

MIDWAY EMERGENCY PLAN

April 14, 2009

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MIDWAY EMERGENCY PLAN

1.0 EMERGENCY MANAGEMENT PLAN

1.1 OVERVIEW

Emergencies occur everyday. 98% of all emergencies are classed as level 1 incidents and are responded to by local Ambulance, Fire, Police and Road Rescue personnel. The other 2% are larger scale emergencies such as fire and flood that are beyond the capabilities of the first responders. Fortunately these types of incidences are infrequent, but when they do occur, they can result in high human and financial loss and cost. Unfortunately, we cannot predict when these will occur but we can be prepared.

All citizens are encouraged to be self sufficient for 72 hours in event of disaster. But we know that there are those that are not prepared, or are incapable of looking after themselves and therefore Governments are required to assist in response and recovery through disaster. It is a requirement by law, that all levels of government, Federal, Provincial, Regional and Municipal be prepared to assist people when these types of incidents happen. Basic preparation must be specified in a written Emergency Plan.

This Emergency Plan is to assist Village staff and Emergency response personnel to deal with any larger scale emergency that could possibly threaten the community. It does not address all possible scenarios but will act as a framework to adequately deal with most situations that arise. It is a living document, in that it is subject to change with new knowledge, data, resources and technology.

This document was prepared by the local Emergency Management Committee

1.2 MAYOR'S INTRODUCTION

The protection of life, property and the environment and the alleviation of suffering and hardship caused by disasters are fundamental responsibilities of municipal government. Your Municipal Officials are cognizant of these responsibilities and are determined that they shall be met.

Floods, fires, earthquakes, plane crashes and other major disasters occur at unexpected times and places throughout the world. Some of these happen every year in B.C. and we may expect them to occur in the future.

Response to disaster conditions of any type requires careful planning and organizing, proper management of our resources and a continuing training effort. This Emergency Plan, prepared by our Emergency Program Staff, is designed to provide for the use of public and private resources as necessary to cope with a wide variety of emergency situations.

Although this plan is one step toward preparedness, continued awareness, training and personal readiness, particularly on the part of government employees, is necessary if we are to respond effectively under the varying conditions of disaster. Equally important is the understanding, support and cooperation of our citizens.

Mayor
Village of Midway

1.3 LEGISLATIVE REQUIREMENTS

1.3.1 EMERGENCY PROGRAM ACT BC Emergency Program Act (1993) - (See appendix II for copy Of the Act)

This act requires local authorities to plan for emergencies:

Section 6(2) of the Act states that:

A local authority must prepare or cause to be prepared local Emergency Management Plans respecting preparation for, response to and recovery from emergencies and disaster and establish and maintain an emergency management organization to develop and implement Emergency Management Plans and other preparedness, response and recovery measures.

1.3.2 EMERGENCY PROGRAM MANAGEMENT REGULATION BC Local Authority Emergency Management Regulation (See appendix III for copy of the Regulation)

This legislation requires that Emergency Management Plans prepared by local authorities must reflect on:

Assessment of the relative risk of occurrence and the potential impact on people property of emergencies or disasters

and

require a periodic review and updating of the local Emergency Management Plan

and

establish and maintain for all emergency response staff...a program of emergency response exercises and a training program.

1.3.3 COMPENSATION AND DISASTER FINANCIAL REGULATION **(See appendix IV for copy of the Regulation)**

This regulation lays out how claims for compensation from disasters are to be made and how they are to be paid. It lists who and what is eligible and how claims will be accepted for payment. It also stipulates what local government may or may not claim for damages and cost incurred in response and recovery to address an emergency.

1.3.4 LOCAL AUTHORITY EMERGENCY MANAGEMENT REGULATION

(See appendix V for copy of the Regulation)

This regulation covers what is to be included in a local emergency plan, the powers of a local authority during an emergency and the duties of the local authority in an emergency.

1.3.5 BY-LAW NO. 391 (2007)

**THE VILLAGE OF MIDWAY
EMERGENCY MEASURES BYLAW NO. 391, 2007**

WHEREAS the Council must establish and maintain an emergency management organization to develop and implement emergency plans,

AND WHEREAS the Village of Midway Municipal Council wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Village of Midway Council in open meeting assembled enacts as follows:

SECTION 1 CITATION

1.1 This Bylaw shall be cited as the Emergency Measures Bylaw No. 391, 2007.

SECTION 2 INTERPRETATION

2.1 In this bylaw:

- (a) **“Act”** means the Emergency Program Act, 1996 RS Chap 111;
- (b) **“Council”** means the Village of Midway Municipal Council;
- (c) **“Declaration of a state of local emergency”** means a declaration of Council or the Mayor that an emergency exists or is imminent in the municipality;
- (d) **“Emergency Executive Committee”** means the committee constituted pursuant to Section 3.1;

- (e) **“Emergency Management Organization”** means the Emergency Executive Committee and other such persons appointed and functional groups established and which are charged with emergency preparedness, response and recovery measures;
- (f) **“Emergency Coordinator”** means the person appointed under Section 3.2 as head of the Village of Midway Emergency Management Organization;
- (g) **“Mayor”** means that member of Council elected as Mayor in the last municipal election or the member designated by the municipal council to act in the capacity of Mayor in the Mayor’s absence;
- (h) **“Municipality”** means all of the area within the boundaries of the Municipality of Midway;

SECTION 3 ADMINISTRATION

3.1 An Emergency Executive Committee shall be composed of:

- a) The Mayor
- b) Council Members (as appointed by council)
- c) The Principal Administrative Officer of the municipality,
- d) Emergency Coordinator,

3.2 The Council shall appoint a Village of Midway Emergency Coordinator to facilitate emergency preparedness, response and recovery measures.

3.3 Subject to the approval of the Council, the Emergency Executive Committee may:

- a) make and amend its terms of reference, policies and procedures,
- b) enter into agreements with regional districts or other municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery, and
- c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

SECTION 4 DUTIES AND RESPONSIBILITIES OF THE EMERGENCY EXECUTIVE COMMITTEE

4.1 The Village of Midway Emergency Executive Committee shall prepare and present to the Council for annual review and approval:

- a) a list of hazards to which the municipality is subject and which also indicates the relative risk of occurrence,
- b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - i) a periodic review and updating of plans and procedures for that review,
 - ii) a program of emergency response exercises,
 - iii) a training program,
 - iv) procedures by which physical and financial emergency resources or assistance may be obtained,
 - v) procedures by which emergency plans are to be implemented,
 - vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,
 - vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the municipality, and
 - vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the municipality, and
 - viii) procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers that are interrupted during an emergency or disaster.

SECTION 5 IMPLEMENTATION OF PROGRAM

- 5.1 The Council or the Mayor or the Emergency Coordinator (or other person designated in the plan) may, whether or not a state of local emergency has been declared, cause the emergency plan to be implemented.
- 5.2 Pursuant to Section 12 of the Act, upon issuance of a Declaration of a State of Local Emergency, the portions of the Emergency program required to resolve mitigate and recover from the conditions which led to the Declaration will be activated by a person given authority to do so in Section 2.7 of the Emergency Plan.

SECTION 6 RESCIND

- 6.1 The Village of Midway Emergency Program By-law No. 317 (2001) is now rescinded.

That Bylaw No. 391 cited as the "Village of Midway's Emergency Measures Bylaw No. 391, 2007 be now **READ A FIRST TIME** this day of , 2007.

That Bylaw No. 391 cited as the "Village of Midway's Emergency Measures Bylaw No. 391, 2007 be now **READ A SECOND TIME** this day of , 2007.

That Bylaw No. 391 cited as the "Village of Midway's Emergency Measures Bylaw No. 3, 2007 be now **READ A THIRD TIME** this day of , 2007.

That Bylaw No. 391 cited as the "Village of Midway's Emergency Measures Bylaw No. 391, 2007" having met all prerequisites for final adoption, **BE NOW FINALLY ADOPTED** this day of , 2007.

MAYOR

ADMINISTRATOR

I hereby certify this to be a true and correct copy of Bylaw 391 cited as the Village of Midway's Emergency Measures Bylaw No. 391, 2007 as adopted on the _____ day of _____, 2007.

Administrator Village of Midway

MUNICIPAL ORGANIZATION

MUNICIPAL COUNCIL

		HOME	BUS.
Randy Kappes	Mayor	449-2433	449-2345
Gail Bryan	Councilor	449-2264	
Marguerite Rotvold	Councilor	449-2642	
Martin Fromme	Councilor	449-2309	449-2252
Gary Shierbeck	Councilor	449-2606	

MUNICIPAL STAFF

		HOME	BUS.
Penny Feist	Deputy Municipal Clerk	449-2201	449-2222
Sheri Harpur	Administrative Assistant	449-2647	449-2222
Jenny Simmonds	Receptionist	449-2293	449-2222

LINES OF SUCCESSION

The following list of citizens have previously served on Council for this period and been designated as lines of succession.

		HOME	BUS.
Richard (Dick) Dunsdon	Councilor	449-2609	
Pat Kelly	Councilor	449-2643	

EMERGENCY PROGRAM

	HOME	BUS
Ross Elliott, Emergency Coordinator	449-2333	449-2333
Jim Madder, Deputy Emergency Coordinator	449-2427	449-2222

2.0 ABOUT THE PLAN

2.1 PURPOSE OF PLAN

The Midway Emergency Management Plan guides the operations, organization, responsibilities and coordination of the Midway Emergency Operations Centre in response to an incident or potential threat of an incident within the municipality. This plan does not cover level 1 response incidents that are normally covered by individual first responders i.e. minor accidents or house fires that are normally handled by the RCMP, BC Ambulance, Road Rescue or the Fire Department. The purpose of the plan is to save lives, reduce suffering, protect property, mitigate damage to the environment and control the economic consequences of emergencies and disasters that may affect the community.

