

Local Government Program Services

Online Application Form Submission Confirmation

File Number	LGPS-10622
Program Intake Name	2024 CEPF: Emergency Operations Centres
Primary Applicant	Central Saanich
Primary Contacts	Lisa Banfield
Position	Emergency Program Manager
Email	lisa.banfield@csaanich.ca
Phone	(778) 678 - 1491
Secondary Contacts	Kenn Mount
Position	Fire Chief
Email	kenn.mount@csaanich.ca
Phone	(250) 544 - 4227
Sub-applicants	North Saanich
Rationale	Peninsula municipalities have long recognized the benefits of collaboration in the provision of emergency planning/services, adopting a common format for a regional Emergency Response and Recovery Plan that includes: A uniform set of principles in responding to major emergencies, a mutual aid agreement to provide additional resources when required by any one of the signatory municipalities and collaboration in such actions as evacuations, sharing information and setting priorities for resources.
Project Title	Peninsula Emergency Operations Training & Equipment Upgrades
Project Start Date	May 1, 2024
Project End Date	Dec 15, 2024
Total Project Budget	\$67,253.70
Total Grant Request	\$60,000.00
Amount of Other Funding	

Source of Other Funding

Project Summary In order for the Districts of Central Saanich and North Saanich to be ready to support our neighboring municipalities and our local First Nations communities, as well as respond to emergencies and disasters, this integrated training program is a part of the ongoing education process. When running an EOC, staff personnel and members of our local first nations communities are key and being, and being able to provide training & similar setups allows staff to be more at ease & a cooperative response

Progress to Date The neighboring First Nation communities of North and Central Saanich and municipal staff have benefited greatly from being able to train together. The leadership and staff of both municipalities have expressed gratitude with these training opportunities, which have proven to be beneficial. Allowing the two municipalities to train together makes it possible for them to help one another with greater collaboration. Not only getting to know coworkers but also being more comfortable in each other EOC

Submitted By Lisa Banfield

Submitter's Email lisa.banfield@csaanich.ca

Submission Date 2/22/2024

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 23, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information	
First Nation or Local Government Name: District of Central Saanich	File number*: LGPS-10622

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information
<p>1. Proposed Activities. What <u>specific</u> activities will be undertaken as part of the proposed project? Refer to Section 6 of the <i>Program and Application Guide</i> for eligibility.</p> <p>a) Purchase of equipment and supplies, equipment installation Cell phone booster upgrade to allow for phone coverage within the EOCs. Interactive digital display device to visualize and edit information within the EOC.</p> <p>b) Training and exercises Training: Intro to Emergency Management, for new staff; Workshop/Exercise: Escalating Emergencies, for management staff; Training: Resource Management, for EOC Staff; Training: Advanced Planning, for EOC Staff; Exercise: EOC Activation, for EOC Staff; Workshop: Improvement Planning. gathering and analyzing experiences and findings of EOC training and exercise program, for management staff; Training and exercise summary report .</p> <p>The training program is aimed to provide opportunities for staff with varying levles of knowledge and exposure to emergency management. It builds towards an EOC exercise will have the EOC Team support the incident. Their focus will be on coordinating and sourcing requests and requirements for the ESS Team to set up</p>

Mass Care and Group Lodging during a large-scale evacuation. This cross-functional exercise running concurrently with the ESS Team will require the EOC to focus on practicing and evolving processes, emphasizing command and control integration, and expanding advanced concepts, including contingency planning and critical infrastructure assurance.

- 2. Alignment with funding stream.** Describe how your activities align with the intent of this funding stream (build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises).

The proposed activities build on identified gaps within the EOC. The proposed equipment will further enable staff to work effectively and efficiently in the EOC. The training and exercise program has been designed to deepen staffs' knowledge, skills, and abilities related to an EOC. This includes new staff that do not have exposure to an EOC, existing staff that need more depth of knowledge, and opportunities for emergency management staff to practice their skills (where they often support other staff during exercises). The district of Central Saanich and North Saanich have partnered on this grant so that staff receive the same training, and have access to the same equipment. This interoperability will enable staff to support either municipality seamlessly.

- 3. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, Treaty First Nations and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

- a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

WASANEC First Nations

- b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

All four First Nation Communities on the Peninsula will be invited to participate in all activities. This grant will be used to support the growth and improvement of collaboration and community support with our first nation communities. Each community will be invited to participate in training activities and exercises giving them the opportunity to be represented in each municipal EOC if an activation was to occur.

