



SHUSWAP EMERGENCY PROGRAM EXECUTIVE COMMITTEE REPORT

TO: Chair and Committee Members

SUBJECT: Emergency Management Training and Exercising

DESCRIPTION: Report from Cathy Semchuk, Emergency Program Coordinator/ESS Director, March 24, 2026. Report providing an update on Emergency Management Training and Exercising.

RECOMMENDATION: THAT: the SEP Executive Committee receive this update.

BACKGROUND:

The Shuswap Emergency Program (SEP) is in the final stages of their 2025/26 Training Plan. The Plan offered staff customized training sessions focused on three levels of training: basic training comprising of a full day review of EOC fundamentals, intermediate training concentrating on the evacuation process, and management training introducing a structured methodology for managing incidents called PPOST – Priorities, Problems, Objectives, Strategies, and Tactics.

All three training sessions were well attended.

UPDATE:

During the 2025/26 year, 48 staff and volunteers attended the three training sessions (breakdown of participants: 21 CSR, 15 District of Sicamous, 7 City of Salmon Arm and 5 volunteers).

The training year wrapped up on March 4 with 56 staff participating in Exercise Liquid Earth. The Exercise was developed to provide a simulated, interactive scenario designed to meet identified objectives in a controlled, low stress environment.

Objectives were:

- Initiate activation procedures and processes
- Build competency and familiarity with SEP's protocols
- Strengthen teamwork between EOC staff
- Validate and test functional checklists
- Validate and test flowcharts

EMERGENCY OPERATIONS CENTRE

Operations Section Checklist

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FUNCTIONAL OVERVIEW

The Operations Section provides support to emergency responders in the field. It is responsible for providing a communications link with the site and coordinating jurisdictional operations in support of emergency response.

This Section collects as much information as possible on the status of the emergency event. Information will come into the Operation Section from various sources (Incident Command, a Dispatch Centre, First Responder, etc.) Representatives from operational response and support agencies are in contact with staff in the field to collect information about the emergency or disaster. Information is vetted and disseminated to other Functions and staff within the EOC.

Requests for supplies, equipment or personnel from the field is collected, documented and coordinated with Logistics and Finance functions within the EOC.

OPERATIONS SECTION STRUCTURE

Operations Section Chief

Fire

Health

Police

Engineering

First Nations

Environment

Ambulance

Utilities

ESS

Agriculture

OPERATION SECTION ACTIVATION/SHIFT COMMENCEMENT

The first person to fill an Operations role is the Operations Chief, until reassigned or replaced by someone more qualified.

- Sign in, Initiate/maintain position log and obtain vest. Consider a Scribe position for large events.
- Establish your workstation and log in
- Assign Operations staff to positions as they arrive and brief them at regular intervals
- Confirm the need for support agency presence in the EOC with the EOC Director/Liaison Officer and have the Liaison Officer contact the relevant agency(s)
- Additional support branches: Deputy Section Chief, Evacuation Branch Director, Traffic/Security, Agriculture, Field Liaison, Utilities, Subject Matter Experts.

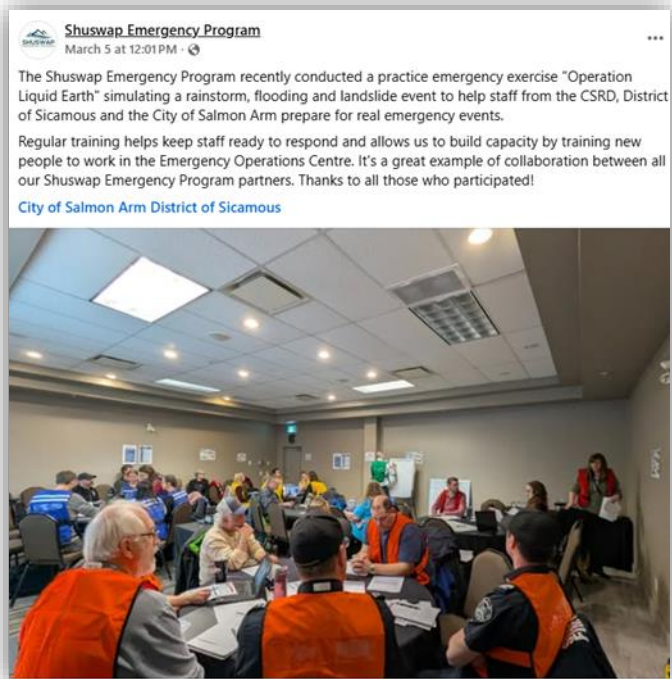
Establish situational awareness and provide to other EOC staff on what has happened, what is happening and what is likely to happen in the field.

UNDERSTAND THE SITUATION

- What happened and what was the cause?
- When did it happen?
- Where did it happen? Be specific.
- Is it getting worse, better or is it static?
- How long will the event last?
- What is the extent of damage?
- How did we learn of the incident?
- Is the information still valid?
- How trusted is your information/source?

ADDRESS HUMAN IMPACT

- Are there casualties? If yes, how many?
- Are there fatalities? If yes, how many?
- How many people and homes affected?
- How are people and homes affected?
- Is there still a public safety risk? If yes, how?
- Is evacuation required?



SEP was approached by Ministry of Agriculture and Food to host a provincial training series designed to strengthen the coordination and readiness for emergency events involving the agriculture sector. The two-day training workshop held on February 24 and 25 was extremely well attended with over 85 participants attending from across the province.

EM in Hour sessions continue to be held each month. Upcoming discussion topics will include a review of the recently released Financial Assistance Standards, Emergency Support Services use of the BC Services Card App, role and responsibilities of a new position within the Operations Section called EOC Field Liaison and various other topics.

NEXT STEPS:

SEP will finalize the 2026/27 Training Plan focusing on building capacity by broadening training to include First Nations and neighbouring local authorities. Our theme for the year is “Collaboration” which is a key aspect of BC’s emergency management framework. The framework encourages government entities to develop emergency management partnerships streamlining the mobilization of resources, pooling of personnel and standardizing response protocols.

SEP has submitted a grant application outlining training, workshops and a capstone exercise that will help to achieve goals set out in the Plan.

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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