

IPREM 2017 ANNUAL BUSINESS PLAN

STRATEGIES	KEY ACTIVITIES	KEY PERFORMANCE INDICATORS
1.1 Continue to identify, assess and prioritize current and emerging regional emergency management planning needs	a) Assess emerging regional emergency management planning needs	<ul style="list-style-type: none"> ▪ Priority regional emergency management planning needs are reviewed and revised by Sep 20, 2017
	b) Identify and prioritize regional emergency management planning needs	<ul style="list-style-type: none"> ▪ A report on Regional Emergency Management Planning Needs for the Metro Vancouver region is completed by Feb 17, 2017
1.2 Coordinate the establishment and revisions of regional emergency management plans, programs and processes to address priority planning needs	a) Deliver training on the Metro Vancouver Regional Emergency Advisory Group process	<ul style="list-style-type: none"> ▪ Two Train the Trainer sessions are delivered by Mar 31, 2017
	b) Create a common vision for regional recovery planning	<ul style="list-style-type: none"> ▪ Regional recovery needs are identified by Dec 29, 2017
	c) Create a package of Emergency Operations Centre tabletop scenarios with facilitator's guide for use by Metro Vancouver Local Authorities	<ul style="list-style-type: none"> ▪ A tabletop exercise resource package is developed including two scenarios and an accompanying facilitation guide for Metro Vancouver Local Authorities is completed by Dec 29, 2017
	d) Identify and analyze regional hazard mapping activities across the Metro Vancouver region	<ul style="list-style-type: none"> ▪ A summary report including an inventory for all regional hazard mapping activities is compiled by Dec 29, 2017
2.1 Support and promote processes and procedures for strengthening emergency management personnel within the region	a) Facilitate Local Authority participation in emergency management training opportunities and regional knowledge sharing forums	<ul style="list-style-type: none"> ▪ At least three regional professional development opportunities are promoted each year
2.2 Continue to validate IPREM's regional plans, programs, processes, and assure integration with other plans in the region	a) Continue to validate the Metro Vancouver Regional Emergency Advisory Group process	<ul style="list-style-type: none"> ▪ One face-to-face exercise is completed in 2017
	b) Implement IPREM's Training and Exercise Program and conduct three regional exercises by 2020	<ul style="list-style-type: none"> ▪ IPREM's Training and Exercise Program established by Dec 29, 2017 ▪ Initiate design for 2018 discussion based exercise by Dec 29, 2017
	c) Validate the Joint Municipal Regional Disaster Debris Management Operational Plan	<ul style="list-style-type: none"> ▪ The Joint Municipal Regional Disaster Debris Management Operational Plan is validated and ready for endorsement by the IPREM Steering Committee and Metro Vancouver Advisory Committees (Administrators and Engineers) by Oct 20, 2017

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2.3 Engage stakeholders in relevant opportunities that enhance the region's emergency preparedness	a) Deliver regional forums to the Metro Vancouver region on relevant topics related to emergency management	<ul style="list-style-type: none"> ▪ Two relevant regional forums are organized and delivered each year
3.1 Continue to improve IPREM's internal processes, capacity, capabilities, and governance	a) Ensure effective ongoing operations of IPREM	<ul style="list-style-type: none"> ▪ New administrative, policies, procedures and tools are developed by June 30, 2017
	b) Maintain effective governance	<ul style="list-style-type: none"> ▪ 2016 IPREM Annual Report is completed by Apr 14, 2017 ▪ 2018 Annual Business Plan is produced by Oct 31, 2017 ▪ 2017 Annual Report initiated by Dec 29, 2017
	c) Strengthen staff knowledge, skills, and abilities	<ul style="list-style-type: none"> ▪ IPREM staff has the skills and knowledge to fulfill responsibilities (professional development)
3.2 Align IPREM resources to meet strategic goals and objectives	a) Ensure sufficient resources and effective allocation	<ul style="list-style-type: none"> ▪ 2018 Annual Business Plan budget is established by Oct 04, 2017 ▪ Establish budget for remainder of IPREM's Five Year Operational Plan by Oct 04, 2017
3.3 Continue to strengthen stakeholder relationships with IPREM activities	a) Ensure effective engagement with IPREM's stakeholders	<ul style="list-style-type: none"> ▪ Minute recording for the Metro Vancouver Regional Emergency Planning Committee (REPC) is reviewed with the REPC Executive to its determine value by July 28, 2017 ▪ Engagement strategy including a baseline of stakeholder satisfaction is completed by Oct 31, 2017 ▪ Complete IPREM's Communications Plan and begin implementation by Mar 31, 2017