



Homalco First Nation Emergency Operations Centre Function Duty Packages and Checklists

Version 2.3

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Common Duties - All Team Members

If any person becomes aware of an emergency situation or imminent situation affecting Homalco they are to call **911**.



If emergency services personnel (police, fire, ambulance, or the 911 call centre) become aware of an emergency situation real or imminent affecting the Homalco reserve they are to call:

1. The Homalco Emergency Program Coordinator
2. Homalco EOC Director, Alison Trenholm
3. Homalco Chief Darren Blaney



If any member of the Homalco Emergency Response Team becomes aware of an emergency situation or imminent situation affecting the reserve:

That team member will make the following telephone calls:

1. The Homalco Emergency Program Coordinator
2. Homalco EOC Director, Alison Trenholm
3. Homalco Chief Darren Blaney
4. Other emergency call-outs as deemed necessary.

The full contact list can be found in Appendix I of the All-hazards Emergency Plan.



All members of Homalco Council and the Emergency Operations Centre (EOC) Team will report immediately to the Emergency Operations Centre. The primary EOC is at the Administration Building.

The EOC Director will make contact with the B.C. Ministry of Emergency Management and Climate Readiness (EMCR) at **1-800-663-3456**.



Common Duties – For All Functions	
Getting Started:	<ul style="list-style-type: none"> ❑ Check in with the EOC Director upon arrival at the EOC. You will be assigned a role and a vest. ❑ If you represent an outside (non-jurisdictional) agency, register with the Liaison Officer. ❑ Use the EOC Check-In/Check-Out Form (Form 18) - there is one only in use at any one time) each time you enter or leave the EOC. ❑ Complete the Task Registration Form (Form 19). There is one per task. ❑ Report to EOC Director to obtain current situation status and specific job responsibilities. ❑ Set up your workstation and review your position checklist, forms and function aids. ❑ Establish and maintain a Staffing Log (Form 14) that chronologically describes the actions you take during your shift. Use one Staffing Log even if you are serving more than one function. Each person in the EOC maintains a personal staffing log. ❑ Note on your Staffing Log (Form 14) all ideas you can suggest for improving the contribution of your function and of the EOC overall. These will be considered in the After Action Report. ❑ Determine your resource needs, such as a portable radio, computer, phone, stationery, forms, and other reference documents. ❑ Participate in any facility/safety orientations, as required.
Before Leaving:	<ul style="list-style-type: none"> ❑ If another person is relieving you, brief them thoroughly before you leave your workstation. ❑ Clean up your work area before you leave. Return any communications equipment or other materials to the Logistics Section. ❑ Complete all other required forms, reports, and documentation and submit them to the Planning Section prior to your departure. ❑ Complete your Staffing Log (Form 14), and leave a phone number where you can be reached. ❑ Sign the EOC Check-Out Form (Form 18). ❑ Be prepared to participate in the EOC After-Action Report and formal post-operational debriefs. ❑ Make use of EOC stress counseling and debriefings, as needed.



Duties - Policy Group

The policy group consists of Chief and Council.

In the case of a real or impending emergency on reserve:

- All members of the Policy Group will report immediately to the Emergency Operations Centre . The primary EOC is at the Administration Office.
- Make the prescribed contact calls to the emergency response team;
- Assume the duties of the **Policy** group in the BCEMS system:
 - Assume ultimate authority for response activities; and
 - Sign evacuation alerts, orders, and rescind orders as required.
- Along with EMCR and the EOC Director continually assess for declaration of a local state of emergency and the need for an evacuation alert, evacuation order, or order for shelter-in-place.
- Sign evacuation alerts, orders, and rescind orders as required.



The Chief and Council, when satisfied that an emergency exists or is imminent, may declare a **Local State of Emergency** relating to all or any part of the Homalco reserve. This requires the completion of Emergency Response Form 01 - *Order for a Declaration of State of Local Emergency*.



Forward a copy of the declaration to EMCR.



Policy Group	
Responsibilities:	<p>The Policy Group supports the emergency response effort by providing interpretation of existing policies, new policies to address emerging situations, and providing continuity of governance throughout the response and recovery effort. Members of the Policy Group include the Chief and Council and the EOC Director.</p> <ul style="list-style-type: none"> ❑ Consider Policies – Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery. <ul style="list-style-type: none"> ❑ Keep apprised as to the status of the emergency event by reviewing EOC Situation Reports. ❑ Consult with EOC Director and/or Legal Advisors regarding any potential legal issues and recommended courses of action. ❑ Set Expenditure Limits – Consult with EOC Director to determine appropriate expenditure limits for response and recovery. ❑ Request Outside Support/Resources – Upon the advice of the EOC Director, request extra-ordinary resources and/or outside assistance. <ul style="list-style-type: none"> ❑ Request Provincial and Federal support, as required. ❑ Authorize “State of Local Emergency” – Consult with EOC Director to determine If and when required, to declare or terminate a “State of Local Emergency.” ❑ Assist Public Information – Upon request, act as a spokesperson for the jurisdiction and participate in media briefings. ❑ Acknowledge Contributions – Ensure steps are taken to acknowledge the contributions of response and recovery staff and volunteers.
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist. ❑ Convene as the EOC Policy Group at the site and times recommended by the EOC Director. ❑ Obtain current situation status and a briefing on priority actions taken and outstanding, from the EOC Director.
Before Leaving:	<ul style="list-style-type: none"> ❑ Establish the requirements for debriefing response and recovery personnel, and set a due date for the After Action Report.



Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Homalco All-hazards Emergency Management Plan <p><u>Forms</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Decision / Approval Log (Form 12)<input type="checkbox"/> Declaration of State of Local Emergency (Form 01)<input type="checkbox"/> Extension of State of Local Emergency (Form 01b)<input type="checkbox"/> Evacuation Alert (Form 02)<input type="checkbox"/> Evacuation Order (Form 03)<input type="checkbox"/> Cancellation State of Local Emergency (Form 06)<input type="checkbox"/> Evacuation Rescind (Form 07)<input type="checkbox"/> Task Registration (Form 19)<input type="checkbox"/> Staffing Log (Form 14)
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Duties - EOC Director

In the case of a real or impending **Emergency** on or near reserve:

- As soon as possible report to the community emergency operations centre (EOC);
- Make the prescribed contact calls to the emergency response team;
- Assume role of **EOC Director** in the BCEMS structure:
 - Contact Emergency Services at 911;
 - Assesses the magnitude of the situation to determine the appropriate level of EOC coordination;
 - Activate the *All-hazards Emergency Management Plan* and the EOC;
 - Notify Emergency Management BC when EOC is activated via **1-800-663-3456**.
 - Notify the Indigenous Services Canada Duty Officer at 604-209-9709 (EMCR may also automatically notify ISC).
 - Determine if you have the capacity or human resources required to manage the incident, if not, identify and request additional resources via EMCR as soon as possible;
 - Assume management responsibility for coordination between emergency response and supporting agencies; and
 - Conduct an assessment of what has happened, what resources are available, any impacts to the communication system, power, water and other critical infrastructure.

EOC Director

Responsibilities:

The EOC Director provides overall coordination of site support activities to ensure an effective, coordinated and cooperative response. The EOC Director role may be filled by two or more representatives of agencies with jurisdiction.

