

Esquimalt Emergency Program 2018 Work Plan

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