

CRD Corporate Emergency Operations Centre (EOC) Financial Assumptions: COVID-19 Event

On March 17, 2020, the Provincial Health Officer declared the COVID-19 pandemic as a public health emergency. The Minister of Public Safety and Solicitor General issued a Provincial State of Emergency to coordinate a response among local authorities.

The CRD Corporate EOC provides support, coordination and planning for the CRD's response and business continuity during the COVID-19 pandemic and has been issued a task number from EMBC accordingly.

Based on the limited data available, we are projecting that the EOC will need to continue operating at the current level two (enhanced) for the next two weeks then scale back to the base level two staffing complement for the next four months to manage the initial response, ongoing coordination, and business continuity planning needs of the organization which would transition into recovery and reintegration of services in the CRD and the community after the threat has diminished.

The caveats to this are any significant increase in number of cases in the region or impacts of provincial orders forcing the EOC to maintain an enhanced level two or to a level three response to direct CRD operations, an extension of the pandemic past the seasonal influenza period, or other unforeseen circumstances that may extend or increase the EOC operations or level of staffing. Base level two staffing model can be mostly maintained by regular CRD support staff from Protective Services, Corporate Communications, Risk, Finance, Human Resources and Corporate Safety though support from other departments would be required to augment or relieve staff as necessary.

On March 18, 2020, Emergency Management BC released the 5.13 COVID-19 Pandemic Response Task Number Eligibility policy that outlines costs that local authorities could potentially recover during this pandemic event to support EOC operations and those necessary to support essential service delivery.

Projected Costs

Staffing

Weekday – 28 staff dedicated to CRD Corporate EOC per attached EOC Org Chart for next two weeks then reduce to 14 staff for next four months

Mon – Fri 0730 – 1730 General Manager Advisory Group (GMAG) and EOC command staffing (10 staff, may shift to 3 times per week if situation stabilizes)

0830 – 1630 general EOC staffing

1730 – 0730 on-call

Weekend – 7 staff on-call (5 exempt and 2 non-exempt at CUPE on-call rate) not including GMAG

Sat – Sun on-call schedule per attached EOC Org Chart

- Based on initial experience during this pandemic event, weekend on-call work can equate to 8 hours a day of direct work engagement for 2-3 exempt staff depending on volume of issues. This is expected to diminish if the current trajectory of the pandemic stabilizes.
- Some overtime is occasionally required for non-exempt staff in the EOC to support operations
- Staff rotation through the EOC is expected for staff health, training, and potential illness/isolation needs

Hard Costs

- Incremental equipment required including but not limited to computers (including licensing), and telecommunications

Soft Costs

- Food and refreshments weekdays during extended hours depending on staffing at the time
- Extra cleaning of surfaces and spaces
- Facilities staff support to relocate EOC equipment

Other claimable costs that are not in the EOC but are emergency related in operations include;

- Insurance top up for use of personal vehicles
- Additional safety supplies (masks, vests, etc)
- Additional signage, hazard tape
- Incremental network and telecommunications capacity
- Etc.