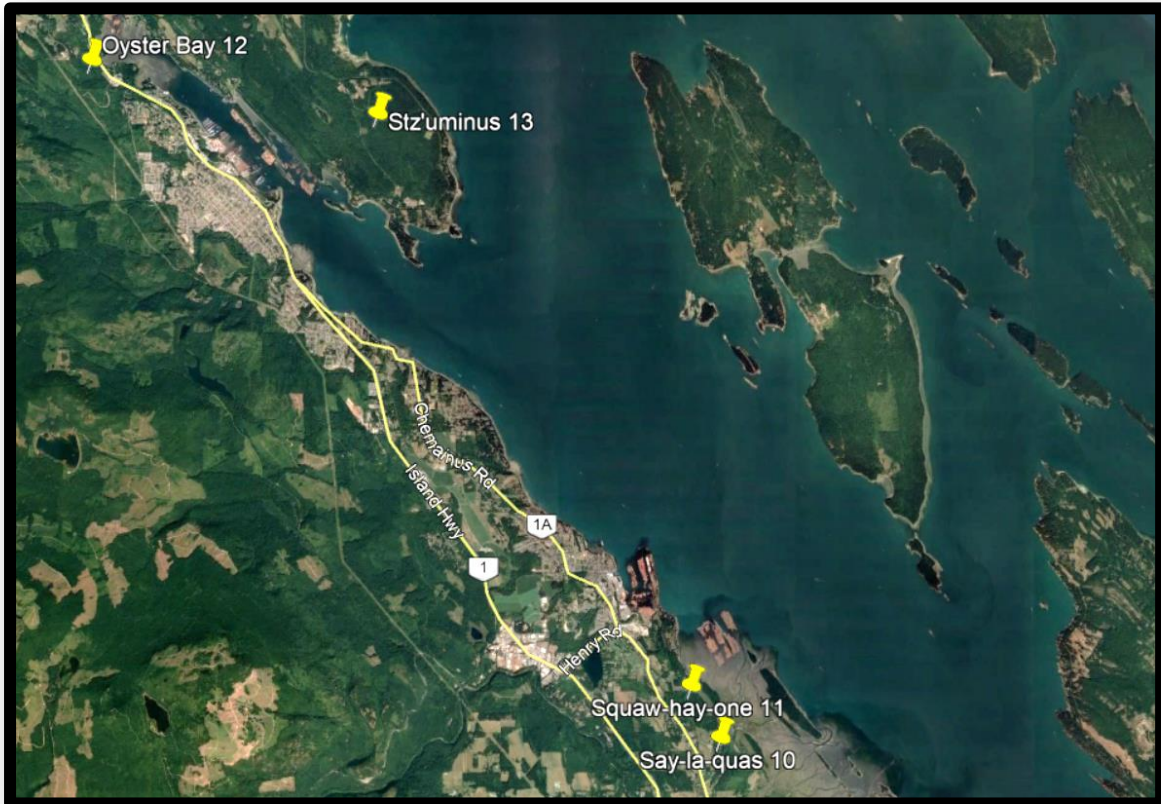


# Stz'uminus First Nation All-Hazards Emergency Management Plan

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Version 1.1  
March 19<sup>th</sup>, 2021  
**Public Version**

Prepared by:  
Land Forest People Consulting Ltd.



Stz'uminus Emergency Management Department

**Land  
Forest  
People®**



Stz'uminus First Nation and Land Forest People wish to acknowledge the contributions made to this project by:

Penelakut Tribe

Halalt First Nation

Coast Salish Development Corporation

Cowichan Valley Regional District

The Municipality of North Cowichan

Emergency Management BC

Indigenous Services Canada

North Oyster Fire Rescue

The Royal Canadian Mounted Police



### PLAN HOLDERS

The following persons hold a current copy of this plan.

| <b>Name/Title</b>                                 | <b>Organization</b>   | <b>Date Delivered</b>         |
|---|---|-------------------------------|
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| Tammie Myles, Community Director                  | Stz'uminus First Nation                                     | March 31 <sup>st</sup> , 2021 |
| Krista Perrault, Emergency Program Coordinator    | Stz'uminus First Nation                                     | March 31 <sup>st</sup> , 2021 |
| Richard Wilson, Public Works                      | Stz'uminus First Nation                                     | March 31 <sup>st</sup> , 2021 |
| Jennifer Jones, Health Manager                    | Stz'uminus First Nation                                     | March 31 <sup>st</sup> , 2021 |
| Denise James, Emergency Program Coordinator       | Penelakut Tribe   | March 31 <sup>st</sup> , 2021 |
| Jodi August                                       | Halalt First Nation   | March 31 <sup>st</sup> , 2021 |
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| April Diver, Emergency Program Coordinator        | Cowichan Valley Regional District                           | March 31 <sup>st</sup> , 2021 |
| Jaimi Gardner, Emergency Management               | Indigenous Services Canada                                  | March 31 <sup>st</sup> , 2021 |
| Corey Anderson, Regional Manager                  | Emergency Management BC, Vancouver Island Operations Centre | March 31 <sup>st</sup> , 2021 |



### PLAN MAINTENANCE

The Stz'uminus Emergency Program Coordinator has sole responsibility for maintaining this *All-Hazards Emergency Management Plan* and is also responsible for ensuring that response structures are in place. This is a living document and update is to be undertaken at least on an annual basis.

Holders of copies of the plan are responsible for ensuring that their copies are current and that all revisions are incorporated into their work practice.

### AMENDMENT RECORD

The following is a record of amendments made to this plan.

| Revision Number | Name and Title of Responsible Person | Amendment Comments          | Date of Amendment              |
|-----------------|--------------------------------------|-----------------------------|--------------------------------|
| 1.0             | Krista Perrault                      | New Plan                    | August 31 <sup>st</sup> , 2020 |
| 1.1             | Krista Perrault                      | Update and Council Adoption | March 31 <sup>st</sup> , 2021  |
|                 |                                      |                             |                                |
|                 |                                      |                             |                                |
|                 |                                      |                             |                                |



**ADOPTION OF THE STZ'UMINUS ALL-HAZARDS EMERGENCY MANAGEMENT PLAN**

|   |   |  |
|---|---|--|
| <p style="font-size: 8px; margin: 0;">Indian and Northern<br/>Affairs Canada</p> <p style="font-size: 8px; margin: 0;">BAND COUNCIL RESOLUTION<br/>RÉSOLUTION DE CONSEIL DE BANDE</p>   | Chronological no.<br><br>File reference no.<br>0317-2021-09 |  |
| NOTE: The words "from our and Funds" "capital" or "revenue", which is the case, must appear in all resolutions requesting expenditures from Band Funds.   |   |  |
| Adoption of the All-Hazard Emergency Mgmt. Plan – Krista Perra  | Cash free balance   |  |
| The council of the<br><b>Stz'uminus First Nation</b>  | Capital Account<br>\$ N/A                                   |  |
| Date of duly convened meeting <input type="checkbox"/> D-J      M      Y-A      Province<br>□      01      03      2021      BC   | Revenue account<br>\$ N/A                                   |  |
| DO HEREBY RESOLVE THAT:   |   |  |
| <p><b>Whereas:</b> The need for effective emergency response protocols in our community is self-evident.</p> <p><b>Whereas:</b> The Chief and Council of Stz'uminus First Nation ultimately carry responsibility for emergency preparation, mitigation, response, and recovery efforts in the community.</p> <p><b>Whereas:</b> The stakeholders in the safety and security of our people include many allied government agencies, emergency response organizations, and intuitional and commercial operators. By working together, we can best utilize the limited resources available to us to protect our community our people, and our property.</p> <p><b>Therefore, we Do Hereby Resolve That:</b><br/>Stz'uminus First Nation adopts and supports the Stz'uminus First Nation All-Hazards Emergency Management Plan and that we will implement the plan in cooperation with all those with a stake in the health and safety of our people and property</p> <p><b>We further Resolve That:</b> Stz'uminus First Nation will maintain an emergency management program compliant with the BC Emergency management System (BCEMS).</p> <p>Stz'uminus First Nation will establish and support a standing Emergency Management Committee to which responsibility for emergency management is delegated for action.</p> <p>Stz'uminus First Nation will support the appointment of an Emergency Program Coordinator.</p> <p>The Chief and Council will direct the Emergency Program Coordinator to work with our many partners and stakeholders to:</p> <ul style="list-style-type: none"> <li>• Promote a community-wide public awareness program.</li> <li>• Adopt the BCEMS model, support training for staff and residents.</li> <li>• Allow for continuous update and refinement of the Stz'uminus First Nation All-Hazards Emergency Management Plan.</li> <li>• Participate in regular community-wide emergency training and exercises to exercise specific scenarios, and to test and improve policies and procedures.</li> </ul> |   |  |
| Quorum <u>Five (5)</u>  |   |  |
| _____<br>(Councillor) <b>Margaret Seymour</b>   | <br>(Chief) <b>Roxanne Harris</b>                           | _____<br>(Councillor) <b>Arthur Jim</b>  |
| _____<br>(Councillor) <b>Timothy Harris</b>   | <br>(Councillor) <b>Shawna Seymour</b>                      | _____<br>(Councillor) <b>Terry Sampson</b>   |
| _____<br>(Councillor) <b>Gertrude Seymour</b>   | <br>(Councillor) <b>Peter Seymour</b>                       | _____<br>(Councillor) <b>Gregory Seymour</b>   |
| Expenditure   | Authority/(Indian Act Section)                              | Source of Funding<br><input type="checkbox"/> Capital <input type="checkbox"/> Revenue |
| Recommending Officer  |   |  |
| Signature: _____ Date: _____  |   |  |
| 0-5 (12-89) 7530-21-036-8582  |   |  |



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# 1.0 AUTHORITY

## CHIEF AND COUNCIL

Stz'uminus First Nation holds inherent title and rights to the unceded territory of our ancestors. It is these inherent rights which enable the Stz'uminus Emergency Management System. This plan is administered under the authority of the Chief and Council of Stz'uminus First Nation.

Chief and Council have primary responsibility to ensure emergency management plans are in place and that everyone in the community is aware of emergency response protocols. Community engagement is an important aspect of our program.

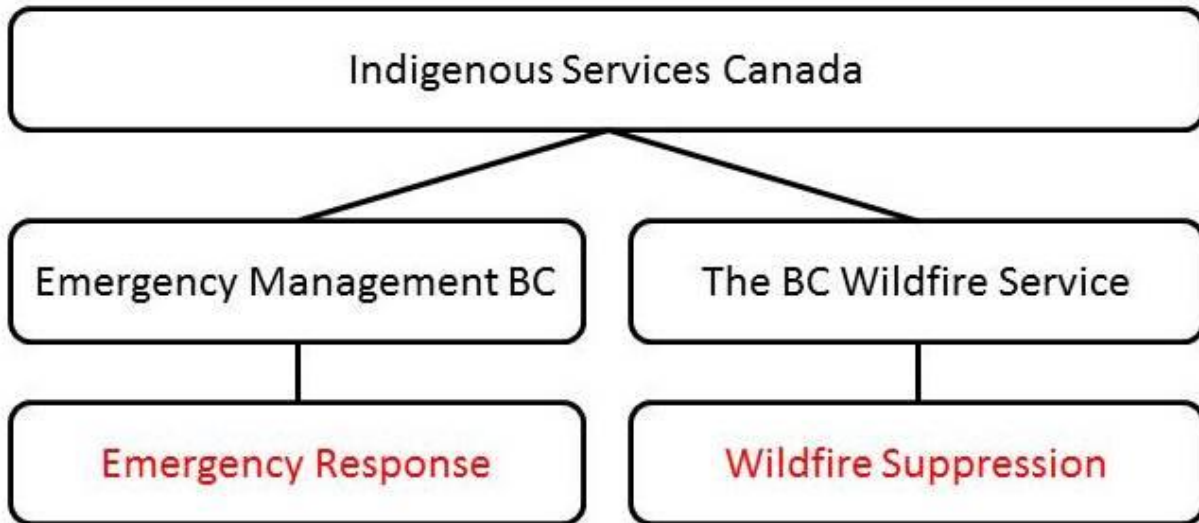
Stz'uminus reserves, being federal Indian Reserve land, are currently governed by federal acts, specifically the *Indian Act*. Under Section 81(a) of the *Indian Act*, Council may make laws to provide for the health of residents on the reserve.

## REGULATORY CONTEXT

Canadian provinces and territories are responsible for activities related to emergency management within their respective jurisdictions. However, Section 91(24) of the *Constitution Act 1867* prescribes the legislative authority of the Government of Canada for "Indians and Lands reserved for Indians". This authority is delegated to the Minister of Indigenous Services Canada as per the *Indian Act* and the *Department of Indian Affairs and Northern Development Act*, (R.S.C. 1985 c. I-6, sec.4).

The absence of specific federal emergency management legislation, and the lack of provincial jurisdiction on reserves, results in a regulatory gap. There is no specific legislated mandate for emergency preparedness on Indian Reserve land. In line with the Canada *Emergency Management Act* 2007, the Federal Minister has accepted responsibility for supporting on-reserve First Nations communities in emergency management. The Federal and Provincial governments have entered into a Memorandum of Understanding (MOU) to provide emergency management on reserves through Emergency Management B.C. (EMBC). A similar agreement provides for wildfire control by the B.C. Ministry of Forests, Lands, and Natural Resource Operations.





**Figure 1 - Jurisdiction and Delivery**

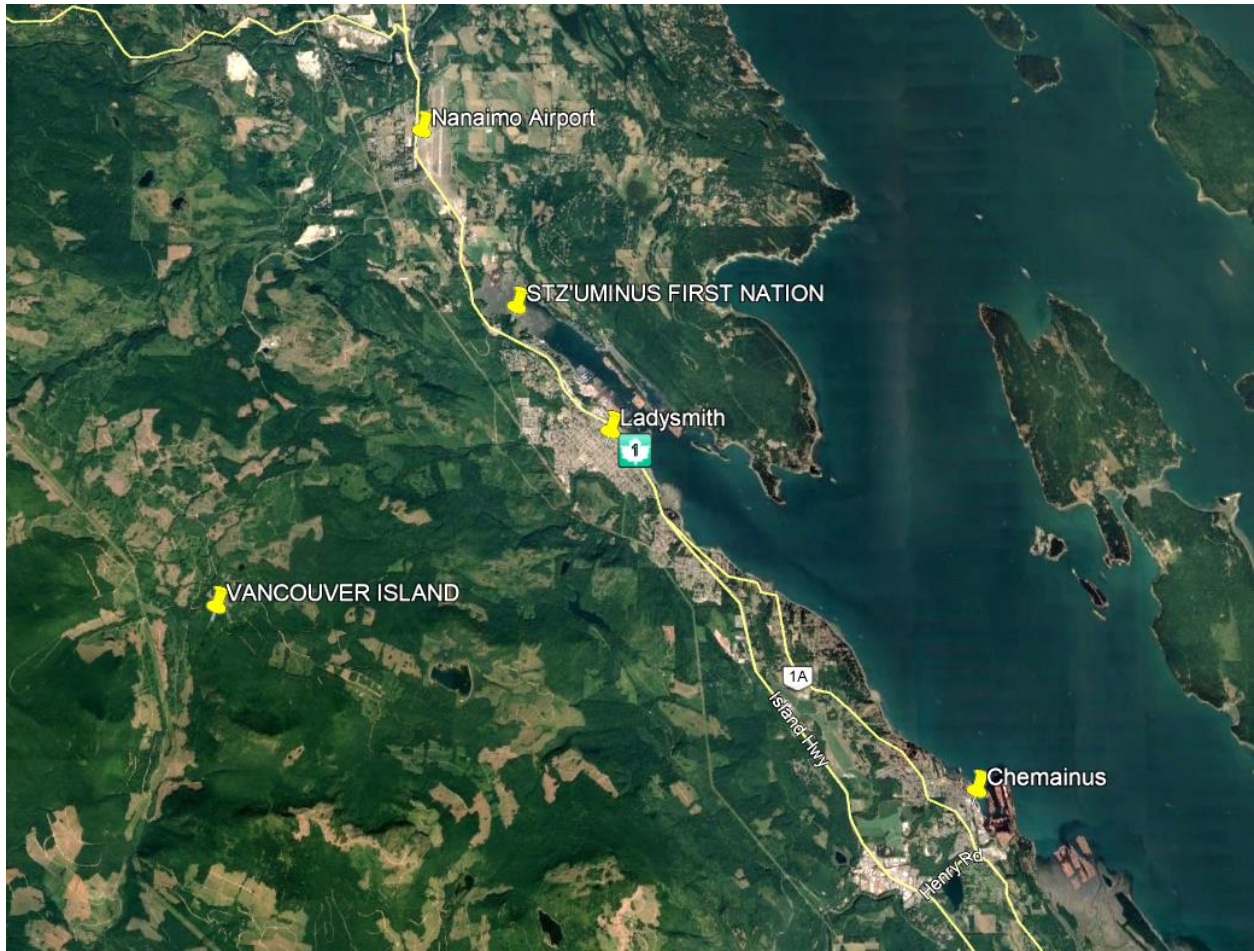
In an effort to facilitate the same level of services for Indigenous communities, EMBC, and Indigenous Services Canada (ISC) utilize the British Columbia Emergency Management System (BCEMS) model to standardize delivery of emergency management and response efforts.

The B.C. *Emergency Program Act* requires that all provincial ministries and agencies utilize the British Columbia Emergency Management System (BCEMS).

First Nations without ratified treaties or self-government agreements are governed by federal statute, therefore are not legally required to follow the BCEMS model but are strongly encouraged to incorporate this model into their emergency plans. The majority of municipalities and First Nations utilize BCEMS to ensure consistent emergency management principles and coordinated response efforts.

Figure 2 - Locator Map (below) shows the location of the Stz'uminus First Nation administration offices in relation to the Town of Ladysmith on Vancouver Island.





Source: Google Maps

Figure 2 - Locator Map



## 2.0 PURPOSE

### PURPOSE STATEMENT

The purpose of the Stz'uminus First Nation *All-Hazards Emergency Management Plan* is to provide a framework for mitigation, preparation, response, and recovery activities to be undertaken during and after an emergency, and to protect the health and safety of our community members and our critical infrastructure.

Specifically we set out to:

- Save the lives of our members and emergency response personnel;
- Protect and preserve life, safety, health, and the environment and to minimize damage to property in the face of natural and environmental disasters;
- Provide a process for staff and residents to properly prepare for and respond to emergency events;
- Provide for the orderly emergency evacuation of our community should it be required;
- Provide interim shelter for displaced residents; and
- Provide for orderly return to community when safe to do so.

### OBJECTIVES

The objectives of the planning process are as follows:

- Fully define internal and external roles and responsibilities;
- Articulate robust response and recover procedures;
- Develop annual plan for implementation and training; and
- Adoption of the plan by Chief and Council.

### STRATEGIES

The following general strategies shall be implemented:

- Adopt a fulsome and effective emergency preparation plan;
- Establish an active Emergency Management Committee;
- Incorporate the role of Emergency Program Coordinator into a staff position;
- All planning to be consistent with BCEMS processes;
- Harmonize emergency response processes with the Cowichan Valley Regional District;
- Update, maintain, and publicly promote emergency response plans with well trained staff and volunteers, and well informed and practiced members;
- Actively participate in provincial and regional emergency programs and work with all appropriate outside agencies in order to develop the best possible plans and procedures;
- Review and maintain appropriate insurance coverage for structures and contents;
- Make available to all residents first aid and emergency training;
- Promote to residents the value of home preparedness;
- Have available in the community a Level 3 first aid kit, oxygen, defibrillation, and have identified Level 3 trained personnel; and
- Establish community and public communication and education programs as necessary to ensure the success of our emergency planning program including raising awareness of preparedness and emergency response.



