

EMBC Staffing Support Needs in support of Wildfires 2017:

Planning Assumptions:

- Staff needed to support EMBC staff 'relief-in-place' and additional capacity requirements arising out of this event (e.g. Advanced Planning Unit).
- Staff fill time frame needed: between August 14 to October 13, 2017.
- Staff rotation cycle would run either 10/2 (10 days on/2 days off), or 7/2.
- The supporting organization does not require knowledge of provincial government policies as a prerequisite to perform their functions as they will be fulfilling supporting roles to Section/Branch Chiefs.
- Due to geographical proximity of RCMSAR and the PECC, it is anticipated that most of the staff would be filling the PECC located in Saanichton. However, PREOC requirements have been identified below for Northeast and Central regions (Prince George and Kamloops) as part of the immediate priority if RCMSAR has interest in filling these requirements. Depending on the wildfires operations during the month of August, additional PREOCs may activate and therefore would require staff augmentation. These positions have been identified in the chart below.
- The province will cover travel costs, lodgings and some meals¹ for staff who travel outside of their geographic location to be deployed (note: local travel is not covered if staff live in the same area as they work in accordance with provincial government policy).
- Training provided by EMBC Organizational Learning Section, which is outlined further below.

Basic Skills Requirements:

- ICS 100
- Experience in emergency management planning or response.
- "EMBC Orientation;" "Emergency Management – The Core" and "ETEAM" training (total of two-days) will be hosted by EMBC staff as part of onboard training for new hires.
- In-take (administrative processing) for hires occurs 7 days per week.

Hiring Policies:

- Because of the immediate staffing requirement for this event, EMBC will hire RCMSAR individuals as "as-and-when" employees.
- Pay scale is based on pre-determined BC Public Service Agency policies based on existing similar job descriptions.
- A criminal records check will be conducted for hires consistent with BC Public Service Agency hiring policy.

¹ During activations in PREOCs and the PECC, lunches are provided to staff and depending on operational requirements, supper may be provided by and at the PREOCs and PECC locations. Any meals not provided under these circumstances are covered off via a per diem rate under Government of B.C. Travel Policies.

Staffing Requirements – PECC and PREOCs:

Priority for Staff Fill:	Immediate Priority:				Subject to Operational Requirements:			Total
Position	PECC	NEA PREOC	CTL PREOC	SEA PREOC	NWE PREOC	SWE PREOC	VIR PREOC	
Operations – Support to Operations Chief	1	1	1	1		1	1	6
Operations ESS Support	2	1	1	1	1	1	1	8
Operations ESS Administration	2	1	1	1	1	1	1	8
Planning: Support to Planning Chief	1							1
Planning Situational Awareness Analyst	2	1	1	1	1	1	1	8
Planning APU Analyst	2	1	1	1	1	1	1	8
Planning APU Support	2	1	1	1	1	1	1	8
Logistics Personnel Reception	1	1	1	1	1	1	1	7
Logistics Facilities	1							1
Logistics Resource Management	1	1	1	1	1	1	1	7
Logistics Inventory	1							1
Recovery Situational Awareness Analyst	2	1	1	1	1	1	1	8
Recovery Planner	2	1	1	1	1	1	1	8
Total	20	10	10	10	9	10	10	79

Locations:

PECC – Saanichton

NEA – Prince George

CTRL - Kamloops

SEA – Nelson

SWE – Surrey

VIR - Saanichton

Functions: PECC and PREOCs:

Operations Branch:

- Act as the primary point of contact for activated/engaged PREOCs (PECC Ops Branch).
- Act as the primary point of contact for Ministries, and emergency management stakeholders.
- Maintain current situational awareness of the emergency event including critical information and resources.
- Collect, consolidate, triage incoming information, situation reports and resource requests from activated PREOCs, MOCs and stakeholders to the appropriate PECC Section.
- Implement the Operations Section component of the PECC Action Plan.

- Create provincial Emergency Event and associated provincial Resource Requests in ETeam.
- Provide information to Recovery Unit to assist transition from response to recovery.

Emergency Social Services (Operations Branch)

The ESS Branch facilitates situational awareness and provides provincial level coordination to volunteer supported programs and organizations that respond to the immediate needs of individuals who have been impacted by an emergency or disaster. The ESS Branch liaises with provincial level organizations in support of regional ESS activities to provide services such as group lodging supplies, clean-up kits and emotional support.

ESS responsibilities include:

- Coordinate Mobile Support Teams (MSTs).
- Coordinate with the PREOC(s) ESS Branch(es).
- Support volunteer programs that provide food, clothing and temporary housing for those in need.
- Facilitate registration and inquiry services to locate and reunite families.
- Coordinate emotional support, personal or referral services.
- Coordinate food, clothing and temporary housing for emergency workers.

Planning Section:

The Planning Section is responsible for the systematic operation of the PECC, including advanced planning, Situation Report (SitRep) creation/dissemination, recovery planning, documentation, technical expertise consultation, mapping services and demobilization planning. The people who work in the Planning Section of the PECC/PREOCs should have skills in human resource management, conflict resolution, problem solving, negotiation, leadership, writing, information analysis and meeting facilitation. Members should also possess a thorough knowledge of emergency management legislation and applicable regulations.

The Planning Section responsibilities include:

- Collect, evaluate, validate (or verify) and disseminate information.
- Assess impact information in order to facilitate the decisions on deployment of resources.
- Maintain PECC documentation and status displays.
- Coordinate the capture and sharing of objectives within the PECC and in consultation with PREOCs and ministry technical specialists, develop the operational period action plan for the approval of the Director.
- Create and maintain the Agency Sitrep form on ETeam (attachment of approved Situation Reports and Action Plans).

Planning Section Immediate Needs:

- Intelligence Unit ---pulling together situational information on priority issues and anticipating long term info requirements
- Situation Unit --- collecting, analyzing info, prioritizing info for consolidation of mid-day summary report and final sitrep

- Documentation Unit --- organizing files, maps and reports for easy access and as needed to support audit purposes

Advanced Planning Unit

PECC Advanced Planning Unit Immediate Need: Planners/Coordinators would be ideal to support:

- Evacuation planning
- Contingency planning
- Knowledge of Critical Infrastructure and potential risk factors and impacts wildfires could pose for impacted communities.

Logistics Section:

The Logistics Section is responsible for coordinating with all other PECC (or PREOC if serving in that organization) sections to establish priorities for resource acquisition and allocation. The section provides personnel, resources (assets; inventory) and materials to support approved operational objectives. The people who work in the Logistics Section of the PECC should have skills in human resource management, resource management, problem solving, logistics, negotiation and knowledge of transportation of goods.

Supply Branch: The Supply Branch locates and organizes the provision of supplies or materials as instructed by the Operations Section or the PECC/PREOC Director. The Branch also coordinates procurement, if required..

Resource Tracking Unit - The Resource Tracking Unit tracks all deployed staff and re-deployable equipment. The Unit maintains an accurate inventory of critical asset supplies and accessibility to meet operational needs and objectives.

Personnel Branch - The Personnel Branch supports the human resource needs of the provincial emergency management structure. The Branch also develops and distributes the PECC's organization chart on a daily basis and conducts staff orientations.