EOC Essentials: Course Outline

Course Description
Learn the fundamentals of how UBC’s Emergency Operations Center (EOC) operates in supporting the needs of responding departments during emergencies and disasters. This interactive course features applied scenarios and activities and provides learners with an opportunity to practice some of the standard activities performed in an EOC.

Learning Objectives
Upon completion of this course, participants will understand:
- Primary Functions in an EOC
- EOC Organizational Structure
- Knowledge, Skills, and Abilities for EOC Functions
- EOC Communication Links
- Guidelines for Activating an EOC
- Staffing Considerations
- Establishing EOC Workspace
- Managing Operational Information in an EOC
- Establishing Worker Care Strategies
- Demobilizing and EOC
- Post-Demobilization Activities

Recommended Prerequisite Course(s)
None

Audience
All staff interested and willing to participate in EOC activities and activations.

Structure and Delivery
EOC Essentials will be taught by Stuart MacDonald from the Justice Institute of BC (JIBC). UBC has worked closely with JIBC to tailor this EOC training to the UBC context. This course is taught in a classroom setting with various interactive training components. EOC Essentials will be taught as a 4.5hr course.

Subsequent to each course, staff will be invited to a short practice exercise where skills from the course will be practiced using a tabletop scenario.

Registration
Spring Session – May 2, 2019, 9:00 a.m. – 2:00 p.m.
Click here to register

Fall Session – October 3, 2019, 9:00 a.m. – 2:00 p.m.
Click here to register
EOC Logistics: Course Outline

Course Description
This course is designed to familiarize participants with overall operations of the Logistics Section within UBC’s Emergency Operations Centre (EOC). Information around roles, responsibilities, staffing, section set-up, resource request processes, resource management, and acquisitions are covered. The course will also provide participants with an opportunity to perform some relevant activities and processes.

Learning Objectives
Upon completion participants will understand:

- Roles and Responsibilities of Logistics Functions
- Section Staffing
- Logistics Section Set-up
- Pre-Event Planning
- Resource Request Management
- Managing Competition for Resources
- Logistics Activities and Lessons Learned
- Forms and Documentation
- Demobilization Issues

Required Prerequisite Course(s)
EOC Essentials is recommended

Audience
This course is intended for staff and faculty who will participate in the UBC EOC program during an emergency. Participants should have a basic understanding of Emergency Response principles.

Structure of the Session
EOC Logistics will be taught by Stuart MacDonald from the Justice Institute of BC (JIBC). UBC has worked closely with the JIBC to tailor this EOC training to the UBC context. This course is taught in a classroom setting with various interactive training components. EOC Logistics will be taught as a 4.5hr course.

Subsequent to each course, staff will be invited to a short practice exercise where skills from the course will be practiced using a table top scenario.

Registration
Summer Session – June 13, 2019, 9:00 a.m. – 2:00 p.m.
Click here to register
EOC Finance: Course Outline

Course Description
This course is designed to familiarize participants with overall operations of the Finance Section within UBC’s Emergency Operations Centre (EOC). Information around roles/responsibilities, staffing, section set-up, equipment needs and avenues for provincial financial assistance are covered. The course will also provide participants with an opportunity to perform some relevant activities and processes.

Learning Objectives
Upon completion of this course, participants will understand:

- Finance Section Overview
- Roles and Responsibilities
- Lines of Communication
- Staffing Considerations
- Section Set-up and Supplies
- Finance Section Activities
- Financial Assistance, Response Costs, Recovery Costs

Recommended Prerequisite Course(s)
EOC Essentials is recommended

Audience
This course is best suited for those staff who have financial responsibilities in their job duties.

This course is intended for staff and faculty who will participate in the UBC EOC program during an emergency. Participants should have a basic understanding of Emergency Response principles.

Structure of the Session
EOC Finance will be taught by Stuart MacDonald from the Justice Institute of BC (JIBC). UBC has worked closely with JIBC to tailor this EOC training to the UBC context. This course is taught in a classroom setting with various interactive training components. EOC Finance will be taught as a 4.5hr course.

Subsequent to each course, staff will be invited to a short practice exercise where skills from the course will be practiced using a tabletop scenario.

Registration
Fall Session – November 7, 2019, 9:00 a.m. – 2:00 p.m.
Click here to register
Rapid Damage Assessment: Course Outline

Course Description
This course teaches advanced skills to identify unsafe conditions in wood frame, masonry and concrete construction caused by floods, earthquakes or windstorms. Individuals learn to assess damage to determine whether buildings can be occupied. BC Housing's rapid inspection skills are taught using the Applied Technology Council 20 & 45 guidelines from California.

Learning Objectives
Upon completion participants should be able to:

- Identify typical structural and non-structural UNSAFE conditions in wood frame, masonry and concrete structures that would prevent safe occupancy following a flood, earthquake or wind storm
- Identify high risk areas on buildings where motion could cause structural damage to wood frame, masonry and concrete structures
- Identify general steps that can be taken to mitigate injuries and damage in non-structural components of buildings
- Conduct a safe post-emergency building evacuation
- Effectively post and secure a structure deemed to be UNSAFE
- Recognize important factors in responding to the needs of building occupants and local safety officials

Recommended Prerequisite Course(s)
None

Audience
Participants must have a general understanding of building construction, of personal emergency preparedness, and risks in BC such as earthquakes and wind storms.

This course is often in high demand and staff with roles directly related to facilities planning and management will be given priority access.

Structure & Delivery
This course will be taught by BC Housing in a classroom setting. This is a 4hr session.

Registration
Demand is high for this course. Priority will be given to staff currently working in facilities planning and management.

**Spring Session – April 2, 2019, 9:00 a.m. – 1:00 p.m.**
[Click here to register](#)

**Fall Session – October 10, 2019, 9:00 a.m. – 1:00 p.m.**
[Click here to register](#)
Critical Scribe Training: Course Outline

Course Description
This training will enable key Emergency Operations Centre (EOC) and response staff to perform the duties of a Critical Incident Scribe. The Scribe takes notes for the Command Section or Incident Commander. The notes capture the decisions, directions, actions of the Commander and the circumstances and information that leads the Commander to make decisions. The scribe notes allow the Commander to focus on decision making rather than note taking. These notes become a critical of the record of the event and can be used in any legal proceedings that may follow.

Learning Objectives
- To familiarize candidates with the role of a scribe in an Incident Command Post, Emergency Operations Center or in the field.
- To provide an understanding of the duties and responsibilities of a scribe.
- To provide an understanding of the purpose of scribe notes, including crucial information to record, tasking, situation reports.
- To provide an understanding of SMEAC, a template / tool used to manage critical or large incidents.
- To provide an understanding of the work environment and how a Scribe fits into a response organization.
- To provide an understanding on the principals and responsibilities of disclosure, including sensitive or protected information.

Recommended Prerequisite Course(s)
EOC Essentials is an asset

Audience
Participants should have a basic understanding of emergency response principles, as well as strong administrative and organizational skills.

Structure and Delivery
The Critical Incident Scribe course is taught by Fiona Flanagan from Frontline Scribes. Fiona has a long professional history supporting emergency response teams and high-profile criminal trials. Fiona is a practicing Critical Incident Command Scribe and the owner of Frontline Scribes. She facilitate training for a long list of response organizations including the RCMP, The Corporation of Delta, and the Ontario Power Group.

This course will be taught in a classroom setting and 4hrs long.

Registration
Spring Session – March 27, 2019, 9:00 a.m.-1:00 p.m.
Click here to register

Fall Session – October 22, 2019, 9:00 a.m.-1:00 p.m.
Click here to register