



MUNICIPAL EMERGENCY PLAN

Amended March 31, 2006

City of Dawson Creek
Municipal Emergency Plan

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PREFACE

The Municipal Emergency Plan has been developed to provide key officials, agencies and departments within the City of Dawson Creek with a general guideline to the initial response to an emergency and an overview of their responsibilities during and after an emergency. This plan is put forward with the intention of avoiding confusion, time delays or duplication of efforts during an emergency situation. Best results can only be achieved when all responding departments display a high degree of initiative and cooperation in carrying out there assigned duties. The interpretation and application of this plan involves the use of sound judgment, common sense and discretion by all responsible personnel. Amendments will only be effective after the departments identified in this plan have been notified and amendments have been included in the manuals.

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RECORD OF AMENDMENTS

REVISION #	DATE	DESCRIPTION	SIGNATURE
Previous	Oct. 1/98	None	
Previous	Nov. 23/99	None	
DC-001			
DC-002			
DC-003			
DC-004			
DC-005			
DC-006			
DC-007			
DC-008			
DC-009			
DC-010			
DC-011			
DC-012			
DC-013			
DC-014			

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DISTRIBUTION

AGENCY

<u>Book #</u>	<u>Department</u>
1	Mayor
2 – 7	Councillors
8	Chief Administrative Officer
9	Deputy Chief Administrative Officer
10 – 12	Dawson Creek Fire Department
13	Director of Operations
14	Public Information Officer
15	Transportation Officer
16	Communications Officer
17	City Treasurer
18	Director of Leisure Services and Facilities
19	Municipal Emergency Coordinator
20 – 21	RCMP Dawson Creek Detachment
22 – 23	Provincial Emergency Program, Regional Manager North East Region
24	BC Ambulance Service - Dawson Creek
25	Emergency Social Services Director
26	Medical Health Officer
27	Dawson Creek and District Hospital
28	Village of Pouce Coupe
29	Peace River Regional District
30	Critical Incident Stress Debriefing Team

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DEFINITIONS

The following terms are used in these plans according to the definitions given here:

EMERGENCY PROGRAM ACT

Enacted by the provincial Government. *The “Emergency Program Act, RSBC, Chap. 41 Section 6 (2)”*. A local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

MUNICIPAL EMERGENCY OPERATIONS GROUP

Representatives appointed by responding agencies to represent them at meetings related to Emergency Operation and Coordination. Usually same individuals as would respond to the Emergency Operation Center when activated.

MUNICIPAL EMERGENCY COORDINATOR

A person appointed by City of Dawson Creek Council to coordinate the Municipal Emergency Plan, assist the Chief Administrative Officer to manage the EOC, act as liaison with the Provincial Emergency Program, Coordinate the response of volunteer organizations.

EMERGENCY NOTIFICATION SYSTEM

The Emergency Communication Fan Out Procedure used to contact members of the Municipal Emergency Operations Group and those officials responsibility to notify their staff and volunteer organizations.

STATE OF LOCAL EMERGENCY

Section 12 of the *Emergency Program Act* allows the local Authority (Mayor and Council or Chair of the Regional District) to declare a state of local emergency if extraordinary powers are required to deal with the effects of an emergency or disaster.

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PROVINCIAL EMERGENCY PROGRAM EMERGENCY COORDINATION CENTER

A Provincial Regional Emergency Operations center that is responsible for managing the provincial response at the regional level.

EMERGENCY OPERATION CENTER

The Emergency Operations Center is a site designated as the emergency coordination center where, once it is activated the Municipal Emergency Operations Group will meet.

EMERGENCY SITE MANAGER (INCIDENT COMMANDER)

Usually the senior responding firefighter or police member, depending on which agency is more involved or may be appointed by the Municipal Emergency Operations Group to oversee and coordinate the response at the scene.

MUTUAL AID

An agreement between agencies, corporations and cities to provide personal, goods, services and or specific response, during and emergency/disaster situation.

FIRE GROUND COMMANDER

Fire Officer in charge of the on site fire command.

SECTION 1 - GENERAL

1.1 INTRODUCTION

City of Dawson Creek Bylaw No. 3175, 1996 is the legal authority for this plan.

For the plan to be effective, it is important that all concerned are made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions during an emergency.

Emergencies are defined as present or imminent events that:

- 1) are caused by accident, fire, explosion or technical failure or by the forces of nature, and**
- 2) require prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.**

This plan deals with events, which by their nature of magnitude require a coordinated response by a number of agencies under the direction of the Municipal Emergency Operations Group. These are distinct from the normal, day-to-day operations carried out by first response agencies.

While many emergencies could occur within the City of Dawson Creek, those most likely to occur are: floods, blizzards, transportation accidents involving dangerous goods, air or rail crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, earthquakes or any combination thereof.

1.2 AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the City of Dawson Creek when faced with an emergency.

SECTION 2 - CONCEPT OF OPERATION

2.1 IMPLEMENTATION

As identified in Bylaw No. 3175, the Mayor, Council or the Municipal Emergency Coordinator may implement this plan, whether or not a *State of Local Emergency* has been declared.

The City Administrator, Fire Chief or Chief of Police may also activate the Municipal Emergency Plan.

2.2 NOTIFICATION

The Dawson Creek Fire Department will contact all required members of the Municipal Emergency Operations Group to advise the EOC has been activated or that a threat of an impending emergency exists, at which time they will either respond or standby. The emergency notification list is attached as Annex "A"

Upon being notified, it is the responsibility of all officials to notify their staff and volunteer organizations as required.

If the plan is implemented and/or a state of local emergency has been declared, the Municipal Emergency Coordinator will notify the Provincial Emergency Program, Emergency Coordination Center (1-800-633-3456).

2.3 EMERGENCY OPERATIONS CENTER (EOC)

The Municipal Emergency Operations Group will report to the Emergency Operations Center (EOC), located at the Dawson Creek Fire Hall 10101 –12A Street. In the event this operation center cannot be used, then the second location will be the Airport Emergency Coordination Center located in the Airport Terminal Building at the Dawson Creek Airport.

The layout and equipment of the Emergency Operations Center are detailed at Annex "C"

2.4 MUNICIPAL EMERGENCY OPERATIONS GROUP

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

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The Municipal Emergency Operations Group consists of the following officials:

- 1) Mayor and/or Councilor**
- 2) Chief Administrative Officer or alternate**
- 3) Chief of Police or alternate**
- 4) Fire Chief or alternate**
- 5) Director of Operations or alternate**
- 6) Emergency Social Services Director or alternate**
- 7) Municipal Emergency Coordinator or alternate**
- 8) Public Information Officer or alternate**

Additional members may include the following persons. Depending on the emergency situation.