- ❑ **Assess the Situation** – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate type and level of EOC coordination.
- ❑ **Support Site(s)** – Provide support to agencies, and ensure that all actions are coordinated within the established priorities. Approve resource requests, including municipal and other first responders, municipal staff and volunteers.
- ❑ **Develop / Approve Action Plans** – Prepare EOC action plans (Form 9a) with other EOC members based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.
- ❑ **Inform Others** – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group and PREOC informed.
- ❑ **Manage the EOC Group** – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness. Direct the



EOC Director	
	overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.
Reports To:	Policy Group
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Common Duties Checklist. <input type="checkbox"/> Obtain a briefing from Incident Commander(s) or other person(s) reporting emergency, if available. <input type="checkbox"/> Mobilize appropriate personnel for the initial activation of the EOC. Refer to Section 5 of the <i>Emergency Plan</i>. <input type="checkbox"/> Select a name for the incident, such as "Jan 6 Snow" or "Downtown Explosion." Keep it short but descriptive. <input type="checkbox"/> Determine location of the EOC, considering hazards. Communicate EOC location to others. <input type="checkbox"/> Obtain the EMCR Task Number for the incident, if available, from the Emergency Coordination Centre at EMCR or from the PREOC, if activated. Ensure the EMCR Task Number is prominently displayed in the EOC. <input type="checkbox"/> Greet and orient arriving EOC members until Logistics Section can be established to assume this function. <input type="checkbox"/> The EOC Director must be accessible. Select a workstation for yourself and stay there as much as possible so people can find you.
Main Checklist:	<p>1. Assess the Situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Gather Information</u> – Collect information relevant to the emergency situation at hand from a range of sources, in coordination with the Planning Section, if activated. <input type="checkbox"/> <u>Assess Situation</u> – Continuously assess the magnitude and severity of current situation and potential for future threat, considering: <ul style="list-style-type: none"> <input type="checkbox"/> Risks to life, health, environment, and local economy in the region <input type="checkbox"/> Availability of first responders and other human resources <input type="checkbox"/> Assistance available by external agencies <input type="checkbox"/> <u>Assess Needs</u> – Perform a rapid needs assessment based on information at hand. <input type="checkbox"/> <u>Select EOC Activation</u> – Determine the initial EOC level of activation and operational period. Mobilize appropriate personnel for the initial activation of the EOC. Refer to Section 7.3 of the All-hazards Plan “Activation of the EOC”. <input type="checkbox"/> <u>Mobilize EOC Personnel</u> – Mobilize appropriate personnel for the initial activation of the EOC. Consider the joint activation of EOCs among member municipalities. <p>2. Support Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Establish Communications</u> – Establish communications for regular contact with Incident Commanders. <input type="checkbox"/> <u>Support Incident Commanders</u> – Liaise with Incident Commander(s) to determine the demands of the emergency. Provide support to Incident



EOC Director	
	<p>Commanders and agencies, and ensure that all actions are coordinated within the established priorities.</p> <ul style="list-style-type: none"> ❑ <u>Approve Resource Requests</u> – Approve requests for additional resources, including Homalco and other first responders, Homalco staff, and local volunteers. Ensure resources are being tracked in the Planning Section. (Form 12 Decision/Approval Log) ❑ <u>Release Resources</u> – Coordinate with Incident Commander(s) to release resources from the site, when appropriate. ❑ <u>Anticipate Site Needs</u> – Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements.
Main Checklist:	<p>3. Develop / Approve Action Plans</p> <ul style="list-style-type: none"> ❑ <u>Develop Support Strategies</u> – Consult EOC Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas. Consider support for the following strategies: <ul style="list-style-type: none"> ❑ Secure hazard zones ❑ Search and rescue trapped personnel ❑ Provide first aid and triage ❑ Abate hazards ❑ Notifying public and others of emergency ❑ Evacuation ❑ <u>Hold Action Planning Meeting</u> – Call at least one Action Planning Meeting in each operational period, and whenever the situation or EOC staff changes significantly. This meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs and other key agency representatives. ❑ <u>Prepare EOC Action Plans</u> – Prepare an initial Action Plan using the EOC Action Plan form (Form 9a). Once additional Action Plans are completed by the Planning Section, review, approve and authorize implementation. Assign in writing any delegated powers allowed under a declaration of State of Local Emergency, if any are given. ❑ <u>Monitor Needs</u> – Monitor operations to anticipate problems with meeting objectives. Re-assign initial EOC personnel to new actions, as appropriate. <p>4. Inform Others</p> <ul style="list-style-type: none"> ❑ <u>Inform EOC Staff</u> – Hold regular briefings of all Homalco EOC participants to keep them informed on status. This briefing should not be longer than 30 minutes, and may include a summary by the Incident Commander or representative. ❑ <u>Inform Policy Group</u> – Keep the Policy Group informed on the incident status, priorities, and objectives. Alert them to any policy issues that may arise in the future. ❑ <u>Inform PREOC</u>. Establish and maintain contact with adjacent jurisdictions and the PREOC, if one has been established. Keep the



EOC Director	
	<p>PREOC Director informed.</p> <ul style="list-style-type: none"> ❑ <u>Inform the Public</u> – Keep the EOC Information Officer up to date on new information, as appropriate. Review and approve media releases and other public information materials. <p>5. Manage the EOC Group</p> <ul style="list-style-type: none"> ❑ <u>Select EOC Functions</u> – Determine which EOC functions are needed, matching the needs of the incident. ❑ <u>Staff the EOC</u> – Appoint EOC members to appropriate functions and post a chart for arriving EOC members (Homalco EOC Status Poster). Identify replacements for EOC members for extended operations and ensure there are enough personnel to rotate staff. NOTE: The EOC Director and Section Heads must perform all required functions that are not staffed. ❑ <u>Set Operational Periods</u> – Designate the operational periods according to the situation and display in a prominent location. ❑ <u>Ensure EOC Health</u> – Monitor EOC personnel to ensure they attend to their personal needs for food, water, sleep and take regular breaks. Implement a “buddy system” for EOC personnel. ❑ <u>Monitor Effectiveness</u> – Monitor general staff activities to ensure that all appropriate actions are being taken. Continuously monitor the EOC organizational effectiveness. ❑ <u>Assume Control of EOC</u> – Direct the overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.
Before Leaving:	<ul style="list-style-type: none"> ❑ Prepare the EOC After Action Report. ❑ Brief your relief or deactivate the EOC. ❑ Ensure that the Position Log and Staffing Log are complete. ❑ Sign the EOC Check-Out Form (Form 18). ❑ Follow the Common Duties Checklist.



EOC Director	
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Homalco All-hazards Emergency Management Plan<input type="checkbox"/> Quick Reference Poster Plan<input type="checkbox"/> Homalco EOC Status Poster <p><u>Forms</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Decision / Approval Log (Form 12)<input type="checkbox"/> EOC Action Plan (Form 09a)<input type="checkbox"/> Task Registration (Form 19)<input type="checkbox"/> Position Log (Form 22)<input type="checkbox"/> Section/Function Status Report (Form 11)<input type="checkbox"/> EOC Incident Report (Form 15)<input type="checkbox"/> Staffing Log (Form 14)<input type="checkbox"/> EOC Check-in / Check-out (Form 18)



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Duties - Incident Commander

In the case of a real or impending **Emergency** on or near Homalco lands in the Bute Inlet.

Assume the Role of Incident Commander.

Assume overall responsibility for site level management of the incident:

- Determine incident objectives and strategies
- Establish an appropriate response structure/organization
- Coordinate response activities with assisting agencies/organizations
- Oversee command staff functions (information, safety, and liaison)

Incident Commander

Responsibilities:

- Manages the tactical response to the emergency/disaster
- Takes responsibility for the safety and health of all those who are operating at the site
- Evaluates risk on an ongoing basis
- Determines the resources required to deal with the emergency/disaster



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Duties - Risk Management

In the case of a real or impending emergency on or near reserve:

Assume the role of **Risk Management** in the BCEMS structure:

- Perform a risk identification and analysis for the EOC site and operation;
- Assess the magnitude of the situation to determine the appropriate level of EOC coordination;
- Ensure risk management principles are applied and adequate health and safety measures are in place for all activities;
- Protect the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation; and
- Along with Emergency Management BC and the Emergency Program Coordinator continually assess for declaration of a local state of emergency.

