

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

F

SUBJECT: CITY OF BURNABY EMERGENCY PLAN

RECOMMENDATIONS:

1. THAT Council receive this report for information.
2. THAT Council authorize the amendment of the City of Burnaby Emergency Bylaw No. 10676, 1998 to reflect the changes outlined in this report.

REPORT

The Executive Committee of Council, at its Open meeting held on 2003 June 16, received and adopted the attached report regarding revisions to the Burnaby Major Emergency Response Plan including a name change which necessitate amendments to the City of Burnaby Emergency Bylaw No. 10676, 1998.

Respectfully submitted,

Councillor N.M. Volkow
Chair

Councillor C. Redman
Vice Chair

Councillor D.G. Evans
Member

COPY: CITY MANAGER
DEPUTY CITY MANAGER
EMERGENCY MANAGEMENT COMMITTEE
EMERGENCY PROGRAM COORDINATOR
CITY SOLICITOR

TO: EXECUTIVE COMMITTEE OF COUNCIL
FROM: EMERGENCY PROGRAM COORDINATOR
SUBJECT: CITY OF BURNABY EMERGENCY PLAN

2003 JUNE 09

PURPOSE: To inform Executive Committee of Council of the completed revision to the Burnaby Major Emergency Response Plan and obtain Council's authorization to amend the City of Burnaby Emergency Bylaw No. 10676, 1998.

RECOMMENDATIONS:

1. **THAT** Executive Committee of Council forward this report to Council for information.
2. **THAT** Executive Committee of Council request Council authorize the amendment of the City of Burnaby Emergency Bylaw No. 10676, 1998 to reflect the changes outlined in this report.

R E P O R T

1. **BACKGROUND**

As required by Section 6(2) of the Emergency Program Act, 1998, the City has in place an emergency plan. This document is a procedural guideline for the mobilization and deployment of resources in response to a major emergency or disaster. A major or catastrophic emergency is defined as one that is wide spread, involves a large number of victims and may include loss of lives and property. While the most cited type of major emergency is an earthquake, other possible events include a train derailment, plane crash or explosion at an industrial site.

Should an event occur of significant magnitude to require a centrally coordinated response by the City's senior officials, staff with designated response roles would be called out to work in the Emergency Operations Centre and provide support to responders on site(s).

On 2001 September 17, Council approved adoption of the British Columbia Emergency Response Management System (BCERMS) for operating and managing an Emergency Operations Centre (EOC) and authorized staff to revise the Burnaby Major Emergency Response Plan according to this model.

2. CITY OF BURNABY EMERGENCY PLAN SITE SUPPORT LEVEL/EOC MANAGEMENT STRUCTURE

The British Columbia Emergency Response Management System is a comprehensive management system which allows for a coordinated and organized response to emergencies and disasters. The BCERMS EOC management structure is function based, identifying which activities must be completed rather than which agencies should be represented. The BCERMS EOC model consists of a Policy Group, Management Team (EOC Director/Deputy, Liaison Officer, Risk Manager and Section Chiefs) and five functional areas. The following is a brief description of each function.

Policy Group (Mayor & Council)

When an EOC is activated, local authorities establish a policy group comprised of the Mayor and Council. The Policy Group has overall cost expenditure authority and is the group who holds the signing authority for declaring a state of local emergency. The EOC Director keeps the Policy Group informed, as needed, and determines which decisions and approvals should be elevated to the Policy Group for consideration and endorsement.

EOC Director (City Manager/Deputy City Manager)

This position exercises overall management responsibility for the coordination between emergency response and supporting agencies in the EOC.

Liaison Officer (Emergency Program Coordinator)

This position provides assistance to the EOC Director

Information Officer (Film Coordinator)

This position oversees a public information plan which involves the preparation of press releases/public information documents, coordination of media interviews and preparation of scripts for designated spokespersons.

Risk Management Officer (Risk Manager)

This position reviews decisions and actions EOC staff plan to initiate and recommends any alteration or issues of concerns related to “best safe practices”.

Operations Section Chief

This position is responsible for ensuring coordination of the various response agencies involved in an event and that all Incident Commanders are being supported to the extent possible. This position is dependent on the nature of the event. For example, if it is a fire related event, the Fire Chief or senior fire official would be the Operations Chief. If it is a flood or earthquake related event where there is major infrastructure damage to the community, then it is likely the City Engineer or senior engineering official would be the Operations Chief. Additional staff are assigned to work in the Operations Section as required.

Planning Section Chief (Designated Engineering Staff)

This position is responsible for analyzing, prioritizing and evaluating all of the information coming into the EOC. Additional staff are assigned to work in the Planning Section as required.

Logistics Section Chief (Purchasing Agent/Purchasing Supervisor)

This position is responsible for providing facilities, services, personnel, equipment and materials. Additional staff are assigned to work in the Logistics Section as required.

Finance Section Chief (Director Finance/Deputy Treasurer)

This position is responsible for financial activities and other administrative aspects, including tracking staff time and accounting for all costs associated with the response. Additional staff are assigned to work in the Finance Section as required.

3. STAFF TRAINING

Staff designated to work in the Emergency Operations Centre will be required to complete four (4) days of training to learn their new response roles. The required training courses will be arranged through the Justice Institute of B.C.'s Emergency Management Division. Once trained, staff will participate in regular exercises of the City of Burnaby Emergency Plan.

4. CITY OF BURNABY EMERGENCY BYLAW NO. 10676, 1998 AMENDMENTS

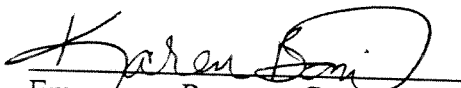
The revision of the City of Burnaby Emergency Plan necessitates the following amendments to the City of Burnaby Emergency Bylaw No. 10676, 1998:

- a) In Sections 2(a), 5, 6(1), 6(2)(b), (c), (d) and 6(3)(a) "Burnaby Major Emergency Response Plan" should be amended to "City of Burnaby Emergency Plan".

- b) In Sections 2(e), (f), (g), 4(2), 6(1), and 6(2)(a) "Major Emergency Planning & Response Committee" should be amended to "Emergency Management Committee".
- c) In Sections 2(d), 4(1), 4(2)(k), 5, 6(2) and 6(3) "Emergency Planning Coordinator" should be amended to "Emergency Program Coordinator".
- d) Section 2, should be amended to add the following staff to the Emergency Management Committee:
 - Deputy City Manager
 - Director Finance
 - Director Planning & Building
 - Director Parks, Recreation & Cultural Services
- e) In Section 2(j), "Medical Health Officer/Simon Fraser Health Region" should be amended to "Fraser Health Authority Representative".

5. CONCLUSION

Further to Council's previous approval to adopt the British Columbia Emergency Response Management System (BCERMS) for operating and managing an Emergency Operations Centre (EOC) and revise the Burnaby Major Emergency Response Plan, information has been provided on the completed City of Burnaby Emergency Plan and recommendations for amendments to the City of Burnaby Emergency Bylaw No. 10676, 1998.


Emergency Program Coordinator

Copy to: Deputy City Manager
Emergency Management Committee

