



# **British Columbia Wild-Land/Urban Interface Fire Consequence Management Plan (Interim 2002)**

**Ministry of Forests/Forest Protection Branch**

**Ministry of Public Safety and Solicitor General/  
Provincial Emergency Program**

**Ministry of Community, Aboriginal and Women's  
Services/Office of the Fire Commissioner**

**Public Affairs Bureau**



**Emergency  
ManagementBC**

May 2002



**British Columbia  
Wild-Land/Urban Interface Fire  
Consequence Management Plan  
(Interim 2002)**

This plan identifies the intended actions to be taken in the management of the consequences of a wild-land/urban interface fire.

May 2002

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## FOREWORD

The British Columbia Wildland-Urban Interface Fire Consequence Management Plan describes the concept of operations for responding to and managing the consequences of a wildland-urban interface fire, such as the evacuation and care of people and domestic farm animals and the coordination of critical resources required in support of structural fire fighting.

The plan is a living document which represents a quadripartite agreement involving the Ministry of Forests (FOR)/Protection Branch/BC Forest Service (BCFS), the Ministry of Community, Aboriginal and Women's Services (CAWS)/Office of the Fire Commissioner (OFC), British Columbia government Public Affairs Bureau (PAB) and the Ministry of Public Safety and Solicitor General (PSSG)/Provincial Emergency Program (PEP).

The BCFS is responsible for fighting wild-land fires. Local governments have the primary responsibility for structural fire protection and response; the provincial emergency response management structure acts in support of the BCFS and local government response.

Management of wildland-urban interface fire response activities occurs under the British Columbia Emergency Response Management System (BCERMS). This is a comprehensive "all hazards" emergency response management structure, which integrates the resources and the staff of the whole of the provincial government, its agencies and crown corporations.

*PLEASE DESTROY ALL PREVIOUS COPIES OF THE BRITISH COLUMBIA WILDLAND-URBAN INTERFACE FIRE CONSEQUENCE MANAGEMENT PLAN IN YOUR POSSESSION.*

May 2002



## AMENDMENT RECORD

This plan is a living document which will require amendment on a regular basis.

Amendment recommendations should be forwarded to the attention of the Director of the Provincial Emergency Program (PEP). Amendments will be incorporated into the manual on a semi-annual basis. PEP Headquarters will maintain a master record of amendments. Amendments will be controlled by showing the revision date contained in the footer of any revised page, for example:

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PEP will only distribute amendments to organizations; individuals will be responsible for downloading their own revisions from the PEP web site. Organizations can request that the Director of PEP add their name to the distribution list. Amendments will be posted on the PEP web site.

No.	Date	Chapter and Section	Page(s)	Entered by

## TABLE OF CONTENTS

<b>Foreword</b> .....	i
<b>Amendment Record</b> .....	iii
<b>Table of Contents</b> .....	v
<b>1. Introduction</b> .....	<b>1</b>
1.1 General .....	1
1.2 Background .....	2
<b>2. Purpose</b> .....	<b>3</b>
2.1 Assumptions .....	3
<b>3. Concept of Operations</b> .....	<b>3</b>
3.1 Emergency Response Structure .....	4
3.2 Central Coordination Group .....	5
3.3 Provincial Emergency Coordination Centre .....	5
3.4 Provincial Regional Emergency Operations Centre .....	5
3.5 Emergency Operations Centre .....	6
3.5.1 Local Government .....	6
3.5.2 Unorganized Areas .....	7
3.5.3 Supporting Ministry .....	7
3.6 Regional Boundaries .....	7
3.7 Urban Interface Fire Management Phases .....	7
3.7.1 Phase 1 Planning .....	7
3.7.2 Phase 2 Preparedness (Readiness) .....	7
3.7.3 Phase 3 Response .....	8
3.7.4 Phase 4 Recovery .....	8
3.8 Graduated Response .....	8
3.8.1 Local Fires .....	8
3.8.2 Sector Urban Interface Fires .....	9
3.8.3 Escalated Sector/Provincial Interface Fires .....	10
<b>4. Roles and Responsibilities</b> .....	<b>12</b>
4.1 Local Government .....	12
4.2 Provincial Ministries/Agencies .....	12
4.2.1 Ministry of Forests .....	12
4.2.2 Office of the Fire Commissioner .....	12
4.2.3 Provincial Emergency Program .....	13
4.2.4 Public Affairs Bureau .....	14
4.2.5 Other Supporting Ministries/Agencies .....	14

<b>5.</b>	<b>Coordination Instructions .....</b>	<b>14</b>
5.1	PECC/PREOC Staffing .....	14
5.2	Activation (Staffing) Levels .....	14
5.3	Response Activity Levels .....	15
5.4	Situation Reports .....	16
<b>6.</b>	<b>Administration and Logistics .....</b>	<b>16</b>
6.1	Finance .....	16
6.1.1	Expenditure Control .....	16
6.1.2	Inventory Control .....	17
6.1.3	Workshop .....	17
6.2	Logistics .....	17
6.2.1	General .....	17
6.2.2	Information Technology Services .....	18
6.2.3	Critical Resources .....	18
6.2.4	Emergency Accommodation for Evacuees .....	18
6.3	Personnel .....	19
6.3.1	General .....	19
6.3.2	TEAMS/Overtime/Call-out .....	19
6.3.3	Staffing .....	19
6.3.4	Identification .....	19
6.3.5	Safety .....	19
<b>7.</b>	<b>Public Information .....</b>	<b>20</b>

## **Annexes**

- Annex A - Provincial Emergency Response Management Regions and PREOC Locations
- Annex B - Emergency Response Functions
- Annex C - Expenditure Authorization Form
- Annex D - Incidents Involving Aboriginal Lands
- Annex E - Pro Forma - Declaration of a State of Local Emergency
- Annex F - Recovery Strategy (to be developed as required)
- Annex G - Abbreviations and Definitions
- Annex H - Distribution



References:

- A. Emergency Program Act
- B. Emergency Program Management Regulation
- C. British Columbia Emergency Response Management System (BCERMS) Overview (2000)
- D. Central Coordination Group/Provincial Emergency Coordination Centre Standard Operating Procedures (Draft March 1999)
- E. Provincial Regional Emergency Operations Centre (PREOC) Guidelines (2001)
- F. British Columbia Emergency Public Information Plan
- G. Forest Fire Prevention and Suppression Regulation
- H. BCFS Operating Guidelines

## 1. INTRODUCTION

### 1.1 General

The British Columbia Ministry of Forests/Forest Protection Branch/British Columbia Forest Service (BCFS) has the primary responsibility for wildland fire protection and response on crown land, outside of organized areas and local jurisdictions.

