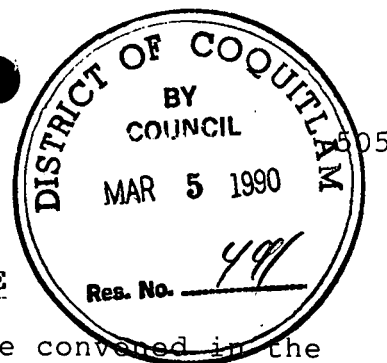


EMERGENCY PLANNING COMMITTEE

Tuesday, February 27, 1990
Emergency Planning Committee - 12 noon



EMERGENCY PLANNING COMMITTEE

A meeting of the Emergency Planning Committee convened in the Committee Room, 1111 Brunette Avenue, Coquitlam, B.C. at 12 noon on Tuesday, February 27, 1990 with the following persons in attendance:

| | |
|-------------------|----------------------------|
| Mayor L. Sekora | Chairman |
| Ald. D. White | Committee Member |
| Ald. J. Kingsbury | Committee Member |
| A.E. Edwards | Emergency Program Director |
| D. Buchanan | Acting Municipal Manager |
| N. Nyberg | Municipal Engineer |
| S. Aikenhead | Deputy Municipal Clerk |

EMERGENCY TRANSPORTATION STATUS REPORT

This item was received for information.

It was suggested that N.D. Lea & Associates be asked to make a presentation of their report at the Emergency Awareness Forum to be held on Tuesday, April 24, 1990 at the Poirier Street Recreation Complex.

EMERGENCY EXERCISE - COQUITLAM DAM

This report was received for information.

COQUITLAM EMERGENCY AWARENESS FORUM

The Committee recommends:

APR 0
NGS 497
COUNCIL ACTION That this report be received for information and that the sum of \$1,500 for advertising for the Emergency Awareness Forum be approved.

EMERGENCY BUDGET EXPLANATION

This report was received for information.

ADJOURNMENT

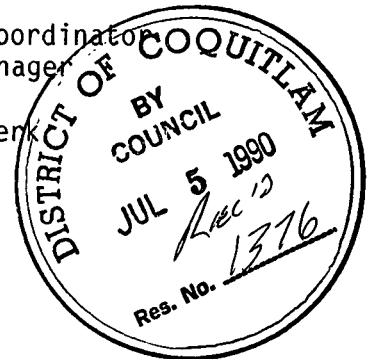
Mayor Sekora declared the meeting adjourned at 1:00 p.m.

CHAIRMAN

EMERGENCY PLANNING COMMITTEE

A meeting of the Emergency Planning Committee convened in the Committee Room, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, June 27, 1990 at 11:00 a.m. with the following persons in attendance:

| | |
|-------------------|-------------------------------|
| Ald. D. White | Acting Chairman |
| Ald. J. Kingsbury | Committee Member |
| A.J. Edwards | Emergency Program Coordinator |
| T. Klassen | Acting Municipal Manager |
| N. Nyberg | Municipal Engineer |
| S. Aikenhead | Deputy Municipal Clerk |



Emergency Training

The Committee recommends:

COUNCIL ACTION That the Emergency Planning Coordinator and Emergency Information Director, or delegate, attend the IEMC/Response and the Basic Emergency Public Information FEMA Courses respectively at a direct cost of approximately \$2,000, funded from Account 225100-600.

That the Emergency Social Services Deputy Director, the Communications Director and the Permits and Licence Director attend the Provincial Emergency Program's Emergency Preparedness Conference to be held October 23-25 in Vancouver at a total direct cost of about \$1,000, funded from Account 225100-600.

That two representatives from the Engineering Department attend the FEMA course "Earthquake Hazard Mitigation for Utility Lifeline Systems" at an approximate cost of \$500, funded from Account 225100-600.

That up to ten persons from the Permits and Licence Department, ten persons from the Engineering Department, and ten persons from the Fire Department and five volunteers from Search and Rescue attend a Post Earthquake Safety Evaluation of Buildings and Heavy Rescue briefing to be held September 26 and 27 in Richmond at an approximate cost of \$4,375, and

That the District of Coquitlam guarantee a portion of the cost of these Emergency Management seminars in the amount of \$4,000.

*APP'D
PLS 1377*

Community Involvement in Emergency Planning

Ald. White stated that the Committee wished to compliment Mr. A.J. Edwards for the excellent Emergency Preparedness for Earthquakes Seminar held for the public during Community Awareness Week. He also suggested that this seminar become an annual event.

The Committee suggested that this matter of distribution of the Earthquake brochures and comic books be referred to the School Board Liaison Committee for discussion regarding the School Board taking responsibility for distribution of same in 1991.

The use of the Coquitlam Newsletter to transmit articles of Emergency Preparedness was discussed.

The Acting Manager advised that there is limited space for such information in the present newsletter and it would cost approximately \$900 to add another page. The Committee suggested that this idea be investigated further.

The Committee advised they were in agreement with the idea of the establishment of a working group with the media to preplan articles in the local press.

The Committee requested that the Block Watch Coordinator and a member of the R.C.M.P. be invited to the next E.P.C. Meeting to discuss involvement in an Emergency Measures Plan.

Appointment of Communications Director

The Committee recommends:

*APP'D
RCS 13/78*
COUNCIL That Mr. Mike Nihls be appointed Communications
ACTION Director of the Municipal Response Group.

Exercise Plans

The Committee asked that members of the media be invited to the next meeting of the E.P.C. to discuss how they perceive their role in an emergency.

Wednesday, June 27, 1990
Emergency Planning Committee - 11:00 a.m.

Page 3

Adjournment

The Acting Chairman declared the meeting adjourned at
11:45 a.m.

Acting Chairman

- 2.04 The City of North Vancouver ran a course in Emergency Management from June 11-13 with Department Heads and third level alternates in attendance. The instructor was a captain in the Fire Department who had taken several courses at Arnprior and had attended Arnprior at the request of Council to set up the training course. They plan to run the same course in six months time with second level supervisors and fourth level alternates in attendance. This process would be repeated annually. The Districts of North Vancouver and West Vancouver will probably follow suit.
- 2.05 The same approach could be used here if there were people trained as trainers. The Federal Emergency Management Association (FEMA) has several "train the trainer" courses available at their National Training Centre in Emmitsburg Maryland with varying prerequisites. It would appear attractive to pursue qualifying individuals in Emergency Social Services, Engineering, Fire and Police to become trainers for various types of emergencies at all levels in the organization.
- 2.06 Rather than "jumping in" to FEMA courses leading to developing instructors, it would be prudent to gain a familiarity with the U.S. system by attending a course(s) at the Federal level. This would give information regarding the potential for developing trainers, provide an opportunity to assess the quality and effectiveness of their program and offer some needed training as well. The budget allows for two courses, one for the Emergency Informations Director and one for the Emergency Planning Co-ordinator.

The two courses suggested are:

| <u>Course Number</u> | <u>Title</u> | <u>Delegate</u> | <u>Dates</u> |
|----------------------|---|---------------------------------|------------------|
| E100 | IEMC/Response | Emergency Planning Co-Ordinator | Oct. 15-19, 1990 |
| E369 | Basic Emergency Public Information Course | Emergency Information Officer | Nov. 5-9, 1990 |

Course outlines are attached. Preliminary cost estimates are about \$1,000 for each course which is mostly travelling expenses and incidental costs at the Training Centre.

- 2.07 It is suggested that the second training initiative be attendance at the Emergency Preparedness Conference put on by the Provincial Emergency Program. Last year, the Emergency Information Director and the Deputy Emergency Planning Co-Ordinator attended the conference and were very pleased with it. The conference allows people attending to become familiar with the various emergency agencies and to learn the latest developments in their particular area.
- 2.08 Notes from last year's conference and the conference contents are attached. Since the conference on April 11th representatives from the media made presentations to municipal staff involved in emergency response and moves have been initiated to better respond to the media.
- 2.09 The best candidates to attend this year's conference are the recently appointed Deputy Director Emergency Social Services, the Permits and Licence Director, and the Communications Director, who could all benefit from an orientation into emergency preparedness. The direct cost of this training would be about \$1,000 including \$900 registration plus \$100 miscellaneous expenses.
- 2.10 There are two other important training initiatives. A state course is offered by FEMA at Olympia, Washington entitled "Earthquake Hazard Mitigation for Utility Lifeline Systems", course outline attached. This course would be very helpful for our Service Centre personnel in completing an Utility Recovery Plan in the event of an earthquake or other major emergency.
- 2.11 The second event is a planned one-half day seminar on Post Earthquake Safety Evaluation of Buildings by the Applied Technology Council of California combined with a one-half day seminar on Heavy Rescue by D.M. Jewett, Training and Disaster Co-Ordinator for Dade County, Florida. These seminars are scheduled for September 26 with a repeat on September 27 in Richmond. This package is an excellent opportunity for Building Technology, Engineering, Fire, and Search and Rescue personnel to receive a briefing on these subjects at a cost of about \$125 per person. Washington State held a seminar on Post Earthquake Safety Evaluation on January 29th which was attended by over 500 persons. The former Deputy Permits and Licence Director and I attended the seminar and were quite impressed with the thoroughness of the approach and the fact that it has widespread acceptance in the Building Industry in areas where earthquakes are a threat. The technique was used in San Francisco following their recent earthquake. Each person at the seminar would receive instructional manuals.

