupings of seasonal residences around the Island; there are no full time residents. The residents do not have formal fire suppression. Water supply systems are assumed to be of small capacity and the responsibility of residence owners.

Bowyer Island is approximately two miles northeast of Bowen Island and about 2 miles north of Horseshoe Bay immediately across from Sunset Marina on the Sea to Sky Highway.

Passage Island
There are 28 homes located on Passage Island of which approximately 4 are occupied full time. The population increases with the summer season. Most homes are located on rocky cliffs above the three beaches with the main landing area located on the North East side. There are no landing signals or alerting lights for hours of darkness access. There are no docks on the Island. Residents are transported to mooring buoys, and then to shore by small boat or dingy or dropped at the “North Stairs” landing by water taxi. Signs have been placed by Metro Vancouver at each landing area with emergency information and map for responders and residents reference.

All homes have rainwater collection systems with cisterns holding 500 to 2000 gallons per cistern. Two fire points are equipped with pumps and hose. The residents of Passage Island do not have formal fire suppression. A Fire Smart Wildfire Assessment was conducted by MV staff in 2009 which can be accessed at ORBIT http://orbit/orbit/lisapi.dll/open/e004615499.

Water taxis from West Vancouver Fisherman’s Cove or private boat are the primary modes of transportation. Transportation time is about 15 minutes.

Situation and Assumptions

- Residents are expected to mitigate, prepare, respond and recover their personal safety and property.
- MV will provide information to assist residents in personal preparedness, earthquake preparedness, low-risk tsunami preparedness, and the FireSmart program.
- Residents of both Islands have 9-1-1 access via cellular phone. Address given for Passage Island is 5095 Marine Drive, West Vancouver, which is the fuel dock at Eagle Harbour. Address given for Bowyer Island is unsure but likely Sewell’s Marina in Horseshoe Bay.
- Evacuation of either Island for any reason would likely involve the Canadian Coast Guard or RCMSAR due to the water only access.
- In winter, frequent occurrence of strong northerly winds (locally called a Squamish Wind) can make landing by boat on either island impossible.
- Both Islands fall within the detachment boundary of Bowen Island RCMP, which does not have a boat assigned full time, they must call upon West Coast Marine Services vessels based in Nanaimo.
**Evacuation Pre Plan: Passage Island**

**Population**

| Location: | About 2 Km Southwest of Eagle Harbour, West Vancouver |
| Population: | About 14 residents, plus up to 20 transient in summer. |
| First Nations: | IRs within or adjacent to community: NO IRs |
| Need Transportation: | All residents indicate a need for transportation in case of evacuation |
| Animals: | About ___ pets in community |
| | About 0 commercial animals |
| Special Facilities: | None |

**Distances from Community to Reception Centres in Adjacent Communities**

| To: West Van Senior Centre, 695-21st Street – 12km |

**Community Facilities**

| Incident Command Post: | Eagle Harbour Marina |
| Emergency Ops Centre: | MV Head Office |
| Public Meeting Place: | Eagle Harbour Yacht |
| Reception Centre: | None |

**Preferred Alerting Methods**

- [ ] Telephone Fan Out
- [x] Door-to-Door
- [ ] News Media
- Other: ________________

**Evacuation Personnel for Door-to-Door**

- Fire: Nearest Fire Department – West Van FD, unable to provide service
- Police: Bowen RCMP
- Search and Rescue: RCMSAR – West Van

**Evacuation Routes**

- Roadways: No Road Access
- Rail: No Rail Access
- Aquatic: Some houses have water access, most use steps at North end.
- Air: Insufficient space for Helispot, long line/hoist recovery only
- Safe Areas: None

**News Media for Evacuation Messages**

- Newspapers: North Shore News, Vancouver Sun, Province
- Radio Stations: CBUT AM 690, CKWX AM1130
- Television: CTV, GLOBAL, CBC
## Evacuation Pre Plan: Passage Island

### Community Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

### Special Concerns/Comments:

- No Structural Fire Service available
- Not sufficient water available for fire fighting
- Water may not be potable (rain catchment only)
- Access to residences by water only

### Critical Infrastructure in Area:

- None Identified

### Maps:

- Map 16 – Passage Island
- Topographical Map sheet – 92G6
- Nautical Chart - 3526

### Commercial Accommodations:

- Arrange through NSEMO
# Evacuation Pre Plan: Bowyer Island

## Population

<table>
<thead>
<tr>
<th>Location</th>
<th>4 Km Northwest of Horseshoe Bay (West Vancouver)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>About 5 residents, plus up to 50 transient in summer.</td>
</tr>
<tr>
<td>First Nations</td>
<td>IRs within or adjacent to community: NO IRs</td>
</tr>
<tr>
<td>Need Transportation</td>
<td>About 0 residents indicate a need for transportation in case of evacuation</td>
</tr>
<tr>
<td>Animals</td>
<td>About ___ pets in community, About 0 commercial animals</td>
</tr>
<tr>
<td>Special Facilities</td>
<td>None</td>
</tr>
</tbody>
</table>

## Distances from Community to Reception Centres in Adjacent Communities

<table>
<thead>
<tr>
<th>South to:</th>
<th>North To: Lions Bay Community Hall, 400 Cross Creek</th>
</tr>
</thead>
</table>

## Community Facilities

<table>
<thead>
<tr>
<th>Incident Command Post: Sunset Marina/Horseshoe</th>
<th>Emergency Ops Centre: MV Head Office</th>
<th>Public Meeting Place: Sunset Marina/Horseshoe</th>
<th>Reception Centre: None</th>
</tr>
</thead>
</table>

## Preferred Alerting Methods

<table>
<thead>
<tr>
<th>Telephone Fan Out</th>
<th>Door-to-Door</th>
<th>News Media</th>
<th>Other: loudspeaker from boat</th>
</tr>
</thead>
</table>

## Evacuation Personnel for Door-to-Door

<table>
<thead>
<tr>
<th>Fire</th>
<th>Nearest Fire Department – West Van FD, Lions Bay FD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Bowen RCMP</td>
</tr>
<tr>
<td>Search and Rescue</td>
<td>RCMSAR – West van</td>
</tr>
</tbody>
</table>

## Evacuation Routes

<table>
<thead>
<tr>
<th>Roadways</th>
<th>No Road Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail</td>
<td>No Rail Access</td>
</tr>
<tr>
<td>Aquatic</td>
<td>Multiple boat docks at residences</td>
</tr>
<tr>
<td>Air</td>
<td>Insufficient space for Helisport, long line only</td>
</tr>
<tr>
<td>Safe Areas</td>
<td>None</td>
</tr>
</tbody>
</table>

## News Media for Evacuation Messages

<table>
<thead>
<tr>
<th>Newspapers</th>
<th>North Shore News, Vancouver Sun, Province</th>
</tr>
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<tbody>
<tr>
<td>Radio Stations</td>
<td>CBUT AM 690, CKWX AM1130, Mountain FM 107.1</td>
</tr>
<tr>
<td>Television</td>
<td>CTV, GLOBAL, CBC, CITYTV</td>
</tr>
</tbody>
</table>
## Evacuation Pre Plan: Bowyer Island

### Community Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
</tbody>
</table>

### Special Concerns/Comments:

- No Structural Fire Service available
- Not sufficient water available for fire fighting
- Water may not be potable (surface supply)
- Access to residences by boat only
- Steep rocky shore offering no easy marine access for evacuation if docks are unusable

### Critical Infrastructure in Area:

- None Identified

### Maps:

- Map 15 – Bowyer Island
- Topographical Map sheet – 92G6
- Nautical Chart - 3526

### Commercial Accommodations:

- Arrange through NSEMO
A4.5 Point Grey Area

The Point Grey portion of Electoral Area A consists of three administratively distinct areas: the inhabited area of the University Endowment Lands (UEL), the University of British Columbia (UBC) campus, and Pacific Spirit Regional Park. Of special note is that the daytime population of the Point Grey area may approach 100,000 people when UBC is in session.

Within the Point Grey area, five roads provide ingress and egress: University Boulevard, Chancellor Boulevard, 16th Avenue, SW Marine Drive, and NW Marine Drive. (SW Marine Drive and NW Marine Drive are actually a single road, running between 41st Avenue and Spanish Banks. The name changes as the road comes around the peninsula.) These roads are owned by the Province, are the responsibility of MOTI, and are maintained by Mainroad Contracting. They all connect to Vancouver roads. Local roads are the responsibility of the UEL or UBC.

The Point Grey area is the only portion of the Electoral Area with formal structural fire protection, through an agreement between the Province and Vancouver Fire and Rescue Services. Hall 10 of VFRS is located adjacent to the RCMP University Detachment on Wesbrook Mall. The area is within the jurisdiction of the RCMP University Detachment.

Any Response in the Point Grey area must necessarily be Unified Command with affected entities acting under the authority of Metro Vancouver and these entities may fall under an Area Command. The Chair of the MVRD Board may delegate special powers under the Emergency Program Act to the Area Commander as circumstances dictate; a delegation matrix is included below.

A4.5.1 University Endowment Lands (UEL)

The UEL inhabited area is mostly residential with a mixture of single and multi-family neighbourhoods. There is a small, commercial centre that abuts onto University Boulevard. The UEL is administered by the Ministry of Municipal Affairs and Housing. It is independent of UBC.

A4.5.2 University of British Columbia Campus

The UBC campus consists of two portions: the Academic area and the Neighbourhood Housing areas. The areas are to some extent intertwined.

**Academic Area**

The Academic area contains a mix of student residences and research, administrative and instructional buildings. Day-to-day operation and administration are carried out by UBC. This includes “public works” type services such as water and sewer and maintenance of local roads.