Risk Management Officer (RMO)

Responsibilities:	<p>The Risk Management Officer assesses the high level risks of the response effort and takes steps to protect organizations from unexpected losses. The RMO monitors and assess hazardous or unsafe situations and ensures EOC safety.</p> <ul style="list-style-type: none"> ❑ Manage Risks – Ensure that good risk management practices are applied throughout the response and recovery organization and that every function contributes to the management of risk. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events. ❑ Ensure EOC Safety – Provide advice on safety issues. A Technical Specialist familiar with all aspects of safety and relevant legislation should be appointed to assist. ❑ Ensure EOC Security – Ensure that appropriate security measures have been established to allow only authorized access to the EOC facility and documents.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist.
Main Checklist:	<p>1. Manage Risks</p> <ul style="list-style-type: none"> ❑ <u>Evaluate Damage and Potential Losses</u> – Collect damage and financial loss information, working with the Planning Section lead. ❑ <u>Evaluate Liability Exposure</u> – Evaluate situations and advise the EOC Director of any conditions and actions that might result in liability exposure for the Nation, such as improper response or evacuation procedures. ❑ <u>Advise Response Organizations</u> – Advise members of response



Risk Management Officer (RMO)	
	<p>organizations regarding options for risk control, during operational meetings and upon request.</p> <ul style="list-style-type: none"> ❑ <u>Promote Loss Prevention</u> – Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives. ❑ <u>Identify Claimants</u> – Identify potential claimants against Homalco and the scope of their needs and concerns. ❑ <u>Collect Evidence</u> – Gather and organize evidence that may assist all EOC organizations in managing legal claims, including documentation that may be more difficult to obtain later. ❑ <u>Interview Witnesses</u> – Conduct interviews and take statements that address major risk management issues. ❑ <u>Assist Public Information</u> – Assist the EOC Director in reviewing press releases, public alerts and warnings, and public information materials. ❑ <u>Organize Records</u> – Organize and prepare records for final audit. <p>2. Ensure EOC Safety</p> <ul style="list-style-type: none"> ❑ <u>Identify EOC Hazards</u> – Review any hazardous conditions of the facility with the EOC Logistics Section Lead, especially following a seismic event. ❑ <u>Assist in Acquiring Safety Equipment</u> – Assist EOC Logistics Section Lead in obtaining any special safety equipment or procedures for the EOC. ❑ <u>Advise EOC Personnel</u> – Provide guidance to EOC staff regarding actions to protect themselves from the emergency event, such as smoke from a wildfire or aftershocks from an earthquake. ❑ <u>Support Personnel Injury Claim Investigation</u> – Work with the EOC Finance Section Chief on any EOC personnel injury claims or records. ❑ <u>Advise on EOC Setup</u> – Monitor set-up procedures for the EOC, ensuring that personnel adhere to proper safety regulations. <p>3. Ensure EOC Security</p> <ul style="list-style-type: none"> ❑ <u>Monitor EOC Security</u> – Establish security checkpoints and EOC facility access, in cooperation with the EOC Logistics Section Lead, and arrange for staff sign-in and identification procedures. ❑ <u>Improve Security, Where Needed</u> – Address any security issues with the EOC Director, recommending improvements where necessary. ❑ <u>Secure Documentation</u> – Advise Planning Section on the types of information to collect, the organization of collected information, confidentiality, and document security measures taken.
Before Leaving:	<ul style="list-style-type: none"> ❑ Assist the EOC Director in de-activation activities including: <ul style="list-style-type: none"> ❑ Collection of all relevant documents and electronic records ❑ Collection of all material necessary for After Action Report ❑ Security of EOC records ❑ Follow the Common Duties Checklist.
Function Aids:	<u>Aids</u>



Risk Management Officer (RMO)

Forms

- Task Registration Form (Form 19)
- Section/Function Status Report (Form 11)
- Position Log (Form 22)
- Staffing Log (Form 14)
- EOC Check-in / Check-out (Form 18)



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Duties - Liaison

In the case of a real or impending emergency on or near reserve:

- Assume the role of **Liaison** in the BCEMS structure:
 - Establish communications with outside agencies; and
 - Coordinate acquisition of supplies and services from outside agencies.

Liaison Officer	
Responsibilities:	<p>The Liaison Officer is the EOC point of contact for assisting and cooperating agency representatives, and responds to requests or concerns from stakeholder groups.</p> <ul style="list-style-type: none"> ❑ Assist Agency Representatives – The Liaison Officer functions as the principal point of contact for representatives from other agencies arriving at the EOC. ❑ Keep External Agencies Informed – Liaise with organizations not represented in the EOC. All media contacts will be handled by the Information Officer. ❑ Advise EOC Director on EOC Staffing – Advise EOC Director in ensuring adequate EOC structure and staffing. Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials. ❑ Advise on EOC Action Plans – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC. ❑ Lead VIP Tours – Conduct VIP/visitor tours of the EOC facility.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist. ❑ Ensure that an EOC check-in procedure is established immediately for use by all Agency Representatives.
Main Checklist:	<p>1. Assist Agency Representatives</p> <ul style="list-style-type: none"> ❑ <u>Greet Agency Representatives</u> – Identify yourself as the principal point of contact for representatives from other agencies arriving at the EOC. ❑ <u>Advise on EOC Functions</u> – Working with the EOC Director, assist agency representatives in filling all necessary roles and responsibilities within



Liaison Officer

the EOC. Ensure proper procedures are in place for directing agency representatives.

- ❑ Assist with Access to EOC Equipment and Supplies – Ensure that agency representatives have access to functioning telephone, radio communications, and other EOC equipment.

2. Keep External Agencies Informed

- ❑ Establish Communications – Ensure that communications with appropriate external non-represented agencies (such as: Provincial Agencies, utility companies, volunteer organizations, private sector, etc.) are established and recorded.
- ❑ Work With External Agencies – Liaise with local authorities, other EOCs, Provincial and Federal organizations, and other organizations not represented in the EOC. Communicate the EOC Action Plans and Situation Information, and request situation reports from external non-represented agencies and forward to the Planning Section Lead.
- ❑ Advise the EOC Director – Let the EOC Director know of any critical information and requests that come to light in working with external agencies.

3. Advise EOC Director on EOC Staffing

- ❑ Advise on EOC Organization – Work with the EOC Director to ensure the EOC organizational structure meets the requirements of the situation.
- ❑ Advise on EOC Staff – Assist the EOC Director in determining appropriate staffing for the EOC. Help identify potential EOC staff members. Provide assistance with shift change activity as required.
- ❑ Orient New EOC Staff Members – Upon request, advise all new EOC members on their roles and responsibilities. Provide an overview of BCERMS and the EOC operations to all untrained personnel.

4. Advise on EOC Action Plans

- ❑ Assist with Action Plans – Provide information on external and non-represented agencies to the Planning Section to assist in the development, continuous updating and implementation of EOC Action Plans.
- ❑ Advise on External Agencies – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC.
- ❑ Help Set Priorities – With your knowledge of the EOC and external agencies, assist the EOC Director and EOC Group in developing overall EOC priorities. Advise on the capabilities and willingness of external agencies to undertake cooperative actions.

