



SHUSWAP EMERGENCY PROGRAM EXECUTIVE Regular Meeting AGENDA

Date: Tuesday, April 8, 2025
Time: 10:00 AM
Location: CSRD Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act

Article 42:

The United Nations, its bodies, including the Permanent Forum on Indigenous Issues, and specialized agencies, including at the country level, and States shall promote respect for and full application of the provisions of this Declaration and follow up the effectiveness of this Declaration.

2. Call to Order

3. Inaugural Proceedings

3.1 Election of Chair

3.2 Election of Vice Chair

4. Adoption of Agenda

5. Meeting Minutes

5.1 Adoption of Minutes

5.2 Business Arising from the Minutes

6. Staff Reports

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	Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.	
6.6	Emergency Support Services and Neighbourhood Emergency Program	21
	Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.	
6.7	Evacuation Planning and Community Evacuation Guide	26
	Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.	
6.8	Shuswap Emergency Expo and Airport Appreciation Event	45
	Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.	

7. Next Meeting

Tuesday, October 21, 2025 at 9:30 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

8. Adjournment



SEP EXECUTIVE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the SEP Executive at the next meeting.

Date: December 3, 2024
 Time: 10:00 AM - 12:00 PM
 Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present	M. Gibbons	Electoral Area C Director
	R. Martin (Vice Chair)	Electoral Area E Director
	J. Simpson	Electoral Area F Director
	N. Melnychuk	Electoral Area G Director
	A. Harrison (Chair)	City of Salmon Arm, Mayor
	K. Flynn	City of Salmon Arm Director
	C. Anderson	District of Sicamous Director
Directors Absent	D. Trumbley	Electoral Area D Director
Staff In Attendance	S. Coubrough	Manager, Protective Services and Regional Fire Chief
	T. Hansen	Emergency Program Coordinator
	C. Semchuk	Emergency Program Coordinator
	T. Hughes	Communications Coordinator
	J. Freund	Legislative Clerk/Executive Assistant
	S. Hodge	Administrative Assistant I
	M. Herbert*	Manager, Building and Bylaw Services

*Attended part of the meeting

1. Land Acknowledgement

We acknowledge that we are meeting in service to the Columbia Shuswap Regional District which is on the traditional and unceded territories of the Secwepemc, Syilx Okanagan, Sinixt and Ktunaxa Nation. We are privileged and grateful to be able to live, work and play in this beautiful area.

Declaration on the Rights of Indigenous Peoples Act

Article 23:

Indigenous peoples have the right to determine and develop priorities and strategies for exercising their right to development. In particular, indigenous peoples have the right to be actively involved in developing and determining

health, housing and other economic and social programmes affecting them and, as far as possible, to administer such programmes through their own institutions.

2. Call to Order

The Chair called the meeting to order at 10:02 AM.

3. Adoption of Agenda

Moved By Director Melnychuk

Seconded By Director Gibbons

THAT: the Shuswap Emergency Program Executive Committee meeting agenda be adopted as amended. Added Items 5.2 - Discussion on Search and Rescue (SARS) and 5.3 - Governance Documentation.

CARRIED

4. Meeting Minutes

4.1 Adoption of Minutes

Moved By Director Martin

Seconded By Director Simpson

That: the minutes attached to the Shuswap Emergency Program Executive Committee meeting agenda be adopted.

CARRIED

4.2 Business Arising from the Minutes

None.

5. Staff Report

5.1 SEP Executive Committee Meeting Update December 3, 2024

Clarification that Shuswap Emergency Program (SEP) is separate from Revelstoke and Area Emergency Program (RAEMP) and Golden and Area Emergency Program (GAEMP) and the role as a Committee is to oversee SEP. SEP provides advice, guidance and assistance to RAEMP and GAEMP when requested. The CSRD Board oversees all three entities.

The After Action Review (AAR) recommendations will be shared with the Committee.

The Committee would like to see a formalized communication protocol request added to the Board agenda to determine parameters around communication as the Board oversees RAEMP and GAEMP and the SEP Executive Committee.

Communications Coordinator to report data on Alertable subscribers to the Committee. Metrics on local vs not local subscribers is not available.

Director Melnychuk had an early evacuation warning system discussion with (former) Minister Ma at UBCM. Staff hope to see continued movement with the newly elected government. Feedback from UBCM is that the next step of communication would be forthcoming. Staff will provide an update at the next meeting if available.

Emergency Support Services staff acknowledged the desire for Directors to attend the recognition event.

In response to a question on staff time required for the Neighbourhood Emergency Programs, Manager, Protective Services indicated staff are working at capacity for grants along with regular job responsibilities. If there is a further increase to the workload, then increases to staff and budget will be required to support the additional work.

The Evacuation Planning documents, which are currently intended for use by the EOC, have been recently completed by the consultant. A public facing version of evacuation information is scheduled to be released in 2025.

5.2 Search and Rescue (SAR)

Moved By Director Melnychuk
Seconded By Director Gibbons

THAT: the Committee recommend the Board direct staff to invite Search and Rescue agencies from across the CSRD region to a future Regular Board meeting for an informational presentation on the services they provide.

AND THAT: the Committee recommend the Board to direct staff to investigate which SAR committees receive funds from the CSRD for operational costs and provide information for the Board.

CARRIED

5.3 Governance Documentation

Moved By Director Gibbons
Seconded By Director Flynn

THAT: the SEP Executive Committee make a recommendation to the CSRD Board that appropriate documents are created for the SEP Executive to have clarity on responsibilities and protocol as a policy committee.

CARRIED

Discussion on the motion:

Directors noted that the SEP Executive Committee relies on bylaw wording and there are no terms of reference on the SEP or CSRD websites. This could also be an opportunity for RAEMP and GAEMP to

provide terms of reference. The Committee would like an agenda item at a future meeting to discuss best practices from other areas.

The Committee also requested that the Director's homepage contain all policies and procedures, be public facing, and contain all SEP information in one location.

6. Next Meeting

Tuesday, April 8, 2025 at 10:00 AM.
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

7. Adjournment

Moved By Director Gibbons
Seconded By Director Flynn

THAT: the Shuswap Emergency Program Executive Committee meeting be adjourned.

CARRIED

11:52 AM

CORPORATE OFFICER

CHAIR



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Season Outlook

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated March 27, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

The snowpack in our area (South Thompson Basin) was reported as 78% of normal at higher elevations from the March 1, 2025, Snow Survey and Water Supply Bulletin. The provincial average was reported as 73% of normal. There has been some significant snowfall in March that has bumped that number up slightly however.

https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/river-forecast/2025_mar1.pdf

The Shuswap Lake level is around normal for this time of year.

<https://www.salmonarm.ca/DocumentCenter/View/240/Shuswap-Lake-Level-History?bidId=>

Widespread flooding is not expected by the Province during Freshet this year. It is important to note that flood hazard associated with extreme rainfall and rain-on-snow during the freshet period remains a hazard regardless of snowpack levels.

Possible drought and increased wildfire risk is a concern.

The Structure Protection Unit (SPU) trailer storage building has been completed, and all four trailers have been moved in along with deployment equipment and spares. The CSRD is nearing the final stages of equipment reconciliation and cost recovery with the BC Wildfire Service Structure Protection representatives. All four Type 2 SPU Trailers have been inspected by BC Wildfire Service Structure Protection representatives and passed as complete for possible 2025 provincial deployment if needed. The gradual replacement of older Mark 3 fire pumps purchased in 2012 over the next several years is in process with the purchase of 5 new pumps recently. The hose drying rack will be moved from the previous temporary SPU trailer storage location over to the new location this spring as weather conditions improve. Completion of a proper fuel storage solution (separate, vented and secure container) for the 56 fuel containers will be completed later this spring. Annual SPU Deployment Team refresher training has been scheduled for May 3, 2025.

The Bush Creek East Post Wildfire Geohazards, identified in recent reports, are a major concern in our area as we head into the Freshet. The provincial contract with Stantec Engineering Ltd. to monitor geohazard risk using their Slope Manager system has expired. Local First Nation's Guardians are out on the land monitoring the area and looking for any signs of increasing geohazard risk. SEP staff continue to monitor local conditions along with provincial updates to determine if there is a heightened risk of a

geohazard event occurring. Residents have been notified previously of the increased post wildfire geohazard risk.

The risk to private properties from erosion on Newsome Creek remains. The Province has indicated that the Ministry of Transportation and Transit (MOTT) will be moving ahead with their plans for the upgraded Newsome Creek crossing of the Trans Canada Highway and would like to partner with the CSRD to resolve the erosion issues below the highway. They have suggested the CSRD should apply for grant funding; however, there is still no current fund available that would be appropriate for the required scope of the project. Discussions with the Province are ongoing.

Many residents that were impacted directly by the 2023 Bush Creek East wildfire continue working through the long process of recovery. Some residents and businesses have rebuilt while others are still in the process of rebuilding with support from the CSRD Development Services team, their insurance companies, and non-profit organizations.

The North Shuswap Disaster Relief Society was formed by North Shuswap Residents and collaborated with the Shuswap Community Foundation to provide more than \$800,000 in donation funding to those most in need. The Shuswap Economic Recovery Taskforce supported businesses that needed assistance. The Mennonite Disaster Services constructed four homes and repaired another four in addition to assisting others with small home projects and yard work.

SEP staff is supporting CSRD Community Services with Disaster Financial Assistance (DFA) claims for eligible recovery costs to repair wildfire damaged infrastructure on the Mt Baldy Trails and Scotch Creek Hlina Trails.

NEXT STEPS:

SEP staff will continue to monitor the weather, Snow Survey and Water Supply Bulletins, and lake levels during Freshet to be prepared for any increased risk of flooding or landslides.

Report Approval Details

Document Title:	2025-03-27_SEP_CPS_Season_Outlook.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Communications update

DESCRIPTION: Report from Tracy Hughes, Communications Coordinator, dated March 25, 2025

RECOMMENDATION: THAT: the report be received as information

BACKGROUND:

To provide an update on the efforts with SEP communications since the last executive meeting.

Communications Training

Stemming out of the Bush Creek East After Action Review, there was a specific request for additional training to enhance general skills as well as boost the capacity of the Public Information Officers (PIO) roles in the Emergency Operation Centre.

