

## EMERGENCY PROGRAM COORDINATOR – INCIDENT/EVENT CHECKLIST

- Confirm the safety of you and your family
- Confirm with the General Manager that there is an emergency event or threat to the community that has been identified by:
  - External response agencies (e.g., RCMP, BC Wildfire Service or the Regional Fire Department)
  - Critical infrastructure owners may have the event in their area of interest or responsibility
- Request a briefing of the situation from the lead responder agency or organization
- Confirm if there is any potential threat to:
  - Community public safety
  - Community critical infrastructure
  - Community traditional or sacred locations
- Consult with other agencies and consider their information and recommendations
- Identify any known or potential issues
- Discuss with General Manager to decide if the Community Emergency management plan needs to be activated
  - Confirm who will be the EOC Director, if needed
    - Review the ***EOC Director Emergency Checklist in Annex C of COMMUNITY NAME Emergency Plan***
  - Confirm your role(s) in the event
  - Confirm if there any potential impacts to the Community Continuity of Operations
    - If so, discuss activating the Community Business Continuity Plan as required
- Meet with the General Manager and EOC Director and discuss the following:
  - Determine if the EOC needs to be activated and to what level
  - EOC Activation and Level - review the ***EOC Activation Flow Chart in Annex B of COMMUNITY NAME Emergency Plan***
  - Select the EOC facility and confirm it will not be threatened by the event
    - If so, consider a safer location
  - Call out EOC personnel as needed
  - Confirm if there is a need to get an EMCR task number and who is calling EMCR **1-800-663-3456** to obtain it
    - Confirm if an EMCR all-stakeholder coordination call is needed and if so, what time, what is the phone number and who will call to request it
  - The need for issuing a Band Council Resolution to access some or all of the extraordinary powers

## EMERGENCY PROGRAM COORDINATOR CHECKLIST cont'd

- Any known or potential issues
- Review the **Hazard Specific Response Checklist in Annex C of COMMUNITY NAME Emergency Plan** if applicable
- Monitor the ongoing threat(s) and be aware of the area affected by the hazard including weather forecasts
- Monitor the event for the possibility of an evacuation
- Review and revise the Emergency Management Plan as needed
- Consult with the General Manager and/or EOC Director, Information Officer and Chief and Council as directed and review the following:
  - EOC state of readiness if activation is required
  - Support from EMCR and how that works
  - Potential resources to be requested from other communities and/or EMCR
  - Confirm continuity of Operations plan for the Emergency Program
  - The process for issuing a Band Council Resolution
  - Internal communication protocols to staff
  - External communication protocols to first responders and other agencies
  - External communication protocols to the general public
  - External communication protocols to media; traditional and social
- Confirm with General Manager and EOC Director who will be the primary Community Spokesperson
  - \*Ensure this individual will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event*
  - Designated Spokesperson to follow the **Community Spokesperson Emergency Checklist in Annex C of COMMUNITY NAME Emergency Plan**
- Brief Chief and Council and/or the designated Community Spokesperson on the most current and critical situational awareness as it unfolds
- Participate in planning and preparedness activities as required

## EMERGENCY PROGRAM COORDINATOR CHECKLIST cont'd

### **Recovery Phase:**

- Participate in a critical incident debriefing session for team members
- Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- Discuss with community how this Event affected them
- Consider holding town hall events to discuss recovery activities and to support community members
- Arrange for the return of any members of the Community who may have been out of the Community
- Consider soliciting input on how the Event affected the community
- Document lessons learned and update the COMMUNITY NAME Emergency management plan accordingly
- Share mental health support services information to Community members
- Contact FNHA for further support options
- Ensure safety of all recovery activities
- Inform and brief Chief and Council

### **Before Leaving:**

- Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- Follow the ***All Personnel – EOC Demobilization Checklist in Annex B of COMMUNITY NAME Emergency Plan***