Local governments have the primary responsibility for fire protection and response within their jurisdiction. Upon request the BCFS (if able) will assist the local government in response to a brush (wildland) fire event and, upon request, the local government (if able) will assist the BCFS in response to a brush (wildland) fire event.

At the provincial level, wildland-urban interface fire support is coordinated by the Provincial Emergency Management Structure using an integrated response model. Management of wildland-urban interface fire response activities is carried out utilizing BCERMS (reference C). The primary supporting Ministries/agencies involved in response to wildland-urban interface fire events are:

- **Ministry of Forests (FOR)/Forest Protection Branch (BCFS)** has the primary responsibility for wildland fire protection.
- **Ministry of Community, Aboriginal and Women's Services (CAWS)/Office of the Fire**

**Commissioner (OFC)** has primary responsibility for structural fire prevention, mitigation, coordinating structural fire fighting resources during a provincial State of Emergency, and evacuation authority.

- **Ministry of Public Safety and Solicitor General (PSSG)/Provincial Emergency Program (PEP)** is primarily responsible for facilitating an integrated provincial response in accordance with the provincial emergency management structure.
- **Public Affairs Bureau (PAB)** has primary responsibility to develop the provincial communications strategy once the provincial emergency management structure is activated and to liaise with the PECC Chief Information Officer (CIO) to ensure all provincial agencies implement the strategy.

FOR, OFC and PEP are supported by numerous other ministries based on their assigned emergency response functions.

## 1.2 Definition

The wildland urban interface is defined as the area where structures and other human development meet with wildland areas containing flammable vegetation. (trees, brushes, grasses) A fire occurring in this area is called a interface fire.

## 1.3 Background

While 98 percent of wild-land fires do not significantly impact habitated areas, the potential for urban interface remains a reality that must be addressed at all levels.

Wild-land/urban interface fires generally occur in various parts of the province over a five month period (May, June, July, August and September) which allows for the completion of FOR/FPB and OFC mitigation projects and the adoption of an enhanced level of preparedness, including hazard/risk analysis and mapping and public education and awareness, throughout the province.

Regional FOR/FPB and OFC staff assess all urban interface fire occurrences and may request support from other ministries or agencies as required. PEP issues a task number for urban interface fire events requiring a coordinated provincial response. Extraordinary ministry costs, over and above normal ministry activities are journal vouchered back to PEP.

## **2. PURPOSE**

This plan describes the methodology for coordinating the provincial government's support in managing the consequences of a wild-land/urban interface fire event(s).

### **2.1 Assumptions**

Based on historical wild-land/urban interface fire events, the following assumptions apply:

- events may occur simultaneously and/or during unrelated natural or human-made events; and
- response will be coordinated as needed with any other emergency/event response.

## **3. CONCEPT OF OPERATIONS**

The province is committed to the promotion of wild-land/urban interface fire protection and mitigation programs wherever possible.

Local governments have the primary responsibility for urban interface fire protection and response within their municipal (incorporated) boundaries.

FOR/FPB, if requested, will support urban interface fire response efforts of a local government or if the event occurs in unorganized (unincorporated) communities,

FOR/FPB and OFC, will direct and control urban interface fire operations.

FOR/FPB will provide forecasting information to citizens, agencies and local governments to encourage and assist with preparation in advance of

an urban interface fire event.

The level of provincial support will be directly dependent upon the magnitude of the wild-land/urban interface fire threat.

In responding to an urban interface fire event, the actions and decisions of the province for consequence management will be based on the priorities to protect the following:

- human life;
- provincial infrastructure (roads, communications & utilities);
- private property, including livestock and other animals; and
- the environment.

### **3.1 Emergency Response Structure**

An integrated provincial emergency management structure will apply for the management of wild-land/urban interface fire events requiring a multi-ministry provincial coordinated approach.

The provincial wild-land/urban interface fire response structure will be based on the British Columbia Emergency Response Management System (BCERMS)<sup>1</sup> (Reference C) and is comprised of the following:

- Central Coordination Group (CCG);
- Provincial Emergency Coordination Centre (PECC);
- Provincial Regional Emergency Operations Centres (PREOCs); and
- Emergency Operations Centres (EOCs) operated in support of site response. EOCs will normally be operated by local authorities and/or FOR/FPB.

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<sup>1</sup> BCERMS is a comprehensive management system, which ensures a coordinated and organized response and recovery to all emergency incidents.

- 3.2 Central Coordination Group** In preparation for the wild-land/urban interface fire season, the Director of PEP will assemble the core CCG representatives from FOR/FPB, OFC and BCPAB to begin advance preparation for a coordinated wild-land/urban interface fire response. The Director of PEP and the senior ministry representative from FOR will co-chair the CCG. Depending on the magnitude of the wild-land/urban interface fire threat the role of the CCG changes from planning and preparedness to that of response support and coordination.
- 3.3 Provincial Emergency Coordination Centre** The PECC manages provincial level resources on behalf of the CCG in response to the emergency needs of the operational area(s). It manages and coordinates mutual aid between regions (PREOCs) and at the provincial central level, and serves as the coordination and communications link with the federal support structure.
- The PECC will be activated in support of any activated PREOC; in addition it will be automatically activated immediately following any major emergency/disaster.
- 3.4 Provincial Regional Emergency Operations Centre** The primary function of a PREOC is consequence management and coordination of multi-ministry/ agency support to urban interface fires within a specific geographical region.
- The function of the PREOC Director will be shared as follows:
- Readiness and Recovery Phases - PEP Regional Manager; and
  - Response Phase - as directed by CCG/PECC.
- FOR/FPB and/or OFC may assign fire assessment specialists to the Planning Section. General staff will be assigned under the Temporary Emergency Assignment Management System (TEAMS)<sup>2</sup>.

