



City of Campbell River Extreme Weather Plan

**FINAL
22 Dec 2022**

Document Version Tracking Table

Version	Date	Author	Comments
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FINAL	22 Dec 2022	Red Cross Community Assistance Team	Final draft to City, delivered to Stephanie Bremer, Campbell River Fire Dept
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Acknowledgements

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1.0 Introduction and Goal

Extreme weather events like coastal storms and droughts are among the top risks that threaten community stability. Extreme weather events are a current health risk. As climate continues to change, extreme weather events are expected to increase in frequency, duration, and severity. Older adults, the chronically ill, and socially disadvantaged people, among others, are more vulnerable to health effects related to extreme weather events.

The goal of the Campbell River Extreme weather Plan (EWP) is to provide scalable, flexible operational plan to guide the City’s response to an extreme weather event. The plan outlines the strategy and best practices to coordinate an efficient and organized response.

1.1 Objectives of the Extreme Weather Plan

- Increase the City’s resilience to extreme weather events by having a clear, action-based extreme weather plan.
- Increase the City’s ability to mitigate and reduce the health risks for community members in extreme weather events.
- Ensure all residents have a safe place to gather during extreme weather events
- Provide a plan that identifies the responsibilities and actions of key responders (such as City staff, regional or provincial government, not-for-profit organizations, and others) during extreme weather, with predetermined thresholds to provide services
- Provide a communications strategy (both internal and external) aimed at informing governments, affected parties and community partners about how extreme weather events are managed and coordinated, including an ability to alert those most vulnerable to extreme weather that is either expected or currently exists

- Identify facilities to be used to shelter community members during extreme weather events. Ensuring each facility has lists of staff resources, equipment and supplies required to operate.
- Cost planning associated with managing extreme weather, including the criteria by which the City can request reimbursement from EMCR during extreme weather, and/or access support from BC Housing for temporary or extreme weather shelters
- Facilitate alignment and coordinated response with the SRD and the City of Campbell River

1.2 Responsibility for this Plan

The City of Campbell River will oversee this plan. The plan is meant to be a user-friendly guide with appendices that should be reviewed and updated annually or as required. It will be used primarily for City staff, the Strathcona Regional District, and organizations supporting the City during an extreme weather event, such as local and regional partners identified in the Resource Map and Appendix B. The Campbell River Fire Department shall be the holders of this plan and are responsible for its upkeep.

2.0 Extreme Weather Resource Map



Extreme Weather Response Resource Map



Partners

We Wai Kai First Nation
 We Wai Kum First Nation
 Homalko First Nation
 SRD



Leadership / Decision Makers / Advisors

BC Ministry of Health
 EMBC
 SRD
 City of Campbell River
 Coalition to End Homelessness



Staffing

City and SRD Staff
 Emergency Responders
 Contracted Staff
 Peer Staff



Communication Plan

City of Campbell River
 Community Comms Tree
 Alertable



Funding Streams

EMBC
 BC Housing
 Union of BC Municipalities
 United Way/ Non-Profit Support



Volunteer Staffing

Rotary
 Salvation Army
 Hama'Elas Kitchen
 Volunteer Campbell
 River
 *ESS Volunteers &
 Campbell River CRC
 when appropriate*



Facilities / Transport

Community Centre
 SportsPlex
 Campbell River Baptist Church
 Discovery Church
 BC Transit MOU
 SD72 - MOU



Health

Island Health
 Campbell River Hospital
 Overdose Prevention
 Emergency Health Management BC -
 (Provincial Health Services Authority)

3.0 Background

There is a mounting body of evidence showing that human activity, in particular the consumption of fossil fuels, is causing our climate to change as average temperatures rise around the world. In 2021, Campbell River experienced two significant weather events that stressed the City's resources, the "heat dome" in June/July 2021 and the winter storm in late December 2021. These two weather events illustrated the impact of climate change and weather patterns for the City of Campbell River. As our planet's temperature increases, we must prepare for and expect more extreme weather events in the future: we can expect these weather events to be more frequent, intense, severe and of longer duration than we have previously seen¹.

Average climate and weather data for Campbell River may be found in Section 7, Resources, in the row for Government of Canada.

3.1 Definition of Extreme Heat

Drier, hotter summers with more days above 30 degrees Celsius are becoming the new normal in British Columbia.

An extreme heat emergency can occur when daytime and nighttime temperatures increase daily and are well above seasonal norms. Extreme heat is dangerous to the health and well-being of the public and is responsible for the highest number of weather-related deaths annually. Senior citizens and people with chronic health conditions are at greater risk and may not realize that they are getting too hot. Those with limited mobility may also need extra help to keep cool.

3.2 Definition of Extreme Cold

Despite its relatively mild coastline, extreme cold events can occur in Campbell River.

An extreme cold event may be defined as a weather event involving temperatures and conditions or a combination of such, involving sustained low temperature, precipitation such as rain, hail, snow etc., and wind chill create dangerous conditions. In addition to the risks to vulnerable people, cold weather can disrupt essential services in terms of loss of utilities (heat, water, power), blocked roads and icy driving conditions.

Extreme cold is defined differently across the country: Environment and Climate Change Canada have set criteria for issuing extreme cold alerts based on its regions. However, municipalities may choose to weigh other factors in their decision-making to issue an extreme cold warning or response.

3.3 Risks of extreme weather events

The following are some of the risks and threats to society from extreme weather events:

- Impact to mental and physical health, including increased illness and deaths
- Overburden medical facilities and health care workers, including first responders and dispatch
- Impact outdoor work, recreation, and tourism (disruption to daily businesses, events & gatherings)
- Life threatening for pets and livestock

¹ The Intergovernmental Panel on Climate Change (IPCC) *Sixth Assessment Report, Climate Change 2022: Impacts, Adaptation and Vulnerability*

- Disruption of essential services, roads, and utilities (heat, water, and power).
- Financial burden for municipalities and communities
- Agriculture stress for plants, trees, and wildlife
- Damage to infrastructure (e.g., water treatment) and transportation networks (e.g., public buses, transport trucks etc.)

Public misinformation resulting in confusion and panic

3.4 Who is most at risk during extreme weather?

Extreme weather is dangerous to the health and well-being of the public and is responsible for the highest number of weather-related deaths annually. The Government of Canada and Island Health have identified that the most susceptible individuals to weather events include^{2,3}:

- Low-income earners
- Older adults
- Infants and young children
- People with chronic illness or who are physically impaired
- Socially disadvantaged individuals
- Newcomers to Canada and transient populations such as tourists
- Occupational groups
- The physical active

² Govt of Canada <https://www.canada.ca/en/health-canada/services/climate-change-health/extreme-heat.html>

³ Island Health <https://www.islandhealth.ca/news/news-releases/island-health-encourages-people-prepare-vancouver-island-heat-warning>

4.0 Roles and Responsibilities

The City of Campbell River will lead the extreme weather event response with the support of the Regional District, in addition to provincial and federal levels of government when required. Community partners will have a role to play in responding to extreme weather events, summarized in the table below. More detail on roles and responsibilities may be found in Appendix B (note that Appendix B is a stand-alone companion to this document).

	Role	Responsibility during Extreme Weather
Federal Government	Environment and Climate Change Canada (ECCC)	<ul style="list-style-type: none"> Issues weather forecasts, special weather statements, advisories & warnings across Canada, including heat warnings/heat emergencies. ECCC heat warnings are issued based on forecasted high temperatures for two consecutive days and the intervening overnight lows.
Provincial Government	Emergency Management and Climate Readiness (EMCR)	<ul style="list-style-type: none"> Leads the management of emergencies and disasters in BC. Reimbursement for defined expenses incurred for eligible emergency response through the Expense Reimbursement Request where actions are taken as outlined in the BCHARS Plan. Leads coordination calls with local authorities through their Regional Operations Centers.
	Provincial Health Services Authority (Health Emergency Management BC)	<ul style="list-style-type: none"> Issues health alerts, based on weather alerts and forecasting issued by ECCC.
	Island Health	
	BC Housing	<ul style="list-style-type: none"> Under the authority of the Ministry of Municipal Affairs and Housing, BC Housing manages the Extreme Weather Response Program. The funds from this program are used to support community-based services to provide temporary emergency shelter spaces during periods of extreme winter weather which threaten the health and safety of homeless individuals. The EWR Program operates from November 1st to March 31st annually.
District & City	Strathcona Regional District (SRD)	<ul style="list-style-type: none"> Provides leadership, coordination and support to all municipalities and communities within the SRD including ownership of the SRD Emergency Program. See Section 7, SRD Bylaw 1492.

	Role	Responsibility during Extreme Weather
	City of Campbell River	<ul style="list-style-type: none"> Leads the communication strategy to reach at-risk individuals Coordinate roles and responsibilities with SRD Coordinate a preliminary discussion to review Expense Authorization Forms (EAF) rationale, potential service gaps, and eligibility costs. Watch weather forecasts and weather alerts from Environment Canada Requests EMCR task number Activates the Extreme Weather Plan Opens cooling/warming centres Declares States of Local Emergency Activates the Emergency Operations Centre (EOC)
Policing	RCMP	<ul style="list-style-type: none"> Escorts unhoused persons to emergency shelters during extreme weather under the provision of the Assistance to Shelter Act.
NGO, Service Orgs etc.	Not-for-profit charitable organizations, social advocacy groups, service clubs	<ul style="list-style-type: none"> Provides emergency hot meals, shower facilities, laundry, clothing Volunteer staffing Conduit to socialize and share information to vulnerable community members
	Residents	<ul style="list-style-type: none"> Maintain and practice individual and household emergency plans, check on neighbours, stay tuned to local information sources about the latest weather etc.

5.0 When to use this plan: activation and deactivation criteria

This plan includes thresholds for activation in conjunction with Environment Canada, the BC Heat Alert and Response System (BC HARS) and Strathcona Regional District Emergency Response Plan. For cold weather specifically, activation is more subjective, and recommendations have been made based on Environment Canada weather alert criteria and best practices among several municipalities across the province.

Specifically, when extreme weather alerts state that the weather poses an increased risk to the public and human health, this plan should be activated.

5.1 Heat event Activation:

In June 2022, the Province announced a move to the BC Heat Alert and Response System (BC HARS). Under the BC HARS, there are two categories of heat events: Heat Warnings and Extreme Heat Emergencies:

ALERT	THREAT	PUBLIC HEALTH RISK	HISTORIC FREQUENCY	ACTION
Level 1: Heat Warning	Very hot: daytime and overnight temperatures are higher than seasonal norms and holding steady.	Moderate (5% increase in mortality)	1-3 per Summer	Take the usual steps to stay cool
Level 2: Extreme Heat Emergency	Dangerously hot daytime and overnight temperatures are higher than seasonal norms and increasingly get hotter daily.	Very High (20 % mortality rate)	1- 2 per decade	Activate Extreme Weather Plan

The City of Campbell River (CCR) is aligned with the Strathcona Emergency Program protocols and has decided the temperature trigger points for activating an Extreme Heat Response will be when:

Temperatures reach above 35°C for two consecutive days, and overnight temperatures remain above 18°C. The flow chart below illustrates the CCR activation for extreme heat events:

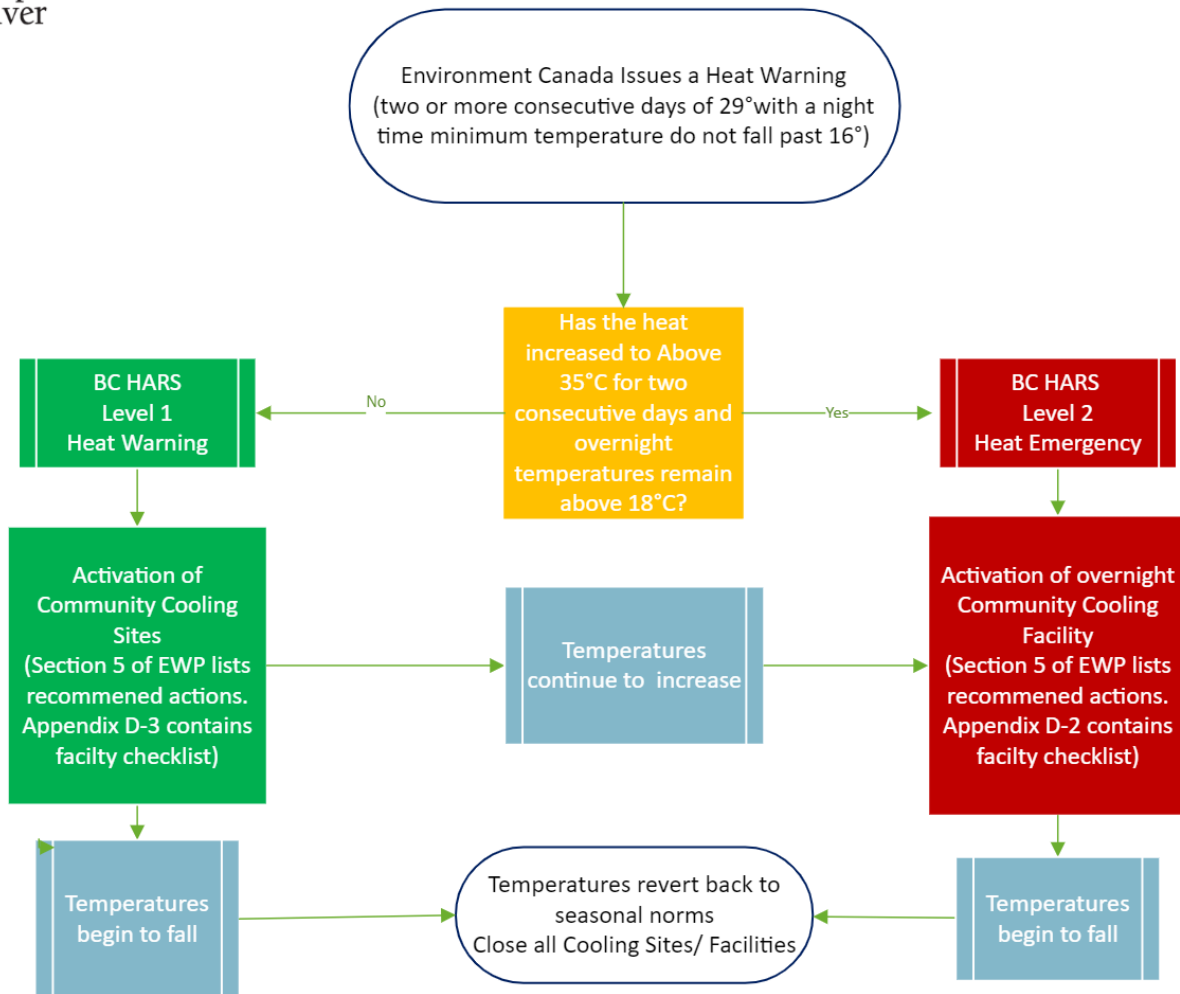
The Environment Canada criteria for heat warnings on Vancouver Island [heat warnings on Vancouver Island](#) (except northern portions) are:

Issued when two or more consecutive days of daytime maximum temperatures are expected to reach 29°C or warmer and nighttime minimum temperatures are expected to fall to 16°C or warmer.

Important: Campbell River will follow advice provided by Environment Canada and Ministry of Health / Health Authorities, regardless of the above-stated temperature thresholds.



Extreme Heat Activation Flowchart



5.2 Recommended actions during heat events

Recommended Actions BEFORE Heat Events (before April 1st of each year)
Pre-season preparation
<p>Prior to the summer month the following actions are recommended annually;</p> <ul style="list-style-type: none"> • Review the SRD Heat Response Guide and update any new information or lessons learned (3-2-22 Extreme Heat Response Measures.docx) • Ensure that heat preparedness materials and communications materials are updated (see Appendix E for Communications pre-season checklist) • Conduct training/refresher training for City staff in this plan (see Appendix B for more detail) • Seek out training offered by EMCR regarding accessing provincial support during emergencies

Recommended Actions DURING Heat Events	
Level 1 Heat Warning	Level 2 Heat Emergency
<p>Environment and Climate Change Canada (ECCC) issues Heat Warnings or Special Weather Statements.</p> <p>Actions to Consider:</p> <ul style="list-style-type: none"> • Participate in regional coordination Calls organized by Emergency Management and Climate Readiness (EMCR) on behalf of Public Health • Activate Comms Strategy (Appendix E) • Monitor local weather conditions • Request an EMCR Task# for the purchase of bottled water for Transit Support Agents to offer water to anyone in need • Familiarize with EMCR Eligibility Assessment Criteria (link provided in the Resource Section 7) • Consider options such as extended pool hours 	<p>Environment and Climate Change Canada (ECCC) has upgraded the Heat Warning to a Heat Emergency, with temperatures <u>above 35°C for two consecutive days and overnight temperatures remaining above 18°C.</u></p> <p>Actions to Consider:</p> <ul style="list-style-type: none"> • Request an EMCR Task# if not already requested • Activate Extreme Heat Outdoor Cooling Sites (Appendix C for Site Considerations, Appendix D-3 for Extreme Heat Cooling Site checklist) • Consider activation of dedicated cooling facilities and sites (Appendix C) for Facilities options, Appendix D-2 for Extreme Heat cooling facility checklist) • Cooling facilities will be identified and shared with the community • Standup tents will be set up at cooling sites • Activate Comms Plan (Appendix E) • Initiate outreach communications with community partners • Purchase of bottled water for Transit Road Support Agents and cooling sites to offer water to anyone in need • Notify staff of risks and protective activities. Consider adjusting staff work schedules to

Recommended Actions DURING Heat Events	
Level 1 Heat Warning	Level 2 Heat Emergency
	<p>cooler parts of the day, as appropriate for the location and type of work.</p> <ul style="list-style-type: none"> • Reschedule any non-essential events, meetings, and services to another day or a cooler part of the day • Waive public swimming costs at pools • BC Buses will be available for free transport • Activities will be cancelled in the gyms of the Sportsplex and Community Centre to permit drop-in cooling space. Companion Animals will be welcomed. • Water bottles will be encouraged to be donated to unsheltered populations. • Facilities with air conditioning will be promoted and encouraged to extend their hours (Museum, etc.) • Consider additional heat response activities as outlined by EMCR • Considerations of opening an overnight congregate shelter overnight if the overnight temperatures continue to be a concern or safety risk and/or if recommended by VIHA.