- 2.12 Heavy rescue training is a major requirement. It is suggested that 10 persons in Permits and Licence, 10 persons in Engineering, 10 Fire personnel and 5 Search and Rescue volunteers attend the seminar package at a total direct cost of about \$4,375 plus miscellaneous travelling expenses, (lunches are provided).
- 2.13 The seminars are being organized by the Emergency Planners and Managers Association of British Columbia which is a fledgling non-profit organization. I would suggest that Coquitlam guarantee one-third of the fixed cost of these seminars (\$4,000). The training received (para 2.12) would more than compensate for the financial guarantee.

3.00 RECOMMENDATIONS

- 3.01 That the Emergency Planning Co-ordinator and Emergency Information Director, or delegate, attend the IEMC/Response and the Basic Emergency Public Information FEMA Courses respectively at a direct cost of approximately \$2,000, funded from Account 225100-600.
- 3.02 That the Emergency Social Services Deputy Director, the Communications Director and the Permits and Licence Director attend the Provincial Emergency Program's Emergency Preparedness Conference to be held October 23-25 in Vancouver at a total direct cost of about \$1,000, funded from Account 225100-600.
- 3.03 That two representatives from the Engineering Department attend the FEMA course "Earthquake Hazard Mitigation for Utility Lifeline Systems" at an approximate cost of \$500, funded from Account 225100-600.
- 3.04 That up to ten persons from the Permits and Licence Department, ten persons from the Engineering Department, and ten persons from the Fire Department and five volunteers from Search and Rescue attend a Post Earthquake Safety Evaluation of Buildings and Heavy Rescue briefing to be held September 26 and 27 in Richmond at an approximate cost of \$4,375, and

That the District of Coquitlam guarantee a portion of the cost of these Emergency Management seminars in the amount of \$4,000.



A. J. Edwards, P.Eng.
Emergency Planning Co-ordinator

AJE:sh
Att.

IEMCs which have been conducted in the field include communities such as: Seattle, Washington; Des Moines, Iowa; Multnomah County (Portland), Oregon; San Francisco, California; Los Angeles County, California; Atlantic City, New Jersey; and Kansas City, Missouri.

IEMCs immerse students in the practical application of management functions—planning, preparedness, and response. Each course includes lecture blocks and workshops on emergency management subjects that lead to an emergency simulation. Scenario events of increasing complexity and threat are subtly interspersed throughout course sessions. Finally, a simulated emergency situation arises and participants must cope with realistic operations in a high-stress, disaster environment.

While every effort is made to accommodate individual applications for IEMC courses, States recruit for the generic courses by participant positions under guidance of FEMA Regional offices; i.e., each offering requires one mayor, one police chief, one fire operations officer, etc., until all real-life positions are filled. Specific positions are allocated by FEMA Regional offices to their various States.

The Exercise Design Course supports communities that conduct their own exercise programs. In this course local officials are trained in the development, implementation, and evaluation of a progressive, multi-year exercise program in their communities.

RESIDENT COURSES

E100 IEMC/RESPONSE

This is the "core course" that addresses preparedness and response in emergency situations resulting from natural and technological hazards. The IEMC is conducted for large as well as smaller communities depending upon priority of needs and hazards that are facing the community.

- **Student Selection Criteria:**
Elected and appointed city and county officials—mayors, county executives, legal counsel, city commissioners, county supervisors, and local emergency management directors. Upper and mid-management personnel, supervisory and operations staff from fire service, law enforcement, public affairs, public works, emergency medical. Red Cross, school systems, State liaison, and business and industry. Ex-

perience in State and local emergency operations is desirable, or previous participation in State-level or NETC training courses. Each person is assigned a role similar to his/her real-life position.

- **Course Dates:**
1989 Nov. 27-Dec. 1
1990 Jan. 8-11*
Apr. 9-13
June 25-28*
July 30-Aug. 2*
Aug. 20-24
Sept. 10-13*
Sept. 24-27*

*Reserved for specific community

E115 IEMC/NATIONAL SECURITY

A specialized IEMC which addresses unique concerns and problems associated with the preparation for and response to national security/civil defense emergencies at the State and local levels of government.

- **Student Selection Criteria:**
Similar to the IEMC/Response with the addition of State agency liaison representatives and key local government officials with specialized emergency management functions.
- **Course Date:**
1990 Jan. 29-Feb. 2

E130 IEMC/HAZARDOUS MATERIALS

A specialized IEMC/Response addressing the unique problems associated with transportation accidents involving radioactive, toxic and other hazardous materials.

- **Student Selection Criteria:**
The same as that for the IEMC/Response with the addition of State and local toxicologists and radiological health physicists.
- **Course Dates:**
1990 Jan. 22-26
Apr. 30-May 4
June 4-8

E215 EXECUTIVE DEVELOPMENT FOR EMERGENCY PROGRAM MANAGERS

A two-week course for career emergency managers that explores strategies in management and organizational development for improving local and State civil defense/emergency management organizations. It is composed of five sections or "modules": Legal Issues; Strategic Management; Executive Skills; Community Involvement; and Stress Management. The course focuses on management problems of the emergency program manager and on solutions involving traditional as well as innovative management techniques.

- **Student Selection Criteria:**
State and local emergency program managers with executive responsibilities.
- **Prerequisites:**
Applicants must have completed the Professional Development Series (PDS). A request for waiver will be considered by the Superintendent, EMI. Prospective students should be prepared to discuss present or potential organizational problems in their emergency organization. This course should be taken once every five years as an introspective career review by the emergency manager.
- **Course Dates:**
1990 June 4-15
July 30-Aug. 10
- **ACE Recommendation:**
Credit Hours: 3 hrs.
Level: UD
Curricula Administrative Principles of Management

E369 BASIC EMERGENCY PUBLIC INFORMATION COURSE

Designed to orient public information personnel to emergency management responsibilities, this course provides training in the basic skills essential for accomplishment of the public information job. Presentations include: working with the media, awareness campaigns, news briefings and other facets of public information.

- **Student Selection Criteria:**
Emergency management personnel who have collateral responsibilities as public information staff,

spokespersons or technical liaisons, or new public information officers in emergency management agencies. Co-sponsored by the Office of Public and Intergovernmental Affairs.

- **Course Date:**
1989 Dec. 11-15

E230 MICROCOMPUTER APPLICATIONS IN EMERGENCY MANAGEMENT

A 4-1/2 day course for experienced emergency program managers and their professional staff who are involved in the application of computer technology to emergency management. One focus of the course will be computer applications being used by State and local emergency management organizations across the country. Students will use microcomputers in the Institute's computer laboratory to develop emergency management applications using word processing, spreadsheets, and databases. They may either use the Institute's commercially available software, or bring their own IBM-compatible software to the course.

- **Student Selection Criteria:**
State and local emergency program managers and staff who are involved in the application of computer technology to emergency management.
- **Prerequisites:**
This course is not an introduction to computers. Knowledge of word processing, spreadsheets, and databases equivalent to introductory courses offered by community colleges, school systems, or computer vendors is presumed, with lessons and exercises based on that presumption.
- **Course Dates:**
1989 Nov. 6-10
1990 Jan. 22-26
Mar. 12-16
May 7-11
Aug. 13-17
Sept. 10-14
- **ACE Recommendation:**
Credit Hours: 2 hrs.
Level: UD
Curricula: Public Administration,
Emergency Management

August:

27-28

**EARTHQUAKE HAZARD MITIGATION
FOR UTILITY LIFELINE SYSTEMS (E335)**

Seattle, WA

This two-day course covers the potential impact of earthquakes on utility systems by focusing on the damage, disruption and resulting secondary hazards. Instruction provides guidelines for assessing and mitigating structural and non-structural earthquake hazards affecting facilities, equipment and transmission/distribution networks; and recommends strategies for coordinating response and hastening system recovery following an earthquake.

| | |
|---------------------|--|
| Maximum Class Size: | 60 |
| Sponsored by: | State DCD/DEM, FEMA Region X |
| Participant Costs: | Transportation and \$10 Registration Fee. Commuters responsible for their costs. |
| State Support: | Per Diem for out of area participants |
| Target Audience: | Public Works directors, utility officials, and engineers who have authority to initiate and implement earthquake mitigation programs and local and state emergency management planners. |

- 2.03 Speeches to interested groups can be affective for home preparedness, but not community or neighbourhood preparedness. Also, the information could be misleading depending on the speakers biases and general knowledge and discipline (an Engineer would present different information than a Fireman for example.) In my view, it is better to arrange a community forum approach to answer specific questions from and provide specific information to educate and better inform citizens.

