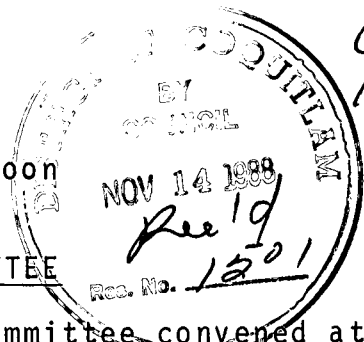


EMERGENCY PLANNING COMMITTEE

Tuesday, November 8, 1988  
Emergency Planning Committee - 12.00 noon



EMERGENCY PLANNING COMMITTEE

A meeting of the Emergency Planning Committee convened at the Emergency Operations Centre at the Works Yard Service Centre, 2647 Austin Avenue, Coquitlam, B.C. at 12.00 noon on Tuesday, November 8, 1988 with the following persons in attendance:

Mayor L. Sekora	Chairman
Alderman D. White	Committee Member
A. E. Edwards	Emergency Programme Co-ordinator
N. Nyberg	Municipal Engineer
S. Aikenhead	Committee Secretary

DRAFT DISASTER RESPONSE PLAN:  
GENERAL CONTENTS AND FORMAT

The Committee approved the following recommendation for Council consideration:

COUNCIL ACTION "That the Emergency Committee recommend that Council adopts the District of Coquitlam Disaster Response Plan dated 1988 September 15 as the Official Community Disaster Response Plan;

"And That the 1989 Emergency Planning Budget make provision for consulting services for:

- (a) emergency response communications plan (\$5,000)
- (b) traffic oriented evacuation routing plan (\$7,500);

"And That the 1989 Emergency Planning Capital Budget make provision for moveable partitions for the Emergency Response Centre (\$3,000)."

REPORT ON NEW EMERGENCY OPERATIONS  
CENTRE LOCATIONS

The Committee received this report and referred same on to the committee responsible for the preliminary design for the proposed new Municipal Hall.

NOMINATION FOR SPECIAL TRAINING, DISASTER  
RESPONSE PLAN - MUNICIPAL STAFF

The Committee approved the following recommendation for Council consideration:

COUNCIL ACTION " That the Emergency Committee approve the proposed course loading for training municipal personnel, and authorize applications;

"And That the Emergency Committee recommend to Council a training allowance for Emergency Operations of approximately \$1,500 for incidental expenses in the 1988 Amended Annual Budget."

PROPOSED REVIEW AND TESTING PROCEDURE FOR  
REVIEWING THE COQUITLAM DISASTER RESPONSE PLAN

The Committee received this report for information.

EARTHQUAKE PREPAREDNESS BROCHURE

The Committee approved the following recommendation for Council consideration:

COUNCIL ACTION "That Earthquake Emergency Programme Brochures be sent to all households, schools, businesses and industry in Coquitlam at a cost not to exceed \$10,000."

ADJOURNMENT

Mayor Sekora declared the Committee Meeting adjourned at 1 p.m.

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Louis Sekora,  
MAYOR.

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

Inter Office Memo

TO: J.L. Tonn DEPARTMENT: Administration DATE: 1988/11/2  
FROM: A.J. Edwards DEPARTMENT: Engineering FILE:  
SUBJECT: Draft Disaster Response Plan: General Contents and OUR FILE: 01 12 04  
Format

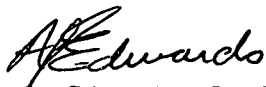
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FOR THE EMERGENCY COMMITTEE OF COUNCIL

- 1.00 The topics covered in the emergency plan are:
1. Authorization for Emergency Response: Federal, Provincial, Municipal.
  2. Hazard Analysis:
  3. Disaster Alerting Procedure
    - Implementation
    - Callout
  4. Organization
    - Emergency Committee of Council
    - Municipal Response Group
    - Aim, Factors, Courses, Plan
    - Outside Agencies
  5. Individual Responsibilities
  6. Emergency Operations Centre
  7. Communications
- 2.00 Outstanding Requirements for the Plan
1. More complete hazards analysis;
  2. Communications Plan (apparatus, procedures, assignments)
  3. Special Purpose Mapping for Evacuation, Accommodation, Utilities
  4. Emergency Operations Physical Improvements
  5. Testing

3.00 Recommendation

- 3.01 That the Emergency Committee recommend that Council adopts the District of Coquitlam Disaster Response Plan dated 1988 September 15 as the official community disaster response plan.
- 3.02 That the 1989 Emergency Planning Budget make provision for consulting services for:
  - a. emergency response communications plan (\$5,000)
  - b. traffic oriented evacuation routing plan (\$7500)
- 3.03 That the 1989 Emergency Planning Capital Budget make provision for moveable partitions for the Emergency Response Centre (\$3,000).

  
A.J. Edwards, P. Eng.  
Emergency Planning Coordinator

AJE:sh

REPORT  
ON  
NEW EMERGENCY OPERATIONS CENTRE LOCATIONS

At the 1988 April 19 meeting of the Emergency Committee, staff was requested to analyze alternate locations for the Emergency Operations Centre. The existing facility is too crowded for extended or effective operations.

The terms of reference for the Committee are attached as Appendix A. The Committee met twice, on 1988 June 02 and on June 14, minutes of the June 02 meeting are attached as Appendix B. Appendices C and D are research papers.

The essential function of the EOC is to accommodate centralized decision-making and to encourage co-ordination among all emergency services.

An optimum site must discourage fragmentation of emergency roles. When a location cannot accommodate all essential roles, the overall function is critically impaired. The Committee reached a consensus that all roles should be centralized even if one or more formation must be accommodated with sub-optimum facilities.

The potential locations which were reviewed included:

- . the existing Service Centre building
- . the existing Municipal Hall
- . the Austin/Nelson Fire Hall
- . the Como Lake/Mariner Fire Hall (proposed)
- . the new Municipal Hall in the Town Centre.

A new Municipal Hall in the Town Centre is the only potential facility which has full potential for centralized decision-making with full availability of technical data, communications, support facilities and information services.

The existing Service Centre EOC is too small and too remote from other Municipal functions. The Service Centre building will likely be required to organize field personnel during disaster response. However, the existing Municipal Hall site lacks the accommodation, communications and storage required for emergency operations. Both Fire Halls, while secure and well served with communications, lack the access to critical record systems.

A new facility is needed to accommodate a crisis-management team which parallels the existing municipal structure. Records, services and communication systems which function on a day-to-day basis must also assume a critical role in emergency situations. These considerations suggest a purpose built facility which supplements rather than replaces the normal departmental accommodation. General purpose meeting rooms for decision-making and media briefing must be available. Sleeping and feeding facilities, required during

emergency response, could be provided through cafeteria and locker room/storage facilities in a new building. One major concern is to provide security and protected building services for the emergency response accommodation.

The most critical requirement for an Emergency Operations Centre is effective information flow. Information transmission is disrupted by crowding, confusion, duplication, lack of equipment and inadequate communication channels. An effective facility must be built around pre-planned information routes. Municipal computer facilities and radio transmission equipment should, therefore, be capable of supporting the emergency function while operating on auxiliary power.

The existing facility in the Service Centre should be retained to act as an Operations Centre for emergency (not disaster) response, and to provide a duplicate backup EOC for the main facility in the new Municipal Hall.