The plan is subject to continual change and has been prepared using the following standards/documents and guidelines:

- The Emergency Program Act, and subsequent Regulations
- The British Columbia Emergency Response Management System (BCERMS)
- The Emergency Operations Centre - Operational Guidelines Edition2
- The PEP Hazard and Risk Vulnerability Assessment - Tool Kit

2.2 PLAN REVIEW PERIOD

The plan will be reviewed annually commencing **January 31st** and **completed by March 31st**. A continual update of policies and revision to resources will be ongoing and will be updated periodically as resource changes are known.

2.3 AMMENDMENTS TO THE PLAN

Major amendments will be recorded in the amendment ledger.
(See Appendix I)

2.4 EMERGENCY EXECUTIVE COMMITTEE

As per section 3.1 of the Emergency Measures Bylaw No 391-2007 the Emergency Executive Committee for 2007 comprised of:

- Mayor -
- Councillor – (as appointed by council)
- Chief Administration Officer
- Emergency Program Coordinator

The Emergency Executive Committee will oversee maintenance and development of the plan. The committee may negotiate a mutual aid agreement with neighboring communities to share resources, and policy and procedures relative to the plan.

2.5 EMERGENCY PLANNING COMMITTEE:

In addition to the Emergency Executive committee, there will be an Emergency Planning Committee that will consist of the following:

- Emergency Executive Committee,
- B.C. Ambulance,
- Fire Department,
- R.C.M.P.,
- Road Rescue and
- Ground Search & Rescue (GSAR)
- ESS director, and
- Other representative that may be required from time to time

The Emergency Planning Committee will cooperatively develop The Emergency Plan and will assist in the annual review, upkeep and revisions necessary to keep the plan current. The members of the planning committee will participate in the Hazard and Risk Analysis for the community and will act as representatives of their respective agencies in the operation of the Emergency Operations Centre.

2.6 OTHER RELATED PLANS

Other agencies have operating plans that will be used to cover their site incident operations. If it is necessary to open the Midway Operations Centre, all operations and policies will be carried out according to this plan. If the EOC is opened to assist another jurisdiction such as City of Greenwood or Regional District of Kootenay Boundary our role will be to assist that jurisdiction in a cooperative role.

The following plans are appended for reference:

- a) Midway Fire Department
- b) Regional District of Kootenay Boundary

2.7 PLAN ACTIVATION

The following persons or their delegates have the authority to activate the plan:

- Midway Mayor (Council)
- Chief Administrative Officer
- Emergency Response Coordinator
- Incident Commander - Fire Chief or RCMP

The decision of the Mayor (Council), CAO or ERC to activate the plan is considered to override the desires of others.

3.0 HAZARD AND RISK VULNERABILITY ASSESSMENT

3.1 COMMUNITY DESCRIPTION

Midway is situated in the Kettle River Valley on Highway 3, 55 km west of Grand Forks and approximately 70 km east of Osoyoos. Its southern boundary borders on the Canada/USA International boundary line. The community of Greenwood is 11 km east and Rock Creek is 20 km. to the west. The southern Trans Canada highway bisects the village east to west and it is the port of entry into the United States at Ferry Washington. Midway has a grass airstrip suitable for small to medium aircraft. There are no aviation fuel capabilities at this time.

3.2 DEMOGRAPHICS

The population of Midway is currently at around 630 people and growing slightly. According to the 2006 Canada census status Midway has a population of 630 people. 38% (175) are seniors.

3.3 INFRASTRUCTURE

3.3.1 CRITICAL BUILDINGS - LOCAL GOVERNMENT

- Village office
- Fire Hall
- B.C. Ambulance station
- Community Hall
- Arena
- Library/Pharmacy
- Museum
- Airport Hangars

3.3.2 OTHER GOVERNMENT

- R.C.M.P. office/quarters - Ministry of Attorney General - 1 corporal with 3 constables
- Customs office - open from 09:00 - 17:00 daily
- Midway Health Unit
- Senior Secondary School
- Elementary school
- Medical Clinic
- Post Office

3.3.3 BUSINESS/INDUSTRY

- Curling Rink
- Dentist Office
- Emcon Services -
- Glenburn House - Restaurant/Laundromat
- Kettle River Inn – Hotel

- King of Kings Academy
- Me & My Moms Cafe
- McMynn's Grocery
- McMynn's Hardway/Insurance/Bulding Supply
- Midway Forest Products (Fox Lumber)
- Mile 0 Motel
- Pharmacy - co-located with Library
- Parkview Manor
- The Spot - Gas and convenience store
- Telus - small switching building and cell phone tower
- Terasen Gas - pipe line and pumping station

3.3.4 SERVICE INFRASTRUCTURE

- Communication - Phone -Telus - Cell phone service antennae and transmission lines throughout
Cable TV - Shaw Cable - transmission lines only
- Electrical transmission - Fortis BC supplies power to the village. There is a 250 v. transmission line to the north of the village
- Gas transmission - Terasen supplies natural gas to portions of the village
- Sewer - the village has a sewer system with the filtration plant situated on the south eastern portion of the village south and adjacent to the Kettle river.
- Transportation - the Village maintains streets within the village limits and Ministry of Transportation and Highways maintains highway 3 and highway 22 to the US border. There is one steel single lane bridge across the Kettle to the southern portion of the community. Approximately 25 residences, the sewage treatment plant, and the Public works yard are situated on the south side of the river. If the bridge was unserviceable due to accident or ice flow this portion of the community would be cut off. The chances of this are low but should be considered.

- Water - The Village supplies water to most residents. There are 3 wells within the Village, and a storage reservoir located on the hill side north of Hwy 3. Water hydrants are scattered throughout the village. The reservoir holds 250,000 gallons of water and could be used as a gravity source of water for sprinkler systems in event of major wildfire.

3.4 ABOUT THE HRVA TOOL KIT

A hazard and risk analysis was carried out in March of 2007 utilizing the PEP "Hazard and Risk Vulnerability Analysis Tool Kit"
 The table below summarizes the particular hazards that threaten our community and the risk rating assigned to each hazard.

HAZARD OCCURRENCE	RISK PRIORITY	PROBABILITY OF
Fire - Interface & Wildfire	1	Frequently or very likely
Critical facility/Infrastructure failure	2	Moderate or likely
Fire Industrial	2	Moderate or likely
Flood	2	Moderate or likely
Severe Weather	2	Moderate or likely
Dangerous Goods Spill	3	Frequently or very likely
Transport Accident - Road	3	Frequently or very likely
Epidemic - Human	4	Occasional/ slight chance
Explosion or emissions - gas line	4	Occasional/ slight chance
Transport Accident Air	5	Unlikely, improbable

3.5 HAZARDS SPECIFIC TO THE COMMUNITY

The following details each of the specific hazards that were found to have some potential threat to Midway. Some have been lumped as they are of the same risk priority with the same probability of occurrence with similar response.

3.5.1 FIRE - INTERFACE & WILDFIRE

Wildfire is the uncontrolled burning in grasslands, brush or woodlands. An interface fire is wildfire that impacts or threatens adjacent property and infrastructure or human lives. Historically, our adjacent forests have been subjected to frequent fire activity and the climate, topography and surrounding forest types are conducive to fast spreading and destructive type fires. Midway is vulnerable to wildfire approaching from the west and/or south. Wildfire is likely the one and only hazard that has the potential and likelihood to create widespread damage both economically and socially and therefore is our number one priority when it comes to risk. Communication and constant updates with wildfire officials at South East fire Centre and adjacent US Forest Service is imperative and will be maintained during the peak high hazard periods during the summer. Local residents will be encouraged to abide by all local and provincial fire laws and to follow the recommendations of Fire Smart (available at the Village Office) to maintain their properties at a low to risk free condition.

During peak fire season, the Emergency coordinator will participate in regular PREOC (Provincial Regional Emergency Operations Centre) briefings (teleconferences) on fire weather and preparedness, and advise the emergency committee of any potential fires threatening the community.

The local fire department will liaise with and carry out cross training with provincial fire staff.

3.5.2 CRITICAL FACILITY/INFRASTRUCTURE FAILURE

Critical facilities are both public and private services and facilities within the village that are essential to the health, security, safety and economic well being of the people of Midway. Disruption to any of these essential facilities would affect most of us to some degree. Critical infrastructure within Midway is comprised of these sectors:

Energy & Utilities - Power, water and gas services and distribution
Communications & Broadcasting - local radio and television services and
Telus telecommunications.

Health Care - Dental, Doctor and Medical clinic buildings

Food - groceries and restaurant facilities

Water - includes drinking water and waste facilities distribution lines, fire hydrants and storage and treatment tanks.

Transportation - basically road systems and bridges within Village maintained by municipal and provincial staff. Gasoline availability at the local service station is essential for transportation.

Safety - Search and Rescue, Fire Department, BC Ambulance and local RCMP buildings and equipment are essential to protect.

Government - local municipal government facilities, Canada Customs, Canada Post and RCMP are essential services.

Manufacturing - Fox Lumber and Stewart Bros Nurseries are important economic facilities within the village.

3.5.3 FIRE - INDUSTRIAL

Historically, there has been several Industrial fires at the local mill site that have destroyed the local mill and or the log piles over the years resulting in some economic loss to the company, it's personnel and local business. Two types of industrial fires would be of concern if they did occur. One would be the loss of the local wood processing facility and the second would be if the local gas station caught fire.