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<sup>2</sup> A newly-created program whereby personnel from various ministries are specifically trained to staff the PECC and PREOCs.

The PEP Regional Manager, as PREOC Director, will:

- activate the PREOC at required staffing levels<sup>3</sup> and notify the CCG accordingly;
- liaise with FOR/FPB and OFC regional staff to assess the urban interface fire threat/situation;
- liaise with FOR/FPB and OFC regional staff and the PECC, especially for problem solving;
- determine staffing requirements for the PREOC and field operations in support of consequence mitigation/management initiatives; and
- issue a PREOC wild-land/urban interface fire directive, reflecting the duties and responsibilities outlined in this plan, the regional plan and CCG directives that have been issued.

PREOCs will provide local direction, control and coordination of wild-land/urban interface fire support operations conducted in areas without a structured emergency program, and will provide support to local governments on a priority basis. The staffing level of each PREOC will be determined by the magnitude of the associated urban interface fire event. Personnel may be added if the threat increases or staff may be reassigned as an event becomes more manageable.

While the duties of the PREOC sections will be in accordance with BCERMS, interface fire specific requirements are recognized to ensure an effective and coordinated response.

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<sup>3</sup> The PREOC Director will determine the staff necessary to provide the required support in a timely and efficient manner.

**3.5 Provincial Mobile  
Emergency  
Operations  
Centre (PMEOC)**

It is recognized that wildland interface fire events can occur in remote areas of the province and that the effectiveness of the provincial response may be negatively impacted by the distances from the permanent PREOC facilities. In those cases where the provincial response can be significantly enhanced the PMEOC will be deployed and established in the affected region. The PREOC will be staffed in support of the PMEOC operation.

**3.6 Emergency  
Operations Centre**

**3.6.1 Local Government**

EOCs are established to provide site level support. They work directly with the PREOC. There are times, however, when an EOC may be established by a community group other than a local government, i.e., search and rescue groups. They also provide site support and work directly with PREOCs and ministry EOCs.

**3.6.2 Unorganized Areas**

Large areas of the province are not covered by local governments or regional districts which have enacted an emergency response by-law. BCFS has the responsibility of providing wild-land/urban interface fire response in these areas. BCFS Fire Control Centres function as permanent regional MROCs, for the coordination of fire response activities. The OFC may establish temporary EOCs in order to coordinate support for structural fire fighting during a provincially declared State of Emergency.

**3.6.3 Supporting Ministry**

Supporting ministries may activate EOCs to manage ministry specific operations, for example Ministry of Human Resources (MHR)/Emergency Social Services (ESS).

**3.7 Boundaries**

The PEP regional boundaries (Annex A) will apply for the purpose of provincial management for wild-land/urban interface fire support activity. FOR/BCFS boundaries will apply for wildland and wildland-urban interface fire management

**3.7 Urban Interface  
Fire Management**

The management of wild-land/urban interface fire will be undertaken in four phases which will correlate with pre-established thresholds.

**3.7.1 Phase 1 – Planning**

During this phase all levels of government will undertake appropriate planning and mitigation including:

- monitor fire threat;
- review interface fire plans; and
- publish strategic direction.

**3.7.2 Phase 2 –  
Preparedness  
(Readiness)**

PEP Regional Managers will establish and maintain a PREOC at an appropriate activation level to coordinate readiness activity within the region. The CCG and PECC will be established to monitor and direct provincial preparedness activities. During this phase all levels of government will undertake appropriate fire mitigation including:

- eliminate/reduce potential fire hazards;
- initiate dissemination of information to individuals likely to be affected; and
- employ PREOC Operations Centre Representatives<sup>4</sup> as required to assist local government.

**3.7.3 Phase 3 – Response**

Full emergency response initiatives are initiated. Emergency Operations Centres (EOCs), Provincial Regional Emergency Operations Centres (PREOCs) and the Provincial Emergency Coordination Centre (PECC) activated as directed.

- Evacuation of affected areas may proceed as required.
- Further actions are initiated, as required, to mitigate property damage.

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<sup>4</sup> PREOC Operations Centre Representatives are designed to assist local authorities implement their urban interface fire plans, including preventive, mitigative and response measures.



- 3.7.4 Phase 4 - Recovery** Restoration of urban infrastructure to pre-event condition.
- 3.8 Graduated Response** The BCFS response organization for a wildland/urban interface fire will be based on the British Columbia Emergency Response Management System (BCERMS) which is based on the Incident Command System (ICS).
- 3.8.1 Normal Wildland Fire Operations**
- Incident commanders, zone operations report directly to Fire Centre (MROC)
  - Operational resource needs met by Fire Centre or via Provincial Fire Control Officer and support from other fire centres or CIIFC organization.
- 3.8.2 Interface Fire Event (single event)**
- Operations conducted as unified command as per BCERMS.
  - Incident management team (I/C) report directly to Fire Centre.
  - BCFS operational needs met via fire centre's , PFCO, CIIFC
  - Local jurisdiction needs in support of operation handled at local EOC. Depending on severity may need limited assistance (coord) via PEP for site support, e.g., evacuations/ emergency social services, security, etc...)
- Note: depending on magnitude of event may need to consider establishment of PREOC, but if single event a clearly defined local EOC may suffice.*
- 3.8.3 Interface fire events – (multiple events Centre wide)**
- Operations conducted as unified command as per BCERMS.
  - BCFS operational needs may or may not be met. Resource requests via PFCO for operational needs.
  - Ministry Zone Operations Centres (MZOC) activated where appropriate.
  - Incident management teams (I/C) reporting to MZOC directors.
  
  - MZOC directors to establish local area priorities among incidents, based on incident action plans and BCFS policy and direction.

- MZOC directors reporting to Fire Centre FCO.
- Request to PEP for establishment of Provincial regional operations centre (PREOC) to assist with the coordination of support agencies and local government EOC's
- Interaction with Office of the Fire Commissioner and local government jurisdictions for evacuations and site support.

