

Community Emergency Preparedness Fund Emergency Support Services 2023 Application Form

Please complete and return the application form by **January 27, 2023**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <i>(for administrative use only)</i>
Local Government or First Nation Applicant: City of Langley	Date of Application: 2023-01-26
Contact Person*: Dean Colthorp	Position: Deputy Fire Chief
Phone: 604 514 2882	E-mail: dcolthorp@langleycity.ca

** Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Applicants. For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 4 in the Program & Application Guide for eligibility.</p> <p>Not Applicable</p>
<p>2. Rationale for Regional Projects. Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>Not Applicable</p>

SECTION 3: Project Information
<p>3. Project Information</p> <p>A. Project Title: Emergency Support Services Serving the Community</p> <p>B. Proposed start and end dates. Start: February 1,2023 End: December 31,2023</p>
<p>4. Project Cost & Grant Request:</p> <p>A. Total proposed project cost: \$54,149.84</p> <p>B. Total proposed grant request: \$29,864.94</p>

C. Have you applied for or received funding for this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.
Not Applicable

5. Project Summary. Provide a brief summary of your project in 150 words or less.

The Emergency Support Services "Serving the Community" project is based on the establishment of a modernization of the ESS function in our Emergency Management Program. This includes hardware (tablets and supporting equipment) to utilize the ERA tool , Rapid Disaster Assessment training, food safe and first aid training, Reception Centre identification, Group Lodging and Reception Centre kits. ESS Vests with clothing, a recognition and retention program with an dedicated ESS trailer. All of which is design to support the ESS program. As this is a new start up program the list of materials and goods is essential for the project to serve the community correctly.

6. Emergency Plan. Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The City of Langley is preparing our new Emergency Management Program as the Township of Langley has decided to withdraw from the joint Langley Emergency Program commencing July 2023. We will now be required to establish our own Emergency management program based on the an updated HRVA and an All Hazards Approach for Emergency Management. The Emergency Support Services is a vital component to the program and we believe that modernization of the ESS is key for the success of the City of Langley Emergency Management Program. Our plan with equipment needs as listed in this application will support our direction with our local Emergency Plan.

SECTION 4: Detailed Project Information

7. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the Program & Application Guide for eligibility.

Emergency Support Services activities will include training for the members with our ESS team is based on the training provided by EMBC and JIBC. We will take the opportunity for our volunteers to receive the sponsored course in the: Introduction to Emergency Support Services, Level One ESS, Introduction to Reception Centres and Intro to Group Lodging". Once this is completed the activities to have individuals complete the "ESS Director and the Registration and Referrals" courses. All of this training leads to the modernization aspects of the Evacuee Registration & Assistance (ERA) tool The plan is to phase in the programs based on the availability of our new ESS team with the new digital hardware (tablets) applied for within this fund application. Later in the year we will be introducing the RDA, First Aid and Food Safe programs.

8. Modernization of local ESS programs. How will the proposed activities support the modernization of the local ESS program? Will the Evacuee Registration & Assistance (ERA) Tool be implemented?

The funds received from this fund application will help with the training and the use of our digital hardware (tablet) equipment so that the ERA tool can be supported correctly.

We believe that the modernization of the ERA tool is key to the success of the program and will benefit the ESS members of our Emergency Management Program team.

- 9. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

The proposed project is a key component for the ESS aspects of the Emergency Management Program. We believe that if we offer the support to our members with the training that is promoted with EMBA and the JIBC that we will be successful when called upon for our ESS functions. The new equipment will enhance our capability to respond in a timely manner for the people in need of support during an emergency.

- 10. Host Community Capacity.** Describe how the proposed project will increase emergency response capacity as a host community?

Given the request of the materials it is felt that the the City of Langley will be able to be a host community with the use of the ERA tool and the additional training so that we are equipped and trained to respond in a capacity that is beneficial to all stakeholders. The ERA tool given its percibed efficiency and the funded computer equipment and ESS operations trailer will help expedite the Emergency Support Service functions

- 11. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies and knowledge sharing with other local governments and/or First Nations (e.g. ESS volunteers/responders, training resources, cots, blankets, etc.).

Once training is completed evalaution of the progress of our team can be formulated, we believe that we can transfer the knowledge to other local governments and First Nations as a best practice. Showing how we can support our ESS team with modernization and physical tools and equipment will be the cornerstone of the program that we will be able to share the "how to get it done" attitude when support the community at need.

- 12. Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together and enhance mutual aid.

The Emergency Management Program will continue to work with all communities within the Lower Mainland as a mutual aid component or support. The importance of the ESS component to share resources is key to the success for all communities to work together for a positive and supportive outcome for stakeholders when ESS is called upon. With the review of the current plan we have established the need to list our current partnerships and establish new partners based on a gap analysis that we are currently conducting. We have well established Mutual Aid partners and will continue to work with this model in collabration of the ESS program for the City of Langley.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (e.g. tracking the number of training events and recruitments, external evaluators, etc.)

With the establishment of the new City of Langley Emergency Management Program performance evaluations. The schedule for project evaluation is based on training which will occur bi-monthly and with After Action Reviews. The evaluation and feedback for the program will be the building block for the success of the program. Feedback will be shared through the ESSD, Emergency Management Program Advisor and the Emergency Management Program Executive Committee. Benchmarks for each training subject will be occurring with individuals. With the help of external agencies we will establish an evaluation process to ensure that our efficiency is occurring at all times.

14. Progress to Date. If you received funding under prior CEPF intakes for the Emergency Support Services funding stream, please describe the progress you have made in increasing ESS capacity through prior projects.

As a new stand alone Emergency Management Program we will be able to describe the progress as the team develops over time. The relationship with the Township of Langley has always been a positive one and we hope to continue with this and show our progress based on the past and the growth of our program into the future with the ESS capacity.

15. Additional Information. Please share any other information you think may help support your submission.

SECTION 5: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Council or Board resolution, Band Council resolution or First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: Council or Board resolution, Band Council resolution or First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate, (2) the area covered by the proposed project is within the applicant's jurisdiction (or appropriate approvals are in place) and (3) we understand that this project may be subject to a compliance audit under the program.

Name: Scott Kennedy

Title: Fire Chief

Signature*:



A certified electronic or original signature is required.

Date: 2023-01-26

** Signatory must be an authorized representative of the applicant (i.e. staff member or elected official).*

Submit applications to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca