

5.11 PROVINCIAL SUPPORT FOR DEPLOYING 'OUT-OF-JURISDICTION' FIRST NATIONS AND LOCAL AUTHORITY STAFF TO AN EMERGENCY OPERATIONS CENTRE (EOC)

5.11.1 RELATED DOCUMENTS

- Provincial Support for Deploying 'Out-of-Jurisdiction' First Nations and Local Authority Staff to an EOC - Policy 5.11
- [Terms and Definitions](#)

5.11.2 PROCEDURES

1. If an EOC identifies a need for additional competent staff from outside their jurisdiction to support the EOC, they should request support through the PREOC using either an Expenditure Authorization Form - EOC 530 (EAF) if a resource has been identified, or a Resource Request (RR) if a resource has not been identified. The following information should be included in the request:
 - a. The EOC function needed to be filled (Director, Information, Liaison, Safety, Operations, Planning, Logistics, Finance, etc.)
 - b. Any specific skills, level of EOC expertise/experience needed
 - c. When the resource(s) are needed
 - d. The expected duration of deployment
 - e. Current issues they face, including safety considerations
 - f. The contact person, their email and phone number at the impacted EOC
 - g. The physical address where deploying personnel should report to, and time to report
 - h. Any equipment and/or supplies needed to perform the function

Note: if the EOC reaches out directly to another community, it is helpful to inform the PREOC which communities have been contacted and who is willing/able to provide support.

2. The EMCR task number assigned to the requesting community should be used on all documentation for deploying personnel for both the requesting and deploying jurisdictions.
3. The PREOC will try to source and fill the resource request within their EMCR region. If unable to do so, the PREOC will elevate the request to the PECC.

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4. Once a resource is identified, the details listed on the resource request will be converted by the originating community to an EAF for the deploying community and considered for approval at the PREOC.
5. Once approved, costs associated with the deployed personnel will be reimbursed using the same process as submitting a response claim.
6. DEPLOYING COMMUNITY CONSIDERATIONS:
 - a. To address potential collective agreement requirements, it may be beneficial to canvass staff for an expression of interest in the opportunity. The staff would be expected to meet the deployment requirements: e.g., a minimum of 7 days, competent for the function, etc.
 - b. When a suitable employee(s) is identified and willing to be deployed, the home employer or deploying community provides written instruction (e.g., email) to the employee that they will be dispatched to the requesting community. This ensures that the employee maintains WorkSafeBC coverage from their deploying community when deployed to another jurisdiction.
 - c. The requesting community is responsible for travel and accommodation arrangements. If necessary, the PREOC or PECC Logistics sections may help coordinate the travel arrangements.
 - d. If practical, the deploying community EPC (or designate) maintains contact with their staff to ensure they arrive safely at the EOC. When the deployment ends, the deploying community should be informed of when their staff are leaving the EOC and confirm their staff have arrived home safely. If the EPC is unable to confirm that their staff have arrived at the EOC or at home safely, they should call the requesting community for further assistance.
 - e. It is recommended that the deploying community provide the name and phone number of a contact person (e.g., EPC) that the requesting EOC can call as required for staff safety reasons (WorkSafeBC).
 - f. Obtain clarity prior to deployment around the deployment period, expected roles, the specific equipment and/or supplies required (e.g., laptops, etc.), and any other expectations.
 - g. The deploying community may want to have staff use special project coding for their payroll and expenses so they can isolate deployment costs.
 - h. The deploying community will submit a response claim to EMCR for the reimbursement of the Deployed Personnel wages.