- 1) Representative from BC Hydro**
- 2) Representative from Pacific Northern Gas.**
- 3) Representative from Louisiana Pacific.**
- 4) Liaison from Federal or Provincial Government Ministry.**
- 5) Any other official, expert or representative deemed necessary by the Emergency Operations Group.**

Depending on the scope of the emergency, the Municipal Emergency Operations Group may function with just a limited number of persons. While this may be the case, it is still a requirement for all members of the group to be notified.

2.5 SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics or advice to the Municipal Emergency Operations Group:

- 1) Transportation Officer**
- 2) Communications Officer**
- 3) Deputy Administrator**
- 4) Director of Leisure Services and Facilities**
- 5) City Legal Services Representative**
- 6) Medical Health Officer**
- 7) City Treasurer**
- 8) BC Ambulance**
- 9) Dawson Creek Hospital**

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2.6 EMERGENCY SITE MANAGER (INCIDENT COMMANDER)

The Municipal Emergency Operations Group will appoint an Emergency Site Manager. Consideration should be given to using a senior person from the agency most involved and familiar with the emergency situation.

2.7 MUTUAL AID

Mutual aid from other communities, provincial ministries, school districts, regional districts, etc. should be requested if required.

2.8 TERMINATION OF THE EMERGENCY

The Emergency Site Manager, in consultation with the Municipal Emergency Operations Group, will decide when the emergency can be terminated.

SECTION 3 RESPONSIBILITIES

3.1 GROUP RESPONSIBILITIES

The actions and decisions that the Municipal Emergency Operations Group is responsible for are:

- 1) Notifying and mobilizing their emergency service and equipment.**
- 2) Coordinating and directing their emergency service.**
- 3) Determining if the location and composition of the Municipal Emergency Operations Group is appropriate for the emergency.**
- 4) Advising the Mayor whether a major emergency or potential exists and whether a *State of Local Emergency* should be declared.**
- 5) Ensuring that an Emergency Site Manager (ESM) is appointed. The ESM should come from the agency most involved and familiar with the emergency situation.**
- 6) Monitoring utilities and services and discontinuing same if required.**
- 7) Arranging for services and equipment from city resources and private contractors.**
- 8) Requesting assistance from the Provincial Emergency Program as required.**
- 9) Determining if additional personnel and volunteers are required.**
- 10) Determining transportation needs.**
- 11) Ensuring that all pertinent information is disseminated to the public and media.**
- 12) Determining the need to request additional expertise or technical assistance.**
- 13) Authorizing the expenditure of funds to deal with the emergency.**
- 14) Maintaining a log of all occurrences, decisions and actions.**
- 15) Notifying all concerned when the emergency is terminated.**
- 16) Participate in a debriefing following the emergency termination.**

3.2 MAYOR AND/OR COUNCILLOR

The Mayor and/or Councillor is responsible for:

- 1) Declaring a *State of Local Emergency* if required.**
- 2) If declared, forwarding a copy to the Provincial Emergency Program Director.**
- 3) Advise and updating the residents of the city regarding the emergency.**
- 4) Exercise all powers necessary as conferred by the Emergency Program Act.**
- 5) Authorizing the expenditure of municipal funds.**
- 6) Briefing the media as required.**
- 7) Ensuring appropriate information is passed to provincial authorities.**
- 8) Advising and updating Council.**

3.3 CHIEF ADMINISTRATIVE OFFICER

The Dawson Creek Chief Administrative Officer is responsible for:

- 1) Activating the emergency response system through the Dawson Creek Fire Department.**
- 2) Assuming the responsibilities of EOC Manager.**
- 3) Advising the Mayor on policies and procedures as appropriate.**
- 4) Approving, in conjunction with the Mayor, major announcements and media releases.**
- 5) Calling out additional municipal staff if required.**

3.4 CHIEF OF POLICE

The Chief of Police is responsible for:

- 1) Activating the emergency notification system through the Dawson Creek Fire Dept.**

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- 2) **Establishing and maintaining communications with the police officer in charge at the site.**
- 3) **Providing security and traffic control.**
- 4) **Alerting persons endangered by the emergency.**
- 5) **Liaison with the Emergency Social Services Director regarding the establishment of evacuation routes and reception centers.**
- 6) **The protection of life and property and the provision of law and order.**
- 7) **The provision of police services in morgues, evacuee centers and other facilities.**
- 8) **Notifying the coroner of any fatalities.**
- 9) **Liaison with other police agencies as required.**
- 10) **Providing an Emergency Site Manager if required.**

3.5 FIRE CHIEF

The Fire Chief is responsible for:

- 1) **Activating the emergency notification system through the Dawson Creek Fire Department.**
- 2) **Providing the Municipal Emergency Operations Group with information and advice on firefighting and rescue matters.**
- 3) **Establishing and maintaining communication with the fire ground commander.**
- 4) **Initiating mutual aid arrangements for the provision of additional firefighting equipment or personnel if required.**
- 5) **Determining if any specialized equipment is required and recommending a source of supply.**
- 6) **Providing assistance to other municipal departments and being prepared to take charge of or contribute to non-firefighting operations such as rescue, first aid, casualty collection, evacuation, notification, etc.**

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- 7) **Providing an Emergency Site Manager if required.**
- 8) **Providing a mobile command post if required.**

3.6 MUNICIPAL EMERGENCY COORDINATOR

The Municipal Emergency Coordinator is responsible for:

- 1) **Assisting the Chief Administrative Officer to manage the EOC.**
- 2) **Act as liaison with the Provincial Emergency Program.**
- 3) **Coordinate the response of volunteer organizations.**

3.7 EMERGENCY SOCIAL SERVICES DIRECTOR

The Emergency Social Services Director is responsible for:

- 1) **Ensuring the well being of persons who have been displaced from their homes by arranging for emergency lodging, clothing, feeding, registration and inquiry and personal services.**
- 2) **Supervising the operation of temporary and/or long-term evacuee centers and ensuring they are adequately staffed.**
- 3) **Liaison with the Chief of Police regarding the pre-designation of evacuee centers which can be opened on short notice.**
- 4) **Liaison with the Public Health Officer on areas of mutual concern regarding operations in evacuee centers.**
- 5) **Arranging with board of School District #59 for the use of schools and gyms for emergency evacuation centers.**
- 6) **Liaison with Rotary Manor and any other care homes as required.**

3.8 DIRECTOR OF OPERATIONS

The Director of Operations is responsible for:

- 1) **Providing the Municipal Emergency Operations Group with information and advice on engineering matters.**