**Neighbourhood Housing Areas**

The Neighbourhood Housing areas consist of five densely populated neighbourhoods. The neighbourhoods (from south to north) are: Wesbrook Place, Hampton Place, Hawthorn Place, East Campus, and Chancellor Place. They are labelled on the UBC/UEL map in this Plan.
neighbourhoods contain a mix of types of properties, including townhouses, low-rise buildings, and high-rise buildings (up to 22 storeys). Wesbrook Place includes a commercial centre. Community centres are located in Wesbrook Place and Hawthorn Place.

While UBC has responsibility for the administration of the Neighbourhood Housing areas (since they are part of the UBC campus), it has delegated the responsibility for the provision of various municipal-like services to the University Neighbourhoods Association (UNA). The UNA is a society incorporated under the BC Societies Act. It is not a local government and has no authority other than that delegated to it by UBC.

UBC has developed its own Emergency Plan, which applies to the whole of the UBC campus (including the Neighbourhood Housing areas) but not to the UEL. The UBC Plan is included for reference as Appendix A9 of this Plan.

When an emergency affecting the UBC campus is such as to engage this Plan, the UBC Plan is considered to operate under the authority of, and as an integral part of, this Plan. In this case, the emergency will generally be managed through the UBC EOC, which will act as Area Command under the jurisdiction of Metro Vancouver. UBC does not have the authority to issue a Declaration of Local Emergency.

**A4.5.3 Pacific Spirit Regional Park**

Pacific Spirit Regional Park is 874 hectares in size and forms the majority of the UEL. It is administered by Metro Vancouver Regional Parks. A small portion of the park is outside the UEL and none of the park is on the UBC campus.

The park is covered by the Regional Parks Emergency Management Plan and Pacific Spirit Park Emergency Response Plan, which should be considered the primary response guidance for emergencies within the park. As major park emergencies may also affect the other areas of Point Grey and/or the City of Vancouver, Unified Command with affected entities should be established.

Due to the multiple scenarios for evacuation, multiple jurisdictions, and complexity of potential routes, an Evacuation Pre-Plan is not included in this appendix.
### Evacuation Pre Plan: UEL

<table>
<thead>
<tr>
<th>Population</th>
<th>Location: The Point Grey Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Population: About 15,000 residents, plus 100,000 transient during Sep-June.</td>
</tr>
<tr>
<td></td>
<td>First Nations: IRs within or adjacent to community: Musqueum FN (to the South)</td>
</tr>
<tr>
<td></td>
<td>Need Transportation: Multiple residents indicate a need for transportation in case of evacuation</td>
</tr>
</tbody>
</table>
|                     | Animals: About 0 pets in community  
|                     | About 0 commercial animals  
|                     | Special Facilities: None |

#### Distances from Community to Reception Centres in Adjacent Communities

<table>
<thead>
<tr>
<th>To:</th>
<th>To:</th>
</tr>
</thead>
</table>

#### Community Facilities

<table>
<thead>
<tr>
<th>Incident Command Post:</th>
<th>Emergency Ops Centre: MV Head Office</th>
<th>Public Meeting Place: TBD</th>
<th>Reception Centre: None</th>
</tr>
</thead>
</table>

#### Preferred Alerting Methods

- Telephone Fan Out  
- Door-to-Door  
- News Media  
- Other: ____________

#### Evacuation Personnel for Door-to-Door

- Fire: Nearest Fire Department – Vancouver Fire Rescue  
- Police: Nearest Detachment – RCMP UBC Detachment, 2990 Wesbrook Mall  
- Search and Rescue: Nearest SAR – Vancouver HUSAR  
- MV Staff / Volunteers: Duty Officer

#### Evacuation Routes

| Roadways: Extensive network of roadways, evacuation route to be determined by threat axis |
| Rail: No Rail service |
| Aquatic: Wreck Beach |
| Air: Many Helispots available |
| Safe Areas: Not Applicable |

#### News Media for Evacuation Messages

- Newspapers: Vancouver Sun, Province  
- Radio Stations: CBUT AM 690, CKWX AM1130  
- Television: CTV, Global, CBC, CITYTV
Evacuation Pre Plan: UEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUTY OFFICER</td>
<td>All Emergencies</td>
<td>604.451.6610</td>
<td></td>
<td><a href="mailto:emergency@metrovancouver.org">emergency@metrovancouver.org</a></td>
</tr>
<tr>
<td>UBC Security (calls out EOC)</td>
<td>All Emergencies</td>
<td>604.822.2222</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Concerns/Comments:

- High value residences
- Unclear demarcation of responsible areas between UBC/MV/City of Vancouver
- Large portion of area is Pacific Spirit Park which has high potential for wildland fire

Critical Infrastructure in Area:

- Too extensive to quantify

Maps:

- Map 14 – Point Grey Area
- Topographic Map sheet – 92G3 (south) 92G6 (north)
- Nautical Chart - 3481
**A4.5.4 DELEGATION OF POWERS - AREA COMMAND**

Reference: *Emergency Program Act* Section 10

The specific powers conferred by the *Declaration of a State of Local Emergency* dated _______________ are hereby delegated by the CHAIR of the Metro Vancouver Regional District as follows.

<table>
<thead>
<tr>
<th>Emergency Powers</th>
<th>Delegated To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the local authority's jurisdiction.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the local authority's jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency Plan or program or if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td>☑ Consider (if needed)</td>
</tr>
<tr>
<td>Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td>☑</td>
</tr>
<tr>
<td>Construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.</td>
<td>☑</td>
</tr>
<tr>
<td>Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any area designated in the declaration within the local authority's jurisdiction for the duration of the state of local emergency.</td>
<td>☑</td>
</tr>
</tbody>
</table>
**Introduction**

This Evacuation Guide provides guidance on conducting an evacuation of citizens from high risk areas within MV during an emergency. It assumes the activation of at least one Incident Command Post and/or an Emergency Operations Centre.

**Threats**

MV Emergency Program anticipates several threat types that could result in a formal (ordered) evacuation:

- Flooding
- Hazardous Materials Release
- Landslide
- Major Structural Fire
- Localized Tsunami
- Wildland Interface Fire

**Implementation**

MV will implement this Plan whenever an evacuation is contemplated for any area of MV, outside municipalities.

It is the policy of Metro Vancouver that:

- Evacuations will not be ordered unless required to ensure public safety
- Evacuation orders will be rescinded as soon as threats to public safety subside.

**Steps in Evacuation**

This Evacuation Plan follows a step-by-step format based on the flowchart presented on the following page.

The Aides contain specific information to support each step in the evacuation Planning and implementation.

Although these steps and information are presented in a logical flow, the situation should dictate the activities and order of implementation.
Steps in the Evacuation Process

DECIDE

1 – Understand Threat
2 – Determine Risk Areas
3 – Safer to Evacuate?
   YES
   4 – Announce Alert
   NO
   5 – Shelter in Place

PLAN

6 – Authorize Evacuation
7 – Assess Population to be Evacuated
8 – Identify Routes
9 – Activate Reception Centres

IMPLEMENT

10 – Announce ORDER and Instructions
11 – Deploy Response Personnel
12 – Traffic Control
13 – Transport Needy
14 – Monitor Evacuation
15 – Establish Security

RETURN

16 – Issue ALL CLEAR
17 – Facilitate Re-Entry
### Part I. Decision

#### 1 Understand Threat (Incident Commander)
- **□** Determine the threat type.
- **□** Alert CAO to potential for evacuation. CAO alerts Board Chair & Duty Officer
- **□** Contact the scientific authority on threat:
  - When will impact occur?
  - How much time until first impact with population?
  - What area will likely be affected?
  - How quickly will threat develop?
  - How long will threat last?
- **□** Determine impact on life safety, property, environmental, other.
- **□** Document threat and potential impact

#### References

- **Appendix F - Maps**

#### 2 Determine Risk Areas (Incident Commander, SME, IT)
- **□** Prepare map of three areas:
  - High Risk (HOT Zone)
  - May be Impacted (Warm Zone)
  - Low Risk (Cold Zone)
- **□** Consider all areas that may be cut off by advancing hazard
- **□** Determine distance and direction of threat from affected population (in km, compass point)

#### References

- **Appendix F - Maps**

#### 3 Decision: Safer to Evacuate (Incident Commander)
- **□** Decide on evacuation, seek advice from Subject Matter Experts.
- **□** Coordinate with CAO/Duty Officer.
- **□** If need to evacuation is URGENT, Incident Commander will direct Fire personnel, Search and Rescue personnel, and Community Groups in immediate evacuation, while process continues.

#### References
|   | If No, Announce Alert  
(Incident Commander) | References |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Confirm authority to issue Alert</td>
<td></td>
</tr>
</tbody>
</table>
| ☐ | Announce Alert and Instructions via:  
• Radio messages  
• Calls to key contacts  
• Door to Door | |

| 5 | If No, Announce Shelter in Place  
(Incident Commander) | References |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Confirm authority to issue Shelter in Place</td>
<td></td>
</tr>
</tbody>
</table>
| ☐ | Announce Shelter in Place and Instructions via:  
• Radio messages  
• Calls to key contacts  
• Door to Door | |

**Part II. Planning**

| 6 | Authorize Evacuation  
(CAO to Coordinate) | References |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Contact Board Chair to obtain Declaration of Local Emergency</td>
<td></td>
</tr>
</tbody>
</table>
For detailed process see:  
| ☐ | Activate EOC | |
| ☐ | Follow steps in evacuation order | |
| ☐ | Inform Incident Commander and SSEM of order | |
| ☐ | Inform EMBC Regional Manager, ask for EMBC Task Number | |

| 7 | Assess Population to be Evacuated  
(Incident Commander) | References |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Use Community information to estimate number of evacuees, number of needy, number of animals, special considerations</td>
<td></td>
</tr>
</tbody>
</table>
Evacuation Pre Plan for area |
| ☐ | Identify areas that may have difficult egress (boat access only, etc) | |
### Identify Routes

