

## **Background**

The role of the Integrated Partnership for Regional Emergency Management (IPREM) is to lead and coordinate regional emergency planning initiatives within the Metro Vancouver region as outlined in the Memorandum of Understanding<sup>1</sup> signed in April 2009. The Metro Vancouver Regional District (MVRD) on behalf of its member 21 municipalities, one Treaty First Nation and one electoral area provide 50% of IPREM's annual budget under MVRD Bylaw 1079 Regional Emergency Management Service Establishment<sup>2</sup> (the Bylaw) in 2008, which makes up the local government financial contribution. The BC Government, represented by Emergency Management BC (EMBC), funds the other 50% of IPREM's annual budget. The collected funds are for three full time staff positions consisting of two Senior Project Managers and one Emergency Management Planning Coordinator (based out of EMBC's South West Regional office) with the remaining balance contributing to IPREM projects.

The job descriptions for the all three staff positions include roles to support EMBC's Provincial Emergency Operations Centre (PREOC) and the Provincial Emergency Coordination Centre (PECC) during an emergency or disaster is mandatory in accordance with EMBC's Core Policy.

## **Purpose**

The purpose of the Support Team (staff) Emergency Response Deployment Policy is to describe how IPREM staff will be deployed to work in the requesting local government, stakeholder, and provincial government emergency operations centres (EOC) in BC, during an emergency response.

This policy does not intend IPREM to commit any funding or provide long term staffing capacity support for EOCs.

## **Support Team (Staff) Emergency Response Deployment Policy**

IPREM staff may be deployed to work in emergency operations centres to fulfil roles in Operations, Planning, Finance and Administration, Logistics, and other roles as liaison officers when requested by a local government, stakeholder or the provincial government. When deployed, staff will be expected to be immersed in the incident command structure for the duration of their agreed upon deployment, and is not be expected to continue partnership work until their deployment has concluded.

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<sup>1</sup> Integrated Partnership for Regional Emergency Management Memorandum of Understanding (2009)  
<http://www.iprem.ca/docs/Documents/IPREM%20MOU%20Apr%202009.pdf>

<sup>2</sup> Metro Vancouver Regional District Bylaw 1079 Regional Emergency Management Service Establishment (2008)  
[http://www.metrovancouver.org/boards/Bylaws1/GVRD\\_Bylaw\\_1079.pdf](http://www.metrovancouver.org/boards/Bylaws1/GVRD_Bylaw_1079.pdf)

## Definitions

- “Metro Vancouver region” means the geographic location that is encompassed by the 21 municipalities, one Treaty First nations and one electoral area in the Metro Vancouver Regional District including First Nations reserves.
- “emergency operations centre” means when an emergency or disaster occurs on site or on scene, it could be activated to oversee and coordinate all non-site activities.
- “local government” means in relation to a municipality or a Regional District.
- “Provincial Emergency Coordination Centre (PECC)” means a provincial operations centre to support inter-region policy direction and coordination for emergencies involving a higher level of coordination.
- “Provincial Regional Emergency Operations Centre (PREOC)” means a provincial regional emergency operation centre that coordinates, facilitates and manages information, policy direction, and provincial resources to support local government and provincial agencies responding to an emergency or disaster.
- “requestor” means the party making the request .(local government, stakeholder or Province). The requestor can be any of the following parties:
  - One of six EMBC Provincial Regional Emergency Operation Centres including the South West Region in Surrey
  - EMBC Provincial Emergency Coordination Centre
  - Local government Emergency Operations Centres
  - Stakeholder Emergency Operations Centres
- “Support Team” means three staff positions provided from EMBC, on behalf of the BC Government to IPREM, that are funded jointly by the EMBC and MVRD member municipalities, Treaty First Nation and electoral area.

## Responsibilities

The requestor will be required to submit a formal request to deploy an IPREM staff to EMBC, which must include the following details:

- Number of staff being sought
- Number of days of deployment, including travel time
- Geographic location
- Organization of EOC
- EOC position
- EOC organizational operation period
- EOC point of contact

All expenses (e.g. travel, accommodations, per-diem, incidentals) will need to be confirmed by the requestor in advance of submitting any requests to EMBC.

To ensure IPREM activities are minimally impacted before consideration for deployments, EMBC's Manager of Partnerships will discuss the request with the IPREM Support Team to assess priorities and will either inform or seek approval from the IPREM Steering Committee. Decision and information criteria considered by the Steering Committee are summarized in Table 1.

*Table 1: Decision Making Criteria*

Criteria			Decision Action	
# of Days Deployed	Geographic Location	Emergency Operations Centre	Steering Committee	Manager of Partnerships
≤9 (nine or less)	Within Metro Vancouver Region	Local government EOC <b>OR</b> EMBC South West PREOC <b>OR</b> stakeholder EOC	Receive as information	Inform in writing to the IPREM SC with the required number of staff deployed and requestor information
1 Deployment period for one emergency of any length	Within Metro Vancouver Region	Local government EOC <b>OR</b> EMBC South West PREOC <b>OR</b> stakeholder EOC	Receive as information	Inform in writing to the IPREM SC with the required number of staff deployed and requestor information
>1 Deployment period for the same emergency of any length	Within Metro Vancouver Region	Local government EOC <b>OR</b> EMBC South West PREOC <b>OR</b> stakeholder EOC	Approve or Reject	Request in writing to the IPREM SC with the required number of staff deployed and requestor information
For any deployment period of any length	Outside of Metro Vancouver Region <b>OR</b> in BC	Local government EOC <b>OR</b> provincial government <b>OR</b> stakeholder EOC	Approve or Reject	Request in writing to the IPREM SC with the required number of staff deployed and requestor information

### Other Considerations

Some deployments will require a case-by-case assessment and additional discussions between the IPREM Steering Committee and Manager of Partnerships based on the needs of the requestor. Staff deployments will be dependent on the emergency event and will likely be one of the following:

- a) One staff deployed to a given event
- b) Two or more staff deployed to a given event:
  - i. concurrently in the same EOC
  - ii. concurrently in different EOCs
  - iii. at different times in the same EOC
  - iv. at different times in different EOCs

**Administration**

<b>CATEGORY:</b>		<b>POLICY AND PROCEDURE:</b>
<input type="checkbox"/> Administrative <input type="checkbox"/> Governance <input type="checkbox"/> Finance	<input type="checkbox"/> Project <input checked="" type="checkbox"/> Human Resource <input type="checkbox"/> Other	Support Team (Staff) Emergency Response Deployment
<b>TYPE:</b>	<b>APPROVED BY:</b>	<b>AUTHORITY:</b>
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input type="checkbox"/> Policy Group <input checked="" type="checkbox"/> Steering Committee <input type="checkbox"/> Manager of Partnerships	<input type="checkbox"/> Policy Group <input checked="" type="checkbox"/> Steering Committee <input checked="" type="checkbox"/> Manager of Partnerships
<b>DATE ADOPTED:</b>	<b>DATE AMENDED:</b>	<b>DATE TO BE REVIEWED:</b>
June 14, 2012	March 7, 2018	Second Quarter 2021