Town/County of St. Paul,

Town of Elk Point,

Summer Village of Horseshoe Bay

Regional Emergency Management Plan

2015

"A Region Prepared"

Introduction

This Regional Emergency Management Plan has been developed by the Town/County of St. Paul; Town of Elk Point; and Summer Village of Horseshoe Bay with input and consultation from internal and external stakeholders. The regional plan was initiated in 2014, developed and ready for activation in 2015.

This all hazard emergency response and recovery plan is a 'living' document. Given that, there will be a need for revisions and updating on a continuing and regular basis. This document is intended to be the basis from which to build an effective; economic and coordinated response and recovery to any emergency or disaster. An on-line copy is available for the public and is an unofficial version.

The integrated, region-wide program maximizes available resources, limits duplication and streamlines communication to provide the best solution for residents throughout the Region of St. Paul.

The response goals for the Region are applied to all emergency situations. In order of priority they are:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect critical infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

This Regional Emergency Management Plan meets the requirements for local authorities as set out in the Alberta *Emergency Management Act* and the Alberta *Government Emergency Management Regulation*.

For this plan to be effective, it is important that all users of the Regional Emergency Management Plan will interpret it reasonably and responsibly and in the best interest of safety.

The per capita share for the emergency management program is:

- 44% County of St. Paul
- 11% Town of Elk Point
- 43% Town of St. Paul
- 1% Summer Village of Horseshoe Bay

For information or to request copies of the Regional Emergency Management Plan contact:

Regional Director of Emergency Management
5015-49 Avenue
St. Paul, AB
T0A 3A4
(780) 645-3301 Ext 219

Endorsement

The Region of St. Paul established an Emergency Advisory Committee (EAC). The committee is mandated to advise the local authority on the development of the emergency plans and programs, and to review the status of those said plans.

The Regional Emergency Management Plan and sub-plans establish the standards and guiding principles for all levels of the Regional Emergency Management Program. Each local authority has reviewed the plans which are now operational.

Accepted and endorsed:

- Regional Emergency Management Plan
    - Emergency Social Services Plan
    - Emergency Information Plan
    - Business Continuity Plan
    - Pandemic Influenza Plan
    - Evacuation, Shelter In Place Plan
    - Recovery Plan

Town of St. Paul CEO
Signature:

Date: Jan 28/16

Town of St. Paul CAO
Signature:

Date: Feb. 1/16

County of St. Paul No. 19 CEO
Signature:

Date: JAN 22 2016.

County of St. Paul No. 19 CAO
Signature:

Date: Jan 27/2016

Town of Elk Point CEO
Signature:

Date: 01/28/2016

Town of Elk Point CAO
Signature:

Date: 01/28/2016

* ORIGINAL SIGNED COPY RETAINED BY REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT *

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Amendments/Revisions

Rev.	Date (yyyy/m/d)	Summary of Changes	Author	Approved By
00		Initial Release		

Distribution List

Manual #	Assigned To	Location	Last Updated Copy	Paper/Electronic

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Town of St. Paul ECC Fan-Out Procedure

ECC activation fan-out procedure:

1. The RDEM/designate calls the Scribe, who phones only those names in bold italic with *. The RDEM contacts the mayor or a council member. Names that are shaded in grey are mandatory calls; others will be called as required.

2. The name in bold italic calls the names below on the list, and reports to the scribe when completed. When making calls, document each call in "Called" column with initial, time and date.

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

County of St. Paul ECC Fan-Out Procedure

ECC activation fan-out procedure:

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Town of Elk Point ECC Fan-Out Procedure

ECC activation fan-out procedure:

1. The RDEM/designate calls the Scribe, who phones only those names in bold italic with *. The RDEM contacts the mayor or a council member. Names that are shaded in grey are mandatory calls; others will be called as required.

2. The name in bold italic calls the names below on the list, and reports to the scribe when completed. When making calls, document each call in "Called" column with initial, time and date.

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<u>Acronyms</u>

AAR	After Action Report/Review
AEMA	Alberta Emergency Management Agency
AHJ	Authority Having Jurisdiction
AHS	Alberta Health Services
BCP	Business Continuity Plan
CAO	Chief Administrative Officer
CEO	Chief Elected Official
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CH	Capital Heal
CHA	Capital Health Authority
CISD	Critical Incident Stress Debriefing
DND	Department of National Defense
DRP	Disaster Recovery Program
EAC	Emergency Advisory Committee
EMA	Emergency Management Act
EMS	Emergency Medical Services
ECC	Emergency Coordination Center
ESS	Emergency Social Services
GOA	Government of Alberta
HRVA	Hazard, Risk, and Vulnerability Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
MAA	Mutual Aid Agreement
MEMP	Municipal Emergency Management Plan
MOU	Memorandum of Understanding
MCI	Mass Causality Incident
OHS	Occupational Health and Safety
PIO	Public Information Officer
POC	Provincial Operations Center
PPE	Personal Protective Equipment
RC	Reception Center
RCMP	Royal Canadian Mounted Police
RDEM	Regional Director of Emergency Management
REMA	Regional Emergency Management Agency
REMP	Regional Emergency Management Plan
SOG	Standard Operation Guideline
SOLE	State of Local Emergency
SOP	Standard Operating Procedure
UC	Unified Command
WHS	Workplace Health and Safety

Glossary of Terms

Act	The Emergency Management Act, R.S.A. 2000, Chapter E-6.8.
Alberta Emergency Management Agency (AEMA)	An agency within the Ministry of Municipal Affairs that leads the co-ordination of all organizations involved in the prevention of, preparedness for, and response to disasters and emergencies.
All Hazards	An approach that recognizes that actions required for managing emergencies can be generalized, irrespective of the nature of the event. All-hazards emergency planning employs common methodologies that can be modified, as necessary, to fit particular circumstances.
Alert	Is a phase of emergency response in which there is a possibility of an emergency situation occurring within the near future. During the "Alert" phase of the response, selected Emergency Coordination Centre personnel monitor the situation and provide informational and instructional bulletins to departments, agencies, and the general public, as appropriate.
Chief Administrative Officer (CAO)	The top administrative official in a municipality, whose responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the council on the operation of the municipality, performing other duties assigned by the council and ensuring staffing is in place.
Chief Elected Official (CEO)	The CEO, in addition to performing a councilor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councilor.
Council	The Council of the Town/County of St. Paul; Town of Elk Point; and Summer Village of Horseshoe Bay.
Deputy Director of Emergency Management (DDEM)	A position(s) recommended by the Emergency Advisory Committee and appointed by council to fill the role of Director of Emergency Management in that person's absence.
Disaster	An occurrence of a natural catastrophe, technological incident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. Beyond the capability of the Region to handle with its resources.
Disaster Recovery Program (DRP)	A program operated by the AEMA to provide financial assistance to Albertans to assist in their recovery after floods, fires and other disaster or major emergencies.

Emergency	Any occasion or instance that warrants action to save lives and protect property, public health and safety and/or the environment.
Emergency Management By-Law	Refers to the current Regional Emergency Management By-Law as amended from time to time.
Emergency Management	The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention, mitigation, preparedness, response and recovery.
Emergency Management Act	The provincial government legislation pertaining to Emergency Management in Alberta.
Emergency Advisory Committee	Is comprised of the Director of Emergency Management, the Deputy Director(s) of Emergency Management, Chief Administration Officer, an appointed member of council, and any other person(s) as deemed appropriate by the Director of Emergency Management. The RDEM serves as chairperson. Advises Council on the development and implementation of emergency plans and programs in the Region responsible for reviewing the REMP and other related plans and programs.
Emergency Coordination Center (ECC)	A protected site from which civil officials coordinate, monitor and direct emergency response and recovery activities during an emergency or disaster.
Emergency Management System (EMS)	The elements required for effective emergency management, including legislative, regulatory and policy frameworks, emergency plans and procedures and the involvement of emergency management plans.
Emergency Preparedness	A continuous cycle of planning, training, resourcing, exercising and evaluating to ensure measures are in place to efficiently and effectively respond to and recover from potential impacts from all present hazards.
Emergency Response	Measures undertaken, immediately after an emergency, to save lives and limit impacts on property, the environment and the economy
Emergency Social Services (ESS)	The provision of services required to preserve the well-being of people affected by an emergency event such as food, lodgings, clothing, personal care, pet care, and psychosocial care.
Evacuation	Organized, phased and supervised dispersal of people from dangerous, or potentially dangerous areas
Hazard	A potential threat to the health or life of individuals, to property and/or to the ability of individuals to maintain their livelihoods and regular daily activities. Hazards could include natural forces (such as wind, drought, tornado etc.) or technologically induced threats (such as aircraft and highway mishaps, industrial incidents, explosions etc.)
Incident Action Plan (IAP)	A plan developed by an Emergency Coordination Centre and on-site personnel that follows an ICS format

Incident Commander (IC)	Within Incident Command System (ICS), the person responsible for all aspects of an emergency response including developing incident objectives, managing incident operations, directing the application of resources and ensuring safety of all persons involved in response efforts.
Incident Command Post	A location from which the Incident Commander directs the site response to the emergency. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.
Incident Command System (ICS)	A standardized on scene emergency management concept specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Local Authority	Municipal Council of The Town/County of St. Paul; Town of Elk Point; and Summer Village of Horseshoe Bay.
Mitigation	Efforts made, in advance of an emergency event, to reduce or eliminate the potential impacts of a present hazard on people, property, the environment and/or the economy. Mitigation measures can be either structural (dykes, levees, floodways, etc.) or non-structural (building codes, planning, capacity building, etc.).
Municipal Government Act (MGA)	The legislation that governs how municipal government operates in Alberta.
Mutual Aid Agreement	Cooperative agreements, partnership agreements, memorandum of understanding, intergovernmental compacts and other terms commonly used to describe sharing of resources.
Regional Emergency Management Agency	The Director, Deputy Director and Chief Administration Officer as well as first responders. Responsible for the direction and control of the Region's response to emergencies including authorizing the taking of any action necessary to respond to and/or recover from an emergency.
Regional Director of Emergency Management (RDEM)	A position defined in the provincial Emergency Management Act, Section 11.2(2) as Director of the Emergency Management Agency. This position is appointed by council with the recommendation of senior administration and guided municipal policy.
Regional Emergency Management Plan (REMP)	A plan prepared by a local authority under Section 11 of the Emergency Management Act, which describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies and other resources available for use in the disaster; and outlines how the actions will be coordinated.
Recovery	The coordinated process of supporting individuals, communities and organizations impacted by emergency events in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.

Reception Center (RC)	A support element of the REMP, which provides basic shelter, food and other services to evacuees during an emergency.
Response	Those measures undertaken immediately after an emergency has occurred, primarily to save human life, treat the injured, and prevent further injury and losses. They include response plan activation, opening and staffing the ECC, mobilization of resources, issuance of warnings and direction, provision of aid, and may include the declaration of a State of Local Emergency.
Risk	The chance or probability that people, property, the environment and/or the economy will experience an adverse effect if exposed to a hazard.
Risk Assessment	The measurement of probability and severity of an adverse effect on health, property and the environment. Risk assessment is the process for evaluating risk associated with specific hazard and defined terms of probability and frequency of occurrence, impact, exposure and consequences.
State of Local Emergency (SOLE)	Means a resolution or order of a local authority under Section 21 of the Emergency Management Act.
Standard Operating Guideline (SOG)	Are *guidelines* that provide a mechanism for managing a difficult or unusual emergency or routine situation. Guidelines provide more flexibility than policies at the emergency scene. SOGs provide additional protections, since they are used to guide a response, as opposed to setting forth a policy that *dictates* a specific response.
Standard Operating Procedure (SOP)	A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement the REMP by detailing and specifying how tasks assigned in the REMP are to be carried out.
Vulnerability	The concept that links the relationship that people have with their environment to social forces and institutions and cultural values. The extent to which a community can be affected by the impact of a hazard, usually measured in relation to the presence of resources and capacity which serve to increase community resilience.

1 – Authority, Purpose and Scope

1.1   Authority

The County/Town of St. Paul; Town of Elk Point; and Summer Village of Horseshoe Bay Regional Emergency Management Plan (REMP) is established under the authority of:

- The Alberta *Emergency Management Act* (see copy in Appendix G)
- The Town of St. Paul Regional Emergency Management Bylaw *#1209* dated October 14, 2014 (see Appendix F)
- The County of St. Paul #19 Regional Emergency Management Bylaw *#2014-30*, dated October 14, 2014 (see Appendix F)
- The Town of Elk Point Regional Emergency Management Bylaw *#731/14*, dated October 14, 2014 (see Appendix F)
- The Summer Village of Horseshoe Bay Regional Emergency Management Bylaw *#106/2014*, dated October 14, 2014 (see Appendix F)

1.2   Purpose

The purpose of the REMP is to save lives, reduce suffering, protect property, mitigate damage to the environment, and control the economic consequences of emergencies and disasters that may affect the Region of St. Paul. It will also assign responsibilities within the region for the preparation for, response to, and recovery from emergencies. Furthermore, it will guide the immediate actions of emergency response agencies and key officials in the critical hours after an emergency or incident occurs.

The plan does not address emergencies that are normally handled at the scene by the appropriate first responding agencies or incidents in neighboring communities. Most disasters will create demands that exceed the normal capacity of any one organization. The intent of this plan is to facilitate and coordinate response to and recovery from disasters by implementing common management strategies for both public service and private sector agencies. The tactics and strategies outlined are to be considered as guidelines. To meet unusual situations, the use of unconventional methods, tempered by sound judgment and past experience can be invaluable. **Therefore, the plan does address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all, or parts of this plan.**

These guidelines represent a recommended best practice for local authorities, private sector, and provincial government.

1.3 Scope

The REMP guides the operations, organization, responsibilities, and coordination of the Regional ECC for effective response and recovery to a community-wide emergency or threat of an emergency within our Region. ***This plan does not address emergencies that are normally handled at the site by the appropriate first responding agencies***. The plan addresses such incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this plan.

The Region of St. Paul believes that the key to preparedness and response action is based primarily on continuous training and exercising of all aspects of this plan. This document reflects a record of policies, procedures, guidelines and key information already established or currently under development. Therefore, this plan reflects the dynamic planning process and is always subject to change and is never a finalized document for the Region of St. Paul.

1.4 Policy

Pursuant to its mandate of providing for public safety, the County/Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay will ensure that adequate resources and support are provided, and accountabilities are identified, to ensure that our REMP is maintained as an effective, continuous management process. The Regional Emergency Management Plan and Program integrates all activities necessary to build, maintain, and improve the region's ability to mitigate and prevent, prepare for, respond to and recover from natural and human caused emergencies or disasters.

2 – REMP ACTIVATION

2.1 Plan Activation Authority

The activation of the REMP does not automatically activate the ECC nor does it automatically require the declaration of a state of local emergency (found in Appendix C). Figure 1 below outlines the activation process for the Regional Emergency Management Plan.

Persons/Designates Authorized to request the activation of the REMP are the:

- A member of Council
- CAO
- RDEM
- Incident Commander of 1st response agency (Fire; RCMP; EMS; Public Works)
- Emergency Social Services Director
- AEMA

Information about an incident must be clear, concise, accurate and timely communicated. The minimum amount of information that should be communicated to the Regional Emergency Management Agency and Committee includes:

- Type of Incident
- Date and Time of Incident
- Name of Caller and Caller's Phone Number
- Possible Injuries
- Location of Incident
- Actions Taken So Far
- Evacuation if required
- Assistance if required

The diagram outlines the process and decisions that maybe required during the activation of the REMP. (See figure 1)
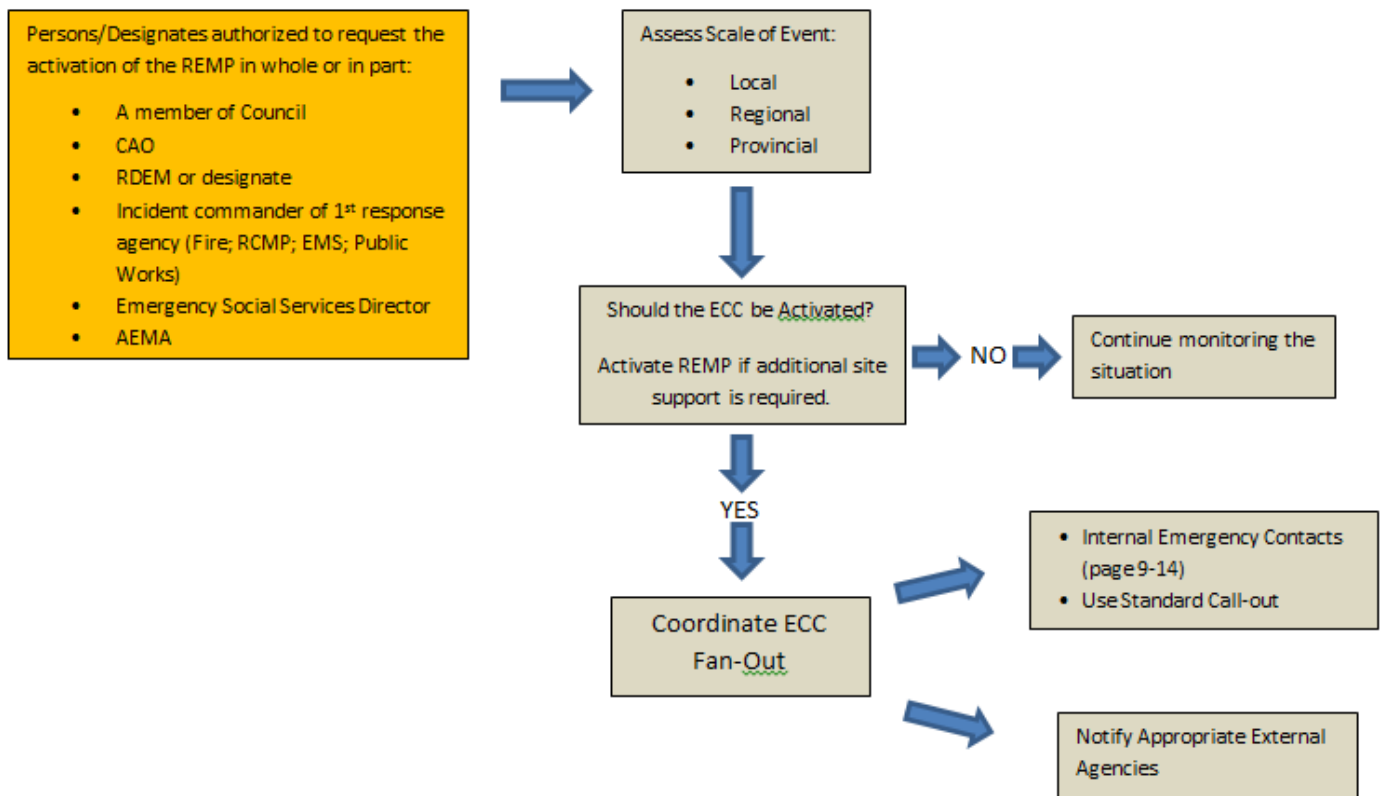
Figure 1 – Plan Activation/Advisory Notification Process

Standard Call-Out Message to Committee and Agency Members:

"This is _____ with the Region of St. Paul Emergency Management Agency.

We have a major emergency situation as follows: (brief description). The _____

(person/position, as appropriate) has ordered the activation of the ECC team to manage the

emergency. You are requested to immediately attend the ECC located at

_____."

2.2 ECC Activation

Our ECC is partially or fully activated depending on the circumstances and needs at an emergency site. The decision to activate the ECC is based on the operational criteria of that emergency event, or the potential impact of that event, or of the secondary consequences of that event.

In order to respond effectively to all occurring or anticipated emergencies, the RDEM (or Designate) must be able to activate the ECC as soon as possible.

The management of our ECC, as part of an overall IMS, will be structured using the same ICS as the emergency site. This ensures clarification of roles and responsibilities, provides common terminology, and enhances direct communication between the appropriate people. The RDEM may transfer specific roles within the Regional Emergency Management Agency across to the ECC structure (see Figure 2).
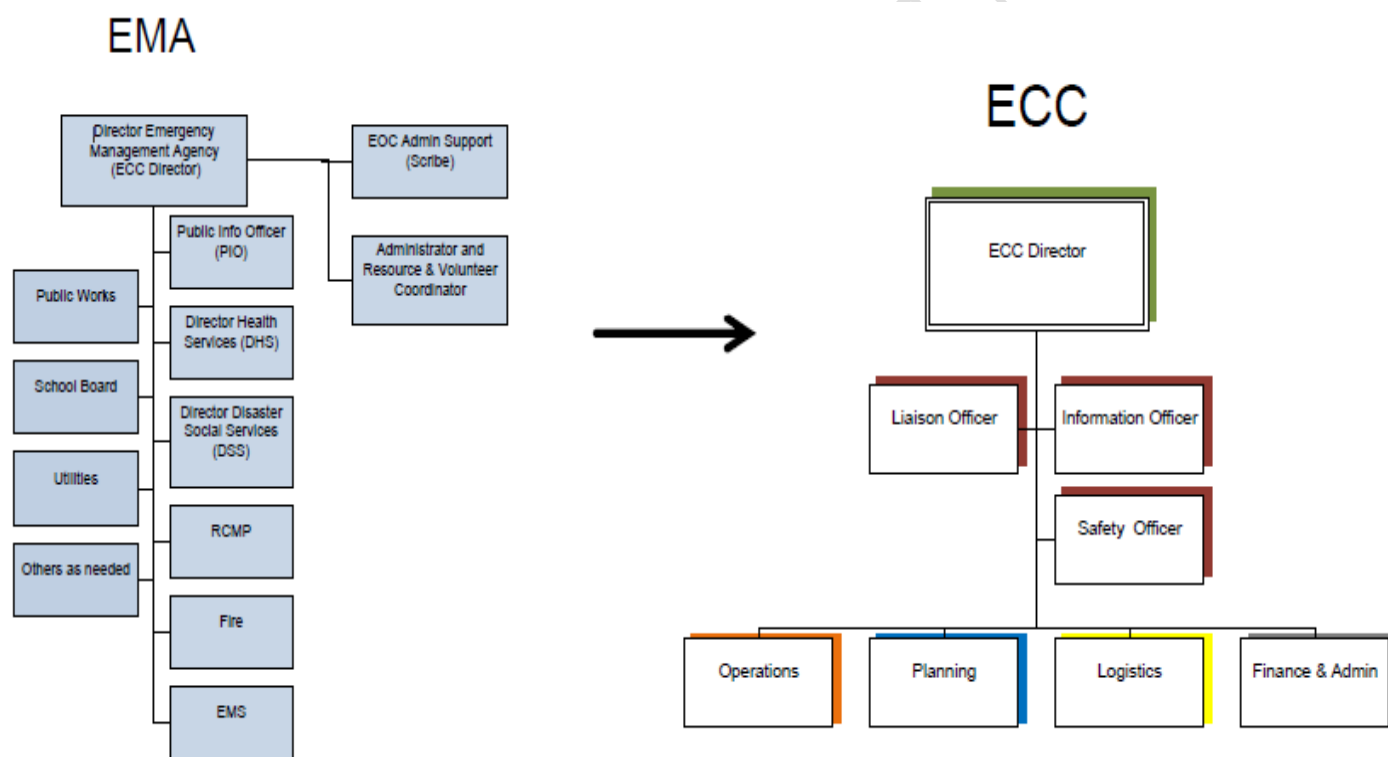
Figure 2—Emergency Management Agency Transition to ECC

Agency members at the ECC will coordinate the response to a Type 1, 2, 3, 4 or 5 incident for which the Region of St. Paul is either acting as the primary responder or for which it is directly responsible as required by the situation.

For incidents involving a third party where the Region of St. Paul is acting as a secondary responder, the ECC will activate to monitor the response and assist the third party as requested.

Depending on the incident severity, the ECC may be activated at one of the three levels of ECC Activation (Figure 3). For minor incidents, the response will likely be handled entirely by the responding agency/first responder at the site and will not require the activation of the ECC.

Activation Criteria

Criteria for activating the ECC include:

a) A significant number of people at risk.

b) Response coordination required because of a large or widespread event, multiple emergency sites or several responding agencies.

c) Resource coordination required due to limited local resources and/or a significant need for outside resources.

d) Uncertain conditions.

e) Possibility of escalation of the event.

f) Unknown extent of damage.

g) Potential threat to people, property and / or environment.

h) Declaration of a State of Local Emergency is made.

1

Level 1 – Monitoring
Events normally managed by agencies on a regular basis. There is a potential for the event to escalate and so requires monitoring. There is little or no need for site support activities and the event will be closed in a relatively short time.

2

Level 2 – Limited Activation of the ECC
Emergencies that are of a larger scale or longer in duration and may involve limited evacuations, additional our unique resources, or similar extraordinary support activities. If the event cannot be managed at the site, then this level requires notification of the ECC Emergency Management Agency and possibly a limited activation of the ECC.

3

Level 3 – Full Activation of the ECC
Emergencies are of a large magnitude and/or long duration. The emergency may have multiple sites that involve multi-agencies and multi-government responses. This level requires notification of the Emergency Management Agency and Committee, and the activation of the ECC.

Figure 3—Three Levels of ECC Activation

Role of the ECC Regional Emergency Management Agency

The management of the initial phases of a major emergency is the most critical. Actions and decisions taken early on will dictate the success or failure of future emergency activities.

It is the role of the ECC REMA to ensure that site support activities are coordinated and that agencies have sufficient resources and direction to accomplish their goals and objectives.

ECC Organization

The ECC REMA is comprised of the ECC Director, Command Staff and the General Staff. The team must also ensure that response agencies are cooperating and that an early exchange of information is occurring prior to a major mobilization of resources.

The first individual to enter the ECC upon activation is automatically deemed to be the ECC Director and must be prepared to establish command. If the individual is not qualified to fill this position, they must prepare to transfer command to the first qualified person to arrive.

Transfer of Responsibilities

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts, therefore, should overlap (15 minutes +/-) to prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify "open" incidents or activities, and if time permits, be accompanied by a short written summary of the same information for later use during the operation, or at a post-operation debriefing.

ECC Security

During a major emergency, it is important to provide a secure workplace for the staff of the ECC. There is a natural tendency for many people to congregate and learn the latest information on the event. This can be very disruptive to the people operating in the ECC. It is the responsibility of the Logistics Section Chief to provide security services to all aspects of the ECC. Employees, contractors, or volunteers may provide these services. To secure the ECC when activated, a sign-in/sign-out procedure will be used (see next page). ECC staff will be issued a vest with position name tags at entry.

Check In

All personnel who arrive at the ECC must check-in at personnel unit (Logistics), receive their assignments, and are recorded in the ECC Duty Roster. The roster is used to identify who is working in the ECC (see next page). Each authorized person entering and leaving the ECC is required to sign in and out accordingly.

ECC Duty Roster Check-in/Check-Out List				
Event:		**Operational Period:**		
Date:		**Check-In Location:**		
Print Name (Last/First)	**Agency/Organization**	**Time of Check-In (24 hr)**	**ECC Assignment (Section/Function)**	**Time of Check-Out (24 hr)**
Page _____of_____	Prepared By (Name & Position):			

EMERGENCY OPERATIONS LOG

Incident:

Date	Time (24 hr)	Event/Activity

Page _____ of _____

Staffing

The ECC must function on a 24/7 basis from activation until demobilization. The ECC Director will determine appropriate staffing for each activation level based upon an assessment of the current and projected situation. While the immediate solution may be to establish several complete shifts for the duration of operations, there are seldom the resources or facilities to sustain this approach. General and Management Staff positions in the organization should be filled by designated qualified individuals. Initially, all positions may be staffed by the available individual most qualified in the function to be performed.

The ICS "Quick Reference Guide" on page 32 serves as a reference for the initial assignment of roles at the ECC, and is augmented by the ECC Emergency Response Procedures found in Part 2. These checklists of potential actions can be used to assist personnel (within the ICS structure) with initiating and maintaining ongoing activities within the ECC.

Depending on the nature of the emergency, representatives from a number of external agencies may participate in or provide support to the ECC (Appendix E).

ECC Positions and Functions

ECC positions and functions are described in terms of the REMP Initial ECC Organization (see next page). These positions have been divided into **5 key positions**:

1. ECC Director
2. Operations Section Chief
3. Planning Section Chief
4. Logistics Section Chief and Scribe
5. Finance & Administration Section Chief

*Note that each position and associated functions are described in terms of general guidelines for operations. The tasks described are generic in scope but can be adapted to different types and scales of incidents.

Some key agencies and organizations that may be represented in the Regional ECC Operations Section include:

- R.C.M.P.
- Fire Chief
- Emergency Social Services
- Emergency Medical Service
- Utilities (water, gas, power)
- School Division
- Alberta Health Services
- Ministry of Transportation
- Local Health Agency Representative
- Provincial/federal government agencies

Position Descriptions

ECC Director & Information Officer:

The ECC Director is responsible for the overall coordination and management of the ECC**.** Key responsibilities of the ECC Director include assessing of the situation and determining the appropriate level (1, 2, or 3) of activation. The appropriate level of staffing must be determined by the ECC Director and general staff in order to effectively respond to the scale of the incident. Most important, the Director sets priorities for response efforts in the affected area(s). Within the ECC it is important that the ECC Director keep in constant communication with the sections and respective section chiefs. In conjunction with these responsibilities, the Director is charged with the role of employing proper risk management procedures, and liaising between the various agencies and branches of the ECC.

The ECC Director's role works in tandem with the role and responsibilities of the **Information Officer**. The Director is in frequent communication with the Information Officer in order to effectively deliver appropriate public information and best methods of dissemination. The Information Officer is the point of contact for all media and other members of internal and external agencies. The Risk Management and Liaison officer's roles and responsibilities fall with the ECC Director unless specific individuals have been appointed to those positions. The ECC Director will appoint an administrative assistant to adopt the role of Scribe with such duties as recording minutes in meetings and conversations The ECC Director may delegate additional tasks as required to the person assigned to the role of scribe. The Scribe will report directly to Logistic Section Chief.

Operations Section Chief:

The Operations Section Chief assists in ensuring that all functions, including the coordination of response for all operational functions are carried out. The Operations Section Chief is responsible for participating in the development of the Action Plan and ensuring that the operational objectives and assignments established in the Action Plan are carried out. In addition, conducting operations briefings for the ECC Director as required and ensuring that the Planning Section is provided with Branch Status and Major Incident Reports are also integral components of this role.

Planning Section Chief

The Planning Section Chief is responsible for many duties, including the collection, analysis and presentation of situation information, and the preparation of situation reports. Preparing and distributing the ECC Action Plan and facilitating meetings for the development of this plan are also important duties of this position. The Planning Section Chief is also responsible for the provision of technical support services to the various ECC sections and branches, and to document and maintain files on all ECC activities. Furthermore, this section aids in tracking assigned resources, developing alternatives for tactical operations, and aiding in the preparation of incident action plans for each operational period. Establishing an appropriate level of organization for the Planning Section and exercising overall responsibility for branch coordination are additional roles of the Section Chief. Communication between the Planning Section Chief and the ECC Director is a priority, keeping the ECC Director informed of any significant issues. Finally, the Planning Section Chief must manage the completion of Branch Status Reports and ensure they are utilized for Situation Status Reports and the ECC Action Plan.

Logistics Section Chief

The Logistics Section Chief is responsible for providing services and support for the ECC and the incident. All service and support requests must be promptly addressed by the Logistics Section Chief in order to effectively support the incident and the ECC. The Logistics Section Chief is required to participate in developing and implementing the incident action plan.

Finance Section Chief

The Finance & Administration Section Chief is responsible for monitoring and management of incident related costs & finances, scheduling of staff and resources, resource procurement, and compensation. The Finance and Administration Section Chief has the ability to activate units within the section as necessary. It should be noted that this section is interrelated with the Logistics section. As many of the activities that occur within the logistics section amongst other sections are very much interdependent

ECC Quick Reference Guide

ECC Director
Overall authority/responsibility for ECC
Provides leadership to EE Mgmt Team
Ensures/approves ECC objectives
Communicates with Elected Officials
Initiates ECC Mgmt Team briefings

Safety
Monitors ECC safety
Maintains link with Site Safety Officer
Identifies/analyzes liability/loss exposures
Assesses unsafe situations & halts operations if required
Recommends safety modifications to Ops

Admin Supp/Scribe
Acts as Scribe and logs all pertinent information as requested by the ECC Director
Provides other admin support to the ECC Director as directed

Liaison
Ensures required agencies are in the ECC
Primary contact with external agencies
Assists ECC Director with activities (briefings/meetings)
Maintains regular contact with all ECC personnel

Information
Establishes/maintains communication with Elected Officials
Coordinates media presence on site, when applicable
Prepares public info materials, when applicable, for review by the ECC Director

Operations
Communicates with site, field personnel
Supports site Ops
Implements plans/strategies
Deploys/tracks ECC issued site resources

Planning
Collects, evaluates, displays info
Develops Action Plans & Situation Reports
Conducts long-term/advanced planning
Recommends alternative actions
Maintains overall resource and event status

Logistics
Provides IT/comms support
Establishes transport resources
Arranges responder /personnel support
Orders/supplies requested resources

Finance/Admin
Monitors response/recovery costs
Monitors expenditure process
Supports contracts & procurement
Tracks personnel time
Analyzes & estimates overall costs

ECC Position Log

All participants (agencies/departments) working at the ECC are required to maintain an ECC Position Log for their respective role and responsibilities (see next page). These logs will be continuously available to the ECC Director or Designate (e.g., ECC Scribe), so that an ECC Main Event Board can be maintained within the ECC.

The following applies to all Logs:
- Must be hand-written and contain sufficient information to provide the gist of important telephone calls, messages, and actions taken.
- Written messages received are to be filed separately and referred to by a message number in the log.
- Log entries will be numbered in sequence.
- Log sheets are to be photocopied in duplicate. One copy remains at the originator's desk, and the other is passed to Finance and Admin staff for consolidation in the master log.

Importance

It is extremely important to accurately document actions taken during emergencies. The following items must be documented:
- Policy decisions
- ECC decisions / direction
- Resource requests
- Personal logs
- Functional position logs

ECC Main Event Status Board

The ECC Director (with assistance from the ECC Admin Support/Scribe) will ensure that all incoming information relevant to the emergency is posted on a Main Event Status Board to ensure timely sharing of information from all ECC representatives. It should be placed in such a way as to be clearly visible to all members of the ECC, and can be created on a white board, chalk board, or computer (with an overhead projector and screen).

Reduced Staffing

Based on the previously described **Activation Levels**, all positions required will be staffed to allow 24hr operation, after which reduced strength options can be considered for implementation on a section by section basis.

POSITION LOG

Event:	Function:	Position:

Operational Period:		Date:

LOG

Time (24hr)	TO	FROM	ACTION	FOLLOW-UP	CLOSED

Page ___of ___

ECC Event Status Board

Incident #	Date/Time (24 hr) YY/MM/DD	Incident Details	Actions Taken (Including resources deployed)	Open/Closed

Equipment and Supplies

The RDEM maintains a complete list of equipment and supplies that are dedicated to use within the ECC. The ECC contains information display materials, telecommunications and any additional supporting equipment, documents, and supplies required to ensure efficient operations and effective emergency management on a 24-hour per day basis. In addition, power generation capabilities and other special life support systems may be required to allow for continuous operations apart from normal public utilities and services.

ECC Characteristics

The primary or alternate ECC will have the following characteristics:

- Controlled access
- Communications
    - Radio
    - Telephone (line load protected)
- Auxiliary power supply
- Operational display boards
- Rest area
- Internet access (email capabilities)
- Drinking water
- Facilities for media briefings (Front Office/Meeting Room)
- Washroom facilities

ECC Equipment and Supplies

Desired equipment and supplies for the ECC:

- Regional Emergency Management Plan and Sub-Plans
- Desks and chairs
- Display boards
- Message center
- Television set/DVD player
- AM/FM radio
- Projection screen and overhead projector
- Tables
- Clock
- Computers
- Photocopier
- Telephones (listed and unlisted numbers)
- Fax machine
- Resource inventories
- Local and regional maps
- Aerial photos
- Utility maps
- Evacuation route maps
- Identification tags/vests
- Video camera
- Message forms
- Operation Log sheets
- Other forms

The typical layout of our primary and secondary ECC.

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

Worker Care

The operations of an ECC during an emergency or disaster may require staff to work extended hours and in stressful circumstances. These issues must be considered in ECC operation:

a) Extended Hours.

- The provision of overnight accommodation will extend beyond normal working hours and could require multiple staff shifts. The ECC Director will identify the appropriate levels of staffing for the ECC and plan shift schedules.

- Personnel should be prepared to bring their radios, cellular phones, chargers, laptops, comfortable clothes and shoes as well as personal items such as medication. There is often idle time during an emergency so personnel may also want to bring a work project or reading material.

- When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts, therefore, will be no longer than 8 – 12 hours and will overlap by 15-30 minutes or so to prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify ongoing incidents or activities and, if time permits, be accompanied by a short written summary of the same information for later use during the operation or for the AAR.

b) Staffing Considerations.

- Time must be allowed for rest, meals, etc.

- Rules and regulations regarding safety and overtime, etc. are not necessarily suspended on account of the emergency.

- Briefings and conferences that are held outside of designated shifts will be held to a minimum so that personnel have a chance to unwind during necessary rest times.

c) Managing Staff Under Stress.

The ECC Director must be constantly aware of the working conditions and stressful events that could affect the staff's ability to function. Methods available to help employees cope with stress are:

- Debriefing is commonly held at the end of a shift to review operational procedures and identify immediate areas requiring attention and/or changes.

- Defusing is a much shorter, less formal and less structured version of a critical incident stress debriefing (CISD). A defusing is held within 12 hours of the event and usually lasts about 30 to 45 minutes. The defusing involves all members who experienced the emotional event. A defusing is a short-term fix for an immediate reaction to a troubling event and its purpose is to allow the affected personnel to express their feelings and to prepare them to go back to work.

- CISD is a group meeting conducted in a confidential environment which provides a forum for individuals to vent their emotions and express their reactions to the event.

- Post-Operation Debriefing - Soon after demobilization all personnel involved will be invited to attend a formal debriefing with a view to improving response capabilities. During the debriefing, *Lessons Learned* are recorded as well as participants' comments on the current plans and procedures.

Critical Incident Stress Management

Critical Incident Stress Debriefing (CISD) is fundamental component of the REMP. It is imperative that the resources be made available to assist any person(s) (including response personnel) involved in an emergency within the scope of the REMP.

The following list provides examples of some critical incidents that could require CISD:

- Line of duty fatality;
- Serious line of duty injury;
- Mass casualty incident;
- Significant event involving children, relatives or known victims;
- Prolonged incident, especially with loss;
- Death to person caused by emergency response actions; or
- Event becoming personalized because personnel identify with victims.

CISD shall be initiated in any situation in which CISD assistance is required, and will be coordinated with the DEM.

2.3 Emergency Response Protocols

The following five types of incident responses are to be used to describe the magnitude of an emergency within the County, Towns, or Summer Village, to enhance the REMP activation and communication process.
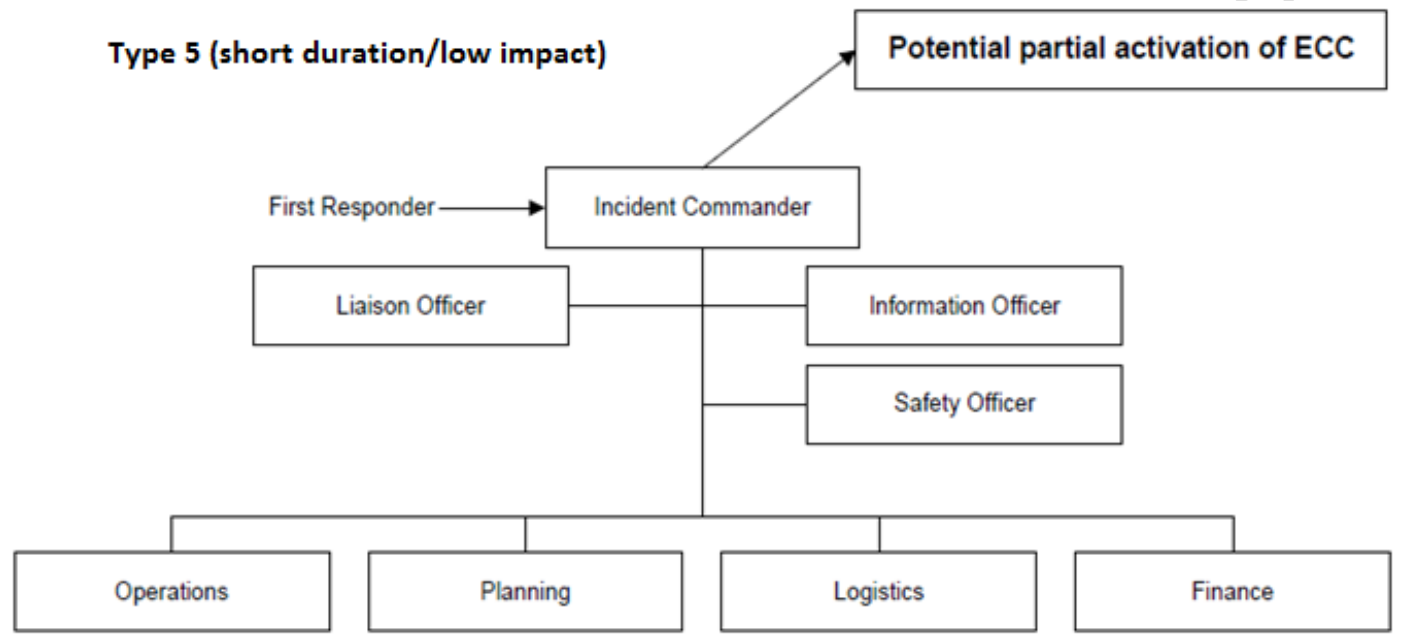

Figure 4—Type 5 Incident

Type 5 Incident

- The incident can be handled by one or two single (local) resources with up to six personnel.
- Command and General Staff positions (other than the Incident Commander) are not activated.
- A verbal Incident Action Plan (IAP) is required. No written IAP other than Form 201.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- The event may require partial activation of the Municipal primary or alternate ECC.

Example—Small isolated fire, short-term interruption of utilities, small chemical spill, or vehicle incident
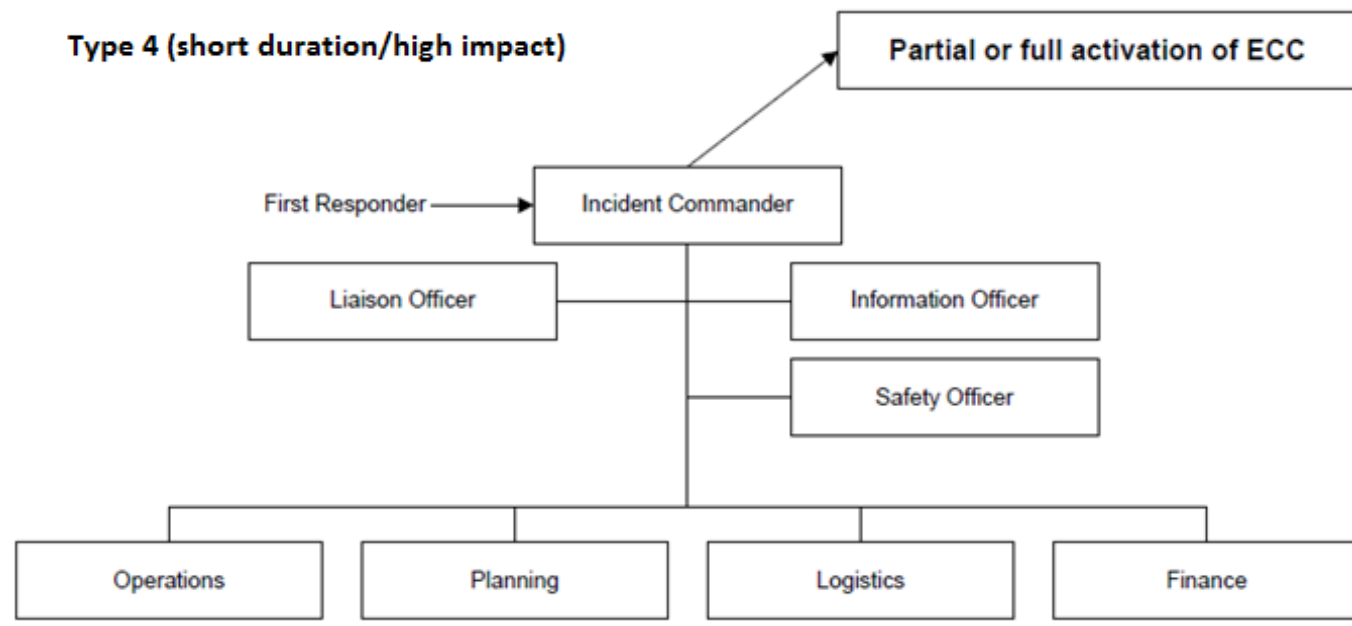
Figure 5—Type 4 Incident

Type 4 Incident

- Command Staff and General Staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a Task Force or Strike Team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources

Example—Small chemical release/spill, apartment bldg. fire, forest fires affecting large areas of the region, short-term interruption of utilities.
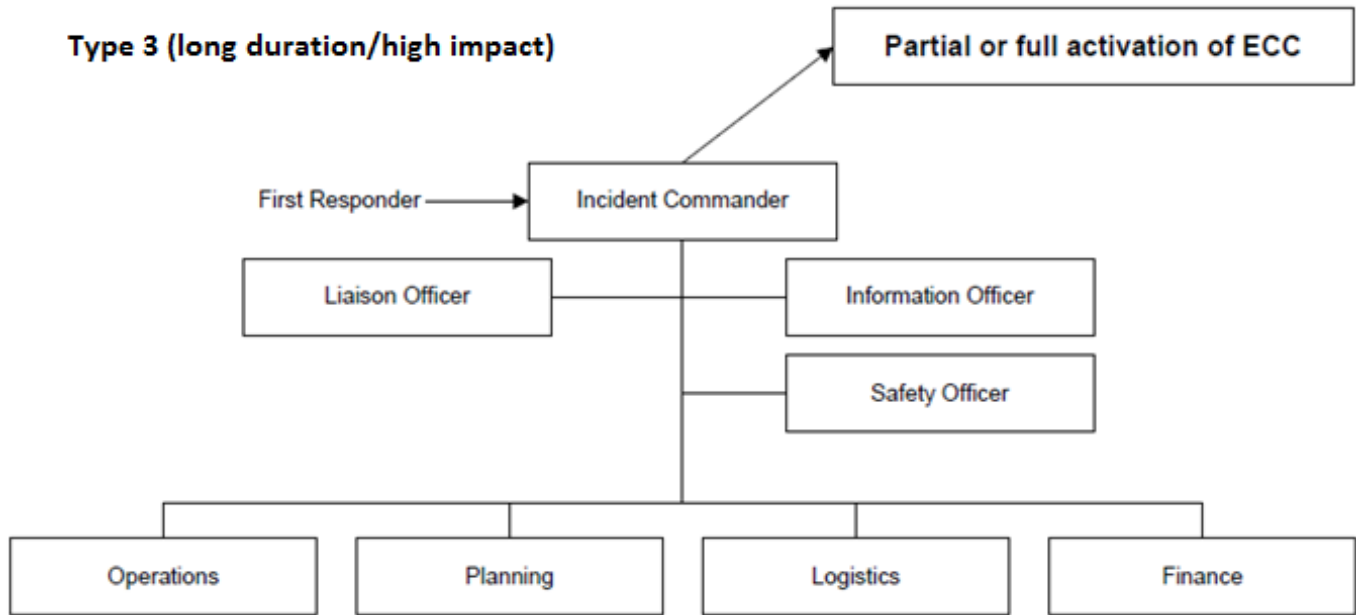
Figure 6—Type 3 Incident

Type 3 Incident

- When capabilities exceed initial response, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended response incident, or an expanding incident until transition to a Type 1 or Type 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Example—Localized chemical/gas release, mass casualty incident, severe winter weather, or water contamination, bank robbery with hostages, mass shooting/terrorist act, pandemic outbreak, prolonged utility outage
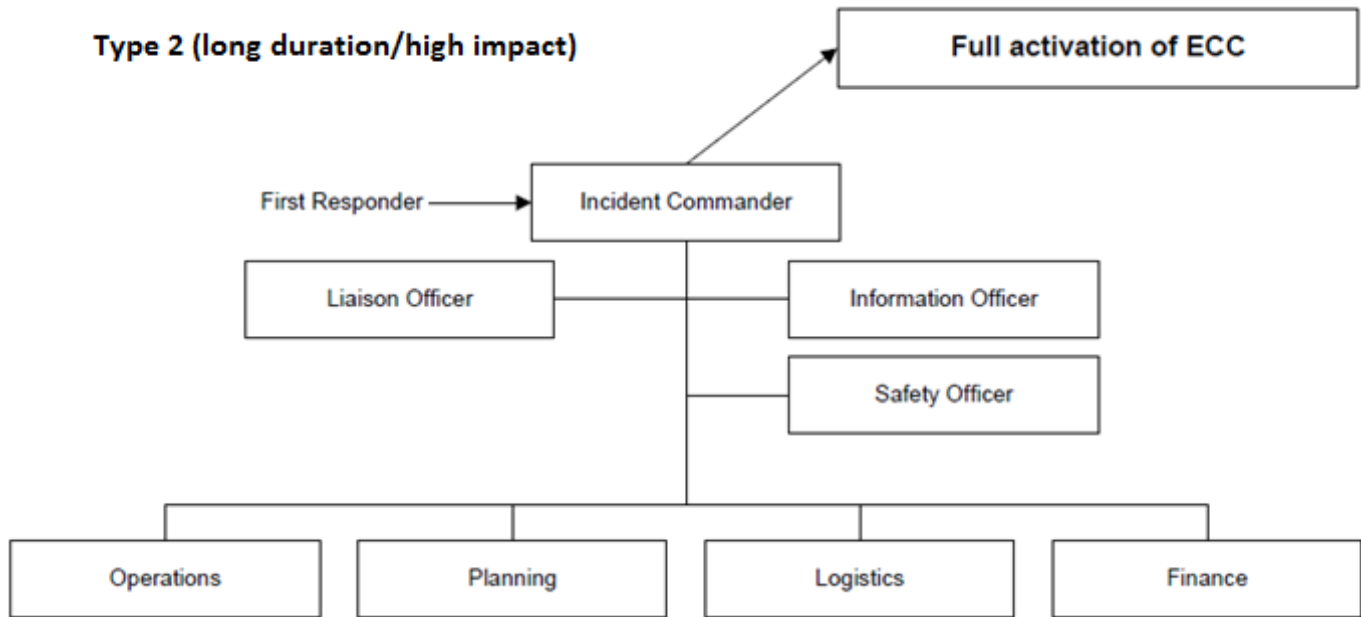
Type 2 (long duration/high impact)

Figure 7 – Type 2 Incident

Type 2 Incident

- A Type 2 incident may require the response of resources out of area, including regional/provincial/territorial and/or national resources to effectively manage the operations and command and general staffing.
- Most or all of the Command and General Staff positions are filled.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- Many of the functional units are needed and staffed.
- The incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods.
- A written IAP is required for each operational period.
- The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.

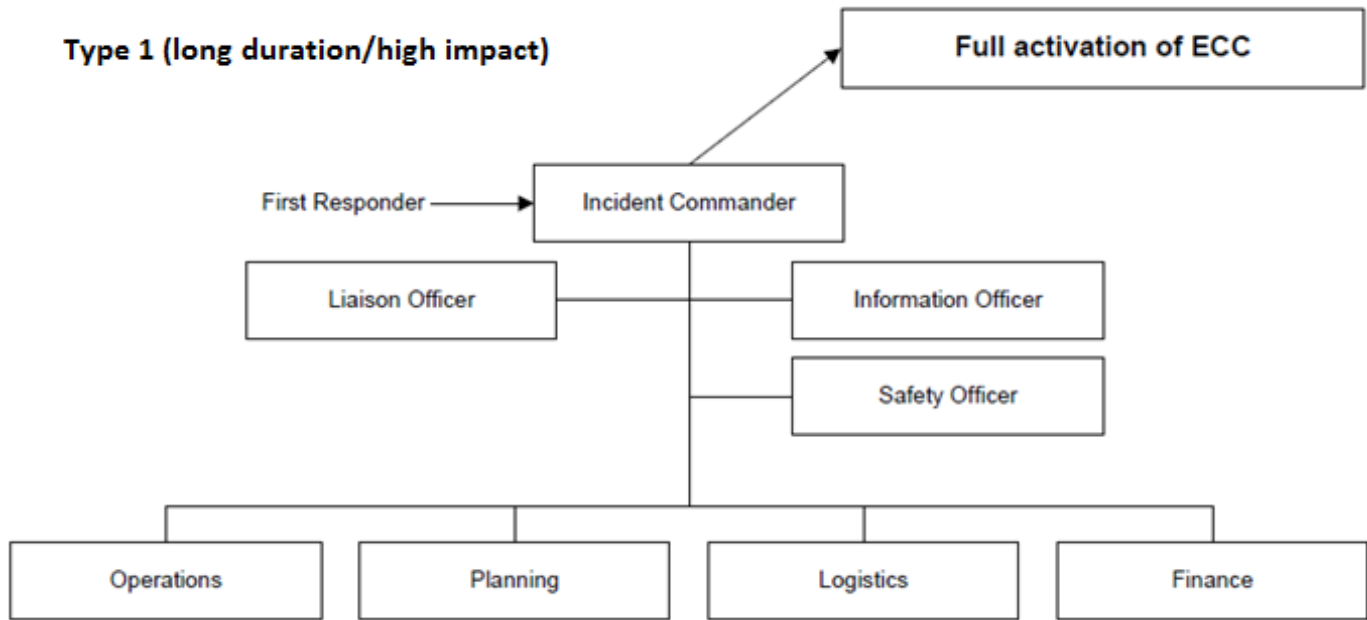*Example*—Large scale chemical/gas/toxic release, mass flooding, cargo jet crash.

Type 1 (long duration/high impact)

Figure 8 – Type 1 Incident

Type 1 Incident

- This type of incident is the most complex to safely and effectively manage and operate.

- All Command and General Staff positions are activated.

- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.

- Branches need to be established.

- The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated.

- Use of resource advisors at the incident base may be recommended.

- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions

Example—municipality on fire, tornado destroys municipality, major chemical spill/gas/toxic release

ECC Emergency Response Procedures are outlined in Part 2, and are to be used to provide the applicable potential actions that may be needed to meet emergency situations. Additional response details are found in applicable Contingency Plans found in Part 3.

2.4 Declaration (and Termination) of a SOLE

As per the Alberta *Emergency Management Act*, and the County/Town/Summer Village by-laws (see Appendix C):

- The Council of the County/Town/Summer Village may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency (SOLE); or
- The CEO (or his/her designate), or two Councilor's of the County, Town, or Summer Village, at any time, may declare a SOLE if they are satisfied that an emergency exists relating to all or any part of the municipality.

The conditions under which a SOLE exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency.
- Potential inadequacy of existing legal authority to respond effectively.
- A general warning to the population.
- Notification to other governments.
- Provision of liability protection for all agencies involved in emergency response.

Forms to declare, renew, or terminate a SOLE are found in Appendix C.

Procedure:

1. Contact authorized Council members from the municipality affected by the emergency to declare a SOLE.
    i. The affected municipality declares, by resolution, a SOLE.
2. Complete a "Declaration of a State of Local Emergency" form (see Appendix C).
    i. Have the form signed by the authorized individuals. If Council members have declared in absentia by phone, sign and date the document, list the means of contact, and obtain Council member signature(s) as soon as possible.
    ii. Ensure the declaration is recorded in the Municipal Register as soon as feasible.
3. Make a public announcement of the declaration.
    i. Complete a public announcement form.
    ii. Publish the public announcement by such means considered most likely to make the declaration known to the population of the area affected. Contact local media to assist with making the declaration public (see Appendix A).
4. Forward a copy of the official declaration to the Minister responsible for the AEMA, or provide a copy to the AEMA Field Officer.
    i. Should the declaration be terminated by Council, or be renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days, or may be cancelled by the Minister.

DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the

_____

due to

_____

—

(Enter a description of the nature of the emergency)

Therefore, the Council of _____, pursuant to Section 21 of the Alberta *Emergency Management Act* and Sections 8 and 9 of:

- County of St. Paul NO. 19 – Bylaw 2014-30
- Town of St. Paul – Bylaw 1209
- Town of Elk Point – Bylaw 731/14
- Summer Village of Horseshoe Bay – Bylaw 106/2014

Declares that a state of local emergency exists in the

_____.

A Map is attached due to the inability to specifically identify the exact boundary and due to the severe nature of the emergency.

Time: _____ Date: _____

Signature: _____

Fax to:

Alberta Emergency Management Agency – NE District 780-645-6352

Notes:

1. If the whole of the municipality is not affected, describe the area in which the emergency exists.

2. Ensure that the declaration is entered in the municipal register.

3. Immediately after making the declaration, publish the details of the declaration by such means considered most likely to make them known to the population of the area affected.

4. Forward a copy of the declaration to the Minister Responsible for AEMA.

5. A declaration of a state of local emergency lapses seven (7) days after its making by a local authority unless it is cancelled earlier by the Minister, or terminated by the local authority, or unless it is renewed by the local authority.

Public Announcement
Following the "Declaration of a
State of Local Emergency"

"The Council of _____ declares that a State of Local Emergency exists or may exist

in the
_____
(describe affected portion of the municipality)

due to
_____ "
(enter a description of the nature of the emergency)

A Map is attached due to the inability to specifically identify the exact boundary and due to the severe nature of the emergency.

"The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation."

Time: _____ Date: _____

Signature: _____

Termination of Declaration of a
State of Local Emergency

Under the Regional Emergency Management Bylaw, Council has delegated its authority pursuant to the *Emergency Management Act* to the Chief Elected Official (or designate), or any two (2) Councilor's. The Chief Elected Official (or designate), or any two (2) Councilor's, therefore, by resolution would terminate the State of Local Emergency prior to the seven (7) days.

Moved by _____ *(name)*, the _____, under authority of the Regional Emergency Management Bylaw, hereby terminates the State of Local Emergency declared on _____ *(date)* at _____

(time),

related to

_____

_____

_ .

(describe nature of emergency)

Fax to:

Alberta Emergency Management Agency – NE District 780-645-6352

2.5. Alberta Emergency Alert

Should lives be in danger, or potentially in danger and immediate public warning is required, the Alberta Emergency Alert must be activated by one of the authorized users (see Appendix A). Alberta Emergency Alert is used for two types of alerts: **Critical Alerts** and **Information Alerts**

Critical Alerts—where public safety is threatened and time is essential. Alberta Emergency Alert will interrupt radio and television immediately. These alerts will also be displayed on the Alberta Emergency Alert website and Really Simple Syndicate (RSS) Feed. The following types of alerts may become Critical Alerts:

- Aircraft Crash
- Amber Alert
- Catastrophic Loss of 911
- Civil Emergency
- Chemical/Biological/ Radiological Threat
- Dam Overflow

- Dangerous/Deadly Air Quality or Water Issues
- Earthquake
- Flash Flood
- High-intensity or Large Spread Urban Fire
- Industrial Fire
- Infectious Disease

- Landslide
- Magnetic Storm
- Terrorism
- Train Derailment
- Meteorite/Falling Object (e.g., Space Satellite)
- Wildfire/Forest Fire

Information Alerts—may include any of the above alerts where public safety is not under an immediate threat, but where the public may benefit from the information to increase their personal preparedness. They may also include:

- Animal Health/Dangerous
- Avalanche
- Flash Freeze/Wind Chill
- Freezing Rain
- Hazardous Materials
- Wind/Dust Storm

- Heavy Rainfall/Thunderstorm
- High Heat/Humidity
- Missing Vulnerable Person
- Overland Flood
- Plant Infectious Disease
- Product Safety

- Public Service Disruption (School Lockdown, Transit/Bridge/Road Closure, Critical Service Outage)
- High Water
- Utility Outage
- Winter Storm

All authorized users are required to make practice alerts on the Alberta Emergency Alert website at least every six months. A list of authorized users can be found in Appendix A.

List of Frequencies and Channels for Emergency Service

Information removed for the protection of confidentiality.

2.6. Mutual Aid

If the County/Town of St. Paul, Town of Elk Point, or Summer Village of Horseshoe Bay is experiencing an event of such magnitude that their response is beyond their capability, assistance can be obtained from neighboring municipalities, industrial and provincial government agencies.

Emergency response personnel and equipment responding to a mutual aid request are at all times under the direct command of their own respective services, but will be integrated into the command structure of the host community.

Decisions regarding deployment of on-site mutual aid resources are the responsibility of the Incident Commander. It is also essential that all actions be coordinated with the ECC Director to ensure that overall response activities are effective.

Disaster Mutual Aid Agreements

Requests for mutual aid assistance from other municipalities with whom mutual aid agreements exist shall be made in accordance with the applicable agreement(s) found in Appendix E. The RDEM has the original signed copies of the agreements.

Requests will be initiated by an elected official or designate of the requesting party.

Fire Mutual Aid Agreements

Neighboring municipality Fire Departments agree to assist each other in time of need via a Fire Mutual Aid Agreement. Requests will be initiated by the Fire Chief or Senior Officer at the incident.

Functional Responsibilities

2.7. Emergency Management Planning Organization

Figure 1 outlines the regional structure in support of the design and maintenance of the REMP.
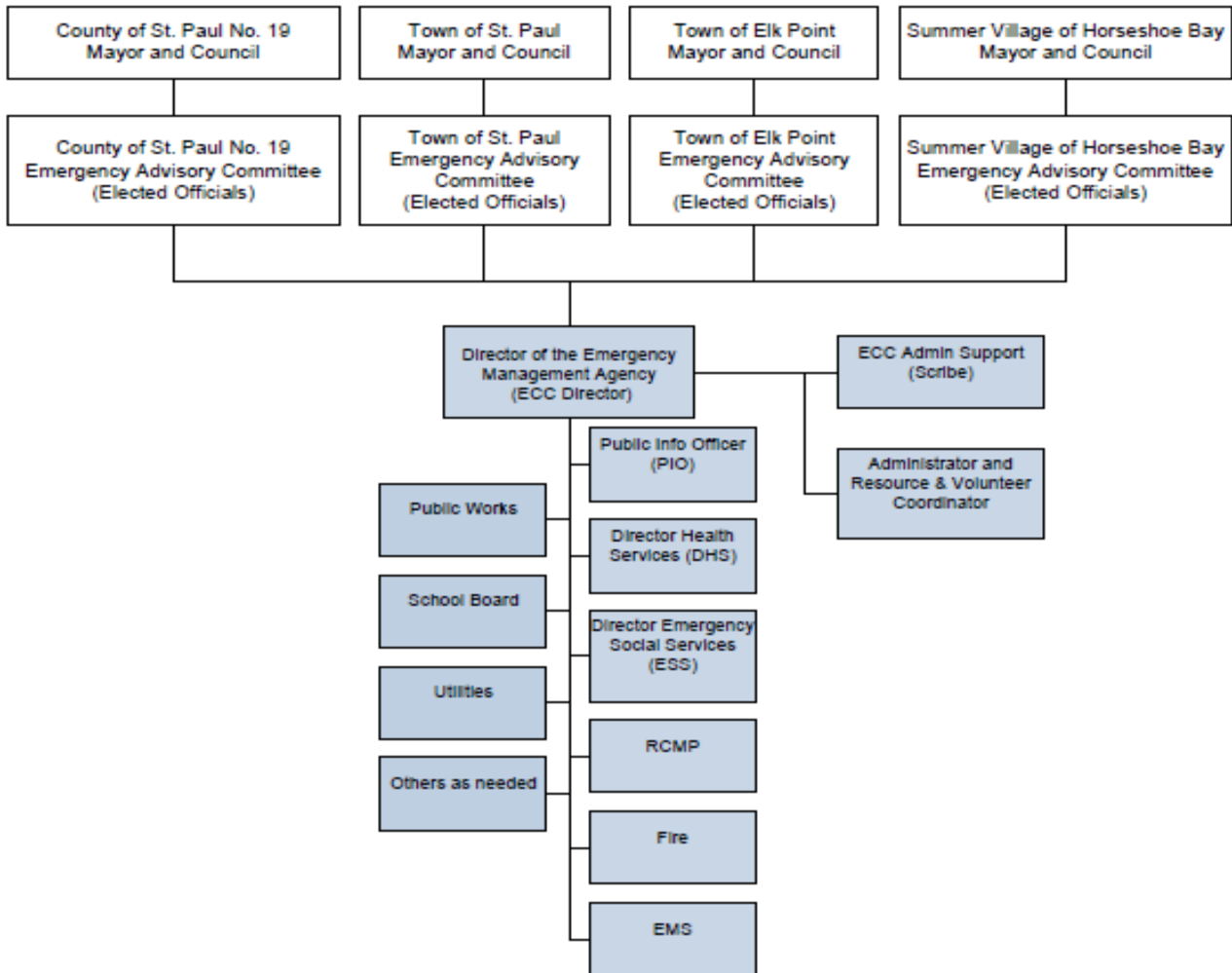

Figure 9—Regional Emergency Management Planning Organization

Emergency Advisory Committee

The Alberta *Emergency Management Act* requires the local authority (Mayor and Council) to appoint an emergency advisory committee consisting of a member or members of the local authority to advise on the development of emergency plans and programs. This committee provides a communications link between the Regional Emergency Management Agency and the local authority. The Town of St. Paul has appointed three, and the County of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay each have appointed two members from their Councils to serve on their respective Emergency Advisory Committees. Committee members are identified in Appendix A.

Municipal Emergency Management Agency

The Alberta *Emergency Management Act* requires the municipality to establish and maintain a Municipal Emergency Management Agency. This agency, which is made up of the representatives of emergency response groups, acts as the agent of the local authority to carry out the local authority's statutory powers and obligations under the Act. Members of the Emergency Management Agency are identified in Appendix A. The Act allows for an Emergency Management Agency to be maintained by, and act as the agent of, more than one local authority (without a ministerial order). Therefore, a Regional Emergency Management Agency has been established for the local authorities of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay.

Director of the Emergency Management Agency

The Alberta *Emergency Management Act* requires the appointment of a Director of the Municipal Emergency Management Agency (DEM). Our Regional DEM has been appointed by applicable Councils and is identified on page 9.

2.8. Incident Command System (ICS)/ Incident Management System (IMS)

Emergency response activities involving the REMP will be based on the ICS model (as a component of its overall IMS) that establishes procedures and guidelines to control personnel, facilities, equipment, and communication under the direction of an IC at an Incident Command Post. The ICS is "a systematic tool used for the command, control, and coordination of emergency response". An ICS is based upon a changeable, scalable response organization providing a common hierarchy within which people can work together effectively.

The ICS divides the management of an emergency into five major functional areas (command, operations, planning, logistics, and finance/administration). Additional command support functions (safety, public information and liaison) are added as deemed necessary (see Figure 2). This structure will be mirrored in the ECC (see figure 10). The ICS model used in this plan is supported by ICS training (ICS 100, 200, 300, and 400), available through AEMA.

The ICS system will be used or applied from the time an incident occurs until the requirement for management and operations no longer exist or are required.
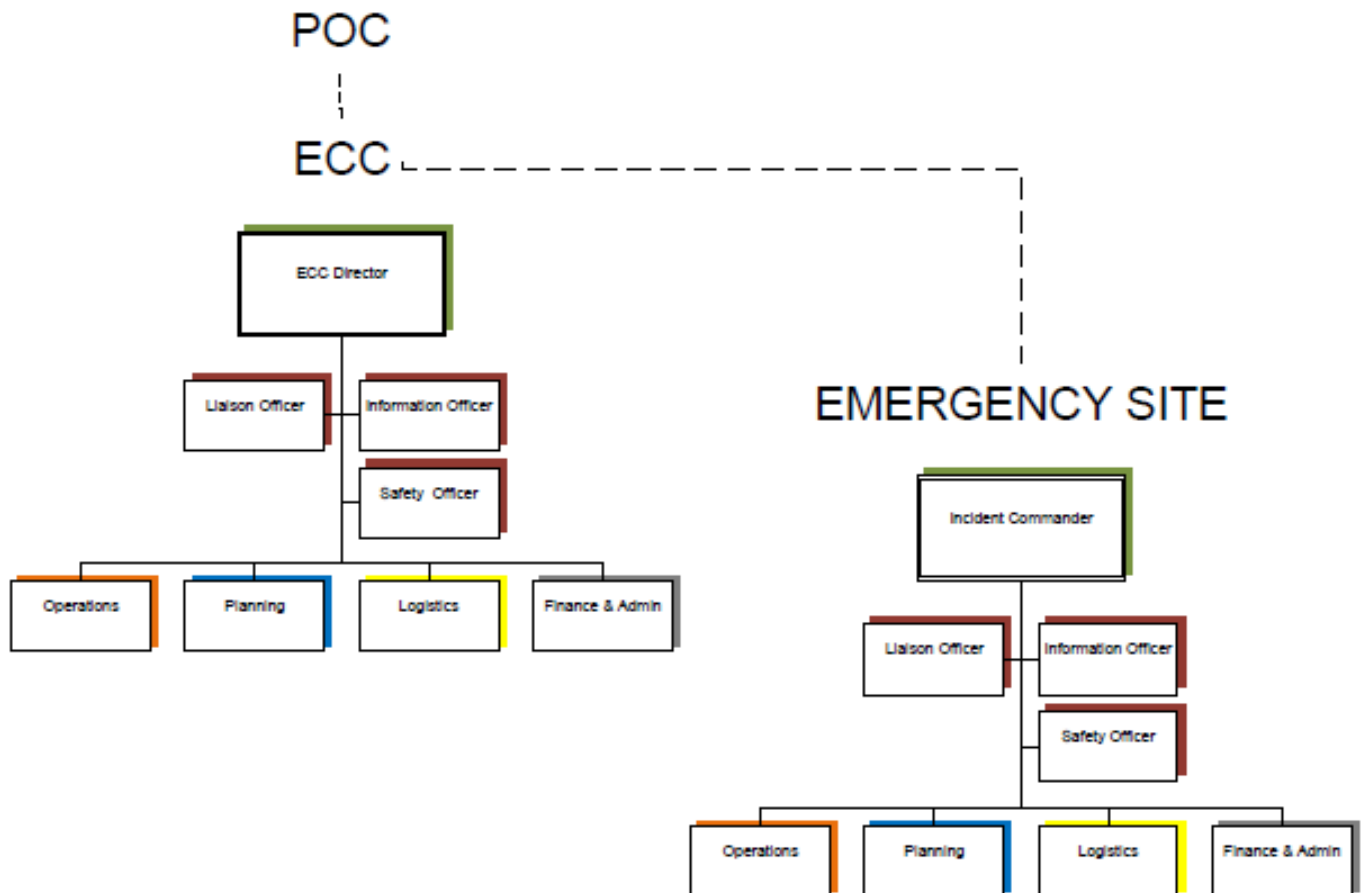
Figure 10—The Incident Command System

The structure of the ICS will expand or downsize within a manageable "span of control", depending on the changing circumstances of an emergency. The system is designed to be flexible, and may require personnel to fill multiple roles, but shall be expanded if effective management of the emergency is or may become compromised.

The emergency site(s) will be under the control of the highest ranking emergency services person on site, or as designated by the RDEM (or Designate). In all cases, the decision of the RDEM (or Designate) shall supersede any prior appointment of an IC. The checklists on pages 59 and 60 are to be used to assist the IC and Site PIO (when designated), with managing the emergency response at the site. See Part 2 for specific response procedures related to the ECC.

The IC will have control of the emergency site for which the IC has operational authority. All operations within the emergency site will be the responsibility of the IC. All operations outside the site perimeter, and all support functions for the site, will be the responsibility of the ECC. Should the emergency not be restricted to one site, the ECC may appoint additional ICs for additional emergency sites as required.

2.9. Emergency Management Roles and Responsibilities

ROLE	RESPONSIBILITIES
ELECTED OFFICIALS	
Council	• Responsible for overall response and coordination of emergency/ disaster that impacts, or could imminently impact, the County/Town/ Summer Village, unless the Government of Alberta assumes direction and control under the authority of the *Emergency Management Act*. • Provide ongoing support and initiate actions as may be required/ specified within the *Emergency Management Act* (e.g., declaration of a SOLE). • Appoint the DEM.
Emergency Advisory Committee	• Review the REMP. • Advise Council on the development and ongoing status of the REMP.
EMERGENCY MANAGEMENT AGENCY	
Emergency Management Agency (Regional)	• Act as the agent of the local authorities in exercising the local authorities' powers and duties under the *Emergency Management Act*. • Meet annually to review and update the REMP, as well as member respective emergency plans.
Regional Director of Emergency Management Agency (RDEM)	• Act on behalf of County/Towns/Summer Village Councils, and coordinate all emergency services and other resources used in the emergency. In his/her absence, the Deputy Director will act in this capacity. • Prepare and coordinate emergency plan and programs for the County/Towns/Summer Village. • Act as Director of the regional ECC on behalf of the Emergency Management Agency. • Perform other duties as prescribed by the local authority(s).
Emergency Management Agency Admin Support (Scribe)	• Support the ECC by recording all communication and actions relating to the work of the Emergency Management Agency. • Other duties as assigned by the DEM.
Emergency Management Agency Resource and Volunteer Coordinator	• Maintain emergency volunteer coordination as specified by the DEM.
Emergency Management Agency Communications	• Develop and maintain the REMP Communications Plan. • Work with the DEM to coordinate information for public release. • Coordinate media presence/interviews, when applicable.

ROLE	RESPONSIBILITIES
EMERGENCY MANAGEMENT AGENCY cont'd	
Emergency Management Agency Alberta Health Services	• Establish and maintain emergency health services in coordination with the DEM. • Work with municipal health facilities that may require municipal resources in the event that it becomes necessary to implement their Hospital Emergency Plan.
Emergency Management Agency Director of Emergency Social Services	• Establish and maintain emergency social services for evacuees (reception, registration & inquiry, clothing, food, personal services, security, volunteer services), in coordination with the DEM.
Emergency Management Agency RCMP Liaison	• Provide law enforcement expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Fire Liaison	• Provide fire service expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency EMS Liaison	• Provide EMS expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Public Works Liaison	• Provide Public Works expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency School Board Liaison	• Provide expertise related to schools and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Emergency Management Agency Utilities Liaison(s)	• Provide Utilities expertise and participate in the maintenance (e.g., exercises) and implementation of the REMP.
Other Emergency Management Agency Liaison(s)	• Other representatives may be invited to participate as necessary, when specific areas of expertise are required.

Note: The DEM may transfer specific roles within the Regional Emergency Management Agency to the ECC structure (see Figure 11).

ROLE	RESPONSIBILITIES
EMERGENCY COORDINATION CENTRE—ECC (color-coded as per the ICS)	
ECC Director	• Maintain overall authority/responsibility for ECC operations. • Provide leadership to the ECC Management Team. • Establish/approve ECC objectives. • Establish expenditure guidelines and limits. • Communicate with elected officials. • Conduct ECC Management Team briefings.

ROLE	RESPONSIBILITIES
ECC Admin Support (Scribe)	• Support the ECC by recording all communication and actions relating to the work of the ECC. • Reports to the Logistics Section Chief. • Other duties as assigned by the ECC Director.
ECC Safety Officer	• Monitor ECC safety. • Maintain link with Safety Officer at site. • Identify/analyze liability/loss exposures. • Assess unsafe situations and halt operations if necessary. • Recommend safety modifications to Operations Lead.
ECC Liaison Officer	• Ensure required agencies are in ECC. • Act as primary ECC contact with external agencies. • Assist ECC Director with briefings and meetings. • Maintain regular contact with all ECC personnel.
ECC Public Information Officer	• Work with ECC Director to coordinate information for public release. • Coordinate media presence/interviews, when applicable. • Liaise with other Information Officers.
ECC Operations Section Lead	• Communicate with site/field personnel. • Support site operations. • Coordinate multi-agency responses (e.g., police, fire, EMS, emergency social services, utilities). • Deploy/track ECC-issued site resources.
ECC Planning Section Lead	• Collect, evaluate and display information. • Develop Action Plans and Situation Reports. • Conduct long-term planning. • Recommend alternative actions. • Maintain overall resource and event status.
ECC Logistics Section Lead	• Provide IT/communications support. • Arrange transport resources. • Arrange responder/personnel support. • Order/supply requested resources.
ECC Finance/Admin Section Lead	• Monitor response and recovery costs, as per the expenditure guidelines established by the ECC Director/estimate overall costs. • Support contracts and procurement. • Track personnel time.
EMERGENCY SITE	
Incident Command (IC)	• Command/coordinate operations at the emergency site. • Maintain communications with the DEM (or Designate).
Other ICS roles as necessary that mirror ECC organization	

Figure 11 – ECC Structure

Government of Alberta Roles and Responsibilities

The Alberta Emergency Management Agency (AEMA) also has roles and responsibilities in support of the REMP, which include, but are not limited to the following:

- Advise and assist municipal authorities in maintaining and implementing their emergency plan.
- Assist with the coordination of industrial operator emergency response plan activation.
- Inform the public and media in conjunction with local authorities and other involved agencies.
- Provide or arrange for the provision of on- and off-site monitoring and evaluation of the threat.
- Assist with the coordination of specialist advice, equipment, manpower and road closures.
- Ensure the safe removal of dangerous goods and post-event cleanup standards are met.
- Assist with the coordination of implementing Mutual Aid agreements with neighboring municipalities.
- Help to monitor health and safety standards of workers and other outside agencies.
- Provide liaison with federal agencies (note: requests for emergency response resources from the federal government must be channeled through the Provincial Emergency Operations Centre – POC).

Provincial Operations Centre (POC)

The RDEM (or Designate) will communicate directly with the AEMA Field Officer who will be in communication with the POC in the event of an emergency in which the County/Town/Summer Village needs to notify or obtain assistance from the Government of Alberta. The following are occasions in which a local authority may need to contact the POC:

1. For any incident that is beyond the scope, or may become beyond the scope, of the municipality's resources to provide an adequate response.
2. Upon the declaration of a SOLE, or the extension or cancellation of an already declared SOLE. The SOLE form needs to be faxed to the POC.
3. Upon the activation of a Municipal ECC:
4. For any evacuation that requires the activation of a Reception Centre by municipal ESS.
5. For any significant or long-term disruption or potential disruption of critical community services including:
    a. Fire;
    b. Police;
    c. Hospital;
    d. ESS;
    e. Utilities (water treatment, phones, electricity, gas, etc.);
    f. Major transportation routes (including rail);
    g. Emergency management systems; 911; or Emergency Alerting Systems.
6. For any incident for which the municipality has requested, or anticipates the possible need to request, the assistance of a provincial or federal department or agency.

7. For any emergency incident that crosses, or has the immediate potential to cross, municipal boundaries.

8. For any event within the municipality that directly affects, or has the potential to directly affect, provincial/federal employees and/or provincial/federal infrastructure (e.g., a fire in a provincial office building).

9. For a high intensity residential fire, defined as a fire that involves three or more adjacent dwellings (homes, mobiles, homes, apartments or condominiums), including those under construction.

10. When fire investigation support is required. All reportable fires must still be reported to the Fire Commissioner's Office, even if investigative support is requested. Reportable fires are defined in the Administrative Items Regulation of the *Safety Codes Act*.

11. At any time when a municipality is unsure which external agency or resource to call to report and/or request assistance with an emergency incident.

12. Following any activation of the Alberta Emergency Alert system, or in the event of any difficulty in activating an alert.

ON-SCENE INCIDENT COMMANDER (IC) CHECKLIST

COMPLETE   **TASK**

☐   Assess the situation.

☐   Ensure the safety of personnel

☐   Coordinate the operations of the emergency site.

☐   Designate a Scribe to maintain a log.

☐   Establish communications with the DEM/ECC Director (or Designate).

☐   Relay any requests for equipment, manpower or mutual aid to the ECC.

☐   Keep the DEM/ECC Director (or Designate) informed of on-site developments, progress made, problems encountered, and assistance required.

☐   Designate a Site Public Information Officer (PIO). Coordinate media response through them and/or the ECC PIO.

☐   Establish inner/outer perimeters.

☐   Establish an Incident Command Post.

☐   Establish perimeter and Incident Command Post security.

☐   Establish a suitable staging area.

☐   Designate a Media Centre (if applicable).

☐   Develop shift schedules.

☐   Establish a rest/rehabilitation area in the outer perimeter.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

SITE PUBLIC INFORMATION OFFICER (PIO) CHECKLIST

COMPLETE   **TASK**

☐   Report to the Incident Commander (IC).

☐   Participate in all planning meetings.

☐   Establish communications links with ECC PIO.

☐   Consult with ECC PIO on significant developments.

☐   Have all press releases and media briefings approved by the DEM/ECC Director or ECC PIO before releasing.

☐   Verify operational status of Media Centre, if established.

☐   Support news release to the public and include:
- What happened
- Request public support
- Give telephone number for public information
- Any other information and instructions

☐   Schedule periodic site media interviews (with pre-approval from ECC PIO).

☐   Monitor news reports (e.g., TV and Radio).

☐   Call in support staff, as required.

☐   Consider local radio station or cable channel for public information assistance.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Conduct final media briefing(s).

☐   Maintain log of actions taken.

FIRE SERVICES ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the DEM (or Designate) for briefing.

☐   Establish Site – ECC communications

☐   Communicate with the Senior Fire Officer at site to obtain all available information on the emergency, including resources committed and available on standby.

☐   Coordinate firefighting operations.

☐   Activate Fire Services emergency plan, as required.

☐   Coordinate casualty search operations.

☐   Identify available resources from Mutual Aid municipalities.

☐   Ensure dangerous goods support agencies are contacted, if necessary.

☐   Assist with evacuation of buildings and residential areas.

☐   Provide status update and situation report to the DEM (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Ensure utility support agencies are contacted, if necessary.

☐   Call in support staff as required.

☐   Assist other emergency services, as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

POLICE SERVICES ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the DEM (or Designate) for briefing.

☐   Establish Site – ECC communications

☐   Communicate with Police Dispatcher to obtain all available information on the emergency, including resources committed and available on standby (e.g., additional enforcement agencies – Fish & Wildlife).

☐   Ensure control of inner and outer perimeters of the emergency site(s).

☐   Ensure control of crowds within the emergency site(s).

☐   Ensure control of traffic to facilitate the movement of emergency vehicles.

☐   Assist in the evacuation of buildings and residential areas authorized by the DEM (or Designate).

☐   Provide security for the protection of lives, public and private property.

☐   Provide status update and situation report to the DEM (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Provide assistance to the Medical Examiner, as required.

☐   Provide assistance in casualty search operations.

☐   Liaise with other police resources.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate Police Emergency Plan, as required.

☐   Call in support staff as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

EMERGENCY MEDICAL SERVICES (EMS) ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the DEM (or Designate) for briefing.

☐   Establish Site – ECC communications

☐   Communicate with EMS Dispatch to obtain all available information on the emergency, including resources committed and available on standby.

☐   Identify available ambulances from Mutual Aid agencies.

☐   Activate medevac resources.

☐   Provide status update and situation report to the DEM (or Designate) – highlight casualty count, emergency problem areas or unusual resource requirements.

☐   Liaise with Regional Health Authority (Medical Officer of Health and Health Care Centers).

☐   Assist other emergency services, as required.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

PUBLIC WORKS AND UTILITIES ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the ECC Director (or Designate) for briefing.

☐   Alert Public Works support staff.

☐   Establish Site – ECC communications.

☐   Assess all available information on the emergency, including resources committed and on standby.

☐   Provide list of equipment, supplies, construction companies, private contractors, and engineer resources.

☐   Identify available resources from Mutual Aid municipalities.

☐   Provide equipment and personnel for setting up staging area at site, as required.

☐   Ensure services (utilities) that present a hazard are disconnected.

☐   Alert utilities and call in support staff, as required.

☐   Provide status update and situation report to the ECC Director (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate departmental Emergency Plan, as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Coordinate assistance in cleanup operations, and repair of damage.

☐   Restore essential services.

☐   Maintain log of actions taken.

TRANSPORTATION SERVICES ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the ECC Director (or Designate) for briefing.

☐   Alert support staff.

☐   Establish Site – ECC communications

☐   Identify available public and private resources from Mutual Aid municipalities.

☐   Ensure special transportation for casualties, evacuees, and special care persons.

☐   Liaise with local transport companies, taxi firms, etc.

☐   Anticipate fuel requirements and delivery.

☐   Provide status update and situation report to the ECC Director (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate departmental Emergency Plan, as required.

☐   Call in support staff as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

HEALTH FACILITIES REPRESENTATIVE ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the DEM (or Designate) for briefing.

☐   Alert Health agencies support staff.

☐   Establish Site – ECC communications

☐   Assess all available information on the emergency, including resources committed and on standby.

☐   Identify available resources from Mutual Aid municipalities.

☐   Provide status update and situation report to the DEM (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate agency Emergency Plan, as required.

☐   Call in support staff as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

SENIORS FACILITIES REPRESENTATIVE ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the DEM (or Designate) for briefing.

☐   Alert and establish communications links with seniors facilities, including their support staff.

☐   Assess all available information on the emergency, including required resources to support senior facilities and/or evacuation.

☐   Identify available resources from Mutual Aid municipalities.

☐   Provide status update and situation report to the DEM (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Call in support staff, as required.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate seniors' facilities Emergency Plan(s), as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

SUPERINTENDENT OF SCHOOLS/SCHOOL REPRESENTATIVE ECC CHECKLIST

COMPLETE   **TASK**

☐   Report to the ECC Director (or Designate) for briefing.

☐   Alert and establish communication links with school personnel and board officials.

☐   Liaise with PIO re public information.

☐   Liaise with Public Transportation Manager.

☐   Provide agency status update and situation report to the ECC Director (or Designate) – highlight emergency problem areas or unusual resource requirements.

☐   Ensure emergency-related information is displayed on operations map and main event board.

☐   Activate school Emergency Plan, as required.

☐   Determine short-term needs.

☐   Assess long-term needs.

☐   Maintain log of actions taken.

GENERIC ECC CHECKLIST
(Applies to all External and Additional Members)

COMPLETE **TASK**

☐ Check in with the Personnel Unit upon arrival at the ECC

☐ Obtain an identification vest, if available

☐ Complete ECC Check-In List

☐ If you are a representative from an outside (non-jurisdictional) agency register with the Liaison Officer

☐ Report to ECC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.

☐ Set up your workstation and review your *Checklist*, forms and flowcharts

☐ Establish and maintain a *Position Log* that chronologically describes the actions you take during your shift.

☐ Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents.

☐ Participate in any facility / safety orientations as required

☐ Maintain log of actions taken.

Council Responsibilities

The Councils of the County/Town/Summer Village are responsible for all emergency operations should an emergency occur that involves risk to life, threatens the health, safety or well-being of some or all of our residents, or which involves the risk of loss of or damage to property. The following checklist will help Council members provide the necessary guidance and support to the ECC.

COUNCIL RESPONSIBILITIES CHECKLIST

COMPLETE	RESPONSIBILITIES (MAY INCLUDE, BUT NOT LIMITED TO THE FOLLOWING)
☐	Establish communications with the DEM/ECC Director (or Designate).
☐	In consultation with the DEM/ECC Director, declare a "State of Local Emergency" (SOLE), if required, and terminate the SOLE when it is no longer required.
☐	Approve extraordinary emergency response actions and resources when necessary.
☐	Identify policy needs and options to meet the unique needs of the situation.
☐	In conjunction with the Emergency Public Information Officer (or Designate), establish a schedule for news conferences, public service announcements, etc. In situations where the public perceives there is a threat, it is prudent to inform them about what is being done in response to the circumstances.
☐	Host dignitaries and officials.
☐	Receive regular updates during the event from the DEM/ECC Director (or Designate).
☐	**It is important NOT to micro-manage the ECC.**

Resource Procurement

2.10. Spending Authority

When the Region of St. Paul Emergency Coordination Centre is activated, the RDEM (or designate) has certain spending authorities related to the emergency response.

All expenditures beyond the reasonable operations of the region must be discussed and supported by Council. Most expenses incurred by the region are recoverable from the Alberta Disaster Recovery Program/Plan; however, there are eligibility and pre-approval requirements that must be adhered to and completing appropriate paperwork

An effort must be made by the RDEM (or designate) to comply with all normal spending policies, unless the emergency situation justifies otherwise.

Procedure to Acquire Staffing Support

The RDEM (or designate) is responsible for requesting assistance from within the region, Mutual Aid Municipalities or the Provincial (AEMA) if additional staffing is needed in the ECC.

Hiring Private Contractors
The region may consider hiring private contractors to fulfill ECC positions during an emergency. It is important to note that the region will be able to claim the costs involved under the Alberta DRP. It is strongly recommended that approval for expenditures be authorized first by the province to ensure payment after the event.

Cost Recovery

In general, a local authority will be able to claim most of the costs involved with emergency response, including:
- Site costs
- Emergency Coordination Centre costs
- Emergency Social Services costs

There are exceptions, however, and it is important that the Officer of Finance understands the rules of eligibility that apply to the nature of response expenditures.

Response activities may include a wide range of actions, depending on the type of event and need for protective action. Eligible costs for response actions at the site of an emergency may include:
- Purchasing sandbags and sand, and renting bag-filling machines during a flood
- Hiring tree experts to remove dangerous trees following a wildfire or wind storm
- Hiring contract security crews to patrol evacuated neighborhoods
- Purchasing food and fuel for Emergency Social Services volunteers
- Renting private property as a staging area for heavy equipment
- Immediate and temporary repairs to potable water lines following a disruption

In addition to site-related costs, response costs could also include site-support actions that take place at the ECC or other facility, including (but not limited to) these examples:

- Renting rooms and furniture for ECC facilities
- Purchasing paper, folders, labels, and other office supplies for the ECC
- Renting computers, printers, fax machines and other office equipment for the ECC
- Service charges for connecting telephones and data lines
- Purchasing food and water for ECC personnel
- Contract charges for paid ECC personnel
- Overtime costs for local authority staff supporting emergency response
- Travel and accommodation charges for ECC personnel
- Contracted janitorial and security services for the ECC and other response facilities

See Appendix D for Purchasing Forms

Regional ECC

2.11. Function/Role

The ECC is the main control center for major emergency operations within the region's boundaries. The ECC ensures that the overall emergency (including non-site activities) is well coordinated, and that the County, Town's and/or Summer Village's ability to manage its overall operations is maintained.

The region has identified the following ECC's as the primary location for the ECCs (depending on the location of the emergency or disaster) to support the IC at the emergency site(s):

- Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

Should these locations be unsuitable due to the nature of the emergency, alternate sites have been designated at the County Repair Public Works Shop, St. Paul Library Office, or another location as directed by the RDEM (or designate). ECC's may be established in the sub regions as needed.

The RDEM (or designate) needs to make an early decision regarding who will assemble in the ECC, activate the fan-out (see Pages 9 -14), and ensure the ECC is opened up and operations are started. The ECC will be structured using the same ICS model as the emergency site(s), and will be managed by the ECC Director. Some flexibility in structure may be required, depending on available personnel. The AEMA maintains a POC, and would communicate directly with the municipal ECC, when deemed necessary by either party (see Figure 12).

It is important to remember that not every ECC function and / or element will be filled in every emergency or disaster. The situation at hand will dictate the functions and elements to be activated. As a minimum, an active ECC requires only an ECC Director. Other functions are staffed as needed.

The ECC provides policy direction to the Incident Commander, who is at or near the site of the emergency. The ECC also coordinates resource requests from the site and manages all offsite activities. The ECC also provides coordination amongst and direction to any activated sub regional ECC's.

While serving in an ECC function, every person acts on behalf of the regional district.