**Reference:** Appendix F - Maps

- Identify evacuation routes, bypass routes, emergency vehicle access routes
- Identify marine / aircraft evacuation pick-up points, deposition points to use
- Determine where boats will pick up and go for this emergency
- Prepare Evacuation Route Map for Incident for public viewing.
  - Use different colours to highlight:
    - Evacuation routes
    - Emergency Vehicle Routes
    - Safe Zones
    - Marine / Air pickup points
- Prepare electronic version of map
- Use base maps to hand-draw evacuation zones and routes for photocopy and fax or handout:
  - Evacuation Area
  - Reception Centres
  - Routes
  - Time / Date
  - Do not use colours, will not fax well

### Activate Reception Centres

**Reference:**

- Contact entity providing ESS Services to affected area, determine which Reception Centre they will be activating
- Map locations of Reception Centres by name, contact, route instructions
### Part III. Implementation

#### 10. Announce Order and Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Determine methods for public warning, selecting one or more methods.</td>
<td>Evacuation Pre Plans for area</td>
</tr>
<tr>
<td>□</td>
<td>Assess the time needed to implement each method and time to impact. Record factors in the decision.</td>
<td></td>
</tr>
</tbody>
</table>
| □    | Develop instructions  
  - When to go  
  - Where to go  
  - Route to take  
  - What to take | |
|      | CAO/EOC Director must approve instructions. | |

#### IF Community Telephone Fan-out

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Alert Community contacts, provide essential information.</td>
<td>Evacuation Pre Plans for area</td>
</tr>
</tbody>
</table>

#### IF Telephone from Call Centre or EOC

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Information Officer sets up Call Centre for public information.</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Alert 9-1-1 Centre of potential for calls from those needing transportation.</td>
<td></td>
</tr>
</tbody>
</table>

#### IF Radio Broadcasts

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
</table>
| □    | Fax order and instructions to all media outlets:  
  - Order  
  - Maps  
  - Press Release | Evacuation Pre Plans for area |

#### IF Door-to-Door

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Assemble Teams</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Prepare Maps and Communications for Teams</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Teams inform residents door-to-door</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>Teams deal with reluctant evacuees</td>
<td></td>
</tr>
</tbody>
</table>

#### 11. Deploy Personnel for Traffic Control, Transportation

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Police, Incident Commander)</td>
<td></td>
</tr>
</tbody>
</table>

References:
- Evacuation Pre Plans for area
<table>
<thead>
<tr>
<th></th>
<th>Assemble teams</th>
<th>Prepare equipment, maps and communications for teams.</th>
<th>Determine means of communication between site personnel and Incident Commander, and with EOC.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Evacuation Pre Plans for area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Control Traffic</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff control points</td>
<td>Appendix F - Maps</td>
</tr>
<tr>
<td></td>
<td>Access emergency fuel sources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrange for towing services at key locations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Transport Needy</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide buses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide medical transportation, working with health care facilities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Monitor Evacuation</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sweep evacuated areas, if time permits</td>
<td></td>
</tr>
</tbody>
</table>
|   | SAR teams will report to Police counts of properties where:  
  • House has been visited. No one home.  
  • Should be revisited.  
  • Notice given to evacuate and occupants agree to do so  
  • Occupants have evacuated  
  • Occupants refuse to evacuate |
|   | Receive reports from control points |
|   | Receive reports from Reception Centres on number of people, other registrations |

<table>
<thead>
<tr>
<th></th>
<th>Establish Site Security</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff control points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patrol evacuated areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure security of Reception Centres</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issue permits if Incident Commander approves temporary site visits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform news media, other outlets</td>
<td></td>
</tr>
</tbody>
</table>
## Part IV. Return

<table>
<thead>
<tr>
<th></th>
<th>Issue All Clear</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Authority That Ordered Evac)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>□ Issue All Clear upon advice of Subject Matter Experts, Incident Commander, CAO, and Board Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Inform EOC Call Centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Prepare and issue media announcements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Use Website to inform evacuees</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Facilitate Re-Entry</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Police)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>□ Remove site hazards on public property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Issue hazard warnings to returning evacuees</td>
<td></td>
</tr>
</tbody>
</table>
Decision Guide on Evacuations

Metro Vancouver recognizes that evacuations impose an impact on the population, particularly businesses and farms on which the area's economy depends. MV will make every effort to balance the rights of individuals to protect their property and financial values with the community desire to prevent personal injury.

Therefore, it is the policy of MV:

- To only order an evacuation when and where lives are threatened and where evacuation could potentially prevent injury and death;
- To alert community members of potential evacuation as early as possible and advise on appropriate preparations;
- To return evacuees to their homes and businesses as soon as possible, considering all of the hazards they may face;
- To arrange for the early return of persons needed to operate essential services or vital businesses in the community, giving equitable opportunities to competing businesses.

Decision Guide for Shelter in Place

In some incidents, such as the release of a toxic gas, residents would be safer staying in doors than evacuating the area.

Where Shelter-in-Place is recommended to safeguard the health and safety of the public, MV Chair and Board shall declare a state of local emergency and order persons in hazardous areas to seek shelter and remain indoors until the All Clear.

In all respects, a Shelter-in-Place order will follow the policies and procedures of an Evacuation Order as closely as possible.

In-place sheltering can be considered during the following circumstances:

- The hazardous material has been identified as having a low or moderate level of health risk.
- The material has been released from its container and is now dissipating.
- Leaks can be controlled rapidly and before evacuation can be completed.
- Exposure to the product is expected to be short-term and of low health risk.
- The public can be adequately protected by staying indoors.
Transporting Evacuees

☐ Prepare a map and description of assembly areas for picking up people that do not have their own transportation (refer to Community Evacuation Data).

☐ If medical evacuations are required, the Incident Commander or EOC will work with the Health Authority to obtain/provide:
  • Ambulances
  • Buses
  • Other transportation to those requiring medical transportation out of the area

☐ Ambulances and other transport vehicles should be staged in the event that citizens may need transportation off the area.

Traffic Control

☐ Install signs that say "Evacuation Route" with an arrow pointing in the direction of travel.

☐ Prepare a map of potential control points.

☐ Identify alternative routes to relieve traffic.

☐ Devise measures to control access to evacuated area (e.g., barricades).

☐ Determine procedures for traffic control at boat loading areas to avoid traffic blocking evacuation routes.

☐ Determine and show on a map where to stage evacuee vehicles.
Decision Guide on All Clear

The evacuation should be sustained as long as the risk continues in the evacuated area. Take caution when deciding to allow residents to return to the homes to ensure that the situation is truly under control. Reevacuating is difficult as many residents will not want to go a second time. It can also be extremely hazardous.

Evacuees must be updated with information as soon as possible and periodically throughout the incident.

When the hazards forcing an evacuation have abated, the party ordering the evacuation will rescind the order for specific areas. The EOC will communicate the "All Clear" by means of:

- Use local radio stations
- Local and regional newspapers
- MV website
- EMBC website
- Social Media Feeds
- Office of Fire Commissioner website (for wildfire only)

Arrange for continuing or rapid return of essential services, such as electrical power, telephone, natural gas, water, sewerage, and garbage pickup.

MV Policy on Returning Evacuees

- To decide to return evacuees to their homes, the Incident Commander will advise MV EOC Director, who will advise CAO and Board Chair.
- If there is no Incident Commander and only the EOC is operating, the decision to return evacuees will be made by the EOC Director.
- No other agency will be authorized to order the return.
## A6 Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR</td>
<td>Agricultural Land Reserve</td>
</tr>
<tr>
<td>AOC</td>
<td>Area Emergency Operations Centre</td>
</tr>
<tr>
<td>BCAS</td>
<td>British Columbia Ambulance Service</td>
</tr>
<tr>
<td>BCERMS</td>
<td>British Columbia Emergency Response Management System</td>
</tr>
<tr>
<td>BCWS</td>
<td>British Columbia Wildfire Service</td>
</tr>
<tr>
<td>CAO</td>
<td>Chief Administrative Officer</td>
</tr>
<tr>
<td>CONTROL</td>
<td>Systems Control Centre (SCADA)</td>
</tr>
<tr>
<td>CSC</td>
<td>Corporate Security Centre</td>
</tr>
<tr>
<td>DFA</td>
<td>Disaster Financial Assistance</td>
</tr>
<tr>
<td>E&amp;C</td>
<td>Engineering and Construction Department</td>
</tr>
<tr>
<td>EA</td>
<td>Electoral Area</td>
</tr>
<tr>
<td>EMBC</td>
<td>Emergency Management British Columbia</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td>ESS</td>
<td>Emergency Social Services</td>
</tr>
<tr>
<td>GVRD</td>
<td>Greater Vancouver Regional District</td>
</tr>
<tr>
<td>MVVRD</td>
<td>Metro Vancouver Regional District</td>
</tr>
<tr>
<td>HRVA</td>
<td>Hazard, Risk and Vulnerability Analysis</td>
</tr>
<tr>
<td>ICP</td>
<td>Incident Command Post</td>
</tr>
<tr>
<td>AANDC</td>
<td>Aboriginal Affairs and Northern Development Canada</td>
</tr>
<tr>
<td>LAFC</td>
<td>Local Assistant to the Fire Commissioner</td>
</tr>
<tr>
<td>LCOC</td>
<td>Lake City Operations Centre</td>
</tr>
<tr>
<td>MAH</td>
<td>Ministry of Municipal Affairs and Housing</td>
</tr>
<tr>
<td>MOE</td>
<td>Ministry of Environment</td>
</tr>
<tr>
<td>MOHS</td>
<td>Ministry of Health Services</td>
</tr>
<tr>
<td>MOTI</td>
<td>Ministry of Transportation and Infrastructure</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>PPE</td>
<td>Parks, Planning and Environment Department</td>
</tr>
<tr>
<td>MV</td>
<td>Metro Vancouver</td>
</tr>
<tr>
<td>NSEMO</td>
<td>North Shore Emergency Management Office</td>
</tr>
<tr>
<td>OFC</td>
<td>Office of the Fire Commissioner</td>
</tr>
<tr>
<td>O&amp;M</td>
<td>Operations &amp; Maintenance Department</td>
</tr>
<tr>
<td>PECC</td>
<td>Provincial Emergency Coordination Centre</td>
</tr>
<tr>
<td>PEP</td>
<td>Provincial Emergency Program (a division of EMBC)</td>
</tr>
<tr>
<td>PREOC</td>
<td>Provincial Regional Emergency Operations Centre</td>
</tr>
<tr>
<td>RDO</td>
<td>Regional Duty Officer</td>
</tr>
<tr>
<td>SSEM</td>
<td>Safety, Security &amp; Emergency Management Division</td>
</tr>
<tr>
<td>UBC</td>
<td>University of British Columbia</td>
</tr>
<tr>
<td>UEL</td>
<td>University Endowment Lands</td>
</tr>
<tr>
<td>UNA</td>
<td>University Neighborhoods Association</td>
</tr>
<tr>
<td>VFRS</td>
<td>Vancouver Fire and Rescue Services</td>
</tr>
</tbody>
</table>
A7 Forms and Templates