At present time, the local sawmill is inoperative and does not pose any threat to the community in regards to fire. Whereas, a fire at the local service station would be inconvenient and would likely result in cause for an immediate partial evacuation of the adjacent neighborhood.

There are no other major industries within the village that would be a potential threat to the local population from fire.

3.5.4 FLOOD

Historically, Midway has not been adversely affected by floods. There was some flooding in the 1948 flood although no major damage was incurred. In recent years, minor sandbagging was carried out in 1998 and 2005 on several of the new residential properties along the south side of the Kettle and east of the bridge through town.

There is also the potential for some localized damage through ice jam caused flooding that could affect people along Boundary creek or adjacent to the major bridge crossing the Kettle River. This could also damage the bridge and cause major access problems and potential suffering and inconvenience to the people on the south side of the river. At present, we can only monitor the river for this type of occurrence and respond with assistance and advice of Provincial authorities

During flood prone periods and prior to high water, the emergency coordinator will participate in regular pre-flood teleconferences during hazardous times. These teleconferences, hosted by PEP, disseminate information from Ministry of Environment and other agencies involved with flooding to local authorities on current weather, and snow packs and availability of resources in the event of floods. The emergency co-coordinator will keep the local authority apprised of any potential problems. The general public will be advised through news releases of potential flood risk and have access to information through brochures at the village office or the PEP website- <http://www.pep.bc.ca/index.html>

Currently there are 9,500 sandbags kept at the Public Works compound for emergency use by the village or the RDKB.

The British Columbia Safety Association has supplied a bulletin guide for reestablishing gas and electricity after a flood. This can be found in Appendix XIII

3.5.5 SEVERE WEATHER/POWER OUTAGE

Midway generally enjoys good weather with dry hot summers, low annual precipitation and cool dry winters. There are several severe weather events that could potentially affect the community. These are severe windstorm or a severe cold snap that does occasionally occur accompanied with a prolonged power outage. With predictions of increasing severe weather occurrence, and increasing populations with inherent demands on electrical power, the risk of prolonged power outages is also increasing. The sources and causes of power outages can also occur a long distance from our area and still affect us adversely.

Extended power outages during extremely cold weather would have to be monitored for potential problems to the safety and comfort of the community.

3.5.6/7 DANGEROUS GOODS SPILL & TRANSPORT ACCIDENT - ROAD

Increasing truck traffic on Highway #3, the Southern Trans Canada route through Midway also increases the risk of an accident involving the transportation of dangerous goods. The likelihood of an incident occurring is moderate to high and consequences could be serious if not deadly.

It is imperative that first responders (RCMP, Fire Department Vehicle Extrication Rescue and B.C Ambulance personnel) are knowledgeable with legislation, identification and response procedures in the event of a dangerous goods accident.

Accidents involving some cargo may require the evacuation of portions or all of the village due to the proximity of the highway. The incident commander at the site will determine specific needs and would contact the Emergency coordinator or CAO to initiate activation of the EOC and evacuation procedures.

3.5.8 EPIDEMIC - HUMAN

The threat of infectious diseases is considered to be increasing with growing populations and mobility of humans worldwide. This concern is evident with the recent increased monitoring for SARS, Avian bird flu and West Nile virus by provincial and federal authorities. The community will continue to be kept in the loop through news releases and advanced warning systems through PEP and the medical community.

3.5.9 EXPLOSION OR EMISSIONS

The only possible source of an explosion other than through a Dangerous goods spill, is the natural gas transmission line and pumping station maintained by Terasen Gas. We have been assured that the likelihood is very low and that damage would be localized near the gas line. The pumping station on the West side of town is not currently being used and is a backup system for Terasen Gas. If something were to go wrong, the gas flow can be shut down by remote systems constantly being monitored.

3.5.10 TRANSPORT ACCIDENT - AIR

If the airport expands as planned, there will be the increased likelihood of an aircraft crash. At present the likelihood is very low and can be adequately handled by our present first responders ..

4.0 DECLARATION OF LOCAL EMERGENCY

(See Appendix VII for Guidelines to declaring a state of local emergency)

The declaration of a state of local emergency is required to allow local authorities to exercise extraordinary powers such as issuing evacuation alerts and orders, prohibiting travel and providing responders with access to private property when an emergency threatens lives or the environment within the community.

4.1 AUTHORITY - Section 12 of the Emergency Program Act allows the local Authority to declare a state of local emergency if extraordinary powers are required to respond effectively to an emergency or disaster.

4.1.1 Who can declare a state of Local Emergency

Only the mayor (deputy mayor) and council can declare a state of local emergency. The declaration is only applicable to the village of Midway.

