

2024/25 EMC Workplan	Project / Deliverable	Timeline/Anticipated Completion	Status
1. Update operational policies to reflect a regional approach	1A. Develop and implement a Financial Policy for the regional program to establish financial limits and authorities during response.	September 2024 – January 2025	Requires CAO Advisory decision
	1B. Develop and implement a Staffing Policy, including inclusion in job descriptions for the CVRD (which can be copied and implemented for municipalities), and a Response Pay policy.	September 2024 – January 2025	Paritally complete (CVRD – included in JDs/CUPE). Staff Response Pay Policy for REOC
	1C Identify and fill staffing requirements for EMO (job descriptions/classifications, posting, hiring)	January 2022 – December 2024	In progress
	1D Update Regional Emergency Plan to reflect operational policy changes from regionalization and EDMA.	October 2022 – December 2025	In progress
<u>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</u> <i>Policies to Support Activation (Enacted across All Jurisdictions), Emergency Planning and Preparedness Priorities, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives)</i>			
2. Assess the hazards, risks, vulnerabilities, and resiliencies of the Cowichan communities towards a unified mitigation plan.	2A. Complete a fulsome and regional Hazard Risk Vulnerability and Resiliency Assessment (HRVRA) inclusive of all community nuances, vulnerabilities and resiliencies.	December 2022 - October 2024	In progress Final review by Partners in Sept
	2B. Develop a major planned event bylaw and process for interested local authorities as directed by the Board.	April 2024 - May 2025	In progress (partner/responder/event org consultation underway)
	2C. Develop a public facing hazard assessment to inform the public of community risks and probabilities.	March 2024 - December 2024	In progress
<u>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</u> <i>Emergency Planning and Preparedness Priorities, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives)</i>			
3. Implement an inclusive public preparedness program that is empowering, measurable and risk-based.	3A. Reinvigorate Neighborhood Emergency Program by updating materials, developing online training, and establishing a neighborhood oversight body and registration process.	June 2024 - March 2025	Program materials completed in 2023 Relaunch of program in March 2025
	3B. Develop and implement an annual event to generate awareness and educate residents, visitors and businesses in the Cowichan area.	Annual in May	In progress
<u>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</u> <i>Emergency Planning and Preparedness Priorities, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives)</i>			

2024/25 EMC Workplan	Project / Deliverable	Timeline/Anticipated Completion	Status
4. Implement a cyclical training and exercise program to support emergency operations centres, volunteer teams, and emergency support services.	4A. Develop a 5-year training and exercise plan to include EOC and ESS teams, requirements and recommendations for designated roles in a response, and a schedule of exercises for each community that increase in complexity over time.	January 2024 - December 2024	Draft plan for review by CAOs end of September 2024 (training will move ahead prior to finalization)
	4B. Develop standard set of training materials for any internally delivered/developed courses (including course objectives, materials, templates).	August 2024 - April 2025	In progress
	4C. Develop standard set of exercise materials for any internally delivered/developed exercises (including exercise objectives, materials, templates).	August 2024 - April 2025	In progress
	4D. Implement a method to maintain accurate training records for key teams and rosters.	Anticipated April 2025	Not Started
	4E. Implement Training and Exercise Plan by communicating training requirements and delivering training and exercises to target audiences as described in the plan.	ongoing	6 Intro REOC courses by December 2024  5 Table top exercises in 2025  Finance Section Training – 4 session in 2025  Information Office Training – 2 sessions in 2025  Planning Section Training – 4 sessions in 2025
<b>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</b>  <i>Emergency Planning and Preparedness Priorities, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives), Training and Exercise Plans</i>			
6. Develop and implement community-specific emergency plans that are consistent and achievable (easily maintained, trained and actually used in an event).	6A. Develop community-specific emergency plans informed by the HRVRA using the established template to include specific procedures/people, evacuation routes, muster locations, critical services, and vulnerable groups for that community.	October 2022 - December 2025	Evacuation Responder Plans – 70% complete for region in November 2024  Remaining 30% contingent on grant funding
<b>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</b>  <i>Emergency Planning and Preparedness Priorities, Grant Applications, Training and Exercise Plans</i>			
7. Implement procedures and systems to notify the public and activate response teams for a full range of evolving incidents.	7A. Update all EOC and REOC teams and alternate contacts in the Emergency Notification System to enable rapid deployment.	ongoing	Completed quarterly

2024/25 EMC Workplan	Project / Deliverable	Timeline/Anticipated Completion	Status
Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):			
<i>Emergency Planning and Preparedness Priorities, Policies to Support Activation (Enacted across All Jurisdictions)</i>			
8. Implement and maintain redundant communication procedures and channels which connect the key organizations in the regional response network.	8A. Update Disaster Radio program including equipment, procedures and training.	October 2024 - April 2025	In progress
Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):			
<i>Emergency Planning and Preparedness Priorities, Grant Applications, Training and Exercise Plans, Strategies and Priorities for Assets, Storage, Fleet, and REOC Location</i>			
9. Improve volunteer and staff response operations through greater EOC and ESS locations and position depth, a damage assessment program, a situational assessment program, and increased use of systems and tools (Geographic Information Systems, Online Incident Management System).	9A. Identify and maintain a current roster for all local EOC contacts (to fill REOC or activate as needed) to include at minimum key positions.	ongoing	Completed semi-annually
	9B. Implement and deliver training on an incident management online system to include common operating picture, Planning-P technology platform, forms, actions plans, resource management, and hazard-specific procedures.	January 2025 - December 2025	Planning Section Training – 4 sessions in 2025
	9C. Review and revise current volunteer team composition, procedures and training recommendations to increase engagement, diversify skills/knowledge and increase capacity.	June 2024 - December 2024	In progress
	9D. Identify and prepare interim REOC and alternate REOC locations (EOC locations).	ongoing	In progress
	9E. Identify and implement dedicated REOC/Training centre.	Not started	On hold
	9F. Develop and implement a regional ESS plan to include service delivery model, procedures and training for emergency support services level 1, 2, 3 and host community functions.	June 2024 - November 2024	In progress
Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):			
<i>Emergency Planning and Preparedness Priorities, Grant Applications, Training and Exercise Plans, Strategies and Priorities for Assets, Storage, Fleet, and REOC Location, Policies to Support Activation (Enacted across All Jurisdictions)</i>			
10. Initiate consultation process with First Nations to meet local authority Indigenous Engagement Requirements (IER) under Emergency and Disaster Management Act (2023)	10A. Issue RFP; work with facilitator to structure IER engagements; work towards agreements with Nations.	October 2024 – October 2025	In progress
Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):			
<i>Mutual Aid Agreements, First Nations Engagement, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives)</i>			
11. Cowichan Emergency Management Local Authority Agreement	11A. Work with EMC CAO Advisory to renew/renegotiate/extend Cowichan Emergency Management Local Authority Agreement (expires December 31, 2024)	September 2024 – December 2024	In progress
	11B. Confirm EMC CAO Advisory meeting schedule through December 2025, and determine EMC CAO Advisory communication expectations, frequency, and channels.	September 2024	In progress

2024/25 EMC Workplan	Project / Deliverable	Timeline/Anticipated Completion	Status
<div>Cowichan Emergency Management Local Authority Agreement – Area of Advisory Responsibility (Schedule A):</div> <div>Mutual Aid Agreements, Strategic Direction on Program Areas (Emergency Support Services, Preparedness Programs, Mitigation Initiatives/Programs, Response Programs, Recovery Initiatives)</div>			