5. Lead VIP Tours

- ❑ Lead VIP Tours – Conduct VIP and visitor tours of the affected areas in



Liaison Officer	
	<p>the region and the EOC facility, and explain the functions within.</p> <ul style="list-style-type: none"> ❑ <u>Participate in Media Tours</u> – Working with the EOC Information Officer, conduct media tours of EOC facility as requested.
Before Leaving:	<ul style="list-style-type: none"> ❑ Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate. ❑ Assist with the deactivation of the EOC at the designated time, as appropriate. ❑ Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> ❑ Task Registration Form (Form 19) ❑ Section/Function Status Report (Form 11) ❑ Position Log (Form 22) ❑ Staffing Log (Form 14) ❑ EOC Check-in / Check-out (Form 18)



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Duties - Information Officer

In the case of a real or impending emergency on or near reserve:

- As soon as possible report to the emergency operations centre (EOC);
- Make the prescribed contact calls to the emergency response team;
- Assume the role of **Information** in the BCEMS structure:
 - Act as spokesperson for all media enquiries; and
 - Ensure accurate information is shared internally and with affected people.

Information Officer	
Responsibilities:	<p>Provides overall coordination of information for all public information, media relations and internal information sources for the EOC.</p> <ul style="list-style-type: none"> ❑ Gather Information – Collect and verify relevant information on the emergency from a range of sources, both internal and external to the EOC. Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer. ❑ Keep the Public Informed – Implement and maintain an overall public information release program, providing hazard, safety, and general impact information. ❑ Facilitate News Media Relations – Accommodate the news media requirements for accurate information and access to damaged areas, within the bounds of EOC policies. ❑ Provide Internal Information – Keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives. ❑ Manage the EOC Information Function – Create and maintain an organization to serve the information interests of the public.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist. ❑ Determine staffing requirements and make required personnel assignments for the Information Section. ❑ Assess information skill areas required in the EOC such as message writing, issues management, media briefings, and event planning. ❑ Inform every EOC member that all media contacts should be referred to the Information Officer, and provide your contact information.
Main Checklist:	<p>1. Gather Information</p> <ul style="list-style-type: none"> ❑ <u>Identify Information Needs</u> – Anticipate the type of information to collect and disseminate, appropriate to the threat at hand and considering: <ul style="list-style-type: none"> ❑ Status of threat



Information Officer	
	<ul style="list-style-type: none"> ❑ Community elements affected ❑ Resources available and assigned ❑ Prognosis for short-term and long term ❑ Public advisories ❑ <u>Identify Information Sources</u> – Identify a range of information sources, both internal and external to the EOC. Coordinate with the Planning Section and identify methods for obtaining and verifying significant information as it develops. ❑ <u>Collect Information</u> – Collect and verify relevant information on the emergency. Maintain a Disaster Assistance Information Directory, with numbers and locations to obtain food, shelter, supplies, health services, etc. ❑ <u>Collaborate with Others</u> – Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer.
Main Checklist:	<p>2. Keep the Public Informed</p> <ul style="list-style-type: none"> ❑ <u>Prepare Messages</u> – Develop messages to ensure the program receives complete, accurate, and consistent information. Check with the EOC Risk Management Officer for any potential liability or safety concerns. Ensure that announcements, emergency information and materials are prepared for special populations (non-English speaking, hearing impaired, etc.), if required. All information releases must be approved by the EOC Director and copies must be retained. ❑ <u>Set up Community Information Boards</u> – Maintain up-to-date status boards and other references at one or more public information centres, including Reception Centres. ❑ <u>Make Radio and TV Announcements</u> – As approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public through the electronic news media. ❑ <u>Establish a Website</u> – Establish an Emergency Information Website to facilitate public information. Consult with Logistics Section and Homalco for protocols. ❑ <u>Coordinate Public Information</u> – Establish distribution lists for recipients of public information releases. Include Site Information Officers, PREOC Information Section, other EOC Information Officers, elected officials, Emergency Social Service Groups, and the Call Centre. <p>3. Facilitate News Media Relations</p> <ul style="list-style-type: none"> ❑ <u>Develop Media Briefings</u> – At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences. Promptly provide copies of all media releases to the EOC Director. ❑ <u>Receive Media Calls</u> – Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media calls. ❑ <u>Facilitate Site Visits</u> – Ensure that adequate staff members are available at incident sites to coordinate and conduct media tours of the disaster



Information Officer	
	<p>areas when safe.</p> <ul style="list-style-type: none"> ❑ <u>Establish Media Centre</u> – Establish a Media Information Centre near the EOC, as required, providing necessary space, materials, telephones and electrical power. Develop the format for press briefings working with the EOC Director. Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of handout materials. ❑ <u>Monitor the News</u> – Monitor news media broadcasts and written articles for accuracy. Develop follow-up news releases for rumour control; consult with the Risk Management Officer on appropriate wording and actions to take in correcting erroneous information. Keep the EOC Director advised of all major critical or unfavorable media comments. ❑ <u>Coordinate With Others</u> – Coordinate media releases with officials representing other affected emergency response agencies, such as the Ministry of Forests. Arrange for appropriate EOC or agency staff to answer technical questions from members of the media. <p>4. Provide Internal Information</p> <ul style="list-style-type: none"> ❑ <u>Keep Responders Informed</u> – Develop information sheets to keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives. ❑ <u>Facilitate EOC Tours</u> – In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility. ❑ <u>Coordinate with Others</u> – Liaise with the Information Officers at site(s), other EOCs and the PREOC and other external agencies. Work with the Liaison Officer to keep external agencies informed on the EOC status and operations. <p>5. Manage the EOC Information Function</p> <ul style="list-style-type: none"> ❑ <u>Select Information Personnel</u> – Appoint available Information staff members to appropriate functions and identify replacements for extended operations. Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known. ❑ <u>Monitor Effectiveness</u> – Supervise all staff assigned as Assistant Information Officers and their activities. Monitor the activities of the Information staff to ensure appropriate actions. ❑ <u>Assume Control of the Information Function</u> – Direct the overall collection and dissemination of information, working with other relevant agencies and jurisdictions as required.
Before Leaving:	<ul style="list-style-type: none"> ❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories. ❑ Assist EOC Director with demobilization procedures and contribute to the recovery planning effort. ❑ Follow the Common Duties Checklist.



Information Officer

Function Aids:

Forms

- Task Registration Form (Form 19)
- Section/Function Status Report (Form 11)
- Position Log (Form 22)
- Staffing Log (Form 14)
- EOC Check-in / Check-out (Form 18)



Duties - Finance

In the case of a real or impending emergency on or near reserve:



- As soon as possible report to the emergency operations centre (EOC).
- Assume the role of Finance and Administration in the BCERMS structure:
 - Work with EOC Director to determine expenditure authority levels for the EOC;
 - Ensure that a Task Number has been obtained from Emergency Management BC and that appropriate documentation of expenditures takes place;
 - Assume responsibility for acquisition of materials or services;
 - Communicate with EMCR for approvals (Form 16 - Expense Authorization) prior to purchasing equipment, supplies, or services;
 - Track and keep accurate records of expenditures;
 - Submit records to Emergency Management BC for reimbursement; and
 - Manage post emergency recovery including liaison with DISC with regard to insurance and property replacement and disaster financial assistance.
- Contact Emergency Social Services for immediate support.
- Prepare to support long-term recovery.



Finance / Administration Section Chief	
Responsibilities:	<p>The Finance / Administration Section Chief provides overall administrative and financial services to sites and the EOC, including financial and cost analysis, billing, accounting, filing, and invoice preparation. Unless delegated to Finance / Admin Section staff, the Section Chief is responsible for the following:</p> <ul style="list-style-type: none"> ❑ Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and agency representatives. Ensure uninterrupted payroll for all employees. ❑ Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts. ❑ Coordinate Compensation and Claims – Process workers’ compensation claims within a reasonable time. ❑ Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation. ❑ Manage the Finance / Admin Section – Establish the appropriate Finance / Admin Section Units and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Record Personnel Time <ul style="list-style-type: none"> ❑ <u>Record Time Sheets</u> – Collect and record on-duty time for all EOC personnel, including volunteers and community representatives. Note: Use the same time sheet forms used in non-emergency times, if possible. ❑ <u>Forward Time and Expenses for Processing</u> – Forward timesheets and expense forms to administration for prompt processing for employees. 2. Coordinate Purchasing <ul style="list-style-type: none"> ❑ <u>Determine Spending Limits</u> – In consultation with EOC Director determine spending limits, if any, for Logistics, Operations and Management Staff. ❑ <u>Lead EOC in Financial Procedures</u> – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures. ❑ <u>Prepare EAFs</u> – To confirm assumptions about eligibility for provincial financial assistance, submit Expenditure Authorization Forms (Form 16) to the PREOC on behalf of the EOC Director and with his or her signature. ❑ <u>Pay for Acquisitions</u> – Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner.



Finance / Administration Section Chief	
	<p>3. Coordinate Compensation and Claims</p> <ul style="list-style-type: none"> ❑ <u>Process WCB Claims</u> – Ensure that workers’ compensation claims resulting from the response are processed within a reasonable time. ❑ <u>Document Potential Legal Claims</u> – Document any claims or threats of claims from disaster victims. <p>4. Record Costs</p> <ul style="list-style-type: none"> ❑ <u>Develop Cost Record System</u> – Maintain all financial records throughout the event or disaster. ❑ <u>Inform EOC Group on Response Costs</u> – Keep the EOC Director, Management Team, Section Chiefs, and the Policy Group aware of the current fiscal situation and other related matters, on an ongoing basis. ❑ <u>Submit Cost Summaries to PREOC</u> – Ensure that all documentation and local government financial assistance paperwork is accurately maintained and submitted to PEP. ❑ <u>Maintain Cost Status Board</u> – Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner. <p>5. Manage the Finance / Admin Section</p> <ul style="list-style-type: none"> ❑ <u>Set Up Section</u> – Ensure that the Finance / Admin Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities, as necessary. ❑ <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. ❑ <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Finance / Admin Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Team Briefing Form (Form 10). ❑ <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with other EOC Sections.
Before Leaving:	Follow the Generic Before Leaving Checklist.



Finance / Administration Section Chief

Function Aids:

Aids

- Expenditure Authorization
- Daily Expense Reports
- Tracking Response Costs

Forms

- Task Registration Form (Form 19)
- Section/Function Status Report (Form 11)
- Position Log (Form 22)
- Staffing Log (Form 14)
- Check In/Check out (Form 18)
- Expenditure Authorization (Form 16)
- Request for Resources or Assistance (Form 20)



Duties - Time Unit Clerk

In the case of a real or impending emergency on or near Homalco lands:



As soon as possible report to the Emergency Operations Centre, either the default EOC at the Administration offices or as directed.

- Assume the role of **Time Unit Clerk** in the BCEMS structure:
 - Work with Finance Section Chief;
 - Track and keep accurate records of expenditures

Time Unit Clerk	
Responsibilities:	<p>The Time Unit Clerk assists the Finance Section Chief in financial and cost analysis, billing, accounting, filing, and invoice preparation.</p> <ul style="list-style-type: none"> ❑ Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster. ❑ Ensure that hired and contracted personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office. ❑ Supervise the time unit.
Reports To:	Finance Section Chief
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist.
Main Checklist:	<ul style="list-style-type: none"> ❑ Establish and maintain position logs and other necessary files. ❑ Initiate, gather, or update time reports (use jurisdictions regular payroll time sheets) from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy. ❑ Obtain completed personnel Check-in Lists. Must include all EOC Personnel as well as personnel assigned to the Site level. ❑ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them. ❑ Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response. ❑ Keep the Finance / Administration Section Chief informed of significant issues affecting the Time Unit.



Time Unit Clerk	
Before Leaving:	Follow the Common Before Leaving Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"><input type="checkbox"/> All-hazards Emergency Management Plan<input type="checkbox"/> Financial Assistance for Emergency Response and Recovery Costs A Guide for BC Local Authorities and First Nations <p><u>Forms</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Staffing Log (Form 14)<input type="checkbox"/> Position Log (Form 22)<input type="checkbox"/> Section/Function Status Report (Form 11)<input type="checkbox"/> Request for Resources or Assistance (Form 20)<input type="checkbox"/> Expenditure Authorization (Form 16)<input type="checkbox"/> Decision Approval Log (Form 12)



Duties - Operations

In the case of a real or impending emergency on or near reserve:

- As soon as possible report to the community emergency operations centre (EOC);
- Make the prescribed contact calls to the emergency response team;
- Assume the role of **Operations** in the BCEMS structure:
 - Ensure the EOC Director is kept apprised of all significant issues affecting Operations;
 - Coordinate all operational functions assigned to the EOC, and ensures assignments and operational objectives identified in the EOC Action Plan are carried out effectively;
 - Support EOC Director in defining working area, establishing control perimeter and assist police securing the scene if requested; and
 - Maintain contact with site response personnel.
- Establish contact with the EMCR Emergency Coordination Centre at 1-800-663-3456.
- Describe the emergency and obtain a Task Number for the current emergency.
- Support the Incident Commander (usually police or fire) in defining working area, establishing control perimeter and assist police securing the scene if requested.
- Establish contact with the Strathcona Regional District Emergency Management Office.
- Establish the gathering place, registration process, first aid post, and prepare for members to arrive.
- Assign responsibility to one individual for the registration desk.
- Assign responsibility to one individual for the first aid post and solicit volunteers to bring the Band Level 3 first aid kit and other available supplies to the first aid area.



Operations Section Chief	
Responsibilities:	<p>The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.</p> <ul style="list-style-type: none"> ❑ Maintain Communications – Establish communication links with Incident Command Posts, Department Operation Centres, and the Provincial Regional EOC, if activated. ❑ Participate in EOC Action Planning Meetings – Prepare Section objectives for presentation at EOC action planning meetings, at least once in each operational period. ❑ Coordinate Response – Direct the coordination of operations in cooperation with other agencies. ❑ Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section and the PREOC. ❑ Share Operational Information – Collect and distribute operational information to the Planning Section, the EOC Information Officer, and other EOC Sections. ❑ Manage the Operations Section – Establish the appropriate Operations Section Branches or Divisions and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist. ❑ Based on the situation, activate appropriate branches and designate Branch Coordinators as necessary: <ul style="list-style-type: none"> ❑ Fire ❑ Police ❑ Ambulance ❑ Health ❑ Emergency Support Services ❑ Environmental ❑ Engineering ❑ Utilities ❑ Others as needed
Main Checklist:	<p>1. Maintain Communications</p> <ul style="list-style-type: none"> ❑ <u>Determine Status</u> – Obtain a current communications status briefing from the EOC Logistics Section Lead. ❑ <u>Obtain Equipment</u> – Ensure that there is adequate equipment and frequencies available for the Operations Section. Work with the EOC Logistics Section Chief. ❑ <u>Establish Communications</u> – Establish and maintain communication links



Operations Section Chief

(e.g., radio or telephone contact) with the Operations Section in each Incident Command Post, in each activated Reception Center, and with the PEOC Operations.

2. Participate in EOC Action Planning Meetings

- ❑ Determine Issues and Objectives – Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for each operational period.
- ❑ Determine Needs – Based on the known or forecasted situation, determine likely future needs of the Operations Section.
- ❑ Contribute to Action Plans – Prepare for and participate in EOC Action Planning meetings and other relevant EOC Management Team meetings (See form #10 for Briefing Format).
- ❑ Determine Strategies – Detail the strategies required for carrying out the objectives of the Operations Section.

3. Coordinate Response

- ❑ Implement Objectives – Work closely with each Branch Coordinator in the Operations Section to ensure implementation of all objectives defined in the current Action Plan.
- ❑ Coordinate Response – Coordinate overall response, resources and event status information.

4. Coordinate Resource Requests

- ❑ Coordinate Internal Resource Requests – Ensure that Operations Section branches coordinate all initial resource needs through the Logistics Section.
- ❑ Coordinate External Resource Requests – Authorize external resource requests and forward extraordinary and critical resource requests to the EOC Director for approval (see form EMCR Resource Request). Ensure the proper codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance, including the EMCR Task Number and Expenditure Authorization Form Number, if applicable.
- ❑ Coordinate Mutual Aid Requests, If Required – Forward requests for mutual aid under existing agreements to the EOC Director for consultation with the Homalco Policy Group. Requests for assistance should be made by the Homalco Chief or Council to the local authority providing resources.
- ❑ Track Costs – Alert the Finance Director of the request to track costs.

5. Share Operational Information

- ❑ Keep Planning Section Informed – Ensure that situation and resources information is provided to the Planning Section as the situation requires, including Branch Status Reports and new incoming incident reports.
- ❑ Keep EOC Director Informed – Brief the EOC Director and other EOC Group members.
- ❑ Brief Operations Section – Brief Branch Coordinators and Section Staff periodically on any updated information you may have received.



Operations Section Chief	
	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Keep PREOC Informed</u> – Share status information with PREOC, as appropriate. <p>6. Manage the Operations Section</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Set Up Section</u> – Ensure that the Operations Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. <input type="checkbox"/> <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities, as necessary. Coordinate with the Liaison Officer regarding the need for Agency Representatives from external organizations in the Operations Section. <input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. <input type="checkbox"/> <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Operations Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form #10). <input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate branches and any organizational elements when no longer required. <input type="checkbox"/> Determine demobilization status of all operations and advise the EOC Director. <input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit in the Planning Section. <input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate. <input type="checkbox"/> Follow the Common Duties Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Evacuation Procedures Instructions (Form 04) <input type="checkbox"/> Evacuee Information (Form 05) <input type="checkbox"/> Homes and Persons List (Form 08) <input type="checkbox"/> EOC Management Team Briefing (Form 10) <input type="checkbox"/> Task Registration Form (Form 19) <input type="checkbox"/> Section/Function Status Report (Form 11) <input type="checkbox"/> Position Log (Form 22) <input type="checkbox"/> Staffing Log (Form 14) <input type="checkbox"/> Check In/Check Out (Form 18) <input type="checkbox"/> Request for Resources or Assistance (Form 20) <input type="checkbox"/> Resource Status (Form 21)



Duties - Health and ESS

In the case of a real or impending **Emergency** on or near reserve:

- As soon as possible report to the community emergency operations centre (EOC);
- Make the prescribed contact calls to the emergency response team;
- Assume the role of **Health and ESS** in the BCEMS structure:
 - As may be required, establish a Reception Centre, warming or cooling centre, or group lodging, and ensure that the building is safe for use;
 - Establish the appropriate staffing level and anticipate needs;
 - Obtain the Homes and Persons list.
 - Establish the check-in registration process (Form 18), first aid post, and prepare for members to arrive.
 - Contact external ESS/Wellness providers as required; and
 - Following an emergency, lead recovery operations and work with the Operations Manager with regard to insurance and property replacement and disaster financial assistance.

Emergency Support Services Branch Coordinator

Responsibilities:	<p>The ESS Branch Coordinator works with volunteer and private agencies in the region to provide food, clothing, shelter and other essential services as required for evacuees, displaced persons, and disaster victims in the affected area.</p> <ul style="list-style-type: none"> ❑ Determine Need for ESS – Determine status of emergency and assess the level of ESS needed with EOC Director. ❑ Acquire ESS Resources – Call-out ESS volunteers, and ensure that other appropriate ESS resources are identified and alerted. ❑ Coordinate Reception Centres and Other ESS Services – Coordinate the delivery of food, clothing, shelter, health and other essential services for disaster victims in the area. ❑ Coordinate Community Health Services – Liaise between the Reception Centres and the Health Authority for the provision of health services. ❑ Manage the ESS Branch – Oversee the development of branch objectives, status reports, and daily expenditures. Liaise with the Min. Human Resources (MHR) to coordinate regional resources, as required.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	Follow the Common Duties Checklist.
Main Checklist:	<p>1. Determine Need for ESS</p> <ul style="list-style-type: none"> ❑ <u>Determine ESS Needs</u> – Determine status of emergency and assess the level of ESS needed.



Emergency Support Services Branch Coordinator

- ❑ Identify EMCR Task Number – Note Task Number and relay it to all Reception Centre Managers.

2. Acquire ESS Resources

- ❑ Alert ESS Teams – Initiate call-out to ESS Volunteers and ESS agencies (e.g., Red Cross, Salvation Army) and advise to "stand-by."
- ❑ Activate Reception Centres – Open one or more Reception Centers, Group Lodgings or other alternate services.
- ❑ Transport ESS Resources – Coordinate with the EOC Transportation Unit to arrange suitable transportation for ESS volunteers and supplies, as needed. Refer to the Resource Annex for resource contacts.
- ❑ Coordinate ESS Mutual Aid – Request ESS mutual aid from other communities, if required, in support of emergency social services. Work with Logistics to ensure proper resource request procedures are followed.

3. Coordinate Reception Centres and Other ESS Services

- ❑ Acquire Communications – Work with the EOC Logistics Section Chief to ensure telephone and/or radio communications are established with: 1) Reception Centres, 2) Group Lodging Sites, 3) Other ESS support agencies, 4) Min. Human Resources Regional Office, and 5) PREOC.
- ❑ Coordinate Resource Delivery – Coordinate the delivery of food, clothing, shelter, health services, and other essential services for disaster victims. Coordinate ESS resources with local suppliers and private agencies.
- ❑ Monitor Status of Reception Centres – Determine the status of Reception Centres and any needs for resources. Develop and maintain a status board or other reference that depicts 1) Location of each Reception Centre, 2) Name of the Reception Centre Manager, 3) Phone and fax numbers for the Reception Centre, and 4) Number of persons processed by date and in total.
- ❑ Authorize ESS Expenditures – Ensure emergency expenses and extensions for ESS are pre-authorized by the Min. Human Resources.
- ❑ Coordinate Mutual Aid Requests – Facilitate requests for ESS resources from other communities in the region, and/or from the PREOC, if able to do so. Seek approval from EOC Director before committing ESS resources to another community.

4. Coordinate Community Health Services

- ❑ Work with Health Authority – Request Health Authority attendance to support public health services. As a back-up, also contact the Medical Health Officer on call.
- ❑ Support Health Services at Reception Centres – The ESS Branch Coordinator may be required to work with the Health Branch Coordinator in using Reception Centres as emergency health care facilities.



