

## Esquimalt Emergency Program 2017 Work Plan

Program Area	Objective	Supporting Goal	Performance Measures
Emergency Plans	Update emergency plans and procedures	Completion of: <ul style="list-style-type: none"> <li>Update Emergency Response and Recovery Plan</li> <li>Update Evacuation Plan</li> <li>Update HRVA/ Community Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li># completed plans</li> <li># of items approved by Emergency Executive Committee and Council</li> </ul>
EOC Training	Coordinate EM training for staff and volunteers	<ul style="list-style-type: none"> <li>In-House EM Training</li> <li>Roll out of E-Learning Modules</li> <li>ESS training for Rec staff</li> </ul>	<ul style="list-style-type: none"> <li># of training sessions held</li> <li># of staff trained</li> <li># of staff trained in ESS</li> </ul>
Exercises	Coordinate exercises for staff, volunteer and partner agencies	<ul style="list-style-type: none"> <li>Tabletop inter-agency exercise (Emergency Planning Committee) – Evacuation Based</li> <li>EOC exercise for EOC Team</li> <li>BC Shakeout Exercise for departments</li> </ul>	<ul style="list-style-type: none"> <li># of exercises</li> <li># of participating staff</li> <li># of participating agencies</li> </ul>
EOC Preparedness	Equip secondary EOC at Public Works	<ul style="list-style-type: none"> <li>Secure equipment for secondary EOC</li> <li>Table top exercise and set up of EOC</li> </ul>	<ul style="list-style-type: none"> <li>Time / ease of setting up EOC</li> <li>Exercise Evaluation</li> </ul>
Neighbourhood Emergency Preparedness Program (NEPP) /Public Education	Promote emergency preparedness in Esquimalt	<ul style="list-style-type: none"> <li>EMBC campaign and ShakeOut BC</li> <li>Coordinate with neighbourhood agencies</li> <li>Participation in local events</li> <li>Public and Grade 4 Education sessions</li> <li>Neighbourhood Damage Assessment Training</li> <li>30 minute information sessions</li> </ul>	<ul style="list-style-type: none"> <li># of public awareness sessions held</li> <li># of public participating</li> <li># of events attended</li> <li># of social media interactions</li> <li># of students at presentations</li> <li># social media interactions</li> </ul>
Volunteer Components: Emergency Social Services (ESS), Emergency Radio Communications (ERC), (NEPP)	Develop annual work plan for volunteer teams	<ul style="list-style-type: none"> <li>Recruitment of ESS and ERC Teams</li> <li>Develop overall ESS Plan</li> <li>Regional ESS and Communications Exercise</li> <li>Inventory of supplies / equipment</li> </ul>	<ul style="list-style-type: none"> <li># volunteers recruited/trained</li> <li># participants in exercises</li> <li>Completion of additional supplier and facility use agreements</li> </ul>
Communications	Selection of Mass Notification System (MNS)	<ul style="list-style-type: none"> <li>Test comparable MNS systems</li> <li>Emergency Communications Plan</li> </ul>	<ul style="list-style-type: none"> <li># of volunteers and staff reached</li> <li>Cost savings and new features</li> </ul>
Desalination Unit	Ensure readiness for long-term use in an event	<ul style="list-style-type: none"> <li>Testing schedule</li> <li>Purchase of water storage equipment</li> <li>Continued Training of Esquimalt staff / volunteers</li> <li>Develop water distribution plan</li> </ul>	<ul style="list-style-type: none"> <li># of successful tests</li> <li>Amount of equipment purchased and tested</li> <li># of trained staff and volunteers</li> </ul>
Regional Emergency Management (EM)	Ensure Esquimalt representation in regional EM initiatives	<ul style="list-style-type: none"> <li>Contribute to working groups and outcomes of regional plans, projects, and exercises (LG EPAC, REPAC, REMP)</li> </ul>	<ul style="list-style-type: none"> <li># working group memberships</li> <li># meetings attended</li> <li># completed projects</li> </ul>
Staff Preparedness	Ensure staff are safe, prepared and able to respond in an emergency	<ul style="list-style-type: none"> <li>Contests, incentives, information sessions</li> <li>Grab n Go kits for staff</li> </ul>	<ul style="list-style-type: none"> <li># staff that participate</li> <li># staff with emergency kit</li> </ul>