

**submitted for information*

DISTRICT OF BARRIERE

EMERGENCY RESPONSE, EVACUATION PLAN, STATE OF LOCAL EMERGENCY (SOLE)

1. Introduction

This Plan is intended for use by all first responders and municipal staff plus members of the Thompson-Nicola Regional District (TNRD) Emergency Preparedness Program in the event of a major emergency in the District of Barriere. The guidelines and procedures included reflect the requirements of the British Columbia Emergency Response Management System (BCERMS) and are consistent with the TNRD Emergency Response and Recovery Plan.

This Plan guides the operations, organization, responsibilities and coordination necessary to provide for effective response to and recovery from major emergencies or disasters in the District of Barriere. It does not address emergencies that are normally handled at the scene by the appropriate first responding agencies such as the Barriere Volunteer Fire Department, BC Ambulance Service or RCMP.

Local Authority for Emergency Response

The *BC Emergency Program Act* requires local governments to “prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.” The District of Barriere has assigned this authority to the TNRD, except for the authority to Declare a State of Local Emergency and order an evacuation, which remains with the Mayor and Council. For larger, complex emergency events that exceed the capabilities or resources of local first responders to handle, it is the TNRD’s responsibility to provide policy, coordination, resource, planning and logistical support through its Emergency Operations Centre (EOC) located at the TNRD Civic Building in Kamloops.

Response to a Major Emergency or Disaster in Barriere

The management of the initial phases of a major emergency is the most critical. Actions and decisions taken early on will dictate the success or failure of response to the event.

When a disaster occurs, it will be up to the Incident Commander to determine whether or not the occurrence will endanger the lives and property of the community. He or she should take account of the services required, making note of the number of injured persons, hazards, and how accessible the area is to vehicles, etc. and proceed as follows:

Notify the Emergency Coordination Centre in Victoria of the event at 1-800-663-3456 (24 hrs/day). The information required includes:

- a) the name of the person reporting the incident
- b) the agency reporting the incident
- c) phone number
- d) type of disaster
- e) size of the area involved
- f) number of people involved
- g) property involved
- h) potential additional property involved
- i) type of access to the area

Notify the District of Barriere Chief Administrative Officer (CAO) at 250-672-9751 and the TNRD Duty Officer at 250-819-4105.

The District of Barriere CAO will set up an Incident Command Post to liaise with the TNRD EOC and the Incident Commander and will also advise the Mayor of the event and that he may be required at the Command Post.

The Incident Commander will keep both the TNRD EOC and the District of Barriere Command Post advised of the situation at the scene of the emergency or disaster.

Council Responsibilities

- Contact the District CAO to find out where the Incident Command Centre is being set up and what assistance they can provide.
- The Mayor may be required to declare a state of local emergency should it be necessary to order an evacuation.

Declarations can be made in two ways:

- The Mayor may verbally declare the state of local emergency for the District of Barriere and immediately sign a written document of declaration; or
- The municipal council may pass a bylaw or resolution declaring a state of local emergency.

The declaration document (including the bylaw or resolution) must identify the nature of the emergency and specify the geographic boundaries, preferably on an attached map, within which the declaration will apply.

The declaration must be accompanied by an assignment, by name, of who or what organization can apply the extraordinary powers on behalf of the local authority.

BC Emergency Program Act

Declaration of Local Emergency

Declaration of State of Local Emergency (SOLE)

A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

A declaration of a state of local emergency must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

- by bylaw or resolution if made by a local authority, or
- by order, if made by the head of a local authority.

The head of a local authority must, before making a declaration, shall use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration, convene a meeting of the local authority to assist in directing the response to the emergency.

Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

- forward a copy of the declaration to the minister, and
- cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

A declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

The local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

Powers of local authority in declared state of local emergency

After a declaration of a state of local emergency is made in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- implement its local emergency plan or any local emergency measures;
- exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister;
- authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister.

If a state of local emergency has been declared, the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection.

Immediately after making an order, the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

Immediately after the details of an order are communicated to a local authority, the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the administration of the *Community Charter*, but without obtaining the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

Cancellation of declaration of state of local emergency

The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

➤ cancel the declaration of a state of local emergency in relation to that part by bylaw or resolution, if the cancellation is effected by the local authority, or by order, if the cancellation is effected by the head of the local authority, and promptly notify the minister of the cancellation of the declaration of a state of local emergency.

A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

Notification of termination of declaration of state of local emergency

Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

Following the declaration;

- Step #1** Immediately after making a declaration of a state of local emergency, forward a copy of the declaration to the director of the Emergency Management British Columbia (EMBC), who presents the declaration to the Solicitor General.
- Step #2** Ensure that the boundaries are clearly delineated by means of a map.
- Step #3** Ensure that the authority to exercise the extraordinary powers granted under the *Emergency Program Act* has been delegated in writing to the appropriate persons and/or agencies.
- Step #4** Immediately **publish notice** of the declaration in a form that residents of the affected area may learn of the declaration (usually a local newspaper notice).
- Step #5** **When necessary** the Mayor will seek the authority of the Solicitor General to extend the term of the declaration beyond seven days, by making application to the director of EMBC. Successive extensions of seven days each may be requested.
- Step #6** Must cancel the declaration as soon as the extraordinary powers are no longer needed, **publish** the cancellation, and notify the director of EMBC.

