

## Community Emergency Preparedness Fund

# Emergency Operations Centres Equipment and Training

## 2024 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 23, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

All questions must be answered by typing directly in this form. **As all questions are reviewed and scored as part of the adjudication process, please do not leave any questions blank.**

If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (604) 270-8226 ext. 220.

### SECTION 1: Primary Applicant Information

First Nation or Local Government Name:  
Resort Municipality of Whistler

File number\*:  
LGPS-10620

*\*Refer to the LGPS Online Application Form submission confirmation email*

### SECTION 2: Detailed Project Information

**1. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

a) Purchase of equipment and supplies, equipment installation

This funding is requested in order to provide technological upgrades to our EOC room and its functioning for the following:

1) Installation of a Starling satellite internet system to ensure communications through the internet with the outside world during emergencies where terrestrial communications systems may be interrupted. The RMOW is prepared to pay the monthly subscription fee for the system's upkeep.

2) Upgrades to computers, video displays and workstations. This will include installation of an LCD projector, purchase of a 2<sup>nd</sup> portable projector and screen for when and EOC may need to be relocated, two low-end computers and monitors dedicated to highway web cameras and weather monitoring respectively, as well as the switches, cables and hardware necessary for installation.

3) Storage and organization furnishings. This includes two Ikea storage cabinets for EOC supplies, wall clocks, cell phone chargers, easels, cork strips for posting documents on the walls, and file storage boxes to make documentation portable in case the EOC needs to be relocated abruptly. This will also ensure the EOC can still be effective when computer network systems have failed.

4) Public traffic control and loudhailers. Most traffic control equipment is stored at our works yard at the north end of town. A likely evacuation will be to the south. Our EOC room is located at the south end of town. It has been identified that it would be beneficial to store additional traffic control aids, such as vests, paddles and wands, at our EOC. This will help expedite the initial stages of an evacuation and increase the safety of those assisting with marshalling evacuees.

As we have the challenge of having a large number of people without access to a vehicle who may need to evacuate, we have identified a need for two loudhailers to assist with coordinating evacuees to buses during an evacuation. This equipment to be stored at the EOC.

5) ICS vests, 2 sets. Our current set of ICS vests are old and worn out. Two sets would allow us to equip our primary and backup EOC rooms for their use during an emergency. Each set would include all members of the management team (9 vests) with a number of extra generic vests for communications, logistics and planning roles.

The RMOW has facilities staff who can perform the installation of equipment above where necessary. Taxes and installation costs have been included in our budgeting.

b) Training and exercises

Rapid damage assessment, and damage assessment coordinator training. We have identified an shortcoming in our number of people trained for rapid damage assessments. The BC Housing online course will help us to get more people trained to provide this essential information to an EOC. BC Housing also has a new damage assessment coordinator training course available. This training will help us to perform community-wide damage assessments more effectively and more quickly. We anticipate 6-12 people through these courses.

Our current exercise plans are self-funded.

**2. Alignment with funding stream.** Describe how your activities align with the intent of this funding stream (build local capacity through the purchase of equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises).

The success of an emergency response for a community can depend on the effectiveness of its EOC. Due to our relative isolation, it can be easy for terrestrial communications systems to fail during an emergency and only a satellite-based internet communications system can provide us with the ability to meet the operational requirements of EMCR reporting. Starlink can provide this capability.

Technological upgrades in the EOC will allow for greater situation awareness and sharing of information, including with our Indigenous Governing Body partners. This can be enhanced with improved displays for sharing key information.

Basic improvements, such as the addition of wall clocks currently missing from our EOC room, storage space, phone charges as well as tools to facilitate an EOC during a computer system failure that would allow us to better manage using paper documents,

will ensure our EOC can continue to operate throughout an emergency, while making it far easier to move the EOC to a new location on short notice.

In order to better facilitate evacuation of large numbers of people, staging some evacuation aids at our EOC location can assist with quicker deployment and more effective evacuations.

The training of more people for damage assessment would fill a current gap in our capacity. We need to have more staff trained to perform damage assessments in order to inform the EOC so we can help keep the community safer and to make informed decisions about re-entry after evacuations. The newly available coordinator training course would give us additional capability that we did not have before. Our isolation means that capabilities such as these would be very difficult to access through mutual aid.

**3. Engagement with First Nations and/or Indigenous Organizations.** In the following questions, please identify the specific bands, Treaty First Nations and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

We have recently begun efforts to engage with the Lílwat7úl and the Skwxwú7mesh nations for the purpose of establishing emergency management related agreements.

b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

The Lílwat7úl and the Skwxwú7mesh indigenous governing bodies will be invited to participate.

c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

All member of the emergency management team have attended training through our HR department on Cultural Safety and Humility. The regular training opportunity is available through our HR department and staff continue to attend training opportunities. So far 452 people have been through the training.

*If applicable, please submit evidence of support for the proposed activities from First Nations and/or Indigenous organizations identified above. This could be in the form of a letter, email or other correspondence.*

**4. Engagement with Neighbouring Jurisdictions and Affected Parties.** Identify any neighbouring jurisdictions and/or partners (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project. Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

None for this project.

**5. Comprehensive, cooperative, regional approach and benefits.** Describe how the project will contribute to a comprehensive, cooperative and regional approach to EOCs. What regional benefits will result from this project?

Starlink will give us the capacity to access the internet for communications during prolonged outages of terrestrial communications systems. This will be available to assist neighbouring communities and IGBs when necessary for communicating with the outside world. This can also assist in communicating resource and medical needs during a disaster.

As the evacuation route for some of our neighbouring communities goes through the RMOW, part of this project will enhance our ability to facilitate the movement of evacuees and our ability to communicate during those types of emergencies.

**6. Additional Information.** Please share any other information you think may help support your submission.

The resort municipality of Whistler has many challenges to face during an emergency that other communities do not face. We may have tens of thousands of visitors at any one time, many of whom may not have access to a vehicle. Our one evacuation corridor may be vulnerable during such emergencies as forest fires. Our potential to be isolated from evacuation routes and communications can present significant challenges. Effective coordination and communication within and outside the EOC will ensure more timely responses that can save lives. Our EOC needs some significant upgrades to ensure it can serve its purpose during emergencies. Without these upgrades we will face hurdles that can make a difference in outcomes.

### SECTION 3: Required Attachments

Only complete applications will be considered for funding.

The following separate attachments are required to be submitted as part of the application:

- Band Council resolution, Treaty First Nation resolution, local government Council or Board 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. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#).
- For regional projects only: Band Council resolution, Treaty First Nation resolution, or local government Council or Board resolution, from each sub-applicant that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

**SECTION 4: Signature** This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

I certify that to the best of my knowledge: (1) 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) it is understood that this project may be subject to a compliance audit under the program.	
Name: Bob Manson	Title: Emergency Program Coordinator
Signature*: <i>Bob Manson</i> <i>*A certified digital or original signature is required.</i>	Date: February 23, 2024

**Documents should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca).**

**Please note “2024-EOC” in the subject line.**