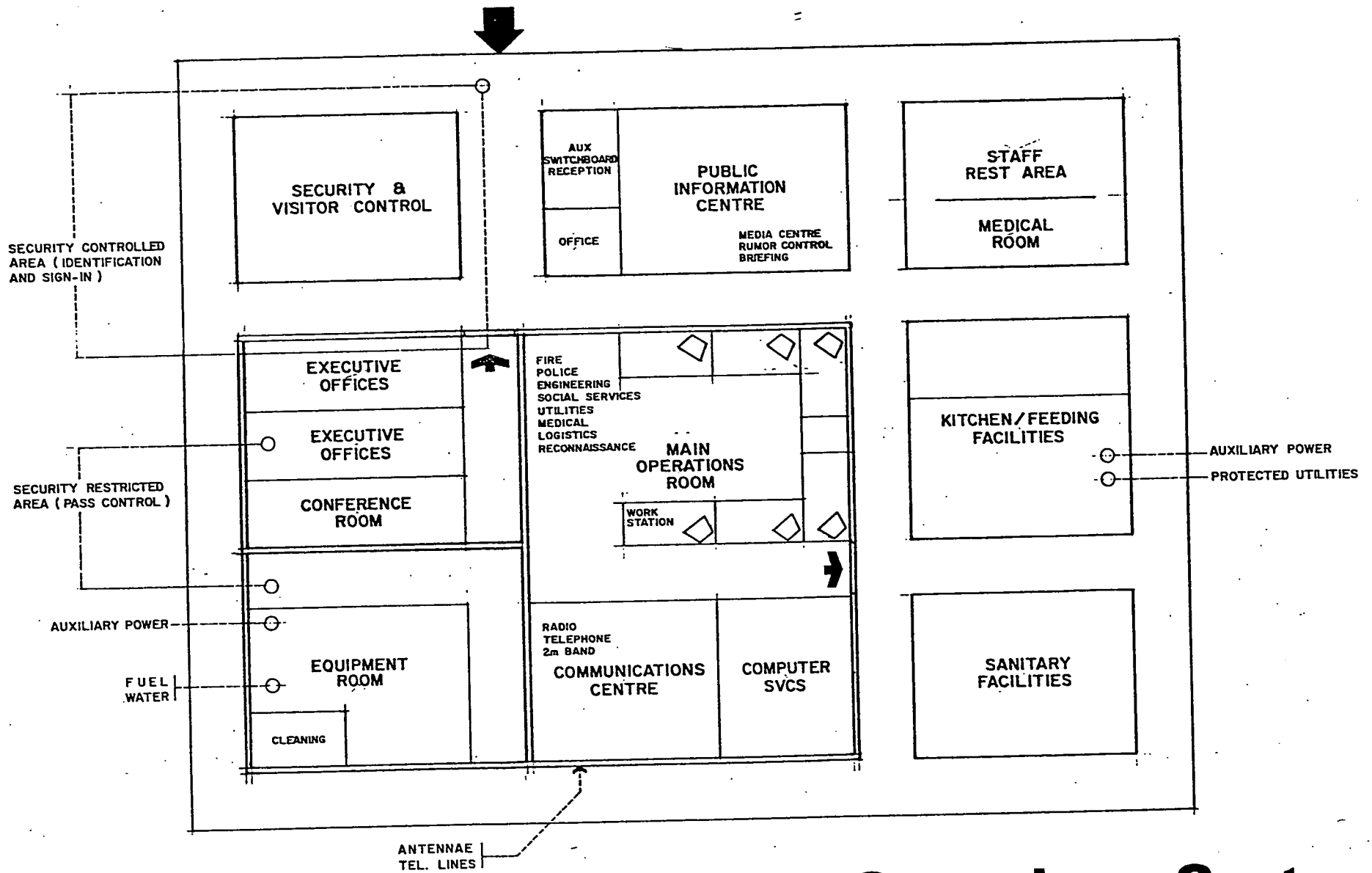
#### RECOMMENDATIONS

The Committee recommends:

1. That a new Emergency Operations facility be planned as a component of the new Municipal Hall in the Town Centre;
2. That the design of the new Municipal Hall include a secure area, at or below grade, with separate or protected building services, designed to operate under extreme or emergency conditions.
3. That sanitary and kitchen facilities be provided in the new Municipal Hall to service elected officials and staff engaged in emergency operations (i.e. locker rooms, cafeteria, etc.).
4. That the Municipal computer system for the new Municipal building be designed with security, auxiliary power supply and multiple station accessibility, such as will be required during emergency operations.
5. That at least one room in the new Municipal Hall be capable of rapid conversion to a media centre.
6. That the existing EOC of the Service Centre be retained as a backup facility.

NWN/mw  
Attach

1988 September 08



# Concept Plan - Emergency Operations Centre



Province of  
British Columbia

Ministry of  
Attorney General  
PROVINCIAL EMERGENCY  
PROGRAM

# MEMORANDUM

To: DISTRIBUTION LIST

Date: June 3, 1988

Our File No. 0.13.1.14.1

Your File No.

RE: PEP TRAINING SCHEDULE 1988/89  
AND PEP ANNUAL ACTIVITIES PLAN

Attached is a revised training schedule for the fiscal year 1988/89. All dates are firm. Significant changes to the original "tentative" schedule have been required by circumstances, budget revisions and policy changes. Discard your original schedule and refer to this one only: it replaces Annex D to the Annual Activities Plan.

In line with the policy decision to assign functions other than individual training to Plans and Operations, conferences no longer appear on this schedule.

The Search Management Course #16 and the Cliff Rescue Seminar have been cancelled due to budget restraints. Search and Rescue Instructor Courses have been re-scheduled for a number of reasons but primarily due to revisions required in the new Basic Search and Rescue Course.

C.L. Hearnden  
Manager Training

CLH/br

Attachment

DISTRIBUTION LIST

Action

PEP Headquarters Staff  
PEP Sector Managers  
PEP Zone Managers  
PEP Provincial Air Coordinators  
PEP Amateur Radio Coordinators

Information

R. Bourne  
Assistant Deputy Minister  
Police Services Branch

K. Strawcynski  
Assistant Deputy Minister  
Support and Regulatory Services

Division Directors  
Police Services Branch

Municipal/Area Coordinators

Inspector S. Cameron  
"E" Division  
R.C.M.P.

D. Krasianchuk  
Director  
Water Management Branch  
Ministry of Environment & Parks

R. Ferguson  
Director  
Waste Management Branch  
Ministry of Environment & Parks

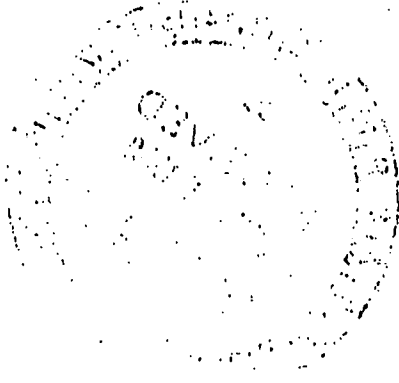
B. Bentley  
Director  
Disaster Response Planning  
Ministry of Social Services & Housing