Emergency Support Services Branch Coordinator	
	<p>5. Manage the Health Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Health Authority in PREOC</u> – Coordinate mutual aid resources with Reception Centre Managers. Work in partnership with the Health Authority for Reception Centre supplies required for services beyond Stage 1 first aid, including establishment of temporary hospitals. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Health Branch for the coming operational period. Provide Health Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Determine demobilization status of ESS services (e.g. closing of reception centres, group lodging, volunteer centre, registration sites, etc.) and the deactivation of the ESS Headquarters and advise the Operations Section Chief. <input type="checkbox"/> Coordinate the transition of ESS services to Min. Human Resources regional office and recovery unit to ensure follow-up and/or continued services are provided to disaster victims. <input type="checkbox"/> Ensure all Registration and Inquiry documentation are secured by the Red Cross, and all referral forms for ESS services are archived by Min. Human Resources or the ESS Headquarters. <input type="checkbox"/> Collect all other completed ESS paperwork from all the ESS service centres, and deliver to the Documentation Unit for appropriate storage. <input type="checkbox"/> Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements. <input type="checkbox"/> Follow the Common Duties Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Homalco Health and ESS Plan <input type="checkbox"/> EMCR ESS Program Guide (Appendix XIa of the All-hazards Plan) <input type="checkbox"/> EMCR Reception Centre Operational Guidelines (Appendix XIb) <p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ESS Situation Report (Form 17) <input type="checkbox"/> Task Registration Form (Form 19) <input type="checkbox"/> Position Log (Form 22) <input type="checkbox"/> Request for Resources or Assistance (Form 20) <input type="checkbox"/> Staffing Log (Form 14) <input type="checkbox"/> EOC Check In/Check Out (Form 18)



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Duties - ESS Reception Centre Manager

In the case of a real or impending Emergency on or near Homalco Lands:

- As soon as possible report to the identified Reception Centre (default is the Hall, or as per instructions).
- Assume the role of **ESS Reception Centre Manager** in the BCEMS structure:
 - Work with and support the Health and ESS Director;
 - Act as a Reception Centre Manager, and
 - Establish the check-in registration process, first aid post, and prepare for members to arrive.

ESS Reception Centre Manager	
Responsibilities:	ESS Reception Centre Manager assists the Health and ESS Director operate a reception centre and/or group lodging facility.
Reports To:	Health and ESS Director
Getting Started:	Follow the Common Duties Checklist
Main Checklist:	<p>In activating the Reception Centre the ESS Reception Centre Manager or designated volunteer will:</p> <ul style="list-style-type: none"> ❑ With the Risk Management function, ensure that the designated reception centre (RC) or group lodging (GL) is safe for use; ❑ Assign tasks to team and sign them in; ❑ Establish a reception/registration centre as required; ❑ Retrieve the ESS response kit and other supplies; ❑ Set up the registration table in the reception centre; ❑ Arrange for water, other beverages, and food to be available to affected persons; ❑ Compare materials needed with supplies available; ❑ Contact Strathcona Regional District for support as required; ❑ Consider need to access supplies through EMCR Provincial ESS; ❑ Ensure pre-authorization of emergency expenses and ESS extensions; and ❑ With the Operations lead, complete status reports and participate in EOC briefing meetings.
Before Leaving:	<ul style="list-style-type: none"> ❑ Determine demobilization status of ESS services (e.g. closing of reception centres, group lodging, volunteer centre, registration sites, etc.) and advise the Health and ESS Director. ❑ Coordinate the transition of ESS services to recovery unit to ensure follow-up and/or continued services are provided to disaster victims. ❑ Ensure all Registration and Inquiry documentation are secured and all



ESS Reception Centre Manager	
	<p>referral forms for ESS services are archived.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect all other completed ESS paperwork from all the ESS service centres, and deliver to the Documentation Unit for appropriate storage. <input type="checkbox"/> Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements. <input type="checkbox"/> Follow the Common Duties Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Homalco Health and ESS Plan <input type="checkbox"/> EMCR ESS Program Guide (Appendix XIa of the All-hazards Plan) <input type="checkbox"/> EMCR Reception Centre Operational Guidelines (Appendix XIb) <p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> ESS Situation Report (Form 17) <input type="checkbox"/> Task Registration Form (Form 19) <input type="checkbox"/> Position Log (Form 22) <input type="checkbox"/> Request for Resources or Assistance (Form 20) <input type="checkbox"/> Staffing Log (Form 14) <input type="checkbox"/> Authorization of expenditures (Form EOC-16) <input type="checkbox"/> ESS Situation Report (Form EOC-17) <input type="checkbox"/> EOC Check In/Check Out (Form 18) <input type="checkbox"/> CRESST Action Checklist (ESS-01) <input type="checkbox"/> ESS Registration Form EMCR2576 (Form ESS-02) <input type="checkbox"/> ESS Registration Help Guide (Form ESS-03) <input type="checkbox"/> ESS-04 Billeting Invoice <input type="checkbox"/> ESS-05 Rate Sheet <input type="checkbox"/> ESS-06 Change of Information <input type="checkbox"/> ESS-07 Referral Form Record <input type="checkbox"/> ESS-08 Supplier Consent



Duties - Planning

In the case of a real or impending Emergency on or near reserve:

- As soon as possible report to the community emergency operations centre (EOC);
- Make the prescribed contact calls to the emergency response team;
- Assume the role of **Planning** in the BCERMS structure:
 - Assess impacts and set priorities for response;
 - Assist and empower the Emergency Program Coordinator;
 - Collect, evaluate, and disseminate information about the incident;
 - Assess impacts and prepare situation reports;
 - Create priority based plans ensuring BCERMS response goals are addressed; and
 - Assist and empower the Emergency Program Coordinator.
- Prepare to support long-term recovery.

Planning Section Chief

Responsibilities:

The Planning Section Chief provides overall collection, evaluation and dissemination of all information concerning the incident, and oversees efforts to understand the current situation, predict further events and damages, and to prepare EOC action plans. Unless delegated to Planning Section staff, the Section Chief is responsible for the following:

- ❑ **Assess the Situation** – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic Situation Reports.
- ❑ **Prepare EOC Action Plans** – Chair EOC action planning meetings in each operational period. Prepare and distribute EOC Action Plans. (Form 9a).
- ❑ **Track Resources** – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid.
- ❑ **Keep Records** – Document and maintain paper and electronic files on all EOC activities.
- ❑ **Plan for EOC Demobilization** – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.
- ❑ **Anticipate Future Events** – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the EOC Management Team.
- ❑ **Plan for Recovery** – Initiate recovery efforts at the earliest time, and develop plans for short-term and long-term recovery appropriate to the needs.
- ❑ **Coordinate Technical Specialists** – Provide technical support services to EOC sections and branches as required.



Planning Section Chief	
	<ul style="list-style-type: none"> ❑ Manage the Planning Section – Establish the appropriate Planning Section Units and continuously monitor organizational effectiveness. ❑ Prepare After Action Report – Coordinate the assembly of "EOC lessons learned" from contributions from EOC staff and from outside agency representatives.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> ❑ Follow the Common Duties Checklist.
Main Checklist:	<p>1. Assess the Situation</p> <ul style="list-style-type: none"> ❑ <u>Collect Information</u> – Collect, analyze, and display situation information. Meet with Operations Section Chief (Emergency Program Coordinator); obtain and review any major incident reports. Consider providing a Planning Liaison to the Operations Section. ❑ <u>Prepare EOC Status Report</u> – Produce an EOC Status Report (Form 09) for approval by the EOC Director with each operational period. Distribute EOC Status Report to EOC Sections, PREOC or PECC prior to the end of each operational period. ❑ <u>Display Information</u> – Ensure that all status boards and other displays are kept current and that posted information is neat and legible. Ensure that the Information Officer has immediate and unlimited access to all status reports and displays. ❑ <u>Communicate with PREOC</u> – Liaise with the PREOC Planning Section, if activated, and coordinate Situation Report requirements with them. <p>2. Prepare EOC Action Plans</p> <ul style="list-style-type: none"> ❑ <u>Advise Section Chiefs</u> – Ensure EOC Section Chiefs provide their objectives prior to each Action Planning meeting. ❑ <u>Prepare Action Plan</u> – Prepare an EOC Action Plan for each operational period, based on objectives developed by each EOC Section. ❑ <u>Prepare for Action Planning Meeting</u> – In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.) ❑ <u>Chair Action Planning Meetings</u> – Chair the EOC Action Planning meetings approximately two hours before the end of each operational period. ❑ <u>Document Meetings</u> – Following the meeting, send approved Action Plan (see form EMCR Action Plan) to the Documentation Unit for distribution prior to the next operational period. <p>3. Track Resources</p> <ul style="list-style-type: none"> ❑ <u>Track Site Resources</u> – Track the type and status of resources assigned through the EOC to Incident Commanders. ❑ <u>Track EOC Resources</u> – Track the type and status of resources assigned to the EOC. <p>4. Keep Records</p>