3.00 POSSIBLE FUTURE STRATEGIES: EDUCATE AND HEIGHTEN AWARENESS

- 3.01 In advance of the community forum, there are several approaches that would be beneficial to heighten awareness. One is to continue distributing information such as the comic books and earthquake brochures. The comic book has been given to the School Board to be circulated to over 10,000 students and certainly will heighten awareness.
- 3.02 The second approach would be to use the Coquitlam newsletter to transmit articles of emergency preparedness information tailored for Coquitlam residents.
- 3.03 A third approach would be to establish a working group with the media to carefully preplan emergency articles to appear in the local press.
- 3.04 A fourth initiative would be to prepare or use existing videos to be shown on the local community channel on various types of emergencies or disasters and to have representatives from staff to answer questions. An earthquake video has been budgetted for and would be done with input from the School Board shared on a 50-50 cost basis.

4.00 POSSIBLE FUTURE STRATEGIES: COMMUNITY AND NEIGHBOURHOOD PREPAREDNESS

- 4.01 While our Emergency Social Services staff and volunteers will probably do an excellent job for a small disaster by opening and operating perhaps one or two reception centres, a widespread major disaster will quickly use all available personnel. The task is to prepare neighbourhoods and community groups to better fend for themselves.
- 4.02 There are groups which could be very helpful in this regard, namely: Ratepayers' Associations and Block Watch, Block Parent and Citizen's Crime Watch Patrol.
- 4.03 These groups could be very helpful in establishing community, ESS and Neighbourhood Plans. The attached Mother's For H.E.L.P. plan explains the efforts and organization required. There are newsletters which go out to Block Watch which could be used as a forum to initiate the program by explaining it and advertising organizational meetings.

5.00 RECOMMENDATION

5.01 That this report be received for discussion purposes.



A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

AJE:sh

D I S T R I C T O F C O Q U I T L A M

Inter Office Memo

TO: Don Buchanan DEPARTMENT: Administration DATE: 1990 June 21
FROM: Tony Edwards DEPARTMENT: Engineering FILE:
SUBJECT: Appointment of Communications Director OUR FILE: 01 12 01
NBI: COMMUN-DIR/SLH

FOR EMERGENCY COMMITTEE OF COUNCIL

Mr. Mike Nihls of the Parks and Recreation Department has agreed to fill the vacant Communications Director position in the Municipal Response Group. The nature of the position is described in the Disaster Response Plan with the appropriate section attached.

Mr. Nihls has no formal training in communications but the nature of the position is more administrative than technical and extensive training in communications equipment would be beneficial but is not essential. There is plenty of technical expertise among the Amateur Radio operators and staff of the Engineering, Fire and Police Departments and the requirement is to use this expertise to fit into municipal plans. Completion of a course in Emergency Communications together with a thorough review of existing communication reports, equipment and equipment manuals should give a sufficient background to do an effective job during and after a major emergency.

It is most advantageous to appoint someone for this role from a department other than the Police, Fire or Engineering. During a disaster response, these three departments will be extremely busy and all labour and equipment resources could be deployed. A person who can provide a smooth flow of information without interrupting emergency operations is very valuable for an efficient and effective response and for establishing the facts regarding the response for future investigations.

It is expected that Mr. Nihls would spend very little of his working hours performing this role. He would be required to attend about 3 evening meetings a year with the local amateurs. During working hours, he would be expected to attend Municipal Response Group and Amateurs meetings and exercises, maintain line load control lists, register radio volunteers with the Provincial Emergency Program, maintain records of communication equipment and trained personnel and maintain instruction sheets and procedures for communications during emergencies. When the Emergency Operations Centre is in operation, he would be required to implement communications plans. He would work very closely with the Emergency Planning Co-ordinator.

RECOMMENDATION

That Mr. Mike Nihls be appointed Communications Director of the Municipal Response Group.


A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

AJE:sh

Att.

33. EMERGENCY COMMUNICATIONS DIRECTOR. The Emergency Communications Director is responsible for managing the resources required to supplement normal communication channels during disaster response conditions:
- a. reviews and maintains instruction sheets and procedures for communication which may be required in a disaster response;
 - b. keeps accurate records of communication equipment and trained personnel;
 - c. cooperates and assists the Service Centre Superintendent in acquiring and maintaining radio transmitter (mobile and stationary), aerial systems, and related hardware;
 - d. provides continuous, round-the-clock operation of the municipal emergency communication facilities, in an emergency situation, using:
 - . municipal staff trained in radio operation;
 - . police and fire auxiliaries, where available;
 - . volunteers, including radio amateurs;
 - e. establishes effective liaison with B.C. Telephone to plan and implement emergency plans for:
 - . restoration of telephone service after interruption;
 - . the B.C. Tel 'Essential Line Treatment Plan' to protect priority telephone communications;
 - . integration of '911' service into current communications plans;
 - f. establishes contacts with amateur radio clubs and organizations which might be called upon in emergencies; and
 - g. acts as licensee for Coquitlam amateur radio transmitter.

D I S T R I C T O F C O Q U I T L A M

Inter Office Memo

TO: Don Buchanan DEPARTMENT: Administration DATE: 1990 June 21
FROM: Tony Edwards DEPARTMENT: Engineering FILE:
SUBJECT: Emergency Exercise Plans OUR FILE: 01 12 01
NBI: EMERG-EXER/SLH

FOR EMERGENCY COMMITTEE OF COUNCIL

1.00 BACKGROUND

- 1.01 In April of this year, the B.C. Hydro Dam Breach exercise was held involving several local organizations and the Municipal Response Group. The exercise was helpful in molding the Municipal Response Group into a co-ordinated team and clarifying roles. Briefing notes are attached.
- 1.02 This memo will explain the proposed Exercise Plan for the rest of the year.

2.00 DISCUSSION

- 2.01 Rather than plan a large exercise later this year, it is proposed that four small ones be done involving various parts of the organization. The exercises would practise:
- a) Communications
 - b) Traffic Control
 - c) Field Reconnaissance, and
 - d) Emergency Social Services
- 2.02 The former Communications Director wrote a communications plan which needs to be tested to assess workability. There has been criticism that the procedure is much too cumbersome and needs to be streamlined. An exercise should be performed which tests the set-up procedures for communications equipment, establishes areas of coverage of the equipment at the EOC, tests procedures for the flow of information to and from the EOC, and tests the likelihood of contacting resources outside municipal boundaries.

Proposed Date: October 3

2.03 Traffic Control during emergencies can be practised every time there is a motor vehicle accident(s) where traffic must be blocked, using the report prepared by N.D. Lea. An operating procedure should be developed, signs and other materials made, and a walk through and test performed with the Police and Engineering Departments present with representation from the Ministry of Highways, Port Coquitlam, Port Moody, Burnaby, and New Westminster in attendance. For example, when an emergency on the freeway or Lougheed Highway occurs which blocks rush hour traffic, within a very short time traffic should be re-routed along preplanned streets with pre-made temporary signs as guidance. This would leave most Coquitlam streets available for local traffic and emergency routes.

Proposed Date: August 23

2.04 An exercise(s) should be run in off hours to identify the likelihood of reconnaissance personnel to respond to an emergency and to query each on his or her role. i.e. What area would they cover? Facilities would they visit? How would they convey results? The results of this exercise could be useful in planning minimum overlaps of duties required.

2.05 When the Emergency Social Services Trailer arrives and is fully equipped, an exercise could be run to set up an Emergency Reception Centre and walk a few volunteers through the system. Volunteer groups, such as the Rotary Club, would be asked to participate or critique the exercise. This would help in clarifying roles and assessing equipment materials and manpower strengths and weaknesses.

Proposed Date: November 7

3.00 RECOMMENDATION

3.01 That this report be received for information.


A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

AJE:sh

Att.

504

Wednesday, November 21, 1990
Emergency Preparedness Committee - 12:00 noon

EMERGENCY PREPAREDNESS COMMITTEE

A meeting of the Emergency Preparedness Committee convened in the Committee Room, 1111 Brunette Avenue, Coquitlam, B.C. on Wednesday, November 21, 1990 at 12:00 noon with the following persons in attendance:

- Mayor L. Sekora, Chairman
- Ald. J. Kingsbury, Committee Member
- N. Cook, Municipal Manager
- N. Nyberg, Municipal Engineer
- T. Edwards, Emergency Planning Coordinator
- S. Aikenhead, Deputy Clerk

STATUS REPORT: DISASTER REPORT PLAN

This report was received for information.

STATUS REPORT: EMERGENCY PREPAREDNESS TRAINING

The Committee recommends:

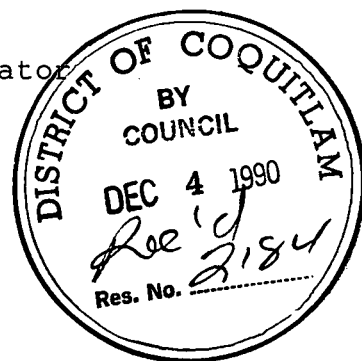
①
COUNCIL ACTION That Council authorize the Coordinator to select a suitable candidate for a Train the Trainer Course, in preparation for a two day training seminar on "Integrated Response" in 1991.