- A 3.5-hour training session on crisis communications was held for elected officials (CSRSD, District of Sicamous and City of Revelstoke) and a 3.5-hour effective media and messaging training for staff (CSRSD, City of Salmon Arm, District of Sicamous and City of Revelstoke).
- An Alertable refresher training exercise has been organized for users of the system around the region. Sign off on the training exercise must be completed before April 14.
- The Communications Coordinator attended a Public Information Officer refresher session hosted by the Regional District of Central Okanagan on March 12. This brought together PIOs from around the region including CSRSD, RDOS, TNRD, RDCO and some municipalities. The group considered ways to build capacity. RDCO has the greatest capacity for Info officers and is eager to have their staff get real world experience in an EOC. We discussed sharing resources and using a "job shadow" model for some of their staff to help in the SEP EOC. This would assist with our capacity in an emergency.

Improved internal government communications

Also noted in the After-Action Review was looking for ways to improve communications between local governments (Regional Districts, municipalities) as well as First Nations for improved information-sharing during an emergency that crosses boundaries.

- The Communications Coordinator created and coordinates a monthly communications roundtable meeting for local area communications staff. This includes representatives from the Town of Golden, City of Revelstoke, District of Sicamous and City of Salmon Arm.
- CSRSD communications staff also attend a monthly Regional District Communications Group formed after the fire season of 2023. There are approximately 30 representatives who attend regularly. This is a chance for communications staff to discuss a wide range of topics, but emergency communications features prominently in conversation.

Enhanced emergency knowledge for residents

A major project for SEP this winter was the development of the Community Evacuations Guides for the public. More detailed information on this project can be found in the section of the meeting involving evacuation route planning.

NEXT STEPS:

To be received as information.

Report Approval Details

Document Title:	2025-03-25_SEP_CS_Communications.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency and Disaster Management Act

DESCRIPTION: Report from Tom Hansen, Emergency Program Coordinator, dated March 25, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

Shuswap Emergency Program (SEP) staff continue to consult the new Emergency and Disaster Management Act (EDMA) legislation requirements and associated regulations being developed when updating the various components of our emergency program to ensure compliance.

The Emergency Response and Recovery Plan is one of the major components being reviewed and updated to ensure it meets the new requirements from the EDMA. The new Shuswap Emergency Management Plan must include: all four phases of emergency management (Mitigation, Preparedness, Response, and Recovery), Indigenous consultation and collaboration, how cultural safety will be maintained, consideration of the impacts of climate change on the various hazards identified for the Shuswap area, and business continuity planning. Future updates are anticipated as the associated Emergency and Disaster Management Regulations are completed by the province.

Another important component that requires a formal update is the Hazard, Risk, and Vulnerability Analysis (HRVA). This project will require substantial time and resources including input from the various hazard lead agencies. SEP staff will be looking for assistance from a qualified contractor and funding from EMCR to cover costs. Our existing HRVA is still applicable, with the highest risks identified as Wildfires, Flooding and Landslides.

As part of the Emergency Management Plan update, we intend to modernize the Emergency Operations Centre (EOC). Shuswap Emergency Program staff are working with CSRD Information Technology staff to develop an EOC Dashboard for use by EOC staff during an emergency response. This EOC Dashboard will house all the required EOC resources organized in an easy-to-use format and include relevant forms, checklists, guides, policies, displays, and contact lists. The goal is to utilize new available technology to streamline access to the various EOC tools and improve the processes used. The new system will also be more resilient to disruption in local computer server systems, allowing EOC staff to access the EOC information and tools from anywhere there is an internet connection. Back up hardcopy tools will be retained as another option if needed.

A Disaster Debris Waste Management Plan, another requirement under EDMA, is currently being developed to guide our debris management recovery efforts during and after future emergencies.

The 2023 wildfire in the Shuswap resulted in an enormous amount of post wildfire debris and waste from homes and businesses that were destroyed. The challenge for First Nations, CSRD residents, businesses, local government and provincial agencies was how to clean up and properly dispose of all this material. CSRD Environmental Services staff worked with the Emergency Operations Centre (EOC) staff to develop solutions that included collection of damaged appliances for metal recycling, waiving tipping fees for certain residential debris, and garbage from the wildfire. Shuswap Emergency Program staff are working with CSRD Environmental Services staff to develop a Disaster Debris Waste Management Plan that incorporates lessons learned from previous events that can improve preparedness, response and recovery efforts.

NEXT STEPS:

SEP staff will continue work on the various parts of the emergency program that require updating due to this new legislation and the associated regulations. Once completed the updated plans will be shared with the SEP Executive Committee.

Report Approval Details

Document Title:	2025-03-25_SEP_CPS_Emergency_and _Disaster_Management_Act.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

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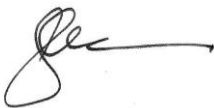
Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: EOC After-Action Reviews

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

Staff continue to incorporate recommendations identified in both the 2023 and 2024 After-Action Reviews into the Program. From the 16 recommendations targeted for completion in 2025, the following projects/work are being undertaken:

- **Communication & Information Sharing** – development of a regionwide Communications Team that meet and plan on a regular basis.
- **Staffing Capacity** – a gap analysis to be conducted identifying potential deficiencies and future needs within the EOC. This will guide the development of the training plan and help to identify the areas where additional training is required.
- **Process Efficiency** – functional checklists are a valuable tool to assist staff filling key positions within the EOC. Checklists are being developed to include a listing of tasks and process outlining necessary steps to be performed. In addition, flowcharts are being created to assist in outlining the flow of important documents through the EOC.
- **Documentation and Records Management** – review of the existing records management system has been conducted and improvements identified. An EOC SharePoint page has been created and populated with support documents that are easily accessible by all staff.
- **Resource Lists** - list of resources is continually being updated with potential suppliers of goods, services and personnel.
- **Donations Management** – a working group is being compiled to assist in the development of a comprehensive donations management plan that outlines needs assessment procedures, the process for receiving donations and the appropriate organization/not-for-profit to oversee the distribution of donations.
- **Debris Management** – a working group has been established to develop a Disaster Debris Waste Management Plan.
- **Resource Tracking and Informational Displays** – improvement to existing tracking systems and display boards is underway.

NEXT STEPS

SEP continues to incorporate After-Action Review recommendations into the Program.

Report Approval Details

Document Title:	2025_04_08_SEP_CPS_EOC_After_Action_Review.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

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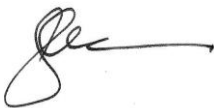
Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean

2023 After Action Review Summary

Completed

To be Completed in 2025

Ongoing

Long Range

	Recommendation	Status
1	Improve the use of status boards	Review concerns with status board and work with Planning Section to develop improvements for future activations.
2	Review existing EOC processes for collecting situational awareness information	Responders in the field to Ops, Lead agencies, Field Liaisons, involvement of NEP Coordinators. Completed and adopted as a best practise for future activations.
3	Establish daily EOC organizational charts to provide visual clarity on roles and responsibilities within the EOC structure	Organizational Charts were utilized during the Hullcar Mountain fire. Completed and adopted as a best practise for future activations.
4	Prioritize consistency in briefing times ensure that all staff members receive timely updates and maintain a shared understanding of the evolving situation.	EOC daily briefings/planning cycle were used during 2024 activation. Completed and adopted as a best practise for future activations.
5	Consider employing a dedicated security team for the EOC facility	Added as a checklist item to Risk Management position when activated. Completed and adopted as a best practise for future activations.
6	Consider locating the call takers outside of the EOC but nearby to alleviate crowding.	Location of Public Information will be determined based on the size of the activation.
7	Consider future options for dedicated EOC facility equipped to handle larger activations	Long range discussion and planning
8	Ensure an overlap between outgoing and incoming shifts at both the section and position levels within the EOC	Staffing and shifts will be determined based on the size and length of the activation.
9	Consider reviewing existing checklists and processes to ensure that there is an adequate overlap and briefing between shift changes	Exercise Capstone held October 29/24 where participants helped to build customized checklists and processes. To be finalized in 2025.
10	Continue using call-takers as a standard of practice, especially during evacuations or heightened levels of activity.	Completed and adopted as a best practise for future activations.
11	Develop an EOC deployment standard that identifies maximum hours and days that anyone is allowed to work in the EOC.	Standard deployment procedures will be developed in 2025.
12	Supplement verbal updates with written communication	Training will be provided in 2025 for Planning Section who are responsible for documenting daily updates.
13	Have flow charts in place for specific business practices such as evacuations or declaring a state of local emergency	Exercise Capstone held October 29/24 where participants helped to build customized flowcharts and processes. To be finalized in 2025.
14	Include the flow charts in a set of playbooks that cover the processes and activities within all EOC sections	Once finalized, checklists and flowcharts will for use by all EOC sections.
15	Incorporate useful forms developed in 2023, solidify the process, and add to training	Review and training of EOC forms will be included in the 2025 Training Plan.
16	Conduct a comprehensive review of the temporary access management process and reentry procedures with neighbouring jurisdictions and develop a standardized common process if possible that the CSRD will implement.	A multi-jurisdictional AAR for the Hullcar Mountain fire has been scheduled for spring of 2025.
17	Pre-identify potential areas to evacuate, an estimation of the numbers of people to evacuate, number of resources required for evacuation, and establish estimated timelines	Completed. Updated evacuation route planning outlines this information.
18	Review the practices around establishing a mandatory planning cycle for each EOC operational period	Planning cycle training has been included in the 2025 Training Plan.
19	Review the existing documentation and records management practices to ensure that there is a reliable system. Train staff to use the system.	Records management is presently being reviewed. Once a system has been established, EOC training will be offered.
20	Maintain a current list updated annually of all potential suppliers of goods, services and personnel that might be required for an emergency incident	The existing listing is being updated and compiled into a Resource Reference Guide.
21	Focus on soliciting financial support, ideally managed by a reputable organization	Completed. Meetings have been held with SASCU and Shuswap Community Foundation to formalize their roles in large-scale events.
22	Consider pre-building a comprehensive donations management plan that outlines the needs assessment procedures and the processes for both making and receiving donations. This plan should involve collaborating with organizations that already have established donations management practices, ensuring efficiency and effectiveness in handling incoming contributions.	A Donations Management Plan to be developed in 2025.