J. Little  
Director  
Protection Branch  
Ministry of Forests & Lands

F. Cooper  
Regional Director  
B.C. & Yukon  
Emergency Preparedness Canada

D. Winram,  
Bursar  
Justice Institute

L. Goble  
Director Court Services  
Justice Institute

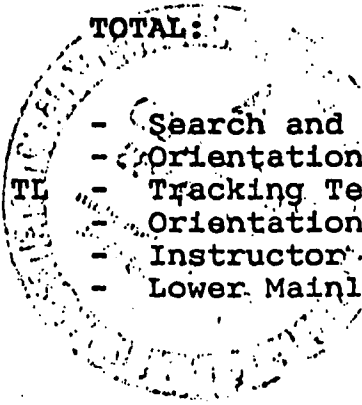


1988 - 1989 PROVINCIAL EMERGENCY PROGRAM  
TRAINING SCHEDULE

<u>SER</u>	<u>MAXIMUM ATTEND</u>	<u>ITEM</u>	<u>BUDGET</u>	<u>LOCATION</u>	<u>DATE</u>	<u>TASK #</u>
1	24	Search Managers' Conference #4	\$10,000	Victoria	Apr 11-15	890164
2	20	Pilot Basic SAR	\$ 400	Langford	Apr-May	890166
3	20	Pilot OMAC 1	\$ 1,000	Victoria	May 14-15	890167
4	20	OMAC 1 #1	\$ 7,500	Courtenay	Jun 18-19	890169
5	24	Tracking TL	\$ 5,600	LMD	Aug 26-28	890174
6	20	OMAC 1 #2	\$ 7,700	Prince George	Sep 10-11	890175
7	20	OMAC 1 #3	\$ 8,700	Terrace	Sep 17-18	890176
8	20	OMAC 1 #4	\$ 8,000	Nelson	Oct 1-2	890177
9	15	Pilot SAR Instr.	\$ 4,300	LMD	Oct 8-9	890168
10	20	OMAC 1 #5	\$ 7,000	Kamloops	Oct 15-16	890178
11	15	SAR Instr. #1	\$ 7,000	Kamloops	Oct 15-16	890170
12	15	SAR Instr. #2	\$ 6,800	Prince George	Oct 22-23	890171
13	20	OMAC 1 #6	\$ 7,000	Kelowna	Oct 29-30	890179
14	24	ODGT #21	\$ 6,000	Victoria	Nov 21-25	890180
15	20	OMAC 1 #7	\$ 2,800	Chilliwack	Dec 3-4	890181
16	20	OMAC 1 #8	\$ 3,800	Vancouver	Dec 7-8	890182
17	24	ODGT #22	\$ 6,000	Victoria	Feb 13-17	890184
<b>TOTAL:</b>			<u>\$99,600</u>			

LEGEND:

- SAR - Search and Rescue
- OMAC 1 - Orientation for Municipal and Area Coordinators, Level 1
- Tracking TL - Tracking Team Leader
- ODGT - Orientation for Dangerous Goods Trainers
- Instr. - Instructor
- LMD - Lower Mainland District



# Horaire des cours 1988-1989 Schedule of Courses

## SPRING TERM / SESSION DE PRINTEMPS

COURSE/ COURS	DATES	SPONSOR/ ORGANISATEUR	TITLE / TITRE
898	11-15 Apr 88	EPC	Plans and Operations Peace
899	11-15 Apr 88	EPC/HWC	Emergency Health Services Planning (Community)
900	11-15 Apr 88	EPC/HWC	Emergency Social Services Planning (Community)
901	12-14 Apr 88	EPC/HWC	Advisory Group
902	18-21 Apr 88	EPC	Mayors and Elected Municipal Officials
903	18-22 Apr 88	EPC	Exercise Design
* 904	19-21 Apr 88	EPC	Emergency Public Information Seminar
905	25-29 Apr 88	EPC	Emergency Operations
906	25-29 Apr 88	EPC/DND	Radiological Defence Officers
907	25-29 Apr 88	EPC/HWC	Instructors Special Care Facilities
908	2-6 May 88	EPC	Plans and Operations Peace
909	2-6 mai 88	P.C.C.	Planification et opérations d'urgence — guerre
910	2-6 May 88	EPC/TC	Transportation of Dangerous Goods
911	9-12 May 88	EPC	Mayors and Elected Municipal Officials
912	9-13 mai 88	P.C.C.	Élaboration d'exercices
913	9-13 May 88	EPC/HWC	Emergency Health Services Planning (Community)
914	9-13 May 88	EPC/HWC	Emergency Social Services Planning (Community)
915	16-20 mai 88	P.C.C.	Planification et opérations d'urgence — paix
916	16-20 May 88	EPC/TC	Transportation of Dangerous Goods
917	24-27 mai 88	P.C.C.	Cours à l'intention des maires et des élus locaux
* 918	24-27 May 88	EPC/AGR	Agriculture Emergency Planning
919	30 May-3 Jun 88	EPC	Plans and Operations Peace
920	30 May-3 Jun 88	EPC/HWC	Emergency Health Services Planning (Community)
921	30 May-3 Jun 88	EPC/HWC	Emergency Social Services Planning (Community)
922	6-10 Jun 88	EPC	Exercise Design
* 923	6-10 Jun 88	EPC	Emergency Communications
* 924	7-9 Jun 88	EPC	College Administrative Seminar
925	6-10 juin 88	P.C.C./T.C.	Manutention des matières dangereuses
926	13-17 Jun 88	EPC	Plans and Operations Peace
927	13-17 Jun 88	EPC/DND	Radiological Defence Officers
928	13-17 Jun 88	EPC/HWC	Emergency Health Services Planning (Community)
929	13-17 Jun 88	EPC/HWC	Emergency Social Services Planning (Community)
930	20-24 Jun 88	EPC	Emergency Site Management
* 931	20-24 Jun 88	EPC	Emergency Public Information Group
* 932	21-23 Jun 88	EPC	Federal/Provincial Training Conference