REGIONAL PLANNING ISSUES

②
COUNCIL ACTION That Coquitlam support the concept of a Regional Emergency Coordination role; and

That the Emergency Planning Coordinator be authorized to approach other municipalities for joint funding; and

That funding assistance from senior governments be investigated.



①
 PPID B.
 Co. R-7
 # 2184/90

②
 PPID B.
 Co. R-7
 # 2184/90

AMATEUR RADIO CLUB REQUEST FOR MUNICIPAL BUILDING SPACE

The Committee recommends:

COUNCIL ACTION That the Municipal Manager be authorized to contact his counterparts to determine if there is a Northeast sector consensus sharing the costs of a radio training facility.

JEPP GRANTS

The Committee recommends:

COUNCIL ACTION That Council authorize applications for JEPP grants for emergency equipment, including emergency pumps and computer software.

EMERGENCY SOCIAL SERVICES PLAN

This report was received for information.

NEW BUSINESS

The Committee recommends:

COUNCIL ACTION That Council authorize a special emergency preparedness newsletter in spring 1991; and
That distribution of newsletters include all apartment units in the future.

Alderman Kingsbury expressed concern about the updating process for emergency phone numbers. More frequent updating should be planned;

The Coordinator was requested to check the availability of tours of the Norad emergency centre.

110 B1
2157/90

110 B1
2154/90

110 B1
2159/90

Wednesday, November 21, 1990
Emergency Preparedness Committee Meeting
- 12:00 noon

Page 3

ADJOURNMENT

The Chairman declared the meeting adjourned.

Louis Sekora
CHAIRMAN

Section 10: Communications During Disasters: This section may require work when an Information Acquisition, Assembly, Validation, and Dissemination Plan has been completed. Also the Communications Director should incorporate the basic components of his plan especially where it is related to interagency communications and communication logs. The communications plan for the EOC should be incorporated in the Disaster Response Plan as well.

2.01 Other Requirements

The Disaster Response Plan should incorporate procedures for:

- a) Emergency Traffic Control, as outlined in the N.D. Lea report of the same title, May 1990,
- b) assembling reconnaissance information, especially field procedures,
- c) establishing an Integrated Incident Command System, and
- d) media relations aftermajor emergencies



A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

2.04 Post Earthquake Safety Evaluation of Buildings and Heavy Rescue Briefing by EPMA

This briefing was attended by about 500 persons region wide and 35 representatives from Coquitlam. The content of the sessions was excellent but the presentation by the speaker on Heavy Rescue was criticized especially by fire personnel. In general though, a great deal of new awareness in emergency preparedness was acquired.

3.00 TRAINING INITIATIVES: 1991

3.01 From the feedback received, it is clear that this level of training should be carried forward into 1991. It is evident that there are several persons and groups within the organization who feel unsure of their role(s) as presented in the Disaster Response Plan. A similar training program should be carried out in 1991.

3.02 One reason for attending the courses in Emmitsburg was to establish the potential to access the Train the Trainer courses offered so that in house training seminars can be conducted. These would benefit emergency preparedness teams in their roles and foster common understanding of the typical emergency response issues and the possible solutions.

3.03 Train the Trainer courses are common at Emmitsburg and would probably be very useful. However, criteria are applied for acceptance and waiting is very likely. Once accepted, trainers could prepare talks, presentations and/or exercises which could be very beneficial to select groups (Media Co-Ordinators, communications personnel, ESS, etc.) or to general groups (Policy, Municipal Response).

4.00 RECOMMENDATION

4.01 That the Emergency Planning Co-Ordinator investigate the possibility of sending a Coquitlam staff representative to a Train the Trainer course in Integrated Response with a view to holding a two-day seminar in 1991 for the Municipal Response Group and the Executive Committee and;

4.02 That a report summarizing his findings be brought forward to the next Emergency Committee meeting.



A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

Emergency Training

The Committee recommends:

COUNCIL ACTION That the Emergency Planning Coordinator and Emergency Information Director, or delegate, attend the IEMC/Response and the Basic Emergency Public Information FEMA Courses respectively at a direct cost of approximately \$2,000, funded from Account 225100-600.

That the Emergency Social Services Deputy Director, the Communications Director and the Permits and Licence Director attend the Provincial Emergency Program's Emergency Preparedness Conference to be held October 23-25 in Vancouver at a total direct cost of about \$1,000, funded from Account 225100-600.

That two representatives from the Engineering Department attend the FEMA course "Earthquake Hazard Mitigation for Utility Lifeline Systems" at an approximate cost of \$500, funded from Account 225100-600.

That up to ten persons from the Permits and Licence Department, ten persons from the Engineering Department, and ten persons from the Fire Department and five volunteers from Search and Rescue attend a Post Earthquake Safety Evaluation of Buildings and Heavy Rescue briefing to be held September 26 and 27 in Richmond at an approximate cost of \$4,375, and

That the District of Coquitlam guarantee a portion of the cost of these Emergency Management seminars in the amount of \$4,000.

D I S T R I C T O F C O Q U I T L A M

Inter Office Memo

| | | | |
|----------|--------------------------|----------------------------|--|
| TO: | Norman Cook | DEPARTMENT: Administration | DATE: 1990 Nov. 19 |
| FROM: | Tony Edwards | DEPARTMENT: Engineering | FILE: |
| SUBJECT: | Regional Planning Issues | | OUR FILE: 01 12 01 NBI: STAT-REP3/SLH |

1.00 BACKGROUND

1.01 The attached document represents the combined requests of the Lower Mainland Emergency Co-ordinators to RAAC to better prepare for major emergencies.

2.00 DISCUSSION

2.01 There is currently a lack of funding by the Provincial Government through its Provincial Emergency Program and as a result several important projects have become logjammed.

2.02 Each municipality has an Emergency Co-ordinator and a budget to support local initiatives. The opportunity to fully utilize the potential of the local resources is lost because many initiatives of common interest are duplicated. The combined efforts of all local co-ordinators towards common goals would achieve a lower cost per capita than if all the co-ordinators proceed independently. This, in my view, argues for a budget to be dedicated to a Regional Emergency Co-ordinator only. Minimal support staff would be required and the co-ordinator could be a part time position.

2.03 Funds would have to come from Municipal budgets for Regional Co-ordination. A formula could be worked out relating benefits to each Municipality. Clearly in some cases, initiatives will benefit some municipalities more than others and funding strategies will have to be carefully thought out with input from the Regional Emergency Planning Committee.

2.04 The counter argument is that senior governments would be relieved of their responsibilities. However, efforts by Municipal Co-ordinators to provide a workable level of funding to regional planning has been expensive in itself. For example, the attached paper probably costs in the order of \$5,000 to prepare and these funds could have been directed to a project of regional benefit such as enhancement of regional communications which could have a significant payback in times of a major disaster.

2.05 A budget is needed for specially trained people to assist in communications, training and/or regional exercises, to prepare reports on earthquake building risk assessment and regional recovery and reconstruction plans, to assist in preparing mutual aid agreements among member municipalities, to establish and maintain a emergency regional resource listing database, and to assist in the circulation of a comprehensive guide to homeowners, business, and industry for disaster preparedness.

3.00 RECOMMENDATIONS

3.01 That Coquitlam support the concept of a Regional Emergency Co-ordination Role at the Greater Vancouver Regional District.



A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

AJE:sh

Att.

1990 November 09

To: Regional Administrative Advisory Committee (RAAC)

From: Regional Emergency Planning Committee (REPC)

Re: A Position Paper: Additional Resource Requirements
For An Effective Response To A Major Emergency

Introduction

Planning for emergencies is an on-going effort that requires a considerable allocation of resources by the municipal, provincial and federal levels of government. Unfortunately, funding for these resources is very often unavailable or severely limited due primarily, it seems, to a pervasive attitude that a major emergency such as an earthquake may never occur in British Columbia, or in the Greater Vancouver area. It may even be assumed that some persons are of the opinion that municipalities in the Lower Mainland have all the resources that would be required to effectively respond to a major emergency. While it is true that municipalities are prepared to respond to any type of emergency that may occur, an important consideration is that the adequacy of a response will always be primarily commensurate with the resources that are available for deployment. The Regional Emergency Planning Committee is therefore grateful to the Regional Administrative Advisory Committee for this opportunity to comment on what additional resources and measures are needed to initiate and sustain an effective response should a major emergency occur anywhere in the Lower Mainland.

Background Information on Resources

Any consideration involving resources should reflect the fact that they

- a) will be sufficient only to the extent that funding is available for their acquisition,
- b) that they should be appropriately identified and made readily accessible to persons who are fully trained to properly utilize them and that
- c) if a disaster simultaneously affects some or all of our municipalities, the deployment of available resources to various areas of the region will in all likelihood involve some type of overall coordination by a designated official.