23	Pre-build a debris management plan that identifies how different types of debris will be managed.	Work has started on the development of a Debris Management Plan.
24	Identify a suitable resource tracking system by engaging other local governments for best practices and implement it in the EOC Logistics and Finance practices.	Present tracking system to be updated in 2025.
25	Designate someone in the finance section to compile all documentation supporting cost reimbursements as the event progresses	Completed. A system in place for tracking expenses and compiling reimbursement claims.
26	Update position checklists	Updated checklists to be finalized in 2025.
27	Request a meeting with BCWS Kamloops Fire Centre senior leadership to address concerns and focus on re-establishing a functional working relationship. Discuss areas for improvement and explore strategies for better coordination and communication in future situations. Focus on expectations, roles and responsibilities, and establishing effective information sharing practices.	Completed. A meeting was held April 26, 2024.
28	Establish a code of conduct that clearly outlines expectations of elected officials to respect any legal issued emergency management instrument.	CSRD Corporate Admin. will be establishing a Code of Conduct.
29	Review roles and responsibilities of each section and position staff at an annual pre-season training session	Will be included in future training plans.
30	Mandate that any BCWS IMT entering the CSRD hold a meeting to define expectations and communication requirements	Completed. Adopted as a best practise for future activations.
31	Reaffirm that BCWS should liaise exclusively with the EOC and not elected officials	Completed. A meeting was held April 26, 2024.
32	Request a debrief with the RCMP South-East District Operations Officer in Charge. Prepare and present a list of concerns with a focus on seeking solutions.	Completed. A meeting was held Sept 10, 2024.
33	Review the decision-making authorities of each position at the annual pre-season training and refresher.	Completed. Decision-making authority has been established and will be included in future planning sessions.
34	Consider assigning a dedicated Information Officer and/or Field Liaison to any ICP that is established.	To be included in the Information Officer position checklist for large-scale events.
35	Continue to invite key assisting agency reps with decision-making authority to the EOC during periods of peak pre-planning and operational response activities. Review and update the protocol and process for the invite.	Completed and adopted as a best practise for future activations.
36	Participate in EMCR regulation development and provide recommendations regarding backfill and temporary staffing to address the challenges.	Ongoing
37	Conduct an EOC staffing needs analysis that uses a baseline of three or four trained personnel for each function. The analysis should identify solutions for meeting minimum staffing levels and should consider scaling up for large-scale events.	EOC Staffing Gap Analysis to be conducted in 2025.
38	Create and maintain a staff list for who is in the EOC and what areas as well as who is available.	EOC staff listing and availability to be develop in 2025.
39	Conduct a review of staff availability for participation in the EOC. Identify the gaps and develop a training plan to get capacity to ideal level. If not enough staff are available, then look to other options including mutual aid agreements with other local governments and First Nation communities. Consider private sector industry and commercial entities as potential sources.	EOC Staffing Gap Analysis and Resource Reference Guide to be completed in 2025.
40	Put business continuity planning in place that identifies essential services, the maximum allowable disruption times, the minimum viable levels of services that must be maintained, and the staff and processes required to do so.	Corporate Admin to complete.
41	Consider assigning an experienced EOC mentor to ensure the room runs smoothly	Ongoing consideration
42	Conduct an inventory of trained staff, including the currency and levels of their training, to conduct a gap analysis informing a multi-year training program.	EOC Staffing Gap Analysis to be conducted in 2025.
43	Develop a regional EOC deployment plan tracking staff qualifications, developmental intentions, and deployments by role.	EOC Staffing Gap Analysis to be conducted in 2025.
44	Host an annual evacuation planning workshop and exercise for local agencies. This workshop should focus on reinforcing the roles and responsibilities of each agency involved, as well as outlining the evacuation process for local governments specifically related to evacuation boundary selection.	Interagency meetings are held twice a year reinforcing the roles and responsibilities of each agency.
45	At the spring EOC refresher training for staff, reinforce the ICS chain of command for all activities in the EOC with a focus on processes related to information sharing and resource requesting.	Completed. Training was held in Spring of 2024. Future refresher will be included in annual training plans.
46	Strengthen the practice of regularly sharing EOC updates with all staff, particularly those not directly involved in the EOC activities.	EOC daily briefings/planning cycle were used during 2024 activation. Completed and adopted as a best practise for future activations.
47	Initiate a practice within the Shuswap Emergency Program to monitor regional and provincial activity levels, train staff for understanding and provide regular updates on the planning implications to staff.	Situation monitoring is already standard EPC practice.

48	Evaluate the communications requirements as a function of the daily planning cycle and establish a schedule for publishing content.	A Comms Team has been developed and are working on establishing publication schedules and content.
49	Consider the need for night shift coverage for communications messaging if the event warrants.	A Comms Team has been developed and are working on updating communications procedures to deal with large-scale events.
50	Schedule regular online meetings with all Communications Officers from local communities, organizations, and supporting agencies.	A Comms Team has been developed and will be updating communications procedures.
51	Develop EOC practices around establishing an Advance Planning Unit early in the evacuation by adding to the EOC Activation Checklist.	Completed and adopted as a best practise for future activations.
52	Train staff and/or identify opportunities to bring personnel in from neighbouring local government, First Nation communities and/or the private sector. Equip them with tools for advance planning.	Conversations are on-going with neighbouring local authorities and First Nations regarding capacity building opportunities.



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency Management Training and Exercise

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

The 2023 and 2024 after-action reviews continue to provide valuable insight into the emergency management training needs for the Shuswap Emergency Program. The 2025 Training Plan takes into consideration these identified training needs and consists of training options to meet these areas of weakness. SEP has submitted a UBCM Community Emergency Preparedness Fund application to cover costs for facilitation of the following customized training: EOC Fundamentals, Evacuation Process, EOC Form, Checklist and Flowchart Review and Management by Objectives. The training year will conclude with a simulated exercise based on the evacuation of a community where participants will live-play EOC roles.

An exciting addition to the 2025 Training Plan is a new session entitled "EM in an Hour". These monthly, one-hour sessions provide staff with the opportunity to learn about Emergency Management, Incident Command System and the EOC without a huge time commitment. Our first session was facilitated by Sean Coubrough who shared his knowledge of the Incident Command System and how it relates to the EOC. Future sessions will include topics such as reviewing newly developed checklists and flowcharts, training on records management and demystifying the Expense Authorization Form.

SEP has also launched an EOC Sharepoint page where staff can access a training library that includes training manuals, powerpoints, videos, quick reference guides, function checklist, EOC forms, along with health and wellness information.

NEXT STEPS:

SEP will continue to offer staff unique emergency management training options throughout 2025.

Report Approval Details

Document Title:	2025_04_08_SEP_CPS_Emergency_Management_Training_and_Exercises.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency Support Services and Neighbourhood Emergency Program

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

With the addition of the BC Services Card App, evacuees now have the option of receiving supports via Interac e-transfer. The manual paperwork process required evacuees to access the supports from the same supplier for numerous days and often resulted in hardship for the supplier during longer evacuations. Receiving funds directly into their bank account, empowers evacuees to make their own decision on what best meets their needs. This also alleviates the pressure on suppliers and opens up additional accommodation options such as bed and breakfasts and private rentals. The direct payment option is intended to supplement and provide additional pathways for supporting evacuees allowing ESS volunteers more time to assist those evacuees who prefer or require in-person support.

The Shuswap ESS (SESS) team is taking advantage of these new pathways and incorporating them into how ESS is provided in the Shuswap. A function within the Reception Centre's organizational chart has been created with roles and responsibilities focused on providing virtual supports. SESS volunteers are developing operating procedures which will include a "step by step" guide on how to provide virtual supports and how to implement the new intake system.

In consultation with our First Nations neighbours, the SESS team have created an Evacuation Information pamphlet. This pamphlet provides a concise outline of Emergency Support Services, how to access supports and what can be done now to make an evacuation easier. Pamphlets are presently being printed and will be distributed prior and during an event.

An application has been submitted to obtain grant funding through UBCM's 2025 Community Emergency Preparedness Fund ESS Equipment and Training funding stream. SEP has applied for funding to assist with the following purchases and activities:

- Registration fees for 15 volunteers to attend the Network of Emergency Support Services Team (NESST). This annual conference provides ESS volunteers the opportunity to train, exercise and network with ESS teams throughout the Province.
- Purchase of equipment required for the newly developed Virtual Support function.
- Awareness supplies such as volunteer vests and directional signage.
- Regionwide Exercise to include Shuswap, Revelstoke and Golden ESS Teams. Exercising together helps to standardize our Programs and builds capacity throughout the entire CSRD and member municipalities.

Neighbourhood Emergency Programs

SEP continues to support over 50 Neighbourhood Emergency Programs in our coverage area. Interest

in the NEP Program has increased in the North Shuswap area since the Bush Creek wildfire and the United Way, who is conducting recovery efforts, is connecting interested residents with our SEP team.

SEP is presently working with four Coordinators who are creating a new NEP for McArthur Heights.

NEXT STEPS:

SEP will continue to support the Shuswap ESS and the NEP Teams.

Report Approval Details

Document Title:	2025_04_08_SEP_CPS_Emergency_Support_Services_and_Neighbourhood_Emergency_Program.docx
Attachments:	- ESS Brochure.pdf
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

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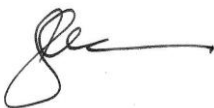
Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean

HOW LONG IS SUPPORT PROVIDED?

Typically, support is provided for 72 hours to allow time for you to:

- Contact your insurance provider for coverage details
- Connect with family or friends for support
- Access other community services for long-term support

Support can continue beyond 72 hours on a case-by-case basis if you need more time to recover or have unmet needs.



SELF-CARE

- Be patient with yourself and others
- Let loved ones know you are okay
- Limit exposure to images and news of the emergency event
- Drink lots of water - stay hydrated
- Get sufficient sleep
- Seek support where necessary

*Being evacuated is stressful.
Please be kind to yourself and others.*

FOR MORE INFORMATION:

EVENT UPDATES: WWW.CSRD.BC.CA



EMERGENCY SUPPORT SERVICES (ESS)



KUU-US Crisis Line Society:
Adults and Elders 250-723-4050
Children and Youths 604-985-4464
Toll free line 1-800-588-8717

Insurance Bureau of Canada:
1-844-227-5422 or www.ibc.ca

Evacuee Registration & Assistance:
<https://ess.gov.bc.ca>



Evacuee Information

WEYTK-HELLO

Who we are - Sweti7 K-ucw

Emergency Support Service (ESS) is a program supporting people's basic needs during an emergency.

If you have been evacuated during an emergency, help is available.



Trained volunteers are here to help.

We are a culturally safe space.
Ckwenemten-kt Le7





FOOD

ESS can provide support for groceries and restaurant meals.



PETS

Consider how to care for your pets. Pets may need to be placed with family, friends, farms, kennels or the SPCA. ESS will help find a solution for you.

OTHER

Other assistance will be provided on a case-by-case basis determined during your interview. We are here to serve you, helping to lower your stress during this situation.