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- 2) **The provision of engineering assistance.**
- 3) **The construction, maintenance and repair of municipal roads.**
- 4) **The maintenance of sanitary and storm sewers.**
- 5) **The maintenance of the water distribution system.**
- 6) **The provision of emergency pumping operations.**
- 7) **Liaison with the Fire Chief concerning water supplies for firefighting.**
- 8) **The provision of emergency potable water supplies and sanitation facilities.**
- 9) **Discontinuing any public works service, if required, and restoring that service when appropriate.**
- 10) **Liaison with public utilities to discontinue any service representing a hazard.**
- 11) **Providing public works personnel, vehicles and equipment as required.**
- 12) **Liaison with flood control, conservation and environmental agencies.**
- 13) **Liaison with senior public works officials from other municipalities.**
- 14) **Providing an Emergency Site Manager if required.**

3.9 PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible for:

- 1) **Setting up and staffing a media center.**
- 2) **Ensuring that the City Administrator in consultation with the Mayor approves all media releases. If any information involves criminal activity or presents a possible security threat to the general public, ensure the Chief of Police also approves it before it is released.**
- 3) **Maintaining copies of all media releases and distributing hard copies to the Emergency Operations Group and other key personnel handling inquiries from the public.**
- 4) **Issuing media releases.**
- 5) **Monitoring news coverage and correcting any erroneous information.**

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SUPPORT AND ADVISORY STAFF RESPONSIBILITIES

3.10 BC AMBULANCE

The BC Ambulance Service representative is responsible for:

- 1) Acting in conjunction with the Hospital Representative to coordinate all emergency health services.**
- 2) Providing the Municipal Emergency Operations Group with information and advice on pre-hospital patient care, treatment, casualty collection, triage, etc.**
- 3) Liaison with Provincial Ambulance and Emergency Health Service Commission authorities.**

3.11 DAWSON CREEK HOSPITAL

The Dawson Creek Hospital Administrator is responsible for:

- 1) Implementing any hospital emergency plans required.**
- 2) Acting in conjunction with the BC Ambulance representative to coordinate all emergency health services.**
- 3) Liaison with the Ministry of Health.**
- 4) Liaison with the local Medical Health Officer.**
- 5) Ensuring the coordination of care of bedridden citizens and invalids in hospitals, care homes and evacuee centers during an emergency.**
- 6) Ensuring liaison with voluntary and private agencies, as required for augmenting and coordinating public health resources.**
- 7) Liaison with the Emergency Social Services Director on areas of mutual concern regarding health services in evacuee centers.**

3.12 TRANSPORTATION OFFICER

The Transportation Officer is responsible for:

- 1) Coordinating the acquisition, distribution and scheduling of various modes of**

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transportation including public transit, school buses, trucks, etc. for the purpose of transporting persons and/or supplies, as required, by members of the Municipal Emergency Operations Group in dealing with the emergency.

- 2) **Procuring staff to assist, as required.**

3.13 COMMUNICATIONS OFFICER

The Communications Officer is responsible for:

- 1) **Initiating any action required in maintaining an effective communications system during an emergency.**
- 2) **Maintaining an inventory of municipal and private sector communications equipment within the municipality and making arrangements to utilize this equipment, as required, during an emergency.**
- 3) **Liaison with any local amateur radio persons or clubs.**

3.14 DIRECTOR OF LEISURE SERVICES AND FACILITIES

The Director of Leisure Services and Facilities is responsible for:

- 1) **Opening and maintaining City Hall and any other city facilities, as required.**
- 2) **Providing security for any city facilities, as required.**
- 3) **Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the EOC, as required.**
- 4) **Procuring staff to assist, as required.**

3.15 DEPUTY CHIEF ADMINISTRATIVE OFFICER

The Deputy Chief Administrative Officer is responsible for:

- 1) **Assisting the Chief Administrative Officer, as required.**
- 2) **Ensuring all-important decisions made and actions taken by the Municipal Emergency Operations Group are recorded.**
- 3) **Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency and location of the EOC.**

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- 4) **Initiating the opening, operation and staffing of the City Hall switchboard, as the situation dictates, and ensuring operators are informed of applicable phone numbers at the EOC.**
- 5) **Arranging for printed materials as required.**
- 6) **Coordinating the provision of clerical staff to assist in the EOC, as required.**
- 7) **Upon direction of the Mayor, arranging for any special meetings of Council, as required.**
- 8) **Coordinating and responding to requests for more personnel.**
- 9) **Under the direction of the Municipal Emergency Operations Group, coordinating offers of, and appeals for, volunteers.**
- 10) **Ensuring records of personnel that may require financial compensation are maintained.**
- 11) **Selecting the most appropriate sites for the registration of volunteers.**
- 12) **When volunteers are involved, ensuring that a volunteer registration is completed and a copy retained for municipal records.**
- 13) **Obtaining assistance, if required, from government departments such as Human Resources Development Canada, etc.**

3.16 CITY LEGAL SERVICES REPRESENTATIVE

The City Legal Services Representative is responsible for:

- 1) **The provision of advice to members of the Municipal Emergency Operations Group on matters of a legal nature as it may apply to the actions of the City of Dawson Creek in its response to the emergency, as requested.**

3.17 MEDICAL HEALTH OFFICER

The Medical Health Officer is responsible for:

- 1) **Liaison with the Municipal Emergency Operations Group.**
- 2) **Providing advice on matters, which may adversely affect public health.**

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- 3) **Providing authoritative instructions on health and safety to the public through the public information office.**
- 4) **Coordinating the response to disease related emergencies or anticipated emergencies, such as epidemics, in accordance with Ministry of Health policies.**

3.18 CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for:

- 1) **The provision of information and advice on financial matters as they relate to the emergency.**
- 2) **Liaison, if necessary, with the Financial Officer(s) of other neighboring municipalities.**
- 3) **Ensuring the payment and settlement of all legitimate invoices and claims incurred during the emergency.**

3.19 SCHOOL DISTRICT #59 REPRESENTATIVE

The School District #59 Representative, through the School Board is responsible for:

- 1) **The provision of any school (as appropriate and available) for use as an evacuation or reception center.**
- 2) **Providing a representative to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation centers.**

3.20 CRITICAL INCIDENT STRESS DEBRIEFING TEAM

The Critical Incident Stress Debriefing Team representative is responsible for:

- 1) **Providing stress debriefing and counseling to any members of the emergency management team or the general public during or after the emergency has been terminated.**

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NOTES

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SECTION 4 - PLAN MAINTENANCE AND REVIEW

4.1 PLAN MAINTENANCE AND REVIEW

This plan will be reviewed annually and, where necessary, be revised by the Municipal Emergency Coordinator. Changes to the plan will be reviewed by the Municipal Emergency Operations Group and then forwarded to Council for their approval. Revisions to the appendices may be made without submitting them to Council. Copies of all changes will be provided to each plan holder.

4.2 TESTING OF PLAN

This plan shall be tested periodically by tabletop or full-scale exercises. All components of the plan should be tested.

4.3 SUPPLEMENTAL PLANS

Each agency and service involved with the plan should prepare functional emergency procedures and resource lists of their own, detailing their actions and responsibilities during an emergency. Copies of these plans should be filed with the Municipal Emergency Coordinators Office.

4.4 EMERGENCY PLANNING MEETINGS

Members of the Municipal Emergency Operations Group and others as required, will meet at regular intervals to inform each other of any action taken or problems encountered regarding the plan or emergency planning in general. Frequency of the meetings and agenda items will be determined by the Municipal Emergency Coordinator.

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APPENDIX A

**EMERGENCY NOTIFICATION LIST
MUNICIPAL EMERGENCY OPERATIONS GROUP**

Title/Position	Name and Address	Phone #	
Mayor	Calvin Kruk Dawson Creek	Bus. Res. Cell	784-3616 782- 784-6907
Councilor	Brent Neumann 1728 – 93 Avenue Dawson Creek	Bus. Res. Cell	782-4338
Chief Administrative Officer	Jim Chute 829, 111 Avenue Dawson Creek	Bus. Res. Cell	784-3613 782-6291 784-7290
Deputy Chief Administrative Officer	John Malcolm 10753 Poplar Crescent Dawson Creek	Bus. Res. Cell	784-3614 782-9124 784-5330
Emergency Coordinator	Gordon (Shorty) Smith 10704 Cyprus Court Dawson Creek	Bus. Res. Cell	782-9898 782-7557 784-8267
Alternate Coordinator	Bob Fulton 10734 Cyprus Court Dawson Creek	Bus. Res. Cell	782-9898 782-4311 784-3828
Chief of Police	S/Sgt Dawson Creek	Bus. Res. Cell	784-3701 782-1116 719-8833
Alternate Chief of Police	Sgt. Steve Corps Dawson Creek	Bus. Res. Cell	784-3700 782- 719-
Fire Chief	Gordon (Shorty) Smith 10704 Cyprus Court Dawson Creek	Bus. Res. Cell	784-9898 782-7557 784-8267
Alternate Fire Chief	Bob Fulton 10734 Cyprus Court Dawson Creek	Bus. Res. Cell	782-9898 782-4311 784-3828
Director of Operations	Kevin Henderson Dawson Creek	Bus. Res. Cell	784-3622 782-2878 784-8242
Alternate Director of Operations	Shawn Dahlen 11109-14A Street Dawson Creek	Bus. Res. Cell	784-3624 782-9075 784-5955

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EMERGENCY NOTIFICATION LIST
MUNICIPAL EMERGENCY OPERATIONS GROUP
Continued

Title/Position	Name and Address	Phone #	
BC Ambulance	Kathy Ireson Dawson Creek	Bus. Res. Cell	782-9768 782-
Emergency Social Services Director	John MacDonald	Bus. Res. Cell	784-4681
Alt. Emergency Social Services Dir.		Bus. Res. Cell	
Search and Rescue Chiefs	<u>Marty Wolfe</u> 212 RD Dawson Creek <u>Lee Bowd</u> Dawson Creek	Bus. Res. Cell Bus. Res.	782-2106 782-7800 784-2236 782-6655
Public Information Officer	Jim Chute 829 – 111 Avenue Dawson Creek	Bus. Res. Cell	784-3614 759-4074 784-6907
Hospital Representative	Dawson Creek Hospital 24 Hour Contact #	Bus. Res. Cell	782-8501
Emergency Operations Center	Dawson Creek Firehall 10101 – 12 A Street Dawson Creek		784-3651 784-3652 784-3653 784-3654
Airport Emergency Operations Center	Dawson Creek Airport Terminal Building APM Office		782-5987

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EMERGENCY NOTIFICATION LIST

SUPPORT AND ADVISORY STAFF

Title/Position	Name and Address	Phone #	
Transportation Officer	Greg Dobrowolski 1912 – 102 Avenue Dawson Creek	Bus. Res. Cell	784-3619 782-8409 784-8881
Communications Officer	Vacant	Bus. Res. Cell	
Dir. of Leisure Services & Facilities	Rob Bremner Dawson Creek	Bus. Res. Cell	784-3605 782- 219-1759
City Legal Services	Contact City Administrator Or Treasurer	Bus. Res. Cell	
City Treasurer	Shelly Wolfe Dawson Creek	Bus. Res. Cell	784-3611 782- Cell
Medical Health Officer	Contact Peace River Health Unit Dawson Creek	Bus. Res. Cell	784-2400
Chief Environmental Health Officer	Sheila Withrow 9612 – 13 A Street Dawson Creek	Bus. Res. Cell	784-2400 789-3395
Public Health Nurse	Brenda Fraser Hart Highway Arras, BC	Bus. Res. Cell	784-2400 843-7655
School District #59 Representative	Sam Barber Road 257 Dawson Creek	Bus. Res. Cell	782-2417 843-7590 784-8833
Critical Incident Stress Debriefing Team Representative	South Peace Community 10110-13th Sreet Resource Society	Bus. Res. Cell	784-9174
Airport Manager	Ian Darling 1324 – 96 Avenue Dawson Creek	Bus. Res. Cell	782-3142 782-6790 784-5824

CALL OUT PROCEDURES

- 1. The Chief Administrative Officer, Mayor, Councillor having the portfolio, Fire Chief, Senior Police Officer or the Director of Operations, may activate the notification.**
- 2. Upon activation, the notification process will be carried out at once by the fire dispatcher, who will note the detail of the message to be passed (e.g. Description of the emergency, instructions to remain on standby or assemble at the Emergency Operations Center (EOC), etc.). This dispatcher will ensure this information is passed to and understood by each person called.**
- 3. Persons on the notification list will be called in order, starting with the mayor.**
- 4. If the primary person cannot be reached at any of the listed numbers, telephone the alternate.**
- 5. If neither can be reached, go on to the next appointed on the list.**
- 6. Once the end of the list has been reached, try again to reach those who were not available on the first attempt**
- 7. Note the exact time each person was reached .**