The primary purpose of this position paper is to identify critical resources that are not now available, and to inform the Regional Administrative Advisory Committee on how it might assist in acquiring those resources which are required to enhance the level of preparedness in our region.

The remainder of this position paper contains comments and recommendations on fifteen resources. The sequence in which the resources are listed is the priority in which the Regional Emergency Planning Committee suggests that they be considered and implemented, i.e., the first ones are those that are regarded as being the most critically needed at this time.

1. Post Disaster Inspection of Buildings and Other Structures

Among the highest of priorities is the need for teams of fully qualified persons to inspect buildings and other structures such as bridges that have been damaged by a disaster, and a complementary system which would enable inspectors to identify damaged buildings with signage to make the public aware of their structural integrity and whether they are safe for occupancy.

In an effort to expand the knowledge base concerning the rapid and effective inspection of buildings, the B.C. Emergency Planners and Managers Association (EPMA) recently offered a one day workshop in the Applied Technology Council of California Evaluation program. This workshop was extremely popular as exemplified by the approximately five hundred persons who attended. The next critical step is the identification and formation of teams to work in damaged areas. The B.C. Association of Professional Engineers has agreed to recruit volunteers from its membership to assist where necessary after a catastrophic event, and another potential source of experts are the architects and building inspectors who are employed by municipalities.

Recommendation:

That RAAC request the Provincial Government to accept responsibility for the development of a program to include a) the formation of teams of qualified experts who can be called upon to inspect buildings and other structures that have been damaged by a disaster and b) a complementary system which will provide training, procedural guidelines, signage and any other components that would be needed to accommodate the inspectional process.

2. Urban Search and Heavy Rescue/Extrication

An urgent requirement presently exists for personnel who are fully trained in the art of extricating victims from badly damaged or collapsed buildings and structures. This is a very highly specialized type of expertise for which no training is available anywhere in British Columbia.

There are two very distinct types of search and rescue operations that may be required after a disaster, namely:

- confined space rescue
- urban heavy rescue

Confined space rescue requires highly skilled personnel trained in tunneling and extrication while heavy rescue is a follow-up requiring the use of heavy equipment such as cranes. The requirement for trained teams in these areas of expertise is vital and cannot be over emphasized.

There is also a critical need for a training site and qualified instructors. The City of Vancouver at one time had a site for confined space rescue training, but the site has been inactive for many years. The Pacific Marine Training Institute Centre at Haney has expressed an interest in conducting this type of training, but government support is essential if this resource is to become available.

As a note of interest, following is an excerpt from the Provincial Government's informational paper entitled British Columbia Earthquake Response Plan (Interim): Overview of a Concept:

"Urban Search and Heavy Rescue (Lead: Ministry-Solicitor General/PEP)

Search and Rescue in the urban environment in excess of basic capabilities found in municipal response: search and rescue from collapsed structures, heavy equipment techniques, integral paramedic, engineering, and special techniques such as search dogs, tunnelling, systematic recording. Special teams required to be created as the function does not now exist elsewhere."

It is very gratifying to the Regional Emergency Planning Committee to have the Provincial Government accept the responsibility for the development of a Urban Search and Heavy Rescue Program, but it is important to also note that such acceptance appears to now merely be a statement in an interim plan.

Recommendation:

That the GVRD Board of Directors express its appreciation to the Solicitor General for accepting the responsibility to develop a Urban Search and Heavy Rescue Program as per the above excerpt from the publication "British Columbia Earthquake Response Plan (Interim): Overview of a Concept", and urge the Solicitor General to develop and implement this critically needed program as soon as possible.

3. Coordinated Regional Response to a Major Emergency

What requirement is there, if any, for a lead agency to coordinate an overall emergency response if a disaster impacts many municipalities in the Lower Mainland at the same time? If such an incident were to occur, who would prioritize the deployment of limited resources to areas having the greatest need? If a disaster caused widespread loss of life and extensive damage to property, should there be an official with authority to make decisions and take actions that would best serve the interests of the entire region? At this time no such agency or official exists, and although this matter has been considered on several occasions in past years, it is still an unresolved issue.

Related to this issue is a question as to whether the GVRD should become actively involved in emergency preparedness programs, and if the GVRD should develop a Regional Emergency Plan that complements the emergency plans that have already been developed by municipalities in the Lower Mainland. If it is decided that the GVRD should assume such a responsibility, there would then presumably be a corresponding need to establish a Regional Emergency Operations Centre.

Another alternative to consider is what role, if any, should the Provincial Emergency Program have in a coordinated regional response to a disaster.

While it is not the purpose of this position paper to identify the various tasks that might be assigned to a regional emergency planner, the Regional Emergency Planning Committee would benefit significantly if it had access to such a resource person. This is because the majority of Committee members are not full time emergency planners and simply do not have the time to do all the follow-up and coordination that are required in connection with the completion of projects or tasks. It would therefore be most beneficial to the Committee if a regional planner were to attend Committee meetings and assist with a portion of the work that needs to be done on a regular and ongoing basis.

Recommendations:

1. That a subcommittee of RAAC review the feasibility of determining if a regional coordinator should be appointed, and if such a function is considered feasible, to recommend how the responsibility for this function should be financed and assigned; and
2. That the subcommittee report its findings to RAAC for consideration.

4. Earthquake Damage Prediction Study

Robinson, Dames and Moore, Consulting Engineers, were engaged in 1987 to undertake an Earthquake Damage Prediction Study. The purpose of this evaluation was to determine the risk of overall damage to various types of buildings, civil structures, power lines, bridges and roadways, railways, port facilities, water supply, waste disposal, gas lines, petroleum storage tanks and other "lifelines" relative to the potential effects of earthquakes in our region.

As initially contemplated, the study was to be done in two phases. In Phase I, estimates would be prepared as to the size and location of the earthquakes which could affect our region, and a soils hazard map would be prepared together with a statement as to the anticipated response of soils relative to an earthquake. This Phase has been substantially completed.

The purpose of Phase II would be to develop an earthquake damage prediction model to help identify the degree of damage to buildings and public utilities, and thus provide valuable information that could be used to prepare appropriate emergency responses and to do other preventive work before a disaster occurs. Mayor G. I. Blair, Chairman of the GVRD Board of Directors, in a letter to the Solicitor-General of British Columbia dated 1989 October 05, requested the Provincial Government to share in the cost of Phase II, but to date, a positive reply to this request has not been received and Phase II has therefore not been started.

Somewhat related to the above is the attached Terms of Reference that was produced by the Regional Emergency Planning Committee and forwarded to the Chairman of the Regional Administrative Advisory Committee in a letter dated 1987 May 29. The Terms of Reference recommended that a consultant be engaged to develop a program based on, but not limited to, the ten noted criteria.

Recommendations:

1. That RAAC, in consultation with REPC and GVRD staff, determine what would be the most appropriate scope for Phase II (in that degree of desired comprehensiveness is a major factor that influences the cost); and
2. That the scope and any other information of a related nature pertaining to Phase II be referred to the GVRD Board of Directors with a recommendation that Robinson, Dames & Moore, or if more appropriate, another consultant, be engaged to complete Phase I and Phase II.

5. Recovery (a.k.a. Rehabilitation and Reconstruction) Plan

A critical component of any comprehensive emergency plan is the phase that is commonly referred to as recovery, i.e., the activation of those steps following a disaster that are required to stabilize a community and return it to a state of normalcy. Planning for this aspect of emergency preparedness will require a great deal of time and to be fully effective, will need to involve citizens and the cooperation of all three levels of government.

Important points to emphasize are that planning for the recovery phase must be done before, not after, a disaster takes place, and while a response can be completed within hours or a few days, recovery may take months or even years before economic and social conditions are fully restored.

Recommendation:

That the GVRD Board of Directors request the Provincial Government to formulate and lead a study team or committee which would be responsible for the development of a Recovery Plan for communities in British Columbia.

6. Communications

The Intermunicipal Emergency Radio Communication System that links all municipal emergency operations centers and various support organizations such as B.C. Hydro and the B.C. Ambulance Service was inaugurated in 1987, and has been operational since that time. An adjunct to this system is 24 portable radios that have been assigned to municipalities on a shared basis (each of the four zones in our region have been given six portable radios which can be transported to whichever area is experiencing the greatest need). Even with police escort, transporting portable radios from one zone to another would delay a response to an emergency.

Recommendations:

1. That REPC, in consultation with GVRD staff, conduct a review to determine if additional portable radios should be purchased to enable each municipality to have its own supply on hand for immediate deployment; and
2. That the results of the review be submitted to RAAC with the understanding that funding will be recommended if it is concluded that additional units should be purchased.