DO YOU HAVE INSURANCE THAT COVERS THIS TYPE OF EVENT?

Your homeowner or tenant insurance may offer better support options than the ESS program. If you have insurance, contact your agent immediately.

HOW CAN EMERGENCY SUPPORT SERVICES HELP YOU?

Go to the ESS Reception Centre designated for your area. You will have an interview with an Emergency Support Services (ESS) volunteer who will assess your needs to help support you and your family in a good way.



COMMERCIAL ACCOMODATION

ESS can provide a shelter allowance and volunteers can help you to find accommodation that works for your situation.

Hotel rooms are limited, particularly for families with pets.

Hotel rooms paid for before you visit the Reception Centre **cannot** be reimbursed.

Campgrounds fees for evacuees can also be covered under the ESS program.

THINGS YOU CAN DO NOW TO MAKE AN EVACUATION EASIER

Create an Emergency Support Services (ESS) profile online at ess.gov.bc.ca or use the QR Code. This will speed up your registration process.



Download the BC Services Card App on your phone to have your identify verified. This allows ESS volunteers to transfer funds directly to your bank when necessary. Use www.id.gov.bc.ca or the QR Code to the right





SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Evacuation Planning and Community Evacuation Guide

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

Evacuation route planning has been completed for 20 high risk communities within the SEP coverage area.

Evacuation Planning Areas Included in the 2020/2021 Project	
▪ Anglemont	▪ Malakwa
▪ Blind Bay	▪ Scotch Creek
▪ Eagle Bay	▪ Sorrento
▪ Falkland	▪ Sunnybrae
▪ Lee Creek	▪ Swansea Point
Evacuation Planning Areas Included in the 2023/2024 Project	
▪ Celistia	▪ Dorian Bay
▪ White Lake/Little White Lake	▪ Tappen
▪ Silver Creek	▪ Notch Hill
▪ Rancho/Deep Creek	▪ Annis Bay
▪ Cambie Solsqua	▪ Queest/Anstey

Evacuation Route planning included the development of a community specific Guidance Document which outlines critical information such as trigger criteria for evacuation decision making, physical evacuation route planning modelling data, evacuation route alternatives, decision making timeline for each community based on real time, method and modes of evacuation, assembly points, traffic and security locations and resources required for route management, pinch points and more. A one-page quick reference guide has also been produced outlining evacuation route priorities, issues and resources. These documents are specifically designed for use by the Emergency Operations Centre.

SEP and the CSRD's Communications Team have been working closely with Monogram Communications on the content and design of a resident focused Community Evacuation Guide and community-specific Evacuation Route Map.

This publication has been designed to guide residents through steps they can take - before an Emergency, During an Emergency and After an Emergency. It is filled with helpful tips and links to emergency preparedness, response and recovery resources. In addition to the guide, a two-sided insert has been created outlining communities, evacuation zones and primary and connector evacuation routes.

The brochure has been kept generic to allow for wide distribution to SEP communities, with the specific information being contained on a mapping insert.

A distribution strategy is being developed with the focus on direct distribution at community events. Residents will also be directed to an electronic version located on the CSRD website. Social media posts will also direct residents to the new guide.

NEXT STEPS:

SEP is compiling a UBCM Community Emergency Preparedness Funding application to complete Evacuation Route Planning Guidance Documents for the City of Salmon Arm. These standardized documents will be specifically designed for use by the Emergency Operations Centre.

Report Approval Details

Document Title:	2025_03_25_SEP_CPS_Evacuation_Planning_and_Community_Evacuation_Guide.docx
Attachments:	- Area F Evacuation Routes and Zones.pdf - CSRD_EmergencyPreparednessBooklet_Final_Digital_Mar31 final.pdf
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean

CSRD Electoral Area F Community Evacuation Routes

Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Highway
- Main Road
- Forest Service Road (FSR)

Communities

- Anglemont
- Celista
- Lee Creek
- Lower East Adams Lake
- Scotch Creek
- Seymour Arm

**Flip for
Community Map**

⚠ IMPORTANT WARNING

This map is for planning purposes only.

During an emergency, many potential routes may not be safe. Please follow the routes directed by emergency officials.

Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.

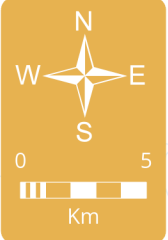
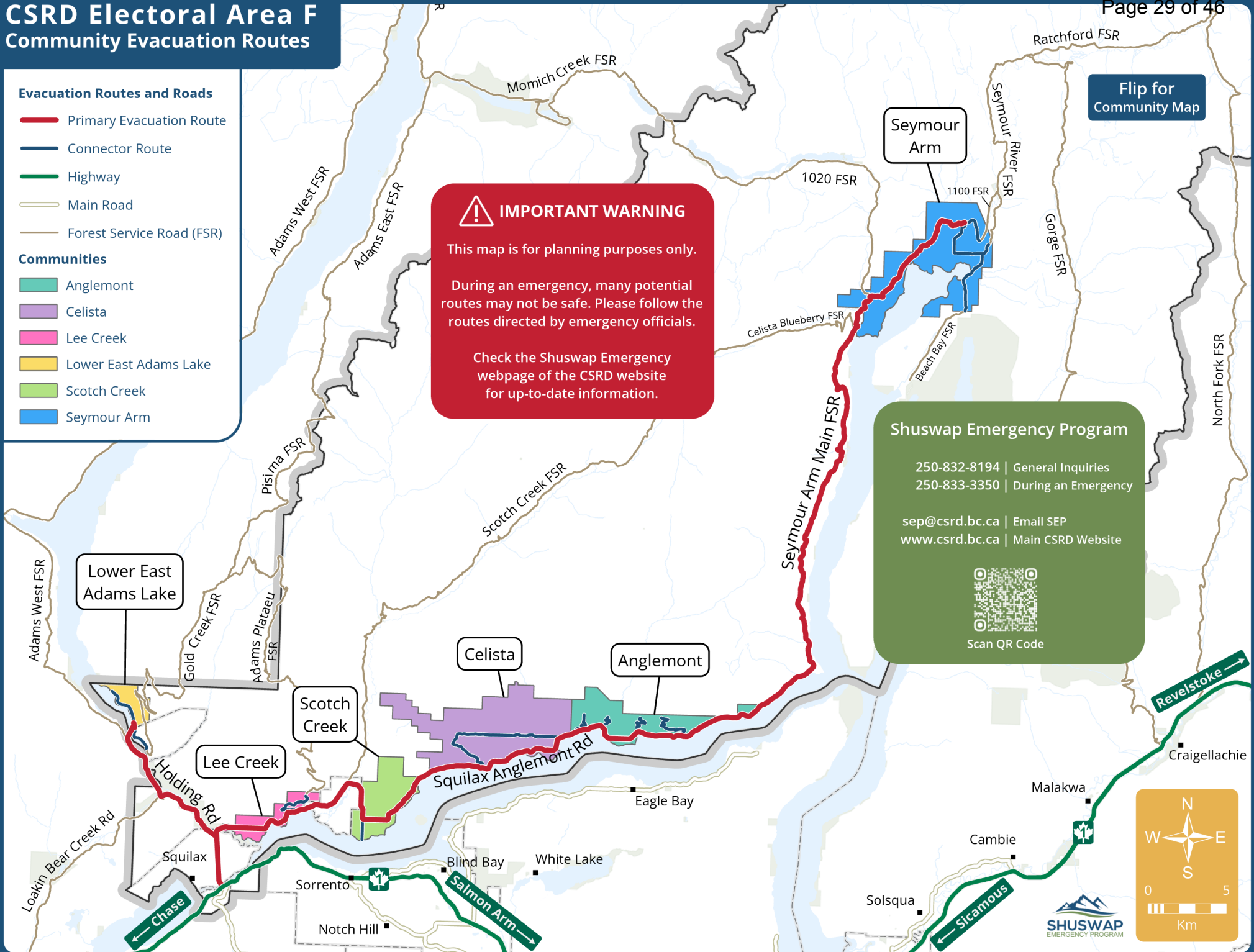
Shuswap Emergency Program

250-832-8194 | General Inquiries
250-833-3350 | During an Emergency

sep@csrd.bc.ca | Email SEP
www.csrd.bc.ca | Main CSRD Website



Scan QR Code







Anglemont Evacuation Routes and Zones

Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road

Evacuation Zones

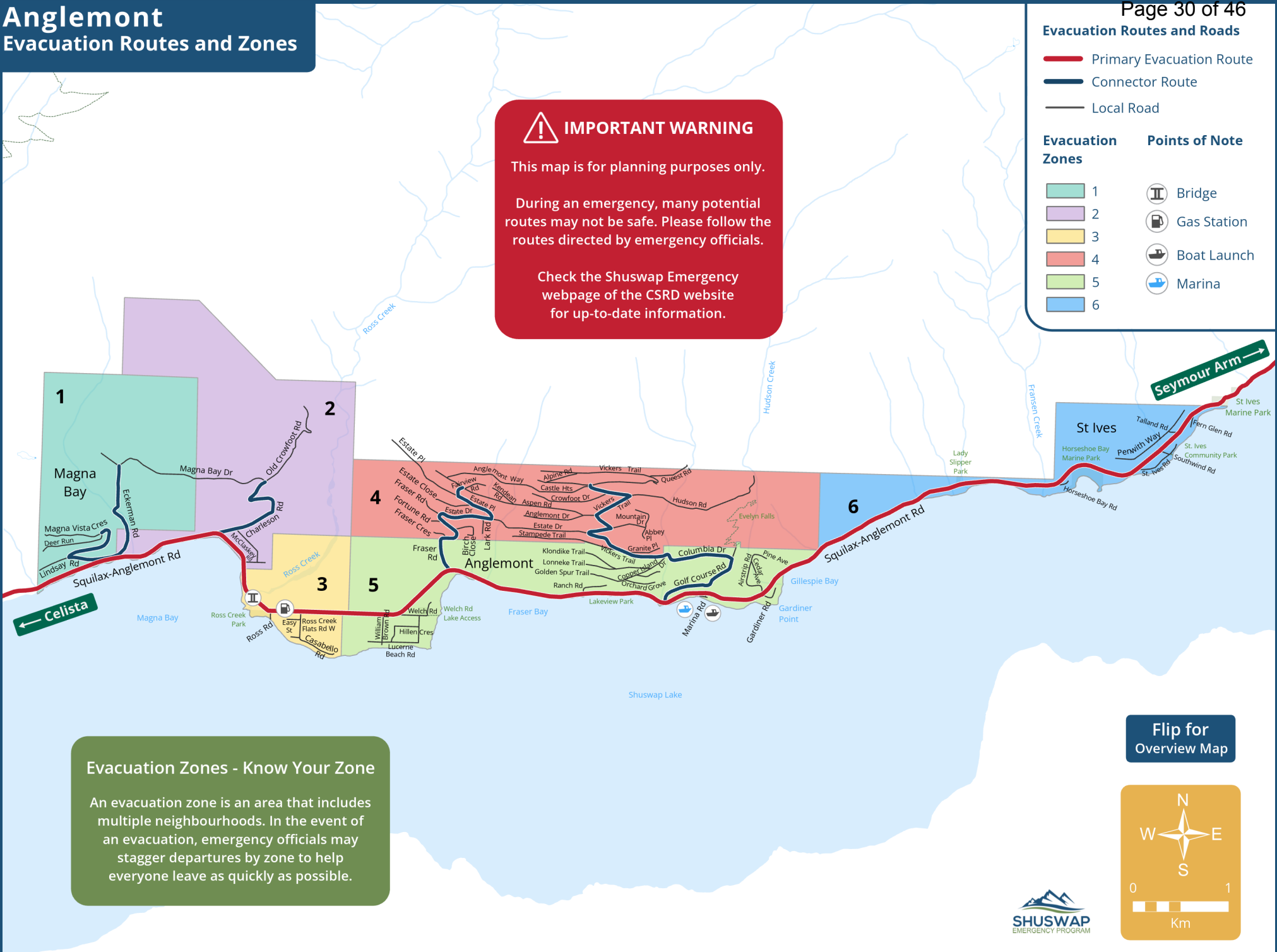
- | | |
|---|---|
| 1 |  Bridge |
| 2 |  Gas Station |
| 3 |  Boat Launch |
| 4 |  Marina |
| 5 | |
| 6 | |

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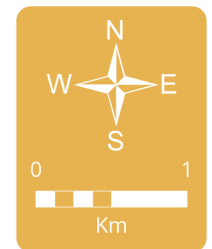
Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.



Evacuation Zones - Know Your Zone

An evacuation zone is an area that includes multiple neighbourhoods. In the event of an evacuation, emergency officials may stagger departures by zone to help everyone leave as quickly as possible.

Flip for
Overview Map



Celista

Evacuation Routes and Zones

Evacuation Zones - Know Your Zone

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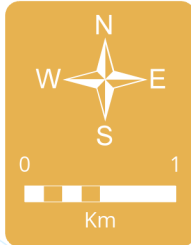
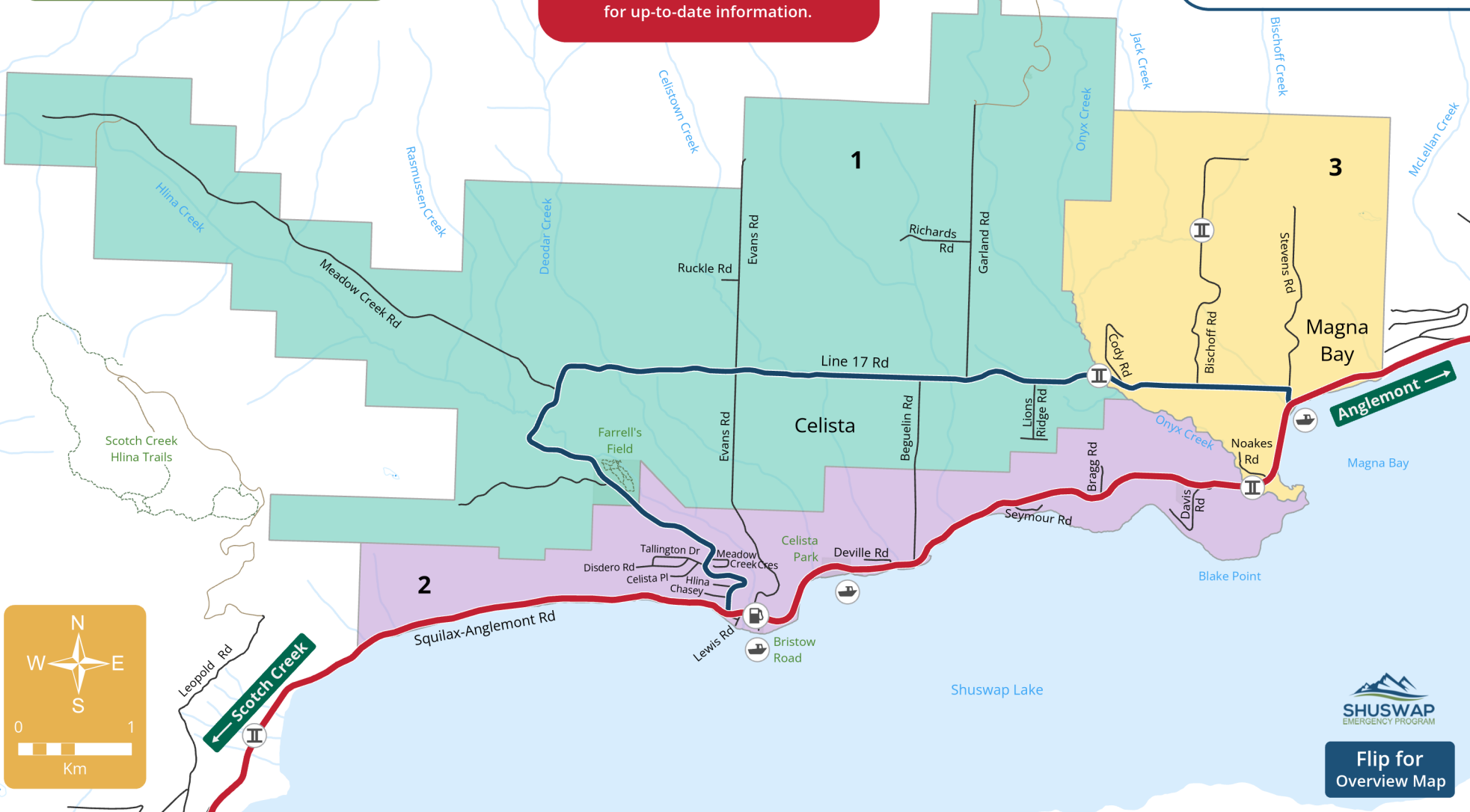
Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.

Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road
- Forest Service Road (FSR)

Evacuation Zones

- 1
 - 2
 - 3
-
-  Boat Launch
 -  Bridge
 -  Gas Station



Flip for
Overview Map

Lee Creek Evacuation Routes and Zones

Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road
- Forest Service Road (FSR)

Evacuation Zones

- 1
- 2
- II Bridge

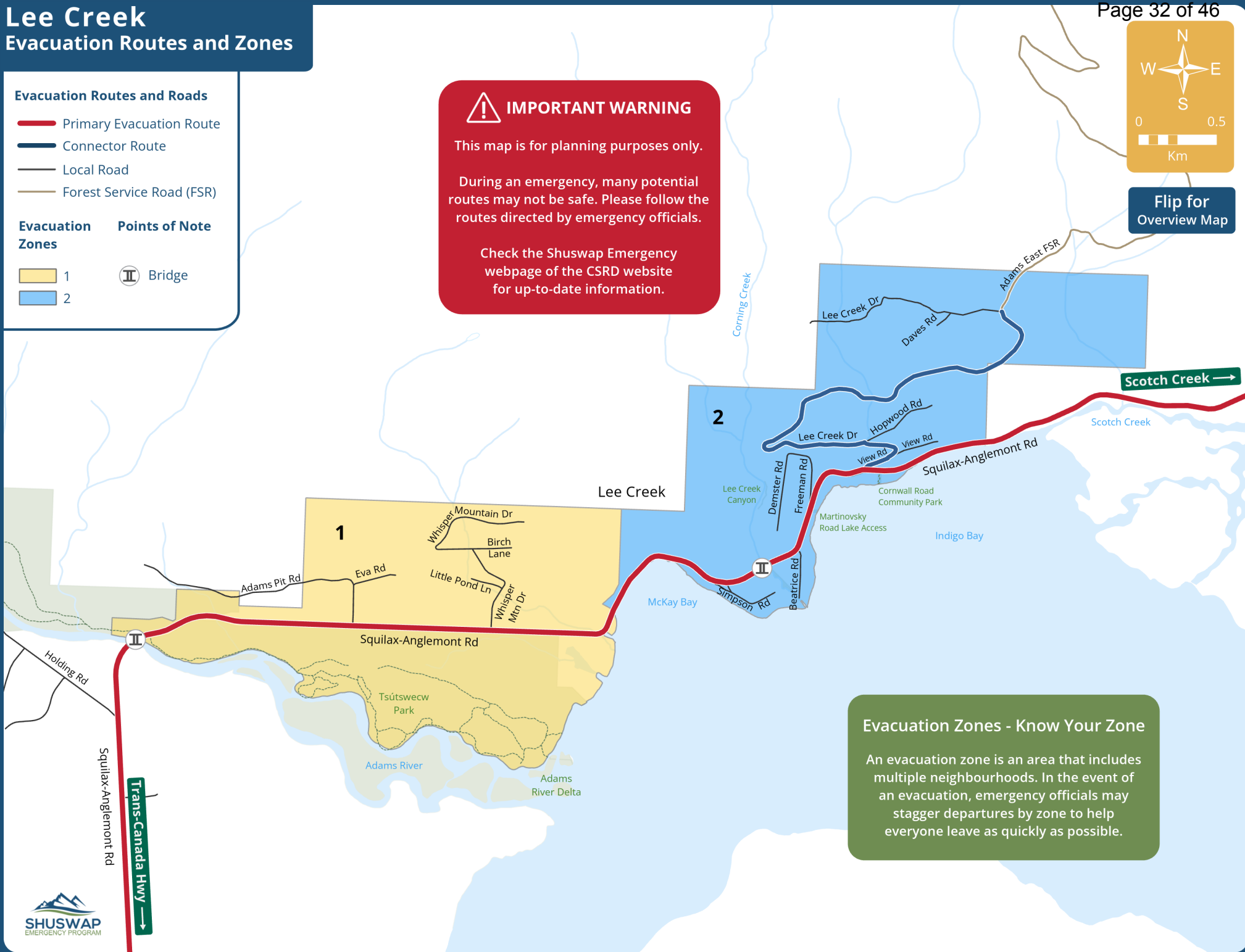
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Flip for Overview Map →

