

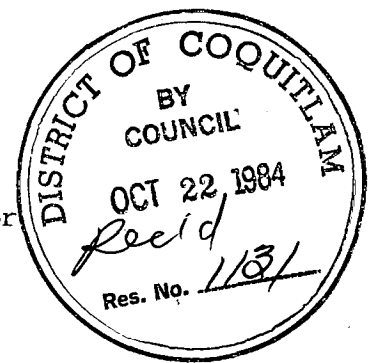
EMERGENCY PROGRAM PLANNING COMMITTEE

EMERGENCY PROGRAM PLANNING COMMITTEE MEETING MINUTES

A regular meeting of the Emergency Program Planning Committee was convened at 10:00 a.m. in the Emergency Operations Centre on 1984 October 11 with the following persons present:

COMMITTEE: Mayor Sekora, Chairman  
Ald. Levi  
Ald. Reid

STAFF: D. Cunnings, Emergency Program Coordinator  
N. Nyberg, Municipal Engineer  
T. Edwards, Deputy Municipal Engineer

505-1 Presentation of Engineering Department's Standing Operating Procedures (S.O.P.) - Emergency Response Plan

Mr. Tony Edwards, Deputy Municipal Engineer, spoke to the Engineering Department's Emergency Response Plan which addresses: (1) bridge structural collapse; (2) earthquake; (3) flooding; (4) landslide; (5) snow and ice; (6) volcanic ash; and (7) windstorm emergencies. Mr. Edwards informed the meeting that the purpose of the Engineering Department's Emergency Response Plan was to provide specific instructions to on-scene supervisors during the first two critical hours of a major occurrence. The Committee noted that the Standing Operating Procedures booklet also contained resource lists for both human and physical resources and that the Engineering Department would serve as the "lead agency" in anyone of the aforementioned emergency situations.

505-2 Purpose of Emergency Management

The Emergency Program Coordinator advised the meeting that the purpose of emergency management is to develop a multi-organizational disaster response system that will ensure an efficient, co-ordinated and predictable response during times of a major emergency or disaster within the Municipality. The responsibility of the Emergency Program Co-ordinator - a part-time position - was outlined as, but not limited to, co-ordinating the work efforts of others to; (1) MITIGATE, whenever possible; (2) PREPARE AND PLAN FOR...; (3) RESPOND TO...; AND (4) RECOVER from a major emergency or disaster. Finally, to arrange for and plan practical in-field and tabletop exercises to give local officials experience in major emergency or disaster operational functions under simulated emergency conditions. In addition to these functions, the meeting was advised that the Emergency Program Co-ordinator's responsibilities extend to search and rescue management and training for responses in remote area settings.

505-3 Review of Bylaw # 375, 1974 - A Bylaw to Authorize the Formation of an Emergency Program Plan

The Committee reviewed clause by clause Bylaw #375 which resulted in the following questions being raised for discussion at subsequent meetings:

- (1) What is an emergency?
- (2) Does the Municipal Act empower the Mayor to instruct that businesses be closed - such as the liquor stores - during a major emergency or disaster?
- (3) What would the politicians' role actually be during a major emergency or disaster?
- (4) What is the status today of the Canadian Transportation's study of the transportation of hazardous products by rail through the Coquitlam area?
- (5) What capital budget item would the Committee be prepared to sponsor during the balance of 1984?
- (6) When will the Engineering Department's Emergency Response Plan be exercised?
- (7) When will the Deputy Emergency Program Co-ordinator be appointed?


505-4 Identifying Roles and Responsibilities of the Departments, Outside Agencies and Individuals Prior to a Major Emergency or Disaster

The Emergency Program Co-ordinator advised that such a meeting was tentatively scheduled for 9:30 a.m. on October 24, 1984 in the Emergency Operations Centre.

505-5 Committee Meeting Dates

The meeting tacitly agreed to the Mayor's suggestion that the Committee meet once every two weeks until the end of the year and that his office would announce the date and time for such meetings. The Committee members complimented Mr. Tony Edwards of the Engineering Department on his presentation and, in particular, the format of the Engineering Department's Emergency Standing Operating Procedures.

ADJOURNMENT - The meeting adjourned at 11:20 a.m.