APPENDIX B

RESOURCE LIST

Resources	Location	Phone Number	
<u>AIR SERVICES</u>			
Central Mountain Air	Dawson Creek Airport	Bus. Toll Free	782-1661 1-800-663-3721
Air Canada	Fort St. John Airport Brian Jan	Bus. Res. Toll Free	250-785-1254 250-785-5995 1-888-427-7533
North Caribou Air	Fort St. John Airport	Bus.	250-787-0311
Canadian Helicopters	Fort St. John Airport	Bus.	250-787-0431
Northern Mountain Helicopters	Fort St. John Airport	Bus.	250-785-2518
Northward Air	Dawson Creek	Bus.	782-8191
Bailey Helicopters	Fort St. John Airport	Bus.	250-785-2518
North Wind Aviation	Fort St. John Airport	Bus.	250-785-2586
<u>AMBULANCES</u>			
BC Ambulance Services (also see First Aid Services, p. 31)	Dawson Creek	Emergency Bus.	911 782-9768
<u>BOATS</u>			

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>BUSES</u>			
School District #59 Bus Garage	Dawson Creek	Bus.	782-2106
Dawson Creek Transit	Dawson Creek	Bus.	782-4636
Greyhound Bus Lines	Dawson Creek	Bus.	782-3131
Norline Coaches	Dawson Creek	Toll Free	1-800-663-8089
<u>CATERERS</u>			
Alaska Hotel	Dawson Creek	Bus.	782-2625
All Camp Catering	Dawson Creek	Bus.	782-2538
Goldion Restaurant	Dawson Creek	Bus.	782-1888
New Dragon Palace	Dawson Creek	Bus.	782-8222/8330
Go West Catering	Dawson Creek	Bus. Cell	782-2663 719-8470

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>CRANES</u>			
A1 Crane Service	Grande Prairie	Bus.	780-532-8212
La Prairie Crane	Fort St. John	Bus.	250-787-5438
Steve's Picker Service	Dawson Creek	Bus.	782-6649
<u>DOCTORS</u>			
Contact, Dawson Creek & District Hospital			782-8501
<u>EMERGENCY COORDINATION CENTER</u>			
Dawson Creek Fire Department			784-3651 784-3652 784-3653 784-3654
Airport Emergency Coordination Center			782-5987

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>FIRE DEPARTMENTS</u>			
Dawson Creek Fire Department	Dawson Creek	Emergency Bus.	911 782-9898
Pouce Coupe Fire Department	Pouce Coupe	Emergency Bus.	911 786-5794
Arras Fire Department	Arras	Emergency	911
<u>FIRST AID SERVICES</u>			
Action Industrial First Aid	Dawson Creek	Bus.	782-8202
Direct Industrial First Aid Services	Pouce Coupe	Bus.	786-5806
Double DS Ventures Ltd.	Dawson Creek	Bus.	782-6803
Koala-T First Aid Service	Tomslake	Bus.	784-5322
<u>FIRST AID SUPPLIES</u>			
Casualty Collection Unit	Basement, Federal Building		784-9898
Northern Janitorial Supplies	Dawson Creek	Bus.	782-4471
The Safety Shop	Fort St. John	Bus.	250-785-3375
Preference First Aid	Dawson Creek	Bus.	719-8200
<u>FOOD SUPPLIERS</u>			
Canada Safeway	Dawson Creek	Bus.	782-2253
COOP	Dawson Creek	Bus.	782-8121
IGA	Dawson Creek	Bus.	782-5766
Extra Foods	Dawson Creek	Bus.	782-8415
Wrights Cold Storage	Dawson Creek	Bus.	782-3377

Amended March 31, 2006

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>FUEL DEALERS</u>			
Dawson Co-op Bulk Petroleum	Dawson Creek	Bus.	782-3106
Imperial Oil Bulk Plant	Dawson Creek	Bus.	782-5801
Shell Bulk Plant	Dawson Creek	Bus.	782-3111
Joy Propane	Dawson Creek	Bus.	782-6000
ICG Propane	Dawson Creek	Bus.	782-2811
True North Airline Services Aviation Fuel	Dawson Creeek	Bus.	782-0303/0373
<u>GENERATORS</u>			
School District #59 Maintenance	Dawson Creek	Bus.	782-2417
Borek Construction	Dawson Creek	Bus.	782-5561
Dawson Creek Fire Department	Dawson Creek	Bus.	784-3645
Dawson Creek Public Works	Dawson Creek	Bus.	784-3624
Rentco	Dawson Creek	Bus.	782-7931
Border Rental and Services	Pouce Coupe	Bus.	786-5416

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>HEAVY EQUIPMENT</u>			
Borek Construction	Dawson Creek	Bus.	782-5561
Nodes Construction	Dawson Creek	Bus.	786-5474
H.E. & H Developments Ltd.	Dawson Creek	Bus.	782-7730
Reg Norman Trucking	Dawson Creek	Bus.	782-2778
Nor-Kam Vacuum Pumping Service	Dawson Creek	Bus.	782-5759
<u>HOSPITALS</u>			
Dawson Creek & District	Dawson Creek	Bus.	782-5801
Fort St. John	Fort St. John	Bus.	250-785-6611
Chetwynd General	Chetwynd	Bus.	250-788-2236
Queen Elezabeth II	Grande Prairie	Bus.	780-538-7100
Portable Hospital (Basement Federal Building)	Dawson Creek	Bus.	

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>MEDIA</u>			
CJDC/NTV	Dawson Creek	Bus. Fax TV Fax Radio News Room	782-3341 784-4868 782-3154 782-6397
Peace River Block News	Dawson Creek	Bus. Fax	782-4888 782-6770
The Mirror	Dawson Creek	Bus. Fax	782-9424 782-9454
<u>PERSONNEL</u>			
Canadian Rangers	Pouce Coupe - Bill Stair Pouce Coupe – Carl Milns	Res. Res.	786-5239 786-5515
Royal Canadian Air Cadets	Dawson Creek	Res.	782-4348
South Peace Emergency Response Team	Dawson Creek – Marty Wolfe & Lee Bowd	Res.	759-4502
<u>POLICE</u>			
Royal Canadian Mounted Police	Dawson Creek	Emergency Bus.	911 782-3700
City Bylaw Enforcement	Dawson Creek	Emergency Bus.	784-8883 784-3657

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>PROVINCIAL EMERGENCY PROGRAM</u>			
Emergency Coordination Center	Victoria	Emergency Unlisted	1-800-663-3456 1-888-344-5888
PEP Regional Center	Prince George	Bus/Emer. Bus/Emer.	250-612-4172 250-612-4175
<u>RAILWAYS</u>			
BC Rail Communication Center		Emergency	1-604-984-5194
CN Rail Communication Center		Emergency	1-800-465-9239
CN Rail Communication Center		Emergency	1-800-551-2553 (604) 984-5220
<u>RED CROSS</u>			
Personal Disaster Assistance	Area Coordinator Prince George	Bus.	1-800-278-7177 1-250-564-6566
	24 HOUR	Emergency	1-888-800-6493
<u>SALVATION ARMY</u>			
	Dawson Creek	Office Residence	782-2324 782-4812
<u>SANITATION SERVICES</u>			
Nor Kam Portable Toilet Rentals	Dawson Creek	Bus.	782-5759
Northern Sewer and Sump	Ft St. John	Bus.	1-250-785-5435