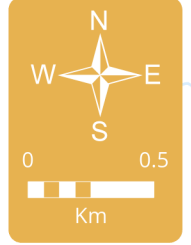


Evacuation Zones - Know Your Zone

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Lower East Adams Lake Evacuation Routes and Zones

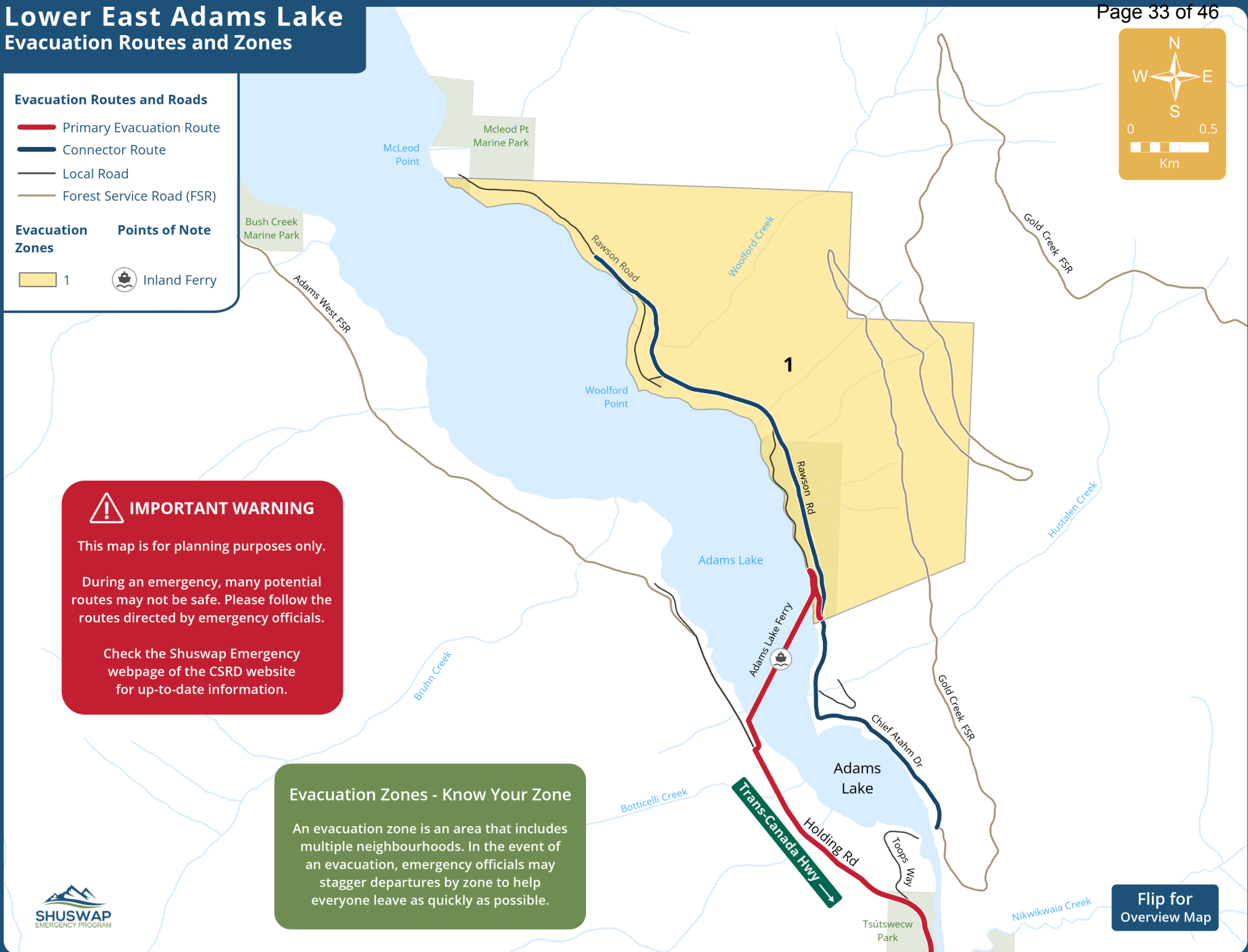


Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road
- Forest Service Road (FSR)

Evacuation Zones

- 1
- Inland Ferry



! IMPORTANT WARNING

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Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.

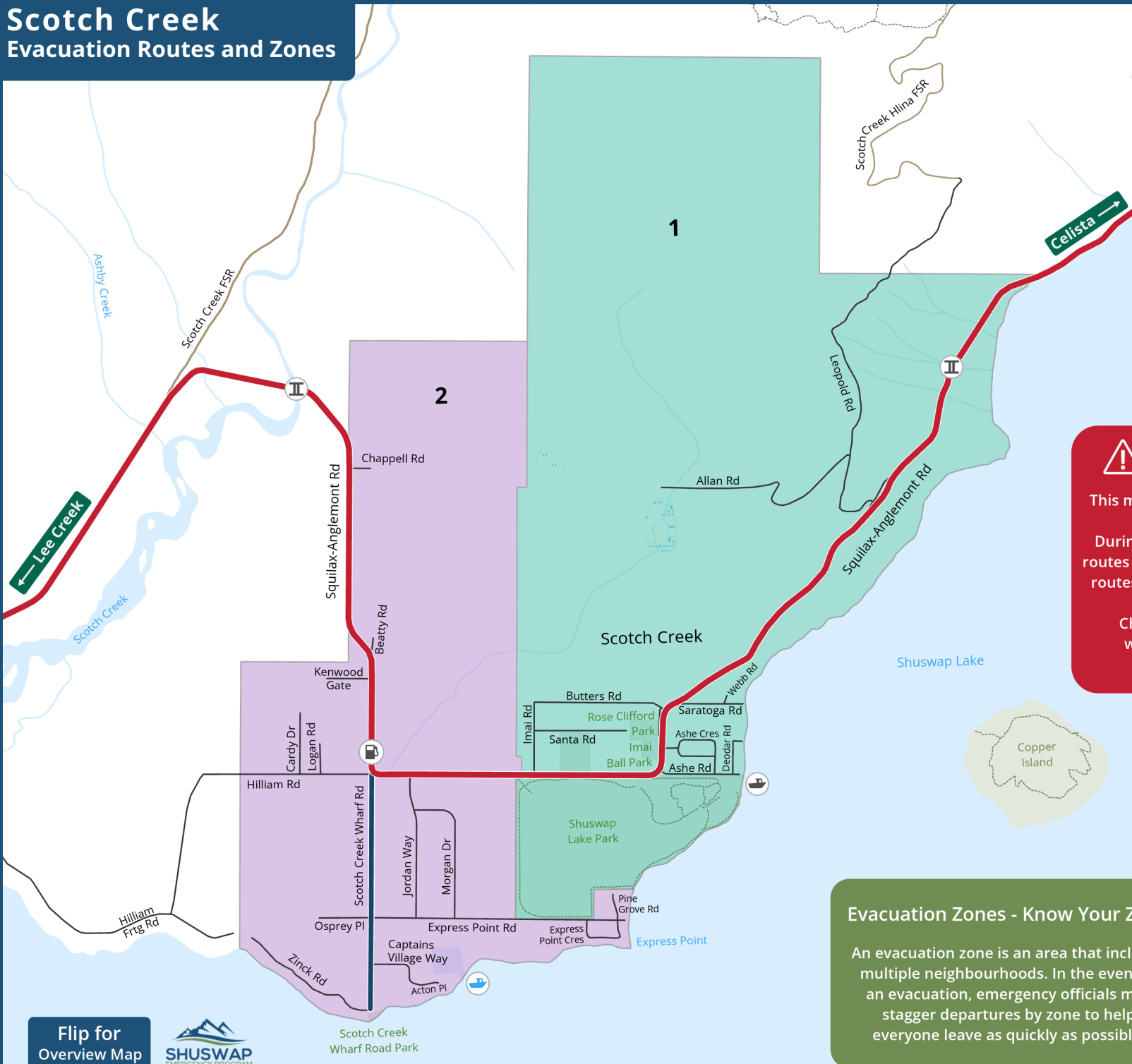
Evacuation Zones - Know Your Zone

An evacuation zone is an area that includes multiple neighbourhoods. In the event of an evacuation, emergency officials may stagger departures by zone to help everyone leave as quickly as possible.

**Flip for
Overview Map**



Scotch Creek Evacuation Routes and Zones



Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road
- Forest Service Road (FSR)

Evacuation Zones

- 1
- 2

Points of Note

- Bridge
- Gas Station
- Boat Launch
- Marina

! IMPORTANT WARNING

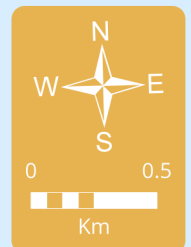
This map is for planning purposes only.

During an emergency, many potential routes may not be safe. Please follow the routes directed by emergency officials.

Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.

Evacuation Zones - Know Your Zone

An evacuation zone is an area that includes multiple neighbourhoods. In the event of an evacuation, emergency officials may stagger departures by zone to help everyone leave as quickly as possible.