D.L. Cunnings  
Emergency Program Co-ordinator

DISTRICT OF COQUITLAM

BY-LAW NO. 375, 1974

A By-Law to authorize the formation of  
an Emergency Programme Plan

WHEREAS the Municipal Council of the District of Coquitlam considers it provident and necessary to establish an Emergency Programme By-Law in the interest of the safety and well being of the general public;

AND WHEREAS the Emergency Programme Act, being Chapter 55, R.S.B.C., 1960 and amendments thereto, allows the Lieutenant Governor In Council to authorize within the Province of British Columbia by promulgation from time to time, such regulations as he may consider necessary or advisable for the purpose of dealing with civil defence emergencies;

AND WHEREAS the Lieutenant Governor In Council has promulgated certain Orders In Council pursuant to the provisions of the Emergency Programme Act;

AND WHEREAS under the said Emergency Programme Act and regulations pertaining thereto the Council of any Municipality may, by resolution or By-law;

- (a) Organize, establish and put into operation any plan or scheme for civil defence;
- (b) Co-operate with and make grants of money to any Committee set up to undertake the organization and operation of civil defence;
- (c) Authorize any employee of the municipality to perform any services that the Council may deem to be in furtherance of any such plan or scheme of civil defence;
- (d) Acquire by purchase or otherwise, fire, demolition and other equipment or materials that the Council may deem necessary or useful for civil defence;
- (e) Authorize the use of real property or any equipment or chattels belonging to the municipality for the furtherance of any such plan or scheme;
- (f) Authorize any employee of the municipality to demolish or remove any privately owned wall, building, structure or works made dangerous to the public by enemy action or civil disaster;
- (g) Authorize the Municipal Civil Defence Officer or any person or municipal employee of the District acting under his authority to obey the orders of the Civil Defence Officer for the zone, without regard to boundaries of the District;

- (h) Expend money for any of the purposes of the Act, either from General Revenue or from any tax levy made under the provisions of the "Emergency Programme Act";
- (i) Make such orders, rules and regulations as are deemed necessary or advisable to protect the health and welfare of the public;

NOW THEREFORE the Municipal Council of the District of Coquitlam, in open meeting assembled, ENACTS AS FOLLOWS:

1. This By-Law may be cited for all purposes as the "District of Coquitlam Emergency Programme By-Law No. 375, 1974".
2. In this By-Law unless the context otherwise requires:  
DISTRICT shall mean the District of Coquitlam;  
COUNCIL shall mean the Council of the District of Coquitlam;  
CIVIL DEFENCE includes planning, organization, establishing and operating salvage, precautionary, and safety measures, controls, facilities, and services of all kinds, vital and necessary for the public welfare for meeting, preventing, reducing and overcoming the effects of enemy action or civil disaster;  
CIVIL DISASTER shall include such emergencies as earthquake, floods, health epidemics, crashed aircraft and mud and snow slides;
3. There shall be an Emergency Committee consisting of the Mayor of the District, or, in his absence, the Acting Mayor, and the Municipal Manager of the District shall be an ex officio officer and non voting member of the said Committee. The Mayor of the District shall have power to add to the Committee from time to time, any other members of Council that he deems necessary to advise on matters relating to Civil Defence;
4. Subject to the approval of Council of the District, the Emergency Committee may:
  - (a) Negotiate agreements with other Municipalities and Regional Districts for the purpose of mutual aid or for the formation of joint organizations with Federal or Provincial governments;
  - (b) Enter into agreement with agencies other than government for the employment of their members within the Emergency Programme according to their qualifications;

5. The Emergency Committee will be responsible for:
  - (a) The establishment of procedures required for the prompt and efficient implementation of plans and programs to meet civil defence emergencies;
  - (b) Authorizing the use of real property, or any equipment or chattels belonging to the District, during a civil disaster or enemy action, that are vital and necessary for the meeting, reducing and overcoming the effects of said civil disaster or enemy action;
  - (c) Authorizing any employee of the District, during a civil disaster or enemy action, to demolish or remove any privately owned wall, building, structure or works made dangerous to the public by enemy action or civil disaster;
  - (d) Authorizing the municipal Civil Defence Officer, or any person or municipal employee acting under his authority, to obey the orders of the Civil Defence Officer for the zone without regard to municipal boundaries, during enemy action or civil disaster;
  - (e) The organization and maintenance of a staff Emergency Programme Planning Committee comprising the heads of the District Municipal Departments, and any other persons deemed necessary by the Emergency Committee;
  - (f) Recommending to Council an expenditure of Municipal funds for equipment and operations in preparation for, or during, a civil defence emergency;
  - (g) Carrying out the programme of public information recommended by the Emergency Programme Co-ordinator, where and when the Emergency Committee considers said programme appropriate and applicable;
  
6. The Council of the District shall appoint a Municipal Emergency Programme Co-ordinator who shall:
  - (a) Advise the Mayor and Council on all matters relating to Emergency Programmes;
  - (b) Co-ordinate the Emergency Programme Plans prepared by the Municipal Departments of the District;
  - (c) Advise and assist Department Heads in all matters relating to Civil Defence;
  - (d) Prepare annual budgets and estimates of expenditures for submission through the Municipal Manager of the District to the Council, for the operation and maintenance of the Emergency Programme organization;
  - (e) Formulate and conduct, after ratification of the Emergency Committee, a training programme for civil defence emergencies in harmony with the aforesaid approved budget, and carry out such studies and exercises as are required to keep the Emergency Programme Organization in a tested state of readiness;

- (f) Recommend to the Emergency Committee the aforesaid training programme for civil defence emergencies;
- (g) Select suitable candidates for applicable Federal, Provincial and Municipal Civil Defence Emergency Training courses, and recommend such candidates for training to the Emergency Committee;
- (h) Prepare for consideration of the Emergency Committee a continuing programme of public information, so that the population comprising the District is informed of the emergency measures that they should take, or are being taken on their behalf;
- (i) Advise the Emergency Committee on all matters relating to the economy and effectiveness of the Emergency Programme;
- (j) Develop civil defence emergency services and plans in those areas of the Emergency Programme which are not normally the responsibility of existing Municipal District Departments;
- (k) Provide advice to persons and private organizations on all matters relating to Emergency Programmes;

7. There will be a District Municipal Staff Emergency Programme Planning Committee, on which the Municipal Manager shall be an ex officio member, which shall be organized as follows:

- (a) The Emergency Programme Co-ordinator shall be the Chairman of the Planning Committee and he will delegate an alternate to act in his absence;
- (b) All District Municipal Heads of Departments are hereby declared members of the said Planning Committee;
- (c) The Chairman of the Planning Committee will advise and assist Heads of Departments in the preparation of civil defence emergency plans involving inter departmental action, and will co-ordinate such plans;
- (d) Each department shall carry out such measures and activities as are required to meet its responsibilities during a civil defence emergency;

READ a first time this 10th day of June A.D., 1974.

READ a second time this 10th day of June A.D., 1974.

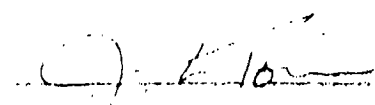
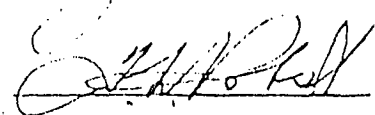
READ a third time this 10th day of June A.D., 1974.

RECONSIDERED and FINALLY PASSED and ADOPTED and the Seal of the District affixed this 17th day of June A.D., 1974.

I hereby certify the foregoing By-Law to be a True and Correct copy of the By-Law No. 375 1974 as adopted by the Council of the District of Coquitlam in accordance with the provisions of the Municipal Act on the 17th day of June 1974.

Date of Certification

June 21/74  
 Deputy Municipal Clerk  
 District of Coquitlam

 MAYOR  
 CLERK

DISTRICT OF COQUITLAM  
PROPOSED EMERGENCY RESPONSE ROLES

MAYOR AND COUNCIL

MUNICIPAL MANAGER

POLICE-  
R.C.M.P.

FIRE  
HAZARDOUS MATERIALS

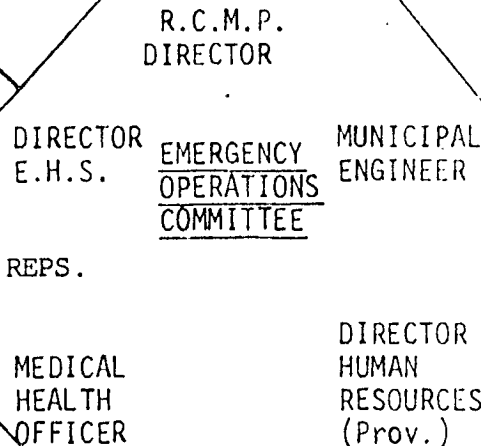
- FIRE DEPARTMENT
- Fire Suppression
  - Control of Hazardous Materials
  - Chemical Spills
  - Dangerous Goods
  - Rescue