4.1.2 When not to declare:

A declaration is not needed to implement part or all of a local emergency response plan. A declaration should be made when any of the following Emergency powers are needed:

4.1.3 Emergency Powers

- a) acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- c) control or prohibit travel to or from any part of the municipality;
- d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in the municipality;
- e) cause the evacuation of persons and the removal of livestock, animals and personal property from any part of the municipality that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Council or Mayor to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Council or Mayor to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- h) construct works considered by the Council or Mayor to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the municipality for the duration of the local state of emergency; and
- j) authorize the Emergency Coordinator (or other selected person or persons) to exercise, in any part of the municipality affected by a declaration of a local state of emergency, those specific powers enabled in Section 5.4 and assumed by the Council or Mayor.

4.2 PROCEDURES

4.2.1 Declaring a local state of emergency. (See Appendix VIII for Declaration Order template)

Declarations can be made in two ways:

a) the municipal council may pass a bylaw or resolution declaring a state of local emergency

b) if there is no time to assemble the council, the mayor may order the declaration. Before making the declaration, the Mayor must make best efforts to obtain the consent of the other members of council to the declaration and must, as soon as practicable after the declaration, convene a meeting of council to assist in directing the response of emergency.

4.2.2 Extending local state of emergency. (See Appendix IX for Declaration Order Extension template.)

A State of Local Emergency automatically exists for seven (7) days unless cancelled earlier. An extension of a State of Local Emergency beyond seven days must have the approval of the Attorney General. The request for extension must be submitted three (3) days prior to expiry.

4.2.3 Rescinding a Local State of Emergency: (See Appendix X for Declaration Order Cancel template.)

The Council or Mayor must, when of the opinion that an emergency no longer exists in the municipality to which a declaration of local state of emergency was made:

a) Cancel the declaration of a state of local emergency in relation to that part

i) by bylaw or resolution, if cancellation is effected by the Council, or

ii) by order, if the cancellation is effected by the Mayor, and

b) Promptly notify the Minister of the cancellation of the declaration of a state of local emergency

5.0 EMERGENCY OPERATION CENTRE

The Emergency Operation Centre (EOC) will be operated by the emergency management team to coordinate and provide support to the incident command at a level 2 or 3 incident. The Midway EOC will operate using the principals and guidelines established in the "Emergency Operations Centre -Operational Guidelines" Edition 2 provided by the Provincial Emergency Program. **see binder located in EOC for details.** Further information and pertinent forms may be accessed electronically at <http://www.pep.gov.bc.ca/community/community.html>

The EOC will be responsible for the following

- Policy direction and support
- Information collection/evaluation/display
- Coordination of agencies and operations
- Establishment of priorities
- Resource management
- Communications
- Public Information & Warnings

5.1 ACTIVATION OF THE EOC

The following persons (or designates) have the authority to activate the Emergency Operations Centre (EOC):

- Chief Administrative Officer
- Emergency Response Coordinator
- Mayor & Council

Note: The Regional District of Kootenay Boundary is responsible for incidents that may be adjacent to the village. The RDKB western EOC is co-located with Midway and we may open the EOC at their request. Other staff may be brought in to assist us as required.

The following criteria will be considered for activating the EOC

- Significant number of people at risk.
- Response coordination required because of a large or widespread event or multiple emergency sites involved or several responding agencies involved.

- Resource coordination required because of limited local resources, and there is a significant need for outside resources.
- Uncertain conditions such as the possibility of escalation of the event or unknown extent of damage.
- Potential threat to people, property and/or environment.
- Declaration of a State of Local Emergency is made.

5.2 EOC LOCATIONS:

5.2.1 PRIMARY:

The Emergency operation Centre will be located at the village office. If the incident is severe and the EOC cannot safely be opened then it will be relocated to the alternate location.

5.2.2 ALTERNATE:

In the event of wildfire or other catastrophic event that would make the local EOC unsafe, we would request assistance from PEP in activating an alternate site. This would likely be at the RDKB EOC at 2140 Central Avenue in Grand Forks, or the City of Greenwood EOC.

5.3 EOC LEVELS & STAFFING RECOMMENDATIONS

LEVEL 1 - This is a small event, usually one site with only one or two agencies involved. Minimum staffing would likely be the EOC director, with an information officer, liaison officer, Operations Section chief. PEP would be notified.

LEVEL 2 - This would be a moderate event with two or more sites or multiple agencies involved. It may involve limited evacuations with some resources and support required. Minimum staffing would be an EOC Director, Information Officer, Liaison Officer and Sections Chiefs (as required). PEP would be notified and the PREOC (Provincial Regional Emergency Operations Centre) would likely be activated to some degree.

LEVEL 3 - This would be a major event with multiple sites and multiple agencies and jurisdictions involved. Possibly extensive evacuations and resources and support would be required. Minimum staff would be all EOC functions along with a Policy group and full PREOC (Provincial Regional Emergency Operations Centre) activation.