- c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

Indigenous Cultural Safety and Humility Training is very important to our local municipalities. We continue to participate in all staff cultural Safety training, Blanket exercises and community to community workshops.

If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.

4. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

The Districts of North Saanich and Central Saanich are partnering for this project. Staff will be invited to attend sessions irrespective of which municipality they work for. Furthermore, the four local First Nations on the peninsula will be invited to fully participate as well.

As part of our ongoing programs' development, we continue to look for partners that we can work with and invite to our training.

5. Comprehensive, cooperative, regional approach and benefits. Describe how the project will contribute to a comprehensive, cooperative and regional approach to EOCs. What regional benefits will result from this project?

Peninsula municipalities of Central Saanich, North Saanich and Sidney have long recognized the benefits of collaboration in the provision of emergency planning/services, adopting a common format for a regional Emergency Response and Recovery Plan that includes:

a uniform set of principles in responding to major emergencies and disasters, based on the British Columbia Emergency Management System

a mutual aid agreement to provide additional resources when required by any one of the signatory municipalities

formal recognition that widespread emergencies will require collaboration among the three local governments in such actions as evacuations, sharing information, and setting priorities for scarce resources.

This project reinforces this approach and deepens the connections between communities on the peninsula.

6. Additional Information. Please share any other information you think may help support your submission.

SECTION 3: Required Attachments

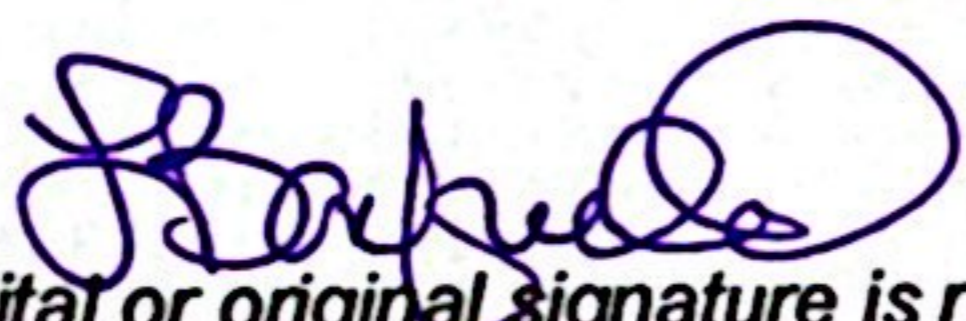
Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) it is understood that this project may be subject to a compliance audit under the program.

Name: <u>Lisa Banfield</u>	Title: <u>Emergency Program Manager</u>
Signature*:  <i>*A certified digital or original signature is required.</i>	Date: <u>February 20th, 2024</u>

Documents should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All documents should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: cepf@ubcm.ca.

Please note "2024-EOC" in the subject line.

Problem Statements

1. Emergencies and disasters are relatively rare and offer few opportunities to maintain emergency response knowledge and skills.
2. The Districts' EOC staffing models rely heavily on staff from other municipal departments to fill EOC roles. It also depends on key emergency management subject matter experts to guide the EOC.

Activities

Training

Intro to EM

This course introduces how emergency management is organized in British Columbia and what an Emergency Operations Centre is and does. It discusses key tools and resources that you will interact with, as well as introducing relevant policy and legislation that is used in emergencies. Participants will have the opportunity to practice and use several tools and resources in a safe, non-stressful environment.

Resource Management

Managing resources in an EOC requires multiple different sections to work together. This course will highlight the interactions of sections from needs identification, resource requests, procurement, tracking, demobilization and of course approvals. Content will be a mix of teaching and scenario-based practice.

Advance Planning Unit

The Advance Planning Unit (APU) is an important but often misunderstood part of an EOC. Based on field experience during actual activations, facilitators will present frameworks and gathered tools that guide the activities of an APU. The course will help answer the questions "What should an APU do?" "What should I consider when advance planning?" and "How do I advance plan?"

Workshops & Exercises

Escalation & Activation Tabletop:

Normally during EOC training and exercises, key emergency management staff are mentoring other participants and do not get an opportunity to practice their own skills. This tabletop exercise will provide key staff the chance to practice the processes and procedures to escalate an emergency response and to activate the EOC. Based on the scenario provided an initial incident action plan will be developed. This will include establishing preliminary objectives and proprieties.

EOC Activation

This functional exercise will provide municipal staff, that are identified to work in the EOC, an opportunity to practice their skills and apply their knowledge in a scenario-based exercise.

Improvement Planning

This workshop will bring key emergency management personnel together to first review the findings of the training and exercise program and second, build an improvement plan that is realistic and resourced.