- R.C.M.P.
- Crime Prevention
  - Crowd Control
  - Traffic Control
  - Search
  - Care of Dead
  - Scene Control
  - Scene Investigation
  - Establish Field Command Post & assign the Scene Commander
- Activate E.O.C. & assign the E.O.C. Commander

HOSPITAL  
AMBULANCE

- EMERGENCY HEALTH SERVICES
- Treatment of Casualties
  - First Aid
  - Triage
  - Transportation of injured
  - Hospital Treatment

External Agencies and Industries



PUBLIC WORKS  
UTILITIES

ENGINEERING DEPARTMENT

- Emergency Construction
- Maintenance of Water, Gas, Electricity and Sewerage
- Manpower
- Building Closures
- Emergency Status Reports
- Physical Damage Reports
- Building Damage Assessments
- Mobile Equipment
- Establish a Sub-E.O.C.

PUBLIC HEALTH DEPARTMENT

- Health Protection
- Disease Control
- Fall Out
- Animal Control
- S.P.C.A.

HEALTH

- Emergency Operation Centre
- Mobile Command Post
- Public Information
- Provincial Emergency Program

DEPARTMENT OF HUMAN RESOURCES

- Evacuation Centres
- Shelter
  - Food
  - Registration
  - Volunteers

WELFARE



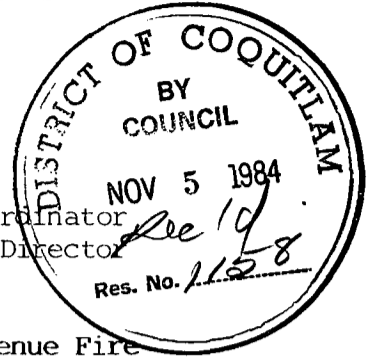
EMERGENCY PROGRAM PLANNING COMMITTEE MEETING MINUTES

#505

A regular meeting of the Emergency Program Planning Committee was convened at 10:00 a.m. in the Emergency Operations Centre on 1984 October 30 with the following persons present:

COMMITTEE: Mayor Sekora, Chairman  
Ald. Levi  
Ald. Reid

STAFF: D.L. Cunnings, Emergency Program Coordinator  
R. Munro, Emergency Social Services Director



505-1 Municipal Emergency Social Services - 600 Smith Avenue Fire

R. Munro addressed the meeting and spoke to the Canadian Emergency Planning Organization structure ranging from the Privy Council through to the municipal level. The Committee also reviewed with Mr. Munro the minutes of the 600 Smith Apartment Fire Meeting that was convened at 2:00 p.m. on Sunday, 1984 October 14 in the Best Western Coquitlam Motor Inn - copy attached.

Moved by Ald. Reid, Seconded by Ald. Levi

That the information be received and that consideration be given to identifying key representatives from the various social agencies at such future meetings through the use of armbands or ribbons.

Carried

✓ 505-2 Scene Management - Responder Identification (Vests, Armbands and Picture I.D. Cards)

The Emergency Program Coordinator informed the meeting that the Lower Mainland Regional Emergency Planning Committee has been investigating the use of vests and armbands for on-scene responders at an approximate cost of \$20.00 per vest and \$5.00 per armband. The meeting was also advised that the District of Coquitlam is in the final stages of arranging for picture I.D. cards for persons likely required at the scene of a major emergency or disaster or the Municipality's Operations Centre. The Committee reviewed an R.C.M.P.-style vest and was informed that the Regional Emergency Planning Committee had settled on an orange vest with a reflector tape front and back which would allow each Municipality to affix whatever wording it wished, ie. Municipal Engineer, Elected Official, On-Scene Commander (O.S.C.), etc.

Moved by Ald. Levi, Seconded by Ald. Reid

That Coquitlam endorse in principle the Regional Emergency Planning Committee's recommendation that a standard colored vest and armband be adopted by all Lower Mainland municipalities for the identification of key on-scene emergency responders.

Carried

APPROVED BY  
CO R-3  
\* 11/8/84

505-3 Key Issues from R.C.M.P. Debriefing of the 600 Smith Avenue Fire

The Emergency Program Coordinator reviewed with the Committee the following key R.C.M.P. debriefing points: (1) purchase of Police-Fire crowd control line tape; (2) abandoned police vehicles and other service vehicles in the cordoned off area; (3) remedial steps to be taken regarding improvements to the radio reception within the command post of all RCMP frequencies; and (4) police acceptance of the task of securing an occupancy list at each multi-dwelling fire.

Moved by Ald. Reid; Seconded by Ald. Levi

That the information be received.

Carried

505-4 Fire Department Radio Communication during a Major or Multiple Emergency

The Emergency Program Coordinator drew to the Committee's attention the limitations that are associated to any emergency department that has to operate on a single frequency; and, in the case of the Coquitlam Fire Department, share its single frequency with the City of Port Coquitlam's Fire Department.

505-5 Emergencies Involving the Municipal Emergency Program Coordinator - October 1984

- Ground search for missing 20 year old in the ravine area north of Fresno Place (20 search and rescue volunteers were involved)
- October 25, 1984 - Methane Gas Alert at 120 and 130 Glacier Street (this minor alert is being handled by both the Fire and Engineering Departments.
- October 30, 1984 - The Provincial Ministry of the Environment alerted the Coquitlam Emergency Program Office of a diesel spill in the water course in front of 195 Schoolhouse Street - Public Works is the office of primary interest (O.P.I.)

505-6 Provincial Emergency Program Grant for the Period April 1, 1984 to March 31, 1985

Moved by Ald. Levi, Seconded by Ald. Reid

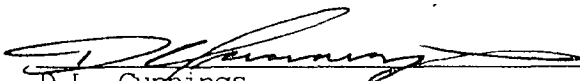
That the Emergency Program Coordinator and the Municipal Clerk be authorized to file application for a Provincial Emergency Program grant in the amount of \$6,160 for the period April 1, 1984 to March 31, 1985.

Carried

505-7 Date of Next Emergency Program Committee Meeting

The November meeting is scheduled for 10:00 a.m. in the Emergency Operations Centre on Tuesday, November 13, 1984.

ADJOURNMENT - The meeting adjourned at 11:35 a.m.

  
D.L. Cummings  
Emergency Program Coordinator

APPROVED  
By  
C. Reid  
11/10/84

APARTMENT FIRE - 600 SMITH AVENUE

Minutes of a meeting convened at 2:00 p.m. on Sunday, 1984 October 14, in the Westminster Room of the Best Western Coquitlam Motor Inn at 319 North Road, Coquitlam, B.C., with the following persons present:

- COUNCIL: Mayor Sekora  
Aldermen Reid, Mitchuk, LeClair
- STAFF: D.L. Cunnings, Emergency Program Coordinator  
R. Fontaine, Ass't Fire Chief  
R. Munro, Emergency Program
- OTHERS: S. Doig, Ministry of Human Resources  
G. Smith and G. Laffra, Mayfair Management  
B. Moffat, Canadian Legion

1. Emergency Program Coordinator's Introductory Remarks

The Emergency Program Coordinator introduced the Mayor who, in turn, introduced members of Council and provided some opening remarks along with his home telephone number.

The E.P.C. introduced staff, management of the apartment, Human Resources representative and Legion representative. Emphasis was placed on the 24-hour system of emergency assistance with an encouragement towards a self-help approach.

Question: How many require emergency lodging for tonight?

Answered by a show of hands: 17

The E.P.C. requested Mr. G. Laffra to provide a status report on the Braemar Apartment site:

- no heat; hot water, etc. for many of the apartment blocks,
- security guards would be provided to prevent looting,
- alternate accommodations is available at the Slumber Lodge on Clarke Road
- Mayfair management will pay for Sunday night after which the individual insurance companies will be responsible to take over
- receipts must be turned in to Mr. Laffra

Question: Can we stay in the apartments?

Answer: Yes, occupants can stay in Apartment blocks A, B, C and D.

The E.P.C. summarized Mr. Laffra's remarks indicating it was a personal choice and that they were encouraged, to stay in their suites wherever possible.

Mr. D. Binder of Leader Insurance introduced himself and offered to meet with his clients and/or others after the meeting. Phone #936-9922.

Question: Can we salvage our belongings?

Answer: Yes, a tenant group is being formed to assist in that process.

Agenda Item 4 - Emergency Assistance's Phase

The E.P.C. requested a show of hands to determine the clothing requirements for the group and further emphasized the need to get an appropriate reaction to meet the demand and to ensure that we did not over-solicit public assistance. Adults requesting clothing: 23; children needing clothing: 5.