5.3 Cold Event Activation:

Environment and Climate Change Canada’s Meteorological Service may issue alerts for weather or environmental hazard events that are either occurring, imminent, or forecast to develop. Alerts are currently issued as special weather statements, advisories, watches, and warnings. A link to the full criteria for issuing Weather Alerts is provided in References section 8.0 of this document.

A cold weather event may be triggered by more than simply a drop in temperature. The Homelessness Services Association of BC 2018 (see Refs) contains considerations for the activation of cold weather warming centres and overnight shelters and defines extreme cold weather as:

Conditions deemed severe enough to represent a substantial threat to the life and/or health of people who are experiencing homelessness.

Environment and Climate Change Canada (ECCC) can issue public weather alerts which can encompass a broad spectrum of winter weather.

When deciding whether to activate a cold weather plan, the following are factors to consider. Cold weather factors cannot be looked at in isolation; instead, the complete weather picture needs to be assessed based on the criteria below:

Cold weather factor	Threshold consideration
Temperature	<ul style="list-style-type: none"> • Sustained cold temperatures at or below freezing AND • That, in combination with wind/wind chill factor and precipitation, makes it feel colder than freezing.
Precipitation	<ul style="list-style-type: none"> • Prolonged precipitation (rain, freezing rain, hail, sleet & snow) such that it is difficult to dry off and/or stay dry • When combined with precipitation, there exists a risk of flash freezing on roads and sidewalks (i.e., significant ice forms on roads, sidewalks or other surfaces when melted snow freezes again, or rain quickly turns to ice) • snow accumulation
Wind / wind chill	<ul style="list-style-type: none"> • Sustained winds causing the wind chill factor to make it feel colder than 0 degrees C. <ul style="list-style-type: none"> ○ May be accompanied by a wind warning from Environment and Climate Change Canada. ○ Wind speed and direction are both factors in assessing wind effect ○ Wind chill is calculated from temperature and wind speed

*The terms “sustained” and “prolonged” may be subjective based on all-weather factors. A specific time-bound reference is deliberately not provided.

Reference Section 7.0 contains links for how to access public weather alerts and calculated wind chill (aka “feels like” temperatures).

Appendix D contains a checklist of considerations when setting up warming centres, overnight warming centres, and shelters.

5.3.1 November 2022 important information from EMCR regarding extreme cold

In an early November '22 email to Local Government Emergency Management Partners, EMCR said the following:

With the arrival of cooler weather, the following guidelines are intended to provide some clarity as to what Warming Centre supports are available to Indigenous Communities and Local Governments.

For the purposes of these guidelines, the definition of "extreme weather conditions" as listed in the [Assistance to Shelter Regulation](#) , are outlined below;

(a) any of the following conditions are prescribed for the **Fraser Region, the Vancouver Coastal Region, and the Vancouver Island Region**:

(i) Environment Canada is forecasting, for the next 24-hour period, a temperature of -4° Celsius or lower as the lowest temperature for that period;

(ii) according to Environment Canada, the temperature currently is -4° Celsius or lower;

(iii) Environment Canada, for the next 24-hour period, is forecasting a temperature of 0° Celsius or lower as the lowest temperature for that period and has issued a weather warning;

(iv) according to Environment Canada the temperature currently is 0° Celsius or lower and Environment Canada has issued a weather warning, and



Extreme Cold Weather Activation Flowchart



5.4 Campbell River Activities for Cold Events

Recommended Actions BEFORE Cold Events (before October 1st annually) Pre-season preparation
<p>Prior to the winter months, it is recommended to take the following actions annually to prepare for the possibility of a warming centre or shelter activation:</p> <ul style="list-style-type: none"> • See Communications Appendix E for a list communications-related action <ul style="list-style-type: none"> ○ Promote the use of the Alertable App for mass public notifications ○ Promote preparation of a 72-hour household emergency kit • Review SRD Emergency Plan for Snowstorm, pages 374-377 • Review lessons learned documents from previous cold weather events • Ensure the City of Campbell River emergency planning website is updated for extreme weather. • Ensure that cold weather messaging and communications materials are updated (see Appendix E for Communications pre-season checklist) • Review equipment lists and equipment cache locations: cots, blankets, fire extinguishers, AEDs • Prepare documentation that would be used, such as fire watch logs, guest sign-in/out logs • Prepare a plan for secure storage as well as sign-in/out of personal belongings, including shopping carts • Consider conducting a site tour of potential facilities and host a tabletop exercise for a cold weather scenario • Consider psychological first aid training staff • Prepare a roster of staff who could pivot to staff a warming centre/overnight shelter • Conduct training/refresher training for City staff in this plan (see Appendix B for more detail) • Seek out training offered by EMCR regarding accessing provincial support during emergencies

Recommended Actions during Cold Events	
Cold warning	Weather alert issued; cold weather event
<p>Environment and Climate Change Canada (ECCC) forecast an approaching cold weather event.</p> <p>Actions to Consider:</p> <ul style="list-style-type: none"> • Activate Comms Plan (Appendix E) to ensure all responsible and affected parties are notified • Monitor local weather conditions and watch for updated weather alerts from Environment Canada • Question: is there eligibility for cold weather in the same way there is for hot weather? (EMCR Eligibility Assessment 	<p>Environment Canada issues cold weather alert: special weather statement, weather advisory, weather watch, or weather warning.</p> <p>Actions to Consider:</p> <ul style="list-style-type: none"> • Activate Comms Plan (Appendix E) if not already done so • Participate in regional coordination Calls organized by Emergency Management and Climate Readiness (EMCR) • Consider declaring a State of Local Emergency (SOLE)

Recommended Actions during Cold Events	
Cold warning	Weather alert issued; cold weather event
Criteria- link provided in the Resource section of this document)	<ul style="list-style-type: none"> • Request an EMCR Task # if not already requested • Consider activation of dedicated warming centre / overnight warming shelter (Appendix C) Appendix D-4 for Extreme Cold Warming facility checklist) • BC bus transit fares to be waived • Activities will be cancelled in the gyms of the Sportsplex and Community Centre to permit a drop in warming space. Companion Animals will be welcomed.

