

Community Emergency Preparedness Fund

Emergency Operations Centres & Training

2021 Application Form

Please complete and return the application form by **March 26, 2021**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Name of Primary Applicant: City of Port Moody	Date of Application: March 16, 2021
Contact Person*: Kirk Heaven	Position: Deputy Fire Chief / EPC
Phone: FIPPA s. 22	E-mail: kheaven@portmoody.ca

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the <i>Program & Application Guide</i> for eligibility.</p> <p>N/A</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

SECTION 3: Project Summary
<p>3. Name of the Project:</p> <p>Natural Progression of EOC Skill Sets</p>
<p>4. Project Cost & Grant Request:</p> <p style="text-align: center;">Total Project Cost: \$24,896.19 Total Grant Request: \$24,896.19</p>

Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

5. Project Summary. Provide a summary of your project in 150 words or less.

The Project will be solely focusing on a full EOC Team activation. Building on previous training, presentations, exercises, and theatre for COVID-19, we will be conducting an extensive Hazardous Materials spill exercise.

The City is vulnerable to such an event, as indicated in the City HRVA. Port Moody is a hub for a potential large-scale hazardous material accident. Train transportation of dangerous material destined for local industries' needs or other neighbouring communities as their final destination pass through. The Canadian Pacific Railway lines are a risk for the City whether goods are inbound, outbound, or just passing through to their final destination. These rail lines are operational around the clock with all different hazardous material types in these rail cars.

A local storage facility for oil and gasoline is within the City's jurisdiction. Even with continual mitigation and preparedness, safety precautions, this facility is susceptible to a human-caused accident which could generate catastrophic results.

Port Moody's geographic location in the lower mainland is a natural thoroughfare of transportation trucks. These transportation trucks and the dangerous goods transported leave the City vulnerable to a potentially significant hazardous materials event.

This funding opportunity will allow PM EOC Staff to continue growing their personal and team confidence, knowledge, skills, and abilities in EOC responsibilities and understanding. The scenario will help identify gaps that may require attention for corrective action at a later date. This exercise will allow for the chance to coordinate and message with our industry partners like Suncor and other organizations who would be affected by such an event, including School District #43. The exercise itself will be the first time PM has coordinated and driven such an event not just for City EOC staff but with our community partners. All costs associated with this exercise are the sole responsibility of each participating partner.

Working with our community partners in an exercise will augment the capacity building, strengthen relationships, and allow an opportunity to understand each other's abilities, proficiencies, and requirements during a catastrophic hazardous material event. This exercise will validate procedures and processes and identify any potential gaps requiring review. Actioning these identified gaps will strengthen capacity and increase the City of Port Moody's EOC readiness.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The City of Port Moody's Emergency Operation Centre (EOC), on the fourth floor of the Inlet Fire Hall, is located at 150 Newport Drive, Port Moody. The PM EOC has the capabilities and resources required to stand up in its current location or, if needed, adapt and mobilize in other pre-set identified sites in the City.

Port Moody's Emergency Planning Coordinator reports to the Emergency Measures Policy and Planning Committee (EMPPC) that provides the framework for Port Moody's Disaster Response Plan (DRP).

The City of Port Moody has adopted a city-wide culture of emergency management best practices, and one of the critical pieces of the City's Disaster Response Plans mission is preparedness. This project will help achieve this mission by identifying gaps in understanding operational requirements and duties required for an effective, functional EOC. The project will also allow the opportunity to exercise with our community partners and identify gaps in procedures or guidelines to strengthen future exercises or real-world events.

The City of Port Moody EOC Team is committed to providing leadership, direction, and guidance to meet the challenges associated with emerging situations. This commitment includes preparation and planning to safeguard employees', businesses, residents, and guests' health, safety, welfare. The City EPC has pro-actively identified and collaborated with a community partner at a recognized location in the City, potentially the site for an accidental large-scale event. Leaning out to a City partner to prepare and practice for a potential event at their facility will certainly strengthen both parties abilities to respond to such an incident

The City of Port Moody will achieve readiness and resiliency through comprehensive emergency management planning that is continually being tested, updated, and improved. The approval of this application grant will allow the City to test and exercise the skill sets of the EOC staff and challenge the staff's readiness for a large-scale hazardous event in Port Moody.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the *Program & Application Guide* for eligibility.

Continual Training and exercises are critical to the PM EOC staff to expand and retain their knowledge in the EOC processes and expectations. Due to Covid, our internal EM instructor will not be facilitating any courses in 2021 but will be organizing and encouraging EOC staff to enroll in offered EMBC JIBC EM courses.

The planned EOC Exercise "Call Before You Dig" will be essential in the staff's continual development of their knowledge skills and abilities in the EOC discipline. EM skill sets are perishable, and this exercise will help keep those skills sharp and ready for real-world theatre activation.

This opportunity to reach out to the City's industry partners to facilitate an accident on their property for a potentially catastrophic event will only strengthen the City's ability to respond to such an event if this was to come to fruition. Communication is one of the most critical steps in an emergency event, and pre-planning and collaborating with a community partner to an unanticipated event that may happen on their property is the first step in preparedness.

Exercise "Call Before You Dig" will continue to increase the PM EOC capacity by introducing a community partner into the training exercise, which will enhance and strengthen the Cities preparedness for such an event.

The purchase of head sets for the use with previously purchased Microsoft Pro's for use in training, exercises and in theatre in the EOC or at a virtual location

8. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Exercises conducted at this high level will naturally increase the PM EOC Team's skill sets' capacity building. Interacting with local stakeholders before an event helps both the Cities EOC staff and the local stakeholders understand each party's capacities and requirements.

Hosting such an exercise and inviting other local Authorities, First Nations, SD 43, industry partners and others will strengthen the Cities all round preparedness for such an event. Exercising outside of ones silo assists in the overall preparedness of such an event

9. Emergency Support Services. Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

The exercise will engage with the City ESS Team, as the team would be a key in the community's coordination of a planned mass evacuation. An accident of this magnitude would naturally require a Reception Centre, and in theatre, more than likely, Group Lodging due to the timeline necessary repairs would take to complete.

Exercise "Call Before You Dig" will be devoped and played out to challenge the ESS Team to coordinate and action both a Reception Centre and Group Lodging concurrently. An accident of this magnitude could potentially require these actions.

The exercise will also challenge the ESS Team to coordinate with local School District 43 on the evacuation of a local elementry school. The Team has never had the opportunity to coordinate such an activity.

Expectation for this exercise is the strengthening and increasing capacity of the knowledge skills and abilities of the PM ESS Team.

10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

This exercise focuses on building capacity, knowledge, and awareness of the required skills and abilities to stand up to a fully functioning successful EOC. This additional training opportunity allows the PM EOC to strengthen core EOC principles and develop

the capacity to assist other First Nations or Local Authorities if a request for assistance arises.

The City's support to a requesting FN or LA could be in the combination of the following:

- ☐ EOC practitioners
- ☐ EOC equipment
- ☐ ESS Team
- ☐ Offsite EOC or ESS facilities

11. Partnerships. In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

The Natural Progression of EOC Skill Sets Project will be collaborating with Suncor Energy, located at 9950 Barnet Highway in Port Moody. Suncor is a partner in the community and has invited the City to numerous EOC exercises of their own. Suncor and its facility will be an integral piece in this exercise. In coordination with a exercise design contractor, PM EPC will be designing an exercise that will have an accidental breakage of a gas pipeline by a contractor on Suncor's property.

The coordinated effort to respond and mitigate such an event will see the PM EOC working collaboratively with the Suncor EOC. School District 43's participation is a moment to work together on an elementary school midday evacuation. This exercise will give the school board and the EOC insight into requirements for such a task and identify gaps that can be reviewed and actioned in a follow-up.

An invitation extended to our neighbouring First Nations and Local Authorities will offer insight into the requirements and challenges an organization could face if presented with this type of hazardous incident..

12. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

As evaluators, EMBC again will be requested to evaluate the exercise for their expert feedback and identify any severe deficiencies. Objective insight and input from the neighbouring local authorities invited to observe the exercise will give an additional lens of identified gaps.

Internally, the exercise will be the staff's feedback on the exercise and the combination of all the input from the external sources. PM EM relies on comprehensive independent information from neighbouring communities and First Nations. Culminating all of this data into a fulsome after-action report will build stronger EOC capacity for future exercises or real-world events.

The City's internal documentation system will track all conducted training and exercises.

13. Progress to Date. If you received funding under the 2018, 2019, or 2020 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

Over the last three funding periods (2018, 2019, and 2020), Port Moody continues to build and prepare for a large-scale emergency event in the City. 2021 will build off of previous accomplishments and extend into a more comprehensive full-scale EOC exercise. This exercise will validate team members' knowledge, skills, and abilities and identify any gaps that will need actioning with additional training. Through staff's dedication, support, enthusiasm, the City of Port Moody has, to this point, been virtually unscathed with significant challenges with COVID-19. The team will continue to train and be educated throughout 2021, but just not in traditional ways due to the limitations of COVID. UBCM EOC Grants have supported the Port Moody EOC by funding the following:

- Mobile Internet Devices
- Communication Equipment
- Mobile Power Distribution Unit, Lights and Cords
- EOC Emergency Food Supplies
- EOC Ready Operational Supplies
- Training and Exercises
- ICS 100
- EOC Basics Training
- Rapid Damage Assessment
- Logistics Section Training
- Finance Section Training
- Operations Section Training
- Planning Section Training
- Functional EOC Activation Exercise
- Exercise Rapid Ignition 55 staff
- Portable Radios
- Additional EOC Vests
- Additional Information Technology Equipment
- Exercise Incendiary

All of the above education, equipment, and exercises have strengthened the City's operational readiness for a catastrophic event. The Port Moody EOC continues and will continue to train and reinforce staff confidence and EOC abilities.

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

The requested EOC funding for the EOC exercise will expand Port Moody's EOC Teams capabilities, understanding, and processes of an activated EOC and allow the opportunity to involve local industry and community partners. This collaborative approach with local community partners will strengthen a city-wide system to readiness for interaction and collusion required for this type of event and types of events just like it.

The completion of this project will heighten the City of Port Moody's local capacity with the audio equipment to allow for a functioning virtual EOC. The project as well will enhance the capacity of Port Moody EOC staff and improve the understanding and demands of a activated EOC.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- ☐ Local government Council or Board resolution, Band Council resolution, or Treaty First Nation 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.
- ☐ For regional projects only: local government Council or Board resolution, Band Council resolution, or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).

Name: Kirk Heaven

Title: Deputy Fire Chief / EPC

Signature:

FIPPA s. 22

An electronic or original signature is required.

Date: March 16, 2021

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8