Flip for Overview Map



Seymour Arm Evacuation Routes and Zones




Evacuation Routes and Roads

- Primary Evacuation Route
- Connector Route
- Local Road
- Forest Service Road (FSR)

Evacuation Zones

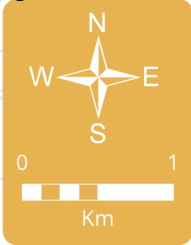
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- 2
- 3

Points of Note

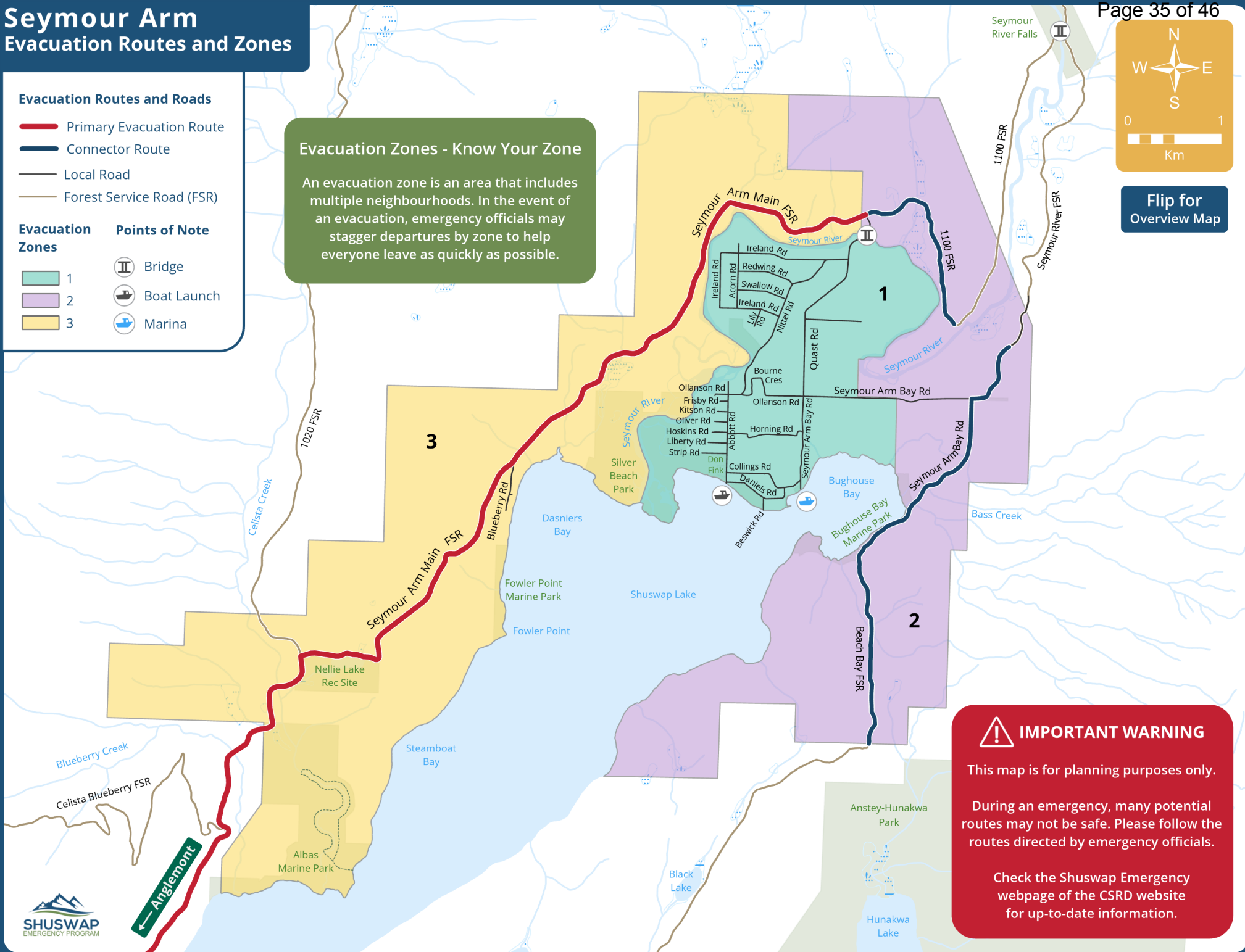
-  Bridge
-  Boat Launch
-  Marina

Evacuation Zones - Know Your Zone

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Flip for Overview Map



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During an emergency, many potential routes may not be safe. Please follow the routes directed by emergency officials.

Check the Shuswap Emergency webpage of the CSRD website for up-to-date information.



COMMUNITY EVACUATION GUIDE



What to do before, during,
and after an emergency.



**HANG
ON TO
ME!**

This guide will help you prepare for an emergency
and a potential evacuation within the Shuswap.

Overview 2

Before an Emergency

Get Prepared 4

Evacuation Preparedness Tips 7

Neighbourhood Emergency Programs (NEP) 8

During an Emergency

Know Where to Get Information 9

Evacuation Stages 10

After an Emergency

Returning to Your Community 12

Re-Entry Checklist 13

Where to Go for Support 14

Common Terms 15



Emergencies are Unpredictable

Disasters may be beyond our control, but there are ways to reduce the risk and impact of any emergency we might face.



Know the risks.

Although the consequences of disasters can be similar, knowing the risks specific to your community and region can help you better prepare.



Make a plan.

It will help you and your family to know what to do in an emergency.



Get prepared.

Put together an emergency kit and grab-and-go bag. During an emergency, you will need some basic supplies. Prepare to be self-sufficient for at least 72 hours in an emergency.



Emergencies, such as wildfires, can move faster than evacuation orders. If you see an emergency in progress and you feel unsafe, do not wait.

Get somewhere safe first. Once you are safe, call 9-1-1 to report it.



BEFORE AN EMERGENCY **Get Prepared**

What are my risks?

You need to be aware of the potential hazards around you in order to plan. For the most up-to-date information on common emergencies in your area, check out:

[CSRD website](#)

[BC Wildfire Dashboard](#)

[Drive BC](#)

[PreparedBC](#)

Sign up for Alertable

in advance of an emergency to receive alerts to your mobile phone, email, or landline during a disaster.

Make a Plan to Evacuate

Depending on the disaster, you may be ordered to evacuate. It is helpful to know how to safely exit your home to avoid scrambling for a solution in the middle of an emergency.

Pick a Meeting Place

Whether you need to evacuate or shelter-in-place, think about a safe location where you and your family can hunker down if an emergency occurs.

In the event you need to evacuate your home, you need to find somewhere safe to meet up. Your plan should have more than one meeting place:

A friend or neighbour's yard

Somewhere outside of your neighbourhood, like a school, store, or local gym

Plan for Your Family

If you have young children, consider what will happen if you can't pick them up from school or daycare. Notify the school or daycare about who is authorized to pick up your children and make sure your kids know as well.

Your family may need special considerations, such as additional preparedness plans for family members who may need extra help evacuating.

Agricultural Operations

Livestock producers need to have a pre-planned strategy to manage their specific risks. Those with livestock are strongly advised to develop an emergency plan for their farm.

Plan for Livestock

The BC Ministry of Agriculture has worked with livestock industries to develop Emergency Management Guides for producers who would like to be as prepared as possible for such events.

Please visit the Government of British Columbia's [Emergency Response Plans And Roles In Agriculture](#) page for links to beef, dairy, and pork guidebooks.

Call **250-833-5927** during regular business hours for more information.

Plan for Your Pets

Preparing for your pets is just as important as preparing for the people in your home. PreparedBC can help you with your [Pet Emergency Plan](#).

If your pet is missing during an emergency, contact the BCSPCA Animal Helpline for assistance: **1-855-622-7722**.

It's always better to be prepared

You should always have a 72-hour emergency kit and a grab-and-go bag for you and your family. Keep your grab-and-go bag in a backpack, suitcase, or waterproof tub. Ensure it's light enough to lift it into your car. Make sure to keep enough gas in your tank to make it out of the affected area.

Items to include in your emergency kit:

- Six litres of water per person (include small bottles)
- Copy of your emergency plan, including emergency contact numbers
- Prescription record from your pharmacist, as needed
- Three-day supply of non-perishable food per person (replace once a year)
- Change of clothing, including winter clothing (hat, mittens)
- Extra set of car keys
- First aid kit
- Flashlights for each family member
- Battery-powered radio and extra batteries or wind-up radio
- Three-day supply of non-perishable food per pet (replace once a year)
- Six litres of water per pet

The ideal time to move sentimental items is when you are on Evacuation Alert.

Items to grab right before you evacuate at the last minute:

- Wallet: identification, credit cards and cash
- Mobile phone and charger
- Computer/laptop/hard drives
- Glasses and contact lenses
- Medications
- Car keys
- Copies of important documents (birth certificates, passports, insurance, and bank records)

Additional supplies to consider:

- Candles and matches / lighter
- Toiletries and personal hygiene items, toilet paper, hand sanitizer
- Garbage bags
- Activities for children (books or toys)
- Basic tools and duct tape
- Small fuel-operated stove and fuel
- Other camping supplies

Emergency & Evacuation Tips

We know an evacuation order can be stressful. That's why planning ahead is so important.

Here's a few things to consider!

Post your address by your driveway so it's clearly visible.

Ensure that your family knows where your gas, electric, and water main **shut-off controls** are located and how to safely shut them down in an emergency.

Make your home/property more fire safe.

The **FireSmart BC Program** is a provincial initiative aimed at reducing the risk of wildfire damage to homes, communities, and forests.

Check your insurance policies and keep copies secure. Take photos room by room for insurance purposes.

**MAKE YOUR
EVACUATION
EASIER**

Create an Emergency Support Services Profile

Emergency Support Services is a program that provides temporary support for essentials, such as accommodation, food, and other support for people who are unable to meet their needs when they are evacuated. During an evacuation, evacuees can go to locations called Reception Centres to access support. These centres can get very busy.

You can streamline this process by **setting up an ESS profile** ahead of time by downloading the **BC Services Card App** on your phone or electronic device. Visit ess.gov.bc.ca and follow the registration instructions. Using the app allows you to receive money directly into your bank account by Interac e-transfer. You know best what support you need, and e-transfer gives you the flexibility to choose.

What is the Neighbourhood Emergency Program (NEP)?

After disasters or during other major emergencies, emergency response can be delayed. During disaster situations, neighbours naturally come together to help one another.

The purpose of the NEP is to ensure that Emergency Preparedness is well practiced in the area where it will be most effective—our communities, neighbourhoods, and homes. NEPs can share information which can identify local skills and resources to ensure a neighbourhood is more organized to effectively deal with a disaster.

How can I start or join a NEP?

The Shuswap Emergency Program is actively supporting Neighbourhood Emergency Program (NEP) groups in our area.

To find out more about how to start a NEP group, call **250-833-5927** or email the Shuswap Emergency Program at sep@csrd.bc.ca.



DURING AN EMERGENCY

Know Where to Get Information

Communication is key. Ensure you seek out credible sources of information to make informed decisions during a disaster. **When in doubt, turn to these sites:**

CSRD – The Shuswap Emergency Program is a regional organization that works to ensure residents are prepared, safe, and informed in cases of floods, wildfire, extreme weather, and more.
csrd.bc.ca/shuswapemergency

Alertable App – Emergency alerts and mass notifications using a smartphone app, email, text, or landline notifications to keep you informed of emergencies and daily incidents in your community.
alertable.ca

CSRD and Shuswap Emergency Program on Facebook – The most up-to-date information on natural disasters and emergencies in your area. [@Shuswap Emergency Program](https://www.facebook.com/ShuswapEmergencyProgram)

CSRD and Shuswap Emergency Program on Instagram – The most up-to-date information on natural disasters and emergencies in your area. [@Shuswap Emergency Program](https://www.instagram.com/ShuswapEmergencyProgram)

CSRD Emergency Mapping Dashboard – An address look-up tool, showing which areas are under evacuation or experiencing disaster events. csrd.bc.ca/emergencydashboard

BC Wildfire Dashboard – Provincial information about wildfires and firefighting efforts. wildfiresituation.nrs.gov.bc.ca



Call the Emergency Operations Centre at **250-833-3350** or visit a Reception Centre during an emergency for more information.

What You Need to Know During an Emergency

It's time to go. Your life may depend on it.

There is a three-stage evacuation process. The purpose of an evacuation is to move people, domestic animals, and livestock away from an actual or potential danger to a safer place.

The decision to order an evacuation is not taken lightly and must be followed by all residents in affected areas. We rely on the best information provided by expert resources to determine when it's not safe and an evacuation is necessary. **Your safety is our first concern.**

STAGE 1 Evacuation Alert

A warning of the potential need to evacuate.

This is the time to get prepared to leave your home on short notice. An evacuation alert means you need to prepare now.

STAGE 2 Evacuation Order

The population at risk is ordered to evacuate the specified area. You must leave the area immediately.

In some instances, there's no time for an evacuation alert. An evacuation order can be put in place immediately.

Check in with Emergency Support Services at a designated Reception Centre. Emergency Support Services provides temporary support for essentials, such as accommodation, food, and other supports for evacuees.

STAGE 3 Evacuation Rescind

An evacuation order is rescinded when it is determined to be safe for you to return home. An alert or order may be re-issued at any time if the danger reoccurs.

When an evacuation rescind is issued, you can return to your property. Depending on the type of event, more information will be shared to help you return safely.

Evacuation Terms — What does this mean?

Tactical Evacuation — If an emergency is moving rapidly and there is immediate threat to lives, a tactical evacuation will take place. Public safety personnel, such as firefighters, police, or search and rescue volunteers may tell you to leave your home right away.

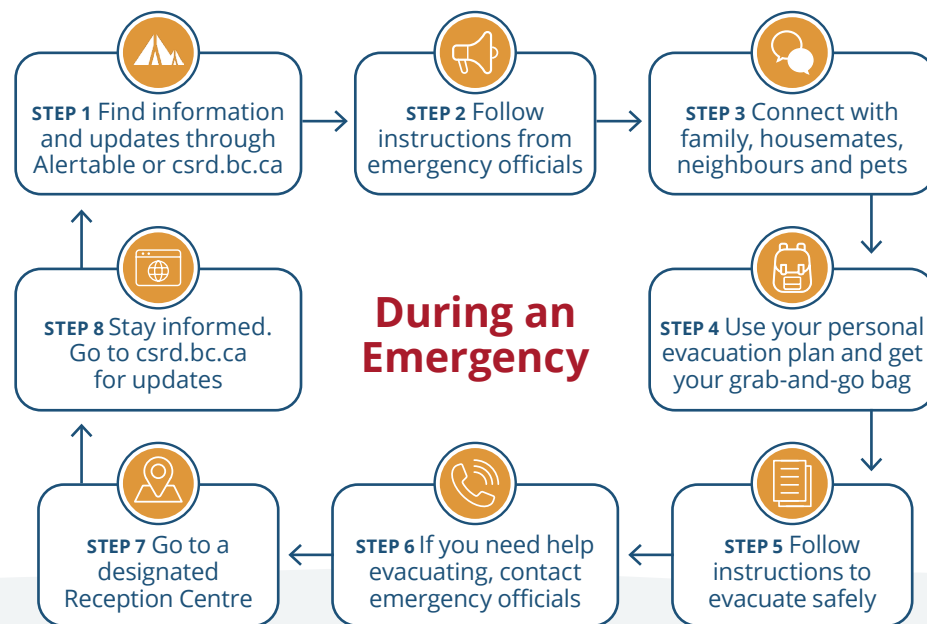
Shelter-in-Place — An event with no warning and no time to undertake an evacuation before the hazard arrives. Evacuation would expose residents to greater harm or dangerous conditions, or the immediate risk is unclear.

Staged Re-Entry

Depending on the size of the event and the number of residents evacuated, there may be a need to stagger re-entry times to reduce congestion. Refer to your community mapping to determine what zone you are located in and look to reliable information sources to let you know when you can re-enter (Refer to "Know Where to Get Information" on page 9).

Area Restrictions

Some areas may be fenced or blocked-off for safety and security purposes. Entry into these areas will be restricted during an emergency event.





AFTER AN EMERGENCY:

Returning to Your Community

STEP 1 Anticipate what the area may be like

It can help to think ahead about what the environment will look, feel, and smell like when you return. The landscape may have dramatically changed depending on the type of emergency.

STEP 2 Ensure you have adequate supplies and stay alert

When it is safe to re-enter your home, property, and/or community, check that you have enough fuel, food and water in case of unforeseen damage or issues. Be prepared with a radio, flashlight, and emergency supplies.

Be prepared to leave again if an area is under an Evacuation Alert, and stay informed.

STEP 3 Look out for post-disaster hazards

Following an emergency, there can be new risks for you to be aware of:

Dangerous trees or ash pits

Poor air quality

Contaminated water supply

Unrefrigerated perishable food or damaged food containers

Water-damaged electrical panels or outlets

The area may be at a greater risk of exposure to geohazards such as landslides or rock falls

Learn more at [ClimateReadyBC](#).



If you see an immediate risk to public safety, please call 9-1-1. For all other moderate risks (such as fallen trees), please call 250-832-2424.

Re-Entry Checklist



IMPORTANT: If, at any time, you feel your home or surroundings are unsafe, contact emergency officials.

- ✓ If you have insurance coverage, contact your provider as soon as possible.
- ✓ With limited services available in some areas, returning residents should expect some disruptions, service delays, and intermittent road closures.
- ✓ Exercise safety and caution when returning to a property by wearing items such as long pants, a long-sleeved shirt, and safety boots.
- ✓ Wear an N-95 or equivalent dust mask (disposable facemask to filter dust and other air particulates) to reduce potential smoke exposure.
- ✓ Thoroughly check for hazards before entering your house, such as slip, trip, and fall hazards, mold, unstable structures, hazardous materials, such as kitchen and bathroom cleaning products, paint, batteries, and fuel containers that may have been partially damaged.
- ✓ Visit the [Water Advisory Map](#) and other important local government service updates regularly to know if the water is safe to drink.
- ✓ Dispose of perishable food.
- ✓ All appliances must be cleaned and disinfected.





Where to Go for Support

I have a medical condition. Should I return?

Anyone with concerns about a medical condition is advised to consult with a physician before returning home. Call HealthLinkBC at 8-1-1 or visit [healthlinkbc.ca](https://www.healthlinkbc.ca) if you have questions or need help finding a physician.

Where can I get mental health support?

Experiencing a disaster such as a wildfire can be particularly stressful and overwhelming. If you need to talk, call the BC Crisis Line / Mental Health Support at 310-6789 (no area code needed) or HealthLinkBC at 8-1-1. Visit [healthlinkbc.ca](https://www.healthlinkbc.ca) for more information.

The BC Division of the Canadian Mental Health Association has resources for coping with natural disaster stress at [cmha.bc.ca](https://www.cmha.bc.ca).

Where to Find First Nations and Cultural Support

KUU-US is an Indigenous BC Wide Crisis Line offering Safety Monitoring for Indigenous people at risk, local housing supports and urgent need items. Please contact **1-800-588-8717**.

Common Terms Used in an Emergency

Alertable:

Alertable is a multi-purpose communication service (website, app) used to send alerts to residents, businesses, and visitors during critical events, such as fires or floods. Sign-up for Alertable in advance of an emergency and tune in when one occurs.

BC Services Card App:

This app allows you to streamline Emergency Support Services' process by creating your ESS profile now. Downloading and verifying your identity with the BC Services Card App will help you avoid long lineups by accessing support online.

Emergency Support Services (ESS):

Provides short-term basic support to people impacted by disasters. Access Emergency Support Services (ESS) if you have been evacuated. You may get basic support, such as accommodation, food, clothing and other temporary support.

Evacuation Alert:

This is the time to get prepared to leave your home on short notice. Get your grab-and-go bags ready (which should include several days of clothing, toiletries and medications), your emergency plan, and copies of important documents. Listen to local emergency officials for further information on the situation.

Evacuation Order:

Leave the area immediately. Follow the directions of local emergency officials and evacuate using the route(s) they've identified. Do not return home until you've been advised that the Evacuation Order has been rescinded.

Evacuation Rescind:

Once local officials determine the situation is currently safe, the evacuation will be rescinded and you can return home. Continue to stay tuned for other possible evacuation alerts or orders.

Neighbourhood Emergency Program (NEP):

CSRD provides information which can assist neighbourhoods to identify their local skills and resources to ensure they are more organized to effectively deal with a disaster.

Want to help?

Emergency Support Services can always use volunteers to help in an emergency. Advance training is required. If you are interested, email sep@csrd.bc.ca

Don't have a Neighbourhood Emergency Program?

You can start one. Call the CSRD at **250-833-5927** or email sep@csrd.bc.ca

CONTACT US

Non-emergency
(during business hours):
250-832-8194

After Hours Emergency:
1-877-996-3344

Emergency Operation Centre
(active during emergencies only):
250-833-3350

Learn more about the
Shuswap Emergency
Program:
shuswapemergency.ca
csrd.bc.ca





SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Shuswap Emergency Expo and Airport Appreciation Event

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, dated March 25, 2025.

RECOMMENDATION: THAT: this report be received for information only.

BACKGROUND:

SEP and the Salmon Arm Flying Club will once again host the Shuswap Emergency Expo and Airport Appreciation Event. The Expo is planned for Sunday, June 22 at the Shuswap Regional Airport and includes a wide range of aircraft, emergency service vehicles, collectible car display and various interactive displays and demonstrations. In addition, we are excited to once again showcase the Shuswap Fire Fighters Challenge where teams and individual firefighters compete in a challenging course of firefighting obstacles.

Click on the attached link to view a short video of 2023's Expo
<https://content.jwplatform.com/previews/TrxfY4rI>

NEXT STEPS:

Continue preparation for this event.

Report Approval Details

Document Title:	2025_03_25_SEP_CPS_Shuswap_Emergency_Expo_and_Airport_Appreciation_Event.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

No Signature found

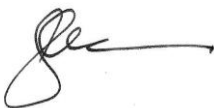
Sean Coubrough



Derek Sutherland



Jennifer Sham



John MacLean