Planning Section Chief	
	<ul style="list-style-type: none"> ❑ <u>Document EOC Records</u> – Document and maintain files on all EOC activities. ❑ <u>Archive Files</u> – Maintain files on all EOC activities and provide reproduction and archiving services for the EOC, as required. <p>5. Plan for EOC Demobilization</p> <ul style="list-style-type: none"> ❑ <u>Plan to Staff EOC</u> – Prepare a staffing plan for the EOC that addresses the anticipated activation levels for the coming operational periods, working with the EOC Director. ❑ <u>Prepare Demobilization Plan</u> – Prepare a plan for EOC demobilization. <p>6. Anticipate Future Events</p> <ul style="list-style-type: none"> ❑ <u>Consider Future Events</u> – Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC. ❑ <u>Prepare Plans</u> – Develop plans and report, as required. <p>7. Plan for Recovery</p> <ul style="list-style-type: none"> ❑ <u>Assess Needs</u> – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services. ❑ <u>Control Donations</u> – Issue public messages to control unsolicited donations of unwanted goods. ❑ <u>Develop Recovery Plan</u> – Prepare a community recovery plan. <p>8. Coordinate Technical Specialists</p> <ul style="list-style-type: none"> ❑ <u>Manage Technical Specialists</u> – Provide and manage technical services, such as environmental advisors and other technical specialists to all EOC sections, as required. <p>9. Manage the Planning Section</p> <ul style="list-style-type: none"> ❑ <u>Set Up Section</u> – Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. ❑ <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section from the Logistics Section as necessary to maintain 24-hour staffing capabilities, as necessary. ❑ <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. ❑ <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Planning Branch prior to each Action Planning meeting. Lead Action Planning Meetings, using EOC Briefing Format (Form #10). ❑ <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section. <p>10. Prepare After Action Report</p> <ul style="list-style-type: none"> ❑ <u>Develop After Action Report</u> – In consultation with Section Units and EOC Management Team, prepare the EOC After Action Report.
Before Leaving:	<ul style="list-style-type: none"> ❑ Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections.



Planning Section Chief	
	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate units when no longer required. <input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit. <input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate. <input type="checkbox"/> Follow the Common Duties Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Action Planning <input type="checkbox"/> Damage Assessment <input type="checkbox"/> EOC Documentation <input type="checkbox"/> EOC Situation Status Board <input type="checkbox"/> Mapping <input type="checkbox"/> Recovery Planning <input type="checkbox"/> Resource Status Board <p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Management Team Briefing (Form 10) <input type="checkbox"/> Task Registration Form (Form 19) <input type="checkbox"/> Section/Function Status Report (Form 11) <input type="checkbox"/> Position Log (Form 22) <input type="checkbox"/> Staffing Log (Form 14) <input type="checkbox"/> EOC Check In/Check Out (Form 18) <input type="checkbox"/> EOC Situation Report (Form 09) <input type="checkbox"/> EOC Action Plan (Form 09a) <input type="checkbox"/> Request for Resources or Assistance (Form 20) <input type="checkbox"/> Incident Report (Form 15) <input type="checkbox"/> After Action Report Form (Form 24)



Duties - Logistics

In the case of a real or impending **Emergency** on or near reserve:

- As soon as possible report to the emergency operations centre (EOC).
- Assume the role of **Logistics** in the BCERMS structure:
 - Establish communications and transportation as required.
 - Ensure that food and other necessities are available to the EOC personnel.
 - Assume responsibility for acquisition of materials or services.
 - Ensure that a Task Number has been obtained from EMCR and that appropriate documentation of expenditures takes place.
 - Ensure that staff has adequate communications, transportation, and food.
- Prepare to support long-term recovery.

Logistics Section Chief

Responsibilities:	<p>The Logistics Section Chief coordinates the provision of personnel, facilities, services, equipment, and material in support of the site Incident Command Post and the EOC. Unless delegated to Logistics Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> 1. Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC. 2. Support EOC Operations – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies. 3. Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support Incident Commanders. Track and account for all resources. 4. Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers. 5. Arrange Transportation – Coordinate transportation requests in support of response operations. 6. Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Getting Started:	Follow the Common Duties Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Provide Telecommunication and Information Technology Services <ul style="list-style-type: none"> □ <u>Activate EOC Communications</u> – Support use of information technology in EOC. Establish and maintain EOC telephone, email, and radio



Logistics Section Chief

communications. Establish communications with the Logistics Section at the PReOC, if activated.

- ❑ Support Media Centre Communications – Establish telecommunications at media centre, working with the Information Officer.
- ❑ Support Reception Centre Communications – Establish communications at Reception Centres, working with the ESS Branch Director.

2. Support EOC Operations

- ❑ Supply EOC Materials – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.
- ❑ Supply EOC Security – Arrange for and manage EOC security for all areas, working with the Risk Management Officer.
- ❑ Provide Clerical Services – Coordinate secretarial and clerical services for use in the EOC.

3. Supply Equipment and Material Resources to Sites

- ❑ Determine Spending Authority – Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section. Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all required procedures.
- ❑ Receive Resource Requests – Coordinate all requests for resources from initiation to delivery to support Incident Commanders. Validate resource requests from Incident Commanders prior to acting on a request.
- ❑ Fill Resource Requests – Locate or acquire equipment, supplies, and facilities. Work with Operations Section Chief to establish priorities for resource allocation. Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction.
- ❑ Track Resources – Ensure that all resources are tracked and accounted for in cooperation with the Planning Section Resource Unit.

4. Coordinate Personnel

- ❑ Receive Personnel Requests – Coordinate requests for EOC personnel, and assign available personnel appropriate with their training and qualifications.
- ❑ Fill Personnel Requests – Acquire and assign personnel with the appropriate qualifications. Support site requests for personnel, accounting for priorities among all sites.
- ❑ Coordinate Volunteers – Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests. Develop systems to manage convergent volunteers.

5. Arrange Transportation

- ❑ Fill Transportation Requests – Coordinate transportation requests in support of response operations.

6. Manage the Logistics Section

- ❑ Set Up Section – Ensure that the Logistics Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- ❑ Ensure Appropriate Personnel – Request additional personnel for the



Logistics Section Chief	
	<p>section as necessary to maintain 24-hour staffing capabilities.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. <input type="checkbox"/> <u>Participate in Action Planning Meetings</u> – Collect objectives from Logistics Branches prior to Action Planning meetings. Participate in Action Planning Meetings). <input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit. <input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BCERMS Overview <input type="checkbox"/> EOC Communications <input type="checkbox"/> EOC Food Plan <input type="checkbox"/> EOC Inventory <input type="checkbox"/> Resource Requests <input type="checkbox"/> Walk-In Volunteers <input type="checkbox"/> Welcome to the EOC <p><u>Forms</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Task Registration Form (Form 19) <input type="checkbox"/> Section/Function Status Report (Form 11) <input type="checkbox"/> Position Log (Form 22) <input type="checkbox"/> Request for Resources or Assistance (Form 20) <input type="checkbox"/> Position Log (Form 14) <input type="checkbox"/> EOC Check IN/Check Out (Form 18)



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