2.12. Identification of REMP Emergency Management Agency Members

The Regional Emergency Management Agency members at the ECC will use vests with position inserts to identify themselves as part of the Regional Emergency Management Agency.

Individuals who have specific emergency responsibilities (e.g., rescue team and contract personnel) will be identified as deemed necessary within their emergency response roles.
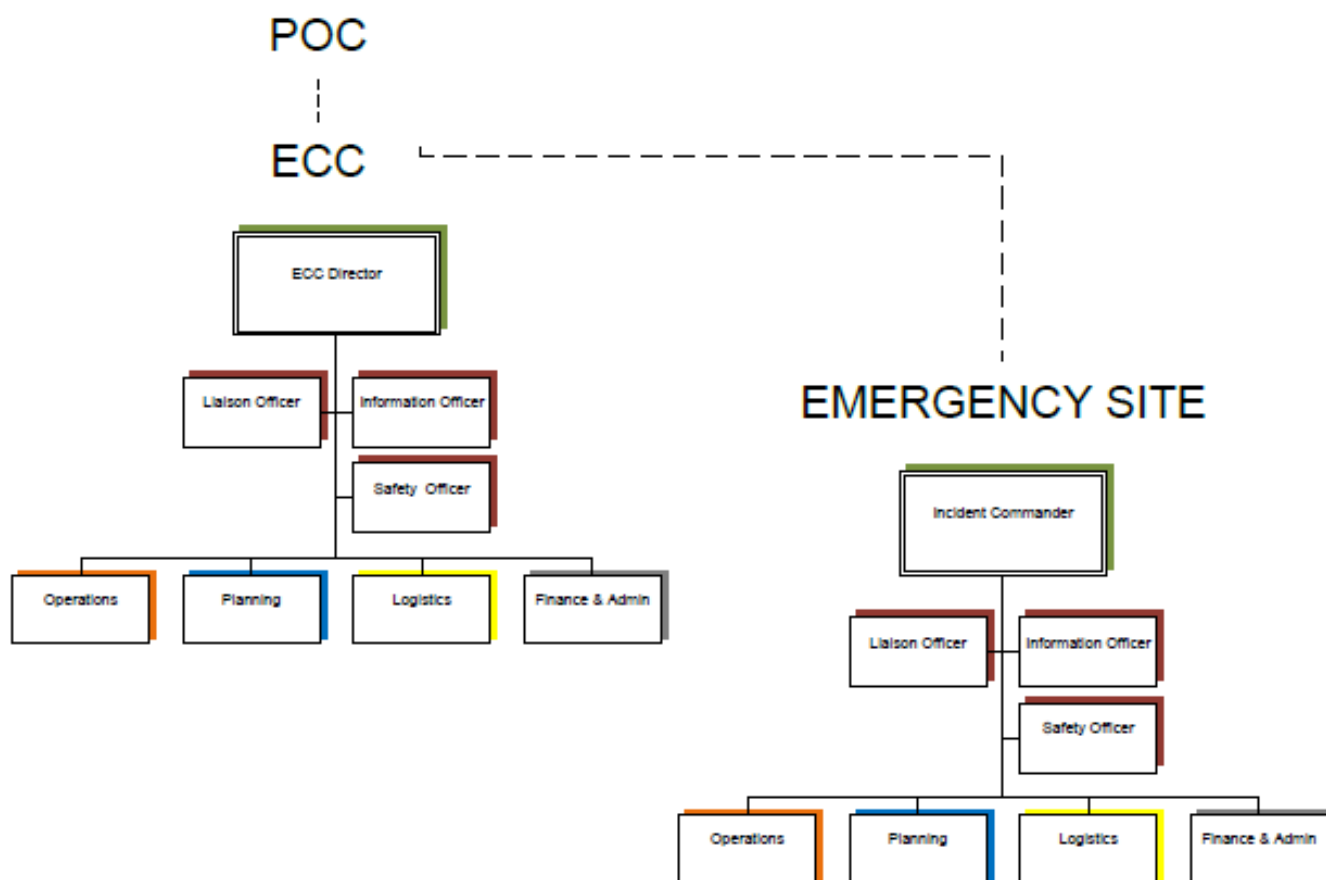
Figure 12—Municipal ECC Links to POC and Site

In the event that a State of Emergency is declared by the Lieutenant Governor in Council, direction and control will be assumed by the AEMA (via the POC), or some other person whom the Minister appoints.

2.13. ECC Planning Cycle Procedure
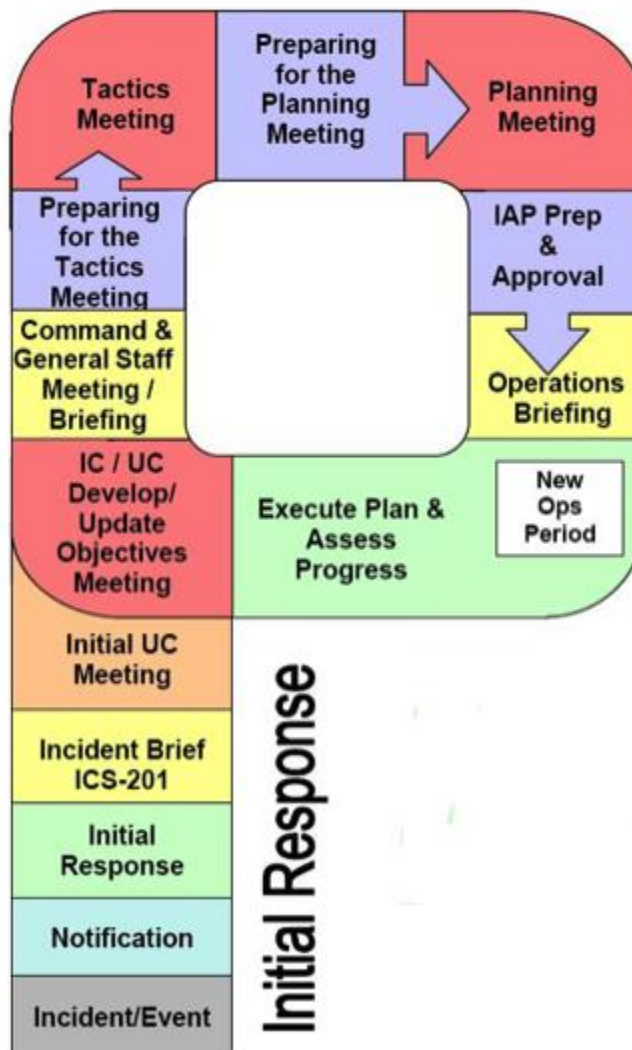
The RDEM (or designate) calls ICS Section Heads to the center table or map location to start a planning cycle:

- The Planning "P" is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.

- At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.

- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

Initial Response

Planning begins with a thorough size-up that provides information needed to make initial management decisions.

The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.

The Start of Each Planning Cycle

- IC/UC Objectives Meeting: The Incident Command/Unified Command establishes incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.
  The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is important that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.
- Command and General Staff Meeting: The Incident Command/Unified Command may meet with the Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

Preparing for and Conducting the Tactics Meeting

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting.

The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period. It is very important that tactical resource availability and other needed support be determined prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

Preparing for the Planning Meeting

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

- Review the ICS Form 215 developed in the Tactics Meeting.
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess current operations effectiveness and resource efficiency.
- Gather information to support incident management decisions.

Planning Meeting

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

IAP Preparation and Approval

The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period. For simple incidents of short duration, the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the Incident Commander to engage a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved (required).

Operations Period Briefing

The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Incident Action Plan to supervisors of tactical resources.

Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

Execute Plan and Assess Progress

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for implementation of the plan for the specific Operational Period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments during the Operational Period to ensure that the objectives are met and effectiveness is assured.

General breakdown of steps:

1. Section Heads give most recent **SITUATION REPORT**
    a. Mark information on the map
2. RDEM (or designate) gives brief **UPDATE**
    a. Including additional situation report information
    b. Only confirmed and verified facts
3. Establish operational **PRIORITIES** around the table
    a. DEM lists current objectives and priorities
    b. Section Heads reconfirm or add their priorities
4. RDEM (or designate) makes **DECISION**
    a. Announce what the main decision is, and priorities
5. RDEM (or designate) gives job **RESPONSIBILITIES** to Section Heads
    a. Who will do what
    b. Each Section Head to verbally repeat back tasks
6. Announce next planning cycle time.

Section Heads returning from an ECC planning cycle briefing will repeat Section responsibilities and tasks to all Section members and then:

- Identify steps to achieve objective(s).
- Identify who does what and when.
- Ensure that, when steps are completed, it is reported to the Section Head.
- Section Head reports completion to Operations Section Head to close the loop.
- Document and log Section resource list.
- **Communicate with and update Section staff on site.**

Standard Form Title	Description
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Field Assignment ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
Incident Communications Plan ICS 205	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Organizational Chart ICS 207	Clearly identifies people in their positions to provide support to those positions. Lays out the command structure for reporting to ensure there is no confusion.
Safety Message/Plan ICS 208	Identifies the safety message, plan and site safety plan.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Check-In/Out List ICS 211	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.

General Message ICS 213	Used by: • Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. • ECC and other incident personnel to transmit messages via radio or telephone to the addressee. • Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Radio Requirement Worksheet ICS 216	Used to put the radio plan together to ensure clear communications.
Communication Resource Availability ICS 217A	Identifies which section is on radio channels and how many radios are in use.
Support Vehicle Inventory ICS 218	Used to track support equipment and where it has been assigned to for response.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
Demobilization Checklist ICS 221	Used to track which units have been demobilized for accountability.
Crew Performance Rating ICS 224	Used to track a crew's performance and identify areas for improvement.
Incident Personnel Performance ICS 225	Used to track personnel performance at the incident site to identify areas for improvement.
Communication Log ICS 309	Used to track radio transmissions or all phone messages.

2.14. Debriefing Objectives

Debriefings will be conducted after each emergency (Level 1, 2, or 3 REMP activation) or exercise to determine the effectiveness of the REMP, and to identify potential opportunities for improvement. Debriefings are to be conducted in a constructive, open-minded and confidential manner in which blame is not affixed to any individuals or organizations.

Internal

The primary objective of an emergency or exercise debriefing is to learn from an emergency response experience, real or simulated, and to make changes to emergency plans, if applicable, to improve future emergency preparedness.

The RDEM (or designate) is required to coordinate in-house debriefings as soon as practical after any emergency planning exercise or actual emergency involving the REMP. An exercise debriefing must result in a summary report being produced that indicates how the exercise was designed, who was involved, how it was facilitated, lessons learned, and any actions needed to improve the REMP. A debriefing of an actual emergency should be conducted as soon as practical (e.g., within 72 hours), and a summary report prepared indicating what actions worked well and any actions needed to improve the REMP. The RDEM (or designate) will be responsible to follow up to ensure action items are completed as indicated.

All persons responsible for conducting debriefings must receive emergency planning training in this area (Exercise Design and Facilitation).

External

All Emergency Management Agency members or responders that are requested to attend an exercise or actual emergency debriefing that is to be coordinated by an outside organization must obtain approval from the RDEM (or designate). The approval will be based on an assurance that the outside debriefing will be conducted in the same manner as our internal debriefings, to ensure confidentiality and learning. Lessons learned from external debriefings must be shared with the RDEM (or designate) and the Emergency Advisory Committees.

Debriefing Process

All debriefings will be conducted as outlined below:

- The appointment of a debriefing coordinator (e.g., RDEM, or designate);
- Adequate notice of a debriefing to all applicable parties;
- Suitable location and equipment (e.g., flip chart, projector, comfortable and sound proof surroundings);
- Confirmation of confidentiality;
- Agenda of emergency planning and response objectives to be examined (the applicable sections of the REMP Table of Contents can be used to establish the agenda;

- Summary report and action plan to record observations and recommendations (including specific activities that worked well) as well as any potential opportunities for improvement; and
- Assurance that all applicable parties will be notified of the follow up action resulting from the debriefing.

Operational Debriefings (Tactical Response Evaluation)

An operational (tactical) debriefing needs to be conducted after each Level 1, 2, or 3 REMP activation, to examine what worked well from a tactical response perspective, and what opportunities for improvement may exist and to document them within an action plan to ensure effective implementation together with an identified position responsible for each task. The Action Plan, once completed, must be signed off by the RDEM (or designate).

The debrief must be carried out as soon as practicable after the event. It is the responsibility of the RDEM (or designate) to ensure a debrief is carried out.

Whatever the type of debriefing it is, all participants are made aware that the matters discussed will be subject to normal rules of disclosure. A high proportion of debriefs following an incident are likely to result in court proceedings.

The operational debriefing must be facilitated in a similar manner to other REMP debriefings (constructive, open-minded, and confidential, without blame affixed to any individuals or organizations).

The purpose of the debrief is to determine:

- **What happened.** Incident background, response factors (e.g. communication, equipment, containment), and any other aspects considered relevant.
- **Outcomes.** Both expected and unexpected.
- **Lessons Learned.** Strengths and weaknesses, and areas requiring attention.
- **How the ECC Performed.** Evaluation of operational effectiveness**.**
- **Recommended Actions.** Proposed actions for improving service delivery.

Reporting Process for Debriefs (Where follow up action is considered necessary)

1. Incident Overview

Briefly record:
• what happened, where, when, and who was involved
• any other important issues such as risks to life and property

2. Sequence of events

Provide (in brief point form) a list of key events, eg. response details and arrival actions

3.   Operational Effectiveness

What went well and what needs improvement? - record any initial evidence and viewpoints on operational effectiveness

4. Recommendations for follow up action

Complete and list key recommended actions for improving this type of operation

Debrief Form on following page

Debrief Incident Form

Incident: **Date:**

Contact/Reporting officer:

Complete relevant sections if applicable

1. Incident Overview

2. Sequence of events

3. Operational Effectiveness

4. Recommendations for Follow-Up Action

Forward to RDEM for information, consideration and action.

Emergency Response Procedures (Checklists)

2.15. Environmental Contamination/Toxic Gas

2.16. Water Main Break/Contamination/Shortage

2.17. Blizzard/Ice Storm/Prolonged Cold Weather

2.18. Major Wind/Hail Storm/Tornado

2.19. Fire (Urban Structure)

2.20. Prolonged Power Outage

2.21. Wildfire

2.22. Road Collision (MCI)

2.23. Terrorism/Random Act of Violence

2.24. Structure/Roof Collapse/Building Explosion

2.25. IT/Communications Failure

2.26. Gas Main Break

2.27. Pipeline Rupture/Explosion

2.28. Missing Persons (Search & Rescue)

2.29. Airplane/Helicopter Crash (Urban Area)

2.30. Public Health Epidemic

2.31. Rainfall/Run-Off Flooding

2.32. Lightning

2.33. Animal Diseases/Attacks

2.34. Plant Diseases/Pest Infestation

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

3 - Contingency Plans, Business Continuity, and Recovery

3.1. Evacuation/Shelter-In-Place Contingency Plan

Overview

Evacuations or shelter-in-place may be required for a variety of emergencies or disasters. Evacuation is to be initiated when the initial assessment of the emergency determines that it is not safe to seek shelter-in-place (e.g., wildfire, chemical spill with heavier than air toxic or flammable vapors). Shelter-in-place involves establishing a safe location(s) with a purpose to protect residents during various threats (e.g., tornado). This procedure consolidates the requirements for evacuations or shelter-in-place, and should be referred to in conjunction with the ECC Emergency Response Procedure for the specific event being experienced. The DEM will be notified by first response agencies of a need to evacuate residents.

The region or municipality must declare a State of Local Emergency to issue an evacuation order in an affected community. The evacuation process has **three key stages.** *This approach is consistent for all types of emergencies throughout the province.*

Part 2 of the Emergency Management Act provides local government with the authority and the steps to be taken in order to issue a State of Local Emergency.

Evacuation Alert: A warning is issued about an imminent threat to life and property, and people are asked to be ready to leave on short notice. When people choose to leave an area before or during the issuing of an alert this is referred to as a voluntary evacuation. A community may choose to issue an *Evacuation Advisory or Fire Notice,* for public information purposes only, in advance of an evacuation alert.

Evacuation Order: When the population is determined to be at imminent risk, an evacuation order is issued and people must leave the area immediately. RCMP or local police will enforce evacuation orders.

Evacuation Rescind: An evacuation order or alert is rescinded when it is determined to be safe for residents to return home. An evacuation order may be reinstated if a threat returns. A community may choose to issue an *All Clear* public information document, when all threats have passed.

Alert/Warning

- An evacuation or shelter-in-place advisory will be announced on the radio, via signage and loud speakers.
- Evacuees will be given detailed written instructions (see Evacuation Advisory Form on page 313).

Transportation

- It is anticipated that most people will provide their own transportation during an evacuation; however, any person in need of transportation should contact their municipal office to make arrangements.

- Persons physically unable to go to the designated Collection Areas must pre-arrange for pickup by appropriate transportation.
- Persons with extra space in their vehicles will be requested to assist others needing transportation from Collection Areas.
- Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

Schools

- Individual schools that are in session during an evacuation may be evacuated in accordance with their emergency preparedness plans.
- Requests for additional municipal emergency resources will be directed to the Regional Director of Emergency Management or designate.

Institutions

- Evacuation of patients or residents from Health Care Centers, Long-term Care Centers, and Seniors Homes will be supported by the REMP.
- A temporary evacuee holding area at the St. Paul Recreation Centre and/or Elk Point Allied Arts Center will be managed by the Director of Emergency Social Services, or as identified by the Seniors Home Administration.
- Evacuation of the Seniors Home will be under the direction and control of Administration and Staff.
- Requests from Administration for additional municipal emergency resources will be directed to the Regional Director of Emergency Management or designate.
- Police, fire and ambulance will assume their normal functions in providing the following support:
  - o Controlling traffic
  - o Providing security for facility and holding area
  - o Provide care for injured
  - o Assist with the evacuation
  - o Provide auxiliary emergency communications

Collection Points

For purposes of evacuation, five areas have been designated, with a Collection Point designated for each. Collection Points will be announced on the radio, via signage and loud speakers. Evacuees will be advised to report to the Collection Points before transport to designated Reception Centers.

- Area 1 – St. Paul Recreation Area
- Area 2 – Elk Point High School
- Area 3 – Heinsburg Community School
- Area 4 – Ashmont Secondary School
- Area 5 – Mallaig Ecole School

Temporary Cold Weather Shelters

The following local shelters are designated as suitable for cold weather sheltering on a short-term basis:

- St. Paul High School
- Elk Point High School
- Ashmont Elementary and Secondary School
- Ashmont Legion
- Mallaig Ecole School
- Mallaig Unity Hall
- Heinsberg Community School

Security

To ensure the evacuation is completed:

- Security and safety checks of vacated premises will be performed by those emergency services responsible.
- During an evacuation, any roadblocks into the area will be maintained by the RCMP, supplemented by designated volunteer assistance, as required.
- Access to an evacuated area will be restricted to persons in possession of "Official Emergency Passes".
- Evacuees may be allowed to return during the event, and will be escorted by security until the operation is complete.
- Only when the area is determined to be safe will the RDEM or designate give the general order to return.

See the Evacuation/Shelter-In-Place binder for full details, templates, and documents.

Evacuation/Shelter-In Place

RDEM (or Designate)/ECC Director

Potential actions to be taken:

- ☐ Discuss evacuation/shelter-in-place situation with RCMP, Fire, and EMS, as applicable.
- ☐ Notify Council. Have local authorities declare a SOLE if necessary (see Appendix C).
- ☐ Determine if all or only a part of the Region/Town needs to be evacuated/sheltered and initiate evacuation/shelter-in-place.
- ☐ Alert applicable ECC members, and mobilize those as required.
- ☐ Advise the Director of Emergency Social Services to establish the primary Reception Centre, in conjunction with the Public Information Officer.
- ☐ Advise the DEM(s) in neighboring communities intended to receive evacuees, if applicable.
- ☐ Coordinate partial or full activation of ECC as per assessment of emergency.
- ☐ Assess need for mutual aid assistance.
- ☐ Alert AEMA/POC.
- ☐ Alert all schools, Regional Health Authority, major facilities and industrial plants in the affected areas.
- ☐ Have PIO arrange for public information key messages as applicable (may need to activate the Alberta Emergency Alert – see Appendix A). Ensure messages are coordinated with the applicable Seniors Home or School Administrator (as needed).
- ☐ Issue a general order for evacuees to return, or lift the shelter-in-place when the area is determined to be safe.

Possible Equipment Required (see Appendix A)**:**
- ☐ Barricades
- ☐ Transportation for evacuees
- ☐ Communication equipment
- ☐ Mobile public address system

Shelter-In-Place Scripted Telephone Instructions

(To be used by Public Information Officer)

Hello, this is (name)_____calling from St. Paul Regional Emergency Management Agency.
Is this (name of residence/business) _____at (telephone number)_____?
The St. Paul Regional Emergency Management Agency is responding to a (name event) emergency in the _____area.

For your safety, it is extremely important that you, and those with you, stay indoors until the potential hazard no longer exists, or you are advised to evacuate. To help us understand your immediate needs we need to know:

- How many people are at your location now? (adults)_____ (children)_____
- Is there anyone there you cannot contact to get indoors? (yes/no)_____
- (If yes, ask the resident) What is the location of the person(s)? _____
- (Tell the resident) Be assured we will be sending someone to find the person(s) as soon as possible.
- Do you have children in school at this time? (yes/no)_____
- If yes, ask the resident what children are in which school(s)? _____
- (Then tell the resident) Be assured the school(s) will be contacted and instructed to keep the children at school, or return the bus back to the school.
- Do you have the "SHELTER-IN-PLACE" instructions previously given to you? (yes/no)_____
- If no, request the resident to please take the following actions immediately:
    - GATHER EVERYONE INDOORS AND STAY THERE
    - CLOSE AND KEEP CLOSED ALL WINDOWS AND OUTSIDE DOORS
    - TURN YOUR FURNACE DOWN TO ITS MINIMUM SETTING AND TURN OFF AIR CONDITIONERS
- TURN OFF OTHER FANS, APPLIANCES OR EQUIPMENT THAT EITHER:
    - USES INDOOR AIR,
    - BLOWS OUT INDOOR AIR OR;
    - SUCKS IN OUTSIDE AIR

Please avoid the use of your telephone, so we can contact you again with additional information.

If you have urgent questions, call me at (telephone number) _____.

Thank you for your cooperation.

EVACUATION ADVISORY

(To be used by Public Information Officer)

Hello, this is (name)_____calling from St. Paul Regional Emergency Management Agency. The St. Paul Regional Emergency Management Agency is responding to a (name event) emergency in the _____area. For your personal safety, evacuation of (name area)_____

Is necessary due to (reason for evac)_____.

The collection points for the evacuation are at:

1.

_____

2.

_____

NOTE: ENSURE THAT YOU BRING YOUR MEDICATION.

If you require transportation, go to the collection point in your area. If you are evacuating with your own vehicle, please go via the collection point in your area to assist with people that do not have transportation. If you are physically unable to go to the collection point, call _____ to make arrangements for pick-up.

The evacuation route to follow is (describe route to avoid danger) _____
_____
_____

All evacuees are request to report and register at the Reception Center set-up at:

_____

If you are planning to stay with family/friends, call the Reception Center at _____.

You will be advised when the emergency has ended, and it's safe to return to you homes. During the period of evacuation, security of you home and businesses will be provided by the police.

For additional information, listen to radio stations: _____ AND _____.

DO NOT BRING PETS TO THE RECEPTION CENTRE(S). ONLY SERVICE ANIMALS WILL BE ALLOWED ACCESS.

BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.

GENERIC EVACUATION CHECKLIST (RESIDENTIAL)

Preparation

If time is available, or notice of intent to evacuate the area(s) is given, the following preparations should immediately be undertaken by resident(s):

- Alert all family members IMMEDIATELY!
- Maintain knowledge of whereabouts of all family members.
- Prepare and fuel vehicles.
- Get emergency supplies ready.
- Secure, or prepare to secure, your home on departure.

What to Take

The most important items to take with you, time permitting, are:

- Protective Clothing – appropriate to weather conditions (e.g., winter jacket, rain gear, boots, gloves), plus extra functional clothing for an extended stay
- Emergency Equipment – (e.g., first aid kit, flashlights, portable radio, batteries, basic tools, matches, candles)
- Personal Items – money, personal papers, identification
- Emergency Food and Water – basic utensils, dry foods, high energy snacks
- Medication – Also inform the Registrar at the Evacuation Reception Centre of your special medical needs if you attend the Reception Center.

The following items, if available time and space permit, could prove useful in temporary accommodations and would lessen the burden on the hosting municipality:

- Bedding – sleeping bag, extra blankets, camp cot, or air mattress
- Camping or Portable Furniture – lawn chair, camp stove, cooking utensils
- Recreational Items – books, cards, games, portable TV, handheld video games

Prohibited Items within the Reception Center(s)

DO NOT take alcoholic beverages, firearms, pets, or dangerous articles with you.

Pets

Pets will not be allowed in the Reception Center unless it is a Service Animal. All other pets will need to be dropped off with Animal Services.

Security

On evacuating, residences must be secured (i.e., doors/windows locked, heat turned off/down – instructions will be issued), and "attractive" items stored indoors, time permitting.

3.2. Emergency Information Plan

Overview

This section is not the Information Plan, but does establish basic procedures that will ensure the Region of St. Paul has adequate resources in place to quickly and effectively meet the information needs of internal and external audiences in a crisis. The procedure is in support of the REMP and sub-plans, and will be used when the region needs to respond to the information needs and concerns of the public in a crisis. At all times the Public Information Officer with their staff will support emergency operations and take a pro-active role with regard to internal and external information; including public and media relations.

Who is notified

Internal audiences would include:

- Emergency Coordination Center personnel
- First responder groups
- Council
- Town/County staff

External audiences would include:

- Family members of Town/County staff
- Neighboring communities
- General public
- Media
- People directly impacted by the emergency or crisis
- Emergency response and recovery groups (i.e., industry, school board, provincial agencies)

When notification that a crisis has occurred, the DEM or designate will immediately contact the PIO to jointly establish the level of information support that may be required to assist operations. All members of the information team will report to the PIO, who will act as the primary information link with the DEM, operational staff, and Council.

At the onset of a crisis the following information will need to be communicated to all audiences:

- An incident has occurred.
- Nature, location and time of incident.
- Status of public safety.
- Actions to be taken.
- Actions being taken to manage the crisis.
- How and when further information will be available.
- Where to go for further information.

In addition to the information needs of the above, audiences will require personalized messages as follows:

Audience	Responsibility	Information Needs
Council	PIO/DEM	• Potential issues that may arise. • Potential media and public interest. • Media and public activities. • Information strategies and key messages
Stakeholder Communicators (i.e., police, industry, government)	PIO	• Community's role/responsibility in the crisis. • Potential issues that may impact their organization/clients. • Potential media and public interest. • Key messages & communications strategies. • Potential joint communications strategies. • Immediate or potential support/action required.
Staff	PIO	• Impact on staff. • Actions staff must take. • Support required. • Impact on operations.
Family members of Municipal staff directly involved	PIO/Team	• Impact on their family member. • Actions they should take. • Reassurances on issues with regard to the safety and wellbeing of staff members and others who have been impacted.
People directly impacted	PIO/AEA Users/Mass Notification Users	• How they can get help. • How they can help themselves. • Safety precautions to take. • Where to access support from ESS
Family of people directly impacted	PIO	• Status of family members. • How they can contact family members. • Actions they should take. • Reassurances on issues with regard the safety and wellbeing of family members and others who have been impacted.
Media	PIO	• How they can help emergency operations. • Safety precautions/actions the public needs to take. • How their information, interviews and picture needs will be met.

General public	PIO/AEA Users/Mass Notification Users	• Safety precautions to take.
		• How they can help emergency response:
		  ✓ stay away from the area impacted.
		  ✓ stay off the phone – keep roads and phone lines available for emergency use.
		  ✓ remain calm.
		  ✓ stay tuned to local media for further information.

Media Relations Policy (Ensure all staff know the policy prior to an emergency)

The PIO will be the only person to speak on the community's overall crisis response and recovery efforts. Political, strategic operational decisions and policy issues will be communicated to the media through the PIO.
The Chief Administrative Officer, in conjunction with the PIO, will assign key operational personnel to support the PIO and speak about matters within their area of expertise. Staff should refrain from speaking to the media on political, strategic operational decisions or policy issues.

In their official emergency response capacity, Town/County employees with an emergency response or recovery role (i.e. Fire Chief or designate) may agree to be interviewed by the media with the approval from the PIO provided they only speak about matters within their area of responsibility. At no time will these people speak to the media on political, strategic operational decisions or policy issues.

Region of St. Paul employees, who don't have a role in emergency response or recovery efforts, should not speak to the media about the emergency unless they have received clearance through the PIO.

Response Personnel…
• May seek advice in advance from the PIO if desired or feasible.
• May respond or refer the information request to the PIO.
• Must refer questions that fall outside of their personal experience or expertise to the PIO.
• Must inform the PIO of the interview, and questions that fell outside of their area of expertise.
• Must ensure the accuracy of any information provided.
• Must ensure interviews are on the record and for attribution by name/title unless otherwise authorized.
• Must inform the PIO of the results of the interview and any speculative questions.

Media Relations Guidelines

When dealing with the media in an official capacity…

Never
• Respond to media inquiries that fall outside personal experience or expertise, unless otherwise approved.
• Undermine the safety of response personnel or the success of response and recovery operation.
• Speculate about events, incidents, issues or future policy decisions.
• Offer personal opinions.
• Discuss advice given to superiors

Always
• Seek advice and support from the PIO when desired or when in doubt about how to respond.
• Agree to be interviewed only if you personally want to do it.
• Respect the principal of security, policy, the judicial process and laws governing the disclosure of information.

Information Support

The PIO (and/or designates) will support media relations activities as follows:

- Manage and coordinate requests for media interviews.
- Deliver key messages and provide updates to the media.
- Set up media interviews and news briefings with spokesperson/area experts.
- Work with response agencies that have a need to release information to the media about the crisis -- research their position, what they are saying and how joint communication efforts can be managed.
- Brief and prepare personnel for media interviews/briefings.
- Prepare and distribute key messages and communication pieces.

Preparing for Media Interviews

When possible and appropriate, the PIO and designates will prepare Region of St. Paul personnel for media interviews/briefings as follows:

- Situation update.
- Needs of reporter(s) – story angle, type of reporter, reporter's attitude, questions likely to be asked, other organizations or people the reporter will be interviewing.
- Public's attitudes (general public, stakeholder organizations, special interest groups).
- Potentially tough questions or issues that might come up.
- Key messages.
- Public Directives – i.e. listen to local station 97.7 FM and surrounding area stations for updates.
- Issues to avoid.
- Interview or briefing logistics (time, location, format, and time limit).