City of Dawson Creek
Municipal Emergency Plan

Resources	Location	Phone Number	
<u>SCHOOL DISTRICT #59</u>			
Administration	Dawson Creek Mike Downie	Bus. Res.	782-8571 782-1783
School Bus Garage	Dawson Creek Jack McDonald	Bus. Res.	782-2106 782-5979
Operations	Dawson Creek Sam Barber	Bus. Res.	782-2417 843-7590
<u>SECURITY SERVICES</u>			
Regional Security Patrol North	Dawson Creek	Bus.	782-1093
<u>TAXIS</u>			
AC Taxi	Dawson Creek	Bus.	782-2214
Yellow Cab	Dawson Creek	Bus.	782-9191
<u>TELECOMMUNICATIONS</u>			
Gearjammer Electronics	Dawson Creek	Bus.	782-8268
Petron Communications	Dawson Creek	Bus.	782-3333
<u>TOWING COMPANIES</u>			
Swedes Towing	Dawson Creek	Bus.	782-7787
3 Way Towing	Dawson Creek	Bus.	782-8151

City of Dawson Creek
Municipal Emergency Plan

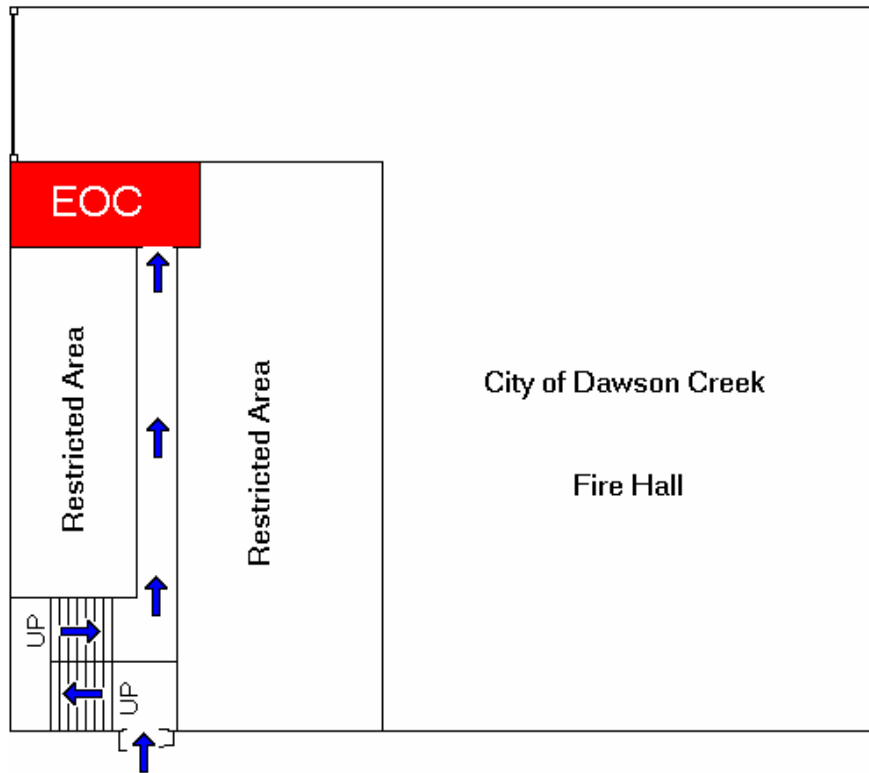
Resources	Location	Phone Number	
<u>TRUCKS (FREIGHT HAULING)</u>			
Canadian Freightways	Dawson Creek	Bus.	782-3311
D.W. Cornish Trucking	Dawson Creek	Bus.	782-8225
Dufour Enterprises	Dawson Creek	Bus.	782-7084
Purolator Courier	Dawson Creek	Bus.	1-250-262-9312
Loomis	Dawson Creek	Bus.	784-7071
<u>UTILITIES</u>			
BC Hydro		Bus. Emergency	1-888-769-3766
Telus Telephone (Repair Service)	John Head	Bus.262- 6975	611
Pacific Northern Gas	Dawson Creek	Bus. Emergency	782-2721 1-800-663-1173
<u>WEATHER INFORMATION</u>			
Weather Office	Dawson Creek	Bus.	784-2244
Weather Office	Ft. St. John	Bus.	1-250-785-7669
<u>OTHER RESOURCES</u>			
Chamber of Commerce	Dawson Creek	Bus. Emergency	782-4868