*Note: remainder of province not experiencing interface fire event – Outside fire centre operations normal, no involvement with PREOC or PECC unless supplying non-operational resources.*

**3.8.4 Interface fire events  
– (multiple events  
Province wide)**

- BCFS operational needs not being met. (scarce limited resources) require access to outside operational and support resources.
- Request to PEP for establishment of Provincial emergency coordination centre (PECC) and Provincial regional operations centre (PREOC) to assist with the coordination of support agencies and local government EOC's
- Based on magnitude of events may need to consider activation of Central Coordination Group (CCG)
- Incident management teams (I/C) continue to report to MZOC directors
- MZOC directors continue to establish local area priorities among incidents, based on incident action plans and BCFS policies and directions.
- MZOC directors reporting to Fire Centre FCO's
- BCFS Fire centre (MROC) and Provincial Regional Emergency Operations centre (PREOC) in continual communication for establishment of Centre wide priorities and operational fire and site support needs.

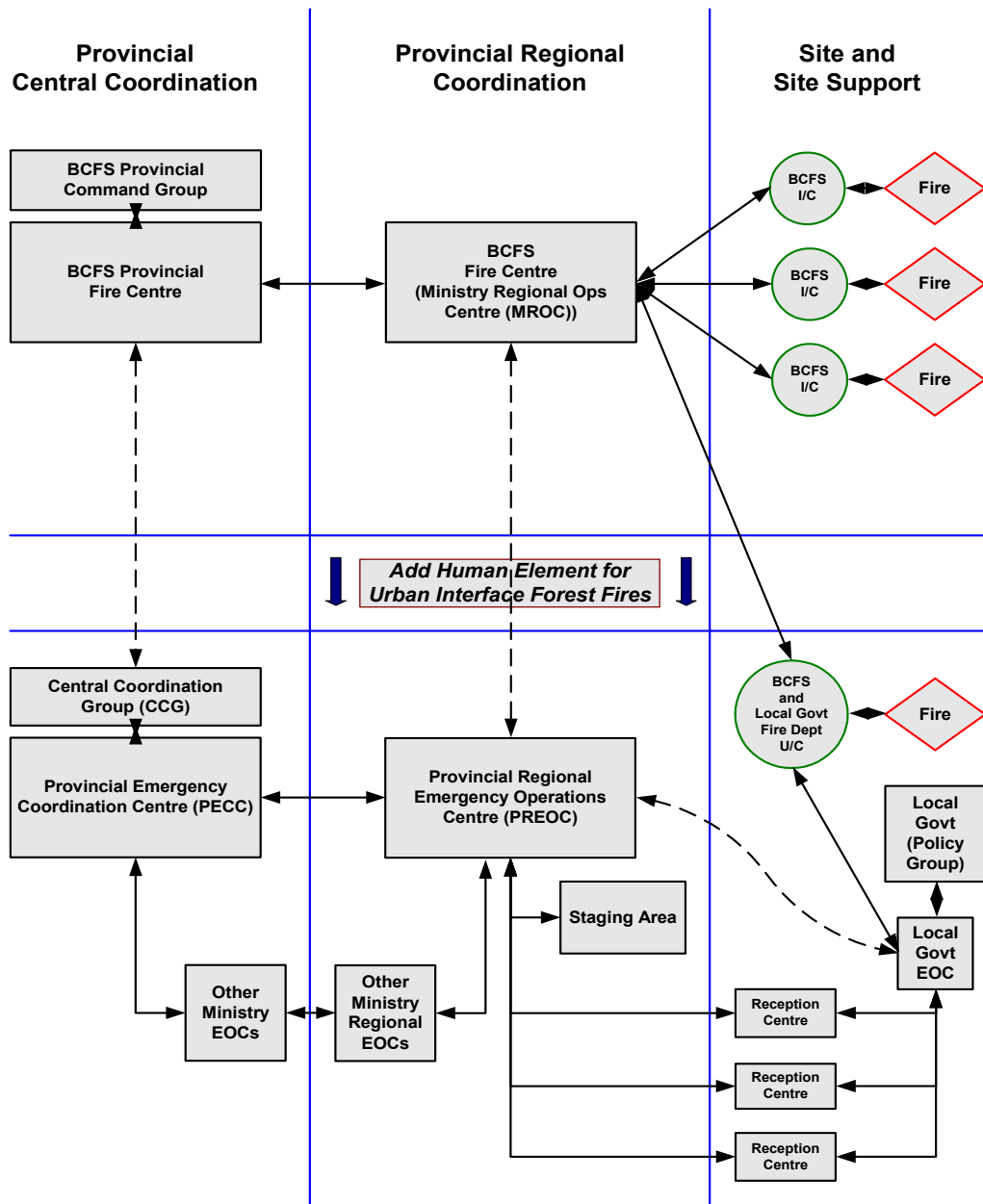


Figure 1 - Provincial Emergency Response Structure for Wild-Land/Urban Interface Fires

## 4. ROLES AND RESPONSIBILITIES

- 4.1 Local Government**
- Monitor interface fire risk.
  - Implement fire prevention/mitigation measures.
  - Identify and source equipment and other resources.
  - Establish response parameters in consultation with FOR/FPB and OFC representatives.
  - Establish operations centre(s) to support on-site structural fire fighting.
  - Direct local response (structural fire fighting) and assist FOR/FPB fire crews as requested.
  - Coordinate evacuation and care of residents.
  - Maintain liaison with Incident Commander(s), FOR/FPB (Fire Control Centre) and PREOC.

### 4.2 Provincial Ministries/ Agencies

#### 4.2.1 Ministry of Forests

##### *Central*

- The Director of FOR/FPB acts as CCG co-chair.
- Provide representative(s) to the PECC.
- Identify and source equipment and other resources.
- Provide information to the public and media.

##### *Regional*

- Respond to wild-land/urban interface fires.
- Provide representatives to the PREOC as necessary.
- Participate in the development of region fire response plan.
- Provide maps and aerial survey information of the urban interface areas.