Key Messaging Overview

Key messages will help the region of St. Paul effectively communicate to all audiences. Although key messages will change and evolve throughout emergency response and recovery operations, the messages should include:
- The Regions agenda and priorities.
- Fact about what went well.
- Facts that refute negatives.
- Facts that support the Regions story.
- Public Info/ Directives.

Key Messages

- A message of empathy for the impact the crisis has on people or the environment. (This does not mean the Region is taking responsibility for the incident – only showing compassion toward those who have been impacted).
- The Regions first priority is for public safety.
- We are working cooperatively with partner response agencies (name agencies) to effectively manage the crisis and minimize its impact on people, the environment and our community as a whole.
- Include a message about what is being done to manage the situation.

SAMPLE

"The Region of St. Paul has an effective emergency response plan in place. We have well-trained personnel who have practiced and tested the rollout of the emergency response plan. The last drill took place (date). Our personnel are now doing what they have been trained to do. Everything that can be done will be done.

- ✓ The Region of St. Paul is taking a proactive role with regard to the release of information.
- ✓ New information will be released to all interested parties when it becomes available. (Add any new information)
- ✓ Ongoing public information about the situation will be posted on our web sites at:
    - o www.town.stpaul.ab.ca
    - o www.county.stpaul.ab.ca
    - o www.elkpoint.ca
    - o www.svhorseshoebay.com
    - o *[Region of St Paul AB (@St_Paul_AB) | Twitter](Region of St Paul AB)*
    - o or listen to local station 97.7 FM and surrounding area stations for updates

Additional messages that:
- Support what is being done to manage the crisis.
- Support what was done in advance of the crisis to reduce its occurrence and impact.
- Reassure the public and help reduce their emotional reaction to the crisis.
- Contain safety information.
- Help emergency response personnel do their job.

The municipal websites can be a great tool in providing information to the public, either directly or through the media. In order for this to be effective, the information must always remain current and relevant. A prominent link must be created on the main website page (not buried several pages down) and updates must be posted daily or hourly with event/disaster-specific information.

A public meeting will allow the community to express concerns, ask questions, share comments and the local authority to provide event specific information. A clear purpose, agenda and process for the meeting should be outlined and communicated in advance to all. Depending on the public atmosphere, large meetings can intensify conflicts rather than resolve controversies if not handled properly. If this might be an issue, consider smaller group meetings to better focus and manage the process.

Meetings may also be held with selected members of the public (i.e., evacuees). Regular/daily meetings of this nature may go a long way in addressing issues early before they could become major problems. During large events, these types of information meetings could be held at an ESS Reception Centre or other location where those impacted by the event may already be gathering.

Telecommunications

Among all 3 levels of ECC activation, there must be a dedicated effort to ensure that telecommunications systems, planning and information flows are being accomplished in an effective manner. Standard protocols and terminology are used at all levels. Plain English for all telecommunications is used to reduce the confusion that can be created when radio codes are used. Standard terminology and formats are used to transmit information, including strategic modes of operation, situation reports, logistics, tactical operations and emergency notifications of imminent safety concerns. Agencies establish operational guidelines to support the escalation of operations from small to large or from routine to unusual without requiring major changes or transitions. Normal site communications typically involve two-way radio and cellular telephones. The following are telecommunications methods for the 3 levels of ECC activation:

- E-mail
- Fax
- Telephone (land line),
- Radio Telephone (cellular, satellite)
- Two-way radio (amateur, commercial) and
- Video conferencing

Agencies develop their information systems to provide reserve capacity for unusually complex situations where effective communications could become critical. An integrated information plan is developed as part of each action plan. In drafting the information protocols, agencies give priority to the transmission of emergency messages and notification of imminent hazards over routine information.

See the Emergency Information Plan binder for full details, templates, and documents.

3.3. Pandemic Influenza Plan

Overview

The aim and purpose of the Pandemic Influenza Plan is to ensure that the Region of St. Paul is prepared to effectively respond to an influenza pandemic so as to protect the life, health, and safety of the citizens of the region and surrounding areas.

This plan has been developed to ensure that it meets the requirements of the Canadian Pandemic Influenza Plan, the Alberta Pandemic Influenza Plan, and the Alberta Emergency Management Act for Municipal Emergency Organizations.

An Influenza Pandemic

An Influenza Pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several, and simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the globalization of transportation and communication, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly spread around the world.

A New Influenza Virus: How it could cause a pandemic

Annual outbreaks of influenza are due to minor changes in the surface proteins of the viruses that enable the viruses to evade the immunity humans have developed after previous infections with the viruses or in response to vaccinations. When a major change in either one or both of their surface proteins occurs spontaneously, no one will have partial or full immunity against infection because it is a completely new virus. If this virus holds the capacity to spread from person-to-person, a pandemic will occur.

Outbreaks in animals, especially when happening simultaneously with the annual outbreaks in humans, increase the chances of a pandemic, through the merging of animal and human influenza viruses. During the last few years, the world has faced several threats with pandemic potentials, making the occurrence of the next pandemic event just a matter of time.

Influenza Classifications

- *Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.
- *Avian (or bird) flu* is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.
- *Pandemic flu* is a virulent human flu that causes a global outbreak, or pandemic, or serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Pandemic "Triggers" and Sample Accompanying Actions

Trigger	Sample Actions
Novel/pandemic virus detected in Alberta	• Ramping up health sector capacity to deal with increasing number of cases • Preparation for vaccine distribution, administration and monitoring • Ongoing surveillance to monitor influenza activity and epidemiological analysis to characterize pandemic • Relevant public and health sector communications • Implementation of clinical guidelines and public health advice
Demands for service start to exceed available capacity	• Further escalation of surge capacity • Prioritization of services as needed
The pandemic wave wanes and demand for service falls to more normal levels	• Preparation for a resurgence of influenza • Replenishing of supplies as needed in anticipation of another wave • Evaluation of response and revision of plans as required • Ongoing surveillance to detect resurgence
Pandemic vaccine is available for administration	• Administration of vaccine as quickly as possible • Monitoring of vaccine uptake, safety and effectiveness
Second or subsequent pandemic wave arrives	• Continuation of immunization if already started • Ongoing surveillance to monitor influenza activity, antiviral resistance and strain changes
Pandemic is over and normal activities resume	• Completion of pandemic studies and reports • Evaluation of response and revision of plans as required • Return to more normal operations • Preparation for post-pandemic seasonal influenza

Provincial Legislation

Public Health Act

The *Public Health Act*, RSA 2000, c. P–37 (PHA) sets out the primary powers and tools available to prevent, treat and control pandemic influenza in Alberta. These powers are allocated to several key partners: the Lieutenant Governor in Council, the Minister of Health, other Ministers, the Chief Medical Officer of Health (CMOH), medical officers of health (MOHs) and regional Health Authorities. These partners work together, with complementary powers, to manage public health issues and public health emergencies in the public interest.

In addition, the <u>Lieutenant Governor with advice from the Medical Health Officer has the authority to issue an order</u> under Section 52 of the *Public Health Act* with respect to communicable disease if "a public health emergency exist, and prompt co-ordination of action or special regulation of persons or property is required in order to protect the public health" the Lieutenant Governor in Council may make an order declaring a state of public health emergency relating to all or any part of Alberta.

Powers during emergency

On the making of an order under section 52.1 or 52.2 and during the state of public health emergency the Minister or the regional health authority may do any or all of the following for the purpose of preventing, combating or alleviating the effects of the public health emergency and protecting the public health:

a)   acquire or use any real or personal property;

b)   authorize or require any qualified person to render aid of a type the person is qualified to provide;

c)   authorize the conscription of persons needed to meet an emergency;

d)   authorize the entry into any building or on any land, without warrant, by any person;

e)   provide for the distribution of essential health and medical supplies and provide, maintain and co-ordinate the delivery of health services.

Emergency Management Act

The *Emergency Management Act,* RSA 2000, c. E 6.8 and the *Government Emergency Management Regulation* (AR 248/2007) provides the Minister of Municipal Affairs with the power to respond to disasters and outlines the role of the GoA and local authorities. The Alberta Emergency Plan outlines the responsibilities of each government department.

It is not necessary for a municipality to declare a State of Local Emergency (SOLE) in order to request additional support and resources from the GoA. However, if deemed necessary, a SOLE can be declared to gain access to the same powers as the Minister of Municipal Affairs within their municipal boundaries under section 24(1)(b) *the Emergency Management Act.*

Regional Health Authorities Act

The *Regional Health Authorities Act*, RSA 2000 c. R-10 provides authority for the Minister to co-ordinate and direct regional health authorities so that their operational responses reflect provincial priorities as efficiently as possible. AHS is currently Alberta's integrated regional health authority.

Inherent to the responsibilities of a regional health authority set out in section 5 of the *Act* is preparedness for public health emergencies, such as pandemic influenza.

Emergency Response

In the event of an influenza pandemic, public health authorities will lead the response. However, all health sector organizations and emergency responders will play vital roles in the provision of services and the coordination of overall emergency response. Effective emergency response requires that emergency management structures are in place, that a continuous state of readiness is maintained, and that effective communication systems are ready and able to facilitate information flow between the health unit, health sector and community emergency response partners.

Notification that pandemic influenza is in the Region of St. Paul will be made by the Medical Officer of Health (MOH). The REMP may be activated whole or in part, and the Pandemic Influenza Plan will be activated in whole or in part upon direction of the Medical Officer of Health when any of the following conditions apply:

- Pandemic-relevant information is obtained from local, provincial or national sources
- Local case(s) or an outbreak of the pandemic strain of influenza is confirmed locally
- An influenza pandemic is declared by the Lieutenant Governor of Alberta **OR**
- The occurrence and expected impact of illness in the population will require coordinated efforts by all or most of the health unit's staff and resources.

If the MOH determines an emergency situation exceeds the ability of public health to respond effectively, the MOH may contact the Alberta Minister of Health to request assistance.

It is anticipated that municipal and regional emergency plans will be activated as local conditions escalate and the need for response measures increases.

Information

Well planned internal and external information will be essential to supporting a coordinated and effective response to an influenza pandemic. Considerations include: providing for and responding to public and providing information needs; educating the public about pandemic influenza and plans to minimize the impacts; and ensuring that all health and emergency sector partners and the public have access to accessible, accurate, timely information that will help them respond to challenges during each phase of the pandemic. A variety of Information channels will be used to disseminate pandemic information, including newspaper, radio, television, website, newsletters and e-mail.

See the Pandemic Influenza Plan binder for full details, templates, and documents.

3.4. Business Continuity Plan

Overview

A business continuity plan is a plan to continue operations if a place of business is affected by different levels of disaster which can be localized short term disasters, to days long building wide problems, to a permanent loss of a building. Such a plan typically explains how the business would recover its operations or move operations to another location after damage by events like natural disasters, theft, or flooding.

If a municipality loses vital municipal services, the health or safety of residents, property or the environment may be endangered. Municipalities need to consider business continuity planning for all municipal services. At the very least the continuity plan should identify those services considered vital to ensuring the basic health and safety of residents, as well as contingency plans to ensure those services are operational even when municipal infrastructure or staff are not fully operational.

Municipal emergency response operations are vital services. The loss of infrastructure and staff may decrease the ability to provide the service. The municipality should plan for the loss of infrastructure (e.g. ECC) and staff shortages (e.g. fire fighters and ECC staff) as part of their business continuity plan, included in the municipal emergency plan.

The goal of the business continuity plan is to ensure that the Region of St. Paul is able to provide those services categorized as critical and vital during a disruption in service provision, prior to those that have been classified as necessary and/or desired.

Plan Content

Business Continuity Plan consists of two major parts:
- Incident Response Plan - a plan that defines direct response to the occurrence of various types of incidents
- Recovery plans for individual activities - these are prepared separately for each activity with the recovery of necessary resources for each activity

Classification / Prioritization of Services

The following shall be the Classification/Prioritization of Services:

Critical
Those services that must be provided immediately (less than one day) or will definitely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue.

Vital
Those services that must be provided within 72 hours or will likely result in loss of life, infrastructure destruction, loss of confidence in the government, and significant loss of revenue or disproportionate recovery costs.

Necessary

Those services that must be resumed within two weeks, or could result in considerable loss, further destruction or disproportionate recovery costs.

Desired

Those services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions and alleviate further disruption or disturbance to normal conditions.

Critical Service	Vital Service	Necessary Service	Desired Service
• Disaster Services • Power Service • Waste Water Treatment • Water Treatment • Emergency Service Agencies • Public Works • Gas Utilities • Health Services	• IT and Telecommunications • Supply Chain • Food Storage • Municipal Enforcement • FCSS • Public Transportation • Airport	• Legislative Service • Corporate Service • Planning and Development • Land Development • Parks and Recreation	• School Division •

Suspension of Services

Upon implementation of this Plan, priority will be given to the delivery of critical and vital services. This may require the suspension of necessary and desired services. This will be assessed on a case by case basis, as deemed appropriate by the Chief Administrative Officer or designate.

Councilors will be immediately advised of the suspension of a service. Information to the public respecting the suspension of a service will be made, where deemed appropriate, by Council, CAO, or designate.

All services will resume once it has been determined that resources are sufficient for the same, or when deemed appropriate by the CAO, or designate.

Redeployment of Staff

In order to ensure the provision of critical and vital services, the Region or municipality reserves the right to redeploy staff as the need arises. Redeployment could be to a different work site, role, function or location, and include different hours of work. Such redeployment will only be for the duration of disruption in services. Employees will not be asked to perform duties that require specific skills or training, unless the same is provided prior to the employee performing the duties.

See the Business Continuity Plan binder for full details, templates, and documents

3.5. Emergency Social Services Plan

Overview

When activated the ESS Plan will provide direction on the roles and responsibilities of the ESS Team, including municipal staff, volunteers and external agency partners. The EES Plan is broad in scope so that it can be applied, if required, from a remote or alternate location within Regional or municipal boundaries.

ESS plays an important role in emergency management in the region or municipality by helping people meet their basic needs during an emergency, disaster or evacuation. Services may include registration, food, lodging, clothing, family reunification, emotional support, volunteer coordination, child care and transportation.

Activation

Upon notification by the DEM or designate, the ESS Director will activate the ESS Plan either in whole or on a gradual basis as required. The ESS Director will take the lead role at the ECC and activate the ESS Team and coordinate the response as per the ESS Plan.

Response

Once the ESS Team has been mobilized, the ESS Director will ensure the Site Manager is fully aware of the situation, and what components of the ESS Plan will be utilized. The ESS Director will direct, coordinate, and support the ESS Team during activation from the ECC.

The Site Manager is the individual responsible for the overall management of a reception center. Once the reception center location has been selected and identified by the ESS Director, it is then the responsibility of the Site Manager to start the set-up process, and which services and functions will be activated. The Site Manager will establish the appropriate staffing levels for the reception center and continuously monitor organizational effectiveness to ensure that operating in a structured manner.

The Site Manager will keep the ESS Director informed of any significant issues affecting the operation of the reception center, the response is appropriate, and overall briefings/situation reports of how the operation is going.

The Site Manager will ensure that media response to the reception center follow protocol. No release of information will be given to the media without input and approval from the PIO.

See the Emergency Social Services Plan binder for full details, templates, and documents.

3.6. Recovery Plan

Overview

The ability to recover from the physical damage, injury, economic impairment and human suffering resulting from a disaster is a critical element of any emergency program.

Successful recovery management depends on the rapid start-up of implementing the recovery plan during the response phase – as soon as people are evacuated or when serious damage occurs to homes, infrastructures or businesses.

Recovery can be divided into at least two categories:

1. Local Authority Recovery: Reconstruction of critical infrastructure and re-establishment of services by local authorities (utility services, roads, buildings, dams and dikes); and

2. Community Recovery: Community actions to limit losses, reduce suffering, and restore the psycho-social and economic viability of the community.

One key component of an effective community recovery effort is the awareness and coordination of all community recovery activities as they are being carried out. Recovery activities work best when expertise and resources are shared among volunteers, government and private businesses.

A well-managed community recovery effort mitigates both short- and long-term impacts and can allow impacted communities to introduce improvements that would not otherwise have been possible.

Benefits of Recovery

The key benefits for local authorities engaging in community recovery:

- **Reduce Human Suffering** – First and foremost, a well-coordinated recovery effort reduces human suffering. A solid recovery effort directly helps citizens return to normal as quickly as possible.
- **Protect Community Culture** – Recovery provides an opportunity for the community residents to come together to support those citizens most heavily impacted. The entire character of a community can be influenced by how well – or how poorly – its leaders manage the recovery process. Failure in any aspect of recovery can mean the loss of jobs, taxpayers, and key community features that may have taken decades to develop. Success in recovery can mean heightened awareness of community identity and a positive future.
- **Reduce Economic Losses** – Success also means greater market share for new businesses and non-government organizations seeking a home. Recovery can encourage growth in every sector of the local economy.
- **Enhance a Sustainable Community** – Properly implemented, recovery supports the concept of sustainable and resilient communities. This means that every person, business, and/or institution is better able to withstand future disasters with enhanced community health overall.

Successful Recovery

Leadership and collaboration are the keys to successful recovery. Someone must provide **leadership** in gathering the many organizations and individuals devoted to assisting those impacted by a disaster under one set of objectives, with a belief that thoughtful management accomplishes more than individual action.

Collaboration means working together to achieve specific goals and to undertake specific projects for mutual benefit. In community disaster recovery, contributing organizations collaborate when they share information, resources, tasks, and decision making with the common goal of assisting those affected by a disaster. Collaboration also implies respect for the mission and diversity of other organizations. Collaboration yields improved services, reduces fragmentation and duplication of effort, enhances problem solving, and reduces costs.

Without both leadership and collaboration, governments, non-government organizations and volunteers will spontaneously act without coordination or direction. Such *ad hoc* actions can and often do make a bad situation worse, result in much frustration and emotional distress for those impacted, and may extend the recovery time and effort. Recovery organizations face confusion in the delivery of services, frustration in encountering problems that could be avoided, public criticism, and unnecessary economic losses.

Public safety and community well-being are the responsibilities of all levels of government. In Alberta however, as throughout Canada, primary responsibility for community recovery rests with the local authority. Provincial and federal governments provide support to local authorities in this effort. Local authorities will lead recovery efforts.

Local, regional, and national service agencies and individuals may share a common mandate in assisting those impacted by a disaster, but each has limitations on their services. Only the local authority has the broad mandate of community recovery and should, therefore, coordinate with other service providers. The local authority can generate the cooperation among the large array of government agencies, community organizations, businesses, and citizens needed for successful collaboration.

It also makes good sense for the local authority to lead the recovery effort for several reasons:

• The local authority can take advantage of opportunities for land use improvements that may not arrive in any other way.

• Clients and other community members are more likely to trust local recovery organizations than outsiders.

• Local authorities are best able to control the outcome of recovery, including economic enhancements.

Timely leadership by the local authority must ensure collaboration of activities by volunteers, governments, non-government organizations and private businesses.

See the Recovery Plan binder for full details, templates, and documents.

4– **Hazard, Risk, Vulnerability Assessment (HRVA)**

4.1 – Hazard, Risk, Vulnerability Assessment Structure

Requirement

The emergency management agency is required, on at least an annual basis, to conduct HRVA's (see form on following page) as established within this plan. The HRVA is a critical part of every emergency program and plan. The HRVA uses an all-hazards approach related to emergencies/disasters that significantly exceed the Region's normal operating functions.

Structure

Considering hazards alone may lead to a skewed set of priorities for action. It is equally important to consider the severity of possible impacts from the hazard, as well as the probability of occurrence of a hazard event occurring. The combination of severity and probability of occurrence is termed the level of risk**.**

Vulnerability is defined as people, property, infrastructure, industry and resources, or environments that are particularly exposed to adverse impact from a hazard.

Probability of occurrence is an estimate of how often a hazard event occurs. A review of historic events assists with this determination. Each hazard of concern is rated in accordance with the numerical ratings and definitions. (see next page)

The HRVA outlines a six-step process that:

1. Identifies all hazards
2. Examines the probable risk of occurrence
3. Correlates that risk to the probable severity
4. Determines the resulting vulnerability level
5. Prioritizes the hazards for action
6. Identifies and assigns risk reduction activities pertaining to prevention/mitigation, preparedness, response, and recovery that need to be completed by specific dates within the emergency planning cycle

Completion of the risk reduction action (and related due dates) will be monitored by use of a Status Report (see Section 4.2 – REMP Status Report)

The complete HRVA is retained by the RDEM.

HAZARDS, RISKS AND VULNERABILITIES ASSESSMENT (HRVA) WORKSHEET

Prepared by:
Date:

SIX-STEP ANALYSIS PROCEDURE:	STEP 2—PROBABILITY OF OCCURRENCE
Table 1 1. Select applicable events from List A and B below. 2. Assess probability of occurrence 3. Assess probable severity 4. Assess vulnerability level – Low, Medium or High. 5. Prioritize the selected events for action planning. **Table 2** (on reverse) 6. Transfer items in priority order to Table 2, identify emergency planning actions, track progress and results.	Frequent—likely to occur repeatedly Probable—likely to occur several times Occasional—likely to occur sometime Remote— probability of occurrence is extremely low Improbable— not likely to occur

PROBABLE SEVERITY					STEP 3 SEVERITY RATING
Illness or Injury	**Financial Impact**	**Environmental Impact**	**Public Image/Reputation**		
Fatality or Disability	Long Term Severe >10 yrs	Long Term >1 Generation	Long Term Negative	=	Catastrophic
Serious Injury or Illness	Moderate >5 yrs	Medium >10 yrs	Moderate Negative	=	Critical
Short Term Injury or Illness	Temporary <2 yrs	Short Term <5 yrs	Short Term Negative	=	Marginal
Minor Injury or Illness	No Impact	No Impact	Individual or None	=	Negligible

STEP 4—VULNERABILITY LEVEL				MEDIUM	HIGH
LOW					
Remote/Catastrophic Improbable/Catastrophic Occasional/Critical Remote/Critical	Improbable/Critical Occasional/Marginal Remote/Marginal Improbable/Marginal	Frequent/Negligible Probable/Negligible Occasion/Negligible Remote/Negligible Improbable/Negligible		Frequent/Marginal Probable/Marginal	Frequent/Catastrophic Probable/Catastrophic Occasional/Catastrophic Frequent/Critical Probable/Critical

TABLE 1: HAZARD IDENTIFICATION/RISK AND VULNERABILITY ASSESSMENT

A. HUMAN-CAUSED HAZARDS	STEP 1 SELECT EVENTS (✓)	STEP 2 PROBABLE OCCURRENCE	STEP 3 PROBABLE SEVERITY	STEP 4 VULNERABILITY (Low, Medium, High)	STEP 5 PRIORITY FOR ACTION
Airplane/Helicopter Crash (in urban area)	☐				
Env'l Contamination/Oil, Chemical Spills/Toxic Gas	☐				
Fire (urban/rural structure)	☐				
Forest Fire/Wildfire	☐				
Gas Main Break	☐				
IT/Communications Failure	☐				
Missing Persons (Search & Rescue)	☐				
Pipeline Rupture/Explosion	☐				
Power Outage (prolonged)	☐				
Public Health Epidemic (e.g., influenza pandemic)	☐				
Radiological Accidents	☐				
Road Collision (mass casualty incident-MCI)	☐				
Structural/Roof Collapse, Building Explosion	☐				

Terrorism/Random Act of Violence	☐				
Toxic Gas Releases (e.g., H₂S, road/rail collision)	☐				
Train Derailment/Collision (e.g., MCI, chemical spill)	☐				
Water Main Break/Water Contamination/Shortage	☐				
Others (e.g., bridge collapse)	☐				
B. NATURALLY-CAUSED HAZARDS					
Animal Diseases/Attacks	☐				
Blizzard/Snowstorm/Ice Storm/Avalanche	☐				
Cold Weather (prolonged/extreme)	☐				
Drought	☐				
Lightning (injuries, fire)	☐				
Major Wind/Hailstorm/Tornado	☐				
Plant Diseases/Pest Infestation	☐				
Rainfall/Run-off Flooding/Landslide	☐				
Watercourse Flooding	☐				
Others (e.g., earthquake, volcano, tsunami)	☐				

TABLE 2: HRVA FOLLOW UP RISK REDUCTION ACTIVITY REPORT

STEP 6—PRIORITIES FOR ACTION (in priority order from Step 5)	ACTIONS AND COMMENTS (Prevention/Mitigation, Preparedness, Response, Recovery)	ACTION ASSIGNED TO	ACTION DUE DATE	COMPLETION DATE	APPROVED BY
1.					
2.					
3.					
4.					

The following priorities for action (5 through 20) were all considered low priority,
and will be reviewed by the Regional Emergency Management Agency for action on an as-needed basis.

5.					
6.					
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4.2 – REMP Status Report

The REMP Status Report (see Report on following page) is based on the HRVA Follow Up Risk Reduction Activity Report (see Table 2 on previous page).

The Activity Report creates an ongoing action plan that must be review at least semi-annually, to ensure that risk reduction actions are being done as established via the HRVA, and that those actions are effectively managing the risks (and therefore reducing the vulnerabilities).

The review of emergency planning actions is documented on the Status Report, generated by the REMA members, and submitted to the RDEM (or designate). The RDEM (or designate) will then forward them to the EAC, who will then update the elected officials.

This report is a general subjective assessment and does not attempt to quantify the number of people or amount of property that would be affected if a hazard occurred or other effects of a particular hazard. However, the region has limited resources which do not allow the REMP to plan for every hazard event possible. Some form of ranking is required when deciding which hazards are of the highest priority and should be reflected within the emergency plan. Therefore, an assessment process to determine the priority hazards for the region is taken into account using suggested criteria and best practices. The information presented in this assessment can be used by the REMP to ensure that its emergency plan reflects the priority hazards identified in this assessment.

The latest completed Status Report(s) are kept on file with the RDEM.

REMP Status Report

Emergency Planning Actions	Status
Annual EP Meeting/REMP Audit (must be completed at least annually) Comments:	Last completion date:
HRVA (must be completed at least annually) Comments:	Last completion date:
Prevention and Mitigation Actions Comments:	Have actions been implemented as per the HRVA? Yes □ No □
Preparedness Actions Comments:	Have actions been implemented as per the HRVA? Yes □ No □ Has mutual aid and liaison been reviewed and updated? Yes □ No □
Response and Recovery Contingency Plans Comments:	Have actions been implemented as per the HRVA? Yes □ No □ Have all phone numbers been checked/updated? Yes □ No □
Training Comments:	Has training been provided as per the HRVA? Yes □ No □
Exercises/Debriefing Comments:	Have exercises been completed as per the HRVA? Yes □ No □ Have exercise debriefing recommendations been implemented? Yes □ No □
Status Reports Comments:	Have semi-annual status reports been submitted? Yes □ No □

Date: _____   Submitted to:_____

Signed:_____

Title (or Designate)_____

Status Report Additional Notes

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5 – Training and Exercise

5.1. Training

The training requirements for the REMP will be planned and monitored by the DEM and Emergency Advisory Committees. This process is conducted after the HRVA has been completed, and roles and responsibilities have been assigned. The training requirements will be forwarded to the Emergency Advisory Committees for approval to proceed with scheduling.

The following table outlines the training requirements for each emergency management function.

Training Requirements

Course	Position(s)
Alberta Emergency Alert	DEM, Deputy DEM, Fire Chief, Deputy Fire Chief, CAO, Public Works Foreman
Basic Emergency Management	All personnel involved with the REMP
Emergency Coordination Centre	All personnel involved in the ECC, all Elected Officials
Emergency Social Services	DEM, Deputy DEM, ESS Manager, Reception Centre Manager, Registration & Inquiry Supervisor, Clothing Supervisor, Food Service Supervisor, Lodging Supervisor, Personal Services Supervisor, Volunteer Services Supervisor, Central Registry & Inquiry Bureau (CRIB) Supervisor, FCSS Director
Registration & Inquiry	DEM, Deputy DEM, ESS Manager, Reception Centre Manager, Registration & Inquiry Supervisor, CRIB Supervisor, FCSS Director
Food Safety	Reception Centre Manager, Food Service Supervisor
Standard First Aid	Reception Centre Supervisors, ECC positions, Security positions
Mental Health First Aid	Reception Centre Supervisors
Municipal Elected Officials	DEM, Deputy DEM, all Elected Officials
ICS 100	DEM, Deputy DEM, all personnel involved in the ECC, IC, EMS Supervisor
ICS 200	DEM, Deputy DEM, IC, EMS Supervisor
ICS 300	DEM, Deputy DEM, IC, EMS Supervisor
ICS 400	DEM, Deputy DEM, IC, EMS Supervisor
Including People with Disabilities in Emergency Plans	DEM, Deputy DEM, ESS Manager, Reception Centre Manager
Emergency Public Information	DEM, Deputy DEM, PIO, all Elected Officials
Emergency Management	DEM, Deputy DEM, IC, ESS Manager, Reception Centre Manager

5.2. Exercises

The REMP will be tested at least annually to ensure that it is current, comprehensive and effective. Exercises must be coordinated by the Emergency Management Agency, and are designed to:

- Test the effectiveness of the REMP;
- Allow for continuous improvements; and
- Provide awareness and support training efforts for all parties that may be included in the implementation of the REMP.

Exercises must be conducted to test components of the plan, promote team building and build confidence, *not* to evaluate individual performance or to create a competitive environment. Exercises will be designed and facilitated in a progressive manner (a building-blocks approach), starting with Orientation Exercises up to Major Exercises. Exercises must be designed and facilitated when the exercise objectives are *safely* attainable.

One or more of the following types of exercises will be used to test the plan:

1. Orientation Exercises (sometimes referred to as Discussion Exercises)
2. Drills (sometimes referred to as Specialty Exercises)
3. Tabletop Exercises
4. Coordination Exercises (sometimes referred to as ECC Exercises)
5. Major Exercises (sometimes referred to as Field Exercises)

All exercises will include a debriefing process and summary report, indicating what components of the REMP worked well, and where opportunities for improvements may exist.

Exercise Schedule

The DEM, in consultation with the Emergency Advisory Committees, must assess the number and type of exercises required to test the REMP. A schedule of proposed exercises shall be submitted to the Emergency Advisory Committees for approval on an annual basis.

The following exercise schedule has been developed as a guideline. This schedule will be established by the DEM, in consultation with the Emergency Advisory Committees.

Exercise Type	Purpose of Exercise	Duration of Exercise (Hrs)	Target Audience	Proposed Dates
Orientation Exercise				
Drill (e.g., Evacuation/ Shelter)				
Tabletop				
Coordination				
Major				

6 – REMP Maintenance

6.1. Plan Maintenance and Auditing

The DEM is responsible for the ongoing maintenance of the REMP, and the Revision Control Table (located at the front of this plan) and document footers. All requests for additions, deletions, amendments to this plan shall be addressed to the DEM utilizing the form on the following page.