A7.1 Emergency Declaration (Sample)

ORDER

WHEREAS imminent or actual _____________________ is occurring in the _______________________ portion of Electoral Area A of Metro Vancouver Regional District;

AND WHEREAS the imminent or actual _______________________ constitutes a potential hazard to the life and property of residents of _______________________;

AND WHEREAS this ___________________ emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency exists due to imminent or actual _________________________ and the resulting potential for danger to the health and property of persons in the _______________________ Portion of Electoral Area A of Metro Vancouver Regional District;

IT IS FURTHER ORDERED THAT Metro Vancouver Regional District, its employees, servants and agents are empowered pursuant to Section 13 (1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the CHAIR of the Metro Vancouver Regional District this ___day of ________, ______.

________________________________________
CHAIR of the Metro Vancouver Regional District
Alert Message

The Metro Vancouver Regional District Chair and Board has been advised of a danger of (threat) ________________________________________________ to the life and property of persons resident or present in (specific description of area) ________________________________________________ within MV. The alert area is bounded on the:

North  ____________________________________________
East  ____________________________________________
South  ____________________________________________
West  ____________________________________________

• This is an ALERT of POTENTIAL danger. You are not required to evacuate at this time.
• You and your household members should be now ready to move quickly from the area if ordered to do so.
• Gather essential items and make them available for a quick departure, such as
  o Medications
  o Eyeglasses
  o Valuable papers
  o Immediate care needs
  o Valuable keepsakes, photographs, etc.
  o Pets
• Know the location of all household members and determine a place you will meet if you are separated during an evacuation, if one is required.
• Prepare to evacuate children, disabled, or elderly to safety.
• Relocate large pets and livestock to a safe area immediately, if possible.
• Arrange accommodation for your family, if possible, in the event of an evacuation. Emergency lodging will be provided if necessary. This lodging will probably not permit pets, so make alternate arrangements now.
• If you need transportation, the individual providing the alert notification will provide you with information regarding making arrangement for transport for you. Or you can call ________.
• If time permits, consider taking steps to protect your property from damage.

(Signature)  ________________________________
(Print Name)  ________________________________
(Time and Date Signed) ________________________________

Metro Vancouver Regional District
A7.3 Shelter in Place Message (Sample)

Shelter-in-Place Message

The Metro Vancouver Regional District Chair and Board has been advised of an imminent danger of (threat) ___________________________ to the life and property of persons resident or present in (specific description of area) ___________________________ within MV.

The present situation will be compounded if you leave your present location. Follow these instructions:

• Go inside a building as quickly as possible and shelter in place.
• Close all doors, windows, fireplaces, vents or other openings.
• Turn off all heating, ventilation and air conditioning.
• Use duct tape, foil or plastic wrap to seal leaks around doors and windows.
• Turn on a radio or television for information.

(Signature) ___________________________
(Print Name) ___________________________
(Time and Date Signed) ___________________________

Metro Vancouver Regional District
Evacuation Order Message

The **Metro Vancouver Regional District Chair and Board** has been advised of the imminent danger of (threat) ___________________________ to the life and property of persons resident or present in (specific description of area) ___________________________.

The evacuation area is bounded on the:

North ___________________________
East ___________________________
South ___________________________
West ___________________________

Based on this information and with the authority granted by the BC Emergency Program Act, MV Chair and Board order an evacuation of these areas in the interest of life safety at (time) _______________ hours.

The RCMP will enforce this evacuation order.

• Gather your household members, pets, and essential personal belongings.
• Proceed quickly and calmly by way of this evacuation route
• Report to the Reception Centre at _______________ telephone ___________ and register with the personnel staffing that centre. This will facilitate contact by friends and relatives who may be concerned about your location and safety.
• Those requiring immediate transportation should contact the EOC by dialling 9-1-1.

FOLLOW THE TRAVEL ROUTE PROVIDED AND LEAVE THIS AREA IMMEDIATELY

(Signature) ___________________________
(Print Name) ___________________________
(Time and Date Signed) ___________________________

Metro Vancouver Regional District
Door-to-Door Crew Instructions

- Fire personnel should be assigned to high risk areas, with RCMP and SAR crews assigned to safer areas.
- Wildfire Service helicopters may be available to check areas for evacuation.
- Use a separate radio frequency for the Evacuation Branch.
- Assign specific areas to evacuate in order to avoid duplication or missed areas (use maps).
- Be in uniform (high-visible coveralls/vest), wear a helmet.
- As teams complete their evacuations, reassign resources to other areas, if needed.
- Maintain records of the evacuation process to avoid duplication or missed areas.
- Apply coloured tape at a location that is visible from the road, using this key:
  - Blue - House has been visited. No one home. Should be revisited.
  - Pink - Notice given to evacuate and occupants agree to do so
  - Yellow - Occupants have evacuated
  - Orange - Occupants refuse to evacuate

Door-to-door notification should include the following instructions:

1. There is an emergency.
2. You are in danger.
3. Leave immediately.
4. Go to the Reception Centre at _____________ (location).
5. Take ___________________ (route) out of area.
6. Do you need transportation?
7. Consider multi-lingual needs.
8. You may take domestic pets, but no large animals.

Evacuees should be advised to take the following items:

- Wallet/purse
- House and car keys
- Money
- Eyeglasses
- Medications
- Proper/warm clothing
- Family pet

Reluctant Evacuees - Instructions to Door Crews

In the event that a resident decides not to evacuate:

- Do not force evacuation.
- Inform them of the risk.
- Make a note of the citizen's name address, phone number, and number of persons remaining, and age of any children.
- Note the time of the conversation.
- Ask for next of kin and a phone number and record the information.

Evacuations follow a triage philosophy - We will evacuate the greatest number for the greatest benefit. Individual refusals will be left to fend for themselves.
A7.5 All Clear Message  (Sample)

<table>
<thead>
<tr>
<th>Declaration of All Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Metro Vancouver Regional District Chair and Board has been advised of the imminent danger of (threat) ____________________________ to the life and property of persons resident or present in (specific description of area) ____________________________ has diminished at this time. The Evacuation Order, pursuant to the BC Emergency Program Act is therefore terminated.</td>
</tr>
<tr>
<td>An Alert or Evacuation Order may need to be reissued, however, if a threat increases.</td>
</tr>
<tr>
<td>(Signature) ____________________________</td>
</tr>
<tr>
<td>(Print Name) ____________________________</td>
</tr>
<tr>
<td>(Time and Date Signed) ____________________________</td>
</tr>
</tbody>
</table>

Metro Vancouver Regional District
A8 Barnston Island Freshet Emergency Response Plan

Insert in Hard Copies

Orbit Link http://orbit/orbit/llisapi.dll/open/e004486926
A9 Guidelines for Declaring a State of Local Emergency in BC (2017)

A10 UBC Emergency Response Plan

(Plan attached; see next page)
Emergency Response Plan
Emergency Response Plan

Section 1. Plan Overview

Introduction
Purpose
Institutional Priorities
Scope
Hazard Assessment
Planning Assumptions
Incident Classification and Escalation

Section 2. Governance and Authority

Authority
State of Emergency Declaration

Section 3. UBC-V Concept of Operations

Campus Emergency Response Structure
  Site Response – Incident Command
  Site Support and Coordination – UBC-V Emergency Operations Centre (EOC)
  Policy Level – The Crisis Management Team (CMT)
  Emergency Response Functions
  Emergency Support Functions (ESFs) and Departmental Operations Centres (DOCs)

Emergency Operations Centre
  EOC Staffing
  EOC Activation
  Potential EOC Activation Triggers
  EOC Activation Levels
  EOC Operational Cycle
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  EOC Deactivation
  Recovery

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Section 6. Annex List

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- Annex B – Emergency Operations Centre Annex
- Annex C – Emergency Support Function Emergency Communications
- Annex D – Emergency Support Function Mass Care and Shelter
- Annex E – Emergency Support Function Infrastructure and Utilities
- Annex F – Emergency Support Function Public Safety
- Annex G – Emergency Support Function Medical
- Annex H – Emergency Support Function Information Technology
- Annex I – Training and Exercise
- Annex J – Crisis Management Team
- Annex K – References
- Annex L – Emergency Communications Plan
- Annex M – Resolution 20 Emergencies and Disasters

Incident Specific Annexes
- Annex N – Active Threat
- Annex O – Interface Wildfire
- Annex P – Earthquake
- Annex Q – Fatality Management
- Annex R – Environmental Incident (including HAZMAT)
- Annex S – Civil Disturbance/Disorder
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Section 7. Appendix

Policy 8
Acronym List
Definitions
Record of Changes
Plan Distribution
Section 1. Plan Overview

Introduction

The University of British Columbia Vancouver (UBC-V) Emergency Response Plan provides a management framework to prepare for, respond to and recover from emergencies affecting the community. The Emergency Response Plan (ERP) identifies UBC-V’s areas of emergency management responsibility and the organizational structure to deal with natural and human-induced hazards and risks that could affect the university and its surrounding community. The ERP consists of the basic plan as well as functional and hazard-specific annexes. It is an evergreen document that is subject to regular testing, review, revision and re-confirmation.

