



# CRD EMERGENCY PROGRAM

## CRD Emergency Plan Key Functions & Process Review

The CRD All Hazards Emergency Plan 2022 update is currently under review. The CRD Emergency Plan is a guideline for preventing, preparing for, mitigating, responding to, and recovering from emergencies and disasters caused by all identified hazards that may affect the CRD. It is also a tool to ensure all Emergency Program Services and Emergency Operations Centre activities meet and align with the *Emergency Program Act (EPA)*, the *Local Authority Emergency Management Regulation (LAEMR)*, CRD bylaws and policies, and various compensation guidelines and provincial frameworks.

### Key Functions

Requirement	Legislation	CRD Emergency Plan
<ul style="list-style-type: none"> <li>A local authority is required to have an emergency plan</li> </ul>	EPA 6(2)	Introduction 1, Pg 4
<ul style="list-style-type: none"> <li>A local authority is required to establish and maintain an emergency management organization</li> </ul>	EPA 6 (3)	Bylaw 3934 & Bylaw 4595
<ul style="list-style-type: none"> <li>A local authority may appoint committees and a coordinator for the emergency management organization</li> </ul>	EPA 6 (3)	Bylaw 4595
<ul style="list-style-type: none"> <li>A local authority may delegate any of its powers and duties under the EPA to committees or a coordinator except the power to declare a state of local emergency</li> </ul>	EPA 6 (4)	Bylaw 4595
<ul style="list-style-type: none"> <li>A local authority emergency plan must reflect the following: <ul style="list-style-type: none"> <li>The potential emergencies and disasters within its jurisdiction</li> <li>Their relative risk of occurrence and potential impact on people and property</li> <li>Procedures for accessing resources such as personnel, equipment, facilities, and finance</li> <li>Procedures for implementing the plan</li> <li>Procedures to notify affected peoples of an impending disaster</li> <li>Procedures to coordinate the provision of food, clothing, shelter, transportation, and medical services</li> <li>Priorities for restoring essential services provided by the local authority and by other service providers</li> <li>A training and exercise program for staff and agencies assigned responsibilities in the plan</li> <li>Establish a procedure for periodic review and update of the plan</li> <li>Procedures for how guidance and direction is provided to the emergency management organization</li> </ul> </li> </ul>	LAEMR 2	HRVA 2.1, Pg 10  Initial Response Roles 3.2.10.1 – Logistics, Pg 16  Activation 3.0, Pg 10 & 11 Comms 4.0, Pg 18 ESS, 5.3 Pg 21  Recovery 7.0 Pg 23 - 25  Training 8.0 – Pg 27  Incident Review and Reporting, 7.5 Pg 25 & 26
<ul style="list-style-type: none"> <li>Local authorities may also: <ul style="list-style-type: none"> <li>Enter into mutual aid agreements with other authorities</li> <li>Develop agreements with non-government organizations</li> </ul> </li> </ul>	LAEMR 3	Aid Agreements 3.3, Pg 16

## ***Emergency Plan Review***

### ***Operational/Staff Review***

The plan will be reviewed by emergency program staff annually, as per the *Local Authority Emergency Management Regulation*, to ensure any changes to current legislation, and any new provincial or federal guidelines and policies are considered.

The CRD Emergency Management Plan (2006) outlines the process for staff review:

#### **1.1.1 1.3 Plan Revisions**

**Review and Revisions** The CRD Emergency Plan will be reviewed in its entirety and updated once a year by the Emergency Program Coordinator, to reflect any new procedures and information.

Any inputs or suggestions for changes are to be submitted in writing to the Emergency Program Coordinator, by December 31<sup>st</sup> of every year for review, consideration and adoption in the next revision.

Any inputs or suggestions for revisions as a result of a test, training or exercise are to be submitted in writing to the Emergency Program Coordinator, within 30 days following the test, training or exercise to ensure consideration and adoption in the next revision of the CRD Emergency Plan.

It must be recognized that the plan is a continually evolving document and must be reviewed and revised to remain useful. Initially the plan will be re-published annually to capture the developing nature of the CRD's emergency response program and presented to the Board of Directors. Following the achievement of a stable program, the plan should be re-published every 3-5 years, depending on changes necessary.

A Revision Request Form is provided in the forms and template attachment.

**Coordination and Distribution** All official copies of the CRD Emergency Plan will be numbered and distributed to plan holders. The Emergency Program Coordinator will keep track of the distribution list so that revisions can be sent to all the registered plan holders. These registered plan holders are responsible for replacing the old pages with the revised pages.

Any changes in Departmental, Functional and/or Agency Emergency Plans that may affect the CRD Emergency Plan must be made known to and coordinated with the Emergency Program Coordinator. The agency or department that makes the changes will initiate the coordination through the Emergency Program Coordinator to ensure everyone is aware of the changes.

### ***Governance/Committee Review***

The Emergency Preparedness Committee will review the CRD's Emergency Management Plan annually and provide policy guidance and determine priorities for the Emergency Management Plan, as per the Committee Terms of Reference, 2023. Processes and procedures for this annual review are under development and may consider:

- how and when the emergency plan is brought forward for committee review,
- confirmation that all changes/additions requested by the Committee have been completed,
- recording that the annual committee review objectives have been met.