

Community Emergency Preparedness Fund Emergency Operations Centres & Training 2023 Application Form

Please complete and return the application form by **March 31, 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: 2023-03-30
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 2 in the <i>Program & Application Guide</i> 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: City of Langley Emergency Operations Centre Preparedness Project</p> <p>B. Proposed start and end dates. Start: May 1,2023 End: December 31,2023</p>
<p>4. Project Cost & Grant Request:</p> <p>A. Total proposed project budget: \$60,000.00</p>

- B. Total proposed grant request: \$30,000.00
- 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 summary of your project in 150 words or less.

The City of Langley recently received notice that the Township of Langley will be discontinuing the joint Langley Emergency Program. The City of Langley was traditionally the back up Emergency Operations Centre for the Langleys and relied on the Township for infrastructure and capacity for the Emergency Operations Centre functions.

The City of Langley has now commenced to build the requirements for our independence which includes the City of Langley Emergency Management Bylaw; Emergency Plan; Hazard, Risk & Vulnerability Analysis (HRVA); additional Emergency Management training; and the establishment of an improved Emergency Operations Centre.

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 Emergency Management Program Plan and City of Langley Emergency Management Bylaw and other key documents as per the requirements of the Emergency Program Act, serve as the guide(s) for the City of Langley Council, staff, and responding agencies in order to prepare for, and respond to, major emergencies and disasters affecting the City of Langley.

The plan guides responders through the management, organization, responsibilities, and coordination necessary to provide for an effective response and recovery from major emergencies or disasters at the site support level through an effective and well equipped Emergency Operations Centre staffed with trained City of Langley employees and volunteers.

The City of Langley Emergency Management Program Plan has established and supports the recommendations of the "City of Langley Emergency Operations Centre Preparedness Project" in the specifics to improve the infrastructure of the Emergency Operations Centre, supporting the Emergency Operations Centre responsibilities to oversee and coordinate all non-site activities in support of the Incident Commander.

As the local authority is responsible for the activation and support of the Emergency Operations Centre we believe that the project will support the plan with all local response agencies and other resources made available for response and recovery efforts. Training within our project is also a key need to support the Emergency Management Program Plan as mentioned, the City of Langley is committed to training current and new employees in emergency management.

All efforts as described in the project are designed to support the Emergency Management Program Plan in becoming efficient with four pillars of emergency management mitigation, preparedness, response, and recovery. The plan is based on annual exercises, training and emergency management responses. The proposed

project activities are key in support of the City of Langley plans with emergency management.

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.

1. Proposed Activity: is to equip the Emergency Operations Centre with the correct equipment to support the functions of Emergency Management which includes the following list of requirements.

a.) Infrastructure purchases support equipment to function within the Emergency Operations Centre.

Charging and Power Supply Equipment: Electrical Phone Chargers, Power Bars, Power Cord Protectors, Extension Cords

b.) Visual equipment to support the Emergency Operations Centre:

TVs, TV Wall Stands, Monitors, Smart Board

c.) Communications equipment to support Emergency Operations Centre:

Video Conferencing Phone

2. Proposed Activity: to support the Emergency Operations Centre Preparedness Project with Emergency Management training for the City of Langley Emergency Management Team.

The City of Langley will take all opportunities available for training offered through EMBC and the JIBC. This is based on sponsored training which allows for tuition to be covered.

The City of Langley is committed to support staff in their Emergency Management training as set out by the Emergency Management Plan Executive Committee. This training will include introduction and refresher training such as, but not limited to, EOC Essentials, Command, Introduction to Emergency Support Services, and Business Continuity Management. Course costs are based at "no cost for eligible participants who fill various roles during emergency and disaster response."

The City of Langley is committed to support staff with time/wages to complete the training. This commitment to staff training and professional development is in addition to the total proposed project budget. The City of Langley estimated internal costs are \$7200.00 per day with an average of 10 days of training per staff member.

8. 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.

An Emergency Operations Centre is a place where incident response personnel and the community and organizations they represent come together to support incident response activities and responders at the site.

The Emergency Operations Centre serves a critical role in every phase of emergency management. Having the correct tools and equipment, as per this project, will assist with the emergency site operations and strengthen the four pillars of Emergency Management. The City of Langley is committed to training staff members that may be assigned to an Emergency Operations Centre function, and provide meaningful exercises for staff who currently have Emergency Operations Centre roles. The benefits of this project will have a legacy for our City's Emergency Management Team as we strengthen the pillars of emergency management.

9. Emergency Support Services. Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

The Emergency Operations Centre is the physical location where representatives come together during an emergency to coordinate response and recovery actions and resources, acting in a support role to emergency response personnel in the field.

Our Emergency Management Program provides Emergency Support Services (ESS) as part of preparedness, response and recovery. ESS is an important part of our emergency response program which is made up of dedicated individuals who share the common goal of assisting all people in the City of Langley during an emergency. Our ESS team has three key functions; the Public Disaster Assistance (PDA), Emergency Communications Services (ECS) and Emergency Support Services (ESS).