REMP maintenance will be achieved by the following means:

a) Status Reports will be prepared by the designated Emergency Management Agency members, and submitted to the DEM (or Designate) on a semi-annual basis. The report will describe outcomes in comparison with emergency planning required actions as established in the HRVA Follow up Risk Reduction Activity Report. The REMP will be updated in accordance with the findings of the Status Reports, or as other changes are deemed necessary (e.g., change of personnel).

b) An internal audit of the REMP will be conducted by the DEM by the end of September of each year. An Audit Summary Report will be submitted to the Emergency Advisory Committees for approval by the respective Councils.

c) Urgent amendments will be submitted to the Emergency Advisory Committees for approval by the respective Councils at any time.

d) An external audit of the REMP will be conducted at least once every three years (an external audit must be initiated by the DEM, and reviewed with the Emergency Advisory Committees).

Revision Request Form

Request Date: _____

Section Number(s): _____   Page Number(s): _____

Description of Revision: _____

_____

_____

_____

Change requested by: _____

Reason for request: _____

_____

Request reviewed by Director of Emergency Management:

Date: _____   Signature: _____

Approved: ☐

Approved with the following changes: ☐

_____

_____

Not Approved: ☐

Revision #: _____

Revision Date: _____

Distributed: _____

APPENDIX – A

Emergency Phone Number's

And Support Services

Information removed due to protect confidential material which cannot be released to the public; is included in the Operating Plan.

APPENDIX – B

ICS Form 201

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. MAP SKETCH

5. SITUATION SUMMARY AND SAFETY BRIEFING

ICS 201 Page 1 of 4	6. PREPARED BY (Name and Position)

7. CURRENT AND PLANNED OBJECTIVES

8. CURRENT AND PLANNED ACTIONS, STRATEGIES AND TACTICS

Time:	Actions:

ICS 201
Page 2 of 4

9. PREPARED BY (Name and Position)

10. CURRENT ORGANIZATION

11. PREPARED BY (Name and Position)

ICS Form 201

12. RESOURCES SUMMARY				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment

ICS 201
Page 4 of 4

13. PREPARED BY (Name and Position)

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME

4. OPERATIONAL PERIOD (Date/Time)

5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (Include alternatives)

6. WEATHER FORECAST

7. GENERAL SAFETY MESSAGE

8. ATTACHMENTS (Check if attached)

- ☐ Organization List (ICS 203)
- ☐ Assignment List (ICS 204)
- ☐ Communications Plan (ICS 205)
- ☐ Medical Plan (ICS 206)
- ☐ Incident Map
- ☐ Traffic Plan
- ☐ _____
- ☐ _____
- ☐ _____

9. PREPARED BY (Planning Section Chief)	10. APPROVED BY (Incident Commander)

ICS 202

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST	1. INCIDENT NAME	2. DATE	3. TIME

5. INCIDENT COMMAND AND STAFF

- Incident Commander/ Unified Commanders
- Deputy
- Safety Officer
- Information Officer
- Liaison Officer

4. OPERATIONAL PERIOD (Date/Time)

9. OPERATIONS SECTION
- Chief
- Deputy

a. BRANCH
- Branch Director
- Deputy
- Division/Group
- Division/Group
- Division/Group
- Division/Group
- Division/Group

b. BRANCH
- Branch Director
- Deputy
- Division/Group
- Division/Group
- Division/Group
- Division/Group
- Division/Group

c. BRANCH
- Branch Director
- Deputy
- Division/Group
- Division/Group
- Division/Group
- Division/Group
- Division/Group

6. AGENCY/ORGANIZATION REPRESENTATIVES

Agency/Organization	Representative

7. PLANNING SECTION
- Chief
- Deputy
- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists

8. LOGISTICS SECTION
- Chief
- Deputy

a. SUPPORT BRANCH
- Director
- Supply Unit
- Facilities Unit
- Ground Support Unit

b. SERVICE BRANCH
- Director
- Communications Unit
- Medical Unit
- Food Unit

d. AIR OPERATIONS BRANCH
- Air Operations Br. Dir.
- Air Tactical Group Sup.
- Air Support Group Sup.

10. FINANCIAL/ADMINISTRATION SECTION
- Chief
- Deputy
- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

PREPARED BY (Resources Unit)

ICS 203

ICS Form 204

1. BRANCH	2. DIVISION/GROUP	ASSIGNMENT LIST ICS 204

3. INCIDENT NAME	4. OPERATIONAL PERIOD Date _____ Time _____

5. OPERATIONAL PERSONNEL

Operations Chief _____   Division/Group Supervisor _____

Branch Director _____   _____

6. RESOURCES ASSIGNED TO THIS PERIOD

Resource Identifier	Leader	No. of Persons	Contact Cell #, radio freq. etc.	Reporting Location, Special Equipment and Supplies, Remarks

7. WORK ASSIGNMENTS

8. SPECIAL INSTRUCTIONS

9. DIVISION/GROUP COMMUNICATIONS SUMMARY

Function		Freq.	System	Chan.	Function		Freq.	System	Chan.
Command	Local				Command	Local			
	Repeat					Repeat			
Div./Group Tactical					Ground to Air				

PREPARED BY (Resource Unit Leader)	APPROVED BY (Planning Section Chief)	Date	Time

ICS 204

ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN

1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME

4. BASIC RADIO CHANNEL UTILIZATION

System/Type	Channel	Function	Frequency/Tone	Assignment	Remarks

5. PREPARED BY (Communications Unit)

ICS 205

Medical Plan (ICS 206)

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD

5. INCIDENT MEDICAL AID STATION

Medical Aid Stations	Location	Paramedics Yes	No
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

6. TRANSPORTATION (indicate air or ground)

Ambulance Service	Location	Contact (number or frequency)	Level of Serv. ALS	BLS

7. HOSPITALS

Hospital Name	Address (Lat. and Long. if Helipad)	Travel Time Air	Grnd	Contact (number or frequency)	Helipad Yes	No	Burn Ctr. Yes	No
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐
					☐	☐	☐	☐

8. SPECIAL MEDICAL EMERGENCY PROCEDURES

PREPARED BY (Medical Unit Leader)	10. APPROVED BY (Safety Officer)

ICS 206

INCIDENT ORGANIZATION CHART (ICS 207)

ICS 🍁

Incident Commander

Safety Officer
Liaison Officer
Information Officer

Operations Section Chief
- Staging Area Manager
- Branch Director
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
- Branch Director
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
  - Division/Grp Supervisor
- Air Operations Branch Director
  - Air Support Grp Supervisor
    - Fixed Wing Base Mgr
    - Helibase Manager
    - Heliport Manager
  - Air Tactical Grp Supervisor
    - Helicopter Coordinator

Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor

Planning Section Chief
- Resource Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Documentation Unit Leader
- Technical Specialists

Logistics Section Chief
- Service Branch Director
  - Communications Unit Leader
  - Medical Unit Leader
  - Food Unit Leader
- Support Branch Director
  - Supply Unit Leader
  - Facilities Unit Leader
  - Ground Support Unit Leader

Finance Section Chief
- Time Unit Leader
- Procurement Unit Leader
- Comp/Claims Unit Leader
- Cost Unit Leader

Safety Message/Plan (ICS 208)

1. INCIDENT NAME	2. OPERATIONAL PERIOD:	Date from:	Date to:
		Time from:	Time to:

3. SAFETY MESSAGE/EXPANDED SAFETY MESSAGE, SAFETY PLAN, SITE SAFETY PLAN:

4. SITE SAFETY PLAN REQUIRED? Yes ☐ No ☐
   Approved Site Safety Plan(s) Located At:

IAP Page	5. PREPARED BY (Name and Position)	Date/Time:
ICS 208		

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.		

*3. REPORT VERSION (Check one box on left) ❑ Initial Rpt # ❑ Update (if used) ❑ Final	*4. INCIDENT COMMANDER(S) & AGENCY OR ORGANIZATION	5. INCIDENT MANAGEMENT ORGANIZATION	*6. INCIDENT START DATE/TIME Date Time
7. CURRENT INCIDENT SIZE OR AREA INVOLVED (Use unit label – e.g. "sq km", "city block")	8. PERCENT (%) CONTAINED COMPLETED	*9. INCIDENT DEFINITION	10. INCIDENT COMPLEXITY LEVEL *11. FOR TIME PERIOD From Date/Time To Date/Time

APPROVAL & ROUTING INFORMATION

*12. PREPARED BY Print Name ICS Position Date/Time Prepared	*13. DATE/TIME SUBMITTED
*14. APPROVED BY Print Name ICS Position Date/Time Prepared	*15. PRIMARY LOCATION, ORGANIZATION, OR AGENCY SENT TO

INCIDENT LOCATION INFORMATION

*16. PROVINCE/TERRITORY	*17. COUNTY, REGIONAL/RURAL MUNICIPALITY, REGIONAL/MUNICIPAL DISTRICT	*18. CITY
19. UNIT OR OTHER	*20. INCIDENT JURISDICTION	21. INCIDENT LOCATION OWNERSHIP (if different than jurisdiction)
22. LONGITUDE LATITUDE	23. DATUM	24. LEGAL DESCRIPTION (township, section, range)
*25. SHORT LOCATION OR AREA DESCRIPTION (list all affected areas or a reference point)		*26. UTM COORDINATES

27. NOTE ANY ELECTRONIC GEOSPATIAL DATA INCLUDED OR ATTACHED (indicate data format, content, and collection time information and labels)

INCIDENT SUMMARY

*28. SIGNIFICANT EVENTS FOR THE TIME PERIOD REPORTED (summarize significant progress made, evacuations, incident growth, etc.)

29. PRIMARY MATERIALS OR HAZARDS INVOLVED (hazardous chemicals, fuel types, infectious agents, radiation, etc.)

30. DAMAGE ASSESSMENT INFORMATION (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

ICS 209 | Page 1 of 4   * Required when applicable

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION

*31. PUBLIC STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date	*32. RESPONDER STATUS SUMMARY	A. # This Reporting Period	B. Total # to Date
C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW			C. INDICATE NUMBER OF CIVILIANS (PUBLIC) BELOW		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing (note if estimated)		
H. Evacuated (note if estimated)			H. Evacuated (note if estimated)		
I. Sheltering in Place (note if estimated)			I. Sheltering in Place (note if estimated)		
J. In Temporary Shelters (note if estimated)			J. In Temporary Shelters (note if estimated)		
K. Have Received Mass Immunizations			K. Have Received Mass Immunizations		
L. Require Immunizations (note if estimated)			L. Require Immunizations (note if estimated)		
M. In Quarantine			M. In Quarantine		
N. Total # Civilians (Public) Affected			N. Total Responders Affected		

33. LIFE, SAFETY, AND HEALTH STATUS/THREAT REMARKS	*34. LIFE, SAFETY, AND HEALTH THREAT MANAGEMENT	A. Check if Active
	A. No Likely Threat	❏
	B. Potential Future Threat	❏
	C. Mass Notifications in Progress	❏
	D. Mass Notifications Completed	❏
	E. No Evacuation(s) Imminent	❏
	F. Planning for Evacuation	❏
	G. Planning for Shelter-in-Place	❏
35. WEATHER CONCERNS (synopsis of currant and predicted weather, discuss related factors that may cause concern)	H. Evacuation(s) in Progress	❏
	I. Shelter-in-Place in Progress	❏
	J. Repopulation in Progress	❏
	K. Mass Immunization in Progress	❏
	L. Mass Immunization Complete	❏
	M. Quarantine in Progress	❏
	N. Area Restriction in Effect	❏
		❏
		❏
		❏
		❏

36. PROJECTED INCIDENT ACTIVITY, POTENTIAL, MOVEMENT, ESCALATION, OR SPREAD
and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes

12 hours

24 hours

48 hours

72 hours

Anticipated after 72 hours

37. OBJECTIVES (define planned end-state for incident)

ICS 209 | Page 2 of 4

* Required when applicable

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued)

38. CURRENT INCIDENT THREAT SUMMARY AND RISK INFORMATION IN 12-, 24-, 48-, AND 72-HOUR TIMEFRAMES AND BEYOND
Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours	
24 hours	
48 hours	
72 hours	
Anticipated after 72 hours	

39. CRITICAL RESOURCE NEEDS in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours	
24 hours	
48 hours	
72 hours	
Anticipated after 72 hours	

40. STRATEGIC DISCUSSION: EXPLAIN IN RELATION TO OVERALL STRATEGY, CONSTRAINTS, AND CURRENT AVAILABLE INFORMATION TO

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. PLANNED ACTIONS FOR NEXT OPERATIONAL PERIOD

42. PROJECTED FINAL INCIDENT SIZE/AREA (use unit label – e.g., "sq km")

43. ANTICIPATED INCIDENT MANAGEMENT COMPLETION DATE

44. PROJECTED SIGNIFICANT RESOURCE DEMOBILIZATION START DATE

45. ESTIMATED INCIDENT COSTS TO DATE

46. PROJECTED FINAL INCIDENT COST ESTIMATE

47. REMARKS (or continuation of any blocks above – list block number in notation)

ICS 209 | Page 3 of 4

* Required when applicable

Incident Status Summary (ICS 209)

*1. INCIDENT NAME	2. INCIDENT NO.

INCIDENT RESOURCE COMMITMENT SUMMARY

48. AGENCY OR ORGANIZATION	49. RESOURCES (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	50. ADDITIONAL PERSONNEL not assigned to a resource	51. TOTAL PERSONNEL (includes those associated with resources – e.g., aircraft or engines – and individual overhead)
52. TOTAL RESOURCES			

52. ADDITIONAL COOPERATING AND ASSISTING ORGANIZATIONS NOT LISTED ABOVE

ICS 209 | Page 4 of 4

* Required when applicable

Check In (ICS 211)

1. INCIDENT NAME

INCIDENT NUMBER

2. CHECK-IN LOCATION
☐ Base ☐ Camp ☐ Staging Area ☐ ICP Res. Unit ☐ Helibase

3. DATE/TIME

CHECK-IN INFORMATION

4. LIST PERSONNEL (overhead) BY AGENCY & NAME - OR -
LIST EQUIPMENT BY THE FOLLOWING FORMAT:

Agency	Single	Kind	Type	I.D. No./Name	5. ORDER/ REQUEST NUMBER	6. DATE/ TIME CHECK-IN	7. LEADER'S NAME	8. TOTAL NO. PERSONNEL	9. HOME BASE	10. DEPARTURE POINT	11. METHOD OF TRAVEL	12. INCIDENT ASSIGNMENT	13. OTHER QUALIFICATIONS	14. SENT TO RESOURCE UNIT

REMARKS or COMMENTS

Page	of	17. PREPARED BY (Name and Position)

ICS 211

General Message (ICS 213)

TO	POSITION

FROM	POSITION

SUBJECT	DATE	TIME

MESSAGE

SIGNATURE	POSITION

REPLY

DATE	TIME	SIGNATURE/POSITION

ICS 213

Activity Log (ICS 214)

ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. NAME	**5. ICS POSITION**		**6. OPERATIONAL PERIOD**

7. PERSONNEL ASSIGNED

Name	ICS Position	Home Base

8. ACTIVITY LOG

Time	Major Events

9. PREPARED BY (Name and Position)

ICS 214

Operational Planning Worksheet (ICS 215)

ICS

OPERATIONAL PLANNING WORKSHEET

1. INCIDENT NAME	2. DATE PREPARED Time Prepared	3. OPERATIONAL PERIOD (Date/Time)

4. DIVISION/GROUP or OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCE BY KIND AND TYPE	7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
		1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		
		Req			
		Have			
		Need			
		Req			
		Have			
		Need			
		Req			
		Have			
		Need			
		Req			
		Have			
		Need			
9. TOTAL RESOURCES		Req			
		Have			
		Need		PREPARED BY (Name and Position)	

Incident Action Plan Safety Analysis (ICS 215A)

ICS

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. INCIDENT NAME		2. DATE	3. TIME

Division or Group	Potential Hazards			Mitigations (e.g., PPE, buddy system, escape routes)
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			

PREPARED BY (Name and Position)

ICS 215A

ICS

Radio Requirements Worksheet (ICS 216)

1. INCIDENT NAME	2. DATE	3. TIME

4. BRANCH	5. AGENCY	6. OPERATIONAL PERIOD	7. TACTICAL FREQUENCY

8. DIVISION/GROUP (A)	8. DIVISION/GROUP (B)	8. DIVISION/GROUP (C)	8. DIVISION/GROUP (D)

AGENCY		AGENCY		AGENCY		AGENCY	
9. SECTOR	ID NO.	RADIO REQUIREMENTS	9. SECTOR	ID NO.	RADIO REQUIREMENTS	9. SECTOR	ID NO.	RADIO REQUIREMENTS	9. SECTOR	ID NO.	RADIO REQUIREMENTS

10. PREPARED BY (Name and Position)

Communications Resource Availability Worksheet (ICS 217A)

FREQUENCY BAND

Channel/Talkgroup Name	Channel Configuration	Users	DESCRIPTION								
			Rx Freq	N/W	PL Tone/ NAC	Tx Freq	N/W	PL Tone/ NAC	Mode A/D/M	Remarks	

For Channel Configuration indicate Simplex, Repeater,Trunking. 'Channel' name may be a number on some radios. 'Users' are all agencies who have radios with this channel. Frequency lists show four digits after the decimal place, followed by 'N' or 'W' for narrow or wide band and are shown as they will appear in a base, mobile or portable radio. Repeaters must be programmed with the Rx and Tx reversed.

ICS 217A

Support Vehicle/Equipment Inventory (ICS 218)

1. INCIDENT NAME

2. INCIDENT NUMBER

3. DATE/TIME PREPARED

Date

Time

4. VEHICLE/EQUIPMENT CATEGORY

5. VEHICLE/EQUIPMENT INFORMATION

Order Request No.	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time

6. PREPARED BY

Name

Position/Title

Signature

ICS 218

AIR OPERATIONS SUMMARY (ICS 220)

1. INCIDENT NAME:

2. OPS PERIOD DATE:

START TIME:

END TIME:

3. REMARKS (safety notes, hazards, etc.)

4. MEDEVAC AIRCRAFT

5. NOTAM

Radius nm	
Altitude ASL	
Center Point	
Latitude	
Longitude	

Reg.	Model	Remarks

6. PERSONNEL

NAME	PHONE #
Sunrise	Sunset

7. FREQUENCIES

AM	FM

8. FIXED WING AIRCRAFT

9. HELICOPTERS (attach additional sheets if required)

Reg.	Make/Model	Base	Start	Remarks

Reg.	Make/Model	Base	Start	Remarks

10. Page ___ **of** ___

11. Prepared by

Prepared Date

Prepared Time

Demobilization Checkout (ICS 221)

ICS

1. INCIDENT NAME/NUMBER		2. DATE/TIME	3. DEMOB. NUMBER

4. UNIT/PERSONNEL RELEASED	

5. TRANSPORATION TYPE/NUMBER	

6. ACTUAL RELEASE DATE/TIME		7. MANIFEST COMPLETED ☐ YES ☐ NO

8. DESTINATION		9. Notify	HQ ☐	Agency ☐	Region ☐	Area ☐	Dispatch ☐
	Name						
	Date						

10. UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING

You and your resources have been released subject to Sign-Off from the following:
Demobilization Unit Leader - Check the appropriate box

11. UNIT/PERSONNEL

LOGISTICS SECTION

☐ Supply Unit

☐ Communication Unit

☐ Facilities Unit

☐ Ground Support Unit Leader

PLANNING SECTION

☐ Documentation Unit

FINANCE SECTION

☐ Time Unit

OTHER

☐

☐ ☐

REMARKS

Crew Performance Rating (ICS 224)

INSTRUCTIONS: This rating is to be used only for determining an individual's fire fighting qualifications. All blocks must be completed. Crew will be rated by the immediate supervisor, not crew representative. If deficiencies are indicated for items 9 and 10, explain in item 11.

1. CREW NAME AND NUMBER	2. FIRE NAME AND NUMBER	3. CREW LEADER (name)

4. CREW HOME UNIT AND ADDRESS	5. LOCATION OF FIRE (complete address)

6. AGENCY REPRESENTATIVE	7. DATES ON FIRE	8. NUMBER OF SHIFTS WORKED

9. CREW EVALUATION

Rating Factors	Excellent	Satisfactory	Deficient	Needs to Improve
Physical Condition				
Hot Line Construction				
Mop-Up				
Off Line Conduct				
Use of Safe Practices				
Crew Organization and Equipment				
Other (specify)				

10. SUPERVISORY PERFORMANCES

	Excellent	Satisfactory	Deficient	Needs to Improve
Crew Leader				
Squad Bosses				

11. AREAS NEEDING IMPROVEMENT

12. NAMES OF OUTSTANDING WORKERS (comment)	13. NAMES OF INDIVIDUALS NEEDING IMPROVEMENT (indicate area(s))

14. Remarks

15. CREW LEADER (signature) This rating has been discussed with me.	16. DATE

17. RATED BY (signature)	18. HOME UNIT (address)	19. POSITION OF FIRE	20. DATE

ICS 224

ICS

Incident Personnel Performance Rating (ICS 225)

1. NAME	2. INCIDENT NAME	3. INCIDENT NO.

4. HOME UNIT NAME & ADDRESS	5. INCIDENT AGENCY & ADDRESS

6. POSITION HELD ON INCIDENT	7. DATE(S) OF ASSIGNMENT From To	8. INCIDENT COMPLEXITY LEVEL ❑1 ❑2 ❑3 ❑4 ❑5	9. INCIDENT DEFINITION

10. EVALUATION

RATING FACTORS	NA	1 - UNACCEPTABLE	2	3 - MET STANDARDS	4	5 - EXCEEDED EXPECTATIONS
11. KNOWLEDGE OF THE JOB/PROFESSIONAL COMPETENCE Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	❑	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ❑	❑	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ❑	❑	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ❑
12. ABILITY TO OBTAIN PERFORMANCE/RESULTS Quality, quantity, timeliness, and impact of work.	❑	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ❑	❑	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. ❑	❑	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. ❑
13. PLANNING/ PREPAREDNESS Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	❑	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ❑	❑	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ❑	❑	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ❑
14. USING RESOURCES Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	❑	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ❑	❑	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. ❑	❑	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ❑
15. ADAPTABILITY/ATTITUDE Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	❑	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. ❑	❑	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. ❑	❑	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ❑
16. COMMUNICATION SKILLS Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	❑	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. ❑	❑	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. ❑	❑	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. ❑

ICS 225 | Page 1 of 2

Incident Personnel Performance Rating (ICS 225)

1. NAME	2. INCIDENT NAME	3. INCIDENT NO.

10. EVALUATION

RATING FACTORS	NA	1 - UNACCEPTABLE	2	3 - MET STANDARDS	4	5 - EXCEEDED EXPECTATIONS
17. ABILITY TO WORK ON A TEAM Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	❏	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. ❏	❏	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. ❏	❏	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. ❏
18. CONSIDERATION FOR PERSONNEL/TEAM WELFARE Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	❏	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. ❏	❏	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. ❏	❏	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. ❏
19. DIRECTING OTHERS Ability to influence or direct others in accomplishing tasks or missions.	❏	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. ❏	❏	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. ❏	❏	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. ❏
20. JUDGMENT/DECISIONS UNDER STRESS Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	❏	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. ❏	❏	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. ❏	❏	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. ❏
21. INITIATIVE Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	❏	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. ❏	❏	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. ❏	❏	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking. ❏
22. PHYSICAL ABILITY FOR THE JOB Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	❏	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. ❏	❏	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional wellbeing. Recognized and managed stress effectively. ❏	❏	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. ❏
23. ADHERENCE TO SAFETY Ability to invest in the IMT's future by caring for the safety of self and others.	❏	Failed to adequately identify and protect personnel from safety hazards. ❏	❏	Ensured that safe operating procedures were followed. ❏	❏	Demonstrated a significant commitment toward safety of personnel. ❏

24. REMARKS

25. RATED INDIVIDUAL (This rating has been discussed with me)

Signature   Date/Time

26. RATED BY Name	Signature	
Home Unit	Position Held on this Incident	Date/Time

ICS 225 | Page 2 of 2

Communications Log (ICS 309)

1. INCIDENT NAME AND ACTIVATION NUMBER	2. OPERATIONAL PERIOD (Date/Time)	
	From	To
3. RADIO NET NAME (for NCOs) OR POSITION/TACTICAL CALL	4. RADIO OPERATOR (Name, Call Sign)	

5. FREQUENCY/CHANNEL					
Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	

ICS 309	6. PREPARED BY (Name, Call Sign)	7. DATE & TIME PREPARED

Weather

Date/Time (24 hr)						
Temperature						
Wind Direction/Speed						
Present Precipitation						
Rainfall Next 24 Hours (forecast)						
Rainfall Last 24 Hours						
Barometric Pressure						
Humidity						

Comments:

_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX – C

DECLARATION OF A STATE OF LOCAL EMERGENCY

Whereas an emergency exists in the

_____

due to

_____
__

<div align="center">(Enter a description of the nature of the emergency)</div>

Therefore, the Council of _____, pursuant to Section 21 of the Alberta *Emergency Management Act* and Sections 8 and 9 of:

- County of St. Paul NO. 19 – Bylaw 2014-30
- Town of St. Paul – Bylaw 1209
- Town of Elk Point – Bylaw 731/14
- Summer Village of Horseshoe Bay – Bylaw 106/2014

Declares that a state of local emergency exists in the

_____.

A Map is attached due to the inability to specifically identify the exact boundary and due to the severe nature of the emergency.

Time: _____   Date: _____

Signature: _____

Notes:

1. If the whole of the municipality is not affected, describe the area in which the emergency exists.

2. Ensure that the declaration is entered in the municipal register.

3. Immediately after making the declaration, publish the details of the declaration by such means considered most likely to make them known to the population of the area affected.

4. Forward a copy of the declaration to the Minister Responsible for AEMA.

5. A declaration of a state of local emergency lapses seven (7) days after its making by a local authority unless it is cancelled earlier by the Minister, or terminated by the local authority, or unless it is renewed by the local authority.

Public Announcement
Following the "Declaration of a
State of Local Emergency"

"The Council of _____ declares that a State of Local Emergency exists or may exist

in the

_____

(describe affected portion of the municipality)

due to

_____ "

(enter a description of the nature of the emergency)

A Map is attached due to the inability to specifically identify the exact boundary and due to the severe nature of the emergency.

"The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation."

Time: _____ Date: _____

Signature: _____

Termination of Declaration of a
State of Local Emergency

Under the Regional Emergency Management Bylaw, Council has delegated its authority pursuant to the *Emergency Management Act* to the Chief Elected Official (or designate), or any two (2) Councilor's. The Chief Elected Official (or designate), or any two (2) Councilor's, therefore, by resolution would terminate the State of Local Emergency prior to the seven (7) days.

Moved by _____ *(name)*, the _____, under authority of the Regional Emergency Management Bylaw, hereby terminates the State of Local Emergency declared on _____ *(date)* at _____ *(time)*,

related to

_____

_____

_ .

(describe nature of emergency)

APPENDIX – D

Purchase Order (ECC)

Disaster Code:

P.O. No:

Date:

Requested by:

Particulars

Details	Quantity	Unit Price	Total
		Subtotal	
		Tax	
		Total	

Authorized Person _____

Purchase Order Register (ECC)

P.O. No	Date	Issued To	Amount

APPENDIX – E

Regional Emergency Management
Mutual Aid Agreement

This Mutual Aid Agreement is entered into on this __*17*__ day of __*November*__ 20*1Y*
between the Municipalities in the Province of Alberta:

1. Town of St. Paul
2. County of St. Paul No.19
3. Town of Elk Point
4. Summer Village of Horseshoe Bay

     WHEREAS an emergency could affect any municipality to such a degree that their resources would be insufficient to manage with the situation;

     AND WHEREAS the above-named municipality wish to make prearrangement for prompt emergency action in support of an municipality in the group which may be affected or threatened by an emergency and require assistance: (the areas of mutual concern are listed in paragraph 1 below)
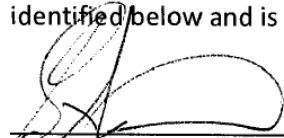
     THEREFORE, the above named agree to as follows:

1. The parties to the agreement will render all possible assistance to each other upon request when required, subject to the following conditions:

    a. The normal channels of communication shall be between the Regional Director of Emergency Management (or designate) and the Chief Administrative Officer (or designate) of the affected/assisting municipality.
    b. On receipt of a call for assistance, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of each responding authority having regard to its own local needs/situation at the time.
    c. Personnel sent to assist the affected municipality will follow the affected municipalities Regional Emergency Management Plan and abide by the ICS system.
    d. Any expenses incurred in connection with the mobilization, movement and deployment of mutual aid resources will be borne by the municipality requesting/receiving the aid. All expenses will be reimbursed on a costs recovery basis.
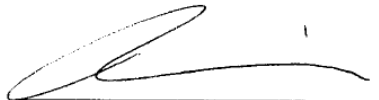
2. **Termination of Agreement**

    This Mutual Aid Agreement shall remain in full force unless terminated or replaced by a new agreement when mutually agreed upon by the parties involved. Parties may withdraw from this agreement by giving not less than 30 days' written notice to all other parties.

In witness whereof, this Mutual Aid Agreement has been duly executed by the parties identified below and is binding upon the requesting municipality.

_____   _____
Town of St. Paul CEO   Date   Nov 17/14

_____   _____
Town of St. Paul CAO   Date   Nov. 17/14

_____   _____
County of St. Paul No.19 CEO   Date   Nov 24/2014

_____   _____
County of St. Paul No.19 CAO   Date   Nov. 24/14
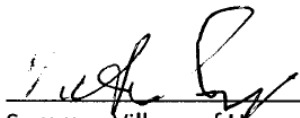
_____   _____
Town of Elk Point CEO   Date   Dec 10/2014

_____   _____
Town of Elk Point CAO   Date   Dec / 2014

_____   _____
Summer Village of Horseshoe   Date   DEC 11 / 2014
Bay CEO

_____   _____
Summer Village of Horseshoe   Date   Dec 10/14
Bay CAO

St. Paul Regional Emergency Management
Mutual Aid Agreement

This Mutual Aid Agreement is entered into on this _2nd_ day of _April_ 20_15_ between the Municipalities in the Province of Alberta:

1. Region of St. Paul
2. Town and County of Two Hills

Definition

In this Agreement unless there is something in the subject matter or context inconsistent therewith:

    a) "Region of St. Paul" defines the municipalities of the Town of St. Paul; County of St. Paul No. 19; Town of Elk Point; and Summer Village of Horseshoe Bay;

    b) "Agreement" means this agreement and any schedules attached hereto;

    c) "Aid" means assistance or support by an Assisting Party to a Requesting Party under this Agreement;

    d) "Assisting Party" means that party to this Agreement providing Aid to another party to this Agreement;

    e) "Requesting Party" means that party to this Agreement receiving Aid from another party to this Agreement;

    f) The word "shall" is to be read and interpreted as mandatory;

    g) The word "may" is to be read and interpreted as permissive, and

    h) The words "party" or "parties" shall be read and interpreted as meaning those parties to this Agreement and such party's successors and permitted assigns.

    i) "Chair and Vice Chair" shall be read and interpreted as a representative for all four municipalities when signing into a M.A. contract with communities outside the Region of St. Paul.