#### 4.2.2 Office of the Fire Commissioner

##### *Central*

- Provide media information respecting urban interface fire prevention/mitigation tips and fire dynamics.

- Appoint a senior ministry representative to the CCG.
- Provide representatives to the PECC.
- Provide urban interface fire forecasts.
- Provide liaison with other agencies.
- Provide response resources where available during a provincially declared State of Emergency.

*Regional*

- Provide the following on a 24-hour basis or as tasked:
  - technical advice as required;
  - conduct fire hazard mapping and inspections of the urban interface areas; and
  - assess urban interface fire events at the field level and recommend strategies to PREOC Director.

**4.2.3 Provincial Emergency Program**    *Central*

- The Director of PEP acts as CCG co-chair.
- Establish and coordinate staffing<sup>5</sup> of the PECC and PREOCs.
- Coordinate provision of support services to the PECC and PREOCs for 24/7 operation.
- Appoint PREOC Directors.
- Coordinate the preparation of provincial wild-land/urban interface fire response directives in consultation with FOR/FPB.
- Assist in issuing public information advisories and warnings.
- Provide overall direction for finance at the PECC and PREOC level.

*Regional*

- Notify regional FOR/FPB and OFC regional staff.
- Notify local authorities.
- Determine response parameters in consultation with FOR/FPB and OFC Headquarters.
- Update PEP ECC.

---

<sup>5</sup> PECC and PREOCs will be staffed by personnel from across government utilizing TEAMS.

- Coordinate response as required.
- Provide funding approval and obtain task number.
- Provide regional summary information to public.
- Sign off the tasking orders and local public information advisories and warnings.

**4.2.4 Public Affairs Bureau**      *Central*

- Assign a senior representative to the core CCG.
- Implement the Emergency Public Information Plan.
- Prepare the provincial communications strategy.
- Liaise with PECC Chief Information Officer.
- Brief senior government officials on communications issues.
- If requested by the PECC Chief IO, may arrange for additional IOs to work in the PREOCs or PECC and/or as needed.

**4.2.5 Other Supporting  
Ministries/Agencies**

The emergency response functions that will be provided by specific provincial ministries/agencies in response to a wild-land/urban interface fire event are detailed at Annex B.

## **5. COORDINATION INSTRUCTIONS**

**5.1 PECC/PREOC  
Staffing**

PEP will be responsible for staffing the PECC and PREOCs by drawing upon Temporary Emergency Assignment Management System (TEAMS) and other provincial government personnel.

**5.2 Activation (Staffing)  
Levels**

Phase 1:

- *Level 1* Pre-response/monitoring status, 0800 - 1630 hours daily with appropriate staffing.

Phase 2:

- *Level 2* – Operational response, full 24/7 operation with minimum key appointments and support staff.
- *Level 3* – Major emergency, full 24/7 operation.

### **5.3 Response Activity Levels**

In Phase 3, the following activity levels will be observed in respect to wild-land/urban interface fire response and evacuation<sup>6</sup> activities:

#### **Threat Assessment/Monitoring**

General monitoring of fire threat. EOCs, PREOCs and PECC open during normal working hours at minimum staffing levels (Activation Level 1). Provide public information on fireproofing homes, businesses and threatened infrastructure as well as public safety advisories. Strategically preposition structural fire fighting resources.

#### **Enhanced Mitigation/ Evacuation Stage 1 – Alert**

Situation deteriorating, EOCs, PREOCs and PECC may be fully staffed for 24/7 operation (Activation Level 2). Enhanced mitigation initiatives implemented and preparations commence for an orderly evacuation of affected areas. Voluntary evacuation initiated.

#### **Fire Fighting/ Precautionary Evacuation**

Fire fighting commences in problem areas. Effected area(s) patrolled on a 24/7 basis. Precautionary evacuation of vulnerable population commences.

#### **Fire Fighting/Evacuation Stage 2 – Order**

High probability of an interface fire. Full fire fighting response/control programs implemented. State of emergency declared and mandatory evacuation ordered. Provincial emergency response structure moves to Activation Level 3 as directed.

#### **Evacuation Stage 3 - All Clear**

Return to area permitted, demobilization and recovery activities commence. EOCs, PREOCs and the PECC remain activated at Level 1 in case situation deteriorates and/or to support recovery activities.

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<sup>6</sup> Evacuation stages are based on the IEPC endorsed “Three Stage Evacuation Process”.

#### **5.4 Situation and Incident Reports**

Upon PREOC activation, a daily Situation Report will be submitted to the PECC not later than 1700 hours daily.

Incident Reports will be used at all levels to provide immediate notification of a significant incident or change in a previously reported incident's status.

Situation and incident reports will be prepared and disseminated in accordance with instructions provided in References D & E.

## **6. ADMINISTRATION AND LOGISTICS**

### **6.1 Finance**

#### **6.1.1 Expenditure Control**

A PEP task number will be assigned to PEP Regional Managers for PREOC activation. Task numbers for wild-land/urban interface fire-related emergency responses will be issued to PREOCs as and when required.

#### **The following will be observed with respect to expenditure management:**

- All expenditures must pre-authorized by the Director PEP/PECC Director or PEP Regional Manager/Director PREOC. The CCG may, as required, designate such other persons as deemed necessary.
- Upon PREOC activation, an initial Phase 2 regional response expenditure fund allocation will be provided to each PREOC Director for use against the already assigned task numbers. During Phase 3 response operations, PREOC Directors or designated principal PREOC staff may authorize expenditures for interface fire response or support activity for up to \$100,000 per fire site or jurisdiction to protect life, private property or local or provincial government infrastructure. Any single expenditure exceeding



\$100,000 must be pre-authorized by the Director PEP or the CCG co-chair.

- Task numbers are tracking mechanisms, and for Phase 3 operations, PREOC Directors must ensure that:
  - an expenditure authorization form (Annex C) is completed and signed by the PREOC Director or designated principal PREOC staff;
  - the person or agency authorizing a “not-to-exceed” expenditure level for response or support activity is provided a copy of the authorization form;
  - that all persons or agencies are advised that invoices will NOT be paid or journal vouchers processed without supporting documentation which includes both the task number and copy of the authorization form; and
  - a copy of all completed authorization forms is retained (in a PREOC expenditure log) and a copy forwarded to PEP Headquarters in Victoria.