The EOC Director will determine staffing levels but it is very important that financial and documentation units are initiated at the start of an incident.

5.4 CALL OUT PROCEDURES

The EOC director will notify PEP of the EOC activation. He/she will call in members required and notify any agencies that are likely to be affected by the event. The EOC director will also designate an alternate director in the event that a backup is needed.

If a task number has not already been assigned, the EOC director will call PEP **888-344-5888** for a task number.

6.0 EMERGENCY SOCIAL SERVICES

6.1 GENERAL

Preplanning for emergency social services is as essential to community emergency response planning as is preparing for police, fire, and health care services.

During an actual disaster, the volume, urgency, and intensity of human need and the degree of social disorganization may be such that existing social service organizations could not cope.

There would be a need to provide immediate, basic needs - food, lodging, clothing; therefore, a preplanned system is mandatory.

The main aim of emergency social services is to meet essential survival needs of people following a disaster and to provide temporary rehabilitative assistance until regular social services resume operation or other plans are actualized.

In the event ESS is required, the EOC director shall notify the ESS Director to activate the primary reception Centre. The ESS director will notify ESS personnel of where and when to activate. ESS director will pick up the ESS kit which is stored with the EOC kits at the village office.

6.2 ESS PERSONNEL

PEP REGIONAL ESS CONTACT Sue Saunders (250) 371-5253 (Kamloops)

ESS DIRECTOR Midway

Eugene Bradford	449-2422
Lorraine Bradford/Alt.	449-2422

TRAINED RECEPTIONISTS:

Eugene Bradford	449-2422
Lorraine Bradford	449-2422
Elaine Fromme	449-2309
Linda Dennill	446-2431
Nadine Gill	446-2410
Cathy Riddle	445-6693

QUALIFIED COOKS WITH FOOD SAFE TRAINING

Wendy Kuromi	449-2160
Elaine Fromme	449-2309

OTHER ESS PERSONNEL

Ministry of Children Garry Peter District Supervisor 442-5778 442-8672
& Family Development

Ministry of Employment & Income Assistance
Regional Office - Kelowna - 250-717-2040

Grand Forks - Box 850 7920 2nd Ave, Grand Forks BC V0H 1H0
866-866-0800 Fax: 250-442-4376 email OFF420@bov.bc.ca

6.3 RECEPTION CENTRES

If required, reception Centres will be established at the following locations:

- Primary
1. Midway Community Hall - 692 Seventh Ave., Midway, B.C.
 2. BCSS Secondary School - 355 5th Ave., Midway, B.C.
- Alternate:
1. Boundary Expo Recreation Centre- 735 Seventh Ave., Midway, B.C.
 2. Greenwood Community Hall
 3. Grand Forks Ph: RDKB
 4. Rock Creek Fall Fair Pavilion Greg Macdonald - 446-2189
 5. Midway Elementary

7.0 EVACUATION PLAN

("Evacuation Plan for Midway" draft form not yet approved)

7.1 GENERAL

Evacuations may be required for a variety of situations such as a partial evacuation of a neighborhood to protect people from exposure to chemical leakage from a dangerous goods spill to a complete evacuation of the community due to an approaching wildfire. Some evacuations may be spontaneous as in the dangerous goods spill or planned as for the wildfire.

7.2 AUTHORITY

A "tactical" evacuation may be required to immediately address a small population exposed to a particular hazard. The Incident Commanders, responding to a situation, can require an immediate evacuation for the following situations under the following acts.

- Dangerous goods spill - RCMP
- Fire in a structure - Fire Department - acting through the Fire commissioner
- Wildland Fire - Ministry of Forest through the Forest Act
- Ministry of Environment – Waste Management Act

7.3 TYPES OF EVACUATIONS

There are basically three types of evacuations

Tactical - as outlined for small incident with no time to declare a formal evacuation order. This is issued to protect people's lives from immediate danger.
Partial - a larger scale evacuation of a portion of a neighborhood to protect people from a more serious event. i.e. flooding, or large dangerous goods fire, or small wildfire in vicinity of only a portion of the town.

Full - this would likely be for a large wildfire that is threatening the community. There would generally be time to prepare for an evacuation of this type with notification being given by the Ministry of Forests and US Forest Service.

7.4 PROCESS:

Evacuations will be carried out as per the evacuation plan prepared for the village of Midway. *See the "Midway Evacuation Plan" for details.*

7.5 RESPONSIBILITIES

The only people who can order an evacuation are:

Mayor/council, through an Evacuation order if a declaration of a state of local emergency has been declared.

The fire commissioner in event of a major wild fire.

The incident commander on a small incident requiring the immediate evacuation of an area to protect people.

RCMP is responsible for carrying out an evacuation. They may be assisted by FD personnel or SAR personnel if they are available. In the event of a large planned evacuation the RCMP may request additional manpower through their officer for assistance.