## 3.0 SCOPE

The territory of our people stretches the length of the Salish Sea. The geographical scope of this plan is the reserves of Stz'uminus First Nation on the east side of Vancouver Island bordering the Strait of Georgia and Ladysmith Harbour. Future additions to reserve will be accommodated in the plan.

### 3.1 GEOGRAPHICAL AREA AND LOCATION

The Stz'uminus reserves are located on Vancouver Island, North of the boundary of the Town of Ladysmith, and approximately 19 kilometers (km) south of Nanaimo, BC. Penelakut and Halalt reserves are also in proximity.

The Stz'uminus administration offices are on the Oyster Bay 12 reserve six km south of Nanaimo airport and four km north of the Town of Ladysmith.

The main community is on the Stz'uminus 13 reserve on a semi-isolated peninsula across the harbour from Ladysmith and accessed from Hwy 1 via Brenton Page Road four km south of the Nanaimo airport and six km north of Ladysmith.

The small reserves Squaw-hay-one 11 and Say-la-quas 10 are located 3.5 and five km respectively south of Chemainus on Chemainus Road.

Figure 3 - Stz'uminus and Penelakut Reserves provides the locations of our reserves as well as those of our neighbour Penelakut Tribe. We work with Penelakut to provide the best possible emergency preparedness and response for our two communities.

Figure 4 - Stz'uminus Reserves (see the next page) provides the location and extent of the Stz'uminus reserves.

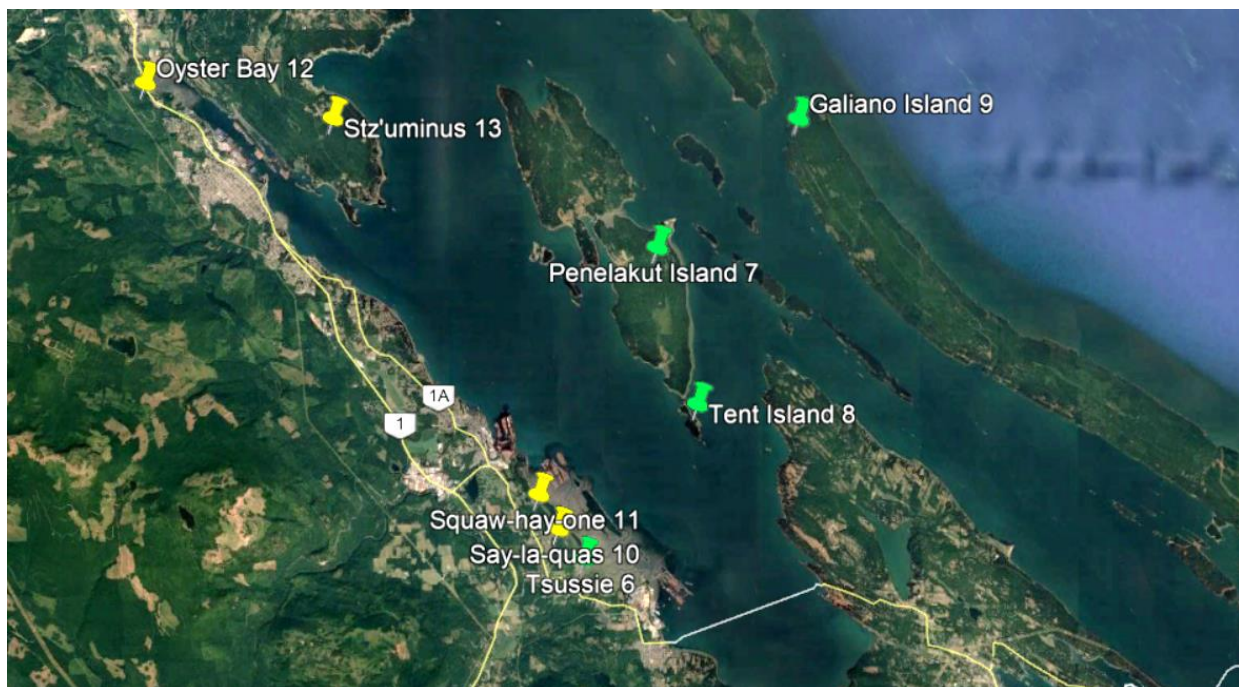


Figure 3 - Stz'uminus and Penelakut Reserves



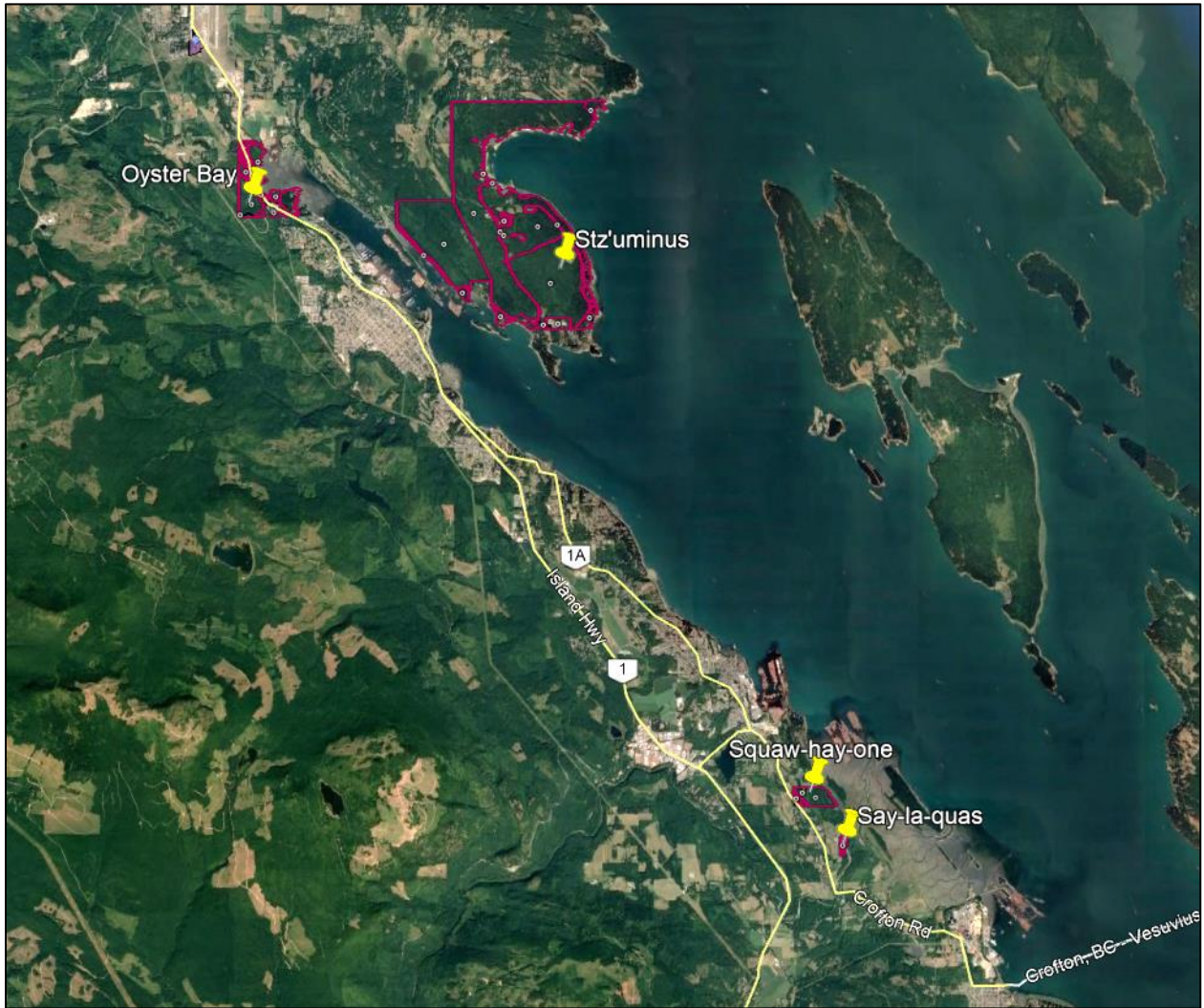


Figure 4 - Stz'uminus Reserves



Figure 5 - Reserve Locations (Long/Lat) provides longitude and latitude location information for the Stz'uminus and Penelakut reserves.

|                                |                               |
|--------------------------------|-------------------------------|
| <b>Stz'uminus First Nation</b> |                               |
| Say-la-quas 10                 | 48°53'32.90"N, 123°41'12.05"W |
| Squaw-hay-one 11               | 48°54'7.26"N, 123°41'41.32"W  |
| Oyster Bay 12                  | 49° 0'57.44"N, 123°51'39.90"W |
| Stz'uminus 13                  | 49° 0'22.43"N, 123°46'53.91"W |
| <b>Penelakut Tribe</b>         |                               |
| Tsussie 6                      | 48°53'3.04"N, 123°40'33.02"W  |
| Penelakut Island 7             | 48°58'13.34"N, 123°38'40.56"W |
| Tent Island 8                  | 48°55'37.07"N, 123°37'40.03"W |
| Galiano Island 9               | 49° 0'21.62"N, 123°35'5.51"W  |

**Figure 5 - Reserve Locations (Long/Lat)**

## 3.2 TYPES OF EMERGENCY EVENTS

Priorities for the allocation of mitigation and preparedness resources are based on the Hazard, Risk, and Vulnerability Assessment (HRVA) undertaken in March of 2020 and which can be found in Appendix IV. An update of the HRVA is planned for 2021. In the meantime the following are identified as particular high-risk hazards for Stz'uminus First Nation:

1. Drinking water interruption or shortage
2. Hazardous materials spill
3. Air quality
4. Wildfire
5. Structural fire
6. Culture and heritage resource loss
7. Extended severe weather
8. Communicable diseases (see appendix VI)
9. Motor vehicle accident
10. Extended loss of power
11. Earthquake
12. Boating accident



## 4.0 EMERGENCY MANAGEMENT STRUCTURE

In this section, the emergency management structure of both Stz'uminus and outside agencies is described.

The Stz'uminus reserve is surrounded by the Cowichan Valley Regional District which is a local government authority under the *Emergency Program Act*. The *Act* does not address local authority status on Indian Reserves. Disasters affecting the reserves are the immediate responsibility of the Chief and Council. Council is responsible for emergency mitigation, preparedness, response, and recovery for the community. These responsibilities are delegated to the Emergency Management Committee and the Emergency Program Coordinator for action.

Preparation for emergencies depends on appropriate structures being in place, on staff roles being clearly defined and communicated, and on staff and community members being fully informed and practiced in their roles and responsibilities.

It should be noted that in the case of environmental emergencies, responsibility to prepare for and respond is shared by industry, local governments, British Columbia, and Canada. The initial and primary responsibility for providing immediate assistance and control of an environmental emergency rests with the responsible (causal) agency, the affected person(s), their infrastructure, facility, or household. A rapid escalation occurs if the responsible agency is unknown or capacity is insufficient to respond.

### 4.1 PROVINCIAL EMERGENCY RESPONSE STRUCTURE

There are four levels of response within the BCEMS model, discussed below.

#### **SITE RESPONSE LEVEL**

Resources are applied to solve problems presented by an emergency incident using the Incident Command System (ICS). On-site response is dictated by a single command, or unified command, from a single Incident Command Post (ICP). Most incidents, like a house fire, will fall into this category.

First responders (fire, police, and ambulance) will respond to the incident. However, Chief and Council are responsible to the people, and Stz'uminus will activate unified incident command through a limited EOC activation and the Stz'uminus First Nation EOC Director will act as Stz'uminus First Nation Incident Commander.

Responding agencies will always put life and safety first and as a second step engage in unified command. This approach will be implemented through dispatch protocols.

#### **SITE SUPPORT – EMERGENCY OPERATIONS CENTRE (EOC)**

Level 2 events are emergencies that are of a larger scale or longer duration and may involve limited evacuations, additional or unique resources, or similar extraordinary support activities. On-site responders may require additional coordination, support and policy direction. In circumstances where existing site response cannot adequately respond to the emergency an Emergency Operations Center (EOC) may be activated. The EOC provides policy direction to the site (through the Incident Commander), coordinates resource requests from the site and manages all off-site activities.

Stz'uminus First Nation will activate a local EOC and coordinate with the Cowichan Valley Regional District EOC if it has been activated. Stz'uminus will participate in a unified incident command.





## **PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE (PREOC)**

Level 3 events are of large magnitude and/or long duration or may have multiple sites and jurisdictions and that involve multi-agencies and multi-government response. The Provincial Regional Emergency Operation Center (PREOC) level coordinates, facilitates and manages information, policy direction and provincial resources to support local authorities and provincial agencies responding to an emergency. This level does not communicate directly with the Incident Commander at the site but provides a basis for provincial regional and interagency coordination and communicates with the site support level (EOC).

Effort will be made to coordinate with the Emergency Management BC PREOC to ensure coordinated response efforts:

Vancouver Island Region  
Block A - Suite 200  
2261 Keating Cross Road  
Saanichton B.C.  
V8M 2A5  
Tel: 250 952-5848  
Fax: 250 952-4304

Vancouver Island Region may declare a Local State of Emergency. Because this is a larger disaster involving widespread damages in addition to the disruption of services, it requires a coordinated response of all local governments, departments and outside agencies.

Stz'uminus will activate the EOC and coordinate with the PREOC and Cowichan Valley EOC. Members will be accounted for (checked-in) by EOC and Health and staff and the evacuation plan will be implemented as necessary. Level 3 events will be beyond the ability of the Stz'uminus First Nation EOC to operate in isolation.

## **PROVINCIAL EMERGENCY COORDINATION CENTRE (PECC)**

Level 4 events are region-wide or province wide disasters that involve widespread damages in addition to disruption of services, requiring additional support or resources from the Federal Government and/or other Provinces.

The Provincial Emergency Coordination Center (PECC) coordinates provincial resources and prioritizes and establishes provincial government objectives in response to requirements at the other levels. This level also serves as the coordination and communications link with the federal disaster support system. The Provincial Central Coordination level is activated when the key ministry or the Director of Emergency Management BC considers it necessary to coordinate and direct overall provincial response to an emergency or disaster.

The PECC provides inter-region policy direction and coordination for emergencies in the province. The EOC will utilize the PECC 24/7 emergency center for reporting/coordinating emergency response efforts.

PECC: **1 (800) 663-3456** (emergency)  
EMBC Headquarters: (250) 962-4913 (routine calls/inquiries)  
Recovery Office: (250) 952-5505 (routine calls/inquiries)

Stz'uminus will activate the EOC and coordinate with the PREOC and Cowichan Valley EOC. Members will be accounted for (checked-in) by EOC ESS/Wellness Services staff and the evacuation plan will be implemented as necessary. Level 4 events will be beyond the ability of the Stz'uminus First Nation EOC to operate in isolation.



## 4.2 STZ'UMINUS EMERGENCY MANAGEMENT ORGANIZATION

The Stz'uminus First Nation Emergency Management Program organization consists of administrative components which are discussed below.

### CHIEF AND COUNCIL

Chief and Council ultimately carry responsibility for preparation, mitigation, response, and recovery efforts. These responsibilities, as outlined in Council Resolution are delegated to staff and the Emergency Management Committee for action.

Chief and Council will:

- Select the Council representatives (portfolio holders) to serve on the Emergency Management Committee;
- Support the development of a robust and effective emergency management system; and
- Perform the Policy role within the BCEMS.

### DIRECTOR OF ADMINISTRATION

The Director of Administration is responsible for overseeing the activities of the Emergency Program and for reporting to Chief and Council through the Director of Administration. The Director of Administration serves also as the EOC Director during EOC activations, as a member of the EOC Policy Section, and as a member on the Emergency Management Committee.

### SENIOR COMMUNITY MANAGER

Within the emergency program, the Senior Community Manager serves as the alternate to the Director of Administration in both the Emergency Management Committee and Emergency Operations Centre. The Senior Community Manager is tasked with Risk Management in the EOC Team.

### DIRECTOR OF FINANCE

Within the emergency program, the Director of Finance serves in both the Emergency Management Committee and Emergency Operations Centre. The Director of Finance is tasked with participation in the Policy Group and as Finance and Administration Section Chief.

### EMERGENCY PROGRAM COORDINATOR

The Emergency Program Coordinator is responsible for coordinating the Emergency Management Program and for the development, review and revision of this *All-Hazards Emergency Management Plan*.

It is the responsibility of the Emergency Program Coordinator to ensure that adequate attention is given to all aspects of the Emergency Management Program.

The responsibilities of the Emergency Program Coordinator include:

- Along with the Director of Administration and Council, support the development of a robust and effective emergency management system;
- Lead and coordinate the Emergency Management Committee;
- Oversee the emergency management program including budgeting and training;



- Liaise with regional and provincial government authorities, businesses, and industry in the area on concerns of mutual interest;
- Participate in Cowichan Valley Regional District Emergency Preparedness Committee and regular meetings, and activities;
- Utilize monitoring systems to ensure timely awareness of emergency situations (see the Website Resource List in Appendix I).
- Produce appropriate agenda and arrange and chair meetings of the Emergency Management Committee;
- Establishment, inventory, and maintenance of community emergency equipment;
- Implement, monitor and evaluate a training and exercise program;
- Initiate, maintain and support volunteer programs;
- Report on the effectiveness of the emergency management program;
- Research, apply for, and acquire funding (public/private partnerships, etc.) to support the program;
- Preparation of all emergency planning documents including this *All-Hazards Emergency Management Plan*;
- Annual updates of emergency planning documents;
- Annual update of emergency contacts to be shared with all plan holders; and
- Following an emergency, lead recovery operations and work with the Stz'uminus First Nation Director of Administration with regard to insurance and property replacement and disaster financial assistance.

## EMERGENCY MANAGEMENT COMMITTEE

The Stz'uminus First Nation Emergency Management Program will be supported by an Emergency Management Committee composed of the persons identified in Figure 6 - Internal EMC Membership and Figure 7 - External EMC Membership.

The Emergency Management Committee is responsible for the following:

- Implementing strategies as outlined in the goals and objectives of the program;
- Reviewing policies and procedures with regard to emergency preparedness, risk mitigation, response, and recovery;
- Identifying training needs and participating in training and exercises;
- Providing input to implementation strategy development and evaluation;
- Conducting an annual hazard, risk, and vulnerability assessment;
- Identifying and participating in the planning and evaluation of local mitigation projects such as flood protection works, wildfire fuel reduction, and local development controls;
- Developing response policies and procedures, such as evacuations, communication plans, and EOC facility plans, etc;
- Evaluating the progress of the program on an annual basis and consider recommendations for improvement;
- Assisting with the development of budgets; and
- Meeting on a regular basis.

Figure 6 - Internal EMC Membership and Figure 7 - External EMC Membership provide a listing of committee members.



**Figure 6 - Internal EMC Membership**

| <b>Department</b>             | <b>Primary</b> | <b>Secondary</b> |
|-------------------------------|----------------|------------------|
| Chief and Council             |                |                  |
| Administration                |                |                  |
| Capital                       |                |                  |
| Coast Salish Development Corp |                |                  |
| Communications                |                |                  |
| Senior Education Manager      |                |                  |
| Education - Coordinator       |                |                  |
| Education - Daycare           |                |                  |
| Education - Primary           |                |                  |
| Education - Secondary         |                |                  |
| Elder Representative          |                |                  |
| Youth Representative          |                |                  |
| Emergency Management          |                |                  |
| Finance                       |                |                  |
| Fisheries                     |                |                  |
| Health                        |                |                  |
| Housing                       |                |                  |
| Lands and Resources           |                |                  |
| IR #11                        |                |                  |
| Recreation                    |                |                  |
| Rights and Title              |                |                  |
| Social Development            |                |                  |
| Transportation                |                |                  |



**Figure 7 - External EMC Membership**

| <b>Agency</b>                  | <b>Primary</b> | <b>Secondary</b> |
|--------------------------------|----------------|------------------|
| BC Hydro                       |                |                  |
| CVRD                           |                |                  |
| Chemainus Fire Department      |                |                  |
| Emergency Management BC        |                |                  |
| First Nations Health Authority |                |                  |
| Fisheries and Oceans           |                |                  |
| Halalt First Nation            |                |                  |
| Indigenous Services Canada     |                |                  |
| Ladysmith Fire Department      |                |                  |
| Ladysmith RCMP                 |                |                  |
| Ladysmith Search and Rescue    |                |                  |
| Municipality of North Cowichan |                |                  |
| Nanaimo Harbour Authority      |                |                  |
| North Oyster Fire Department   |                |                  |
| Penelakut Tribe                |                |                  |
| Western Canada Marine Response |                |                  |



## 5.0 STZ'UMINUS EOC TEAM STRUCTURE

This section identifies the Stz'uminus First Nation emergency operations team, and goes on to specify roles and responsibilities.

### 5.1 EOC STRUCTURE AND TEAM

Stz'uminus First Nation subscribes to the BC Emergency Management System (BCEMS). Processes have been scaled to the size and needs of our community.

Figure 8 - EOC TEAM on the following page presents the structure and membership of the EOC team.

The Stz'uminus First Nation Emergency Response Team will work closely with the Cowichan Valley Regional District emergency management staff in any emergency.

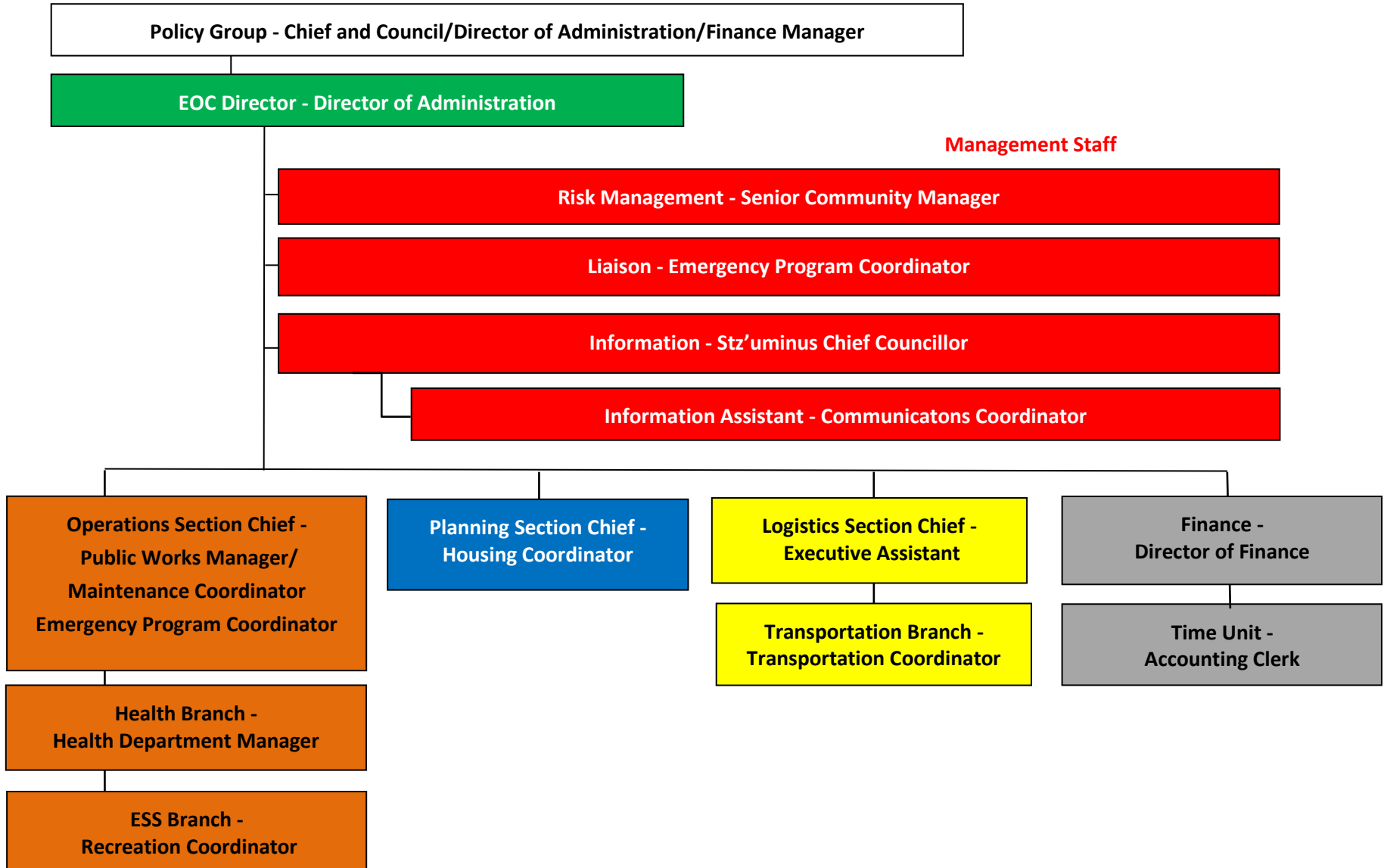
### 5.2 ROLES AND RESPONSIBILITIES

#### RESPONSIBILITIES OF CHIEF AND COUNCIL

- As soon as possible report to the community emergency operations centre (EOC) at the Administration Office Building D;
- 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.
- 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.
- Council will be present and participating at the EOC and throughout the community in the service of the members.



Figure 8 - EOC TEAM



## **RESPONSIBILITIES OF EOC DIRECTOR**

The EOC Director exercises overall management responsibility for activation, coordination, and demobilization of site support activities. They:

- Contact Emergency Services at 911;
- Contact Chief and Council/Policy Group;
- Assesses the magnitude of the situation to determine the appropriate level of EOC coordination;
- Activate the EOC (see Section 7.2 of this emergency plan);
- Notify Emergency Management BC when EOC is activated via 1-800-663-3456, EMBC will automatically notify Indigenous Services Canada;
- Determine if you have the capacity or human resources required to manage the incident, if not, identify and request additional resources via EMBC as soon as possible;
- Assume management responsibility for coordination between emergency response and supporting agencies;
- Conduct an assessment of what has happened, what resources are available, any impacts to the communication system, power, water and other critical infrastructure; and
- Provide/approve information to be shared with staff and community through the communications branch.

## **RESPONSIBILITIES OF INFORMATION ASSISTANT**

- Under direction from the Information Officer, research, prepare, and disseminate internal and external messaging.

## **RESPONSIBILITIES OF RISK MANAGEMENT**

- 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.

## **RESPONSIBILITIES OF LIAISON**

- Establish communications with outside agencies; and
- Coordinate acquisition of supplies and services from outside agencies.

## **RESPONSIBILITIES OF OPERATIONS SECTION CHIEF**

- Ensure the EOC Director is kept apprised of all significant issues affecting Operations;
- Coordinate all operational functions assigned to the EOC, and ensure 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;
- Safety and damage assessment of buildings, infrastructure, utilities;
- Debris removal;





- Liaise with utility providers and facilitate restoration of utilities;
  - Direct and supervise the neighbourhood evacuation team;
  - Direct and supervise the Guardians; and
- Maintain contact with site response personnel.

#### **RESPONSIBILITIES OF THE HEALTH BRANCH**

- Identify and address health and wellness needs;
- Monitor health and safety of residents;
- Provide public health advice, assistance, direction and supervision;
- Monitor community health impacts, including food and water quality;
- Assist ESS with the health functions of reception centres for victims and survivors.
- Establish the appropriate staffing level and anticipate needs;
- Obtain the Homes and Persons list (Appendix III of this plan); and
- Following an emergency, lead recovery operations and work with Administration with regard to insurance and property replacement and disaster financial assistance.

#### **RESPONSIBILITIES OF THE EMERGENCY SUPPORT SERVICES BRANCH**

- Provide food, clothing, and temporary housing for those in need;
- Establish the reception centre, and ensure that the building is safe for use;
- Establish the appropriate staffing level and anticipate needs;
- Obtain the Homes and Persons list (Appendix III of this plan);
- Establish the check-in registration process (Form 5), 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 Administration with regard to insurance and property replacement and disaster financial assistance.

#### **RESPONSIBILITIES OF PLANNING SECTION CHIEF**

- Establish communications with the Emergency Management Committee and Chief and Council;
- Collect, evaluate, and disseminate information about the incident;
- Create, organize, and communicate digital and hardcopy status reports, EOC action plans, and situation reports;
- Create priority based plans ensuring BCEMS response goals are addressed; and
- Prepare to support long-term recovery.

#### **RESPONSIBILITIES OF LOGISTICS SECTION CHIEF**

- Work closely with Operations to establish priorities for resource allocation;
- Ensure critical resources are allocated according to direction and priorities set out by the Operations Section;
- Provide facilities, services, personnel, equipment and materials for the EOC and in support of site response:
  - Communications;
  - Transportation;



- Food for EOC;
- Prepare to support long-term recovery, and
- Communications staff to staff and community of information vetted by the EOC Director.

#### **RESPONSIBILITIES OF TRANSPORTATION BRANCH**

- Work with the Logistics Section Chief in coordination with the operations and planning sections.
- Develop a transportation plan to support the EOC action plan; and
- Arrange for the acquisition or use of required transportation resources.

#### **RESPONSIBILITIES OF FINANCE SECTION CHIEF**

- 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 EMBC/ISC 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;
- Be the primary contact for Emergency Support Services; and
- Manage post emergency recovery including liaison with the BC ISC Duty Officer with regard to insurance and property replacement and disaster financial assistance.

#### **RESPONSIBILITIES OF TIME UNIT CLERK**

- Work with the Finance Section Chief;
- Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster; and
- Ensure that hired and contracted personnel time records, travel expense claims, and other related forms are prepared and submitted to budget and payroll office.



## 6.0 HEALTH AND ESS

Emergency Support Services (ESS) are community-based and driven by volunteer organizations but coordinated at the Provincial level and referred to as ESS. Recognizing the importance of health to emergency support services, Stz'uminus refers to ESS as Health and ESS.

The objective of the Health and ESS program is to preserve the well-being of people affected by an emergency or disaster ranging from single house fire or calamities involving mass evacuations. ESS services help people begin to re-establish themselves as quickly as possible after a disaster. ESS plays an important role in emergency management in British Columbia by:

- Helping people meet their basic health and survival needs during a disaster; and
- Reuniting families separated by disaster.

ESS provides short-term temporary services for individuals and families affected by disasters so they can begin to plan their next steps following a disaster.

Services may be provided on site for small scale events, or at a Reception Centre facility for larger responses, and may include:

- Registration and family reunification;
- Transportation;
- Health services;
- Emotional support including disaster psychosocial services;
- Food, clothing, and lodging;
- Childcare;
- Pet care; and
- Recovery information.

Provincial ESS is typically available for **72 hours**. During these first 72 hours, evacuees should immediately plan their next steps by contacting their insurance agents, families and friends, or accessing other possible resources. EMBC's ESS Office may extend ESS under exceptional circumstances only.

### HEALTH AND ESS SERVICES RESPONSE LEVELS

Response levels are defined for Stz'uminus First Nation as follows:

| Response Level   | Description  |
|------------------|--|
| Level 1 Response | <ul style="list-style-type: none"> <li>• A relatively small event such as a single house fire</li> <li>• Activate unified incident command through a limited Emergency Operations Centre (EOC) activation</li> <li>• Check-in may take place at the scene and a Muster Station is not necessarily activated</li> </ul>                                     |
| Level 2 Response | <ul style="list-style-type: none"> <li>• A larger event perhaps impacting more than a dozen people</li> <li>• Declaration by health officials of a communicable disease outbreak</li> <li>• Activation of the Stz'uminus EOC and a unified incident command</li> <li>• Members accounted for (Check-in) in their homes or at the Muster Station</li> </ul> |



| Response Level   | Description   |
|------------------|---|
| Level 3 Response | <ul style="list-style-type: none"> <li>• A major emergency, such as large scale flooding or interface wild fires</li> <li>• Declaration by health officials of a communicable disease epidemic or pandemic</li> <li>• Activation of the Stz'uminus EOC and a unified incident command</li> <li>• Members accounted for (Check-in) at their homes or at the Muster Station</li> <li>• The Cowichan Valley EOC will be activated</li> <li>• Direct members to the appropriate reception Centre</li> <li>• The Provincial Regional Emergency Operations Centre (PREOC) may be activated</li> </ul> |
| Level 4 Response | <ul style="list-style-type: none"> <li>• Region-wide disasters</li> <li>• Multiple reception centres and/or group lodging facilities activated</li> <li>• Activation of the Stz'uminus EOC</li> <li>• Members accounted for (Check-in) at their homes or at a muster station</li> <li>• The Provincial Regional Emergency Operations Centre (PREOC) is activated</li> <li>• The Provincial Emergency Coordination Centre (PREOC) is activated</li> </ul>  |

### STZ'UMINUS FIRST NATION ESS SERVICES

Wellness services start in the home and at the community level. Stz'uminus maintains a household preparedness program consisting of information and aids provided to households and community level resiliency events.

In an emergency, and if required, the Provincial ESS will be contacted by the EOC Director or the Health and ESS Branch Coordinator through EMBC (1-800-663-3456). Provincial ESS may also be contacted directly by the Unified Incident Command represented by Stz'uminus or emergency response personnel (police or fire). Provincial ESS is supported locally by volunteer agencies.

During an emergency the Stz'uminus First Nation EOC Director or the Health and ESS Branch Coordinator should be in contact with the Cowichan Valley Regional District Emergency Program Coordinator. Stz'uminus First Nation staff maintains a working relationship with Cowichan Valley Regional District staff.

The community school has been identified as the primary reception centre/warming centre. It has a 5000 ft<sup>2</sup> gymnasium, 10 classrooms, a kitchen, washrooms and showers, and a backup diesel electrical generator system.

Town of Ladysmith operates a reception centre and warming centre at Frank Jamieson Centre.

Cowichan Valley Regional District has identified the Chemainus Sports Arena as a primary reception centre.

A Stz'uminus reception centre may be established at the Administration offices, building B or D.

In the long-term it is our intention to equip and supply potential warming stations plans at the longhouse, the Shaker Church, the health building, and the community centre (gym).

The primary school, daycare, health building, and community centre all have small generators (not integrated into building wiring) capable of running lights and fridges.

Should members be required to evacuate their homes, they would follow the evacuation plan provided in Section 8.0 of this plan.

In the case of an evacuation:

- Talk to external SS staff and request ESS assistance at destination;
- Let them know the number of people and their destination to allow for the arrangement of reception centre and lodging;
- Request that they provide transportation assistance at destination; and



- Request someone to provide instructions to those arriving.



## 7.0 PROCEDURES AND GUIDELINES

### 7.1 AUTHORITY TO ACTIVATE THE EOC

The following individuals have the authority to activate the Emergency Operations Centre as per the Stz'uminus *All-hazards Emergency Management Plan*:

- Chief of Stz'uminus First Nation or Council representative;
- Stz'uminus Director of Administration; or
- The Emergency Program Coordinator.

#### **OPERATIONAL RESPONSIBILITY**

The EOC Director is responsible for the control of all operations within the EOC identified in this *All-hazards Emergency Management Plan*. The EOC Director and Stz'uminus emergency management staff will work directly with Cowichan Valley Regional District emergency management staff.

#### **BRITISH COLUMBIA EMERGENCY MANAGEMENT SYSTEM RESPONSE GOALS**

When responding to an emergency or disaster, the following goals will be used to determine the appropriate course(s) of action (in priority order):

- 1) Provide for the safety and health of all responders;
- 2) Save lives;
- 3) Reduce suffering;
- 4) Protect public health;
- 5) Protection government infrastructure;
- 6) Protect property;
- 7) Protect the environment; and
- 8) Reduce economic and social losses.

### 7.2 ACTIVATION OF THE EOC

There are four levels of EOC activation parallel to the four levels of response described above in Section 4.1. The Stz'uminus Emergency Operations Centre may operate during any of these levels of emergency events.

#### **LEVEL 1 SITE RESPONSE**

At this level action reflects events that are normally managed by community resources (fire, police, ambulance) on a regular basis. The Stz'uminus EOC will activate in a limited way to engage in Unified Command. If there is potential for the event to escalate monitoring may be required. There is little or no need for site support activities and the event will be closed in a relatively short time.



## **LEVEL 2 EOC SITE SUPPORT**

Level 2 events are emergencies that are of a larger scale or longer duration and may involve limited evacuations, additional or unique resources, or similar extraordinary support activities. This level requires the activation of an EOC, and notification to Emergency Management BC (EMBC).

## **LEVEL 3 REGIONAL PREOC SUPPORT**

Level 3 events are of large magnitude and/or long duration or may have multiple sites and jurisdictions and that involve multi-agencies and multi-government response. Level 3 events may be beyond the ability of the Stz'uminus EOC to manage.

The Provincial Regional Emergency Operation Center (PREOC) level coordinates, facilitates and manages information, policy direction and provincial resources to support local authorities and provincial agencies responding to an emergency.

Cowichan Valley Regional District may declare a Local State of Emergency. Because this is a wide disaster involving widespread damages in addition to the disruption of services, it requires a coordinated response of all local governments, departments and outside agencies.

## **LEVEL 4 PROVINCIAL PECC SUPPORT**

Level 4 events are region-wide disasters that involve widespread damages in addition to disruption of services, requiring additional support or resources from the Federal Government and/or other Provinces. A "Provincial Emergency Operations Centre" will be activated and the Attorney General may declare a "State of Emergency".

## **7.3 VIRTUAL EOC**

The EOC Director may opt to initiate a virtual EOC. This is most appropriate in the case of a communicable disease emergency but may also be effective if transportation and accessibility issues make it difficult for the EOC team to come together.

A combination of communication (Zoom) and collaboration (Trello) technologies have proved effective in the past in other jurisdictions.