**NO INVOICE OR JOURNAL VOUCHER WILL BE PROCESSED UNLESS ACCOMPANIED BY A DULY COMPLETED AND SIGNED EXPENDITURE AUTHORIZATION FORM.**

#### **6.1.2 *Inventory Control***

An equipment inventory will be maintained to record all non-consumable material purchased under a PEP task number. On demobilization, a copy of the inventory indicating current disposition will be forwarded to PEP Headquarters as part of the PREOC Post-Operation Report.

#### **6.1.3 *Workshop***

Time permitting, a financial management workshop will be conducted for ALL designated Finance and Administration Chiefs during Phase 2 (Readiness).

## **6.2 Logistics**

### **6.2.1 General**

Logistics support will be based on a combination of FOR/FPB Fire Centre and other government agency support capability, and private contractors.

The Purchasing Commission is requested to:

- Provide staff member(s) on call to assist CCG/ PECC Logistics Section (7/24 if necessary) for both preparedness planning and during fire response (Phase 2) operations. The Commission's Transportation Management Group should also be included as a resource provider (vehicles as necessary).
- Ensure that a representative is assigned on-call to designated PREOCs on request (7/24 if necessary) to action resource requirements that are beyond government holdings. (PREOC Directors should note the limited regional representation of the Commission and that its personnel support to PREOCs will be prioritized.)

### **6.2.2 Information Technology Services**

The following is the telecommunication hierarchy:

- e-mail, the PECC and each PREOC will be provided with a generic e-mail address;
- facsimile machine;
- telephone (line, cellular and satellite, incl. data links);
- satellite phones;
- amateur radios; and
- courier.

### **6.2.3 Critical Resources**

The initial assignment, movement of and authority to reposition or distribute critical resources between regions is controlled by the CCG/PECC. Critical resources may include provincial government assigned or designated urban interface fire fighting response teams and aviation resources (less FOR).

**6.2.4 Emergency  
Accommodation for  
Evacuees**

The primary supporting ministries are MHR/ESS Branch, the Ministry of Children and Family Development (MCF) and the British Columbia Housing and Management Commission (BCHMC). Municipal requirements and anticipated needs for

ESS are communicated from the local authority, supported where necessary by other agencies as arranged by PREOCs, and from the CCG/PECC in Victoria. All coordination with BCHMC is conducted by or through MHR/ESS personnel. For this reason, there is no need for BCHMC to be represented at the PECC or PREOCs. Note also that the National Support Plan identifies Health Canada, assisted by Canada Mortgage and Housing Corporation, as the lead department for national emergency lodging support to the province.

**6.3 Personnel**

**6.3.1 General**

PECC and PREOC Directors may:

- hire or contract administrative support staff;
- hire or contract security services; and
- authorize and place assigned personnel on travel status.

The PECC will authorize, assign and deploy all critical resources to and between regions.

**6.3.2 TEAMS/ Overtime/  
Call-out**

Costs associated with TEAMS, overtime, standby and/or call-out may be authorized by the PECC/PREOC Director and will be charged to the task number.

**6.3.3 Staffing**

Refer to PECC and PREOC shifts and staffing level documents distributed under separate cover.

**6.3.4 Identification**

All personnel assigned to the CCG, PECC or PREOC will be required to wear BCERMS identification vests issued by the facility.

### 6.3.5 Safety

PREOC Directors are responsible for ensuring that:

- a Safety Officer and requisite support staff are assigned at the PREOC; and
- all supervisors ensure proper safety measures are enforced.

The PREOC Safety Officer is part of the command cell at each PREOC and has the function of developing and recommending measures for assuring personnel safety and to anticipate Workers' Compensation Board (WCB) hazardous and unsafe situations.

All supervisors will correct unsafe situations by working through the chain of command. They may exercise emergency authority to directly stop unsafe acts if personnel are in imminent life-threatening danger.

## 7. PUBLIC INFORMATION

Public information will be conducted in accordance with the British Columbia Emergency Public Information Plan (Reference F) and BCERMS Overview (Reference C).

Annex A

**PROVINCIAL EMERGENCY MANAGEMENT REGIONS  
and  
PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE  
(PREOC) LOCATIONS**



NOTE: Vancouver Island PREOC is co-located with the Provincial Emergency Coordination Centre (PECC)

Annex B

## **EMERGENCY RESPONSE FUNCTIONS (Secondary Supporting Ministries/Agencies)**

The following list identifies emergency response functions that will be provided by specific provincial ministries/agencies in response to a wild-land/urban interface fire event. When required, a liaison (contact) officer will be arranged for each ministry or agency, as determined by the PECC or PREOC Director. Any supporting agencies offering assistance will be expected to be self-sufficient with regard to finance and administration. Any incidental costs incurred during response will be settled by the affected agency, and journal vouchered to PEP for cost recovery.

### **Ministry of Agriculture, Food and Fisheries (AGF)**

- Assess and mitigate the impact of the fire on agricultural resources.
- Coordinate of the evacuation and care of livestock (or slaughter and disposal of injured livestock).
- Identify sources of food and water supplies for human use, for distribution by Emergency Social Services as required.

### **Ministry of Public Safety and Solicitor General (PSSG) (less Provincial Emergency Program)**

- Provide legal counsel to CCG.
- Provide coroner services.
- Provide service to enforce law and order (especially against looting).
- Arrange resources to conduct search and rescue for missing persons.
- Provide service to control crowds and traffic.
- Arrange resources to implement evacuation plans, as required.
- Provide security patrols in evacuated areas.

### **Ministry of Children and Family Development (MCF)**

- Provide care and protection of children, youths, and adults with mental handicaps and special needs who are not accompanied by a guardian or custodian.

### **Ministry of Water, Lands and Air Protection (WLAP)**

- Monitor environmental impacts associated with the incident.
- Assist in ensuring that safe and effective incident response has minimal adverse environmental impacts.

