



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

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

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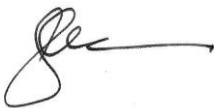
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