The District of Barriere must forward to the director of EMBC, a signed copy of the declaration, a map designating the geographic boundaries, a copy of any publication notice and a copy of any Delegation Order which designates persons or agencies who can apply the extraordinary powers on behalf of the local authority.

District of Barriere Evacuation Plan

5.1 Introduction

Evacuation is the process of removing persons and/or domestic animals from an area that is or may pose a threat to life and limb to an area of safety. Depending on the nature and scope of the threat, an evacuation may involve a single building, a group of buildings or an entire community.

Further to the results of a hazard, risk and vulnerability analysis carried out for the District of Barriere, an evacuation plan has been prepared that identifies the population at risk, the potential frequency and severity of hazards and the process involved in conducting a safe, orderly evacuation.

5.2 Process

As the designated Emergency Preparedness Program Coordinator for the District of Barriere, it is the Thompson-Nicola Regional District's (TNRD) responsibility to identify hazards and be prepared to coordinate evacuations in areas that may be affected by emergency events.

Depending on the event and circumstances, evacuations could be ordered by:

- Province of BC;
- Thompson-Nicola Regional District for the TNRD Electoral Areas or the Mayor and Council for the District of Barriere;
- Office of the Fire Commissioner – for an emergency arising from a fire hazard or from a risk of explosion;
- Ministry of Health or the Local Health Authority;
- Ministry of Environment. The Minister may order or designate a person to order;
- Ministry of Energy, Mines and Petroleum Resources;
- Ministry of Forests, Land & Natural Resource Operations for tactical fire fighting purposes.

An evacuation order may or may not be preceded by a notice or evacuation alert, depending on how much time is available to clear the affected area. After the event and if it is safe to return home, the order is lifted and a public notice issued. The actual evacuation process consists of the following key elements:

- Identifying the population at risk;
- Communicating the evacuation order by way of media announcements, personal contact and delivery of handouts;
- Identifying evacuation routes and modes of transportation available;
- R.C.M.P. enforcing the order and conducting traffic control;
- Identifying assembly point and reception centres for evacuees.

Communications

If the evacuation order is issued by the District of Barriere, it would be preceded by the Declaration of a State of Local Emergency, either by Order of the Mayor or a Resolution approved by the Mayor and Council. Once the local emergency has been declared and an evacuation ordered, area residents and visitors **must comply** as the R.C.M.P. may use discretionary powers to enforce the order. Both the declaration of a state of local emergency and the evacuation order will be communicated to area residents by way of:

- Radio and television bulletins;
- Telephone;
- R.C.M.P. contact (if safe to do so);
- Area Search and Rescue Volunteers.

Preparing for an Evacuation

During periods of an extreme fire danger rating, people may be ordered to leave their residences on very short notice and travel to established Emergency Social Services (ESS) reception centres.

- A. Notice of an Emergency Event: people are pre-warned about wildfire activity that may lead to an alert being put in place. People should prepare for an alert by maintaining close contact with family members, gathering insurance papers, valuables and clothing. Residents should monitor local media or listen for other warnings from local officials. There is no immediate need to leave an area under notice unless it is for health reasons, or for someone with transportation difficulties.
- B. When an event escalates to the point where an evacuation may be necessary, there are three stages to the process:
1. **Evacuation Alert** – people are warned of imminent threat to life and property, and are asked to be ready to leave on short notice. Be prepared for worsening conditions. On notification of an **ALERT**, you should be prepared for the evacuation order by:
 - Locating all family members or co-workers and designate a safe meeting place, should an evacuation be called while separated.
 - Gathering essential items such as medications, eye glasses, valuable papers (i.e. insurance), immediate care needs for dependants and, if you choose, keepsakes (photographs, etc.) Have these items readily available for quick departure.
 - Preparing to move any disabled persons and/or children.

- Moving pets and livestock to a safe area.
 - Arranging to transport your household members or co-workers in the event of an evacuation order.
 - Arranging accommodation for your family if possible. In the event of an evacuation, emergency shelters will be provided if required.
 - Monitoring news sources for information on locations of emergency shelters and evacuation orders.
2. **Evacuation Order** – you must leave the area immediately. It is imperative that you report to the designated Evacuation Reception Centre. Members of the RCMP will be enforcing the evacuation order.
 3. **Evacuation Rescind** – you will be allowed to return to your home when the danger has passed.

At the reception centres, evacuees can get short-term assistance with lodging, food and clothing if needed. Evacuees are also encouraged to check in at reception centres so friends and relatives making inquiries on the whereabouts of their loved ones can be assured they are fine. People are also advised to contact their insurance company to find out what their policy covers.

Residents should prepare for evacuations by organizing a Personal Emergency Preparedness Kit containing the following items (most of which you may already have in your home):

Personal Emergency Preparedness Kit

- portable radio with spare batteries
- flashlights with spare batteries
- warm blanket
- pre-packaged thermal blankets
- small towel & washcloth
- leakproof container of soap
- toothpaste & toothbrush
- plastic knives, forks & spoons
- snack food & bottled water
- pet food for a couple of days
- first aid kit
- drinking water purifier kit
- multi purpose tool
- candles & matches
- whistle
- toilet paper
- playing cards & pocket books
- list of emergency contact numbers for immediate family members & relatives
- spare eye glasses
- medications
- small amount of cash & coins (for pay phones)
- local maps
- identification documents & other valuable papers (insurance)