The ERP incorporates as its foundation for response the British Columbia Emergency Management System (BCEMS) as described in the British Columbia government document titled, British Columbia Emergency Management System, dated 2016. BCEMS is the standardized approach used by British Columbia provincial government ministries, local authorities, agencies and crown corporations for emergency response. It uses common terminology and a command structure known as the Incident Command System (ICS), an approach that results in better communication and a more efficient response. During an emergency response, the organizational structure of ICS will not resemble the day-to-day organization of the campus. Moreover, reporting relationships and assignments of employees may change within the ICS structure.

UBC Policy 8–Disaster Management provides the governance for emergency management. The policy directs the university to develop and maintain an emergency management program undertaking all possible actions to protect and save lives and to mitigate damage to properties within the UBC community.

UBC-V’s local authority, Metro Vancouver, has indicated that UBC-V will need to be largely self-reliant in preparation for, or in response to, a regional emergency. What is required then, is a proactive UBC-V approach to emergency response.

UBC-V recognizes that, in times of emergencies, our community partners may seek assistance, support and possibly refuge within the campus area. Therefore, we must be prepared to deal with large-scale complex emergencies where more than our students, faculty, and staff are involved. This level of preparation will require collaborative, multi-jurisdictional planning with engagement from the whole UBC-V community.

Purpose

The purpose of developing a flexible, scalable and robust emergency response plan is to maintain a safe and secure research and learning environment. Designed to be functional and executable, the UBC-V ERP will enable staff, and their emergency management partners, to deal with a broad spectrum of emergency incidents. It replaces the previous UBC-V Emergency Management Plan.
Institutional Priorities

The following institutional priorities form the basic objectives for this ERP:

1. **Protection of life safety** – the safety and well-being of all members of the UBC-V community and visitors to the campus.
2. **Incident stabilization** – contain the incident to keep it from expanding.
3. **Property and environmental preservation** – minimize damage to property and the environment.
4. **Mission continuity/resumption** – re-establish instruction, research, and other mission-critical activities with minimal disruption.

Scope

The ERP applies to the Point Grey campus, UBC Robson Square and UBC facilities located at satellite sites excluding UBC Okanagan (UBC-O). It also applies to properties in the University Neighbourhoods Association (UNA). Metro Vancouver is the legislated local authority for the Point Grey Peninsula and is primarily responsible for providing emergency response support to the University Endowment Lands (UEL). UEL residents, however, may seek immediate assistance from UBC-V during a regional emergency.

Metro Vancouver is also responsible for Pacific Spirit Park. However, UBC-V must consider it because the area abuts UBC-V and because of the potential risk of interface fires.

Hazard Assessment

UBC-V faces a variety of natural, human and technological hazards, some of which have the potential to cause injuries, damage or destroy buildings and other critical infrastructure, and negatively impact operations and the reputation of the campus.

UBC-V uses the list of *Analyzed Regional Hazards with the Greatest Potential Impact to Metro Vancouver*, which the Integrated Partnership for Regional Emergency Management (IPREM) compiled following a series of stakeholder workshops. Table 1 that follows provides a list of hazard categories.
## Table 1: Hazards Categories and Examples

<table>
<thead>
<tr>
<th>IPREM Hazard Categories</th>
<th>Examples with the Greatest Impacts to UBC Vancouver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural</strong></td>
<td>• Earthquake&lt;br&gt;• Wildfires&lt;br&gt;• Extreme weather&lt;br&gt;• Pandemic&lt;br&gt;• Flooding</td>
</tr>
<tr>
<td><strong>Human Accidental</strong></td>
<td>• Leak or spill, hazardous &amp; toxic material&lt;br&gt;• Transportation accidents</td>
</tr>
<tr>
<td><strong>Human Intentional</strong></td>
<td>• Civil disturbance/disorder&lt;br&gt;• Credible bomb threat&lt;br&gt;• Active threat, e.g., weapons, toxic material</td>
</tr>
<tr>
<td><strong>Technological</strong></td>
<td>• IT disruption</td>
</tr>
</tbody>
</table>

### Planning Assumptions

Assumptions used in the development of this plan are:

1. During an emergency, those people who do not live on campus may have to remain on campus during non-business hours.

2. Residents of buildings on UNA-regulated and UEL-managed properties may seek assistance and support from UBC-V during times of emergency. UBC-V should be prepared to provide UNA residents with emergency social services, i.e., accommodation, food, and water.

3. Residents of the City of Vancouver may seek assistance and support from UBC-V if there is a delay in the required assistance from the City of Vancouver.

4. During a large-scale or complex regional emergency, Metro Vancouver Emergency Management may not be able to provide support to UBC-V.

5. If UBC-V staff who normally assist in emergency response activities are not on campus at the time of a major earthquake, they may be delayed or unable to reach the campus.
Incident Classification and Escalation

**Routine** incidents happen on campus regularly, and their scope is well defined, their duration and impacts understood. Typically, these incidents are handled through normal response procedures, i.e., department-based emergency response plan(s) that are maintained by a department. Routine incidents may be managed by a single Lead Department or multiple departments working together through an Incident Management Team (IMT) that could include a Departmental Operations Centre (DOC). Routine incidents do not require substantial additional resources from other campus departments. In a routine incident, the Lead Department notifies the appropriate IMT lead which may lead to a partial activation of the Emergency Operations Centre (EOC) and/or notification of the Crisis Management Team (CMT). Examples: short-term power outage, burst pipe.

**Non-Routine** incidents are those that have a significant impact on one or multiple campus departments and require a potential coordinated response led by senior operational management. Affected departments cannot effectively manage these incidents without a more intensive or longer response and require integration with outside response agencies. In a non-routine incident the Lead Department notifies other departments to form an IMT. Notification of the CMT may be required and activation of the EOC, either partially or fully, to support a non-routine incident may also be necessary. Examples: extended power outage, severe weather incident, hazardous material release.

**Major** incidents include those where many, if not all, departments on campus are impacted; normal campus operations are interrupted; response and recovery activities continue for an extended period, and routine responses are insufficient. Major incidents will very likely require EOC and CMT activation.

In the event of a significant and sudden disrupting event such as a major earthquake or an interface wildfire, the EOC and the CMT are to assume immediate activation.
Section 2. Governance and Authority

The following legislation and policy outline duties, responsibilities and authorities.

UBC Policy #8 (P8) Disaster Management (see Section 7. Appendix)

Emergency Program Act 1996 (EPA)

Forest Practices Code of British Columbia (FPC)

University Act (UA)

Fire Services Act (FSA)

Workers Compensation Board of BC Health & Safety Regulation, 1998 (WCB)

<table>
<thead>
<tr>
<th>Authority to</th>
<th>Act, Policy</th>
<th>Relevant Sections(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declare a State of Local Emergency</td>
<td>Environmental Protection and Management Regulation</td>
<td></td>
</tr>
<tr>
<td>Close Roads to Public for Emergency Response</td>
<td>Ministry of Transportation and Infrastructure</td>
<td></td>
</tr>
<tr>
<td>Enter into agreements</td>
<td>UA</td>
<td>27(s)</td>
</tr>
<tr>
<td>Evacuate</td>
<td>EPA</td>
<td>9 (a)</td>
</tr>
<tr>
<td></td>
<td>FPC</td>
<td>85 (1), (2), (3)</td>
</tr>
<tr>
<td></td>
<td>FSA</td>
<td>25 (1), (2)</td>
</tr>
<tr>
<td></td>
<td>UA</td>
<td>27 (d), (l)</td>
</tr>
<tr>
<td></td>
<td>WCB</td>
<td>5.100</td>
</tr>
<tr>
<td>Require Departments to develop and test emergency plans</td>
<td>UBC</td>
<td>Policy #8</td>
</tr>
<tr>
<td></td>
<td>WCB</td>
<td>5.97</td>
</tr>
</tbody>
</table>

Resolution Number 20 (see Annex M) by UBC’s Board of Governors provides authorization for response and recovery actions and expenditures.

Authority

The overall authority for emergency response rests with the UBC President or designate. UBC-V has a Crisis Management Team (CMT) and it, when activated, is responsible for and has the authority to make strategic, financial, and policy decisions for UBC-V during an emergency. The EOC Director directs and coordinates emergency response operations.
In the event the UBC President is not available when an incident occurs, the line of succession detailed in UBC Policy 19 – Acting President is as follows:

<table>
<thead>
<tr>
<th>President Line of Succession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provost and Vice-President, Academic</td>
</tr>
<tr>
<td>2. Deputy Vice-Chancellor (UBC-O)</td>
</tr>
<tr>
<td>3. Vice-President, Finance and Operations</td>
</tr>
<tr>
<td>4. Vice-President, Research and Innovation</td>
</tr>
<tr>
<td>5. Vice-President, Students</td>
</tr>
<tr>
<td>6. Vice-President, Human Resources</td>
</tr>
<tr>
<td>7. Vice-President, External</td>
</tr>
<tr>
<td>8. Vice President, Development and Alumni Engagement</td>
</tr>
</tbody>
</table>

**State of Emergency Declaration**

UBC-V’s local authority is Metro Vancouver. UBC-V would make the request for declaration of a state of emergency through Metro Vancouver. If the scope and magnitude of the incident requires such a declaration, the EOC Director will make a recommendation to UBC’s CMT and, upon approval will forward the request to Metro Vancouver’s EOC for action.
Section 3. UBC-V Concept of Operations

This section provides an overview of the campus emergency response structure and incident classifications for responding to incidents that might affect the campus and its community. It also describe the campus Emergency Operations Centre (EOC) and its roles and responsibilities during an incident response.