6.0 Jurisdictions & Legal framework

Responsibility of local authority vs SRD or Province

Responding to extreme weather events is a shared responsibility.

6.1 BC Emergency Program Act

Under the Emergency Program Act (see Section 7), [Local Authority Emergency Management Regulation](#), a Local Authority is responsible for:

- Identifying hazards, risks, and vulnerabilities within their jurisdictional area and
- Creating plans for these hazards, risks, and vulnerabilities
- Notifying the public of impending hazards,
- Identifying the procedures by which emergency resources, including, without limitation, personnel, equipment, facilities, and financial resources, may be obtained from sources within or outside of the jurisdictional area for which the local authority has responsibility.

Although Extreme Weather Shelters, which address the needs of the unhoused, are the responsibility of BC Housing, local Authorities must create emergency plans which consider the potential hazards and vulnerabilities within their jurisdictional area.

Note that after each municipal election cycle, EMCR offers training to municipalities on how best to work with the province during emergencies.

6.2 Strathcona Regional District Emergency Program Bylaw

The SRD enacted an Emergency Program Bylaw 2733 in 2010, which established the Strathcona Emergency Program (the "Service") for the purpose of establishing and operating an emergency preparedness plan for Electoral Area 'A' (Sayward — Kyuquot/Nootka) Electoral Area 'B' (Cortes), Electoral Area 'C' (Discovery Islands — Mainland Inlets) and Electoral 'D' (Oyster Bay, Buttle Lake), the City of Campbell River, the Village of Gold River, the Village of Sayward, the Village of Tahsis and the Village of Zeballos.

7.0 Resources

	Reference	Link
Federal Government	Government of Canada	Overview of extreme heat events and what to do Extreme heat events: Overview - Canada.ca Seasonal Weather Hazard Information Canadian Public Weather Alerts and Warnings Calculating Wind Chill and Humidex Historical Climate and Weather Graphs for Campbell River
	Environment and Climate Change Canada	Severe Weather Information and Resources Criteria for Public Weather Alerts
	Public Health Agency of Canada	Public Health Advisory for Extreme Cold
British Columbia Provincial Government	BC Emergency Program Act and Local Authority Emergency Management Regulation	Emergency Program Act <ul style="list-style-type: none"> • Outlines the province of British Columbia's role and approach in emergency management and the responsibilities and powers that the province has in preparing, mitigating, responding, and recovering from emergency/disaster events. Local Authority Emergency Management Regulation <ul style="list-style-type: none"> • Outlines the Local Authorities responsibilities and abilities in preparation, response, and recovery of an emergency event and how the regulation relates to the Emergency Program Act.
	Emergency Management and Climate Readiness (EMCR)	Financial Guidance for Recovering Response Costs Addendum of Extreme Heat Related Event Costs Public Information to Prepare for Extreme Heat Social Media Toolkit for Extreme Heat
	BC Heat Alert and Response System (BC HARS)	BC Provincial Heat Alert and Response System (BC HARS) 2022
	BC CDC Towards the Heart Harm Reduction resources for extreme heat events	Prepare for Extreme Heat Events – Housing and Shelter Services Prepare for Extreme Heat Events – Health and Service Providers Prepare an Extreme Heat Kit Stay Safe During Extreme Heat Events Prepare for an Extreme Heat Event: A Guide for People who use Substances

	Reference	Link
		Using Substances During Extreme Heat
British Columbia Provincial Government	BC Housing	<p>Emergency Shelter Program BC Housing</p> <ul style="list-style-type: none"> BC Housing Extreme Weather Response Program funds community-based services to provide temporary emergency shelter spaces during periods of extreme winter weather which threaten the health and safety of under housed individuals. <p>BC Housing Extreme Weather Response Policy, 2008:</p> <ul style="list-style-type: none"> Developed for cold-weather event response but does not exclude heat response in its language. Outlines the framework for BC Housing’s Extreme Weather Response Program. The program is designed to provide limited time, temporary shelter spaces in communities where there is not sufficient emergency shelter capacity during extreme weather conditions. <p>Assistance to Shelter Act (ASA):</p> <ul style="list-style-type: none"> Objective to provide the capacity for local police and/or RCMP to assist a person who is homeless in getting to a shelter during extreme weather events. Once in the shelter, the person may choose whether they want to stay.
Strathcona RD & Campbell River	City bylaw 1492 (1985)	<p>Bylaw 1492 Emergency Program (1985)</p> <p>SRD 3-2-22 Extreme Heat initial Response Guidelines (undated, 9 pages)</p> <p>Registration Information for Alertable: SRD and CCR</p>
Other	Justice Institute of BC (JIBC)	<p>JIBC Emergency Management Online Courses</p> <p>Training webinars available on a wide range of emergency management topics, including how to effectively seek reimbursement and submit a response claim from EMCR for eligible expenses as per the Emergency Management Act</p>
Non-Government Organizations	Homelessness Services Association of BC (HSABC)	HSABC Extreme Weather Response Resource Guide
	The Intergovernmental Panel on Climate Change (IPCC)	Climate Change 2022: Impacts, Adaptation and Vulnerability Report

List of Appendices

Appendix A: Memoranda of Understanding (MOU)

This section will refer to:

- SRD/City of Campbell River Bylaw #1462

The City will input this section as required.

- MOU between SRD and School District 72

The City will input this section as required.