* * * * *

Of considerable concern is the fact that at this time, municipalities can communicate with officials of the Provincial Government only by telephone. If a disaster causes the telephone system to become dysfunctional or overloaded, there would be no effective means of communication because radio linkage does not presently exist between municipalities and the Province's headquarters in Victoria and Vancouver. Although the Provincial Emergency Program has been requested to join the Intermunicipal Emergency Radio Communication System, it has not yet done so.

Recommendation:

That the GVRD Board of Directors request the Provincial Emergency Program to become an operational member of the Intermunicipal Emergency Radio Communication Systems.

* * * * *

Of further concern is the existing lack of radio linkage between the provincial and federal emergency planners who would need to communicate with one another following the occurrence of a major disaster in our metropolitan area. The significance of this deficiency is that if municipalities require resources from the senior levels of government as the result of a major emergency, there may be a delay in making the resources available due to the lack of radio communication between provincial and federal officials.

Recommendation:

That the GVRD Board of Directors send correspondence to the Provincial and Federal Governments requesting that they install a radio system with a frequency that would enable them to communicate with one another during a major emergency.

7. Training

Training opportunities for emergency planning and response personnel have appreciably improved during the past few years. However, sending persons to Arnprior, Ontario for training is still very difficult because enrollment at that facility is severely limited, and it is not always possible to get persons accepted for courses on a timely basis at the Justice Institute in Vancouver.

Recommendation:

That REPC report to RAAC on what additional measures can be taken to make training more accessible, and that based on a review of existing training programs, to also report if those existing programs presently satisfy the requirements of municipalities in the Lower Mainland.

8. Amateur Radio

There is a need for a plan which would coordinate the activities of amateur radio operators during emergencies. The plan should include: what frequencies operators should use, who they would report to, what their specific responsibilities should be, what the standard operating procedures should be, advice on locations where operators could be deployed, how information would be formatted, what forms should be used to track messages, how operators should sign up to become registered volunteers, how they would link or interact with the Provinces, the Canadian Federal Government, the American Federal Government and Washington State, and any other operating and communicating procedures which should be followed.

It is estimated that it would cost approximately \$10,000 to develop an Amateur Radio Communication Plan. It would have to be periodically exercised and administered at an additional cost of approximately \$2,500 per annum. Because there is no regional planning organization available to perform this work, it would appear that it would have to be contracted out to a consultant.

Recommendation:

That REPC provide a more complete report to RAAC on this matter.

9. Listing of Resources

Although each municipality maintains its own inventory of resources, there is no computerized listing that comprehensively shows the type and quantity of municipal resources that are available throughout the Lower Mainland. An evaluation should include a request to the Provincial Government to develop a data base of its essential resources and make this information available to municipalities.

Recommendation:

That GVRD staff, in consultation with REPC, evaluate the feasibility of developing a regionalized inventory of resources including, if

possible, the essential resources that are maintained by the Provincial Government, and if it is concluded that this proposal is feasible, to recommend to RAAC how it could be financed, implemented and managed.

10. Education - Keeping the Public Informed

Informing the public on how individuals, families and businesses should plan for and respond to emergencies is recognized as a requirement that needs to be addressed on an ongoing basis. The Regional Emergency Planning Committee has responded to this requirement for public education by working with the Insurance Bureau of Canada on the preparation of two brochures: one for distribution to households and another for distribution to commercial establishments throughout the Greater Vancouver area (and eventually throughout British Columbia). The Insurance Bureau of Canada has agreed to very generously defray all costs associated with the basic preparation of the brochures, but costs for the printing and distribution will have to be borne by the municipalities. In that this project involves our entire region, it is felt that the GVRD should fund the municipalities' share of the total cost.

Recommendation:

That RAAC recommend to the GVRD Board of Directors that the municipalities' share of the total cost of making brochures on emergency planning available to residents and businesses in our region be funded by the GVRD.

11. Joint Emergency Preparedness Program (JEPP)

This is an extremely beneficial program which the Federal Government uses to provide funding for projects that enhance emergency preparedness throughout Canada. Funding for municipal projects may, under the guidelines, be granted in any of the following three ways:

- The provincial government and the federal government each contribute a percentage of the total cost;
- A local government and the federal government each contribute a percentage of the total cost;
- A local government, the provincial government and the federal government each contribute a percentage of the total cost.

The guidelines do not stipulate what the percentage of costs should be. However, while the Federal Government will contribute some amount (possibly even in excess of 50% of the total cost depending upon the nature of the project), the Province of British Columbia has adopted the position that it will make no financial contribution at all.

Recommendation:

That the GVRD Board of Directors request the Solicitor General to annually set aside in his Ministry's budget an amount that will allow the Provincial Government to financially participate in the Joint Emergency Preparedness Program so that when municipal applications for grants are approved, the Local Government, Provincial Government and Federal Government will each contribute a percentage of the total costs.

12. Provincial Legislation

There is a need for the Provincial Government to review, update and clarify its legislation on emergency preparedness. Some of this legislation was enacted many years ago and does not reflect the type of authority and accountability that are required to carry out an effective response under current operating conditions.

Recommendation:

That the GVRD Board of Directors request the Provincial Government to comprehensively review its legislation to ensure that it properly reflects the authority, responsibility, accountability and legal implications relative to emergency preparedness and response in British Columbia.

13. The Provincial Emergency Program (PEP)

The Provincial Emergency Program's emergency plan that is now in draft form and proceeding toward finalization is titled B.C. Earthquake Response Plan (Draft). The Regional Emergency Planning Committee recommends that the provincial plan should not be focused on just earthquakes which is only one type of potential disaster, but rather that it be sufficiently comprehensive in scope to provide for a response to any disaster that could occur in British Columbia, be it earthquakes, floods, train derailment, airplane crash, atmospheric contamination, etc. Such a plan, should, to the fullest extent possible, also be integrated with municipal plans and the National Plan.

Another urgent need is for the Provincial Emergency Program to establish a fully-equipped Emergency Operations Centre at its headquarters in Victoria and in each of its zones throughout the Province.

Please see Items 3 and 7 for additional comments regarding the Provincial Emergency Program.

Recommendations:

1. That the Solicitor General be requested to ensure that a Provincial Emergency Response Plan is developed for any type of major emergency that could occur in our Province (as opposed to a plan for just earthquakes); and
2. That an Emergency Operations Centre be installed at the Provincial Emergency Program's headquarters in Victoria and in all of the Program's nine Regional Zones.

* * * * *

It should also be noted that frequent changes in personnel assigned to the Provincial Emergency Program and the transfer of that Program from one ministry to another in recent years have resulted in a number of reorganizations and some confusion regarding the Program's overall direction, policies and goals. However, within the last year the Program has undergone major changes including the appointment of a new Director who now reports to the Ministry of the Solicitor General. These changes have resulted in a better rapport and communication between program officials and emergency planners in the Greater Vancouver area.

14. Vancouver Area Transport of Dangerous Goods Study

The Transport of Dangerous Goods Study that was released in the Fall of 1988 contained twenty-three recommendations related to the safe transport of dangerous goods through our region. A key recommendation was the formation of a Tri-level Advisory Council to:

- " encourage responsible agencies to implement the recommendations of the Transport of Dangerous Goods Study, and to monitor the implementation of the recommendations;
- share and promulgate information about changes relating to dangerous goods transport in the Lower Mainland including emergency response techniques, the impact of proposed legislation and other relevant matters;
- assist in the timely review of proposals that may affect the transport of dangerous goods in the Lower Mainland; and,
- provide periodic reports to the Federal and Provincial Ministers of Transport and to the Board of the Greater Vancouver Regional District on matters related to the transport of dangerous goods in the Lower Mainland."

Recommendation:

The Regional Administrative Advisory Committee may wish to review whether the Council has concluded its mandate or, alternatively, what is the current status of the Council's involvement if it is still active.

15. Insurance

Provision of low cost earthquake insurance for people living in British Columbia has never seriously been considered. If such a program could be designed to appeal to a significantly large number of persons who own residential and commercial property, the personal losses associated with earthquakes could be mitigated considerably.

Recommendation:

That the Solicitor General be requested to formulate and carry out a study to ascertain the feasibility of providing low cost earthquake insurance for homeowners and businesses in British Columbia.

Conclusion

Appreciable improvements in emergency planning have been realized by municipalities in the Lower Mainland during the past several years, and there are noticeable signs that the Provincial Government is adopting a more proactive role in terms of its responsibility to promote and sustain a high level of planning throughout the Province. The Federal Government is providing leadership, funding through its Joint Emergency Preparedness Program and also the provision of training and public information through Emergency Preparedness Canada. But although the three levels of government have, independently and in concert with one another, achieved considerable progress with respect to emergency planning, more work remains to be done. It is recommended that the items listed in this position paper be considered as a basis for work that needs to be addressed in the immediate future.

The Regional Emergency Planning Committee would like to take this opportunity to express its appreciation to the Regional Administrative Advisory Committee for its valuable and continuing support. It is felt that the relationship that our two Committees have with one another is very beneficial, and we look forward to its continuation as we mutually strive to improve the level of planning for emergencies in our region.