Campus Emergency Response Structure

UBC-V’s emergency response structure is divided into three levels—Site Response, Site Support and Coordination, and Policy Level (governance and oversight). During any incident, communication flows both up and down the structure. Figure 1 lists the response entities within each level with detailed descriptions following.

Figure 1: BC Emergency Management System (BCEMS) Response Structure
**Site Response – Incident Command**

To resolve an incident at the site level, resources are applied, i.e., Incident Management Team (IMT), First Responders and other resources. The university’s emergency response efforts utilize the BC Emergency Management System that uses common terminology and a command structure known as the Incident Command System (ICS). Site level responders work collaboratively through the Unified Command structure that encourages different authorities to share command and control functions on scene. A broad spectrum of emergencies from small to complex incidents, both natural and man-made, can use ICS to organize on-scene operations.

When required at the site level, Building Floor Wardens lead an emergency response (e.g., evacuations) and relay pertinent information to the Building Emergency Director or First Responders. Building Emergency Directors are responsible for leading preparedness, readiness, and response for their assigned buildings, including maintaining the Building Emergency Response Plan and serving as an emergency communications liaison between occupants, Building Floor Wardens and campus services or First Responders during emergencies.

**Site Support and Coordination – UBC-V Emergency Operations Centre (EOC)**

The EOC is the hub, when activated, for command, control, coordination, and information management; it supports the site level response. Management of the EOC activities is the responsibility of the EOC Director. Subject matter experts from across the campus who have been pre-identified and trained to work in one of the five sections (Management, Operations, Planning, Logistics, and Finance & Administration) staff the EOC.

**Policy Level – The Crisis Management Team (CMT)**

The CMT provides strategic direction, guidance and specific tasks as required to the EOC. A CMT may be established for those crises which do not require the establishment of an EOC (e.g., fraud, scholarly misconduct, or criminal actions such as physical/sexual assault on campus).

The CMT provides executive level oversight and policy-level decision-making during a crisis. When activated, the CMT is responsible for and has the authority to make strategic, financial, and policy decisions for UBC. The team comprises the President and the other members of the UBC Executive Team (the Core CMT). Auxiliary Members (subject matter experts) may be added as required.
The diagram that follows illustrates the EOC reporting structure.
Emergency Response Functions
The table below provides a brief description of the main functions of the CMT and EOC.

<table>
<thead>
<tr>
<th>Crisis Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makes policy and strategic decisions with significant university-wide or campus implications</td>
</tr>
<tr>
<td>Identifies and manages key issues and consequences</td>
</tr>
<tr>
<td>Approves communications strategy and key internal and external messages</td>
</tr>
<tr>
<td>Informs, briefs and makes recommendations as required to the Board of Governors</td>
</tr>
<tr>
<td>Provides strategic guidance to the EOC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Operations Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section Name</strong></td>
</tr>
<tr>
<td>Management (green &amp; red)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Operations (orange)</td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td>Planning (blue)</td>
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<tr>
<td>Logistics (yellow)</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td>Finance &amp; Administration (grey)</td>
</tr>
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<td></td>
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</tbody>
</table>
Emergency Support Functions (ESFs) and Departmental Operations Centres (DOCs)

UBC-V has grouped together campus departments with complementary capabilities into Emergency Support Functions (ESFs). They facilitate the effective use of resources and response actions. Activation of the ESFs is based upon the type and scope of the emergency.

Some supporting departments that comprise the ESFs have Departmental Operations Centres (DOCs) which may self-activate in response to routine and non-routine incidents when the EOC is not activated. However, during a campus emergency, when the EOC is activated, DOCs group together into their respective ESFs, and report to the EOC Director through the Operations Section. The table that follows lists the ESFs and the corresponding supporting departments. Further detail on the ESF structure is contained in Annex B.

Table 2: Emergency Support Functions (ESFs) Overview

<table>
<thead>
<tr>
<th>ESF Name</th>
<th>Mission Area</th>
<th>Supporting Departments(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>• Movement of people, materials, and resources</td>
<td>Parking &amp; Access Control, Campus Security, Campus &amp; Community Planning</td>
</tr>
<tr>
<td></td>
<td>• Provision and coordination of transportation resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Damage assessments and restoration/recovery of transportation infrastructure (e.g., parking lots)</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>• Support restoration of the communications and technology infrastructure (includes supporting systems and applications)</td>
<td>Information Technology</td>
</tr>
<tr>
<td></td>
<td>• Provide communications (e.g., telephones, etc.) and technological support to UBC-V EOC</td>
<td></td>
</tr>
<tr>
<td>Infrastructure and Utilities</td>
<td>• Infrastructure protection and repair</td>
<td>Building Operations, Campus &amp; Community Planning, Infrastructure Planning, Energy &amp; Water Services</td>
</tr>
<tr>
<td></td>
<td>• Building and damage assessments of campus infrastructure and utilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Coordinate debris management operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Coordination of utilities restoration with providers</td>
<td></td>
</tr>
<tr>
<td>Mass Care and Shelter</td>
<td>• Coordinate emergency feeding and accommodation</td>
<td>Student Housing and Hospitality Services, Risk Management Services</td>
</tr>
<tr>
<td></td>
<td>• Provide emergency social services (ESS)</td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td>• Support all law enforcement operations</td>
<td>Campus Security, Parking &amp; Access Control</td>
</tr>
<tr>
<td></td>
<td>• Provide security in support of response operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Protection of critical infrastructure</td>
<td></td>
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<tr>
<td></td>
<td>• Coordinate mass notification system operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Search &amp; Rescue</td>
<td></td>
</tr>
<tr>
<td>Classroom/Lab Planning</td>
<td>• Be the UBC-V lead for the implementation of contingency plans relating to temporary academic or research facilities</td>
<td>Infrastructure Development, Office of the Provost, Office of the Registrar</td>
</tr>
<tr>
<td>ESF Name</td>
<td>Mission Area</td>
<td>Supporting Departments(s)</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Medical</td>
<td>• Coordinate delivery of emergency medical services (triage and transport)</td>
<td>Risk Management Services, Student Services</td>
</tr>
<tr>
<td></td>
<td>• Coordinate mass fatality response</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emergency Medical Assistance Team (EMAT)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Coordinate Mobile Emergency Coordination Centre (MECC) deployment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mental health services and support (students, staff)</td>
<td></td>
</tr>
<tr>
<td>Animal Welfare</td>
<td>• Safety and well-being of laboratory animals</td>
<td>Animal Care Services</td>
</tr>
<tr>
<td></td>
<td>• Care of research animals and other sheltered animals</td>
<td></td>
</tr>
</tbody>
</table>

**Emergency Operations Centre**

The location of the primary EOC is UBC Studios in the University Services Building. This room is a designated, but not a dedicated, EOC location. Supplies for the EOC are stored in Room 130 in the University Services Building and maintained in a state of readiness for activation when needed. Mobile EOC supplies are located at the Risk Management Services offices in the Donald Rix Building, Room 344, at 2389 Health Services Mall, and can be deployed anywhere on campus.

**EOC Staffing**

When the EOC needs to be partially, or fully, activated, staff with assigned roles in the EOC will be contacted via email, phone and/or UBC Alert message. Activated EOC staff will report at the designated time to the indicated EOC location to sign in and receive an incident briefing.

**EOC Activation**

Responding department(s) can handle most routine and non-routine emergencies that occur on or near campus without activating the EOC. However, when an incident occurs that requires high level, non-routine coordination, any senior leader can request the activation of the EOC by contacting the Chief Risk Officer, or designate, via Campus Security’s Communications Centre and/or the Risk Management Services on-call. Details on the EOC activation can be found in Annex B.
## Potential EOC Activation Triggers

<table>
<thead>
<tr>
<th>Potential EOC Activation Triggers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Current emergency or emergent incident that significantly affects the campus community and disrupts normal operations</td>
</tr>
<tr>
<td>• Response actions that require campus-wide coordination and support</td>
</tr>
<tr>
<td>• On request of the President or designate or the CMT</td>
</tr>
<tr>
<td>• On request by Metro Vancouver</td>
</tr>
<tr>
<td>• On request by the City of Vancouver</td>
</tr>
<tr>
<td>• In anticipation of significant risk, e.g., special events, weather forecast</td>
</tr>
</tbody>
</table>

## EOC Activation Levels

Varying response efforts will be required when incidents affect the campus. Four EOC activation levels have been identified which will allow for a tiered response. The table that follows provides a brief description along with the potential actions. Annex B contains further detail on the EOC.
### Table 3: EOC Activation Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Brief Description</th>
<th>Potential Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standby, Monitoring</strong></td>
<td>A slow onset emergency where there is advance notice, e.g. forecasted storm or other severe weather event. In anticipation of a known or possible threat/hazard or potential reputational issue. UBC hosting a special event involving high profile/controversial guests that may draw a larger than normal crowd or media attention. There is no impact to the university with the exception of heightened awareness and the need to be ready to respond, e.g. small fire in Pacific Spirit Regional Park.</td>
<td>CMT notified. EOC activation depends upon potential outcome of threat/hazard. Partial activation of EOC may be required in rare cases to assess and monitor situation.</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
<td>A <strong>routine</strong>, localized incident that occurs in a building or specific area of university property, affects a small segment of the university community, e.g., localized chemical spill, localized fire, plumbing failure in a section of a building. The incident will be of short duration and existing UBC-V department(s) can handle response with limited outside help—coordinated at site or department level with little outside awareness that an incident has occurred. Has little or no impact on university operations except in affected area.</td>
<td>CMT may be notified. Partial activation of EOC.</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>A <strong>non-routine</strong> incident that disrupts sizable portions of university property, community, or activities, e.g., building fire or other major structural damage, severe flooding, gas leak, civil disorder, IT disruption. Impacts significant portion of university community requiring communication to them. Incident expected to be short in duration; response actions will require greater resource allocations and assistance or involvement of external organizations at a level greater than normal campus operations.</td>
<td>CMT may be notified. EOC/ESF activation, EOC and ESF components completely staffed.</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td>A <strong>major</strong> incident that is large and complex, broadly affecting the entire campus and surrounding community and is expected to be of long-term duration, e.g. severe weather, major earthquake, credible bomb threat, major criminal event involving possible loss of life. Regular university operations are suspended or seriously interrupted. Timely resolution requires university-wide cooperation and extensive coordination with external jurisdictions. Requires comprehensive and frequent communication to the broad university community. There is significant media and public interest.</td>
<td>CMT activates. EOC/ESF staffed with additional shifts prepared to commence extended operations (greater than 24 hours).</td>
</tr>
</tbody>
</table>
**EOC Operational Cycle**
The EOC will adopt an operational cycle based upon the scope and magnitude of the incident; twelve-hour cycles for Level 3 operations may be expected. This cycle, to the greatest extent possible, integrates operational requirements and the sharing of information with other jurisdictions’ EOCs. Further detail is contained within Annex B.