**FALL TERM / SESSION D'AUTOMNE**

934	6-9 Sep 88	EPC	National Emergency Planning Seminar
935	12-16 Sep 88	EPC	Plans and Operations Peace
936	12-16 Sep 88	EPC/HWC	Instructors Special Care Facilities
937	19-22 Sep 88	EPC	Mayors and Elected Municipal Officials
938	19-23 Sep 88	EPC	Exercise Design
* 939	26-30 Sep 88	EPC	National Symposium
940	3-7 Oct 88	EPC	Plans and Operations Peace
941	3-7 oct. 88	P.C.C.	Elaboration d'exercices
942	3-7 Oct 88	EPC/HWC	Emergency Health Services Planning (Community)
943	3-7 Oct 88	EPC/HWC	Emergency Social Services Planning (Community)
944	11-14 Oct 88	EPC	Mayors and Elected Municipal Officials
* 945	12-14 Oct 88	EPC/HWC	HWC Conference
946	17-21 oct. 88	P.C.C.	Planification et opérations d'urgence — paix
947	17-21 oct. 88	P.C.C./M.D.N.	Agents de défense radiologique
948	24-28 Oct 88	EPC	Emergency Site Management
949	24-28 Oct 88	EPC	Emergency Public Information Group
* 950	24-28 Oct 88	EPC/AGR	Agriculture Emergency Planning
951	31 Oct-4 Nov 88	EPC	Plans and Operations Peace
952	31 oct.-4 nov. 88	P.C.C.	Opérations d'urgence
953	31 Oct-4 Nov 88	EPC/HWC	Emergency Health Services Planning (Community)
954	31 Oct-4 Nov 88	EPC/HWC	Emergency Social Services Planning (Community)
* 955	8-10 Nov 88	EPC	Emergency Public Information Seminar
956	14-18 Nov 88	EPC	Exercise Design
* 957	14-18 Nov 88	EPC	Emergency Communications
958	14-18 Nov 88	EPC/HWC	Emergency Health Services Planning (Community)
959	14-18 Nov 88	EPC/HWC	Emergency Social Services Planning (Community)
* 960	21-25 Nov 88	EPC/DFO	Fisheries Emergency Control Organization
961	21-25 Nov 88	EPC	Plans and Operations Peace
962	21-25 Nov 88	EPC/HWC	Instructor, Casualty Simulation
963	28 Nov-2 Dec 88	EPC	Emergency Site Management
964	28 Nov-2 Dec 88	EPC	Emergency Public Information Group
965	28 Nov-2 Dec 88	EPC/HWC	Emergency Health Services Planning (Community)
966	28 Nov-2 Dec 88	EPC/HWC	Emergency Social Services Planning (Community)
967	5-8 déc. 88	P.C.C.	Cours à l'intention des maires et des élus locaux
968	5-9 Dec 88	EPC	Emergency Operations
969	5-9 Dec 88	EPC/PC	Emergency Planning Seminar

**WINTER TERM / SESSION D'HIVER**

970	9-13 jan. 89	P.C.C.	Planification et opérations d'urgence — paix
971	9-13 jan. 89	EPC	Emergency Operations

974	16-19 Jan. 89	P.C.C.	Cours à l'intention des maires et des élus locaux
975	16-20 Jan 89	EPC	Plans and Operations Peace
976	16-20 Jan 89	EPC/PWC	Analysis and Design of Fallout Protection
977	23-27 Jan 89	EPC	Exercise Design
978	23-27 Jan 89	EPC	Plans and Operations War
979	23-27 Jan. 89	P.C.C./S.B.S.C.	Planification pour les services de santé d'urgence communautaires
980	23-27 Jan. 89	P.C.C./S.B.S.C.	Planification pour les services sociaux d'urgence communautaires
981	30 Jan-3 Feb 89	EPC	Plans and Operations Peace
982	30 Jan.-3 fév. 89	P.C.C.	Opérations d'urgence
* 983	30 Jan-3 Feb 89	EPC/AGR	Agriculture Emergency Planning
984	6-10 Feb 89	EPC	Emergency Operations
985	6-10 Feb 89	EPC/HWC	Emergency Health Services Planning (Community)
986	6-10 Feb 89	EPC/HWC	Emergency Social Services Planning (Community)
987	13-16 Feb 89	EPC	Mayors and Elected Municipal Officials
* 988	13-17 Feb 89	EPC/F&O	Fisheries Emergency Control Organization
989	20-24 Feb 89	EPC	Plans and Operations Peace
990	20-24 Feb 89	EPC/DND	Radiological Defence Officers
991	20-24 Feb 89	EPC/HWC	Emergency Health Services Planning (Community)
992	20-24 Feb 89	EPC/HWC	Emergency Social Services Planning (Community)
993	27 Feb-3 Mar 89	EPC	Emergency Site Management
994	27 Feb-3 Mar 89	EPC	Emergency Public Information Group
995	6-10 Mar 89	EPC	Plans and Operations Peace
996	6-10 mars 89	P.C.C./S.R.S.C.	Planification pour les services de santé d'urgence communautaires
997	6-10 mars 89	P.C.C./S.B.S.C.	Planification pour les services sociaux d'urgence communautaires
998	13-17 Mar 89	EPC	Emergency Operations
999	20-23 Mar 89	EPC	Mayors and Elected Municipal Officials

#### LEGEND

AGR	—	Agriculture Canada
DFO	—	Fisheries and Oceans Canada
DND	—	Department of National Defence
EPC	—	Emergency Preparedness Canada
HWC	—	Health and Welfare Canada
PC	—	Ports Canada
PWC	—	Public Works Canada
TC	—	Transport Canada

\* Seminars/workshops conducted by federal departments. Provincial/territorial participation will be by specific invitation from the department concerned. No general course instructions will be issued for these events.




30 Jan- 3 Feb/89	EPC	Plans and Operations Peace	N.W. Nyberg
13-16 Feb/89	EPC	Mayors and Elected Municipal Officials	L. Sekora
20-24 Feb/89	EPC	Plans and Operations Peace	K. Wright
20-24 Feb/89	EPC/Health and Welfare Canada	Emergency Social Services Planning	D. Cunnings
27 Feb- 3 Mar/89	EPC	Emergency Public Information Group	D. Buchanan
20-23 Mar/89	EPC	Mayors and Elected Officials	D. White

2.02 After March when the new course outline is sent out, individuals from Fire, Police, Social Services and Communications should attend courses as well.

### 3.00 RECOMMENDATION

3.01 That the Emergency Committee approve the proposed course loading for training municipal personnel, and authorize applications.

3.02 That the Emergency Committee recommend to Council a training allowance for Emergency Operations of approximately \$1500 for incidental expenses in the 1988 Amended Annual Budget.

  
A.J. Edwards, P. Eng.  
Emergency Planning Coordinator

AJE:sh

974	16-19 jan. 89	P.C.C.	Cours à l'intention des maires et des élus locaux
975	16-20 Jan 89	EPC	Plans and Operations Peace
976	16-20 Jan 89	EPC/PWC	Analysis and Design of Fallout Protection
977	23-27 Jan 89	EPC	Exercise Design
978	23-27 Jan 89	EPC	Plans and Operations War
979	23-27 jan. 89	P.C.C./S.B.S.C.	Planification pour les services de santé d'urgence communautaires
980	23-27 jan. 89	P.C.C./S.B.S.C.	Planification pour les services sociaux d'urgence communautaires
981	30 Jan-3 Feb 89	EPC	Plans and Operations Peace
982	30 jan.-3 fév. 89	P.C.C.	Opérations d'urgence
* 983	30 Jan-3 Feb 89	EPC/AGR	Agriculture Emergency Planning
984	6-10 Feb 89	EPC	Emergency Operations X
985	6-10 Feb 89	EPC/HWC	Emergency Health Services Planning (Community)
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992	20-24 Feb 89	EPC/HWC	Emergency Social Services Planning (Community)
993	27 Feb-3 Mar 89	EPC	<u>Emergency Site Management</u>
994	27 Feb-3 Mar 89	EPC	Emergency Public Information Group
995	6-10 Mar 89	EPC	Plans and Operations Peace

996	6-10 mars 89	P.C.C./S.B.S.C.	Planification pour les services de santé d'urgence communautaires
997	6-10 mars 89	P.C.C./S.B.S.C.	Planification pour les services sociaux d'urgence communautaires
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999	20-23 Mar 89	EPC	Mayors and Elected Municipal Officials

#### LEGEND

AGR	—	Agriculture Canada
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DND	—	Department of National Defence
EPC	—	Emergency Preparedness Canada
HWC	—	Health and Welfare Canada
PC	—	Ports Canada
PWC	—	Public Works Canada
TC	—	Transport Canada

\* Seminars/workshops conducted by federal departments. Provincial/territorial participation will be by specific invitation from the department concerned. No general course instructions will be issued for these events.

