

Appendix C: EMERGENCY (FLOOD) RESPONSE ORGANIZATION TYPES

The Emergency (Flooding) Response can be organized in several different ways. The Incident Command System is recommended for use by the provincial government. The Flood Plan and the MELP Water Related Hazards Response Plan are examples of this system. Alternatively a Departmental Organization or an Emergency Operations Centre structure may be used. The following pages briefly describe the Incident Command System and the Department Organization.

The Emergency Operations Centre structure is described in PART 1, Section 3.2.3.

INCIDENT COMMAND SYSTEM TYPE

Incident Command System

MELP employs the Incident Command System (ICS) as the response organization for water related hazard response, and for flooding follows the *BC Flood Plan, April 1998* which uses a modified ICS terminology.

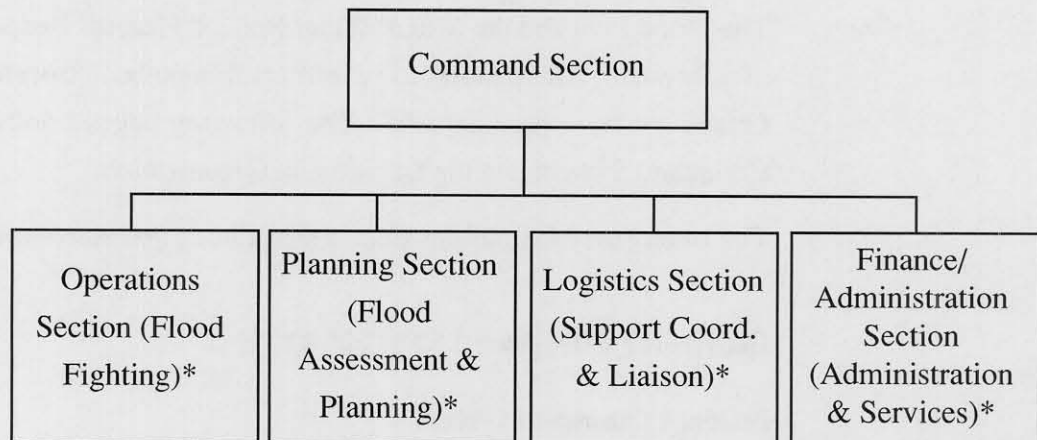
The ICS allows for the timely combination of resources and manpower during an emergency and promotes communication among responders. The ICS is applicable to all scales of hazards or other emergencies, is capable of expanding to meet an escalating situation, and accommodates multiple responding agencies (ie joint command operations).

ICS Organization

The ICS organization is comprised of five functional sections: Command, Operations, Planning, Logistics, and Finance. In the event of a water related hazard event, these functional sections are supported by units with specific responsibilities.

Only those ICS positions required for safe and effective response need to be invoked for any particular emergency situation. In a smaller scale emergency, a single person often does handle all of the functions, at least for a limited period of time. The same is true even of a larger scale emergency at the initial stage of activation and mobilization. As the response expands to meet the requirements of the emergency, a person is assigned to each component section, and then that person gains additional personnel who are assigned individual functional responsibilities as their sections become more active.

Incident Command System



Note: *ICS nomenclature with *BC Flood Plan* terminology in (brackets).

Command Section

This section provides incident command to ensure an effective, coordinated and cooperative response to the hazard event. The Command Section is responsible for management of the incident either as a single or unified command. The latter pertains to joint operations with other responders with functional or jurisdictional responsibilities such as local governments. The Command Section is comprised of the Incident Commander, the Deputy Commander, Information Officer, Safety Officer, Enforcement Officer and Liaison Officer.

Operations Section (Flood Fighting)

This section assists in the formulation of initial response strategy, and undertakes hazard response according to work plans and other tactical operations approved by the Command Section. The Operations Section determines the response equipment, contract services and field crews required to fulfil operation objectives. The Chief of Operations reports to the Incident Commander, as well as recommends expedient changes to the work plans and other tactical matters based on changing field conditions. The Section monitors contractors for compliance with safety requirements.

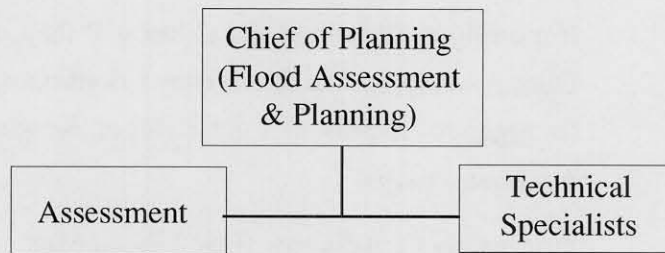
Planning Section (Flood Assessment & Planning)

This section identifies hazard response priorities and methods and liaises with other agencies, and communities to exchange information. The Planning Section undertakes the collection, evaluation, maintenance and storage of information required for and obtained during the hazard event. This information is used by the Section to prepare hazard response work plans.