City of Dawson Creek
Municipal Emergency Plan

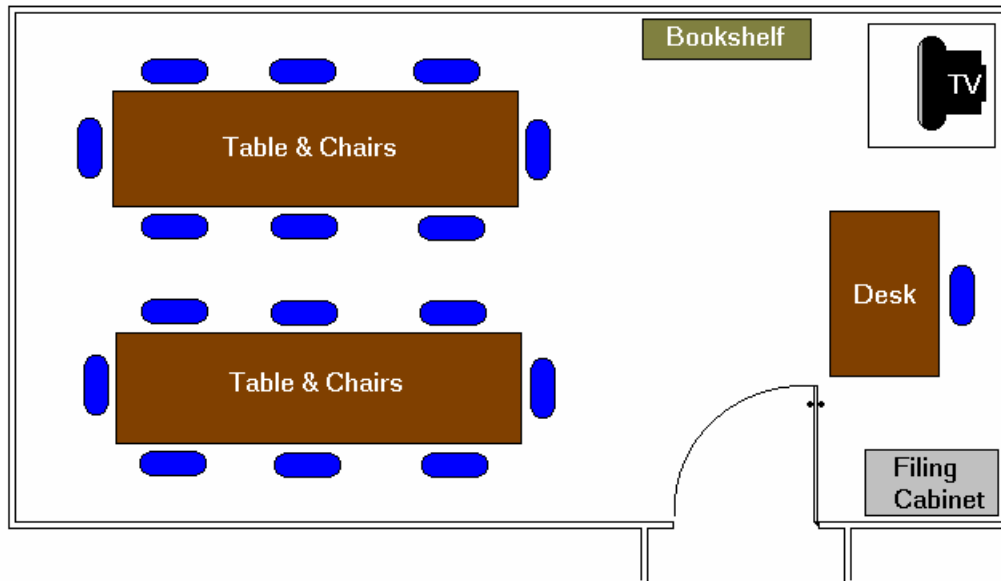
APPENDIX C
RECEPTION/EVACUATION CENTERS

Resources	Location	Equipped With	Kitchen	Capacity	Phone
<u>RECEPTION</u> <u>EVACUATION</u> <u>CENTERS</u>					
South Peace Secondary School Gymnasium.	10808 – 15 St.	Alternate Heat and Light	Yes	500 Person	782-5585
Obrien School Gymnasium	10512 – 13 St.	Alternate Heat and Light	No	150 Person	782-8147
Tremblay School Gymnasium	11311 – 13 A St.	Alternate Heat and Light	No	200 Person	782-8147
Elks Hall	1148 – 102 Ave.		Yes	200 Person	782-4053
Royal Canadian Legion	829 – 102 Ave.		Yes	200 Person	782-8928
Transition House	1437 – 106 Ave.		Yes	10 Person	782-9176
St Marks Anglican Church	1029 – 103 Ave.		Yes	100 Person	782-2939 782-8782
Northern Lights College Tom Peters	11401-8 Street	Gym & Apartments	Yes		782-5251 782-2229
Memorial Arena	1107-106 Ave		Yes		
Kin Arena	1101-160 Ave		No		782-7946
Curling Rink	1113-106 Ave		Yes		782-

APPENDIX D
EMERGENCY OPERATIONS CENTER
LAYOUT & EQUIPMENT LIST



City of Dawson Creek, Emergency Coordination Center
Layout



City of Dawson Creek
Municipal Emergency Plan

**Emergency Coordination Center
Equipment List**

ITEM	QUANTITY	DISCRIPTION	LOCATION
1	1	TELEVISION/VCR	NORTHEAST CORNER OF EOC
2		PHONES	STORED IN TV CABINET
3	2	TABLES	N/Applicable
4		CHAIRS	N/Applicable
5	1	BOOKSHELF	NORTH WALL OF EOC
6	1	RADIO	
7	4	Emergency phone jacks 784-3654 784-3652 784-3653 784-3654	West wall

City of Dawson Creek
Municipal Emergency Plan
APPENDIX E
EMERGENCY EVACUATION PLANS

City of Dawson Creek
Municipal Emergency Plan

APPENDIX F
OTHER AGENCIES EMERGENCY RESPONSE PLANS
Fire, Police, Ambulance

**APPENDIX G
EMERGENCY PUBLIC INFORMATION PLAN**

The Emergency Operations Center (Public Information Officer) and the News Media have a responsibility to provide emergency information to the public that is accurate, timely and consistent

The media represents the single most important resource available to inform the public about an emergency situation. It then follows that the media be utilized to the benefit of a more effective distribution of information. Timely operational response of the Media is essential and a high level of priority should be set to restore an adequate Radio/TV broadcast capability.

The Public Information Officer's primary concern is to establish an effective means of communication, to inform the public of the emergency operations, concerning response efforts and actions expected of the public to reduce risk of life and safety.

The establishment of a sole point of release for official release of EOC information to the media is required to prevent confusion and enhance continuity.

**MEDIA DEBRIEFING
and
RELEASE OF PUBLIC INFORMATION PLAN**

Media Debriefing Area

In an emergency situation, a media debriefing area will be established at City Hall. In cases where the media is at the emergency site, they will be directed to a safe sterile area. No media personnel will be allowed near the incident site without prior authorization from the EOC.

Release of Information

Persons authorized to speak to the media are: The designated Public Information Officer, The Mayor, The City Administrator or The Councilor holding the Emergency Coordination portfolio or their designates.

Media Parking

In an emergency, the media will be directed to park in the city parking lot directly west of the Fire Hall.

Control of Media Personnel

Media personnel will be controlled by the EOC, Public Information Officer or designate.

Briefings

All media briefings will take place in the designated "Media Debriefing Area" (to be determined by the scope of the emergency). To insure consistency of information, only persons stated in the aforementioned "Release of Information" are authorized to conduct media debriefings.

Site Tour

When practical, news media representatives will be escorted to the site by authorized personnel when the situation is deemed to be safe and secure.

Only when the RCMP and/or the Authorities having Jurisdiction have secured the site, will the news media representatives be escorted close to the site to take pictures. News media representatives are to be given controlled access to the site to ensure no contamination of evidence occurs.

Note: Information about the identity of victims shall be released by the RCMP.

APPENDIX H

EMERGENCY DECLARATION GUIDELINE

References:

- A. Emergency Program Act (RSBC 1996) Chapter 111
- B. Local Government Act (RSBC 1996) Chapter 323

Introduction:

The need to declare a state of local emergency occurs very infrequently, however elected officials must be prepared to declare it at a moments notice. A declared state of local emergency provides the municipality with extraordinary powers in order to effectively respond to the emergency or disaster. It is applicable only to the area within municipal boundaries and it only provides the authority to override local bylaws but not provincial or federal legislation.

Mandatory evacuation of people and livestock, or access to private property where public safety is the issue, are the most frequently cited reasons to declare a state of local emergency.

Declaration of a state of local emergency is **not** required to implement the emergency response plan, to gain liability protection under the Emergency Program Act or to qualify for disaster financial assistance under the Emergency Program Act.

Declaring a State of Local Emergency:

Declaring a state of local emergency can done by:

- A. The Mayor may verbally declare the emergency and immediately sign a written document of declaration. (Sample attached).
- B. Council may pass a bylaw or resolution declaring a state of local emergency.

Immediately Following A Declaration:

1. Immediately following a declaration, the Mayor must forward a copy to the Director of the Provincial Emergency Program, who presents it to the Solicitor General. (Sample attached).
2. The Mayor will ensure that the boundaries are clearly delineated by means of a map which must be included.

City of Dawson Creek
Municipal Emergency Plan

3. The Mayor must ensure that the authority to exercise the extraordinary powers granted under the Emergency Program Act has been delegated in writing to the appropriate persons and/or agencies. (Matrix attached).
4. The Mayor must immediately **pubic notice** of the declaration in a form so that residents of the affected area may learn of the declaration.
5. When necessary, the Mayor will seek the authority of the Solicitor General to extend the term of the declaration beyond seven days, by making application to the Director of PEP. Successive extensions of seven days each may be requested. (Sample attached).
6. The Mayor must cancel the declaration as soon as the extraordinary powers are no longer needed, publish the cancellation; and notify the Director of PEP.

Director, Provincial Emergency Program
Phone; 250-952-4918
Fax: 250-952-4888
24/7: Phone: 1-800-663-3456
24/7: Fax: 250-952-4872

Consultation With Provincial Emergency Program:

When possible PEP should be consulted prior to declaring a state of local emergency in order to confirm the nature and extent of the required extraordinary powers in the declaration will meet the requirements intended.