## EMERGENCY RESPONSE – ACTIVATION OF THE EOC

The Emergency Operations Centre (EOC) may be activated under any of the following conditions:

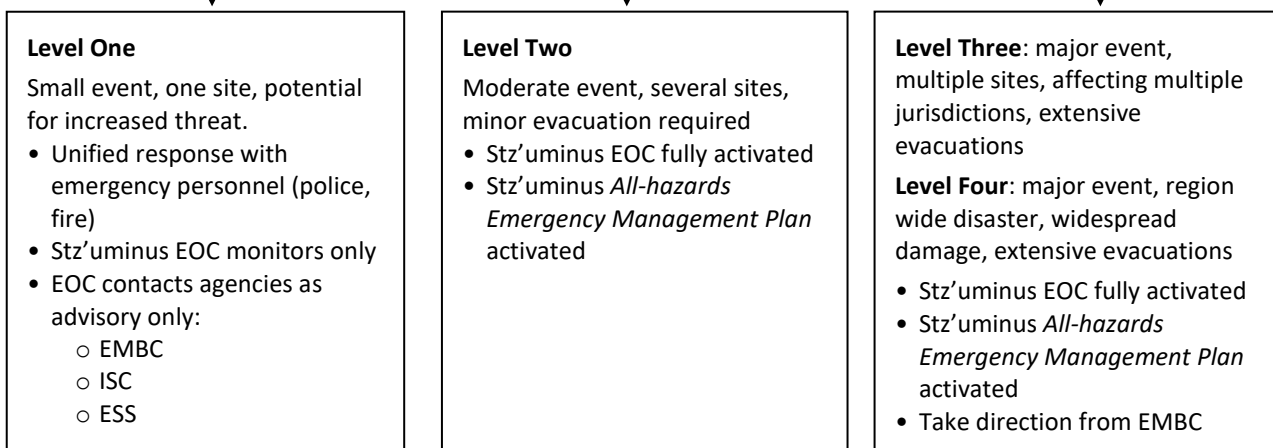
- Declaration of a State of Local Emergency by Chief and Council;
- Resources coordination required because of limited local resources or significant need for outside resources;
- A significant number of people are at risk; or
- Unified Command for site response.

Authority to activate the EOC rests with:

- Stz'uminus Director of Administration;
- Stz'uminus Emergency Program Coordinator; or
- Stz'uminus Chief or Council representative.

Chief and Council, the EOC Director, or the Emergency Program Coordinator, in consultation with Emergency Management BC or emergency services site commanders (police, fire) will determine decide on the appropriate EOC activation level:

- Level One: small event, one site, potential for increased threat
- Level Two: moderate event, several sites, minor evacuation required
- Level Three: major event , multiple sites, affecting multiple jurisdictions, extensive evacuations
- Level Four: major event, region wide disaster, widespread damage, extensive evacuations





## ACTIVATION OF THE EOC – EOC DIRECTOR'S PRIORITIES

The EOC Director will undertake the following as required:

- Respond immediately to the EOC location and determine operational status.
- Obtain briefing from whatever sources are available.
- Obtain EMBC task number if required **1-800-663-3456**.
- Determine the appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Utilize the Staffing Log (Stz'uminus Emergency Form 14).
- Establish initial priorities for the EOC based on current status and information from Incident Commander(s).
- Utilize the Incident Event Log (Stz'uminus Emergency Form 13).
- Obtain the Homes and Persons list (Appendix III of this plan).
- Establish the reception centre, registration process, first aid post, and prepare for members to arrive.
- Assign responsibility to one individual for communication of information to members.
- Assign responsibility to one individual for the registration desk (ESS).
- 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.



The EOC Director will ensure that call outs have been made to emergency organizations and the Stz'uminus Emergency Response Team.

The contact list can be found in Appendix I of this plan.

The EOC Director will ensure that emergency response agencies have been contacted at **911** as may be required.



## 7.4 STATE OF LOCAL EMERGENCY

Declaring a state of local emergency enables local authorities in the Province of British Columbia to exercise the emergency powers listed in the *Emergency Program Act*. The emergency powers are utilized by the local authority to order the evacuation of residents from their homes, prohibit travel, and enter private property when an emergency threatens lives, property, or the environment within the local authority's jurisdiction.

The Chief and Council, acting as local authority and when satisfied that an emergency exists or is imminent, may declare a State of Local Emergency relating to all or any Stz'uminus reserve land. The use of Stz'uminus Emergency Form 01 is required. As per the authority as described in Section 1.0. Based on the inherent rights of Stz'uminus no order issued by the Province will supersede the local declaration.

A Declaration of a Local State of Emergency must identify the nature of the emergency and the part of the Reserve where it exists or is imminent. **A State of Local Emergency must be declared before evacuation orders can be issued.**

Council must, before making a declaration, use best efforts to obtain consent of the other members of Council to the declaration, and must convene a meeting of Council, as soon as practical, to assist in directing the response to the emergency.

Immediately after making a Declaration of a Local State of Emergency, the Chief and Council must forward a copy of the declaration to EMBC: 1-800-663-3456 Fax: (250) 952-4888 and the ISC Duty Officer at (604) 209-9709 or Email [BCINAC\\_DO@aandc.gc.ca](mailto:BCINAC_DO@aandc.gc.ca). A Declaration of a Local State of Emergency expires seven (7) days from the date it is issued unless the Chief and Council cancel it earlier.

The Chief and Council may extend the duration of the Declaration of a Local State of Emergency for periods of not more than seven (7) days each.

The issuance of a Council resolution with regard to a local state of emergency, or any such declaration in no way relinquishes or abdicates the authority and responsibility of Chief and Council on Stz'uminus First Nation land.

### POWERS AVAILABLE UNDER A DECLARATION

The BC *Emergency Program Act* (Part 3, Section 13) details the powers available to a local authority after a declaration has been made. In summary, they are the power to:

1. Acquire or use any land or personal property;
2. Authorize or require any person to render assistance;
3. Control or prohibit travel;
4. Provide for the restoration of essential facilities and distribution of essential supplies;
5. Cause the evacuation of persons and livestock;
6. Authorize entry into a building or on any land without warrant;
7. Cause the demolition or removal of trees, structures or crops;
8. Construct any works deemed necessary; and
9. Fix prices or ration food, clothing, fuel, equipment, medical supplies or other essential supplies.



## EMERGENCY RESPONSE – DECLARATION OF EMERGENCY

If any person becomes aware of an emergency situation or imminent situation affecting Stz'uminus reserve lands they are to call **911**.

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

1. Stz'uminus Emergency Program Coordinator
2. Stz'uminus EOC Director
3. Stz'uminus Chief or Council Representative.

If any member of the Stz'uminus Emergency Response Team becomes aware of an emergency situation or imminent situation affecting Stz'uminus reserve lands:

That team member will make the following telephone calls:

1. Emergency response agencies at **911**
2. Stz'uminus Emergency Program Coordinator
3. Stz'uminus Chief
4. Stz'uminus Director of Administration
5. Other emergency call-outs as deemed necessary.

The contact list can be found in Appendix I of this plan.

All members of the Stz'uminus Council and Emergency Response Team will report immediately to the Emergency Operations Centre.

The Emergency Program Coordinator or the EOC Director will make contact with as many members of Stz'uminus Council as possible, and Emergency Management BC.

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

Forward a copy of the declaration to EMBC at 1-800-663-3456 (Fax: 250-952-4888).



## 8.0 EVACUATION PLAN AND COMMUNITY MAPS

### 8.1 SHELTER-IN-PLACE

Detail to be developed based on the existing neighbourhoods program.

### 8.2 EVACUATIONS

An evacuation is the action by which one or more persons leave the place they are occupying to avoid a real or potential threat. To enact an evacuation (partial, total, and selective) Chief and Council will have declared a State of Local emergency (Stz'uminus First Nation Emergency Form 01). The Chief and Council will normally be working with the federal and provincial governments and advised of the specific threat or situation. The decision for a planned evacuation is made in stages, when time permits, with notice given initially as an evacuation alert (Stz'uminus First Nation Emergency Form 02) and if required by an evacuation order (Stz'uminus First Nation Emergency Form 03). When the event is over and it is safe to return home, there will be an evacuation rescind (Stz'uminus First Nation Emergency Form 07).

Identify any people who are allowed to remain in the community to support response (wildfire response personnel, first responders, *etc*) and indicate how they will be identified as being allowed to remain. (ie. Wristbands, badges, *etc.*).

#### **VOLUNTEER EVACUATION PROCEDURES**

Volunteer evacuation occurs when a community member(s) makes a choice to evacuate before an evacuation order.

If the person(s) wish to evacuate because they require specialized medical or other forms of special care, Health and ESS support may be available before an evacuation order is issued. The EOC must contact EMBC and request ESS support for at risk community members before Health and ESS support is provided.

If any agency has responded to your incident, identify at-risk community members who may require pre-evacuation due to medical or specialized care requirements.

#### **Stage 1 - Evacuation Alert**

The alert (Stz'uminus First Nation Emergency Form 02) highlights the nature of the danger and that people should be prepared to evacuate the area on short notice. The evacuation alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice.

When it has been decided that an evacuation may be pending, it is very important to ensure all of those who may be evacuated receive this information as soon as possible. As the stress associated with evacuating one home would be high, providing as much warning as possible and giving a list of suggested items to take with them will assist in alleviating stress.

A notification by social media or other means will be made for members not on reserve at the time.



### **Stage 2 - Evacuation Order**

The Stz'uminus Reserve population at risk is ordered to evacuate the area specified in a formal written order (Stz'uminus First Nation Emergency Form 03). Evacuation is mandatory. Residents refusing to leave will be fully responsible for themselves and may not receive further support. Stz'uminus will retain the right to protect minors. Evacuation will be facilitated by the RCMP at the request, and under the authority, of Chief and Council.

A notification by social media or other means will be made for members not on reserve at the time.

### **Stage 3 - Evacuation Rescind**

When the emergency which necessitated the evacuation is under control and the emergency area is declared safe, a Rescind of the Evacuation Order should be implemented (Stz'uminus First Nation Emergency Form 07).

A notification by social media or other means will be made for members not on reserve at the time.

## **8.3 PETS AND LIVESTOCK**

To be developed.

## **8.4 LOCATION AND EGRESS**

### **Egress - Chemainus 13**

Egress from Chemainus 13 is via Shell Beach Road and Brenton Page Road to Hwy 1 (4 km south of Nanaimo airport or six km north of Ladysmith).

Egress from Chemainus 13 is also available to Hwy 1 north via Tideview Road or Kulleet Road via Church Road to Doole Road, Yellow Point Road, and finally Cedar Road.

### **Egress - Oyster Bay 12**

Oyster Bay 12 straddles Hwy 1 five km south of Nanaimo airport or five km north of Ladysmith. The administration offices access the highway via Sampson Way.

See Figure 9. Egress Map Oyster Bay 12 and Chemainus 13 on the following page.

### **Egress - Squaw-hay-one 11**

Egress from Squaw-hay-one 11 is by Chemainus Road either north or south. We note that Say-la-quas is not inhabited.

See Figure 10 - Egress from Squaw-hay-one on the following page.



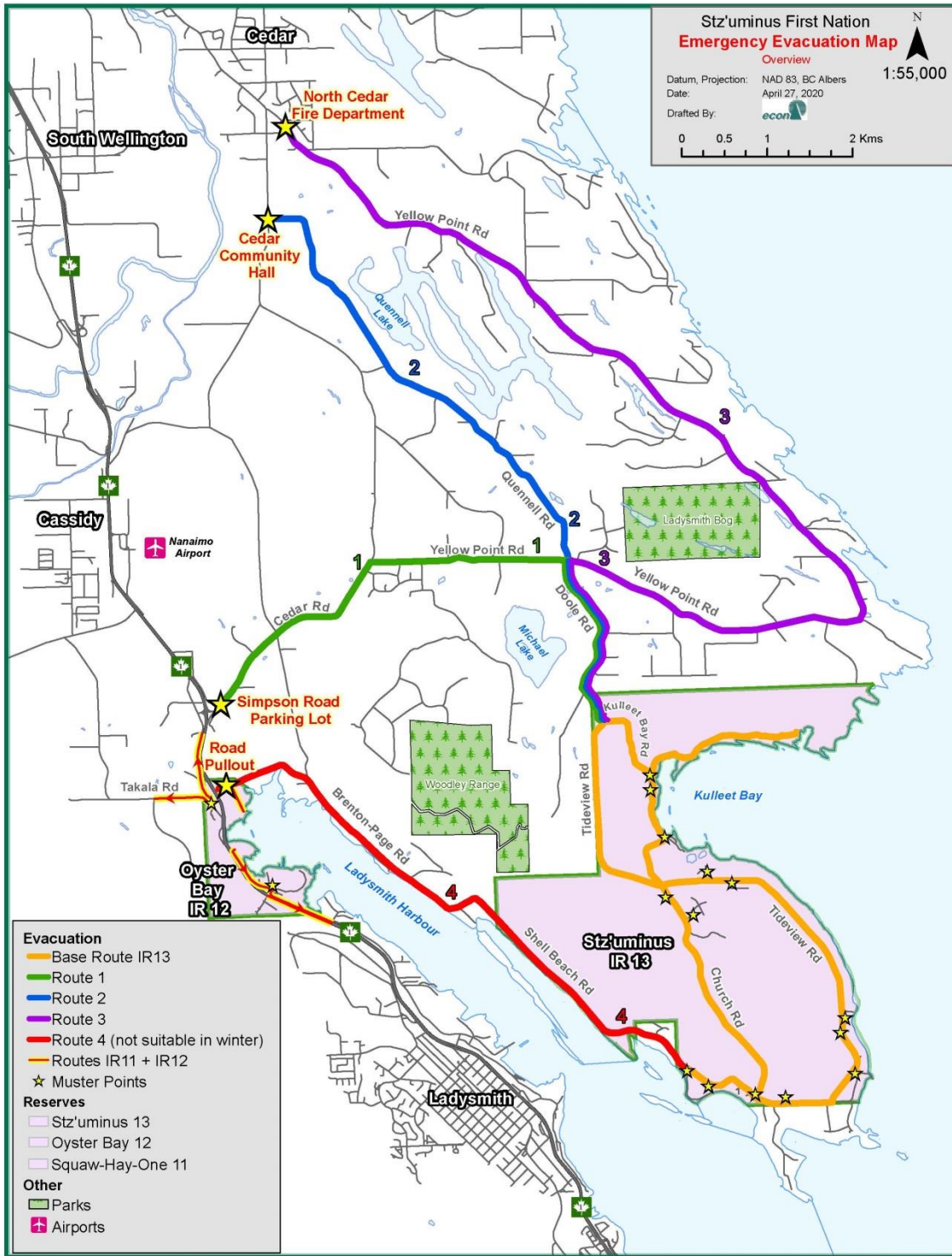


Figure 9 - Egress Map Oyster Bay 12 and Chemainus 13



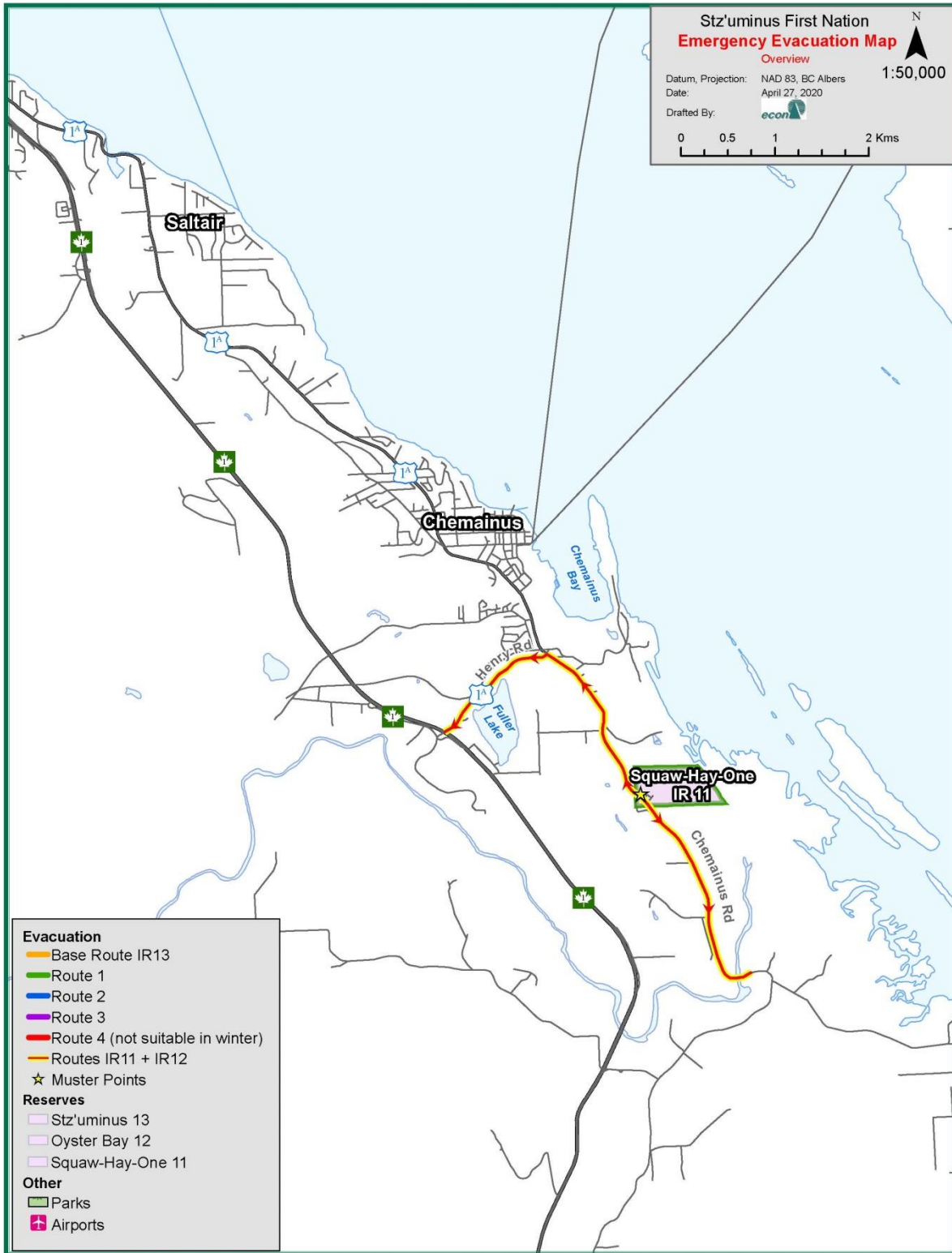


Figure 10 - Egress from Squaw-hay-one



## 8.5 COMMUNITY MAPS

The community maps provide details on the locations of roads, residences, and Stz'uminus First Nation offices and infrastructure. These maps can be found in Appendix VII.

The community maps are an essential tool for the evacuation process. They indicate house numbers which correspond to those used in Appendix III - Homes and Persons List.

## 8.6 EVACUATION PROCEDURES

### EMERGENCY RESPONSE – EVACUATION PROCEDURES

If a state of local emergency has been declared for the Stz'uminus Reserve(s) the Emergency Program Coordinator is responsible for duties presented below.

In the case of a **Local State of Emergency** on or the Stz'uminus Reserve:

The SFN **EOC Director** will:

- Maintain contact and dialogue with Chief and Council, Emergency Management BC and the emergency services incident commander in evaluating the severity of the emergency and the necessary action.
- Review the Homes and Persons List (Appendix III of this plan).
- Participate in Emergency Management BC conference calls for important information and situation reports.

- Along with Emergency Management BC determine what is appropriate: evacuation alert; evacuation order; or shelter-in-place.
- Under the authority of Chief and Council and in concert with the Emergency Management Committee, the EOC Director will issue an **EVACUATION ALERT**.
- When the population is determined to be at imminent risk the EOC Director will with approval from Chief and Council, issue an **EVACUATION ORDER**.
- If it is deemed safer to stay put and indoors, the EOC Director will with approval from Chief and Council, issue an order to **SHELTER IN PLACE**.

See Next Page





In the case of an **Evacuation Order** or **Shelter-in-Place Order**:

The SFN **EOC Director** will:

- Under the authority of Chief and Council and in concert with the Emergency Management Committee issue the order (SFN Emergency Form 03).
- Complete evacuation procedure instructions (SFN Emergency Form 04).
- Contact RCMP to enforce the evacuation order and/or manage traffic.
- Mobilize the Stz'uminus Guardians to do door-to-door and traffic management duties.
- Ensure that member registration takes place and designate a first aid area.
- Assign staff/Guardians to visit all homes to assess the situation and provide information.
- Make social media announcement.

Those assigned to home visits will:

- Go door-to-door quickly;
- Advise occupants of evacuation order and give them a copy of the evacuation order along with the instructions.
- At each home complete the evacuee information (SFN Emergency Form 05).
- Remind occupants of their designated reception center.
- Use flagging tape according to the following colour code to ensure all people are informed as efficiently as possible:

|   |
|---|
| • Blue – Not at home during first visit, must visit again |
| • Pink – Notified, ready to leave when ordered            |
| • Yellow – Verified that the home has been evacuated      |
| • Orange – Refused to evacuate                            |
| • Red – Vulnerable occupants requiring assistance         |

When it is determined that it is safe to return, the EOC Director will:

- Under the authority of the Chief, and in concert with the Emergency Management Committee, communicate the rescind order (SFN Emergency Form 07).
- Direct operations to return residents needing assistance.
- Under the authority of the Chief, and in concert with the Emergency Management Committee, communicate the cancellation of the state of local emergency order.
- Close and dismantle the EOC in an orderly manner.
- Complete an incident report (SFN Emergency Form 15).
- Work with the Director of Governance on post disaster recovery.



## 9.0 LOGISTICAL SUPPORT AND RESOURCES

This Section describes facilities and equipment available to support emergency response on the Stz'uminus reserves.

### 9.1 WATER AND SERVICES

The Stz'uminus Oyster Bay 12 reserve is adjacent to the Town of Ladysmith. An agreement is in place with the Town to provide municipal services to Stz'uminus First Nation including water, wastewater and fire protection services. Stz'uminus First Nation, in return, covers the cost of those services and complies with Town bylaws.

Chemainus 13 has four (4) wells for drinking water with 1,000 m<sup>3</sup> reservoir storage, and with 500m<sup>3</sup> reserved for firefighting. The total steady state pumping rate is about 5L/sec peak hour and the peak summer usage rate is 6L/sec which makes it difficult to replace water into the reservoir after a fire. It would take 3-4 weeks to refill the reservoir in the summer if fully drained.

Diesel fuel backup power generators are available for both of the water well pump houses and also used for the sewer pumps during a power outage.

The Stz'uminus Squaw-hay-one 11 (10 homes and about 40 population) and Say-la-quas 10 (undeveloped) reserves are served with water by the Municipality of North Cowichan and are south of Chemainus. Squaw-hay-one 11 sewer services are provided by septic systems.

### 9.2 SITE RESPONSE SERVICES

Fire and rescue service for the Stz'uminus Oyster Bay 12 and Chemainus 13 reserves is provided by agreement with the Town of Ladysmith. Service is provided from the North Oyster Hall (4821 Yellow Point Rd, Ladysmith, BC V9G 1H2 (250) 245-5111) and from the Ladysmith fire hall at 330 6 Ave, Ladysmith, BC V9G 1S4. Phone: (250) 245-6436.

Fire and rescue service for the Stz'uminus Squaw-hay-one 11 and Say-la-quas 10 reserves is provided by the North Cowichan Fire Department at Chemainus.

Oyster Bay Fire Department and Chemainus Fire Department both have agreements in place with Stz'uminus First Nation to provide services.

Policing for the Stz'uminus Reserve is provided by the Ladysmith Detachment of the RCMP.

Emergency medical service is provided by the British Columbia Ambulance Service (BCAS), which is dispatched through the 9-1-1 system. Regional dispatch is located in Victoria. In addition, there is a Provincial Air Ambulance Coordination Centre (PAACC) located just north of Victoria that will handle air- evacuations, transfers between regions, other provinces, and other countries.

The two closest hospitals (Duncan and Nanaimo Regional) are both 30 minutes away. Health care delivery in the "golden hour" is not a practical expectation.

Cowichan Valley Search & Rescue is available through the RCMP.

### 9.3 STZ'UMINUS FIRST NATION EMERGENCY OPERATIONS CENTRE

Primary EOC Location: SFN Administration Building (250-245-7155) 12611A Trans-Canada Highway, Ladysmith, BC phone: 250-245-7155/ fax: 250-245-3012 Building "B" mini board room



**Secondary EOC Location:** SFN Community Centre 3945 Shell Beach Road. Community Recreation Coordinator is Shirley M Louie (work: 250-245-9372/ cell: 250-619-6635).

## 9.4 STZ'UMINUS RECEPTION CENTRE AND MUSTER POINTS

If residents of Stz'uminus First Nation must leave their homes, they will be requested to either move to their neighbourhood muster points or check in at the Stz'uminus First Reception Centre at Community School in the Hub on Shell Beach Road. Follow instructions and further information will be available at the reception centre.

Businesses will have individual muster points as defined in their plans.



Source: Google Maps

**Figure 11 - Emergency Site Response**

## 9.5 COMMUNICATIONS

Stz'uminus First Nation has a VHF system with equipment as described below.

| Location                               | Equipment               |
|--|-------------------------|
| Transportation Department Office (HUB) | Base radio and antenna. |
| Primary School (HUB)                   | Base radio and antenna. |



|                               |   |
|-------------------------------|---|
| Community Gym (HUB)           | Antenna setup only.                                       |
| Buses                         | Built-in in all buses.                                    |
| Public Works Vehicles         | Garbage truck and two pickup trucks have built-in radios. |
| Emergency Coordinator/Liaison | Portable base radio with portable antenna.                |
| Portable Hand Held Radios     | 12 available.   |

Stz'uminus First Nation will implement social media, their newsletter, and website to inform the public of changing situations.

89.7 CICV FM (Juice FM) is the primary local emergency information media for the Stz'uminus area.

Members are encouraged to sign up for the Cowichan Valley Regional District alert system at:

<https://www.cvrld.bc.ca/2276/Emergency-Notifications>

## 9.6 TRANSPORTATION AND OTHER EQUIPMENT

The Stz'uminus transportation department will be called on in the case of an emergency to supply vehicles and drivers as required. Evacuation is directed by the EOC. Transportation will be advised of the situation and given as much notice as possible to be prepared to move residents as needed.

Evacuation mapping provides muster points where evacuees will gather for pickup and evacuation routes. Destinations will be identified by the EOC as per the particular situation.

Keys to gates are available through public works/Della Daniels.

The two community vans (two wheel drive 15 persons) may be available to support evacuations, as well as six buses with various capacities ranging up to 72 persons.

Approximately eight to 10 individuals on reserve have access to boats.

There are 12 hand-held radios to be used for emergency communication, and CVR VHF may be utilized.

There is no cache of food or other essentials.

## 9.7 INFORMATION MANAGEMENT

Initial preparations for emergency response includes hardcopy forms and information systems.

Forms can be found in Appendix IX.



## 10.0 RECOVERY ROLES AND PROCEDURES

Critical incident stress support staff can be arranged through EMBC. Trained personnel should conduct critical incident stress debriefings and provide grief counseling.

Incident debriefing is required after any significant incident or emergency event. A review and report should be conducted using Stz'uminus First Nation Emergency Form 11.

Indigenous Services Canada (ISC) will assist with recovery costs and to rebuild infrastructure. ISC will work primarily through Emergency Management BC. Stz'uminus First Nation will claim for costs incurred through Emergency Management BC, as per the *Guide for BC Local Authorities and First Nations – Financial Assistance for Emergency Response and Recovery Costs* (available at <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery> ).

The responsibilities of community staff with regard to recovery following an emergency are provided below.

### PROCEDURE CHECKLISTS FOR RECOVERY STAGE

Recovery operations in the EOC utilize the same functional positions as in response, but may involve different tasks. This section summarizes the core functions in recovery to assist the effort. Note that the functions may be decentralized due to the duration of the recovery process. In order to understand the scope of the recovery process, a generally accepted rule is for every one day of the event the recovery period will require forty days (if the event lasts 4 days; recovery period will take 160 days).

### EOC DIRECTOR RESPONSIBILITIES

The EOC Director is responsible for leading the overall recovery effort. During prolonged recovery efforts, consideration should be given to identifying a position responsible for the oversight of recovery to perform the required submission and liaison with EMBC and ISC.

Typical recovery duties include:

- Inform and brief Chief and Council;
- Provide leadership for decisions;
- Request advice and/or guidance from ISC if required;
- Issue public information releases; and
- Ensure safety of recovery activities.

### OPERATIONS RESPONSIBILITIES

The Operations Section is responsible for restoring community services and utilities to normal pre-emergency/disaster day-to-day operations.

Typical recovery duties include:

- Provide building and public safety inspections;
- Remove debris;
- Restore medical facilities and services;
- Restore government facility functions;
- Demolish buildings;
- Restore utilities; and
- Provide emergency housing.



## **PLANNING RESPONSIBILITIES**

The Planning Section documents and provides direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

Typical recovery duties include:

- Provide documentation of response and recovery for disaster assistance;
- Provide after-action reports consistent with BCEMS requirements;
- Provide direction in land use and zoning issues;
- Issue building permits;
- Develop alternative building regulations and code enforcement;
- Review and revise the emergency plan, as needed;
- Provide an Action Plan for recovery operations;
- Prepare redevelopment plans;
- Prepare recovery situation reports;
- Document recovery operations; and
- Recommend mitigation plans.

## **LOGISTICS RESPONSIBILITIES**

The Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment.

Typical recovery duties include:

- Allocate office space;
- Provide recovery supplies and equipment; and
- Provide vehicles and personnel.

## **FINANCE/ADMINISTRATION RESPONSIBILITIES**

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies.

Typical recovery duties include:

- Facilitate application process for Emergency Response Funding and Disaster Financial Assistance;
- Manage public finances;
- Prepare and maintain the recovery budget;
- Develop and maintain contracts;
- Process accounting and claims;
- Manage insurance settlements;
- Ensure correct EMBC task number and authorization by contacting the Emergency Coordination Centre at EMBC in Victoria (1-800-663-3456);
- Complete appropriate EMBC claims and task forms; and
- Submit forms to EMBC Regional Manager within 60 days of authorized emergency response task.



## 11.0 TRAINING AND EXERCISING

Plan effectiveness will depend on available skills supported by training and practice exercises.

### 11.1 EOC TRAINING

Training of responsible staff will be a first priority for implementation of this plan. Training will build over time and include alternates and interested members in order to provide added depth and redundancy to our program.

Training should follow a path to completion of technical qualifications, beginning with introductory courses. The Justice Institute of BC offers certificate, diploma, and degree courses of education in emergency management and safety administration.

The following courses are recommended for the first round of training of Stz'uminus First Nation emergency preparedness staff:

- Introduction to Emergency Management;
- Incident Command System Level 100; and
- Introduction to Emergency Operations Centres.

### 11.2 GUARDIANS TRAINING

The Guardians are the front-line of Stz'uminus response. The Guardian team is currently undergoing training in foundational skills such as Workplace Hazardous Materials Information System (WHMIS), traffic control, basic security, and FNESS wildfire fighting.

### 11.3 EXERCISES

Exercises will be introduced to the emergency management program as capability and capacity is developed. A stepwise approach to the use of exercise might be:

1. Participate in exercises put on by neighbours;
2. Stz'uminus First Nation table top exercises; and
3. Stz'uminus First Nation functional exercises.

### 11.4 FIRST AID TRAINING

A regular program of training in first aid should be established for staff and community members. Select staff should be trained to first aid level 3.



## 12.0 RISK MITIGATION

To be completed.

### 12.1 COMMUNITY WILDFIRE PROTECTION PLANNING

### 12.2 FIRESMART PROGRAM

### 12.3 COMMUNITY AND HOUSEHOLD PREPAREDNESS

Emergency program engagement with community has long includes newsletters and the distribution of information materials such as Prepared BC pamphlets on preparedness for households, small businesses, tourism operators, and those with disabilities.

Specific activities include:

- BC Shakeout exercise for the administration offices in October of 2020;





## 13.0 EMERGENCY PROGRAM MAINTENANCE

### 13.1 ADOPTION OF PLANS AND PROGRAM

It is essential for implementation of emergency preparedness planning to achieve official adoption by community leadership.

Chief and Council should consider the creation of a by-law supporting the provisions of the *All-Hazards Emergency Management Plan*.

A draft Band Council resolution is presented in Appendix VII as a template for Council consideration in adoption of the plan. On an ongoing basis, this resolution should be a high priority for each newly elected Council.

### 13.2 PROGRAM MAINTENANCE

The Emergency Program Coordinator has sole responsibility for maintaining this plan. The Coordinator is also responsible for ensuring that response structures are in place.

Holders of copies of the plan are responsible for ensuring that their copies are current and that all revisions are incorporated into their work practice.

The Emergency Management Committee will be responsible for holding regular review and update meetings, ensuring that the team is continuously strengthened through training and education.

The community will be supported and advised on ways to acquire further resources.

### 13.3 ANNUAL REPORTING AND PLANNING

The Emergency Program Coordinator has sole responsibility for annual reporting and planning.

Annual planning ensures that the specific activities undertaken are moving the program towards its goals. Annual work planning includes the following elements:

- Evaluation of results based on tangible measurement of progress towards goals and objectives measured against the past annual plan;
- Setting of new goals for:
  - Program delivery;
  - Staff training;
  - Community communication engagement and education;
- Program budgeting; and
- Capital planning: ensure resources are available to meet goals.

The *Annual Report and Plan* will contain:

- A report on activities, outcomes, and achievement of goals in the past year;
- Renewed five-year and one-year goals;
- A work plan with monthly resolution;
- A budget with monthly resolution;
- A capital plan; and
- A community report for public distribution.



## 14.0 ACRONYMS AND DEFINITIONS

**British Columbia Ambulance Service (BCAS):** Created in 1974, the BC Ambulance Service (BCAS) is legislated to provide emergency medical services in BC under the Medical Services Act.

**British Columbia Emergency Management System (BCEMS):** The BCEMS identifies the standardized approach to emergency response management to be utilized and practiced by provincial government agencies, ministries, and crown corporations. The BCEMS is based on the Incident Command System (ICS).

**Emergency Operations Centre (EOC):** An Emergency Operations Centre (EOC) is activated to oversee and coordinate activities in the event of a major emergency.

**Emergency Support Services (ESS):** Emergency Support Services are those Municipal services that are provided short term (generally 72 hours) to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.

**Responsibilities:** To plan for the short-term basic needs of all individuals in the event of an emergency or disaster

**Incident Commander (IC):** This individual is responsible for the management and coordination of all operations at the Incident Command Post during an emergency/disaster. This role is delegated to the most senior staff member on site, and will remain in that position until relieved by a more qualified person.

**Incident Command System (ICS):** A standardized emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is based on the following principles:

### Incident Command

- Sets objectives and priorities
- Has overall responsibility at the site

### Operations

- Directs resources
- Carries out the response activities described in the plan
- Directs operations and ensures safety of staff

### Planning

- Collects and evaluates information
- Develops incident action plans
- Maintains resource status (personnel, equipment)
- Maintains incident documentation

### Logistics

- Provides support to meet the incident needs
- Provides resources
- Provides other services to support the incident

### Finance/Administration

- Monitors costs related to the incident
- Provides accounting, procurement, time recording and cost analysis



**Stz'uminus Lands** – Reserve lands and any other lands acquired, owned, or held in partnership or through any other instrument by Stz'uminus First Nation.

**Neighbourhood Emergency Management Program (NEPP):** A NEPP is made up of individuals and neighbors working in partnership towards emergency preparedness. The program involves both, personal preparedness as an individual or family, and planning/training as a neighborhood to respond safely and effectively during a disaster.

**Provincial Emergency Coordination Centre (PECC):** If a PEOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established. The PECC provides inter-region policy direction and coordination for emergencies involving more than one PEOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters, such as earthquakes, floods or interface fires.

**Emergency Management B.C. (EMBC):** EMBC assumes the following responsibilities in the event of a major emergency or disaster.

- Coordinates all requests for provincial or federal emergency assistance.
- Makes appropriate requests to Provincial Ministries, if the requesting parties resources are not adequate for an effective response to the disaster.
- Recommends to the Provincial Government that a Provincial State of Emergency be declared.
- Maintains a Provincial Public Information program during all phases of a disaster.
- Responsibilities:
- Arrange for Worker's Compensation coverage to registered emergency workers.
- Provides and maintains a Provincial Public Information Program during all phases of a disaster.