The Section is comprised of different units and specialized field teams. The Assessment Unit gathers information, analyses the information, prepares reports and maps, and undertakes assessments. The Technical Specialist Unit is composed of relevant specialists which could include geotechnical, hydrological, dam safety, dike safety, river processes, habitat, hazardous materials or other types as required by the hazard event (see figure on following page).

Planning Section

(Flood Assessment & Planning)*
MELP Roles



Note: * ICS nomenclature with *BC Flood Plan* terminology in (brackets).

Logistics Section (Support Coord. & Liaison)

The Logistics Section is responsible for providing facilities, services and materials in support of the hazard response. The Section works in conjunction with other ministries to establish the field centres for response coordination, public information, wildlife rescue, medical, equipment staging, and other supporting facilities and services. The Chief of Logistics will assist in the development of the initial response strategy.

The Section will expedite equipment and service contracts and formulates contract specifications according to the work plans or other action requirements identified by the Incident Commander. The Logistics Section is comprised of three units: Support and Services; Medical; and Communications.

Finance Section (Administration & Services)

The Finance Section is responsible for providing financial and administrative support for the hazard response. To ensure cost recovery, the Finance Section is also responsible for documenting services, contract, and wage expenditures, as well as equipment losses and depreciation. The Section works closely with Logistics Section to ensure adequate record keeping and transactions. The Finance Section consists of two units: Administration and Finance; and Documentation and Cost Recovery.

DEPARTMENTAL ORGANIZATION TYPE

The Department Organization is based on a Local Authority departmental structure where each existing department performs specific flood response functions.

Reporting to the Mayor and Council of the Local Authority or the _____ of the Diking Authority, the Emergency Coordinator (Flood Response) will establish the Emergency Operations Centre (Flood Response) and direct the activities of the reporting groups.

Emergency Coordinator (Flood Response)

Responsible for overall direction and coordination of the flood response organization. Reports to the Mayor and Council of the Local Authority or the _____ of the Diking Authority, and liases with provincial and other emergency personnel.

Area Supervisors (Flood Response)

Responsible for all work in a specified flood response area. Responsible for apprising Local Authority and Diking Authority personnel and volunteer labour of safety procedures associated with flood response work. Each area will have a headquarters and report centre established in a suitable location. These centres may be established at a central location where such shared accommodation is beneficial.

Engineering Operations

Responsible for provision of heavy equipment, trucks, materials, water and sewer services, and allocation of Local Authority and Diking Authority personnel, and coordinating work requested by Area Supervisors (Flood Response). Coordination of outside utility services, a dispatch centre and engineering services.

Engineering Services

Responsible for provision of survey and drafting services, plans and water level records.

Human Resources

Responsible for pre-registration of volunteer labour, coordination with senior government Manpower and Employment Centres for other labour, and supplying such labour as requested by the Area Supervisors and/or Engineering Operations.

Dispatch Centre

Responsible for receiving and dispatching radio and telephone messages to and from the various Area Supervisors, affected property owners, and other Local Authority and Diking Authority personnel. Maintains records of all requests and queries and dispatches of men, material and equipment. Refers media and general information requests to the Information Centre.

Accounting Services

Responsible for the coordination and cost accounting for the various groups and to ensure that invoices, claims and other accounts are substantiated, and to assist in establishing and maintaining a cost control system.

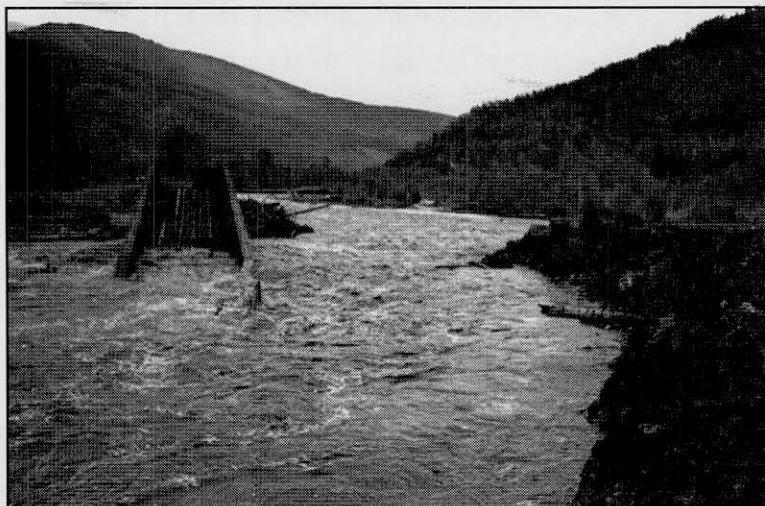
Information Centre and Public Relations

Responsible for responding to all general queries from citizens, and for providing information to the media. Arranges for announcements and notices authorized by the Flood Coordinator, or by the Mayor.

Post Flood Clean up and Restoration

Responsible for planning for clean up, return of evacuees, checking safety of flooded buildings (structurally, electrically, hygienically) and other utility connections (water, sewer, gas, etc).

Notes



Washed out abutment and bridge