Appendix B: Community Partner matrix / Roles and Responsibilities

Appendix B is comprised of two documents attached as stand-alone files:

B-1: Current community partner representatives in EXCEL: Names, titles, contact info

B-2: Roles and responsibilities table by organization, in WORD

Appendix C: List of Campbell River Facilities for heat and cold events

Please reference SRD Master Emergency plan pages 40 - 93 for Community facilities details

Recommended Extreme Weather Facilities Options for Campbell River:

Sheltered Heating and Cooling Facilities		
Location	Address	Services
Community Centre	401 11 th Avenue	Gymnasium Generator
Sportsplex	1800 South Alder St.	Gymnasium
Seniors Centre	126 Ironwood St.	Common Area
Schools	See list in MOU between SRD and School District 72	See list in MOU between SRD and School District 72

Unsheltered Cooling Sites		
Location	Address	Services
Kwesa Place	1342 Shoppers Row	10-4pm daily drop in: showers, laundry, clothing, and refreshments
Hama?Elas Kitchen	1342 Shoppers Row	Serves dinner nightly at 5pm, 7-days a week
Salvation Army Lighthouse	1381 Cedar St	Wednesday-Friday 1-4pm Lunch service, bottled water, showers, refreshments, hats, sunscreen, air conditioning
Women's Centre at Rose Harbour	1116 Dogwood St.	10-3pm Monday-Thursday drop-in centre, showers, and refreshments available
Campbell River Museum	470 Island Hwy	Offered space upon request, possibility to extend hours

Outdoor / Community Cooling Sites		
Location	Address	Services
Centennial outdoor pool	230 – 4 th Ave	Outdoor pool
Willow Point Spray Park	South Alder St at Parkway Rd	Open Daily from 9am-9pm
Spirit Square	Shoppers Row, downtown	Outdoor area
Robert Ostler Park	945 Island Highway on the waterfront	Outdoor Park
Frank James Park	2000 blk of S. Island Highway	Shady areas but no other amenities
Tyee Spit	End of Spit Rd	Outdoor Park

Appendix D: Facility Checklists

D-1: Congregate shelter checklist (Extreme Heat and Extreme Cold)

D-2: Heat Emergency: Cooling Facility Checklist (Indoor)

D-3: Heat Emergency: Cooling Site (Outdoor)

D-4: Cold Emergency checklist

The intention of these checklists is to have an easy access checklist of key considerations, not an exhaustive prescriptive list.

D-1 Congregate shelter checklist (Extreme Heat or Extreme Cold)

EMERGENCY OVERNIGHT CONGREGATE SHELTER CHECKLIST	
<p>Temporary congregate shelters are activated when community members need overnight shelter accommodations due to extreme weather conditions.</p> <p>*Note that some items may be specific to heat event or cold event</p>	
Facility	
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm if there is any damage to the site: <ul style="list-style-type: none"> <input type="checkbox"/> Foundation <input type="checkbox"/> Roof (including leaks) <input type="checkbox"/> Windows <input type="checkbox"/> Entrances/exits <input type="checkbox"/> Walls <input type="checkbox"/> Assess overall levels of cleanliness <input type="checkbox"/> Confirm if any other hazards are present <input type="checkbox"/> Confirm effectiveness of HVAC systems (ventilation) and quality of circulation <input type="checkbox"/> Confirm effectiveness of temperature control systems <input type="checkbox"/> Confirm status of sewage intake/outtake <input type="checkbox"/> Confirm availability and quality of drinking water <input type="checkbox"/> Confirm status of running water (including hot water) <input type="checkbox"/> Confirm total available washrooms (toilets and hand washing stations), as well as their serviceability <input type="checkbox"/> Confirm total available shower areas (and corresponding changing area), as well as their serviceability <input type="checkbox"/> Confirm if the site has power, and if a backup generator is in place <input type="checkbox"/> Confirm lighting throughout the facility <input type="checkbox"/> Confirm that emergency lights will function if the power goes out <input type="checkbox"/> Ensure adequate space to allow for movement in and out of the Shelter (line-ups, groups, etc.) <input type="checkbox"/> Confirm availability of movable dividing walls or partitions within the facility <input type="checkbox"/> Confirm storage area for personal items including shopping carts <input type="checkbox"/> Set up area for donations if the site is accepting 	
Management of Impacted Individuals	
<ul style="list-style-type: none"> <input type="checkbox"/> Guest registration and check in/check out <input type="checkbox"/> Check-in / check-out procedure for storage of personal items <input type="checkbox"/> Place signage in various areas e.g., washrooms, dining area, safe consumption area etc. <input type="checkbox"/> Area set up for religious and cultural accommodation <input type="checkbox"/> Plan and designated area for management of pets if needed 	
Facility: Staffing	
<ul style="list-style-type: none"> <input type="checkbox"/> Staff to run the facility; set up staff schedule – combination of City staff and volunteers <input type="checkbox"/> Staff roster and schedule set up 	

EMERGENCY OVERNIGHT CONGREGATE SHELTER CHECKLIST

Temporary congregate shelters are activated when community members need overnight shelter accommodations due to extreme weather conditions.

*Note that some items may be specific to heat event or cold event

- Fire watch log set up
- Security staff contracted
- Janitorial and waste management staff contracted
- Mental health team on standby to support
- Animal shelter/SPCA put on standby to assist with pets if needed

Facility: Materials and Supplies

- Confirm availability of tables and chairs within the facility for reception and registration as well as dining area if applicable
- Cots
- Blankets
- Pillows
- Personal hygiene Kits
- Water bottles (Non reusable or reusable)
- Janitorial supplies
- Confirm availability of garbage and recycling receptacles and applicable bags
- For heat events: portable fans/air conditioners

Sleeping Area

- Confirm available space for cot placement
 - Noting best practice for separation of groups within the facility
- Confirm lighting in the sleeping area can be dimmed
- Is there ability to place dividers (separate sleeping area with open area if being used in the daytime for other purpose)
- Confirm access to sleeping area and emergency exits

Safety

- Confirm if a site evacuation or fire escape plan exists
- Confirm number and placement of fire extinguishers
- Confirm placement and functionality of smoke detectors and water sprinklers
- Confirm emergency exit doors are functioning properly
- Confirm routes leading to emergency exits are clear
- Confirm that walking surfaces are free of falling and tripping hazards
- Confirm that walking routes are free of unnecessary obstructions
- Confirm the available number of first aid kits and AEDs on site
- Infection Prevention Control plan for the site

Optional: Eating Area

- Confirm hand washing area within proximity (or other means such as hand sanitizer)
- Confirm the available space for Shelter residents to eat
- Confirm the available space for serving snacks/beverages
- Confirm the available space for food and supplies storage

EMERGENCY OVERNIGHT CONGREGATE SHELTER CHECKLIST

Temporary congregate shelters are activated when community members need overnight shelter accommodations due to extreme weather conditions.