Respectfully submitted,

Don MacIver, Chairman,
Regional Emergency Planning Committee

Attachment

The Regional Emergency Planning Committee's Terms of Reference for a Study
Based on the Following Criteria:

1. Produce a seismic microzonation map of the Lower Mainland that identifies areas that are susceptible to damage from a major earthquake.
2. Develop a generic earthquake contingency response and recovery plan to include an exercise format.
3. Develop an earthquake education program for the schools and the public in the Lower Mainland.
4. Identify life-line systems, including but not limited to, water, communication and transportation in the Lower Mainland which would likely be damaged or put out of commission as a result of a major earthquake.
5. Establish back-up emergency systems such as, but not limited to, water supplies, emergency power, communications, feeding, housing and sewage.
6. Survey and identify buildings and other structures in the Lower Mainland that may be susceptible to severe damage from a major earthquake.
7. Review present building codes to ensure that all new buildings and structures meet earthquake preparedness standards.
8. Recommend a long-term program for up-grading major buildings and life-line systems which are considered vulnerable to a major earthquake.
9. Recommend ways in which a computer would be used to prepare for and respond to emergencies, and a software program with which plans could be exercised.
10. Establish a central resource library of emergency preparedness information to include written material, video and film.

Note:

The above Terms of Reference were adopted by the Regional Emergency Planning Committee on 1987 January 30.

None of the above items have been fully addressed but as a matter of record, some school districts have developed an education program for its students and faculty (Item 3), and some municipalities have had some of their buildings inspected to determine what type of retrofitting would be required to make them more earthquake resistant (Item 6).

* * * * *

Attachment 1

D I S T R I C T O F C O Q U I T L A M

Inter Office Memo

TO: Norman Cook DEPARIMENT: Administration DATE: 1990 Nov. 19
FROM: Tony Edwards DEPARIMENT: Engineering FILE:
SUBJECT: Amateur Radio Club Request For Municipal Building Space OUR FILE: 01 12 01
Allocation NBI: RADIOCLUB/SIH

1.00 BACKGROUND

- 1.01 On 1990 August 03, Council received a request for floor space from an Amateur Radio Club.
- 1.02 The Coquitlam Senior Amateur Radio Services Society Inc. requested accomodation for amateur radio equipment. At present, this group uses the craft room at Dogwood Pavilion one evening per week for classes in radio use.
- 1.03 The proposed accomodation is for a secure radio room of 4 by 12 metres, with associated club training room of 8 by 15 metres and space for a 50 metre tower. Utilities, heat, light and building maintenance for the space would be required.

2.00 DISCUSSION

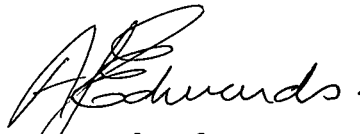
- 2.01 This request in principal is a very good one. Amateur radio operators can provide vital assistance in emergency communications. The Coquitlam Disaster Preparedness Plan envisages a role for emergency communicators. Active assistance from this group has been sought and received in the past.
- 2.02 An amateur radio centre could be associated with an Emergency Operations Centre (EOC), a Fire Department, and/or Emergency Social Services headquarters. The present location for amateur equipment is in the municipal Service Centre building, adjacent to the EOC. This location is not available to the amateurs as a club room.
- 2.03 The President of the society indicates that in order to obtain grants for radio equipment, a dedicated space must be made available. The nature of the grants and the conditions of the application are not known.

3.00 CONCLUSION

- 3.01 There is no current vacant space available for dedicated volunteer radio operators. There are some possible options:
- a. In the short term, a training room could be leased by the municipality for emergency radio training. This would likely take the form of a portable trailer, located on municipal property, and supplied with heat, power, sewer and water. Possible locations require extensive evaluation. An annual budget of \$10,000 to \$15,000 might be appropriate.
 - b. As Municipal Departments concentrate in the Municipal Hall, existing portables, including the Planning Department and Town Centre Leisure Facility may be re-allotted or relocated. This is a medium term through to a five year option.
 - c. A tri-city facility might be developed with neighbouring municipalities, since radio expertise is a common resource for this sector of the lower mainland. Discussions could be initiated among local emergency co-ordinators.

4.00 RECOMMENDATIONS

- 4.01 That the Municipal Manager be requested to contact his counterparts to determine if there is a north-east sector consensus in sharing the costs of a radio training facility.



A. J. Edwards, P. Eng.
Emergency Planning Co-Ordinator

AJE:sh

RECEIVED
DIST. OF COQUITLAM

AUG 16 9 18 AM '90

CLERKS REFERENCE NUMBER...44

All Correspondence between Departments
or Council should carry this number.

August 3, 1990

District of Coquitlam
2647 Austin Avenue
Coquitlam, B.C.
V3K 3S2

Attention: Mr. Ted Klassen, Municipal Clerk

Dear Sir:

I would like to appear at a future council meeting to answer any questions that Council may have regarding the brief enclosed for a very important service that our society can offer the Community. I am available anytime during the foreseeable future.

Yours truly,



Ed Calderwood, President,
Coquitlam Senior Amateur Radio
Emergency Service Society Inc.

936-2606

"COQUITLAM SENIORS AMATEUR RADIO EMERGENCY SERVICE SOCIETY INC." #8-26346BRIEF FOR C.S.A.R.E.S.S." INC. VE7#80C

This brief is a proposal to the District of Coquitlam to explore the possibilities of the Municipality supplying a building or rooms to be used as a radio room and meeting or training area for the recently incorporated "Coquitlam S.A.R.E.S.S." Inc. We are at present using the craft room at Dogwood Pavillion one evening a week for instructions in amateur radio. It would be most preferable to have either an extension or a separate building on grounds nearby but we are willing to consider other locations on high ground which may be available. Along with the building we would require space to install two - 150 ft. towers to mount antennas on. The Society would be operated by senior citizens for the benefit of all the lower mainland in times of disasters and emergencies such as Search and Rescue and Health and Welfare in co-operation with the Red Cross and Municipal, Provincial and Federal personnel.

The purpose of the emergency program of amateur radio services is to assist Federal, Provincial and Municipal authorities during emergencies or natural disasters by providing emergency communications. The amateur radio service is composed entirely of volunteer licenced amateur radio operators. The Ham Radio Operators major role during an emergency response is to convey status information on the health and welfare of citizens affected or potentially affected by the emergency. Amateurs could also assist by completing communication links when phones are unavailable by manning such locations as paging centres, hospitals, and locations used for emergency services such as evacuation reception centres. Finally, amateurs can assist in municipal reconnaissance activities and providing status information on utility, building, or other restorations.

We are proposing to operate and maintain all radio equipment and the Society on a non profit basis. We would require a secure floor space of at least twelve metres by four metres to be used exclusively by the amateur radio society to house eight amateur radio stations, computer equipment and space for clerical personnel. There would be a maximum of twelve persons in the room at any one time. We also require an adjacent training and meeting area

Continued

- 2 -

of at least eight metres by fifteen metres to hold meetings and training sessions for students wishing to become Ham Operators. It is possible that this area could be used by amateur radio, search and rescue, fire fighting, Red Cross, and other similar volunteer groups as approved by Municipal Council.

In addition to assisting during and following emergencies, licenced Amateur Radio Operators are very willing to help in Community activities such as the 1991 Summer Games, Parades, Running Marathons, and other similar events by manning portable radio equipment. Amateurs are trained to operate portable, base station, and packet radio equipment on a multitude of frequencies ranging from 143.0000 to 148.0000. With amateurs located in strategic locations, the risk of serious disruption to an event can be significantly reduced. Where centralized control is required, the radio and adjacent meeting room is an ideal location because several frequencies can be manned simultaneously allowing decision makers timely information and space to work in.

We seek Municipal Council's assistance to:

- a) Endorse the idea of dedicating municipal building floor space to volunteer groups for emergency preparedness and other purposes serving the interests of Coquitlam citizens.
- b) Provide a dedicated floor space on high ground of at least twelve metres by four metres for exclusive use by the "Coquitlam Seniors Amateur Radio Emergency Service Society Inc." and other radio amateurs approved by the C.S.A.R.E.S.S.
- c) Provide a shared or common floor space of at least eight metres by fifteen metres for a training and meeting area for volunteer emergency groups or other organizations with at least one evening per week for C.S.A.R.E.S.S. and
- d) a space to install a fifty metre tower.

Continued

- 3 -

Thank you very much for any assistance you can provide so that Coquitlam residents will be better protected in the event of very serious emergencies and community events will be better organized.

Respectfully submitted,



Ed Calderwood, President
Coquitlam Senior Amateur Radio
Emergency Service Society Inc.

936-2606



Province of
British Columbia

Ministry of
Solicitor General

Provincial Emergency Program
Parliament Bldgs.
Victoria, B. C.
V8V 1X4
(604) 387-5956

November 1, 1990

Refer to

Our File No.

Your File No.

Sent to All Mayors

RECEIVED

NOV 8 1990

MINISTRY OF SOLICITOR GENERAL
PEP VAZ

I have taken this opportunity to update you on the Joint Emergency Preparedness Program (JEPP). As you are aware, JEPP was introduced by the Federal Government in 1981, to encourage the Provinces to undertake emergency preparedness projects that support national objectives and priorities.

The Provincial Emergency Program (PEP) has been working hard to improve procedures. We now have a new JEPP guidelines booklet, brochure and revised application forms, which are enclosed for your perusal and use. Internally, PEP has appointed a JEPP Officer dedicated to streamlining the processing of applications through the system.

PEP has been informed by Emergency Preparedness Canada (EPC) that JEPP funding for fiscal year (FY) 1990/91 has been totally committed; unfortunately this means new applications for JEPP funding for FY 1990/91 cannot be approved. However, we should proceed as soon as possible with applications for FY 1991/92.

If you are contemplating a JEPP proposal for FY 1991/92, I recommend the following:

- o you follow the new JEPP Guidelines very closely in preparation of your application and proposal;
- o your municipality agrees to cost share 50 percent of the total proposal cost; and
- o you forward your application and supporting documents by January 1991 through your PEP Zone Manager.

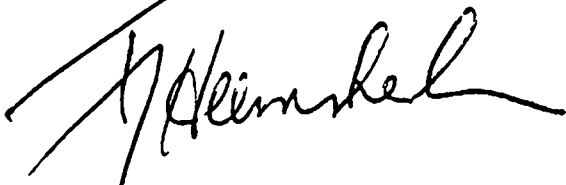
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November 1, 1990

By starting now, we can enhance the chances of applications being supported and approved early in the new fiscal year and ensure that the most urgent proposals are given priority funding.

PEP has been informed that EPC is prepared to fund up to 90 percent of minimum level of protection from radioactive fallout costs (nuclear hardening costs for Emergency Operations Centres), but EPC stressed that the operative words are "up to", and each proposal will be negotiated individually. EPC also stressed that nuclear hardening pertains only to those areas of the EOC required for conduct of operations and that only those portions of a building housing the operational area will be considered for hardening.

If you have any questions regarding JEPP, please do not hesitate to contact Bill Hatton, A/JEPP Officer at 387-5956.

Yours truly,



A. J. Heemskerk
Director

WDH/bar/ell

Enclosures

cc: Mr. R. P. (Val) Pattee
Assistant Deputy Minister
Ministry of Solicitor General

All Zone Managers, PEP

| | | | | | | | | |
|------|-----------------|--|--|------|--------|--|-------|-----|
| 3100 | 70 to 100 amp | | | 3.10 | 2.580 | | 326 | 63 |
| 3200 | 150 to 225 amp | | | 1.70 | 4.710 | | 724 | 115 |
| 3300 | 250 to 400 amp | | | .70 | 11.430 | | 1,455 | 280 |
| 3400 | 500 to 600 amp | | | .50 | 16 | | 2,140 | 390 |
| 3500 | 700 to 800 amp | | | .32 | 25 | | 2,570 | 610 |
| 3600 | 900 to 1000 amp | | | .28 | 28.570 | | 2,965 | 695 |
| 3700 | 1200 amp | | | .22 | 36.360 | | 4,690 | 885 |

55 | Power Systems and Capacitors

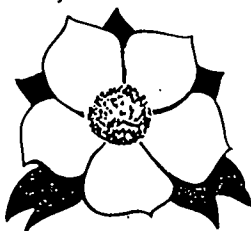
| 165 100 Power Systems | | CREW | DAILY OUTPUT | MAN-HOURS | UNIT | BARE COSTS | | |
|-----------------------------|---|--------|--------------|-----------|------|------------|-------|--------|
| | | | | | | MAT. | LABOR | EQUIP. |
| 0010 | GENERATOR SET | | | | | | | |
| 0020 | Gas or gasoline operated, includes battery, | | | | | | | |
| 0050 | charger, muffler & transfer switch | | | | | | | |
| 0200 | 3 phase, 4 wire, 277/480 volt, 7.5 KW | R-3 | .83 | 24.100 | Ea. | 5,075 | 585 | 125 |
| 0300 | 10 KW | | .71 | 28.170 | | 6,920 | 685 | 145 |
| 0400 | 15 KW | | .63 | 31.750 | | 8,200 | 770 | 160 |
| 0500 | 30 KW | | .55 | 36.360 | | 11,750 | 880 | 185 |
| 0600 | 70 KW | | .40 | 50 | | 19,400 | 1,225 | 255 |
| 0700 | 85 KW | | .33 | 60.610 | | 22,700 | 1,475 | 310 |
| 0800 | 115 KW | | .28 | 71.430 | | 41,580 | 1,725 | 365 |
| 0900 | 170 KW | | .25 | 80 | | 71,700 | 1,950 | 410 |
| 0000 | Diesel engine, including battery, charger, | | | | | | | |
| 0010 | muffler, transfer switch & fuel tank, 30 KW | R-3 | .55 | 36.360 | Ea. | 13,650 | 880 | 185 |
| 0100 | 50 KW | | .42 | 47.620 | | 16,750 | 1,150 | 245 |
| 0200 | 75 KW | | .35 | 57.140 | | 22,000 | 1,375 | 290 |
| 0300 | 100 KW | | .31 | 64.520 | | 24,350 | 1,575 | 330 |
| 0400 | 125 KW | | .29 | 68.970 | | 26,000 | 1,675 | 350 |
| 0500 | 150 KW | | .26 | 76.920 | | 30,000 | 1,875 | 395 |
| 0600 | 175 KW | | .25 | 80 | | 31,200 | 1,950 | 410 |
| 0700 | 200 KW | | .24 | 83.330 | | 32,400 | 2,025 | 425 |
| 0800 | 250 KW | | .23 | 86.960 | | 35,450 | 2,100 | 445 |
| 0900 | 300 KW | | .22 | 90.910 | | 42,550 | 2,200 | 465 |
| 0000 | 350 KW | | .20 | 100 | | 45,600 | 2,425 | 510 |
| 0100 | 400 KW | | .19 | 105 | | 56,000 | 2,550 | 540 |
| 0200 | 500 KW | | .18 | 111 | | 65,000 | 2,700 | 570 |
| 165 200 Capacitors | | | | | | | | |
| 0010 | CAPACITORS Indoor | | | | | | | |
| 0020 | 240 volts, single & 3 phase, 0.5 KVAR | 1 Elec | 2.70 | 2.960 | Ea. | 198 | 72 | |
| 0100 | 1.0 KVAR | | 2.70 | 2.960 | | 239 | 72 | |
| 0150 | 2.5 KVAR | | 2 | 4 | | 288 | 97 | |

DISTRICT OF COQUITLAM

1111 Brunette Avenue
Coquitlam, B.C. V3K 1E9

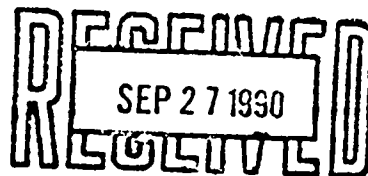
Mayor: L. Sekora

Phone: (604) 526-3611
Fax: (604) 526-6014



bd info

1990 September 24



School District No. 43
Coquitlam

Mr. W.J. Low, P. Eng
Manager of Facilities
School District No. 43 (Coquitlam)
550 Poirier Street
Coquitlam, B.C. V3J 6A7

Dear Mr. Low:

Re: **Emergency Planning - Electrical Generators**

In response to your request dated March 27th, 1990 re the captioned matter, Council declined the funds in the 1990 Budget debate. However, you may wish to resubmit your request for reconsideration in the 1991 Budget proposal.

Sincerely,

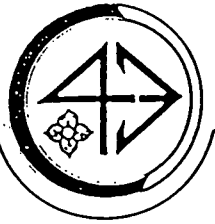
D.L. Cummings

D.L. Cummings, Director
Park and Recreation

② *S. Uebel*
For info. Trustees may be interested.
Bill Low
900928
cc. R. Cronin

JOIN THE .SS





School District No. 43 (Coquitlam)

550 Poirier Street - Coquitlam, B.C. - V3J 6A7 - Tel. 939-9201 - Fax. 939-7828

C-43
C-91(a)

March 27, 1990

Mr. D. Cunnings
District of Coquitlam
Parks and Recreation Department
633 Poirier Street
Coquitlam, B.C.
V3J 6A9

② RC
Info.
Bill
cc. me

Dear Mr. Cunnings:

Re: Emergency Planning - Electrical Generators

Five of our secondary schools located in the District of Coquitlam have been designated as emergency shelters in your municipal Emergency Plan. None of them will have any electrical services or lighting in the likely event of a power failure during the emergency.

Please consider installing electrical generators in the following schools that have been designated as emergency shelters in your Emergency Plan:

Centennial Senior Secondary
Como Lake Junior Secondary
Dr. Charles Best Junior Secondary
Montgomery Junior Secondary
Sir Frederick Banting Junior Secondary

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