**Liaison Staff**
In the event of a large-scale emergency, UBC-V may deploy a liaison person to the Metro Vancouver EOC, and First Responder and health authorities may deploy liaison people to UBC-V’s EOC. Metro Vancouver may deploy a liaison person to UBC-V’s EOC if a state of local, regional or provincial emergency is declared; the scope and magnitude of the incident may make it necessary to deploy an additional liaison component to the City of Vancouver EOC (sourced from the EOC Management or Operations sections).

**EOC Deactivation**
The EOC will deactivate when the EOC Director, in consultation with the CMT, signals the conclusion of the emergency response and the return to normal business functions. The decision to deactivate the EOC should initiate a plan to return resources, release EOC staff, preserve response documentation, finalize procurement activities, and release the EOC room(s) for normal daily use. Follow-up recovery activities such as after-action reporting and learning may continue for an extended time, following the formal deactivation notice, and may require the continued attention of a core group of responders.

**Recovery**
Recovery planning begins during the emergency response. Critical to any recovery is providing planning and logistics support, this includes:

- Accommodation facilities
- Classroom facilities
- Laboratory facilities; and
- Support infrastructure for all of the above

UBC-V will move forward on its return to normal operations by implementing continuity and disaster recovery plans; the CMT will oversee this. Recovery is complete when all aspects of academic, research and daily operations throughout the UBC-V community have regained a normal state of operations.
Section 4. Communications

The *Emergency Communications Plan* (ECP) outlines guidelines for quickly communicating with UBC-V’s campus community, community partners and external stakeholders during an emergency. This plan is an Annex to the UBC-V ERP.

For major incidents, including incidents that have the potential to result in harm to persons, damage to property or disruption of university services, or that pose significant risk to the university’s reputation, communications will be guided by the *Crisis Communications Plan*, an Appendix to UBC’s *Crisis Management Plan*. 
Section 5. Warnings and Mass Notification

The Emergency Notification System at UBC-V is UBC Alert. This mass notification system is the primary communication tool for broadcasting emergency notification to the UBC-V community and for triggering the EOC activation. Social media, (Twitter and Facebook), are the secondary communication tools for broadcasting emergency notification and/or information to the campus community.
Section 6. Annex List

Functional Annexes:

Annex A – Integrated Partnership for Regional Emergency Management Hazard and Risk Analysis

Annex B – Emergency Operations Centre Annex

Annex C – Emergency Support Function Emergency Communications

Annex D – Emergency Support Function Mass Care and Shelter

Annex E – Emergency Support Function Infrastructure and Utilities

Annex F – Emergency Support Function Public Safety

Annex G – Emergency Support Function Medical

Annex H – Emergency Support Function Information Technology

Annex I – Training and Exercise

Annex J – Crisis Management Team

Annex K – References

Annex L – Emergency Communications Plan

Annex M – Resolution 20 Emergencies and Disasters
Incident Specific Annexes

Annex N – Active Threat

Annex O – Interface Wildfire

Annex P – Earthquake

Annex Q – Fatality Management

Annex R – Environmental Incident (including HAZMAT)

Annex S – Civil Disturbance/Disorder

Annex T – Extreme Weather (Snow)
Section 7. Appendix

Policy 8

The University of British Columbia
Board of Governors

Policy No.: 8

Approval Date:
May 2000

Last Revision:
June 2005

Responsible Executive:
Vice-President, Finance, Resources and Operations

Title: Disaster Management

Background & Purposes:
The University aims to reduce the negative impact on the University community, property, and environment resulting from emergencies and disasters, and to expeditiously and efficiently restore academic programs and University operations.

1. General

1.1. The University shall develop and maintain a disaster management program based upon the elements of preparedness, response, recovery, and mitigation.

2. Preparedness

2.1. Preparedness means those measures undertaken in advance to ensure that individuals and agencies will be ready to react, such as emergency plans, mutual aid agreements, resource inventories, training, exercises, and emergency communications systems.

2.2. Preparedness shall consist of:

2.2.1. development and maintenance of a University Disaster Response Plan by the Department of Health, Safety and Environment;

2.2.2. development and maintenance of unit-based disaster plans by each academic and administrative unit;

2.2.3. development and maintenance of an Emergency Operations Centre by the Department of Health, Safety and Environment;

2.2.4. development and maintenance of unit-based plans and procedures for Business Continuity by each academic and administrative unit;

2.2.5. training and education of the University community with respect to all elements by the Department of Health, Safety and Environment; and

2.2.6. testing and exercise of the University Disaster Response Plan by the Department of Health, Safety and Environment.

2.3. In cooperation with the Emergency Preparedness Steering Committee and Department of Health, Safety and Environment, similar preparedness measures appropriate to the UBC Okanagan campus shall be enacted.
Policy 8 (continued)

3. **Response**
   
   3.1. *Response* means those measures undertaken immediately after an emergency or disaster has occurred and for a limited period of time thereafter, primarily to save human life, treat the injured, and prevent further injury and other forms of loss. They include response plan activation, opening and staffing of emergency operations centres, mobilization of resources, issuance of warnings and directions, provision of aid, and declaration of states of emergency.

   3.2. Response shall consist of coordination by the Emergency Operations Centre of:
       
       3.2.1. warning and evacuation;
       3.2.2. emergency medical and social services;
       3.2.3. search and rescue;
       3.2.4. building or facility damage assessment; and
       3.2.5. security and protection of property.

   3.3. In cooperation with the Emergency Preparedness Steering Committee and Department of Health, Safety and Environment, similar response measures appropriate to the UBC Okanagan campus shall be enacted.

4. **Recovery**

   4.1. *Recovery* means those measures undertaken to restore normal conditions. The time frame for recovery begins as soon as a reduction in critical response activities permits the re-allocation of resources to longer-term recovery activities. Recovery measures can extend over years, and could include physical restoration and reconstruction, financial assistance programs, counseling, temporary housing or relocation assistance, health and safety programs, and economic impact studies.

   4.2. Recovery shall consist of:
       
       4.2.1. plans for restoration of teaching and research activities;
       4.2.2. plans for resumption of services; and
       4.2.3. plans for repair or reconstruction of facilities.

5. **Mitigation**

   5.1. *Mitigation* means those sustained measures and activities aimed at reducing or eliminating hazards associated with disasters, or lessening the impact of the event.

   5.2. Mitigation shall consist of:
       
       5.2.1. hazard and risk assessment;
       5.2.2. prioritization of mitigation activities;
       5.2.3. development and implementation of mitigation strategies; and
       5.2.4. incorporation of Business Continuity programs into all operations.

6. **Definitions**

   6.1. *Business Continuity* means the development of advance arrangements and procedures that enable the University to respond to an Emergency in such a manner that critical business functions continue.
Policy 8 (continued)

6.2. *Disaster* means a calamity that:
   6.2.1. is caused by accident, fire, explosion or technical failure or by the forces of nature; and
   6.2.2. has resulted in serious harm to the health, safety or welfare of people or animals, or in widespread
damage to property.

6.3. *Emergency* means a present or imminent event that:
   6.3.1. is caused by accident, fire, explosion or technical failure or by the forces of nature; and
   6.3.2. requires prompt coordination of action or special regulation of persons or property to protect
health, safety or welfare of people or animals, or to limit damage to property.

6.4. *Emergency Operations Centre* means a central location for the key campus decision-makers, emergency
planners, and services to direct, control, coordinate, and support emergency operations effectively.

6.5. *First Response Agencies* include the Vancouver Fire and Rescue Services, BC Ambulance, Royal Canadian
Mounted Police, and UBC Campus Security for the UBC Okanagan campus and corresponding
government agencies and University departments for other campuses.

6.6. *Service Units* means those units charged with conducting or delivering critical services to the University,
specifically, Campus Security, IT Services, Financial Services, Food Services, Health, Safety and
Environment, Housing and Conferences, Human Resources, Land and Building Services, Public Affairs,
Supply Management, Treasury, and Utilities for the UBC Okanagan campus and corresponding University
departments for other campuses.
Policy 8 (continued)

PROCEDURES

Approved: May 2000
Revised: August 2013

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at http://universitycounsel.ubc.ca/policies/index.

1. General

1.1. In the absence of the President of the University, the line of succession is set out in Policy #19 (Acting President).

1.2. The key response activities, in the event of an emergency or disaster, rest with Service Units. These activities are detailed in the University Disaster Response Plan.

1.3. If a building evacuation or a fire alarm is activated, all occupants must evacuate as per the building Fire Safety Plan.

1.4. In the event of a disaster affecting the University, individuals should report to their immediate supervisor as soon as reasonably possible and await further instructions.