\* Colloques ou ateliers qui relèvent de ministères fédéraux. Les représentants des provinces ou des territoires seront invités par le ministère responsable à participer à la réunion. On ne publiera pas de directive de formation générale pour ces colloques ou ces ateliers.

**FALL TERM / SESSION D'AUTOMNE**

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947	17-21 oct. 88	P.C.C./M.D.N.	Agents de défense radiologique
948	24-28 Oct 88	EPC	Emergency Site Management
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**WINTER TERM / SESSION D'HIVER**

970	9-13 jan. 89	P.C.C.	Planification et opérations d'urgence — paix
971	9-13 Jan 89	EPC	Emergency Operations
972	9-13 Jan 89	EPC/HWC	Emergency Health Services Planning (Community)
973	9-13 Jan 89	EPC/HWC	Emergency Social Services Planning (Community)



Province of  
British Columbia

Ministry of Solicitor  
~~XXXXXX~~ General  
PROVINCIAL EMERGENCY  
PROGRAM

# MEMORANDUM

To: **DISTRIBUTION LIST**

Date: October 3, 1988

Our File No. 0.13.3.2.11

Your File No.

**RE: PEP TRAINING SCHEDULE REVISIONS**

Reference: The Provincial Emergency Program Activities  
Plan - April 27, 1988 - Annex D

For a number of reasons it has been necessary to revise the PEP training schedule for the remainder of this fiscal year. The revised schedule is attached and should be attached to the Activities Plan as the new Annex D.

Main areas affected are:

1. OMAC courses have been reduced from eight to five by combination.
2. All SAR courses have been cancelled.

PEP Zone Managers are requested to encourage maximum attendance on OMAC courses.

M. C. Stewart  
Director

MCS/sc

Attachment: 1

DISTRIBUTION LIST

Action

PEP Headquarters Staff  
PEP Sector Managers  
PEP Zone Managers  
PEP Provincial Air Coordinators  
PEP Amateur Radio Coordinators  
PEP SAR Coordinator

Information

R. Bourne  
Assistant Deputy Minister  
Police Services Branch

K. Strawczynski  
Assistant Deputy Minister  
Support and Regulatory Services

Division Directors  
Police Services Branch

Municipal/Area Coordinators

Inspector S. Cameron  
"E" Division  
R.C.M.P.

D. Krasianchuk  
Director  
Water Management Branch  
Ministry of Environment

R. Ferguson  
Director  
Waste Management Branch  
Ministry of Environment

B. Bentley  
Director  
Disaster Response Planning  
Ministry of Social Services &  
Housing

J. Little  
Director  
Protection Branch  
Ministry of Forests & Lands

F. Cooper  
Regional Director  
B.C. & Yukon  
Emergency Preparedness Canada

D. Winram  
Bursar  
Justice Institute

L. Goble  
Director Court Services  
Justice Institute

1988-89 PROVINCIAL EMERGENCY PROGRAM

TRAINING SCHEDULE

<u>SER</u>	<u>MAXIMUM ATTEND</u>	<u>ITEM</u>	<u>BUDGET</u>	<u>LOCATION</u>	<u>DATE</u>	<u>TASK</u>
1	24	Search Mgrs. Conf. #4	\$ 10,000	Victoria	11-15 Apr 88	890164
2	20	Pilot Basic SAR	\$ 400	Langford	Apr-May 88	890166
3	20	Pilot OMAC1	\$ 1,000	Victoria	14-15 May 88	890167
4	20	OMAC1 #1 (Nelson Zone)	\$ 7,400	Nelson	1-2 Oct 88	890177
5	20	OMAC1 #2 (Kamloops/Kelowna Zones)	\$ 7,400	Kelowna	29-30 Oct 88	890178
6	20	OMAC1 #3 (Pr. George/Terrace Zones)	\$ 8,400	Pr. George	19-20 Nov 88	890171
7	20	OMAC1 #4 (Courtenay/Victoria Zones)	\$ 6,100	Courtenay (Probable)	26-27 Nov 88	890169
8	20	OMAC1 #5 (Vancouver/Chillwack Zones)	\$ 7,400	Chilliwack	3-4 Dec 88	890182
9	24	ODGT1 #21	\$ 6,000	Victoria	16-20 Jan 89	890180
10	24	ODGT1 #22	\$ 6,000	Victoria	13-17 Mar 89	890184

LEGEND

SAR Search and Rescue  
 OMAC1 Orientation for Municipal and Area Coordinators Level 1  
 ODGT1 Orientation for Dangerous Goods Transportation Level 1