*Note that some items may be specific to heat event or cold event

- Confirm availability of serving utensils and other kitchen supplies
- Confirm availability of garbage and recycling receptacles and bags in this area

D-2 Heat Emergency Cooling Facility Checklist (Sheltered)

EXTREME HEAT EMERGENCY COOLING FACILITY: SHELTERED CHECKLIST

Extreme Heat Event Cooling facilities generally offer access to a seating area, washrooms, potable water and possibly snacks. Also provided may be access to information about other community support and services made available during extreme weather events. Cooling Facilities are not meant for overnight use i.e., they are not emergency shelters or group lodging facilities, and do not provide sleeping costs, mats, or meals.

Facility

- Confirm if there is any damage to the site:
 - Foundation
 - Roof (including leaks)
 - Windows
 - Entrances/exits
 - Walls
- Assess overall levels of cleanliness
- Confirm if any other hazards are present
- Confirm effectiveness of HVAC systems (ventilation) and quality of circulation
- Confirm effectiveness of temperature control systems
- Confirm availability and quality of drinking water
- Confirm status of running water
- Confirm total available washrooms (toilets and hand washing stations), as well as their serviceability
- Confirm total available shower areas (and corresponding, changing area), as well as their serviceability
- Confirm if the site has power, and if a backup generator is in place
- Confirm lighting throughout the facility
- Confirm that emergency lights will function if the power goes out
- Ensure adequate space to allow for movement in and out of the Shelter (line-ups, groups, etc.)
- Confirm storage area for personal items
- Confirm area for identification and storage of personal items including shopping carts

Facility: Materials and Supplies

- Confirm availability of tables and chairs within the facility
- Portable fans
- Water bottles (non-reusable, reusable)
- Sunscreen
- Ice packs
- Portable misting station?
- Recreation materials or equipment for children
- Is public Wi-fi available?
- Confirm availability of garbage and recycling receptacles and applicable bags

EXTREME HEAT EMERGENCY COOLING FACILITY: SHELTERED CHECKLIST

Extreme Heat Event Cooling facilities generally offer access to a seating area, washrooms, potable water and possibly snacks. Also provided may be access to information about other community support and services made available during extreme weather events. Cooling Facilities are not meant for overnight use i.e., they are not emergency shelters or group lodging facilities, and do not provide sleeping costs, mats, or meals.

- Review SRD Heat guide for staffing considerations

Safety

- Confirm if a site evacuation or fire escape plan exists
- Confirm number and placement of fire extinguishers
- Confirm placement and functionality of smoke detectors and water sprinklers
- Confirm emergency exit doors are functioning properly
- Confirm routes leading to emergency exits are clear
- Confirm if walking surfaces are free of falling and tripping hazards
- Confirm that walking routes are free of unnecessary obstructions
- Confirm the available number of first aid kits and AEDs on site

D-3 Heat Emergency: Cooling Site (Outdoor)

EXTREME HEAT EVENT COOLING SITE: OUTDOOR CHECKLIST	
Extreme Heat Cooling Sites are outdoor areas that can offer shade and green spaces where temperatures can be lower than homes without air conditioning. Areas such as cooling features in parks, including a body of water (river, ocean, lake), outdoor pools, spray parks, water fountains, misting stations and shade structures can be options for outdoor cooling sites.	
Site	
<input type="checkbox"/>	Site is accessible to bus routes, wheelchair accessible
<input type="checkbox"/>	Site has access to shaded area or outdoor shaded areas
<input type="checkbox"/>	Site is free to access to a body of water (public pool, water park, misting stations, ocean, river, lake)
Site: Materials and Supplies	
<input type="checkbox"/>	Confirm outdoor seating areas are available (green space, picnic tables etc.)
<input type="checkbox"/>	Water bottles (non-reusable, reusable)
<input type="checkbox"/>	Space for portable standing tents to be set up for shade
<input type="checkbox"/>	Confirm availability of garbage and recycling receptacles and applicable bags
Safety	
<input type="checkbox"/>	Confirm if a site evacuation or fire escape plan exists (Muster point)
<input type="checkbox"/>	Confirm routes leading to emergency exits are clear
<input type="checkbox"/>	Confirm if walking surfaces are free of falling and tripping hazards
<input type="checkbox"/>	Confirm the available number of first aid kits and AEDs on site

D-4 Extreme Cold Warming Facility

EXTREME COLD EMERGENCY WARMING FACILITY (INDOOR) CHECKLIST

Extreme Cold Event warming facilities generally offer access to a seating area, washrooms, potable water and possibly snacks. Also provided may be access to information about other community support and services made available during extreme weather events. Warming facilities are not meant for overnight use i.e., they are not emergency shelters or group lodging facilities, and do not provide sleeping cots, mats, or meals.

Facility

- Confirm if there is any damage to the site:
 - Foundation
 - Roof (including leaks)
 - Windows
 - Entrances/exits
 - Walls

- Assess overall levels of cleanliness
- Confirm if any other hazards are present
- Confirm effectiveness of HVAC systems (ventilation) and quality of circulation
- Confirm effectiveness of temperature control systems
- Confirm availability and quality of drinking water
- Confirm status of running water
- Confirm total available washrooms (toilets and hand washing stations), as well as their serviceability
- Confirm total available shower areas (and corresponding, changing area), as well as their serviceability
- Confirm if the site has power, and if a backup generator is in place
- Confirm lighting throughout the facility
- Confirm that emergency lights will function if the power goes out
- Ensure adequate space to allow for movement in and out of the facility (line-ups, groups, etc.)
- Confirm area for identification and storage of personal items including shopping carts

Facility: Materials and Supplies

- Is public Wi-fi available?
- Confirm availability of tables and chairs within the facility
- Water bottles (non-reusable, reusable)
- Hot water bottles to pass out and/or hand and foot warmers
- Recreation materials or equipment for children
- Confirm availability of garbage and recycling receptacles and applicable bags
- Supply of spare dry clothes, socks, and shoes
- Access to washer/dryer

EXTREME COLD EMERGENCY WARMING FACILITY (INDOOR) CHECKLIST

Extreme Cold Event warming facilities generally offer access to a seating area, washrooms, potable water and possibly snacks. Also provided may be access to information about other community support and services made available during extreme weather events. Warming facilities are not meant for overnight use i.e., they are not emergency shelters or group lodging facilities, and do not provide sleeping cots, mats, or meals.