### **Ministry of Finance (FIN)**

- Provide consultation, monitoring and claims support for workers' compensation.
- Provide risk management services.
- Purchase response supplies/equipment and inventory (BC Purchasing Commission).
- Provide personnel services and human resources when available.
- Provide government vehicles.
- Provide computer system and telephone services.
- Coordinate the use of government buildings and business machines for PREOC Directors.

### **Ministry of Health Services (HLTHSVC)**

- Provide emergency medical services, including hospitalization and ambulance services.
- Arrange procurement and delivery of medical supplies, equipment and pharmaceuticals, including blood and blood products.
- Provide occupational and environmental health services, including the issuance of smoke advisories.
- Provide water quality survey services.
- Provide radiological and toxicological services.
- Provide sewage disposal expertise.
- Provide public health measures, including epidemic control and immunization programs.

### **Ministry of Community, Aboriginal and Women's Services (CAWS)**

- Provide structural fire fighting and prevention services through the Office of the Fire Commissioner during a provincially-declared State of Emergency.
- Provide guidance and assistance to local governments.
- Provide liaison regarding railway and pipeline concerns.

### **Ministry of Human Resources/Emergency Social Services (MHR/ESS)**

- Coordinate the provision of emergency social services, including the provision of food, clothing, lodging, registration and inquiry services and other services necessary to support the immediate health and well-being of evacuees and responders.
- Provide assistance to local authorities in the planning and operation of emergency social services.

### **Ministry of Transportation (TRANSP)**

- Secure any transportation corridors affected by the incident.
- Provide marine transportation on inland lakes and rivers.
- Provide emergency transportation certificates.
- Manage traffic.
- Establish and control detours.
- Maintain, repair and expedite reopening of transportation infrastructure.

### **Other Support Agencies**

- BC Ferry Corporation - Provide marine transportation.
- BC Hydro & Power Authority - Ensure control of power supply.
- BC Railway - Provide equipment and transportation.
- BC Transit - Provide ground transportation.



Annex C

## EXPENDITURE AUTHORIZATION FORM

Log Reference (if applicable) \_\_\_\_\_

**PREOC** \_\_\_\_\_ **Task #** \_\_\_\_\_

**Incident #<sup>1</sup>** \_\_\_\_\_

**Requesting Authorized Person/Agency** \_\_\_\_\_

**Location** \_\_\_\_\_

**Incident Description<sup>2</sup>**

**Amount Requested:** \_\_\_\_\_

**Expenditure Authorized "Not to Exceed"** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Designated Authorizing Person<sup>3</sup>**

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

<sup>1</sup> From block of assigned incident numbers allocated to PREOCs on activation.

<sup>2</sup> Include date/time, location, jurisdiction and nature of response activity or service to be provided.

<sup>3</sup> PREOC director or designated principal PREOC staff.

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Distribution:

Original – Requesting Person/Agency, Copy 2 – PFRC Expenditure Log, Copy 3 – PEP HQ

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**(Reverse of Expenditure Authorization Approval Form)**

**Expenditure Authorization Approval Process**

**General**

Approval of a designated PECC or PREOC staff member is required prior to the expenditure of funds.

**NO INVOICE OR JOURNAL VOUCHER WILL BE PROCESSED UNLESS ACCOMPANIED BY A DULY COMPLETED AND SIGNED EXPENDITURE AUTHORIZATION FORM**

**Request**

Requests will be made by telephone/fax/e-mail to the applicable PREOC. Requests will indicate the nature of incident/requirement and amount of funds requested.

**Approval**

PREOC will issue a "Not to Exceed" expenditure authority by either telephone/fax/e-mail authority followed by a completed "hard-copy" Expenditure Authorization Approval form.

Completed Expenditure Authorization Approval forms will be distributed as follows:

- Original - requesting person/agency
- Second Copy - PREOC expenditure log
- Third Copy - PEP HQ/ECC

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Distribution:  
Original – Requesting Person/Agency, Copy 2 – PFRC Expenditure Log, Copy 3 – PEP HQ

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Annex D

## **INCIDENTS INVOLVING ABORIGINAL LANDS**

### **GENERAL**

Agreements exist between the British Columbia Ministry of Forests (MOF), the Provincial Emergency Program (PEP) and the federal Department of Indian and Northern Development (DIAND) which acknowledges certain legal requirements concerning emergency response and recovery operations on Indian Reserves.

### **PROTOCOLS**

#### **Emergency Response**

Because PEP is specifically named as the provincial agency to be involved, any emergency response requirements, less forest fire suppression, on (or involving) reserve lands must be forwarded to the PEP Headquarters (Victoria). A separate task number will be issued for the incident to facilitate cost recovery from the federal government.

When immediate action is required to preserve life or property on Indian Reserves, and when local bands so request, PEP will assist, support, or arrange for such required emergency measures. This may include coordinating volunteer, municipal, provincial, federal and other agency support. PEP will notify DIAND as soon as practicable.

In less urgent situations, a written or verbal request will be sought from DIAND, and the concurrence of the local band council will be solicited. PEP will coordinate the provision of services and support as for an immediate response action or, as appropriate, assist DIAND with the resolution of the event.

#### **Forest Protection and Forest Fire Suppression**

MOF provides forest protection and forest fire suppression services on all Indian Reserve Lands to the same extent as on adjacent land which are subject to the jurisdiction of the province. Forest service officers have access to Reserve Lands at any time to carry out their forest protection and fire suppression duties.

## **Emergency Recovery**

Emergency recovery must be arranged by PEP on written request from DIAND.

**None of the above conditions should be considered as factors which will delay or impede response or recovery. The intention is to provide the same service to Indian Reserves as the rest of British Columbia. The protocols described are needed to facilitate cost recovery by the province from the federal government.**

Annex E

***Pro Forma***

**DECLARATION OF A STATE OF LOCAL EMERGENCY**

**ORDER**

WHEREAS [*description of hazard and emergency*] in [*description of area*];

AND WHEREAS [*explanation of on-going or imminent threat to life or property*];

AND WHEREAS this [*description*] emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of emergency exists due to [*short hazard description*] and [*short consequence statement*] in [*area description*];

IT IS FURTHER ORDERED THAT the [*local authority*], its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the [*local authority or head of local authority*] this \_\_\_\_ day of [*month*], 20\_\_.

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[*head of local authority*]

Annex F

## **RECOVERY STRATEGY**

(To be developed as required)

Annex G

## ABBREVIATIONS AND DEFINITIONS

<b>Agency</b>	Branches within provincial ministries and any other government organization which is affected by fire response operations; also the mentioned groups participating in joint response efforts.
<b>AGF</b>	Ministry of Agriculture, Food and Fisheries.
<b>BCERMS - <i>British Columbia Emergency Response Management System</i></b>	The BCERMS represents standard policies and practices adopted by the British Columbia government for emergency management.
<b>CAWS</b>	Ministry of Community, Aboriginal and Women's Services.
<b>CCG - <i>Central Coordination Group</i></b>	The CCG includes senior representatives from key ministries with responsibility for response to certain types of events. The CCG is activated whenever a coordinated government response is required for any emergency.
<b>ECC - <i>Emergency Coordination Centre</i></b>	The ECC at the Provincial Emergency Program Headquarters receives and disseminates information from multiple sources regarding emergency situations. The Emergency Coordination Centre serves as the "incident message centre" for the Provincial Emergency Coordination Centre.
<b>EOC - <i>Emergency Operations Centre</i></b>	A pre-designated facility established by a local government or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.
<b>EEEB</b>	Enforcement and Environmental Emergencies Branch, (Ministry of Water, Land and Air Protection).

<b>Fireguard</b>	A strategically planned barrier, either manually or mechanically constructed, intended to stop a fire or retard its rate of spread and from which suppression action is carried out to control a fire; the constructed portion of a control line.
<b>FOR/FPB</b>	Ministry of Forests/Forest Protection Branch.
<b>HLTHSVC</b>	Ministry of Health Services.
<b>ICS - <i>Incident Command System</i></b>	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
<b>IEPC</b>	Inter-agency Emergency Preparedness Council.
<b>IO - Information Officer</b>	A provider of public and media messaging in an emergency.
<b>MHR</b>	Ministry of Human Resources.
<b>Operations Centre Representatives</b>	A multi-disciplinary PREOC team designed to assist local authorities in preparing for and responding to an emergency/disaster.
<b>PAB</b>	British Columbia government Public Affairs Bureau.
<b>PECC - <i>Provincial Emergency Coordination Centre</i></b>	A facility established and operated at the provincial central coordination level to help coordinate emergency response efforts.
<b>PEP/PSSG</b>	Provincial Emergency Program (Ministry of Public Safety and Solicitor General).



<b>Provincial Response</b>	A coordinated cross-government response involving a major commitment of financial and/or physical resources.
<b>PREOC - <i>Provincial Regional Emergency Operations Centre</i></b>	A facility established and operated at the regional level by provincial staff and, as required, other agencies to help manage the coordination of emergency response efforts.
<b>SITREP</b>	Situation Report.
<b>TEAMS - <i>Temporary Emergency Assignment Management System</i></b>	A newly-created program under which personnel from across government are specifically trained for employment in the PECC and PREOCs. Parent ministries/agencies are reimbursed personnel costs, i.e., salary and benefits.
<b>TRANSP</b>	Ministry of Transportation.
<b>WCB</b>	Workers' Compensation Board.
<b>Wild-Land/Urban Interface Fire</b>	A popular term used to describe an area where various structures (most notably private homes) and other human developments meet or are intermingled with forest and other vegetative fuel types.
<b>WLAP</b>	Ministry of Water, Lands and Air Protection.

Annex H

**DISTRIBUTION LIST**

**Ministry of Public Safety and Solicitor  
General**

Solicitor General  
Deputy Solicitor General  
ADM Public Safety & Regulatory Branch  
Director, Provincial Emergency Program  
PEP Headquarters  
Emergency Coordination Centre (PEP)  
All PEP Regional Offices  
Justice Institute, Emergency Management  
Division

**Ministry of Community, Aboriginal  
and Women's Services**

Minister of Community, Aboriginal and  
Women's Services  
Deputy Minister of Community, Aboriginal  
and Women's Services  
Office of the Fire Commissioner  
All OFC Regional Offices

**Royal Canadian Mounted Police**

RCMP "E" Division HQ, Operations  
Secretariat  
RCMP "E" Division HQ, Emergency  
Programs Branch

**Ministry of Human Resources**

Minister of Human Resources  
Deputy Minister of Human Resources  
Director, Emergency Social Services  
All MHR Regional Offices

**Ministry of Forests**

Deputy Minister of Forests  
ADM Operations Division  
Director, Forest Protection Branch  
Provincial Fire Centre  
All FOR Regional Offices

**Ministry of Water, Land and Air  
Protection**

Minister of Water, Land and Air Protection  
Deputy Minister of Water, Land and Air  
Protection  
Director, Enforcement and Environmental  
Emergencies Branch

**Local Authorities**

All Principal Appointed Officers

**Government Public Affairs Bureau**

Director, Public Affairs Bureau

**Other Ministries/Agencies**

Inter-Agency Emergency Preparedness  
Council (Members)  
Ministry of Agriculture, Food and Fisheries  
Ministry of Skills Development and Labour  
Ministry of Competition, Science and  
Enterprise  
Ministry of Sustainable Resource  
Management  
Ministry of Health Services/Emergency  
Preparedness Branch  
Ministry of Transportation

**Other Ministries/Agencies  
(continued)**

Office of Critical Infrastructure Protection  
and Emergency Preparedness (BC/Yukon  
Region)

Land Force Western Area, BC Domestic  
Operations Detachment

Washington State Emergency Management  
Organization

Canadian Red Cross

The Salvation Army BC South Division

Mennonite Disaster Service

**Spares**

A limited number of spare copies are held  
by Provincial Emergency Program  
Headquarters,

**Internet Access**

The BC Wild-Land/Interface Fire  
Consequence Management Plan is  
available on the Internet, via the Provincial  
Emergency Program Web site:

<http://www.pep.bc.ca>