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

Inter Office Memo

TO: J.L. Tonn DEPARTMENT: Administration DATE: 1988 09 29  
FROM: A.J. Edwards DEPARTMENT: Engineering FILE:  
SUBJECT: Proposed Review and Testing Procedure For Reviewing the OUR FILE: 01 12 04  
Coquitlam Disaster Response Plan

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FOR THE EMERGENCY COMMITTEE OF COUNCIL

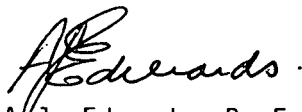
1.00 PROCEDURE FOR INTERVIEW

- 1.01 The Emergency Response Plan requires understanding and committment on the part of each individual that has been appointed by the Emergency Committee to perform specific tasks.
- 1.02 The purpose of the interviews is to confirm understanding of the each individual's role within the Disaster Plan. Clarification of specific roles may be required to insure common understanding.
- 1.03 When all interviews have been completed, the plan should be reasonably co-ordinated and ready to be tested.
- 1.04 The proposed interviewing process starts with the Executive Committee, then the MRG, the Internal Support Group and finally, the outside support groups and agencies, where necessary.
- 1.05 Copies of the reviewed "draft" Disaster Response Plan would be circulated to all persons who have a role in the responses as identified in the plan. The proposed interview schedule is attached.

2.00 TESTING THE PLAN

- 2.01 Three disaster scenarios would be circulated to each member of the MRG and Internal Support Group. One per month, the plan could be tested by reviewing it against a scenario. This process should illustrate the various department responses, and the need for cooperation.

- 2.02 The testing process is critical to an effective response plan. The plan will require continual testing, trial, and improvement if Council is to achieve a satisfactory protection level for the community.



A.J. Edwards, P. Eng.  
Emergency Planning Coordinator

AJE:sh

Att.

SCHEDULE: MRG AND EMERGENCY COMMITTEE

Information Director	November 14-18
Permits and License Director	November 14-18
Emergency Committee	November 8
Municipal Clerk	November 14-18
Personnel Director	November 21-25
Municipal Treasurer	November 21-25
Police (Inspector McMartin)	November 28-December 2
Emergency Health Director (including ESSD)	November 28-December 2
Provincial Emergency Program Zone Manager	December 5-9
Zone Ambulance Co-ordinator	December 5-9
Provincial Emergency Health Services	January 3-6, 1989
Royal Columbia Hospital	January 9-13
Eagleridge Hospital	January 16-20
Riverview Hospital	January 23-27
B.C. Coroners Service	January 23-27
School District #43	January 30-February 3
Canada Employment Centre	January 30-February 3
Coquitlam Search & Rescue	February 6-10
Coquitlam Amateur Radio Club	February 13-17
B.C. Telephone Company	February 20-24
C.P. Rail	February 27-March 3
B.C. Hydro & Power Authority	March 6-10
Completion of interview process	1989 March 31.
Plan update, review of progress to Emergency Committee of Council	1989 April 19.

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

Inter Office Memo

TO: J.L. Tonn DEPARTMENT: Administration DATE: 1988/11/02  
FROM: A.J. Edwards DEPARTMENT: Engineering FILE:  
SUBJECT: Earthquake Preparedness Brochure OUR FILE: 01 12 04

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FOR THE EMERGENCY COMMITTEE OF COUNCIL

1.00 Discussion

- 1.01 While the probability of an earthquake is low, the potential local risk to life and property could be quite high if the event should occur.
- 1.02 As an attempt to reduce injury, loss of life, and property damage, a brochure, sent to each household in Coquitlam, would be helpful to increase public awareness of the hazards and recommended procedures.
- 1.03 The message will reach a significant portion of the people. If, for example, 10% of the population follow the guidelines in the brochure, those individuals will be available to contribute support and advice.

2.00 Timing of Brochure Send Out

- 2.01 The brochure could be sent out with tax notices. It would be less advisable to send out the brochure in summer owing to vacation schedules. The ideal time is September when school begins so that school principals can incorporate the brochure into earthquake safety talks with the children.

3.00 Public Response

- 3.01 Richmond sent out the attached brochure in September of this year to 45,000 households. The Richmond Emergency Program Co-ordinator reports that he received about 20 calls per day in September and four or five per day in October. The total vocal response has been about 500 calls or about 1.1% of the households. He also reports that 5 schools have called seeking further information and other earthquake literature for their students.

4.00 Cost of the Brochure

4.01 The Earthquake brochure should be sent to a total of 27,500 locations in Coquitlam. The cost to produce is estimated by our print shop to be about \$7,500. If brochures are not sent with tax notices, then \$2,500 of additional cost would be required.

5.00 Recommendation

5.01 That Earthquake Emergency Programme Brochures be sent to all households, schools, businesses and industry in Coquitlam at a cost not to exceed \$10,000.

1989 Budget



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

AJE:sh