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7. REQUESTING COMMUNITY/EOC CONSIDERATIONS:

- a. If the EOC has identified an out-of-jurisdiction resource, the details of what is needed should be submitted on an EAF to the PREOC for consideration. Once the EAF has been approved, the requesting First Nation or local authority provides the approved EAF to the deploying community as confirmation of approval and for later use in submitting a response claim. If the EAF requires an increase in the estimate, the originating First Nation or local authority should prepare an addendum to the EAF and seek authorization through the PREOC.
- b. If the EOC has not identified an out-of-jurisdiction resource, it should submit a Resource Request that includes the details of what is needed for consideration to the PREOC. The PREOC will try to source and fill the resource request within their EMCR region. If unable to do so, the PREOC will elevate the request to the PECC. Once a resource is identified, the details listed on the resource request will be converted to an EAF by the requesting community, considered for approval at the PREOC and if approved, will be assigned to the deploying community.
- c. The requesting community should confirm the deployed personnel terms and conditions of employment, as appropriate with the deploying community. Considerations such as details on liability and WorkSafeBC, hourly wage, overtime and benefit rates, travel expenses, the need for any special equipment and/or supplies (e.g., laptops) to be provided, and details around their due diligence to provide a culturally safe environment and psychosocial support, if needed for deployed staff (e.g., access to Critical Incident Stress counselling, etc.). In most instances, the requesting community accepts the terms of conditions of the deployed personnel's community.
- d. Requesting communities should specify job duties of the deployed personnel. Check duties that apply:
 - ☐ Working in the EOC
 - ☐ Working at site level
 - ☐ Helicopter or airplane flights for situational awareness
 - ☐ Site visits for geotechnical support
 - ☐ Dike inspections
 - ☐ Site visits for damage assessments
 - ☐ Other _____

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- e. The requesting community should provide a contact name and number within the EOC for the deployed staff person to report to. It is recommended that the deploying community contact (e.g., EPC) also receive this information.
- f. The requesting community EOC will provide information around deployment logistics: the physical location, hours of operation, transportation information (e.g., road closures), required equipment/supplies to bring (e.g., laptop). The requesting community EOC will make the accommodation arrangements for the personnel.
- g. The requesting community EOC must track deployed staff time and approve their timesheet for submitting to the deploying community, as part of proof of payment documentation.
- h. Requests to extend deployment beyond the originally approved deployment period will be discussed by all parties, and the EAF will need to be resubmitted for approval based on the new deployment period. Reimbursement rates for mileage, accommodation and meal allowances will conform to: Provincial meal/per diem travel rate see [Chapter C, Rates and Reimbursement - Appendix 1](#) for Group 1. If First Nation/local authority rates are similar, they may be used with the approval of the PREOC through provision of a copy of the First Nation or local government expense schedule. Exceptions to the provincial government rate can be made if endorsed through discussion with the PREOC Director and noted in the EAF.

8. DEPLOYED PERSONNEL CONSIDERATIONS

- a. Obtain clarity prior to deployment around the period for deployment, roles, the specific equipment and/or supplies required (e.g., laptops, etc.), and any other expectations.
- b. All deployed personnel must sign in to the EOC upon arrival and use the sign in sheet each day. This is important for exemption from civil liability under the Emergency Program Act and for tracking expenses by the EOC. No person appointed, authorized, or required to carry out measures relating to emergencies and disasters is liable for ANY loss, cost, expense, damage, or injury that results from acting in good faith in relation to the measure that they were appointed, authorized, or required to carry out [Emergency Program Act, Section 18].
- c. Deployed personnel will receive a weekly EOC approved record of their hours of work and costs (along with appropriate receipts). These will be submitted to their home employer for payroll processing at normal times. Some deploying communities may want to have their staff use special project coding for their payroll and expenses so they can track costs.



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- d. All documents should reference the EMCR Task Number issued to the requesting community's EOC.
 - e. For safety reasons, it is recommended that deployed staff check in with their deploying community EPC when they arrive at the EOC, when they depart from the EOC and when they are safely home. In coordination with their employer, deployed staff should take the appropriate rest breaks after deployment before resuming regular work.
9. As per the Resource Request and EAF, the response costs, along with all receipts, will be included in the response claim that the deploying community will compile and submit to EMCR. Questions should be directed to the local government's regional EMCR Office.