1.5. An Emergency Preparedness Steering Committee, reporting to the Vice-President, Finance, Resources and Operations, will develop and recommend policies, plans, and guidelines for Business Continuity, preparedness, response, recovery, and mitigation measures at the University. These measures will include preparation, approval, and evaluation of the University Disaster Response Plan, and recommendations on current and future needs for emergency and disaster preparedness. The Emergency Preparedness Steering Committee will be composed of representatives from the University community appointed by the Vice-President, Finance, Resources and Operations.

1.6. The University will develop, operate, and maintain an Emergency Operations Centre in accordance with requirements specified in the University Disaster Response Plan.

1.7. Service Units are responsible for developing and testing emergency plans as prescribed by the University Disaster Response Plan. Service Units are also responsible for participating in campus-wide emergency preparedness, response, and recovery activities.

1.8. The Department of Health, Safety and Environment will be responsible for providing training and education for the University community and for providing assistance to administrative heads of unit in developing unit emergency plans. The Department of Health, Safety and Environment is also responsible for coordinating campus-wide activities to exercise and test emergency and disaster response.

1.9. Administrative Heads of Unit are responsible for developing and testing emergency and Business Continuity plans that are applicable to the activities and operations of the unit. These plans, which must be tested at least annually, must include specific evacuation procedures and fire safety information as per the BC Fire Code.

1.10. The Provincial Emergency Program recommends that all individuals be prepared for emergencies at all locations, including in the workplace and at home. This includes preparing to meet individual needs for a
Policy 8 (continued)

period of up to 72 hours. The University encourages all personnel to undertake emergency preparedness measures, and supports this through the delivery of emergency preparedness workshops coordinated by the Department of Health, Safety and Environment.

1.11. Emergency and disaster preparedness issues that may have budgetary implications will be forwarded to the Vice-President responsible for the unit for approval of action, timing, and funding.

1.12. Reports on the status of disaster management will be brought, through the senior officers of the University, to the Board of Governors at its regular meetings. Emergencies of significant impact will be brought to the attention of the Chair of the Board of Governors by the President or his/her designate, immediately.

1.13. The University will maintain relations and share information with the Provincial Emergency Program, neighbouring municipalities, and first response agencies to ensure compatible emergency response plans.
## Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CMP</td>
<td>Crisis Management Plan</td>
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<tr>
<td>CMT</td>
<td>Crisis Management Team</td>
</tr>
<tr>
<td>BCEMS</td>
<td>British Columbia Emergency Management System</td>
</tr>
<tr>
<td>DOC</td>
<td>Departmental Operations Centre</td>
</tr>
<tr>
<td>ECP</td>
<td>Emergency Communications Plan</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td>ESF</td>
<td>Emergency Support Function</td>
</tr>
<tr>
<td>ERP</td>
<td>Emergency Response Plan</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
</tr>
<tr>
<td>IMT</td>
<td>Incident Management Team</td>
</tr>
<tr>
<td>IPREM</td>
<td>Integrated Partnership for Regional Emergency Management</td>
</tr>
<tr>
<td>UEL</td>
<td>University Endowment Lands</td>
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<tr>
<td>UNA</td>
<td>University Neighbourhoods Association</td>
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</tbody>
</table>
## Definitions

<table>
<thead>
<tr>
<th><strong>Action Plans</strong></th>
<th>An oral or written plan containing general objectives that reflect the overall strategy for managing an incident</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate</strong></td>
<td>To begin the process of mobilizing a response team or to set in motion an emergency operations response or recovery plan, process, or procedure for an actual emergency incident</td>
</tr>
<tr>
<td><strong>Authority</strong></td>
<td>A right or obligation to act on behalf of a department, agency, or jurisdiction</td>
</tr>
<tr>
<td><strong>Building Emergency Directors</strong></td>
<td>Responsible for leading preparedness, readiness, and response for their assigned buildings, including maintaining the Building Emergency Response Plan and serving as an emergency communications liaison between occupants, Building Floor Wardens and campus services or First Responders during emergencies</td>
</tr>
<tr>
<td><strong>Building Emergency Response Plan</strong></td>
<td>A plan required for compliance to the BC Fire Code that helps ensure the safety of building occupants through fire prevention and emergency evacuation</td>
</tr>
<tr>
<td><strong>Building Floor Wardens</strong></td>
<td>Responsible for leading the evacuation of building occupants within their designated area, and for relaying to the Building Emergency Director or First Responders pertinent information, e.g., occupants in Area of Refuge</td>
</tr>
<tr>
<td><strong>Business Interruptions</strong></td>
<td>Incidents that interrupt the process of teaching, research, or other activities essential to UBC-V. Examples include: utility outage, IT failure, data breach, scholarly misconduct, student misconduct</td>
</tr>
<tr>
<td><strong>Command</strong></td>
<td>The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority</td>
</tr>
<tr>
<td><strong>Concept of Operations</strong></td>
<td>A description of how a set of capabilities may be employed to achieve desired objectives or end state</td>
</tr>
<tr>
<td><strong>Continuity Planning</strong></td>
<td>Actions taken to protect the campus mission from disruption</td>
</tr>
<tr>
<td><strong>Crisis</strong></td>
<td>A situation which has occurred or is occurring or appears likely to occur, and which could have a major negative impact on UBC’s ability to achieve its objectives and successfully execute its strategies</td>
</tr>
<tr>
<td><strong>Crisis Management Team (CMT)</strong></td>
<td>The team comprises the President and the other members of the UBC Executive Team (the Core CMT). Auxiliary Members (subject matter experts) may be added as required</td>
</tr>
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</table>
### Definitions (continued)

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Critical Infrastructure</strong></td>
<td>Assets, systems, and networks, whether physical or virtual, so vital to the campus that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, public health or safety, the campus mission, or any combination of those matters</td>
</tr>
<tr>
<td><strong>Damage Assessment</strong></td>
<td>An appraisal or determination of the effects of the emergency/crisis on human, physical, economic, and natural resources</td>
</tr>
<tr>
<td><strong>Departmental Operations Centre</strong></td>
<td>A pre-designated departmental group which may self-activate in response to routine incidents that require focused response actions</td>
</tr>
<tr>
<td><strong>Emergency</strong></td>
<td>An emergency is a situation which results in, or is likely to result in, serious harms to persons or substantial damage to property or the environment, or significant disruption to operations</td>
</tr>
<tr>
<td><strong>Emerging Issues</strong></td>
<td>Situations of growing controversy or negative climate that threaten UBC’s reputation, organizational, legal or financial stability and impact its ability to achieve its objectives and successfully execute its strategies</td>
</tr>
<tr>
<td><strong>Emergency Management</strong></td>
<td>The science of managing complex systems and multi-disciplinary personnel to address emergencies and disasters, across all hazards, and through the phases of mitigation, preparedness, response, and recovery</td>
</tr>
<tr>
<td><strong>Emergency Operations Centre (EOC)</strong></td>
<td>A virtual or physical location at which the coordination of information and resources to support incident management activities takes place</td>
</tr>
<tr>
<td><strong>Emergency Support Function (ESF)</strong></td>
<td>A structured group of tasks and resources, brought together to effectively manage the impacts of an emergency within a given jurisdiction. ESFs are typically comprised of entities that have similar roles, responsibilities, resources, authority, and training</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>A protective action of moving threatened individuals completely out of a building, facility, or the campus</td>
</tr>
<tr>
<td><strong>Executive on Call</strong></td>
<td>A member of the UBC Executive Team who may be responsible for activating the CMT</td>
</tr>
</tbody>
</table>
### Definitions (continued)

| **Finance/Administration Section (EOC)** | The Incident Command System (ICS) Section responsible for all administrative and financial considerations surrounding an incident |
| **First Responders** | A generic term referring to the first medically trained responder to arrive on scene, e.g., fire departments, St John Ambulance, Canadian Coast Guard |
| **Hazard** | A potential or actual force, physical condition, or agent with the ability to cause human injury, illness and/or death, and significant damage to property, the environment, critical infrastructure, agriculture and business operations, and other types of harm or loss |
| **Hazardous Material** | Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination), and requires special care in handling because of the hazards posed to public health, safety, and/or the environment |
| **Incident** | An occurrence which triggers or escalates an issue, emergency or crisis |
| **Incident Command System (ICS)** | Standardized emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries |
| **Incident Management Team (IMT)—Site Response** | Refers to any grouping of senior operational managers/subject matter experts/Executive Team members who are handling an incident response |
| **Logistics Section (EOC)** | The Incident Command System (ICS) Section responsible for providing facilities, services, and material support for the incident |
| **Lead Department** | Typically the department which takes the initial operational measures to respond to and manage an incident. It should have the authority and technical resources required to manage the incident and/or to assess the need for additional response requirements |
| **Management Section (EOC)** | The Incident Command System (ICS) Section, led by EOC Director, who has overall authority and responsibility to direct all EOC activity; the Management Section includes the EOC Deputy Director, Information Officer, Safety Officer, Risk Officer, Security Officer and Liaison Officer |
| **Operations Section (EOC)** | The Incident Command System (ICS) Section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups |
### Definitions (continued)

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Planning Section (EOC)</td>
<td>The Incident Command System (ICS) Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of Action Plans and Situation Reports. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.</td>
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<tr>
<td>Recovery</td>
<td>The long-term activities beyond the initial crisis period and emergency response phase that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable.</td>
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<tr>
<td>Situation Report</td>
<td>Document created by Planning Section that provides information and data of all the response operations occurring in an operational period; this information informs decisions for the next operational period.</td>
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<tr>
<td>Unified Command</td>
<td>Authority structure in which the role of Incident Commander is shared by two or more individuals, each already having authority in a different responding agency.</td>
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# Record of Changes

<table>
<thead>
<tr>
<th>Date of Changes</th>
<th>Description of Change</th>
<th>Change Approval Date</th>
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</thead>
<tbody>
<tr>
<td>May 29, 2018</td>
<td>Acronym, typographical errors and definitions.</td>
<td></td>
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# Plan Distribution

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