Agenda Item 5 - Registration and Enquiry

The E.P.C. outlined the purpose of a central registry and enquiry system for those involved in the fire and further established the Park and Recreation office as the lead agency - phone number: 936-3481.

Question: A question was raised about the cause of the fire.

Answer: The meeting was advised by the Mayor that it was under investigation!

The E.P.C. requested Ass't Fire Chief Fontaine to outline any advice for those occupants who wish to remain in their suites. A common sense approach was

suggested - do not use octopus outlets, candles, etc. An emphasis was placed on not doing anything that which would in any way contribute to another fire.

The E.P.C. summarized the items, discussed and outlined the contact numbers for Mayfair management: 939-6944 and the central registration number: 936-3481.

Agenda Item 10 - Other Concerns

Question: What about postal service?

Answer: Tenants were advised to pick up their mail at the post office on Ridgeway Avenue.

Question: Where do we get new I.D.?

Answer: Steven Doig of MHR suggested that they must approach each agency and cancel any credit cards, etc. and file application for new I.D.

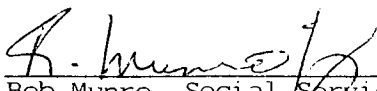
Question: What do we do about food for tonight?

Answer #1: Mayfair management representative suggested that if they were staying at a motel, they could charge their food to the room bill.

Answer #2: Ministry of Human Resources would be able to provide emergency funds or food for the balance of the week. The 24-hour emergency number is 524-3661 and the number for the local MHR office at 504 Cottonwood was 931-3491.

The E.P.C. wound down the meeting with some closing remarks and indicated that another meeting would be arranged soon, to update residents on the situation and to further determine the need for special assistance.

The meeting adjourned at 4:15 p.m.

  
\_\_\_\_\_  
Bob Munro, Social Services  
Coquitlam Emergency Program

MINISTRY OF ENVIRONMENT  
PROVINCIAL EMERGENCY PROGRAM  
GRANT APPLICATION FORM

505-6

In accordance with Section 4(k) of the Emergency Program Act RSBC 1979, Chap.106  
the Municipality of COQUITLAM hereby requests an Emergency  
Program Grant\* for fiscal year 84/85, to a maximum of \$6,160.00.

It is understood that application for this Emergency Program Grant\* is an under-  
taking by this municipality to:

1. Have an Emergency Bylaw/Resolution.
2. Have an active emergency committee with the Mayor and at least one alderman as members.
3. Have an emergency plan.
4. Assist the Director or other public officer of the Provincial Emergency Program in response to a real or imminent emergency which threatens life, health or welfare without regard to municipal boundaries. Where extra-ordinary costs\*\* are incurred by the municipality, as authorized in this section, the Provincial Emergency Program shall be responsible for these costs.
5. Have an Area Coordinator who must work toward fulfilling sections 1-4 above.

SIGNATURE \_\_\_\_\_  
Area Coordinator

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, THE  
GRANT\* RECEIVED WILL BE EXPENDED FOR THE PURPOSE OF EMERGENCY PROGRAMING.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
City/Municipal Clerk

Mail cheque to: \_\_\_\_\_

Grant Conditions Met to the \_\_\_% level:  
\_\_\_\_\_ DATE \_\_\_\_\_  
PEP Regional Coordinator

SPENDING AUTHORITY

A grant, in the amount of \_\_\_\_\_, is hereby authorized pursuant to  
the Emergency Program Act Section 4(k). It is certified that the amount to  
be paid is correct, is in accordance with appropriate statutes or other  
authority for payment or contract and where applicable that the work has been  
performed, the goods supplied, the services rendered or other conditions  
met.

Approved: \_\_\_\_\_ DATE \_\_\_\_\_  
Director  
Provincial Emergency Program

\* For Conditions - See Reverse  
\*\* See Reverse

The Grant amount shown on the reverse is subject to the performance of the undertakings agreed to:

1. Municipalities not having an Area Coordinator are ineligible for a grant.
2. Municipalities not having an Emergency Bylaw/Resolution are ineligible for a grant.
3. Failure to have an active Emergency Committee reduces the grant figure by 25%.
4. Failure to have an emergency plan reduces the grant by 25%.
5. If these undertakings are introduced part way through a year the grant will be prorated accordingly.

\*\* Extraordinary costs include, but are not limited to: overtime claims, equipment/vehicle rentals, expenses, compensation claims, etc.