



# 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**

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

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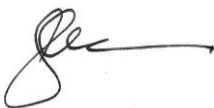
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