Contact Information: 1-800-663-3456

**Provincial Regional Emergency Operations Centre (PREOC):** An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.



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## 15.0 APPENDICES



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## APPENDIX I. EMERGENCY MANAGEMENT CONTACT LISTS

# EMERGENCY CALL OUT PRIORITY

### EMERGENCY PRIORITY CALL-OUT CONTACTS

| Agency   | Emergency #    | Contact Point or Note  |
|--|----------------|--|
| Police, Fire, Ambulance  | 911            | If appropriate, call Centre staff will contact the Cowichan Valley Regional District EMS.                                    |
| Aboriginal Liaison, Ladysmith RCMP                                       | 778-268-4117   | Cell number of Constable Glen Martin.  |
| Wildfire on Stz'uminus First Nation Land                                 | 911            | If the fire department requires assistance they may call the BC Wildfire Service for support.                                |
| Wildfire on Stz'uminus First Nation Land (second call and discretionary) | 1-250-951-4200 | Fire Line – Coastal Fire Centre for notification purposes.   |
| Emergency Management BC  | 1-800-663-3456 | Provincial Emergency Coordination Centre   |
| Indigenous Services Canada   | 1-604-209-9709 | Duty Officer   |
| First Nations Emergency Services Society (FNESS)                         | 1-877-263-3456 | Duty Officer   |
| Joint Rescue Co-ordination Centre (Air and Marine Emergencies)           | 1-800-567-5111 | Canadian Forces, Coast Guard – Victoria<br><a href="http://www.ccg-gcc.gc.ca/e0003868">http://www.ccg-gcc.gc.ca/e0003868</a> |
| Spill Reporting  | 1 800 663-3456 | Victoria   |
| BC Hydro   | 1-888-769-3766 | Power interruptions  |
| Wildfire Reporting   | 1-800-663-5555 | BC Wildfire Service  |
| Poison Control Centre  | 1-800-567-8911 | B.C. Drug and Poison Information Centre  |
| Critical incident Stress Management                                      | 1-855-969-4321 |  |
| Wildlife and Environment   | 1-800-663-9453 | Environmental Violations, Dangerous Wildlife & Human Conflicts:  |
| Fisheries and Fish Habitat Violations                                    | 1-800-465-4336 | Observe Record Report  |
| Poachers and Polluters   | 1-877-952-7277 | RAPP line  |



**STZ'UMINUS FIRST NATION EMERGENCY RESPONSE TEAM**

| Contact           | Emergency Role  | Work | Cell | Home |
|-------------------|---|------|------|------|
| Roxanne Harris    | Policy, Information Officer                                 |      |      |      |
| Tim Harris        | Policy  |      |      |      |
| Peter Seymour     | Policy, Secondary Transportation                            |      |      |      |
| Margaret Seymour  | Policy  |      |      |      |
| Maureen Tommy     | EOC Director, Policy  |      |      |      |
| Tammie Myles      | Risk Management, Alternate EOC Director                     |      |      |      |
| Krista Perrault   | Liaison, Alternate Operations                               |      |      |      |
| Damien Daniels    | Information Assistant                                       |      |      |      |
| Richard Wilson    | Operations  |      |      |      |
| Heather Thorne    | Alternate Operations  |      |      |      |
| Jennifer Jones    | Health Branch   |      |      |      |
| Cheryl Sampson    | Secondary Health Branch                                     |      |      |      |
| Shirley Louis     | ESS Branch  |      |      |      |
| Shaun Crocker     | Alternate ESS Branch  |      |      |      |
| Terry Seymour     | Public Works  |      |      |      |
| Darren Jacobs     | Public Works- Water & Sewer                                 |      |      |      |
| Sandy David       | Guardians   |      |      |      |
| Teoni Jameson     | Planning Section Chief                                      |      |      |      |
| Dean Harris       | Alternate Planning Section                                  |      |      |      |
| Della Daniels     | Logistics Section Chief, Alternate Risk Management, Liaison |      |      |      |
| Delia Johnson     | Transportation  |      |      |      |
| Justin Magnuson   | Secondary Transportation                                    |      |      |      |
| Ronda Jordan      | Finance Chief , Policy                                      |      |      |      |
| Danielle Erickson | Secondary Finance Chief                                     |      |      |      |
| Edna Jack         | Time Unit   |      |      |      |
| Christina Harris  | Secondary Time Unit   |      |      |      |





## OTHER (NON-EMERGENCY) CONTACTS

| Agency  | Contact   | Telephone                        |
|---|---|----------------------------------|
| BC Ambulance  | Non-emergency   | 250-758-8181                     |
| BC Centre for Disease Control                       | Non-medical information about COVID-19                                      | 1-888-268-4319                   |
| BC Hydro  | Ted Olynyk  | 250-755-7180                     |
| BC Wildfire Service                                 | Zone Wildfire Coordination Officer  | 250-286-7560                     |
| BC Ministry of Highways                             | DriveBC Highway Conditions  | 1-800-550-4997                   |
| Canadian Red Cross                                  | Emergency<br>First Aid/Water Safety   | 1-888-800-6493<br>1-877-356-3226 |
| Canadian Disaster Animal Rescue Team                | <a href="http://www.cdart.org/index.htm">http://www.cdart.org/index.htm</a> |                                  |
| Civil Air Search and Rescue Association (CASARA)    |   | 204-953-229                      |
| Conservation Officer Service                        | Poachers and Human-Wildlife Conflict  | 1 877 952-7277                   |
| Coast Guard   | Marine Emergencies 24/7 (Victoria)  | 250-363-6333                     |
| Coroner   | Nanaimo<br>Vancouver Island   | 250-755-2240<br>250-356-9133     |
| Cowichan District Hospital                          | In an emergency dial 911.   | (250) 737-2030                   |
| CVRD- Public Safety Division                        | Jason de Jong   | (250) 746-2562                   |
| Highway Maintenance                                 | Mainroad South Island Contracting LP  | 1 877 391-7310                   |
| Emergency Management BC Headquarters                | Routine calls/inquiries   | (250) 962-4913                   |
| Emergency Management BC Vancouver Island Region     | Ryan Wainwright   | 236-478-1176                     |
| Emergency Management BC                             | Recovery and Funding Programs   | (250) 952-5505                   |
| Emergency Support Services                          | Program office – Victoria   | 1-800-585-9559                   |
| First Nations Health Authority                      | Emily Dicken<br>Director of Crisis Response Center                          | 778-988-210                      |
| First Nations Health Authority Environmental Health | Peter Mazey   | 250-360-6140                     |
| First Nations Health Authority CDC Nurse Specialist | Wendy Rhymer  | (604) 842-5389                   |
| Fisheries and Oceans Canada                         | Main Number<br>Pacific Biological Station                                   | 250-754-0230<br>250-756-7000     |
| Indigenous Services Canada                          | Duncan Stephen, Emergency Manager   | (604) 353-9022                   |
| Ladysmith Fire Department                           | Ladysmith Fire Hall   | 250-245-6436                     |
| Nanaimo Airport                                     |   | 250-245-2157                     |
| North Oyster Fire Department                        | Chief Florian Schultz   | (250) 245 5111<br>(250) 616 3525 |
| RCMP - Ladysmith                                    | Constable Glen Martin   | 778-268-4117                     |
| RCMP - Ladysmith                                    | Non-emergency number  | (250) 245-2215                   |
| Search and Rescue                                   | Ladysmith - Jeffrey Haack   | 250-245-7761<br>250-952-4899     |
| Transport Canada                                    | Nanaimo   | (250) 754-0244                   |
| Western Canada Marine Response Corporation          | Nanaimo   | 778-841-0280                     |





## Website Resource List

Cowichan Valley Regional District Emergency Alert System

<https://www.cvrld.bc.ca/2276/Emergency-Alert-Registration>

Emergency Alerts <http://emergencyinfobc.gov.bc.ca>

Emergency Preparedness, Response & Recovery

<http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery>

BC River Forecast Centre

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre>

Earthquakes

[www.earthquakescanada.nrcan.gc.ca/index-eng.php](http://www.earthquakescanada.nrcan.gc.ca/index-eng.php)

For information on wildfires

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

The PreparedBC website ([www.gov.bc.ca/PreparedBC](http://www.gov.bc.ca/PreparedBC)) is a central hub of information to help individuals and communities prepare before disaster strikes. The website provides general emergency information and hazard-specific information for everyone in your community. Specific resources are available to help prepare children, seniors, those with disabilities, business & tourism operators and those with pets & livestock. Online resources include videos, downloadable PDF guides, infographics and more.



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## **APPENDIX II. COMMUNITY PROFILE AND DEMOGRAPHICS**



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## APPENDIX III. HOMES AND PERSONS LIST



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## APPENDIX IV. HAZARD, RISK AND VULNERABILITY ASSESSMENT

A day-long hazard, risk, and vulnerability assessment workshop was held on March 3<sup>rd</sup>, 2020. The purpose of the hazard, risk and vulnerability assessment (HRVA) is to help Stz'uminus First Nation make risk-based choices to address vulnerabilities, mitigate hazards, and prepare for response to, and recovery from, hazard events.

The objective is to anticipate problems and possible solutions to help save lives and property, reduce damage, and speed recovery. Achievement of this objective requires the consideration, not only of hazards, but of the relative severity of those hazards and the likelihood of their occurrence.

A **hazard** is a source of potential harm, or a situation with a potential for causing harm, in terms of human injury, damage to health, property, the environment, and other things of value, or some combination of these.

**Risk** means the chance of injury or loss as defined as a measure of the likelihood and severity of an adverse effect to health, property, the environment, or other things of value.

**Vulnerability** refers to people, property, infrastructure, industry and resources, or environments that are particularly exposed to adverse impact from a hazard event.

Consideration of these factors results in the hazard and risk profile presented in Figure 12 - Hazard and Risk Profile.

The hazard and risk profile is the starting point from which the Stz'uminus First Nation Emergency Management Plan is prepared and upon which allocation of resources is made for risk mitigation and community preparedness.

Particular high risk hazards for Stz'uminus First Nation are:

1. Air Quality
2. Hazardous materials spill
3. Wildfire
4. Structural fire
5. Extended severe weather
6. Communicable disease emergency
7. Drinking water interruption
8. Motor vehicle accident
9. Extended loss of power
10. Earthquake
11. Boating accident

Drinking water shortages has been subsequently identified as a high risk hazard. This will be addressed in the next assessment process.



|                   |  |   |   |   |
|-------------------|--|---|---|---|
| <b>Likelihood</b> | 4<br><b>Very Likely</b><br>(1-3 years)   | <b>Heat Wave</b><br><b>Poor Air Quality</b> | <b>Extended Severe Weather</b>  | <b>Wildfire</b><br><b>Structural Fire</b><br><b>Extended Loss of Power</b><br><b>Marine Spill</b> |
|                   | 3<br><b>Likely</b><br>(3-10 years)       |   | <b>Communicable Disease</b><br><b>Hazardous Materials Spill</b><br><b>Drinking Water Interruption</b> | <b>Motor Vehicle Accident</b>   |
|                   | 2<br><b>Unlikely</b><br>(10-50 years)    | <b>Flooding</b>                             | <b>Extended Drought</b>   | <b>Earthquake</b><br><b>Boating Accident</b>  |
|                   | 1<br><b>Very Unlikely</b><br>(50+ years) | <b>Civil Unrest</b>                         |   |   |
|                   |  | 1<br><b>Minor</b>                           | 2<br><b>Moderate</b>  | 3<br><b>Severe</b>  |
|                   |  | <b>Impact</b>                               |   |   |

**Figure 12 - Hazard and Risk Profile**

The table on the next page provides some insights into the discussions which resulted in Figure 12 - Hazard and Risk Profile.



| Hazard                  | Impacts/Likelihood<br>Vulnerability/Risk Reduction   | Likelihood  | Impact   |
|-------------------------|--|-------------|----------|
| <b>Geological</b>       |  |             |          |
| Earthquake              | Direct impact - homes, access<br>General scenario - self-reliance, support other communities<br>Land stability, water quality,<br>Don't differentiate between big and small<br>Critical infrastructure<br>Modern construction of Penelakut Tribe houses<br>Town water, BC Hydro power<br>Vulnerability - end of line, low population, low priority for repair<br>Resiliency - establish backup water supply                          | Unlikely    | Severe   |
| <b>Meteorological</b>   |  |             |          |
| Wildfire                | Air quality, unstable terrain, homes, structures<br>Particularly vulnerable, interface fire<br>Random occurrences of human caused, more tourist activity<br>Recent fire above community on mountain which touched onto reserve<br>Areas of high and extreme danger identified by CWPP  | Very likely | Severe   |
| Structure Fire          | Structural fires can become wildfires<br>High risk and vulnerability in First Nations communities  | Very Likely | Severe   |
| Flooding                | Direct impact, or flooding in other areas resulting in isolation<br>Food supply, mould<br>Direct event vulnerability - lower houses (3) near river<br>Water ponding/site drainage<br>Earthquake related (mass ground movement blocking water flows)<br>Consider economic impact.<br>Isolation economic impacts   | Unlikely    | Minor    |
| Extended severe weather | Temporal element<br>Heavy snowfall, freezing rain<br>Infrastructure, communications, transportation<br>Isolation - food resources (Penelakut Tribe and the town!)<br>Heating homes<br>Ties up responder agencies<br>Power interruptions, no water, freezing pipes, septic fields, supplies run out<br>Access to medications, Elderly special needs<br>Family re-unification<br>Generators - consider fuel needs, theft of generators | Very Likely | Moderate |
| Extended Drought        | Impact on town water.  | Unlikely    | Moderate |
| Poor Air quality        | Vulnerable segment of members only<br>Know who they are and address  | Very likely | Minor    |



|                                |  |               |          |
|--------------------------------|--|---------------|----------|
| Excessive Heat                 | Impacts marginalized people<br>Air conditioning in all houses<br>Relief centres - office air conditioner<br>Make sure water is available<br>Danger in cumulative impacts - power going off during heat wave, etc.<br>Pump for water cans for Elderly or those with a disability. | Very likely   | Minor    |
| <b>Biological</b>              |  |               |          |
| Communicable disease           | FNHA active in pandemic planning<br>Island Health<br>Stz'uminus Island flu epidemic as example<br>Vulnerability based on small size, family, close living quarters.  | Likely        | Moderate |
| <b>Technological</b>           |  |               |          |
| Hazardous Materials Spill      | Health and safety issue as well as isolation issue<br>Pools and chemicals<br>Transportation spill - chemicals, explosives, gas, petroleum<br>Shelter in place - make sure residents understand this.   | Likely        | Moderate |
| Drinking Water Interruption    | (Added August 2020). IR#13 is at high risk to water interruption due to low well production capacity. Any significant firefighting demand would exhaust the well. A long period of time will be needed for the pumps to refill the reservoir.                                    | Likely        | Moderate |
| Extended Loss of Power         | Temporal element, short low impacts, long severe impacts<br>Different impacts summer or winter<br>Food spoilage<br>Resilience - wood stoves<br>Health concerns   | Likely        | Moderate |
| Motor Vehicle Accident         |  | Likely        | Severe   |
| Boating accident of fuel spill | Low likelihood as a direct impact but severe if happens  | Unlikely      | Severe   |
| <b>Human Caused</b>            |  |               |          |
| Civil Unrest                   | Minor impact on members<br>Racially motivated unlikely   | Very unlikely | Minor    |



## **APPENDIX V. HAZARD SPECIFIC RESPONSE GUIDELINES**

The Hazard, Risk, and Vulnerability Assessment (HRVA) presented in Appendix IV identifies risk-based priorities for investment in mitigation, preparation, and response.

In the following pages we present a specific response action plans to address the highest risk hazards. In all situations the evacuation plan provided in Section 7.0 will be used if required.

Specific response guideline:

1. Air Quality
2. Hazardous materials spill
3. Wildfire
4. Structural fire
5. Extended severe weather
6. Communicable Disease (See Appendix VI)
7. Motor vehicle accident
8. Extended loss of power
9. Earthquake
10. Boating accident

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# Air Quality

## AIR QUALITY

In case of severe negative impact to air quality:

- Check on the well-being of the Elders and those who are known to be ill (see Homes and Persons List Appendix III of this plan).
- Assess your own safety and the safety of the area around you.
- Consider the cause of pollution, and assess expected length of impact.
- Consider Shelter- In-Place for residents, especially those ill or with existing conditions.
- Establish routes for emergency vehicles.
- Assesses the magnitude of the situation to determine the appropriate level of Incident Command or EOC coordination.
- If EOC activation is called for:
  - Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
  - Undertake call outs as per the emergency contact list (Appendix I of this Plan).
  - Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.

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**DANGEROUS GOODS SPILLS**

## Dangerous Goods Spills

- Call 911 and tell them “there is a spill with possible dangerous goods” and request RCMP for perimeter control.
- Assess your own safety and the safety of the area around you.
- Consider wind direction to determine likely path of hazardous fumes.
- Stay UP-WIND in case of chemical release or fire.
- Establish routes for emergency vehicles.
- Assesses the magnitude of the situation to determine the appropriate level of EOC coordination.
- If EOC activation is called for:
- Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
- Undertake call outs as per the emergency contact list (Appendix I of this Plan).
- Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
- If able to read tags or markings on transporting vehicle, find out what is it that spilled (name of the Dangerous Good).
- Offer first aid away from the site to anyone who may need it.





# Wildfire

- In case of any fire on Stz'uminus land call: **911**.
- Call BC Wildfire Service at 1 800 663-5555 or \*5555 from a cell phone.
- Assess your own safety and the safety of the area around you.
  - Stay UP-WIND and out of 'harm's way' – note smoke and ash hazards.
- Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
- Assesses the magnitude of the situation to determine the appropriate level of Incident Command or EOC coordination.
- If EOC activation is called for:
  - Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
  - Undertake call outs as per the emergency contact list (Appendix I of this Plan).
  - Consider declaring a state of local emergency and/or issuing an evacuation alert (Section 7.0 of this Plan).
  - Coordinate evacuation and ESS with the Cowichan Valley Regional District and the RCMP.
- If staffing levels or details of event are overwhelming request assistance through EMBC.
- Set up "Registration and Enquiry" at the Muster Point to track whereabouts of anyone who evacuates their home or the community.
- If air quality due to smoke is a concern First Nations Health Authority (FNHA) Environmental Health Officers are available to provide support contact Gethsemene Luttrell at 250-363-0249.
- Offer critical incident management de-briefing to those who may need it.

## Public Wildfire Reporting:

To report a wildfire or irresponsible behaviour call 1 800 663-5555 or \*5555 from a cell phone. Information from the public is crucial to ensuring wildfires are responded to as soon as possible. All calls are answered by BC Wildfire Service staff at the Provincial Forest Fire Reporting Centre. Any information you can provide is helpful, however you can expect the emergency call taker to ask for details about the fire, such as:

*Where is the fire? How far up the hillside? Closest intersection?*

*How big is it? Size of a house? Size of a football field?*

*How quickly is the fire spreading?*

*What is burning? Grass, bushes, trees?*

*What colour is the smoke? Are flames visible?*

*Are there any people or buildings at risk?*

*Is anyone fighting the fire?*

*If reporting a campfire, can you tell if it is wood burning or is it a propane campfire?*



STRUCTURE FIRE

## Structure Fire

- Call the Fire Department: **911**.
- Assess your own safety and the safety of the area around you.
- Stay UP-WIND and out of 'harm's way' – note smoke and ash hazards.
- A single house or structure fire is a Level 1 Site Response and will be attended by Stz'uminus Fire Department. Establish Unified Command.
- Assesses the risk of the fire spreading beyond the initial structure and monitor the situation to determine the need to activate the Stz'uminus First Nation Emergency Plan and EOC at Level 2 (Section 7.3 of this Plan).
- If Level 2 EOC Site Support is deemed to be required:
  - Undertake call outs as per the emergency contact list (Appendix I of this Emergency Plan).
  - Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
  - Consider declaring a state of local emergency and/or issuing an evacuation alert (Section 8 of this Emergency Plan).
  - Coordinate evacuation and ESS with the Cowichan Valley Regional District and the RCMP.
  - If staffing levels or details of event are overwhelming request assistance through EMBC.
  - Set up "Registration and Enquiry" at the Muster Point to track whereabouts of anyone who evacuates their home or the community.
  - Offer critical incident management de-briefing to those who may need it.



# Extended Severe Weather

## EXTENDED SEVERE WEATHER

In the case of extended severe weather or a forecasted major storm:

- Determine when the storm is likely to arrive in the community, its predicted severity, and how long the storm may last.
- Assess your own safety and the safety of the area around you.
- If during business hours: Advise the Office Staff and decide a course of action.
  - Wait for a period of time (and use discretion) before deciding to send people home.
- In the event of a closure, before 0800 hours of the day in question the Director of Administration will direct the SFN Manager of IT and Communications to change the telephone system outgoing message to indicate that SFN offices are closed.
- In conjunction with the schools, decide on school closures and as necessary implement the transportation plan. All schools should use one identified closing time.
- In the event of a closure the Director of Administration will contact the Chief Councillor and the Managers who in turn will notify their staff
  - Check on the well-being of the Elders and those who are known to be ill (see Homes and Persons List Appendix III of this plan).
  - Consider setting up the Emergency Operations Centre.
  - Should severe weather conditions persist beyond one day, the above procedures will be repeated.
- Assesses the magnitude of the situation to determine the appropriate level of EOC coordination.
- Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
- Undertake call outs as per the emergency contact list (Appendix I of this Plan).
- If the storm lasts for MORE THAN 72 hours contact Emergency Management BC at 1.800.663.3456 and tell them what you need. (If you are okay and don't need anything – do not call EMBC).
- If you call Emergency Management B.C. at 1.800.663.3456 request they inform the appropriate agencies and request a task number.
- Arrange for meeting rooms and other on-reserve facilities – if needed.
- Consider declaring a state of local emergency.
- Consider shelter in place or evacuation (Section 8 of this Plan).
- Coordinate evacuation and Emergency Support Services with the Cowichan Valley Regional District.
- Consider Search and Rescue needs for trapped or missing persons.
- Offer critical incident management de-briefing to those who may need it.



