



## Emergency Program Office

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### CITY OF ABBOTSFORD EMERGENCY PLANNING COMMITTEE Terms of Reference

#### **Background:**

The City of Abbotsford is the fifth largest city in the province of British Columbia containing both a culturally diverse and progressive community based population. Abbotsford has a dynamic industrial, agricultural, commercial, residential community that has the potential to be affected by a number of both natural and manmade disasters or emergencies.

#### **Purpose:**

Reporting to the Emergency Coordinator, City Manager and Mayor & Council, the Emergency Planning Committee will work together to develop, communicate, coordinate, and practice the City of Abbotsford's Emergency Management plans; to ensure the City is prepared in the event of an emergency or disaster.

#### **Specific Responsibilities:**

The Emergency Planning Committee shall annually prepare and present to the Council for review and approval:

1. A list of hazards to which the City of Abbotsford is subject, which indicates the relative risk of occurrence;
2. Plans respecting the preparation for, response to and recovery from emergencies and disasters, including:
  - a periodic review and updating of plans and procedures;
  - a program of emergency response exercises;
  - a training program;
  - procedures by which physical and financial emergency resources or assistance may be obtained;
  - procedures by which emergency plans shall be implemented;
  - procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster;
  - procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the city; and
  - procedures to establish the priorities to restore essential services provided by the City, or to recommend priorities to other service providers, which are interrupted during an emergency or disaster.

Other duties the committee may advise and assist in:

- Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all City Departments to an emergency and/ or disaster.
- Improving the City's ability to provide continuity of business and government during an emergency and/ or disaster.

- Developing a standard for training members involved in the emergency model.
- Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
- Coordinating with public/ private / non-government/ volunteer organizations when they form part of the City of Abbotsford's Emergency Plan.
- Presenting the needs and response of each individual's division, group, or organization in the emergency planning process.
- Informing and educating members of their division, group or organization.

The Emergency Advisory Committee will use the BC Emergency Program Act and Local Authority Emergency Management Regulation as guide.

### **Committee Chair**

The Chair of the City of Abbotsford Emergency Planning Committee will be the Deputy Fire Chief – Emergency Planning.

### **Committee Structure and Membership**

The Committee will be comprised of:

1. Primary Group Representatives
  - Emergency Management Coordinator
  - Deputy Emergency Coordinator
  - Finance & Corporate Services
  - Economic Development & Intergovernmental Relations
  - Development Services
  - Engineering
  - Strategic & Community Planning
  - Parks Recreation and Culture
  - Fire / Rescue Service
  - Police Service
  - Airport
2. Secondary Group Representatives
  - Central Fraser Valley Search and Rescue Society
  - BC Ambulance Service
  - School District #34
  - Fraser Health
  - Emergency Social Services
  - Emergency Amateur Radio Group
3. Recognized Stakeholders
  - Refer to appendix A

Representation will be limited to one participant and one alternate. It is the responsibility of the primary participant to ensure their alternate is adequately briefed and knowledgeable regarding the committee and its activities as well as their division/ groups emergency plans and programs.

**Meeting Schedule:**

1. Primary Group (City of Abbotsford Departmental Representatives) - The primary group will meet twelve times a year on a monthly basis. The times and dates for the meetings will be established by the Primary Group. Members of this group will lead sub committees and work groups.
2. Secondary Group (Agencies and Provincial Public Safety Lifeline Groups) - the secondary group will meet with the primary group four times a year on a quarterly basis. This group may be part of sub committees and work groups and invited to attend additional meetings.
3. Recognized Stakeholders (agencies or organizations the committee recognizes as significant stakeholders during any part of the emergency planning process) - Will be invited to be part of any meeting or planning where their organization may play a significant role or may provide vital information to the planning process. Members may also be part of sub committees and work groups.

At any time there may be sub committees or work groups established to deal with specific areas of planning and training. These sub committees shall meet on a self-determined schedule.

**Committee Goals:**

The committee shall establish goals and shall categorize them as either:

- Short Term – within 6 months
- Medium Term -within 12 months
- Long term - more than 12 months to a maximum 24 months

Appendix A

- St. John Ambulance Service
- Society for the Prevention of Cruelty to Animals (SPCA)
- Royal Canadian Mounted Police
- Abbotsford International Airshow Society
- University of the Fraser Valley
- Salvation Army
- Provincial Emergency Program (PEP)
- First Nations Bands (Sumas & Matsqui)
- Department of National Defence (DND)
- Spectra Energy
- Duke Energy
- Kinder Morgan
- Terasen Gas
- British Columbia Hydro
- Shaw
- Bell
- Telus
- Canadian National Railway (CNR)
- Canadian Pacific Railway (CPR)
- Southern Railway
- Whatcom County
- Metro Vancouver Regional District
- City and Township of Langley
- City of Chilliwack
- District of Mission
- Fraser Valley Regional District (FVRD)
- Ministry of Transportation and Highways
- Ministry of Agriculture and Land
- Animal Emergency Intervention Service (AEIS)
- Canadian Border Services Agency
- US Customs and Border Protection
- Health Canada
- Private Schools
- Abbotsford Private Schools
  - Cornerstone Christian School
  - Dasmesh Punjabi School
  - St. James Catholic School
  - Mennonite Educational Institute
  - St. John Brebeuf Regional Secondary
- Chamber of Commerce
- Downtown Business Association
- First Nations Emergency Service (FNES)