Provincial State of Emergency:

The two most common reasons for declaring a provincial state of emergency would be:

- A. The emergency involves large, sparsely populated areas of the province not under local government.
- B. Response to a wide area disaster, where the need for extraordinary powers extends beyond or crosses local boundaries.

Declaration of a State of Local Emergency

ORDER

WHEREAS [*description of hazard and emergency*] in [*description of area*];

AND WHEREAS [*explanation of ongoing or imminent threat to life or property*];

AND WHEREAS this [*description*] emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists due to [*short hazard description*] and [*short consequence statement*] in The City of Dawson Creek.

IT IS FURTHER ORDERED THAT the [*local authority*], its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the [*local authority or head of local authority*] this day of [*month*], 200_.

(*head of local authority*)

Extension of Approval State of Local Emergency

WHEREAS life and property remain at risk [*description of hazard and emergency*] in [*description of area*];

AND WHEREAS the Mayor of [*name community*] has requested authority to further extend the duration of the declaration of a State of Local Emergency due to expire on {*day and date*};

NOW THEREFORE:

IT IS HEREBY APPROVED pursuant to Section 12(6) of the Emergency Program Act (RS, 1996, Chap.111) that {*name community*} may extend the duration of a State of Emergency for seven days form {*date and date*} to {*day and date*}

APPROVED by the Solicitor General of British Columbia
this day of , 200__

(Incumbent Minister)
Solicitor General

City of Dawson Creek
Municipal Emergency Plan
Delegation of Powers Matrix
Emergency Program Act Section 10

Delegated Powers	Municipal Clerk	Fire Chief	Chief Constable	City Engineer
Acquire or use any land or personal property considered necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.				
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.				
Control or prohibit travel to or from any area (designated within the declaration).				
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 area (designated within the declaration).				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area (designated within the declaration) that is or may be affected by an emergency of a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
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 it otherwise considered by the (mayor/minister) to be necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.				
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the (mayor/minister) to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the (mayor/minister) to be necessary or appropriate to prevent, respond to, or alleviate the effects of an emergency or disaster.				
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 area (designated within the declaration) for the duration of the state of emergency.				

NOTE: The agencies shown in the matrix are for example only. Other individuals/agencies may be included at the discretion of the minister or the head of a local authority.

APPENDIX I

THE CORPORATION OF THE CITY OF DAWSON CREEK

MUNICIPAL EMERGENCY MEASURES BYLAW # 3175

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

AND WHEREAS, the City of Dawson Creek Municipal Council wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters;

NOW THEREFORE, the City of Dawson Creek Council in open meeting assembled enacts as follows:

SECTION 1 - CITATION

1.1 This Bylaw shall be cited as the “Emergency Measures Bylaw No. 3175, 1996.”

SECTION 2 - INTERPRETATION

2.1 In this bylaw:

- a) “Council” means the City of Dawson Creek Municipal Council;
- b) “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;
- c) “disaster” means a calamity that:
 - i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;
- d) “emergency” means a present or imminent event that:
 - i) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property;

City of Dawson Creek
Municipal Emergency Plan

- e) **“City of Dawson Creek Emergency Coordinator” means the person appointed by the Council as head of the City of Dawson Creek Emergency Management Organization;**
- f) **“Mayor” means that member of Council who is head and chief executive officer of the municipality;**
- g) **“Municipality” means all of the area within the boundaries of the Municipality of Dawson Creek;**

**BYLAW NO. 3175
- PAGE TWO -**

- h) **“City of Dawson Creek Emergency Coordinator” means that person appointed under Section 3.2;**
 - i) **“City of Dawson Creek Emergency Management Organization” means the Emergency Executive Committee, Emergency Coordinator and such other persons appointed and functional groups established and which are charged with emergency preparedness, response and recovery measures;**
- 2.2 This Bylaw shall be construed in accordance with the Emergency Program Act, SBC, 1993, Chapter 41 and all Regulations made thereunder. In this bylaw, “Act” means the Emergency Program Act.

SECTION 3 – ADMINISTRATION

- 3.1 An Emergency Executive Committee shall be composed of:
- a) a Council member (Committee Chairperson);
 - b) the Principal Administrative Officer of the municipality;
 - c) Emergency Coordinator;
 - d) (heads of selected functional departments or their designates as determined by the Council), and;
 - e) such other members that the Council may determine.
- 3.2 The Council shall appoint a City of Dawson Creek 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

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Municipal Emergency Plan
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 COMMITTEE

4.1 The City of Dawson Creek 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;

BYLAW NO. 3175
- PAGE THREE -

- 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
 - 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 - POWERS OF THE COUNCIL

5.1 The Council or the Mayor of the Emergency Coordinator may, whether or not a state of local emergency has been declared, cause the emergency plan to be implemented.

Amended March 31, 2006

City of Dawson Creek
Municipal Emergency Plan

- 5.2 The Council by bylaw or resolution, or the Mayor by order, may declare a state of local emergency when the extraordinary power or authority enabled by Section 12 of the Act is required to effectively deal with an emergency or disaster in any part of the municipality.
- 5.3 Upon a “declaration of a state of local emergency” being made, Council or the Mayor shall:
- a) forward a copy of the declaration to the Attorney General, and
 - b) cause the details of the declaration to be published by a means of communication that the Council or Mayor considers most likely to make the contents of the declaration known to the majority of the population of the affected area.
- 5.4 After a declaration of a state of emergency is made under Section 5.2 in respect of all or any part of the municipality, and for the duration of the state of emergency,

BYLAW NO. 3175
- PAGE FOUR -

the Council or Mayor may do any or all acts considered necessary and implement procedures that the Council or Mayor considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- 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

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City of Dawson Creek
Municipal Emergency Plan

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 City Administrator 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.

5.5 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:

BYLAW NO. 3175
- PAGE FIVE -

- 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.

SECTION 6 - LIABILITY

6.1 As enabled by the Act, no person, including, without limitation, the Council, the Mayor, members of the Municipality of Dawson Creek, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
- b) any acts done or omitted to be done by one or more of the persons who were,

Amended March 31, 2006

City of Dawson Creek
Municipal Emergency Plan

under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

READ a first time this _____ day of _____, 2006

READ a second time this _____ day of _____, 2006

READ a third time this _____ day of _____, 2006

ADOPTED THIS _____ day of _____, 2006

**The Corporate Seal of THE CORPORATION OF
THE CITY OF DAWSON CREEK was hereunto
affixed in the presence of:**

Calvin Kruk - MAYOR

Jim Noble - CITY CLERK

Amended March 31, 2006

City of Dawson Creek
Municipal Emergency Plan

APPENDIX J
FORMS