This project is designed to strengthen our commitment to train and support ESS to allow the group to serve our stakeholders in time of need. We have established that training is key to our success for our ESS team. We have included our ESS group in many of the Hazard Risk & Vulnerability Analysis response scenarios and by design, ESS will be called out to support our Emergency Operations Centre functions and site operations.

10. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (e.g. trained staff and/or equipment that will be made available to other communities, training resources, and exercise plans other communities will be invited to utilize, etc.).

Emergency Management training provides current, relevant, and forward-thinking theory and knowledge to help ensure that the emergency management practitioners are prepared to better manage the increasing complexity and frequency of disaster events.

The City of Langley "Emergency Operations Centre Preparedness Project" offers learning and skills that extend across the entire emergency management system, including mitigation/prevention, preparedness, response, and recovery, as well as resiliency building, business continuity, community risk reduction, climate change adaptation, and crisis communication.

The City of Langley working with our partners, will be able to transfer the skills developed from our planned emergency management training to all partners to ensure our preparedness is shared. Our Emergency Management Plan includes items such as: prevention for festivals in the City, preparedness with climate change concerns, response that supports agencies at the site level of emergency management, and collaboration and

sharing of recovery plans with all partners to allow City of Langley to strengthen after an emergency.

The City of Langley is committed to exploring all partnerships and takes every opportunity to share resources and supplies to other local governments and First Nations communities when called upon. We believe that working together strengthens everyone's efforts when collaboration occurs.

11. 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.

The City of Langley Emergency Management Program has established a working group (Emergency Management Program Plan (Planning Committee) as per the following organizations:

RCMP, BCEHS, City of Langley Engineers and Operations, City of Langley Corporate Services, City of Langley Culture and Community Services, City Fire Rescue Service, CKF Inc., Cascade Casino Langley, Kwantlen Polytechnic University Langley, Langley School District, Langley Senior Resource Society, and the Salvation Army.

Additional partners include the Township of Langley and the City of Surrey similar to mutual aid partners in the Fire Services.

The City of Langley is honoured to operate on the unceded traditional territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations and look forward to collaborations based on cultural needs and historical recovery steps of the local communities when dealing with large scale emergency events.

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

Three main functions of the project evaluations shall always focus on:

- Validation; to validate plans, protocols, and procedures and demonstrate resolve prepare for emergency management events;
- Training; to develop staff competencies, to give staff practice in carrying out their roles in the plan and to access and improve performance;
- Testing; to test well procedures and reveal gaps that may exist.

Evaluation of the project with specific information questions such as:

- What new tools are available in the Emergency Operations Centre, are required to do my tasks?
- How do I execute the required processes in the Emergency Operations Centre with the new tools provided?

Critical Emergency Operations Centre elements evaluation based on the project:

- Check-in/check-out process;

- How the Emergency Operations Centre functions may have changed;
- Safety considerations with the Emergency Operations Centre and the training;
- The Emergency Operations Centre layout is correct and functional;
- Workstations are functional;
- Job assignments in the Emergency Operations Centre are staffed and effective as per the requirements based on the training and new equipment;
- Media and public relations established based on the training and requirements;
- Situation updates and operational periods are reviewed in the training and requirements for the response .

The evaluation will be conducted from our Emergency Management Plan Executive Committee and our Emergency Management Plan Program Committee. This will occur during training, exercises and emergency response using the After Action Review report, EMBC Improvement Plan matrix, and the After Action Review and Improvement Plan Training Sheet.

The evaluations shall be based on the following and the Executive Committee is committed to completing the After Action Review within 21 days after each training or event.

Examples of how evaluations may occur based on the project:

Discussion-based Exercises:

- Seminars: familiarize players with current plans, policies, agreements and procedures;
- Workshops: achieve a specific goal or build a product (for example, standard operating procedures, policies or plans);
- Tabletop exercises: help participants understand and assess plans, policies, procedures and concepts; and
- Games: explore decision-making processes and examine the consequences of decisions.

Operations-based exercises (higher level of the exercise program):

- Drills: test a single operation or function;
- Functional exercises: test and evaluate capabilities, functions, plans, and staffs in real time; (movement of resources is usually simulated) and

City of Langley - Full-scale Exercises; (typically, the most complex and resource-intensive); implement and analyze plans, policies, procedures, and cooperative agreements; usually include real-time movement of resources.

The City of Langley has established an Operations Training Matrix that forecasts all training requirements which includes Emergency Management. This allows for scheduling and preparedness based on training and the Emergency Management Plan requirements. The Matrix shall consider new hazards, Emergency Operations Centre set up and equipment, changes with Emergency Plan etc.

Where needed the City of Langley will ask for outside observers to allow for feedback. This will typically occur during larger exercises.

13. Progress to Date. If you received funding under the 2018 - 2022 Emergency Operations Centres & Training funding stream intakes, please describe the progress you have made in increasing EOC capacity.

Not Applicable

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

Not Applicable

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:

- Local government 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: local government 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: 2023-03-30

** 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