## Motor Vehicle Accidents

- Contact BC Ambulance Service and Police via **911**.
- Assess your own safety and the safety of the area around you.
- If the accident is on Stz'uminus Land:
  - Place staff at critical points on the access route to direct emergency vehicles as may be required.
  - Establish unified command with Police.
  - If there is a chance of escalating risk, consider setting up Emergency Operations Centre for support.
  - Contact the next-of-kin, if necessary or asked to inform them of what is occurring.
  - Offer “Critical Incident Management De-briefing” to those who may need it.

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## Power or Communications Failure

- In the case of a power outage:
  - Determine the extent of the power failure.
  - Call BC Hydro at 1 888 POWERON (1 888 769 3766) or \*HYDRO (\*49376) on your cell phone or report online at [www.bchydro.com/outages](http://www.bchydro.com/outages).
- If possible, check the above website for storm and power outage updates or tune into a local radio station (89.7 CICV FM (Juice FM) is the primary local emergency information media for the Stz'uminus area).
- During office hours use discretion before deciding to send people home. See policy```
- Do the following and encourage members to do the same:
  - Turn off all appliances, including computers and peripherals, especially those that generate heat. This helps prevent hazards or damage when service is restored.
  - Turn off all lights except one inside your home/business and one outside. The inside light lets you know and the outside light lets BC Hydro crews know when the power is back on.
- Check on the well-being of the Elders and those who are known to be ill (see Homes and Persons List Appendix III of this plan).
- In the case of an extended power outage (24 hours):
  - Assess your own safety and the safety of the area around you.
  - Assesses the magnitude of the situation to determine the appropriate level of EOC coordination. Find out what happened and how long the outage may last.
  - Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
  - Undertake call outs as per the emergency contact list (Appendix I of this Plan).
  - Contact Emergency Management B.C. at 1-800-663-3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
  - Assess viability of the Muster Point.
  - Coordinate ESS with the Cowichan Valley Regional District.
  - Set up "Registration and Enquiry" at the Muster Point to track whereabouts of anyone who evacuates their home or the community.
  - Offer critical incident management de-briefing to those who may need it.



# Earthquake

In the event of an earthquake:

- DO NOT CALL 911 – everyone else will be doing that.
- Assess your own safety and the safety of the area around you.
- Assesses the magnitude of the situation to determine the appropriate level of EOC coordination.
- If EOC activation is called for:
- Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
- Undertake call outs as per the emergency contact list (Appendix I of this Plan).
- Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
- When using the telephone, wait for the dial tone – phone lines will be plugged up; you may have to wait for 30 or more seconds for the dial tone. BUT WAIT – do not keep clicking the phone button.
- Deal with life threatening situations, assess number of dead, trapped or missing.
- If television or radio is working monitor to see areas affected. Supporting agencies may be available for support depending on size and magnitude.
- Start planning for 72 hours (the community could have no support for at least this long).
- Conduct an inspection of all buildings and homes.
- Arrange for initial Search and Rescue activities in case anyone is trapped.
- Record any and all damage. IF IT DOESN'T LOOK SAFE – STAY OUT!
- Take pictures of all damaged areas.
- Offer first aid away from the site to anyone who may need it.
- Arrange for areas where families and friends can congregate. If safe and suitable facility is available, open the reception centre.
- Coordinate ESS with the Cowichan Valley Regional District.
- Contact First Nations Health for emergency public health facilities.
- Create routes and 'where to go' for evacuees.
- If staffing levels or details of event are overwhelming, request emergency management support through Emergency Management BC.
- Set up "Registration and Enquiry" at the Muster Point to track whereabouts of anyone who evacuates their home or the community.
- Offer "Critical Incident Management De-briefing" to those who may need it.



# Boating Accidents

- Contact the Fire Department by calling **911**.
- Assess your own safety and the safety of the area around you.
- Establish Unified Command with the Fire Department or Police and SAR.
- Assesses the magnitude of the situation to determine the appropriate level of EOC coordination.
- If EOC activation is called for:
- Activate the Stz'uminus First Nation Emergency Plan and EOC at level 2 (Section 7.3 of this Plan).
- Undertake call outs as per the emergency contact list (Appendix I of this Plan).
- Contact Emergency Management B.C. at 1.800.663.3456 and inform them of the situation and request they inform the appropriate agencies and request a task number.
- Gather boats to help in the rescue effort:
- Make sure all operators of the boats have a Canada Boat Operator's Certificate.
- Make sure everyone in the boats has a life jacket.
- Establish routes for emergency vehicles and set up traffic and crowd control as required.
- Offer "Critical Incident Management De-briefing" to those who may need it.



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## **APPENDIX VI. COMMUNICABLE DISEASE EMERGENCIES PREPAREDNESS PLAN**



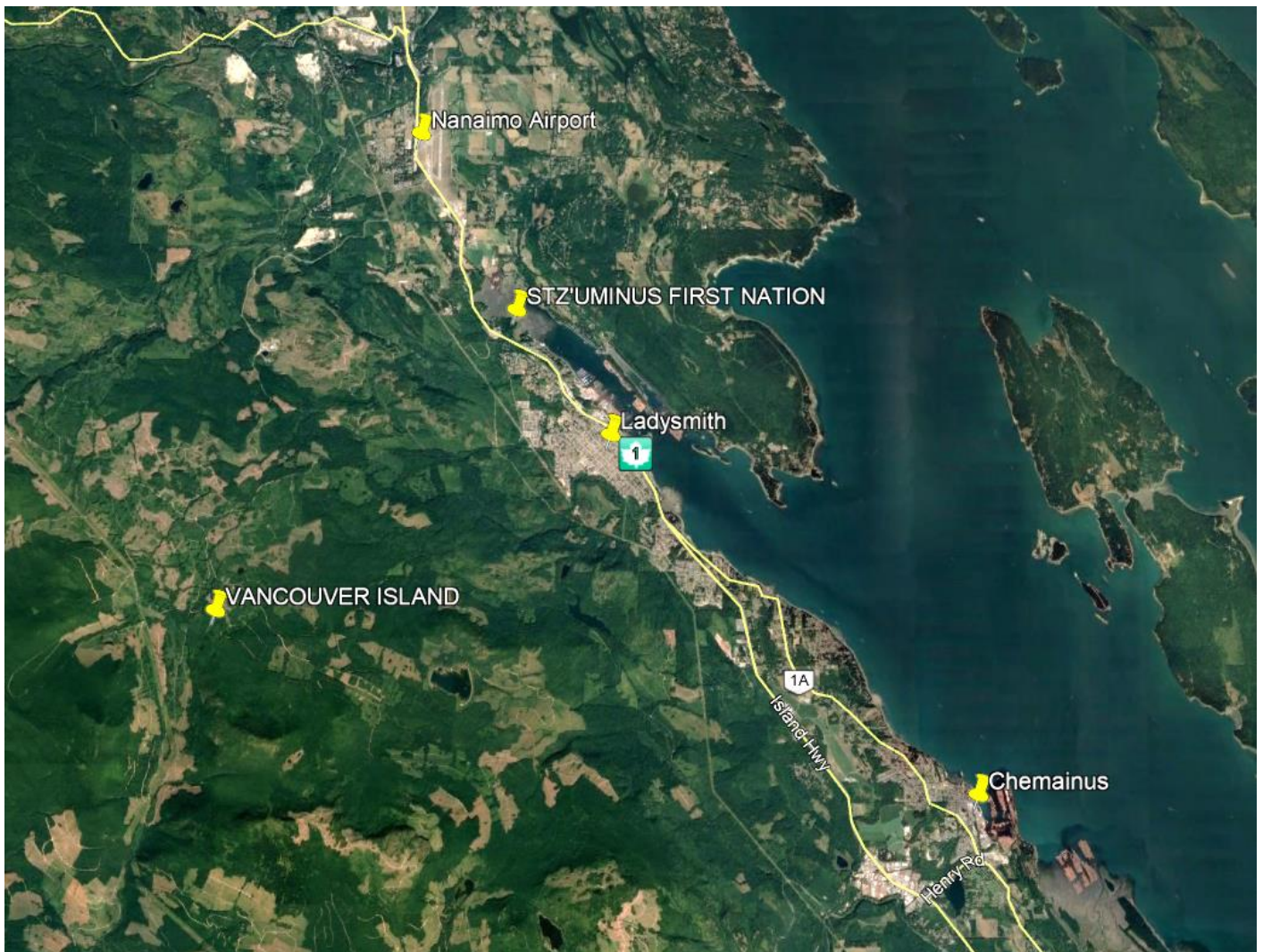
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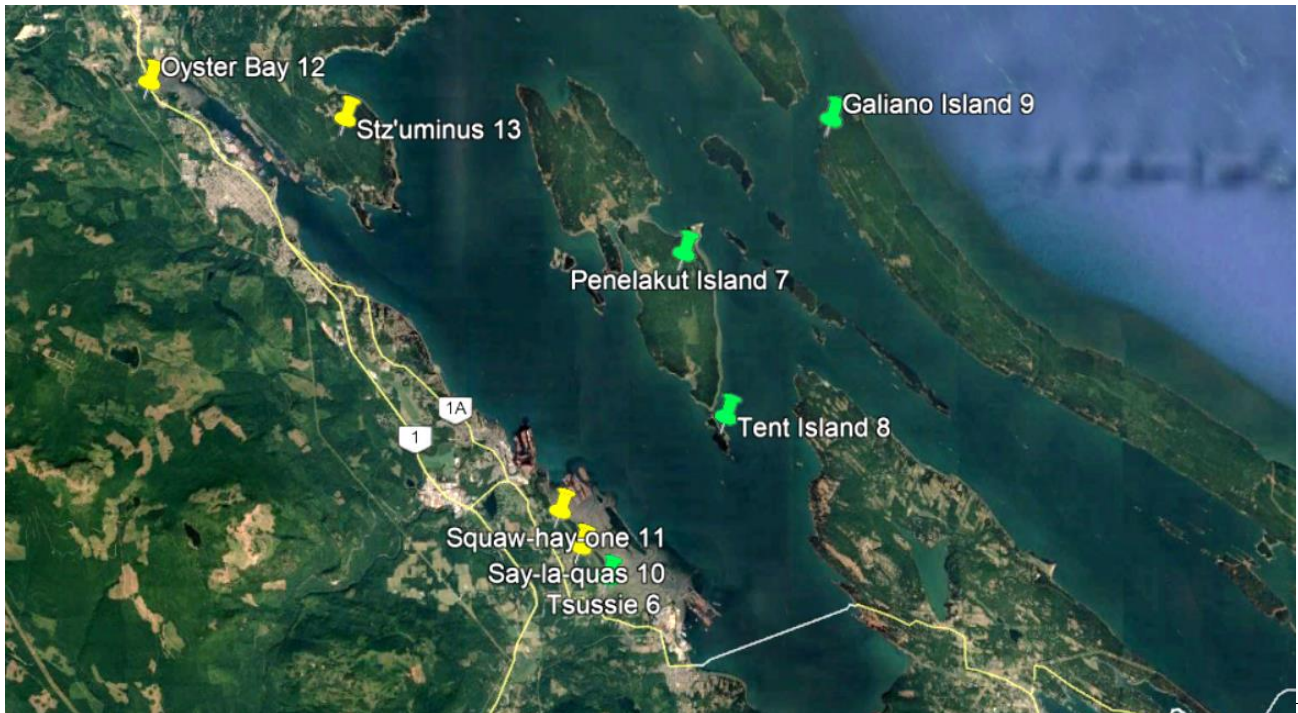
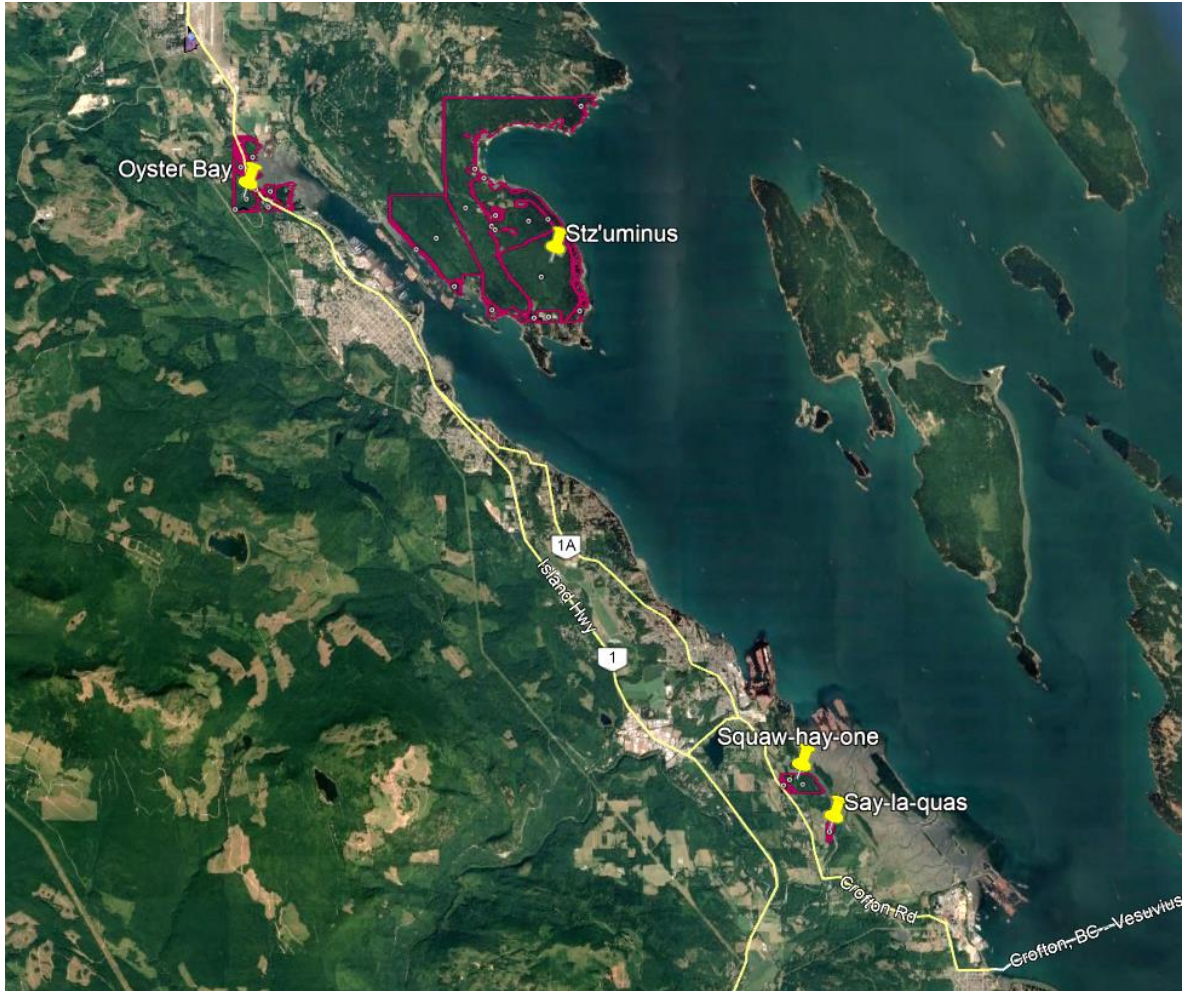
## APPENDIX VII. MAPS

# Locator Maps

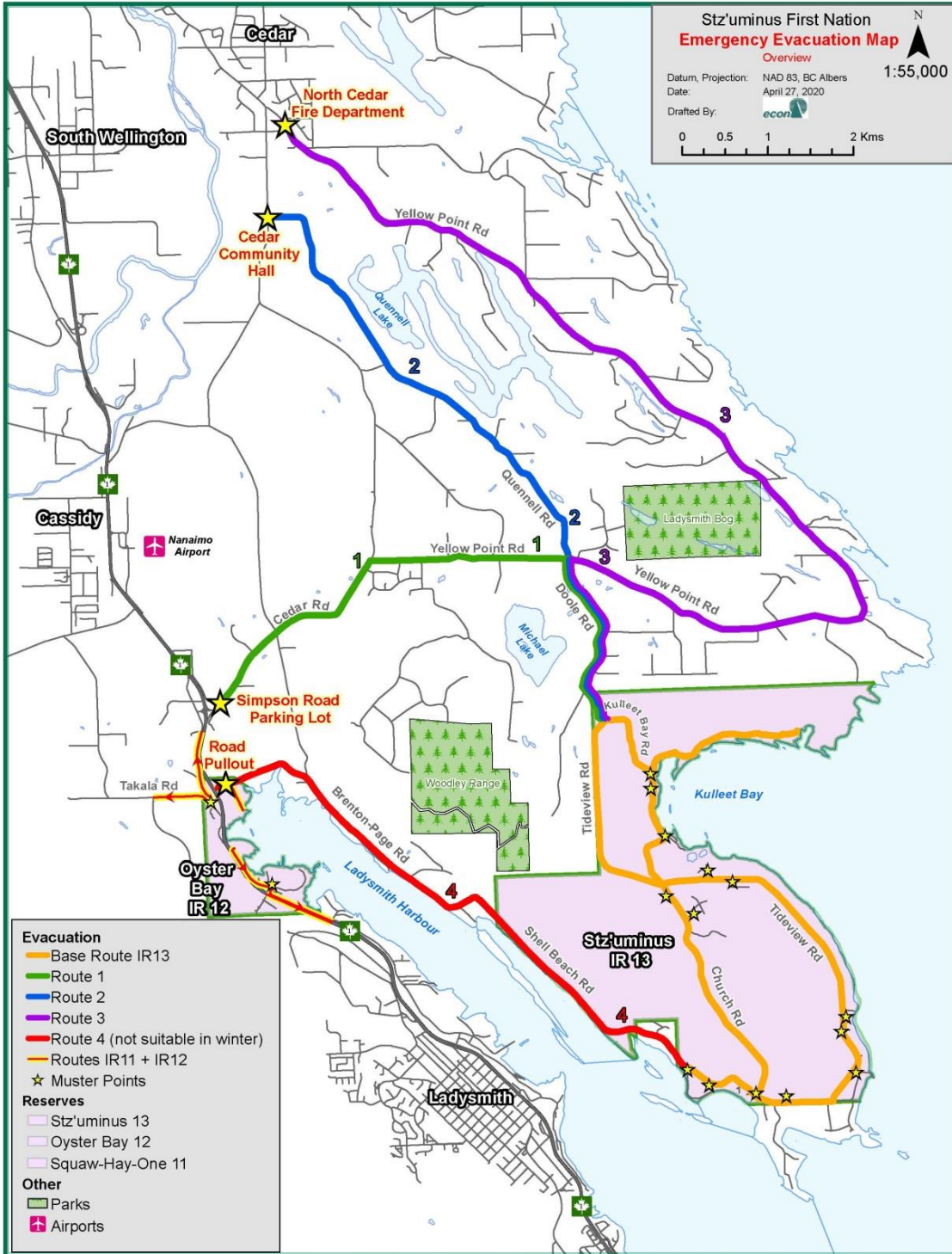
The Stz'uminus reserves are located on Vancouver Island, North of the boundary of the Town of Ladysmith, and approximately 19km south of Nanaimo, BC. Chemainus, Penelakut, and Halalt reserves are also in proximity.



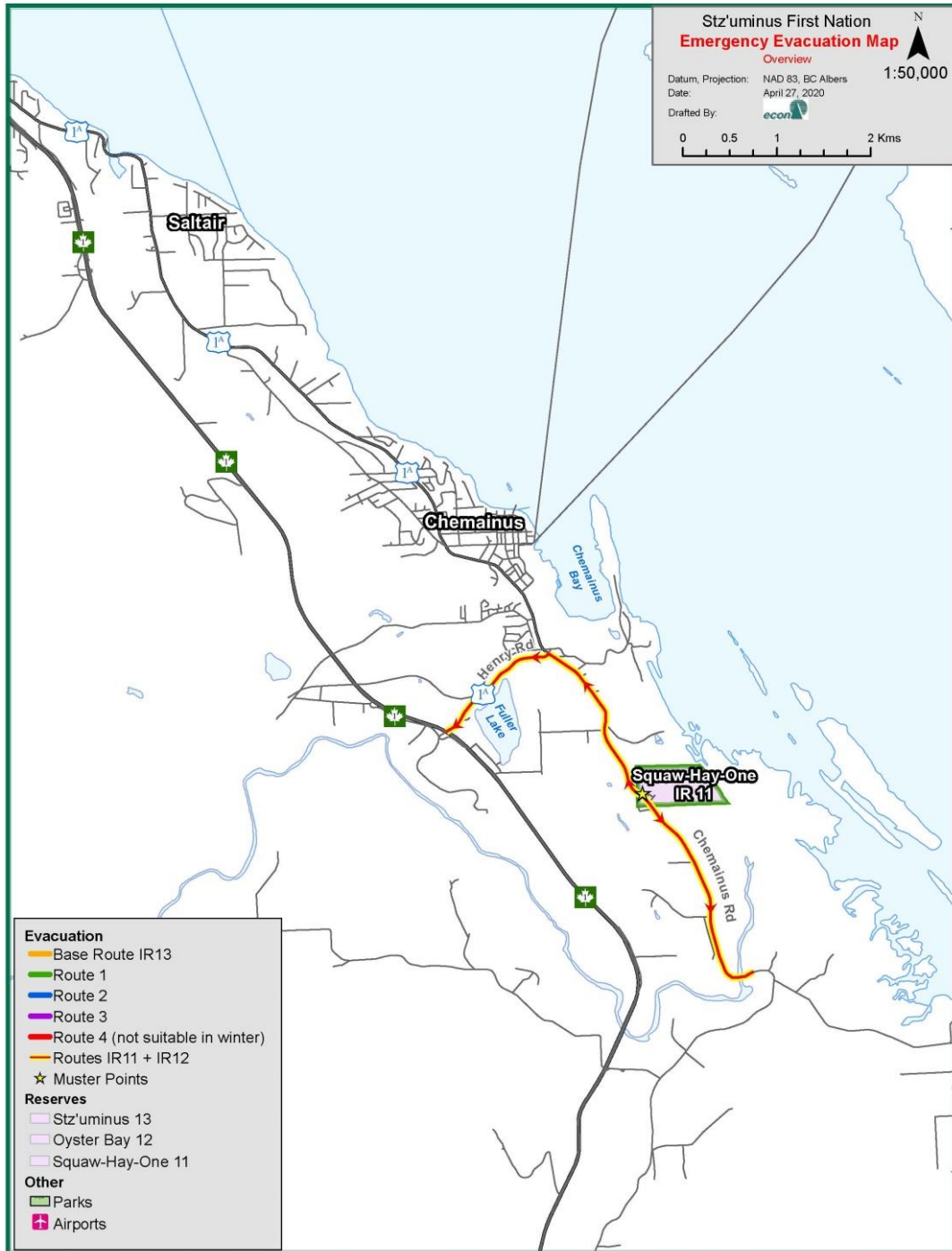
Maps on the following page provide the locations of our reserves as well as those of our neighbour Penelakut Tribe. We work with Penelakut to provide the best possible emergency preparedness and response for our two communities.



# Access and Egress – Stz'uminus Reserve



# Access and Egress – Squaw-hay-one and Say-la-quas



# Community Maps

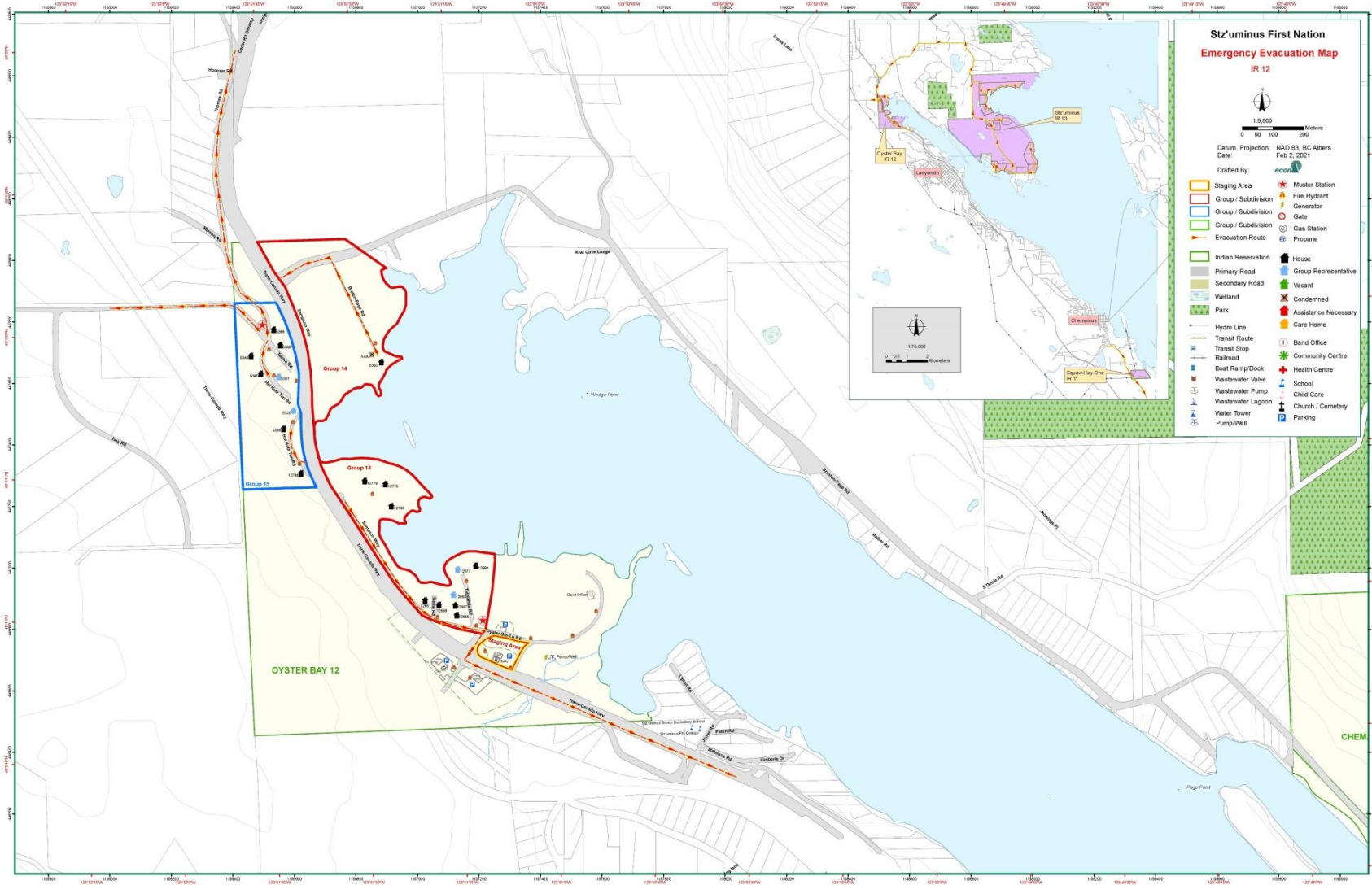
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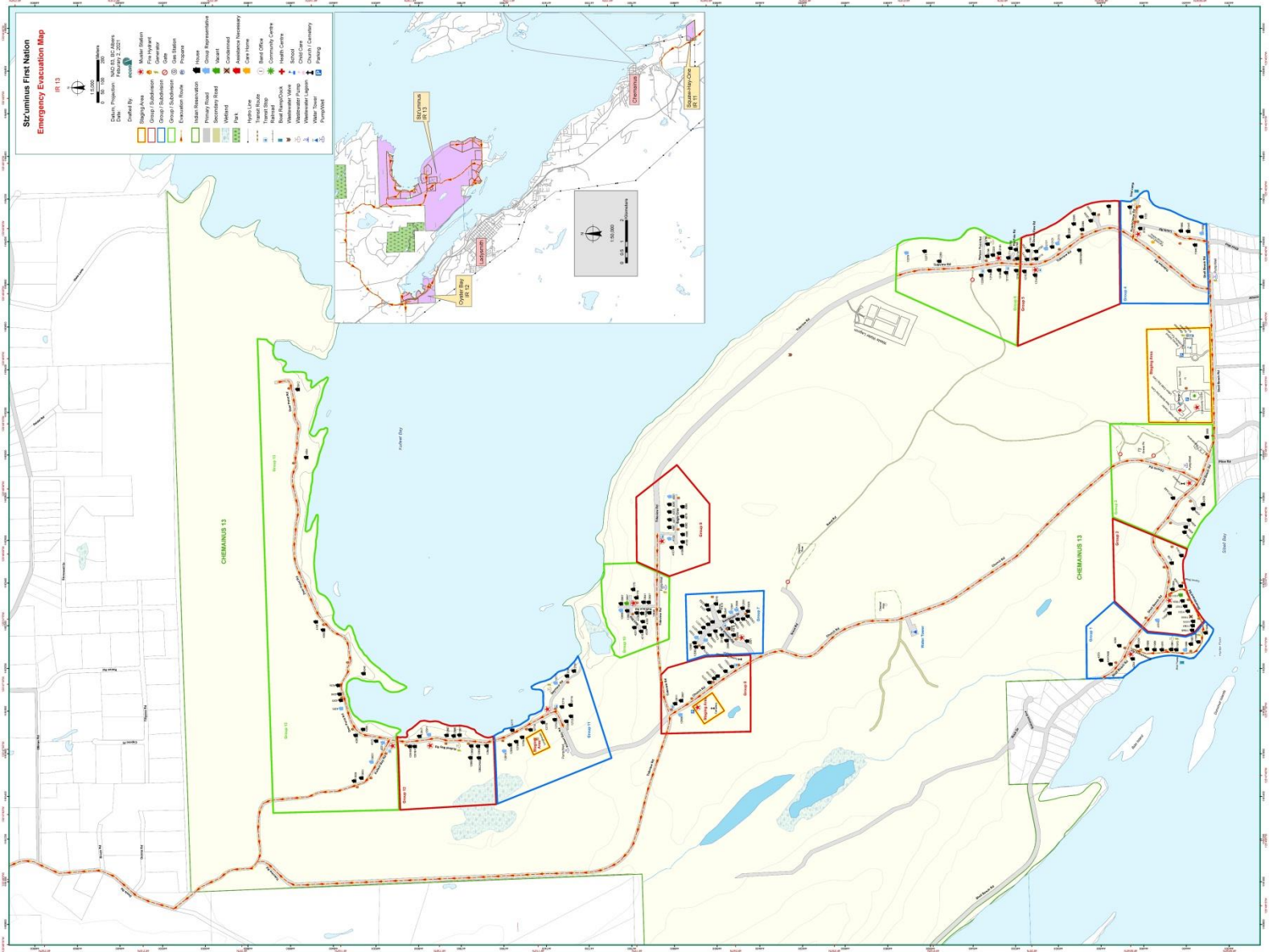


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## APPENDIX VIII. ANNUAL REPORT AND PLAN

Stz'uminus First Nation emergency program is implementing structured annual emergency planning integrated with administrative planning and reporting with measurable goals and accountability for those goals.

# Annual Report

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In 2019/2020:

- A community HRVA was held in March 2020;
- The Stz'uminus First Nation All-hazards Emergency Management Plan was created;
- The Emergency Management Committee and EOC Team were engaged in plan update.

Delays associated with COVID are delaying progress and work in fiscal years is overlapping. Program accomplishments and activities to-date for the 2020/2021 fiscal year include:

- Active Emergency Management Committee meetings in further development of the all-hazards plan and evacuation planning.
- Update of the plan to March 2021.

# Annual Plan 2021/22

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## COMMUNITY ENGAGEMENT

In 2021/22 we will emphasize community involvement in our emergency program. We will hold a household emergency workshop and inform community members through newsletter and social media.

We recommend the creation of a home information kits to be distributed. These would include what to do in shelter-in-place or evacuation, a grab and go kit description, and a Help/Okay sign.

## EMERGENCY PROGRAM MANAGEMENT

We will continue the work of bringing the emergency program into the normal cycles of Stz'uminus administration. We will bring the emergency management committee together twice, once at the beginning of the year to confirm priorities, and at the end of the year to review outcomes and set priorities for next year. The committee will examine how to bring emergency activities into the strategic and annual planning process at Stz'uminus.

We will continue to build partnerships with outside agencies and undertake the annual update of the plan.

## PLAN UPDATE RECOMMENDATIONS

As part of the EOC development program, and furthering evacuation planning, prepare an updated set of large-extent maps identifying all internal and external emergency response facilities, utilities and infrastructure (roads, water sources, distribution systems, sewer lines, water and sewer treatment, evacuation routes, and potential hazards including the Fortis Hayes' Mountain facility, using BCEMS standard symbology.



Undertake a fulsome review of water supply and demand on IR #13. Ensure firefighting flows are available as well as protection of drinking water quality and quantity.

Prepare a revised, updated, and detailed homes and persons list corresponding to updated community evacuation mapping.

Through table-top exercises further develop specific hazard plans. Expand the Dangerous Goods Spill specific hazard plan to include input from Western Canada Marine and BC Environment. Add a drinking water interruption specific hazard plan.

Develop an emergency law under Land Code to enable and enforce the emergency management system.

Add a mitigation section to the plan to address ongoing and project based mitigation activities such as community wildfire planning, FireSmart activities, road clearing maintenance, *etc.*

Expand community communication messaging with public notification templates, and communication guidelines for all EOC roles.

Undertake recovery planning.

Undertake detailed business continuity and business continuity planning.

## **CAPACITY BUILDING AND TRAINING**

We will look to build Stz'uminus internal mapping capability in order to address evacuation planning.

It is important that we continue our training program and we will take the response team through the emergency operations centre essentials course.

Recommend we build a team-member specific skills inventory and training plan.

We will acquire a trailer, emergency equipment and supplies to better prepare the community for response and response support including evacuation and traffic control team supplies.

Finally, practicing the plan is vital, and we will host a number of inter-agency table top exercises.

Priority topics or areas of emphasis are:

- Evacuation focused on busing;
- Administration and cost recovery;
- Handling multiple emergencies;
- No power scenario;

Please see the three year work plan on the following page.

## **FUTURE WORK**

Recommendations for ongoing development of the emergency management program are:

- Identify critical records and ensure their survivability;
- Consider addressing food security as a mitigation activity;
- Further develop and practice specific hazard plans;
- Integrate workplace safety and first aid.

# Annual Budget

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Stz'uminus First Nation will continue to include the emergency program in the annual budgeting process.





## **APPENDIX IX. FORMS AND TEMPLATES**

- Plan Adoption Resolution
- Emergency Response Forms



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# Plan Adoption Resolution

## ADOPTION OF THE ALL-HAZARDS EMERGENCY MANAGEMENT PLAN

### BAND COUNCIL RESOLUTION

|  |                         |
|--|-------------------------|
| The Council of Stz'uminus First Nation | BCR No:                 |
| Reserve(s):                            | At duly called Meeting: |

**Whereas:** The need for effective emergency response protocols in our community is self-evident.

**Whereas:** The Chief and Council of Stz'uminus First Nation ultimately carry responsibility for emergency preparation, mitigation, response and recovery efforts in the community.

**Whereas:** The stakeholders in the safety and security of our people include many allied government agencies, emergency response organizations, and institutional and commercial operators. By working together we can best utilize the limited resources available to us to protect our community our people, and our property.

**Therefore, we Do Hereby Resolve That:**

Stz'uminus First Nation adopts and supports the Stz'uminus First Nation *All-Hazards Emergency Management Plan* and that we will implement the plan in cooperation with all those with a stake in the health and safety of our people and property.

**We Further Resolve That:**

Stz'uminus First Nation will maintain an emergency management program compliant with the BC Emergency Management System (BCEMS).

Stz'uminus First Nation will establish and support a standing Emergency Management Committee to which responsibility for emergency management is delegated for action.

Stz'uminus First Nation will support the appointment of an Emergency Program Coordinator.

The Chief and Council will direct the Emergency Program Coordinator to work with our many partners and stakeholders to:

- Promote a community-wide public awareness program.
- Adopting the BCEMS model, support training for staff and residents.
- Allow for continuous update and refinement of the Stz'uminus First Nation *All-Hazards Emergency Management Plan*.
- Participate in regular community-wide emergency training and exercises to exercise specific scenarios, and to test and improve policies and procedures.

A Quorum of this Band consists of [            ] Council Members.

\_\_\_\_\_  
(Councillor)

\_\_\_\_\_  
(Councillor)

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(Councillor)

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(Councillor)

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(Councillor)



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## Emergency Response Forms

- 01 – EOC 400- Stz'uminus Declaration of State of Local Emergency
- 01b - EOC 400a- Stz'uminus Declaration of State of Local Emergency Extension
- 02 – EOC 421a- Stz'uminus Evacuation Alert
- 03 – EOC 421b- Stz'uminus Evacuation Order
- 04 - Stz'uminus Evacuation Procedures
- 05 - Stz'uminus Evacuee Information
- 06 – EOC 400b- Stz'uminus Cancellation of State Of Local Emergency
- 07 – EOC 421c- Stz'uminus Evacuation Rescind
- 08 - Stz'uminus Homes and Persons List
- 09 – EOC 501- Stz'uminus EOC Situation Report
- 09a – EOC 502- Stz'uminus EOC Action Plan
- 09b – EOC 502a- EOC Action Plan OP-1
- 10 – EOC 401- Stz'uminus EOC Management Team Briefing
- 11 - Stz'uminus Section/Function Report
- 12 - Stz'uminus Decision Approval Log
- 13 - Stz'uminus Incident Event Log
- 14 - Stz'uminus Staffing Log
- 15 - EMBC Incident Report
- 16 – EOC 503- EMBC Expense Authorization
- 17 – EOC 418- EMBC ESS Situation Report
- 18 – EOC 503- Stz'uminus EOC Check In/Out
- 19 - EMBC Task Registration Form
- 20 - EMBC Resource Request
- 21 - Stz'uminus First Nation Resource Status
- 22- EOC 414- Stz'uminus Position Logs
- 23- EOC Daily Expenditure



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## **APPENDIX X. DUTY PACKAGES**



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## **APPENDIX XI. ALL-HAZARDS PLAN INTRODUCTORY PRESENTATION**







## **APPENDIX XII. EOC TEAM DESIGN RATIONALE**









**STZ'UMINUS FIRST NATION**