7.6 WHO TO NOTIFY

In the event of an evacuation the following agencies must be notified:

PEP - any event

Fire Commissioner - in event of structure or wildfire

Ministry of Forests - on event of wildfire

Owner/Operator - of any service, vehicle etc that caused the emergency

7.7 ALERTING THE COMMUNITY

Any people affected by an impending evacuation will be alerted as soon as possible and by various means depending on the type of evacuation.

Tactical - door to door notification by emergency personnel for people to leave the area immediately and to report to the Midway community hall for information.

Partial - door to door notification by emergency personnel. Notification with use of PA system on Fire truck, if available.

Announcement over Mountain FM and CBC radio for affected area. People are to be advised of the reason to evacuate, when to leave and where to assemble or report to the reception Centre.

Full notification will be by various means utilizing media, flyers, poster at Post Office, Spot, and McMynn's

8.0 FINANCIAL ASSISTANCE FOR EMERGENCY RESPONSE AND RECOVERY COSTS.

Under the *Emergency Program Act and the Compensation and Disaster Financial Assistance Regulation*, local authorities can receive financial assistance for eligible emergency response costs incurred during a disastrous event, and assistance for some post-disaster recover costs expended to repair or restore public works and facilities that are essential to their operations.

Local Authority Response Costs - Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies. PEP is permitted under the Compensation and Disaster Financial Assistance Regulation to assist a local authority with 100 percent of eligible response costs.

Local Authority Recovery Costs - Recovery involves efforts to return local authority infrastructure to pre-disaster condition. Local authority recovery applies to the repair or replacement of structures, equipment and materials that are essential to the local authority's functions and operations. Under the *C & DFA(Compensation and Disaster Financial Assistance) Regulation*, PEP is allowed to assist local authorities with 80 percent of eligible costs required to repair or restore public facilities and replace materials including costs associated with Community Recovery, on the amount of accepted claim that exceeds \$1000 per event.

General administrative costs associated with individual recovery projects may qualify for financial assistance for amounts up to 10 percent of eligible costs incurred, as deemed appropriate by PEP.

To qualify for such payments, the local authority must follow a defined set of steps in planning and documentation, outlined in ***Section 3 of the Guide for Financial Assistance for Emergency Response and Recovery Costs (September 2005)***.

Community Recovery Costs - The Emergency Program Act also allows financial assistance for local authority efforts to support community recovery. Local Authorities may qualify for up to 80 percent of eligible costs, including efforts to coordinate local recovery organizations and service providers, on the amount of accepted claim that exceeds \$1000 per event..

Business Interruption Losses - This category of loss by local authorities does not qualify for financial assistance under BC legislation. This includes local authority costs and interrupted revenues that may not be immediately obvious, including lost income from public facilities and lost tax base.

As disasters can be very expensive and costs can mount very quickly, it is imperative that the financial and admin section of the EOC be activated immediately, and that costs to all parties are carefully tracked.

***Remember, to qualify for financial assistance, costs must be eligible and they must be documented.**

9.0 TRAINING & EXERCISES

9.1 PERSONNEL TRAINING

All personnel involved with emergency management in the village of Midway will be trained to the following standards as recommended by PEP:

All Personnel including ESS Staff:

- Introduction to Emergency Management
- Emergency Operation Centre - Level 1
- Incident Command System - ICS 100
- Introduction to Emergency Exercises

EOC Staff: All of the above, plus

- EOC Level 2 - Operations
- Introduction to Emergency Evacuations
- Tabletop Emergency Exercise Workshop

Emergency Coordinator:

- All of the above, plus
- Functional and Full Scale Exercises Workshop
- Emergency Management for Elected Officials
- Public Information Planning

Elected Officials:

- Introduction to Emergency Management
- EOC Level 1 - Introduction
- Emergency Management for Elected Officials

SAR:

- Introduction to Emergency Management
- EOC Level 1 - Introduction
- Introduction to Emergency Evacuations
- Incident Command System - ICS

Public Information Officer:

- Introduction to Emergency Management
- EOC Level 1 - Introduction
- EOC Level 2 - Operations
- Incident Command System - ICS 100
- Public Information Planning

Basic introductory training can be carried out through self study or online courses. If enough individuals are interested, classroom type courses can be arranged through the emergency coordinator.

The emergency coordinator will be responsible for arranging all training and will provide input into the Regional training plan, and maintain a training record of all participants. The EC will provide a list of all training available to interested personnel.

The Emergency Coordinator must sign off applications for classroom training courses offered through PEP prior to submission to PEP Regional office for approval. Personnel taking PEP sponsored courses will be reimbursed travel expenses if pre-approved.

9.2 EXERCISES

Exercises are required to test procedures, provide experience and increase the overall efficiency of emergency personnel in carrying out emergency response functions.

All personnel are encouraged to participate in regional training exercises when available and the village will carry out at least one emergency exercise on an annual basis.