

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: Regional District of Central Okanagan	Date of Application: March 30, 2023
Contact Person*: Sandra Follack,	Position: Emergency Program Coordinator
Phone: 250-469-8629	E-mail: sfollack@kelowna.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>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>

SECTION 3: Project Information
<p>3. Project Information</p> <p>A. Project Title: Emergency Operations Centre & Training 2023</p> <p>B. Proposed start and end dates. Start: April 1, 2023 End: April 1, 2024</p>
<p>4. Project Cost & Grant Request:</p> <p>A. Total proposed project budget: \$28,542.00</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.
- N/A

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

The Regional Program training next steps will be to organize an functional multi agency exercise utilizing the previous training scenario of a wildfire event. Joint coordination involving all local government stakeholders, First Nations partners, and ESS volunteers with a focus on evacuation routes (preplanning) will result in a lessons learned report that can be shared with external agencies. This training exercise to further support the experience and knowledge the emergency program staff will require during emergencies. It also supports the SOP's of the RDCO Emergency Plan to practice a functional exercise and debrief.

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

The 2022 RDCO EOC Emergency Plan and Operational Guidelines note that "the EOC must be able to function on a 24/7 basis from activation until de-mobilization as required to support the emergency response". In order to sustain 24/7 functionality, the equipment and staff are critical in order to mitigate the risk of uncertainty during an event: these actions support the following overarching response goals:

1. provide for the safety and health of all responders;
2. Save lives;
3. reduce suffering;
4. protect public health;
5. protect government infrastructure;
6. protect property
7. protect the environment; and
8. reduce economic and social losses.

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.

- i. plan the large scale exercise using a previous tabletop exercise to support final functional plan.
- ii. Function exercises will focus on how the RDCO staff are notified, respond and start an activation - first hour of an incident. ESS, BCEHS, IH, and other external agencies will be incorporated in to the exercise integration and elements of a functional working exercise on the first operational period.

<p>Deliverables: Documented Training Scenarios</p>
<p>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.</p> <p>Training, knowledge and collaboration with external stakeholders during exercise will assist with improving the emergency plan response to wildfires in isolated areas.</p>
<p>9. Emergency Support Services. Describe the extent to which the proposed project will consider large scale emergency support services scenarios.</p> <p>During the exercise, a reception centre will be activated and identify the needs of a large capacity evacuation from a rural area</p>
<p>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.).</p> <p>Debrief and lessons learned document o be shared with all regional partners, OKIB, WFN and EMCR</p>
<p>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.</p> <p>ESS, OKIB, WFN, EHS, Wildfire, RCMP, MOTI, HYDRO</p>
<p>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.)?</p> <p>Evaluators will use benchmarks provided in the preparedness phase based on the needs of the community. the 1st operational period should include, evacuation, information, reception centre set up and media session update.</p>
<p>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.</p> <p>N/A</p>
<p>14. Additional Information. Please share any other information you think may help support your submission.</p>

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: Brian Reardon

Title: Chief Administrative Officer

Signature*:

A certified electronic or original signature is required.

Date: March 31, 2023

* 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