Safety

- Confirm if a site evacuation or fire escape plan exists
- Confirm number and placement of fire extinguishers
- Confirm placement and functionality of smoke detectors and water sprinklers
- Confirm emergency exit doors are functioning properly
- Confirm routes leading to emergency exits are clear
- Confirm if walking surfaces are free of falling and tripping hazards
- Confirm that walking routes are free of unnecessary obstructions
- Confirm the available number of first aid kits and AEDs on site

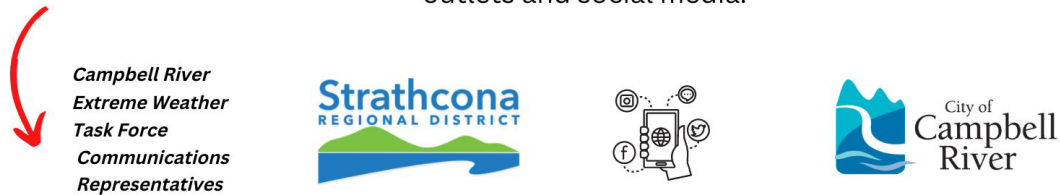


City of Campbell River Extreme Weather Plan Flow of Communications

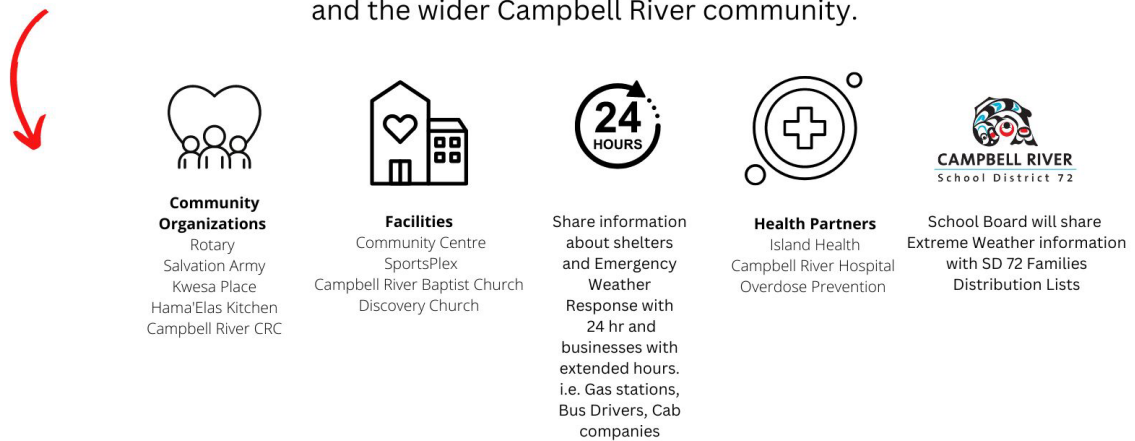
The Extreme Weather Task Force will use official communication templates and messaging from Environment Canada, EMBC and Provincial and Local Health Authorities whenever possible.



Communications Leads and team from the City of Campbell River and Strathcona Regional District will add local branding and disseminate information to municipal government, local stakeholder organizations, media outlets and social media.



Local Organizations will share information through their own communication channels, staff/volunteers briefings and spread by word of mouth to clients and the wider Campbell River community.



COMMUNICATIONS CHECKLIST

Pre-Season Preparation

- Review functionality and operation of the Emergency Alert system, Alertable
- Review Extreme Weather messaging and templates for heat and cold warnings as well as heat and cold emergencies
- Post preparedness messaging on social media platforms
- Review CCR Extreme Weather communications strategy
- Review and update response email distribution list
- Set up email distribution list for Extreme Weather Task Force
- Set up/review email distribution lists for social advocacy, not-for-profit community groups in CCR
- Keep visual communication flowchart up to date: Flow of official information from Provincial level to local authority and forward to the wider community through local organizations, media, social media outlets

COMMUNICATIONS CHECKLIST

Extreme Cold Event

Cold Warning:

- Share weather warnings and preparedness tips across CCR social media platforms
- Post weather warnings and preparedness tips and links on CCR website
- Contact school district and provide messaging that can be sent to the school communities
- Prepare and issue Public Service Announcements via all media channels
- Prepare and issue media advisories and news releases (consistent messaging between SRD and CCR)
- Coordinate information and disseminate to all members of the CCR Extreme Weather task force
- Review and ensure accuracy on all messaging updates back to Mayor & Council

Cold Emergency:

Everything from “warning” section above PLUS:

- Ensure alignment with SRD Comms
- Updated messaging that weather is now considered an emergency
- Use of Alertable
- Messaging to include location and details of warming centres

COMMUNICATIONS CHECKLIST

Extreme Heat Event

Heat Warning:

- Share weather warnings and preparedness tips across CCR social media platforms
- Post weather warnings and preparedness tips and links on CCR website
- Contact school district and provide messaging that can be forwarded to the school communities
- Prepare and issue Public Service Announcements via all media channels
- Prepare and issue media advisories and news releases (consistent messaging between SRD and CCR)
- Coordinate information and disseminate to all members of the CCR Extreme Weather task force
- Review and ensure accuracy on all messaging updates back to Mayor & Council

Heat Emergency:

Everything from “warning” section above PLUS:

- City Comms team to ensure alignment with SRD Comms
- Updated messaging that weather is now considered an emergency, with location and details of cooling centres and overnight cooling shelters
- Ensure updated Alertable Notification has been sent

Appendix F: Acronyms

ASA	Assistance to Shelter Act
BCCDC	BC Centre for Disease Control
BC HARS	BC Heat Alert and Response System
CCR	City of Campbell River
CRC	Canadian Red Cross
ECCC	Environment and Climate Change Canada
EOC	Emergency Operations Centre
EPA	Emergency Programs Act (of BC)
EMCR	Emergency Management and Climate Readiness
SOLE	State of Local Emergency
SRD	Strathcona Regional District
VIHA	Vancouver Island Health Authority