
TO: Electoral Area Services Committee **MEETING:** September 4, 2018
FROM: Melissa Tomlinson
Special Projects Coordinator,
Emergency Services **FILE:** 7130-03-01
SUBJECT: Emergency Plan Update

RECOMMENDATION

That the Emergency Plan Update report be received for information.

SUMMARY

The current Regional District of Nanaimo Emergency Plan was developed in 2013 and needs to be updated since the industry standard is to review and update an emergency plan every 3 to 4 years. Based on feedback, the current Emergency Plan is cumbersome and not suitable for distribution to the public as it contains information protected by the *BC Freedom of Information and Protection of Privacy Act*. The RDN Emergency Services Department has been working with our local partner emergency programs through the Mid Island Emergency Coordinators and Managers group to develop a standard and more concise Emergency Plan and Operational Guidelines.

BACKGROUND

In 1995, the RDN, under the powers granted by the *Local Government Act*, the *Emergency Program Act*, Stats B.C. c.41, 1993, Index Chap. 105.1, created the Regional District of Nanaimo Emergency Program Bylaw Nos. 952 and 953, and 1416 (update version, 2005). These bylaws give direction to the Emergency Program and allow for the preparation of the Emergency Plan under the Province of BC Emergency Management System guidelines.

Local authorities are legislated by the provincial government, through the *Emergency Program Act, 2018*, to create local emergency plans to prepare for the response to and recover from emergencies and disasters. The RDN's current emergency plan was updated most recently in 2013, thus necessitating an update as it is now outside of the industry standard window of 4 years. Currently, RDN Emergency Services is working collaboratively with the Emergency Coordinators and Managers (MIECM) to review the previous plan structure in order to streamline it and standardize within the Mid-Island region. The updated emergency plan will be easily accessible to the public while remaining within the constraints of privacy protection. As well, together with the MIECM, the RDN Emergency Services will review sections of the Emergency Plan every two years to ensure it is kept current.

Once the standardized Emergency Plan is complete, RDN Emergency Services will input the relevant information to customize the plan for the RDN, such as community capacity and limitations, local bylaws and agreements. The plan can then be revised and updated as required. For example, when the Hazard, Risk and Vulnerability Assessment project is finished (estimated September 2019), information from this project will be added to the Emergency Plan as well as into the corresponding contingency plans.

This updated, standardized Emergency Plan is in the final draft stages and is anticipated to be completed and available for customization by the Fall 2018 and will be implemented by the RDN early 2019. The updated Emergency Plan not only summarizes response activities, which are expanded upon within the Operational Guidelines, but also addresses planning, recovery and mitigation activities. This method addresses all four pillars of Emergency Management, using the BC Emergency Management System approach. This will result in a more comprehensive plan than previously, which focused solely on the emergency response phase.

ALTERNATIVES

1. That the Emergency Plan Update report be received for information.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications associated in the review and revision of the Emergency Plan; this report is provided for information purposes only.

STRATEGIC PLAN IMPLICATIONS

Updating the RDN Emergency Plan is a priority project, arising from the 2016 Gap Analysis of Emergency Planning. This supports the strategic priority of "Focus on Service and Organizational Excellence" by recognizing emergency services as core elements of community safety, and through continued support of emergency preparedness within the Regional District of Nanaimo.



Melissa Tomlinson
mtomlinson@rdn.bc.ca
August 12, 2018

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer