

Community Emergency Preparedness Fund

Emergency Operations Centres Equipment and Training

2025 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 28, 2025**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact cepf@ubcm.ca or (604) 270-8226 ext. 220.

SECTION 1: Primary Applicant Information

First Nation or Local Government Name:

CITY OF LANGLEY

File Number*:

LGPS-11467

**Refer to the LGPS Online Application Form submission confirmation email*

SECTION 2: Detailed Project Information

1. Location of Proposed Activities. For the purpose of CEPF funding, EOCs must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant:

- EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).
- EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).
- Asset (e.g. trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.

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

- a) Purchase of equipment and supplies, including installation of and training for eligible equipment.

Langley City is dedicated to establishing and sustaining comprehensive Emergency Operations Center response bins tailored to each functional area. These bins will be equipped with all the essential tools and materials needed for effective emergency management, including necessary electronics, whiteboards, stationery, standardized forms, detailed posters, up-to-date maps, section vests, and various other critical identifiers. Each bin will be designed for quick access and seamless integration,

ensuring that all teams can operate efficiently and effectively during emergency response.

Estimate of spending: \$7,000.00

b) Training. Where possible, please list specific courses.

Langley City aims to allocate the majority of its grant funding towards enhancing City Staff education, training, and exercises related to Emergency Operations Center preparedness. Key courses of interest include:

EMRG 1300 - Intro to EOCs

EMRG 1320 - EOC Essentials

EMRG 1330 - EOC Operations Section

EMRG 1331 - EOC Planning Section

EMRG 1332 - EOC Logistics Section

EMRG 1333 - EOC Finance Section

WMRG 1350 - EOC Applied Training

EMRG 1100 - ICS 100

EMRG 1334 - Information Officer

Certain courses will be completed individually through online, self-paced modules, allowing for flexible learning at one's own convenience. Additionally, some training opportunities will be conducted in-person as group sessions, which may not yet be reflected in the attached spreadsheet. These in-person courses are designed to foster collaboration and hands-on learning experiences.

For instance, Langley City is likely to request group training for the EMRG 1320 EOC Essentials and EMRG 1350 EOC Applied Training course, ensuring a collaborative and hands-on learning experience for participants

Estimate of spending: \$26,870.25

c) Exercises, including tabletop exercises and mock EOC activations.

Langley City is requesting approval to hire a facilitator/consultant to lead an EOC Tabletop Exercise (TTX) or mock activation, providing City Staff with an invaluable opportunity to engage in realistic, hands-on emergency response scenarios.

Estimate of spending: \$6,000.00

3. Alignment with Funding Stream. Describe how your activities align with the intent of this funding stream to build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.

The CEPF Grant funding would provide Langley City with the opportunity to deliver essential EOC education and training, ensuring that City Staff are fully prepared to activate and effectively participate in an Emergency Operations Center. This training will equip staff with critical knowledge, including when and how to activate an EOC, the process for setting up an EOC, and an understanding of the various EOC functions, roles, and responsibilities. It will also cover the documentation requirements

for each function, the development of operational periods, prioritization of tasks, and the procedures for demobilizing and transitioning into recovery. Langley City's primary goal is to instill confidence and competence in City Staff, ensuring they are well-prepared to manage an EOC during a real emergency.

In addition, the grant will enable Langley City to bring in a qualified consultant to design a realistic mock scenario, allowing staff to put their knowledge and skills to the test in a simulated, high-pressure environment. This hands-on experience will be invaluable in fostering readiness and building the necessary confidence to respond effectively when an actual emergency arises.

The funding will also enable Langley City to establish EOC Function bins, ensuring that staff are fully equipped with all the essential resources and tools needed to efficiently activate and participate in an EOC.

4. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

Langley City has not yet had a chance to make connections with local First Nations, however this is high on our list for 2025.

b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

N/A

c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

N/A

If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

5. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbours and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

N/A

If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.

6. **Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs. What regional benefits will result from this project?

This grant funding would significantly contribute to fostering a cooperative regional approach to Emergency Operations Centers by standardizing training, resources, and operational procedures across multiple jurisdictions. By ensuring that Langley City Staff are well-trained and equipped to operate within an EOC, it promotes consistency in emergency response protocols, enhancing coordination and communication between neighboring municipalities.

The regional benefits include improved collaboration during multi-jurisdictional emergencies, as all participating regions would be familiar with shared best practices, roles, and responsibilities. A unified approach would streamline the allocation of resources, reduce duplication of efforts, and improve the overall effectiveness of regional emergency responses. Additionally, the training and exercises funded by the grant would encourage networking and relationship-building between regional partners, fostering trust and coordination that are vital in times of crisis.

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

Langley City seeks consideration for the UBCM CEPF Grant, as this funding would play a pivotal role in advancing the success, strength, and resiliency of our community. It will provide the critical resources, education, and training required to ensure City Staff are fully prepared to activate and effectively participate in an EOC during an emergency.

SECTION 3: Required Attachments

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

- Band Council, Treaty First Nation, or local government resolution **OR** a letter of support from the Band Manager, CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from CEPF and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).

For regional projects only:

- Band Council, Treaty First Nation, or local government resolution from the primary applicant, indicating support for the current proposed activities and willingness to provide overall grant management; and,
- Band Council, Treaty First Nation, or local government resolution from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and

manage the grant funding on their behalf. Resolutions from sub-applicants must include this language

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) 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) it is understood that this project may be subject to a compliance audit under the program.

Name: MELANIE LAPOINTE

Title: EMERGENCY MANAGEMENT
PROGRAM ADVISOR

Signature*:



Date: January 20, 2025

A certified digital or original signature is required.

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: cepf@ubcm.ca.**

Please note "2025-EOC" in the subject line.

UBCM CEPF - EOC Equipment and Training Grant (up to \$40,000.00)

| Item Type | Eligible Item | Description | Vendor | Cost (ea.) *2024 CAD Rates | Qty | Total Cost | Comments | Links |
|------------------------|--------------------------------------|---|--------|------------------------------|-----|--------------|--|---|
| Education and Training | EMRG 1300 - Intro to EOCs | This course provides fundamental concepts for selection, design, configuration, and staffing of an EOC facility. | JIBC | \$63.94 | 25 | \$1,278.80 | Training for Langley City Management Team | https://www.jibc.ca/course/introduction-emergency-operations |
| Education and Training | EMRG 1320 - EOC Essentials | Learn the fundamentals of how EOCs operate in supporting the needs of response departments and agencies during emergencies and disasters. Explore key aspects of site support operations within an Incident Command System (ICS). | JIBC | Group Rate | 1 | \$6,500.00 | Training for Langley City Management Team | Emergency Operations Centre Essentials |
| Education and Training | EMRG 1330 - EOC Operations Section | Designed to familiarize participants with overall activities of the Operations Section within an EOC at the site support level. Information around roles, responsibilities, staffing, branch duties, site interface, resource management, and incident/status reporting are covered. The course provides participants with an opportunity to perform relevant activities. | JIBC | \$313.00 | 15 | \$4,695.00 | Training for Langley City Management Team | Emergency Operations Centre Operations Section |
| Education and Training | EMRG 1331 - EOC Planning Section | Designed to familiarize participants with overall operations of the Planning Section within an EOC at the site support level. Information around roles, responsibilities, staffing, situation reporting, advanced planning, recovery planning and demobilization are covered. The course will provide participants the opportunity to perform relevant activities and processes. | JIBC | 276.34 | 10 | \$2,763.40 | Training for Langley City Management Team | Emergency Operations Centre Planning Section |
| Education and Training | EMRG 1332 - EOC Logistics Section | Designed to familiarize participants with overall operations of the Logistics Section within an EOC at the site support level. Information around roles, responsibilities, staffing, section set-up, resource request processes, resource management, and acquisitions are covered. | JIBC | \$270.93 | 10 | \$2,709.30 | Training for Langley City Management Team | Emergency Operations Centre Logistics Section |
| Education and Training | EMRG 1333 - EOC Finance Section | Designed to familiarize participants with overall operations of the Finance Section within an at the Local Authority Level. Information around roles/responsibilities, staffing, section set-up, equipment needs and avenues for provincial financial assistance are covered. | JIBC | Not currently listed online. | 5 | N/A | Training for Langley City Finance Staff | Emergency Operations Centre Finance Section (BC Version) |
| Education and Training | EMRG 1350 - EOC Applied Training | Practice the fundamentals of how a Local Authority's EOC functions during a major emergency or disaster. Students will be placed into an immersive learning environment that utilizes multi-media inputs, real-life scenarios, and functional activities. In addition to a brief review of key EOC activities and processes, participants will be able to put into action the skills they have learned through EOC training courses. | JIBC | Group Rate | 1 | \$5,500.00 | Training for Langley City EOC Staff | EOC Applied Training |
| Education and Training | EMRG 1100 - ICS 100 | Students will be introduced to an effective system for command, control, and coordination of response at an emergency site. The Incident Command System is recognized as a flexible and scalable all-hazards system, which provides a common response framework suitable to any size of event. Gain a basic understanding of the Incident Command System, its organization, principles, basic structure, and common responsibilities. | JIBC | \$44.54 | 20 | \$890.80 | Training for Langley City Engineering Ops | Incident Command System Level 100 |
| Education and Training | EMRG 1334 - Information Officer | Acquire the skills and knowledge required of an Information Officer working at an emergency site or at a site support facility. Learn how to write key messages and media releases, communicate effectively with the public, media, and internal stakeholders, and utilize a variety of communication media. | JIBC | \$506.59 | 5 | \$2,532.95 | Training for Langley City Communications/SMT | Information Officer |
| Education and Training | Facilitated EOC TTXs | Emergency Management Consultant not yet decided. | TBD | Group Rate | 1 | \$6,000.00 | Training for Langley City Management Team | |
| | | | | | | TOTAL | \$32,870.25 | |
| EOC Supplies | Creation and Maintenance of EOC Bins | Bins will be equipped with necessary electronics, whiteboards, stationery, standardized forms, detailed posters, up-to-date maps, section vests, and various other critical identifiers. | | \$7,000.00 | 1 | \$7,000.00 | Located at LCFRS | |
| | | | | | | TOTAL | \$39,870.25 | |