WHEREAS an emergency could affect any municipality to such a degree that their resources would be insufficient to manage with the situation;

AND WHEREAS the above-named municipality wish to make prearrangement for prompt emergency action in support of a municipality in the group which may be affected or threatened by an emergency and require assistance. Therefore each municipality that is a signatory to this agreement agrees to be a party in this Mutual Aid Agreement.

THEREFORE, the above named agree to as follows:

1. The parties to the agreement will render all possible assistance to each other upon request when required, subject to the following conditions:

    a. The normal channels of communication shall be between the Regional Director of Emergency Management (or designate) and the Chief Administrative Officer (or designate) of the affected/assisting municipality; except that:

      i. Calls for emergency services (Fire and or Ambulance) equipment may be made by the Chief of that department, or their designate, or a duly authorized representative of the Requesting Party to the Chief of that department, or their designate, or a duly authorized representative of the Assisting Party

  b. On receipt of a call for assistance, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of each responding authority having regard to its own local needs/situation at the time.

  c. Personnel sent to assist the affected municipality will follow the affected municipalities Regional Emergency Management Plan.

  d. Any expenses incurred in connection with the mobilization, movement and deployment of mutual aid resources will be borne by the municipality requesting/receiving the aid. All expenses will be reimbursed as per the most current version of the Alberta Roadbuilders & Heavy Construction Association's Rate Guide Book on a costs recovery basis.

2. Termination of Agreement

This Mutual Aid Agreement shall remain in full force unless terminated or replaced by a new agreement when mutually agreed upon by the parties involved. Parties may withdraw from this agreement by giving not less than 30 days' written notice to all other parties.

In witness whereof, this Mutual Aid Agreement has been duly executed by the parties identified below and is binding upon the requesting municipality. This Agreement comes into full force upon signing and shall be reviewed annually by all parties to this Agreement thereafter.

_____   Mar. 12, 2015
Region of St. Paul Chair   Date

_____   March 12, 2015
Region of St. Paul Vice Chair   Date

_____   April 2. 2015
CEO   Date

_____   April 2. 2015
CAO   Date

St. Paul Regional Emergency Management
Mutual Aid Agreement

This Mutual Aid Agreement is entered into on this 23 day of July 20 15 between the Municipalities in the Province of Alberta:

1. Region of St. Paul
2. City of Cold Lake

Definition

In this Agreement unless there is something in the subject matter or context inconsistent therewith:

a) "Region of St. Paul" defines the municipalities of the Town of St. Paul; County of St. Paul No. 19; Town of Elk Point; and Summer Village of Horseshoe Bay;

b) "Agreement" means this agreement and any schedules attached hereto;

c) "Aid" means assistance or support by an Assisting Party to a Requesting Party under this Agreement;

d) "Assisting Party" means that party to this Agreement providing Aid to another party to this Agreement;

e) "Requesting Party" means that party to this Agreement receiving Aid from another party to this Agreement;

f) The word "shall" is to be read and interpreted as mandatory;

g) The word "may" is to be read and interpreted as permissive, and

h) The words "party" or "parties" shall be read and interpreted as meaning those parties to this Agreement and such party's successors and permitted assigns.

i) "Chair and Vice Chair" shall be read and interpreted as a representative for all four municipalities when signing into a M.A. contract with communities outside the Region of St. Paul.

WHEREAS an emergency could affect any municipality to such a degree that their resources would be insufficient to manage with the situation;

AND WHEREAS the above-named municipality wish to make prearrangement for prompt emergency action in support of a municipality in the group which may be affected or threatened by an emergency and require assistance. Therefore each municipality that is a signatory to this agreement agrees to be a party in this Mutual Aid Agreement.

THEREFORE, the above named agree to as follows:

1. The parties to the agreement will render all possible assistance to each other upon request when required, subject to the following conditions:

   a. The normal channels of communication shall be between the Regional Director of Emergency Management (or designate) and the Chief Administrative Officer (or designate) of the affected/assisting municipality; except that:

     i. Calls for emergency services (Fire and or Ambulance) equipment may be made by the Chief of that department, or their designate, or a duly authorized representative of the Requesting Party to the Chief of that department, or their designate, or a duly authorized representative of the Assisting Party

b. On receipt of a call for assistance, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of each responding authority having regard to its own local needs/situation at the time.

c. Personnel sent to assist the affected municipality will follow the affected municipalities Regional Emergency Management Plan.

d. Any expenses incurred in connection with the mobilization, movement and deployment of mutual aid resources will be borne by the municipality requesting/receiving the aid. All expenses will be reimbursed as per the most current version of the Alberta Roadbuilders & Heavy Construction Association's Rate Guide Book on a costs recovery basis.

2. Termination of Agreement

This Mutual Aid Agreement shall remain in full force unless terminated or replaced by a new agreement when mutually agreed upon by the parties involved. Parties may withdraw from this agreement by giving not less than 30 days' written notice to all other parties.

In witness whereof, this Mutual Aid Agreement has been duly executed by the parties identified below and is binding upon the requesting municipality. This Agreement comes into full force upon signing and shall be reviewed annually by all parties to this Agreement thereafter.

_____   Mar. 12, 2015
Region of St. Paul Chair   Date

_____   March 12, 2015
Region of St. Paul Vice Chair   Date

_____   JULY 23/15
CEO   Date

_____   JULY 23/15
CAO   Date
ACTING

St. Paul Regional Emergency Management
Mutual Aid Agreement

This Mutual Aid Agreement is entered into on this _21_ day of _September_ 2015 between the Municipalities in the Province of Alberta:

1. Region of St. Paul
2. Region of Lac La Biche

Definition

In this Agreement unless there is something in the subject matter or context inconsistent therewith:

a) "Region of St. Paul" defines the municipalities of the Town of St. Paul; County of St. Paul No. 19; Town of Elk Point; and Summer Village of Horseshoe Bay;

b) "Agreement" means this agreement and any schedules attached hereto;

c) "Aid" means assistance or support by an Assisting Party to a Requesting Party under this Agreement;

d) "Assisting Party" means that party to this Agreement providing Aid to another party to this Agreement;

e) "Requesting Party" means that party to this Agreement receiving Aid from another party to this Agreement;

f) The word "shall" is to be read and interpreted as mandatory;

g) The word "may" is to be read and interpreted as permissive, and

h) The words "party" or "parties" shall be read and interpreted as meaning those parties to this Agreement and such party's successors and permitted assigns.

i) "Chair and Vice Chair" shall be read and interpreted as a representative for all four municipalities when signing into a M.A. contract with communities outside the Region of St. Paul.

WHEREAS an emergency could affect any municipality to such a degree that their resources would be insufficient to manage with the situation;

AND WHEREAS the above-named municipality wish to make prearrangement for prompt emergency action in support of a municipality in the group which may be affected or threatened by an emergency and require assistance. Therefore each municipality that is a signatory to this agreement agrees to be a party in this Mutual Aid Agreement.

THEREFORE, the above named agree to as follows:

1. The parties to the agreement will render all possible assistance to each other upon request when required, subject to the following conditions:

   a. The normal channels of communication shall be between the Regional Director of Emergency Management (or designate) and the Chief Administrative Officer (or designate) of the affected/assisting municipality; except that:

     i. Calls for emergency services (Fire and or Ambulance) equipment may be made by the Chief of that department, or their designate, or a duly authorized representative of the Requesting Party to the Chief of that department, or their designate, or a duly authorized representative of the Assisting Party

b. On receipt of a call for assistance, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of each responding authority having regard to its own local needs/situation at the time.

c. Personnel sent to assist the affected municipality will follow the affected municipalities Regional Emergency Management Plan.

d. Any expenses incurred in connection with the mobilization, movement and deployment of mutual aid resources will be borne by the municipality requesting/receiving the aid. All expenses will be reimbursed as per the most current version of the Alberta Roadbuilders & Heavy Construction Association's Rate Guide Book on a costs recovery basis.

2. Termination of Agreement

This Mutual Aid Agreement shall remain in full force unless terminated or replaced by a new agreement when mutually agreed upon by the parties involved. Parties may withdraw from this agreement by giving not less than 30 days' written notice to all other parties.

In witness whereof, this Mutual Aid Agreement has been duly executed by the parties identified below and is binding upon the requesting municipality. This Agreement comes into full force upon signing and shall be reviewed annually by all parties to this Agreement thereafter.

_____   Mar. 12, 2015
Region of St. Paul Chair   Date

_____   March 12, 2015
Region of St. Paul Vice Chair   Date

_____   _____
CEO   Date

_____   Sept. 21/15
CAO   Date

APPENDIX – F

COUNTY OF ST. PAUL NO. 19

BYLAW NO. 2014-30

A Bylaw of the County of St. Paul in the Province of Alberta to establish an Emergency Advisory Committee and Regional Emergency Management Agency.

WHEREAS the Council of the County of St. Paul No. 19 is responsible under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000 ("the Act"), for the direction and control of the local authority's emergency response and is required to prepare and approve an emergency plan and program; and

WHEREAS the Council of the County of St. Paul No. 19 is also required under the Act, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency to carry out Council's statutory powers and obligations under the Act; and

WHEREAS it is permissible under the Act, that an emergency management agency be maintained by and act as the agent of more than one local authority; and

WHEREAS the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay ("the St. Paul Region") have agreed to work together through a regional emergency management plan and programs to carry out emergency management activities;

NOW THEREFORE, THE COUNCIL OF THE COUNTY OF ST. PAUL NO. 19, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.

2. In this Bylaw:

    a. "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
    b. "CEO" means the Chief Elected Official as defined within the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000;
    c. "Council" means the Council of the County of St. Paul No. 19;
    d. "Director of the Regional Emergency Management Agency" means the same as the "director of the emergency management agency", as defined in the *Emergency Management Act*, with responsibility for the Regional Emergency Management Agency;
    e. "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or widespread damage to property;
    f. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
    g. "Emergency Advisory Committee" means the committee established for the local authority under this Bylaw, as defined in the *Emergency Management Act*;
    h. "Local Authority" means, where a municipality has a council within the meaning of the *Municipal Government Act*, that council;
    i. "Minister" means the Minister charged with the administration of the Act;
    j. "Regional Emergency Management Agency" means the agency established under this Bylaw, and means the same as the "emergency management agency" as defined in the *Emergency Management Act*;
    k. "Regional Emergency Management Plan" means the emergency plan prepared by the Regional Emergency Management Agency; and
    l. "State of Local Emergency" means the declaration made by a local authority, as defined in the *Emergency Management Act*.

3. The Council of the County of St. Paul No. 19 hereby establishes an Emergency Advisory Committee, comprised of two (2) members of Council, to ensure that an emergency plan and program are prepared to address potential emergencies or disasters affecting the County of St. Paul No. 19.

4. The Council of St. Paul No. 19 hereby supports establishment of a Regional Emergency Management Agency to carry out emergency management activities on behalf of the County of St. Paul No. 19.

5. The Council may:

   a. By bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the regional emergency management agency; and
   b. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

6. The Emergency Advisory Committee shall:

   a. Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year; and
   b. Advise the Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

7. The Director of the Regional Emergency Management Agency shall:

   a. Act as Director of emergency operations, or ensure that someone is designated as a Deputy Director under the Regional Emergency Management Plan to so act, on behalf of the St. Paul Region;
   b. Coordinate all emergency services and other resources used in an emergency;
   c. Prepare, co-ordinate and review the Regional Emergency Management Plan and related plans and programs on a regular basis with assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan;
   d. Revise and update the Regional Emergency Management Plan, upon authority of the Emergency Advisory Committee for each of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and
   e. Delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), (c) and (d).

8. The power to declare, renew or terminate a state of local emergency under the Act is hereby delegated to the CEO of the County of St. Paul No. 19, relating to all or any part of that specific municipality.

9. In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councillors.

10. When a state of local emergency is declared, the person or persons making the declaration shall:

    a. Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;
    b. Cause the details of the declaration to be published immediately by such means of communications considered most likely to notify the population of the area affected; and
    c. Forward a copy of the declaration to the Minister forthwith.

11. Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may:

    a. Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
    b. Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
    c. Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
    d. Control or prohibit travel to or from any area of the municipality;

e.   Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality;

f.   Cause the evacuation of persons and the removal of livestock and personal property from any area of the municipality that is or may be affected by the disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

g.   Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;

h.   Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

i.   Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the state of local emergency;

j.   Authorize the conscription of persons needed to meet an emergency; and

k.   Authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by the declaration of a state of local emergency.

12. When a state of local emergency is declared,

a.   No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw or the Act or the regulations.

13. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

a.   Resolution is passed under Section 11;

b.   A period of seven days has lapsed since it was declared, unless it is renewed by resolution;

c.   The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or

d.   The Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communications considered most likely to notify the majority of the population of the area affected.

16. Bylaw No. 1239, passed on April 14, 1992, is hereby rescinded.

17. This bylaw shall take effect on the date of the third and final reading.

Read a first time in Council this 14th day of October, A.D. 2014.

Read a second time in Council this 14th day of October, A.D. 2014.

Read a third time in Council this 14th day of October, A.D. 2014.

_____   _____
Reeve   Chief Administrative Officer

BYLAW # 1209
REGIONAL EMERGENCY MANAGEMENT BYLAW

A Bylaw of Town of St. Paul in the Province of Alberta
to establish an Emergency Advisory Committee,
and Regional Emergency Management Agency

WHEREAS the Council of the Town of St. Paul is responsible under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000 ("the Act"), for the direction and control of the local authority's emergency response and is required to prepare and approve an emergency plan and program; and

WHEREAS the Council of the Town of St. Paul is also required under the Act, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency to carry out Council's statutory powers and obligations under the Act; and

WHEREAS it is permissible under the Act, that an emergency management agency be maintained by and act as the agent of more than one local authority; and

WHEREAS the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay ("the St. Paul Region") have agreed to work together through a regional emergency management plan and programs to carry out emergency management activities;

NOW THEREFORE, THE COUNCIL OF the Town of St. Paul, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.

2. In this Bylaw:

   a. "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
   b. "CEO" means the Chief Elected Official as defined within the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000;
   c. "Council" means the council of a city, town, village, summer village, municipal district or specialized municipality, as defined in the *Municipal Government Act*;
   d. "Director of the Regional Emergency Management Agency" means the same as the "director of the emergency management agency", as defined in the *Emergency Management Act,* with responsibility for the Regional Emergency Management Agency;
   e. "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or widespread damage to property;
   f. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
   g. "Emergency Advisory Committee" means the committee established for the local authority under this Bylaw, as defined in the *Emergency Management Act*;
   h. "Local Authority" means, where a municipality has a council within the meaning of the *Municipal Government Act*, that council;
   i. "Minister" means the Minister charged with the administration of the Act;
   j. "Regional Emergency Management Agency" means the agency established under this Bylaw, and means the same as the "emergency management agency" as defined in the *Emergency Management Act*;
   k. "Regional Emergency Management Plan" means the emergency plan prepared by the Regional Emergency Management Agency; and
   l. "State of Local Emergency" means the declaration made by a local authority, as defined in the *Emergency Management Act*.

3. The Council of the Town of St. Paul hereby establishes an Emergency Advisory Committee, comprised of two (2) members of Council, to ensure that an emergency plan and program are prepared to address potential emergencies or disasters affecting the Town of St. Paul.

4. The Council of the Town of St. Paul hereby supports establishment of a Regional Emergency Management Agency to carry out emergency management activities on behalf of the Town of St. Paul.

6. The Emergency Advisory Committee shall:

    a. Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year; and
    b. Advise the Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

7. The Director of the Regional Emergency Management Agency shall:

    a. Act as Director of emergency operations, or ensure that someone is designated as a Deputy Director under the Regional Emergency Management Plan to so act, on behalf of the St. Paul Region;
    b. Coordinate all emergency services and other resources used in an emergency;
    c. Prepare, co-ordinate and review the Regional Emergency Management Plan and related plans and programs on a regular basis with assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan;
    d. Revise and update the Regional Emergency Management Plan, upon authority of the Emergency Advisory Committee for each of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and
    e. Delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), (c) and (d).

8. The power to declare, renew or terminate a state of local emergency under the Act is hereby delegated to the CEO of the Town of St. Paul, relating to all or any part of that specific municipality.

9. In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councillors.

10. When a state of local emergency is declared, the person or persons making the declaration shall:

    a. Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;
    b. Cause the details of the declaration to be published immediately by such means of communications considered most likely to notify the population of the area affected; and
    c. Forward a copy of the declaration to the Minister forthwith.

11. Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may:

    a. Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
    b. Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
    c. Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
    d. Control or prohibit travel to or from any area of the municipality;
    e. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality;
    f. Cause the evacuation of persons and the removal of livestock and personal property from any area of the municipality that is or may be affected by the disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
    g. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
    h. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
    i. Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the state of local emergency;
    j. Authorize the conscription of persons needed to meet an emergency; and
    k. Authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by the declaration of a state of local emergency.

14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

   a. Resolution is passed under Section 11;
   b. A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
   c. The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
   d. The Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communications considered most likely to notify the majority of the population of the area affected.

16. Bylaw # 967, passed on May 23, 1994, is hereby rescinded.

17. This bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME in Council this 14th day of October 2014.

READ A SECOND TIME in Council this 14th day of October 2014.

READ A THIRD TIME in Council this 14th day of October 2014.

Signature(s)

_____ Mayor

Glenn Andersen

_____ CAO

Ron. O. Boisvert

BYLAW # 731/14
REGIONAL EMERGENCY MANAGEMENT BYLAW

A Bylaw of Town of Elk Point in the Province of Alberta to establish an Emergency Advisory Committee, and Regional Emergency Management Agency

WHEREAS the Council of Town of Elk Point is responsible under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000 ("the Act"), for the direction and control of the local authority's emergency response and is required to prepare and approve an emergency plan and program; and

WHEREAS the Council of Town of Elk Point is also required under the Act, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency to carry out Council's statutory powers and obligations under the Act; and

WHEREAS it is permissible under the Act, that an emergency management agency be maintained by and act as the agent of more than one local authority; and

WHEREAS the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay ("the St. Paul Region") have agreed to work together through a regional emergency management plan and programs to carry out emergency management activities;

NOW THEREFORE, THE COUNCIL OF TOWN OF ELK POINT, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.

2. In this Bylaw:

   a. "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
   b. "CEO" means the Chief Elected Official as defined within the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000;
   c. "Council" means the council of a city, town, village, summer village, municipal district or specialized municipality, as defined in the *Municipal Government Act*;
   d. "Director of the Regional Emergency Management Agency" means the same as the "director of the emergency management agency", as defined in the *Emergency Management Act*, with responsibility for the Regional Emergency Management Agency;
   e. "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or widespread damage to property;
   f. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
   g. "Emergency Advisory Committee" means the committee established for the local authority under this Bylaw, as defined in the *Emergency Management Act*;
   h. "Local Authority" means, where a municipality has a council within the meaning of the *Municipal Government Act*, that council;
   i. "Minister" means the Minister charged with the administration of the Act;

j. "Regional Emergency Management Agency" means the agency established under this Bylaw, and means the same as the "emergency management agency" as defined in the *Emergency Management Act*;

k. "Regional Emergency Management Plan" means the emergency plan prepared by the Regional Emergency Management Agency; and

l. "State of Local Emergency" means the declaration made by a local authority, as defined in the *Emergency Management Act*.

3. The Council of Town of Elk Point hereby establishes an Emergency Advisory Committee, comprised of two (2) members of Council, to ensure that an emergency plan and program are prepared to address potential emergencies or disasters affecting Town of Elk Point.

4. The Council of Town of Elk Point hereby supports establishment of a Regional Emergency Management Agency to carry out emergency management activities on behalf of the Town of Elk Point.

5. The Council may:

   a. By bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the regional emergency management agency; and

   b. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

6. The Emergency Advisory Committee shall:

   a. Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year; and

   b. Advise the Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

7. The Director of the Regional Emergency Management Agency shall:

   a. Act as Director of emergency operations, or ensure that someone is designated as a Deputy Director under the Regional Emergency Management Plan to so act, on behalf of the St. Paul Region;

   b. Coordinate all emergency services and other resources used in an emergency;

   c. Prepare, co-ordinate and review the Regional Emergency Management Plan and related plans and programs on a regular basis with assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan;

   d. Revise and update the Regional Emergency Management Plan, upon authority of the Emergency Advisory Committee for each of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and

   e. Delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), (c) and (d).

8. The power to declare, renew or terminate a state of local emergency under the Act is hereby delegated to the CEO of Town of Elk Point, relating to all or any part of that specific municipality.

9. In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councillors.

10. When a state of local emergency is declared, the person or persons making the declaration shall:

    a. Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;
    b. Cause the details of the declaration to be published immediately by such means of communications considered most likely to notify the population of the area affected; and
    c. Forward a copy of the declaration to the Minister forthwith.

11. Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may:

    a. Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
    b. Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
    c. Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
    d. Control or prohibit travel to or from any area of the municipality;
    e. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality;
    f. Cause the evacuation of persons and the removal of livestock and personal property from any area of the municipality that is or may be affected by the disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
    g. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
    h. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
    i. Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the state of local emergency;
    j. Authorize the conscription of persons needed to meet an emergency; and
    k. Authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by the declaration of a state of local emergency.

12. When a state of local emergency is declared,

    a. No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw or the Act or the regulations.

13. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

    a. Resolution is passed under Section 11;
    b. A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
    c. The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
    d. The Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communications considered most likely to notify the majority of the population of the area affected.

16. This bylaw shall take effect on the date of the third and final reading.

READ A **FIRST** TIME IN COUNCIL THIS 14ᵀᴴ DAY OF OCTOBER, A.D. 2014

_____
MAYOR

_____
TOWN MANAGER

READ A **SECOND** TIME IN COUNCIL THIS 14ᵀᴴ DAY OF OCTOBER, A.D. 2014.

_____
MAYOR

_____
TOWN MANAGER

READ A **THIRD** TIME AND FINALLY PASSED BY A MAJORITY OF THOSE PRESENT THIS 14ᵀᴴ DAY OF OCTOBER, A.D. 2014.

_____
MAYOR

_____
TOWN MANAGER

BYLAW #106/2014
REGIONAL EMERGENCY MANAGEMENT BYLAW

A Bylaw of the Summer Village of Horseshoe Bay
in the Province of Alberta
to Establish an Emergency Advisory Committee,
and Regional Emergency Management Agency

WHEREAS the Council of the Summer Village of Horseshoe Bay is responsible under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000 ("the Act"), for the direction and control of the local authority's emergency response and is required to prepare and approve an emergency plan and program; and

WHEREAS the Council of the Summer Village of Horseshoe Bay is also required under the Act, to appoint an emergency advisory committee and to establish and maintain a municipal emergency management agency to carry out Council's statutory powers and obligations under the Act; and

WHEREAS it is permissible under the Act, that an emergency management agency be maintained by and act as the agent of more than one local authority; and

WHEREAS the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay ("the St. Paul Region") have agreed to work together through a regional emergency management plan and programs to carry out emergency management activities;

NOW THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF HORSESHOE BAY, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Regional Emergency Management Bylaw.

2. In this Bylaw:

    a. "Act" means the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000;
    b. "CEO" means the Chief Elected Official as defined within the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000;
    c. "Council" means the council of a city, town, village, summer village, municipal district or specialized municipality, as defined in the *Municipal Government Act*;
    d. "Director of the Regional Emergency Management Agency" means the same as the "director of the emergency management agency", as defined in the *Emergency Management Act,* with responsibility for the Regional Emergency Management Agency;
    e. "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or widespread damage to property;
    f. "Emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
    g. "Emergency Advisory Committee" means the committee established for the local authority under this Bylaw, as defined in the *Emergency Management Act*;
    h. "Local Authority" means, where a municipality has a council within the meaning of the *Municipal Government Act*, that council;
    i. "Minister" means the Minister charged with the administration of the Act;

j. "Regional Emergency Management Agency" means the agency established under this Bylaw, and means the same as the "emergency management agency" as defined in the *Emergency Management Act*;

k. "Regional Emergency Management Plan" means the emergency plan prepared by the Regional Emergency Management Agency; and

l. "State of Local Emergency" means the declaration made by a local authority, as defined in the *Emergency Management Act*.

3. The Council of the Summer Village of Horseshoe Bay hereby establishes an Emergency Advisory Committee, comprised of two (2) members of Council, to ensure that an emergency plan and program are prepared to address potential emergencies or disasters affecting the Summer Village of Horseshoe Bay.

4. The Council of the Summer Village of Horseshoe Bay hereby supports establishment of a Regional Emergency Management Agency to carry out emergency management activities on behalf of the Summer Village of Horseshoe Bay.

5. The Council may:

a. By bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the regional emergency management agency; and

b. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

6. The Emergency Advisory Committee shall:

a. Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year; and

b. Advise the Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

7. The Director of the Regional Emergency Management Agency shall:

a. Act as Director of emergency operations, or ensure that someone is designated as a Deputy Director under the Regional Emergency Management Plan to so act, on behalf of the St. Paul Region;

b. Coordinate all emergency services and other resources used in an emergency;

c. Prepare, co-ordinate and review the Regional Emergency Management Plan and related plans and programs on a regular basis with assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan;

d. Revise and update the Regional Emergency Management Plan, upon authority of the Emergency Advisory Committee for each of the County of St. Paul, Town of St. Paul, Town of Elk Point, and Summer Village of Horseshoe Bay; and

e. Delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), (c) and (d).

8. The power to declare, renew or terminate a state of local emergency under the Act is hereby delegated to the CEO of the County of St. Paul No. 19, relating to all or any part of the Summer Village of Horseshoe Bay.

9. In the absence of the CEO, the power to declare, renew or terminate a state of local emergency is delegated to the Deputy CEO, or Acting CEO, or any two (2) Councillors of the County of St. Paul No. 19.

10. When a state of local emergency is declared, the person or persons making the declaration shall:

    a. Ensure that the declaration identifies the nature of the emergency and the area of the municipality in which it exists;

    b. Cause the details of the declaration to be published immediately by such means of communications considered most likely to notify the population of the area affected; and

    c. Forward a copy of the declaration to the Minister forthwith.

11. Subject to Section 13, when a state of local emergency is declared, the person or persons making the declaration may:

    a. Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;

    b. Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

    c. Authorize or require any qualified person to render aid of a type he or she is qualified to provide;

    d. Control or prohibit travel to or from any area of the municipality;

    e. Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the municipality;

    f. Cause the evacuation of persons and the removal of livestock and personal property from any area of the municipality that is or may be affected by the disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

    g. Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;

    h. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

    i. Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the state of local emergency;

    j. Authorize the conscription of persons needed to meet an emergency; and

    k. Authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by the declaration of a state of local emergency.

12. When a state of local emergency is declared,

    a. No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw or the Act or the regulations.

13. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

    a. Resolution is passed under Section 11;

    b. A period of seven days has lapsed since it was declared, unless it is renewed by resolution;

    c.   The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or

    d.   The Minister cancels the state of local emergency.

15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communications considered most likely to notify the majority of the population of the area affected.

16. Bylaw #84/2008, passed on April 12, 2008, is hereby rescinded.

17. This bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME in Council this 14th day of October, 2014

READ A SECOND TIME in Council this 14th day of October, 2014

READ A THIRD TIME in Council this 14th day of October, 2014

_____

Gary Burns, Mayor

_____

Norman Briscoe, Chief Administrative Officer

APPENDIX G

Province of Alberta

EMERGENCY MANAGEMENT ACT

Revised Statutes of Alberta 2000
Chapter E-6.8

Current as of December 11, 2013

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Emergency Management Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	*Amendments*

Emergency Management Act

	Alta. Reg.	Amendments
Disaster Recovery	51/94	*196/2006*
Government Emergency Management	248/2007	*112/2012*

EMERGENCY MANAGEMENT ACT

Chapter E-6.8

Table of Contents

1

Part 3
Liability Protection for Emergency Service Providers

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

   (a) "Agency" means the Alberta Emergency Management Agency referred to in section 3.1(1);

  (a.1) "Cabinet Committee" means the committee of the Executive Council appointed under section 4;

   (b) "declaration of a state of emergency" means an order of the Lieutenant Governor in Council under section 18;

   (c) "declaration of a state of local emergency" means a resolution or order of a local authority under section 21;

   (d) repealed 2007 c12 s3;

   (e) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;

   (f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;

   (g) "local authority" means

     (i) where a municipality has a council within the meaning of the *Municipal Government Act*, that council,

     (ii) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*,

2

(iii)   in the case of a special area, the Minister responsible for the *Special Areas Act*,

(iv)   the settlement council of a settlement under the *Metis Settlements Act*,

(v)   the park superintendent of a national park or the superintendent's delegate where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or

(vi)   the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act;

(g.1)   "Managing Director" means the individual who holds the office of Managing Director of the Agency by virtue of an appointment under section 3.1(2), and includes any individual acting in that capacity;

(h)   "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;

(i)   "municipality" means the area comprising a municipality within the meaning of the *Municipal Government Act* or an improvement district or special area and includes

(i)   the settlement area of a settlement under the *Metis Settlements Act*,

(ii)   the area comprising a national park where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, and

(iii)   the area comprising an Indian reserve where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act.

<div align="right">RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;
2007 c12 s3</div>

Crown bound

2 This Act binds the Crown.

<div align="right">1992 c31 s3</div>

<div align="center">3</div>

Proof of authorization

3 If the Minister authorizes a person to carry out a power or duty of the Minister under this Act as the Minister responsible for this Act or as a local authority and the authorization

   (a)   is made in writing,

   (b)   purports to be signed by the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, and

   (c)   states that the person named in it is authorized under this section to carry out the power or duty set out in the written authorization,

that written authorization or a copy of it shall be admitted in evidence as proof, in the absence of evidence to the contrary, of that person's authorization to carry out the power or duty without proof of the signature or official character of the Minister.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2

Part 1
Administration

Emergency Management Alberta Agency

3.1(1) There shall be a part of the public service of Alberta known as the "Alberta Emergency Management Agency".

(2) In accordance with the *Public Service Act*, there shall be appointed a Managing Director and such officers and employees of the Crown in right of Alberta as the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5

Cabinet Committee

4 The Lieutenant Governor in Council may appoint a committee consisting of those members of the Executive Council whom the Lieutenant Governor in Council designates to advise on matters relating to emergencies and disasters.

RSA 1980 cD-36 s3

Advisory committees

5(1) The Minister may appoint committees as the Minister considers necessary or desirable to advise or assist the Minister, the Cabinet Committee or the Managing Director.

4

(2) The members of committees appointed under subsection (1) who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expenses at a rate or rates fixed by the Minister.

RSA 2000 cD-13 s5;2007 c12 s6

Regulations

6 The Lieutenant Governor in Council may make regulations

(a) assigning responsibility to departments, boards, commissions or Crown agencies for the preparation or implementation of plans or arrangements or parts of plans or arrangements to deal with emergencies;

(b) delegating any power or duty of the Minister or the Lieutenant Governor in Council under this Act except

   (i) a power or duty of the Minister that has been delegated by the Minister,

   (ii) the power to make regulations, and

   (iii) the power to make an order declaring a state of emergency;

(c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;

(c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations

   (i) prescribing or describing the measures to be taken to reduce or mitigate potential flood hazards that are eligible for the reimbursement of costs, and

   (ii) governing the procedures applicable to and the proof required for the reimbursement of costs;

(c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined in the regulations, for which funding has been provided pursuant to a disaster recovery program administered under the regulations;

(d)   governing the sharing of costs incurred by the Government of Alberta or by a local authority in conducting emergency operations;

(e)   requiring persons

    (i)   who are engaged or may be engaged in any operation,

    (ii)   who are utilizing or may be utilizing any process,

    (iii)   who are using any property in any manner, or

    (iv)   on whose real property there exists or may exist any condition,

that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard;

(f)   governing the administration of the Disaster Relief Fund;

(g)   concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

<div align="right">RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;
2010 c5 s3;2013 c21 s1</div>

Subrogation regulations

7(1) The Lieutenant Governor in Council may make regulations establishing that Her Majesty in right of Alberta has a right of subrogation with respect to

(a)   payments of compensation made by Her Majesty in right of Alberta for damage or loss caused by a disaster, or

(b)   payments made by Her Majesty in right of Alberta for the purpose of sharing costs incurred by a local authority in conducting emergency operations.

(2) The regulations under this section may define and describe the right of subrogation and may deal with any matter respecting the enforcement of or procedures relating to the right of subrogation.

(3) The regulations under this section may provide that the right of subrogation applies to payments made before November 15, 1993.

<div align="right">1993 c23 s3</div>

<div align="center">6</div>

8   Repealed 2011 c13 s3.

Powers of Minister

9   The Minister may

(a)   review and approve or require the modification of provincial
and municipal emergency plans and programs;

(b)   enter into agreements with the Government of Canada or of
any other province or territory or any agency of such a
government, dealing with emergency plans and programs;

(c)   make surveys and studies of resources and facilities to
maintain and provide information necessary for the effective
preparation of emergency plans and programs;

(d)   make surveys and studies to identify and record actual and
potential hazards that may cause emergencies;

(e)   make payments and grants, subject to any terms or
conditions that the Minister may prescribe, to local
authorities for the purposes of assisting in emergency
preparedness and the provision of public safety programs;

(f)   enter into agreements with and make payments or grants, or
both, to persons or organizations for the provision of
services in the development or implementation of
emergency plans or programs;

(g)   conduct public information programs relating to emergency
preparedness for and the mitigation of disasters.
RSA 1980 cD-36 s6;1985 c22 s7;1992 c31 s5;1995 c34 s13

Ministerial orders

10(1)   The Minister may, by order,

(a)   divide Alberta into various subdivisions for the purpose of
organizing integrated emergency planning, training,
assistance and emergency operations programs;

(b)   require local authorities of those municipalities located
within a subdivision referred to in clause (a) to prepare
integrated plans, procedures and mutual assistance programs
to deal with emergencies and to submit them to the
Managing Director for review;

(c)   establish procedures required for the prompt and efficient
implementation of plans and programs to meet emergencies;

(d)   require a person to whom the order is directed and

(i)   who is engaged or may be engaged in any operation,

(ii)   who is utilizing or may be utilizing any process,

(iii)   who is using any property in any manner, or

(iv)   on whose real property there exists or may exist any condition,

that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

(2) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c12 s8

Municipal emergency organization

11   A local authority

(a)   shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;

(b)   shall prepare and approve emergency plans and programs;

(c)   may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4

Emergency advisory committee

11.1(1) Each local authority shall appoint an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs.

(2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4

Emergency management agency

11.2(1) A local authority shall maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

(2) There shall be a director of the emergency management agency, who shall

(a) prepare and co-ordinate emergency plans and programs for the municipality,

(b) act as director of emergency operations on behalf of the emergency management agency,

(c) co-ordinate all emergency services and other resources used in an emergency, and

(d) perform other duties as prescribed by the local authority.

(3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.

(4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4

Delegation by local authority

11.3(1) Without limiting section 9 of the *Government Organization Act*, a local authority may delegate the local authority's powers or duties under this Act to

(a) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized in its establishing regulation to exercise that power or duty;

(b) if authorized by ministerial order, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;

(c) in the case of a summer village and if authorized by ministerial order, another local authority.

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

9

2010 c5 s4

Disaster Relief Fund

12(1) There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the "Disaster Relief Committee" consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.

(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

Recovery of expenditures

13 When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

Fees

14 The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

15 and **16** Repealed 2010 c5 s5.

Offence

17 Any person who

(a) contravenes this Act or the regulations, or

(b) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations,

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is guilty of an offence and liable to imprisonment for a term of not more than one year or to a fine of not more than $10 000 or to both imprisonment and fine.

<div align="right">RSA 2000 cE-6.8 s17;2010 c5 s6</div>

Confidentiality

17.1(1) Terms used in this section have the same meaning as is assigned to them in the *Freedom of Information and Protection of Privacy Act*.

(2) The *Freedom of Information and Protection of Privacy Act* does not apply in respect of information in a record that is in the possession of a public body where the information

   (a) is used or to be used for the purpose of preparing or administering a crisis management plan under a regulation under this Act, or

   (b) forms part of a crisis management plan under a regulation under this Act.

<div align="right">2002 c32 s5</div>

Part 2
State of Emergency

Declaration of state of emergency

18(1) The Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of Alberta in which it exists.

(3) Immediately after the making of an order for a declaration of a state of emergency, the Minister shall cause the details of the declaration to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the declaration.

(4) Unless continued by a resolution of the Legislative Assembly, an order under subsection (1) expires at the earlier of the following:

   (a) at the end of 28 days, but if the order is in respect of a pandemic influenza, at the end of 90 days;

(b) when the order is terminated by the Lieutenant Governor in Council.

(5) Repealed 2010 c5 s7.

(5.1) Unless otherwise provided for in the order for a declaration of a state of emergency, where

(a) an order for a declaration of a state of emergency is made, and

(b) there is a conflict between this Act or a regulation made under this Act and any other Act or regulation, other than the *Alberta Bill of Rights* or the *Alberta Human Rights Act* or a regulation made under either of those Acts,

during the time that the order is in effect, this Act and the regulations made under this Act shall prevail in Alberta or that part of Alberta in respect of which the order was made.

(6) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s18;2007 c23 s1;2009 c26 s34;2010 c5 s7;
2011 c13 s3;2013 c21 s1

Powers of Minister in emergency

19(1) On the making of the declaration and for the duration of the state of emergency, the Minister may do all acts and take all necessary proceedings including the following:

(a) put into operation an emergency plan or program;

(b) authorize or require a local authority to put into effect an emergency plan or program for the municipality;

(c) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

(d) authorize or require any qualified person to render aid of a type the person is qualified to provide;

(e) control or prohibit travel to or from any area of Alberta;

(f) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Alberta;

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(g) cause the evacuation of persons and the removal of livestock and personal property from any area of Alberta that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

(h) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;

(i) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

(j) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of Alberta for the duration of the state of emergency;

(k) authorize the conscription of persons needed to meet an emergency.

(2) As it relates to the acquisition of real property, subsection (1)(c) does not apply to real property located within a national park or an Indian reserve.

(3) If the Minister acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the Minister in preventing, combating or alleviating the effects of an emergency or disaster, the Minister shall cause compensation to be paid for it.

(4) The Lieutenant Governor in Council may make regulations in respect of any matter mentioned in subsection (1).

(5) On the making of an order under section 18(1), the Managing Director or some other person whom the Minister appoints is responsible for the co-ordination and implementation of any or all necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of the Managing Director or other person appointed.

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8

Termination of state of emergency
20(1) When, in the opinion of the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made, the Lieutenant

13

Governor in Council shall make an order terminating the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1), the Minister shall cause the details of the termination to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the termination order.

RSA 1980 cD-36 s17

Declaration of state of local emergency

21(1) A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

(4) Repealed 2010 c5 s9.

RSA 2000 cE-6.8 s21;2010 c5 s9

Cancellation of declaration of state of local emergency

22(1) The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.

(2) The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.

(3) A declaration of a state of local emergency ceases to be of any force or effect on the making of an order for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality.

(4) A declaration of a state of local emergency lapses 7 days after its making by the local authority unless it is earlier cancelled by the

Minister or terminated by the local authority or unless it is renewed by the local authority.

(5) This section and section 21(3) apply to any renewal of a state of local emergency.

<div align="right">RSA 1980 cD-36 s19</div>

Termination of declaration of state of local emergency

23(1) When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, terminate the declaration of a state of local emergency in respect of that area.

(2) Immediately after

    (a)   the passage of a resolution or order terminating a declaration under subsection (1),

    (b)   the cancellation by the Minister of a declaration of a state of local emergency, or

    (c)   the termination by lapse of time of a declaration of a state of local emergency,

the local authority shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected the contents of the declaration or cancellation or the fact of the termination.

<div align="right">RSA 1980 cD-36 s20;1985 c22 s18</div>

Notice provisions do not apply

23.1 Where the sole purpose of a meeting of a local authority is to pass a resolution referred to in section 21(1) or 23(1), the notice requirements in sections 194 to 196 of the *Municipal Government Act* do not apply.

<div align="right">2002 c32 s5</div>

Powers of local authority

24(1) On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

<div align="center">15</div>

(a)   cause any emergency plan or program to be put into
      operation;

(b)   exercise any power given to the Minister under section
      19(1) in relation to the part of the municipality affected by
      the declaration;

(c)   authorize any persons at any time to exercise, in the
      operation of an emergency plan or program, any power
      given to the Minister under section 19(1) in relation to any
      part of the municipality affected by a declaration of a state
      of local emergency.

(1.1) If the local authority acquires or utilizes real or personal
property under subsection (1) or if any real or personal property is
damaged or destroyed due to an action of the local authority in
preventing, combating or alleviating the effects of an emergency or
disaster, the local authority shall cause compensation to be paid for
it.

(2) A local authority, except the local authority of an improvement
district, special area, national park or Indian reserve, may, during
or within 60 days after the state of local emergency, by bylaw that
is not advertised but is approved by the Minister responsible for the
Municipal Government Act, borrow any money necessary to pay
expenses caused by the emergency including payment for services
provided by the Government of Alberta or by the Government of
Canada when the services were provided at the request of the local
authority.

(3) In the case of an improvement district, the Minister responsible
for the *Municipal Government Act* and in the case of a special area,
the Minister responsible for the *Special Areas Act* may, during or
within 60 days after the state of local emergency, borrow any
money necessary to pay expenses caused by the emergency
including payment for services provided by the Government of
Alberta or by the Government of Canada when the services were
provided at the request of the Minister responsible for the
Municipal Government Act or the Minister responsible for the
Special Areas Act, as the case may be.
                                            RSA 2000 cE-6.8 s24;2010 c5 s10

Dispute re compensation

25   If any dispute arises concerning the amount of compensation
payable under this Act, the matter shall be determined by
arbitration and the *Arbitration Act* applies.
                                            RSA 1980 cD-36 s22

Conscript's employment

26 A person's employment shall not be terminated by reason only that the person is conscripted pursuant to section 19(1) or 24(1).

<div align="right">1992 c31 s10</div>

Part 3
Liability Protection for Emergency
Service Providers

Minister

27 No action lies against the Minister or a person acting under the Minister's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations.

<div align="right">2010 c5 s11</div>

Local authority

28 No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency.

<div align="right">2010 c5 s11</div>

Search and rescue organization

29 No action in negligence lies against a search and rescue organization, the directors of that organization or a person acting under the direction or authorization of that organization for anything done or omitted to be done in good faith while acting under an agreement between that organization and the Minister.

<div align="right">2010 c5 s11</div>

APPENDIX H

Injury Report Instructions

The numbers refer to question numbers on the form that may require additional explanation.

WCB Workers' Compensation Board
Alberta

Worker Details

1 Have your work duties been modified?

Your duties have been modified if your employer made changes to regular job duties, as a result of an injury. For example, tasks or functions, workload (e.g., hours or work schedules), environment or work area, equipment.

Please indicate if you are working as an apprentice.

Employer Details

2 Please complete all the information.

Accident Details

3 Date and time of accident

If your injury developed over a period of time, indicate either the date of first medical treatment or the date you first reported it to your employer and check the box at the right. On the next line, give your start and end times on the day of the accident.

4 Date accident/injury reported to employer

Please provide an accurate date and time someone from your work was made aware of your injury. Name the person, their position and their contact information.

If you could not report your injury immediately, please provide a reason.

5 Describe fully what happened to cause the injury

In your own words, tell us about your injury. If a repetitive strain injury, include your typical actions and how often you repeat them on the job – twisting, typing, pushing and pulling. If any lifting, indicate the weight.

Example: I walked into our walk-in cooler to get a 50 lb. sack of potatoes. I bent down, picked up the sack, and turned to my right to leave. I felt a pull in my lower back and dropped the potatoes on my right foot. As a result, I injured my back and my right foot.

Should you need more space than the area provided, please attach a letter.

Call the Claims Contact Centre 780-498-3999 or 1-866-922-9221 if you are reporting one of the following:

1. **Repetitive strain injury**
   For example, a typist developed tendonitis in the wrist as a result of job duties. Describe fully the job duties done each day. Include the time spent at each task.

2. **Occupational disease**
   Describe hearing loss, respiratory problems, etc. due to prolonged exposure to gas, chemicals, loud noises, etc.

3. **Motor vehicle accident**
   Send us a copy of the police report, when available. Fill out the Automobile Accident Report in this booklet.

6 Location of accident

Wherever the accident occurred, please provide a street address, if possible. Otherwise, indicate the location, such as 25 km east of Edmonton on Hwy 16, an oilrig site. If it is a motor vehicle accident, include the direction of travel.

Injury Details

Indicate the part of your body that was injured, what side of your body and what type of injury it is. When your doctor or chiropractor sends in your medical report we will confirm your injury.

WCB Workers' Compensation Board — Alberta

P.O. BOX 2415
EDMONTON AB T5J 2S5

Phone 780-498-3999 (in Edmonton)
1-866-922-9221 (toll free in Alberta)
1-800-661-9608 (outside Alberta)
Fax 780-427-5863 or 1-800-661-1993

September 2014
WORKER REPORT
of Injury or Occupational Disease   C060

Seven Digit Claim #: _____

Worker Details

Past the date of injury: Have you been off work? ☐ Yes ☐ No ❶ Have your work duties been modified? ☐ Yes ☐ No

Last Name: _____   First Name: _____   Initial: _____

Mailing Address: Apt# _____ ,

Social Insurance #: _____

City: _____   Province: _____   Postal Code: _____

Personal Health #: _____

Phone Number: _____   Date of Birth: _____ (Year / Month / Day)   Gender: ☐ M ☐ F

Occupation and job description:

Are you an apprentice? ☐ Yes ☐ No   If yes, date you would have obtained journeyman status: _____ (Year / Month / Day)

Date hired: _____ (Year / Month / Day)   Are you a partner or director in the business? ☐ Yes ☐ No

Do you have personal coverage? ☐ Yes ☐ No   If yes, coverage number:

Employer Details

❷ Employer Business Name:

Mailing Address:

City: _____   Province: _____   Postal Code: _____

Contact Name: _____   Title: _____   Phone: _____   E-mail: _____

Accident Details

❸ Date/time of accident: _____ (Year / Month / Day)   Time: ___ : ___ ☐ a.m. ☐ p.m. or ☐ the injury/condition developed over time

Date/time scheduled shift started (if applicable): _____ (Year / Month / Day)   Time: ___ : ___ ☐ a.m. ☐ p.m.

Date/time scheduled shift ended (if applicable): _____ (Year / Month / Day)   Time: ___ : ___ ☐ a.m. ☐ p.m.

❹ Date accident/injury reported to employer: _____ (Year / Month / Day)

Name of person and their position: _____   Phone Number: _____

If not reported immediately, give the reason:

❺ Describe fully, based on the information you have, what happened to cause this injury or disease. Please describe what you were doing, including details about any tools, equipment, materials, etc. you were using. State any gas, chemicals or extreme temperatures you may have been exposed to:

_____
_____
_____
_____

☐ Motor vehicle accident?   ☐ Cardiac condition/injury?   ☐ Claimed to another WCB? Province: _____

If you have more information or a list of witnesses, please attach a letter. Please check this box if letter is attached. ☐

Have you had a similar injury before? ☐ Yes ☐ No   If yes, attach a letter with details.

Was the work you were doing for the purpose of your employer's business? ☐ Yes ☐ No   Was it part of your usual work? ☐ Yes ☐ No

Did the accident/injury occur on employer's premises? ☐ Yes ☐ No

❻ Location where the accident happened (address, general location or site):

Full name of treating hospital or healthcare professional:

Address:

Phone:

Injury Details

What part of body was injured? (hand, eye, back, lungs, etc.)   ☐ Left side ☐ Right side

What type of injury is this? (sprain, strain, bruise, etc.)

Complete all three pages and sign the form before sending.
If your injury is the result of a motor vehicle accident, complete the Motor Vehicle Accident Report (L-054).

C060 REV SEPT 2014

7 Return-to-Work Details

Please complete all the information that applies.

Employment Details

8 Complete one of the following A or B or C.

- Complete **A** if you work 12 months per year with the same employer.
- Complete **B** if you work only part of the year (subject to seasonal or lack of work layoffs).
- Complete **C** if you are self-employed, are a sub-contractor or do piecework.

Earnings Details

9 b) Additional taxable benefits:

Vacation and statutory holiday pay
Please indicate if you are paid holiday and stat pay as an additional percentage on your paycheque or, if these days are included as days off with pay.

Shift premiums
Complete if you receive pay in addition to your regular rate of pay (e.g., 50¢ paid per hour for night shift). Provide your gross shift premium earnings for one year prior to the date of injury (less if you have not worked a full year).

Overtime
Complete only if you work the same number of hours overtime each week, month or shift cycle.

c) Second job

Provide a contact name and telephone number for a second job. If this injury causes you to miss earnings from that job, WCB-Alberta will consider these earnings when your compensation rate is set. Your second employer may be contacted.

If you do not know your hours of work and wage information, you can get them from your employer.

Hours of Work Details

10 a) Number of hours

Indicate your regular hours of work. Do not include overtime here.

Worker's Last Name:	Worker's First Name:	Initial:

Social Insurance #:		Date of Birth: *(Year / Month / Day)*

Return to Work Details   *Please complete all that apply*

7 a. Will/did your employer pay you while off work?   ☐ No   ☐ Yes, pre-accident wages   ☐ Unknown

b. Date and time you first missed work: *(Year / Month / Day)*   Time: __ __ : __ __   ☐ a.m.   ☐ p.m.

c. If you have returned to work indicate date: *(Year / Month / Day)*   Time: __ __ : __ __   ☐ a.m.   ☐ p.m.

Current work status: ☐ Regular work duties, *or* ☐ Modified work duties   ☐ Regular hours of work, *or* ☐ Modified hours of work: _____ hrs per _____

☐ Pre-accident rate of pay, *or* ☐ Revised rate of pay: $ _____ per _____

If you are working modified duties please describe:

Employment Type Details   **(Complete A or B or C. Select your type of employment.)**

8 A Permanent position employed 12 months of the year:

☐ Permanent full-time   ☐ Permanent part-time   ☐ Irregular/casual

or **B** Non-permanent position employed only part of the year (subject to seasonal or lack of work layoffs):

☐ Seasonal worker   ☐ Summer student   ☐ Temporary position

Had this injury not occurred, your last day of employment would have been:

Position start: *(Year / Month / Day)*   Position end: *(Year / Month / Day)*   ☐ Estimated, *or* ☐ Actual

How many months or days are workers employed in this position? _____

or **C** Special employment circumstance:

☐ Sub contractor   ☐ Vehicle owner/operator   ☐ Welder owner/operator   ☐ Commission   ☐ Piece work   ☐ Volunteer   ☐ Self-employed

Do you incur expenses to perform the work (materials, tools, etc.)? ☐ Yes ☐ No   Will you receive a T4? ☐ Yes ☐ No

Note: If you have checked any box in 8C please submit a detailed income and expense statement.

Earning Details

a. Your rate of pay at time of accident: $ _____ per ☐ Hour ☐ Day ☐ Week ☐ Month ☐ Year

9 b. Additional taxable benefits:

Vacation Pay: _____   ☐ Taken as time off with pay   ☐ Paid on a regular basis % _____

☐ Shift Premium   Please describe:

☐ Overtime

☐ Other

c. Do you have a second job? ☐ Yes ☐ No   If yes – Employer's Name: Phone:
(Second employer may be contacted)

d. Did you miss time from this second job?   ☐ Yes ☐ No   If yes, please attach earning information and time missed details.

Hours of Work Details

10 a. Number of hours (not including overtime): _____ per week

Describe your work schedule (e.g., Monday to Friday, on. Saturday to Sunday, off.):

_____

Complete all three pages and sign the form before sending.

C 0 6 0   REV SEPT 2014

Worker's Last Name:	Worker's First Name:	Initial:

Social Insurance :		Date of Birth: *(Year / Month / Day)*

Declaration and Consent

I declare that the information in the Worker Report of Injury or Occupational Disease form will be true and correct.

I understand that:

- While I am receiving any benefits from WCB-Alberta, it is my obligation to inform WCB-Alberta immediately if I return to work of any kind, become capable of working or if there is any other change in my employment status. Work includes but is not limited to any activity in which labour or services are provided, whether or not payment of any kind is received.

- Criminal prosecution may result from any attempt on my part to collect benefits by providing false information, failing to provide information regarding my ability to work, or other fraudulent means.

- My employer may request a review or appeal of any decisions made on my claim and may therefore examine my claim file. My claim file may also be examined by anyone with a direct interest, as determined by WCB-Alberta, or a person or company I have authorized to review my claim file. (To provide authorization, use the Worker's Information Release form in the *Worker Handbook*).

- My social insurance number may be used for reporting to Canada Revenue Agency.

- WCB-Alberta may collect information that it considers relevant to determine benefit entitlement, including information pre-dating my accident, from any source including physicians, other health care providers, employer(s) and vocational rehabilitation service providers. This information is collected to determine my entitlement to compensation under the *Workers' Compensation Act*.

WCB-Alberta may use and disclose the information collected to determine entitlement, to provide services and benefits and, as required or authorized by law. This information may be used and disclosed pursuant to the *Workers' Compensation Act* and the *Freedom of Information and Protection of Privacy Act*.

Date: _____ *(Year / Month / Day)*

Name (please print): _____

Signature: _____

Signing the above consent enables the Workers' Compensation Board to process your claim.

NOTE: The information required in the *Worker Report of Injury or Occupational Disease* is collected under sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of determining entitlement to compensation and for determining employers' premium rates. Questions may be directed to the Claims Contact Centre as noted on the front of this form and on the back of the *Worker Handbook*. The information provided to the Workers' Compensation Board is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This report form is part of a booklet of information intended to help workers with completing the necessary WCB-Alberta forms and understanding the process. Keep the booklet for your reference.

C 0 6 0   REV SEPT 2014

Employer Report

of Injury

SEPTEMBER 2014

Important Information

How soon should you report injuries to WCB?

- As soon as possible. Research shows the longer the delay in reporting and managing an injury, the higher the claim costs. If you fail to report an injury within 72 hours after receiving notice or knowledge of the injury, you may be penalized up to $25,000.

- Complete and send the attached *Employer Report* to WCB or if you are a current *myWCB* user report online at www.wcb.ab.ca.

- Provide a copy of the first aid record to your worker.

What injuries should you report to WCB?

- Work-related injuries that cause (or are likely to cause) your worker to be off work beyond the day of the injury.

- Injuries that require modified work beyond the day of the injury.

- Injuries that require medical treatment beyond first aid (e.g., physical therapy, prescription medications, chiropractic).

- Injuries that may result in a permanent disability (e.g., amputations, hearing loss).

What if I have additional information or concerns?

- Send us a letter to help us make a decision about the claim. Check the box in number 6 of the form indicating you have attached a letter. Include names, telephone numbers, and statements of any witnesses.

   Important: If you send a letter, please include your worker's name and Social Insurance Number, your company's name, and your signature.

To report an injury

Electronic: Visit *myWCB Online Services for Employers* at **www.wcb.ab.ca**. Request access online or, if you are a current user, log on to our secure connection with your user ID and password.

Fax: **780-427-5863** (Edmonton) or **1-800-661-1993** (within Canada) If you fax the report, do not send another copy by mail.

Mail to: WCB, PO Box 2415 Edmonton AB T5J 2S5

Any questions?

Edmonton:	**780-498-3999**
Calgary:	**403-517-6000**
Toll Free in Alberta:	**1-866-922-9221**
Toll Free outside Alberta:	**1-800-661-9608**

8 a.m. - 4:30 p.m. Monday through Friday

WCB Workers' Compensation Board Alberta

Employer Report Instructions

The numbers refer to question numbers on the form that may require additional explanation.

If you are unclear or need assistance completing this form, call 780-498-3999.

Claim Type

❶ Time Lost (TL)
Check this box if your worker is off work past the day of the injury. (Complete both pages of the form.)

Modified Work
Check this box if your worker's duties have changed because of the injury. Modified work includes a change in duties, job, hours, or amount of work. If your worker is on modified work beyond the day of the accident, the injury must be reported to WCB even if there is no time lost or loss of earnings. (Complete both pages of the form.)

No Time Lost (NTL)
Check this box if your worker will not miss work beyond the day of the injury. (Complete only the first page of the form.)

Worker Details

Please provide as much information as possible.

Employer Details

❷ Employer/supervisor contact
Provide the contact name and number of the person in your company managing your worker's claim and return to work.

Accident Details

❸ Date & time of accident
If the injury/condition or occupational disease developed over a period of time, indicate the date you first became aware of the injury.

❹ Date accident/injury reported to employer
Name the date, time, person, position and contact information.

❺ Describe what happened to cause the injury
Include typical actions and how often they are repeated on the job (e.g., twisting, typing, pushing, and pulling). If there is any lifting, indicate the weight.

If you need more space than the area provided, please attach a letter.

Example:
Bob walked into our walk-in cooler to get a 50 lb. sack of potatoes. He bent down and picked up the sack, turned to his right to leave. He felt a pull in his lower back and dropped the potatoes on his right foot, also injuring his right foot.

Call the claims contact centre 780-498-3999 or 1-866-922-9221 if you are reporting one of the following:

1. Repetitive strain injury
For example, a typist developed tendonitis in the wrist as a result of job duties. Describe fully what job duties are done each day. Include the time spent at each task.

2. Occupational disease
Describe hearing loss, respiratory problems, etc. due to prolonged exposure to gas, chemicals, loud noises, etc.

3. Motor vehicle accident
Send us a copy of the police report, when available.

❻ Location of accident
This information may be needed to determine:

- whether your worker was performing duties in the course of employment, *OR*
- whether the injury occurred due to the negligence of another party.

Provide a street address, if possible, indicate the location (e.g., 25 km east of Edmonton on Highway 16, an oil rig site). If it is a motor vehicle accident, include the direction of travel.

Page **2** of form

Please fill in your worker's name, Social Insurance Number, and date of birth at the top of the second page in case the pages get separated.

Return to Work Details

❼ Please fill out all of the information that applies.

Employment Type Details

❽ Complete one of the following A or B or C

- **Complete A** if your worker works for you 12 months per year.
- **Complete B** if your worker works only part of the year, even though you may call the worker back to work each year. To correctly set the amount of compensation, we need to know the total number of days or months per year you would employ someone doing the same job as the injured worker, even if the work period starts and ends several times.
- **Complete C** if the injured person is an owner/operator, subcontractor, or does piece work.

❾ Earnings Details

Complete one of the following A or B

A. Gross earnings
Provide the worker's gross earnings for the 1 year period prior to the date of injury; or from the date the worker received a pay raise or job change in the past year; or from the date the worker was hired if less than 1 year from the date of injury.

Example:
Your worker was injured on June 4, 2014. Provide gross earnings for the period June 4, 2013 to June 3, 2014. A T4 slip for the previous year is not sufficient.

Gross earnings include:
• Basic hourly, weekly, biweekly, or monthly pay
• Overtime pay
• Shift differentials
• Bonuses
• Statutory Holiday pay
• Gratuities
• The dollar value of the employer-subsidized portion of employer-provided accommodation if the worker loses the accommodation because of the accident.
• The dollar value of an isolation allowance if the allowance is a permanent part of the job and the worker loses the allowance because of the compensable accident.
• The dollar value of travel, subsistence and lodging allowances if they are recorded as taxable benefits.

Gross earnings not to include:
• Non-taxable income
• Severance Pay
• Pay in Lieu of Notice
• Reimbursement of Expenses
• Employer paid RRSP/RPP contributions
• Employer paid AHC premiums
• Employer paid group insurance premiums
• Dividend income

B. Hourly Rate

Additional taxable benefits:

Vacation and statutory holiday pay
Please indicate if your worker is paid holiday and stat pay as an additional percentage on their paycheque or if these days are taken as time off with pay.

Shift premiums
Complete if your worker receives pay in addition to the regular rate of pay (e.g., 50¢ paid per hour for night shift). Provide the worker's gross shift premium earnings for the one year prior to the date of injury (less if they have not worked a full year).

Overtime
Complete only if your worker works overtime throughout the year.

Other
Use this if your worker gets any other taxable earnings (e.g., permanent accommodation, company car, northern living allowance, bonus).

Time missed from work without pay. These are periods your worker missed because of maternity leave, or sick leave **without pay**.
Do not include vacation, shutdown or lack of work periods.

Hours of Work Details

❿ a. Number of Hours
Indicate the regular hours of work, not including overtime periods.

b. Does work schedule repeat?

If No:
Report the average number of regular hours worked per week during the year prior to the injury. Do NOT complete the work schedule.

If Yes:
Mark the number of regular hours worked per day in each of the boxes. Put zero for days off. Explain any codes you use in the boxes (for example, N=night, W=weekends, D=days, E=evenings). We need to know at what point in this work schedule your worker was injured to determine the compensation to pay. Circle the day in the work schedule your worker was injured.

See example below.

OR: If the work schedule is longer than **21 calendar days**, attach a copy of the schedule. Circle the day on this work schedule that your worker was injured.

Example: Your worker worked 8-hour days in the first week and 8-hour nights in the second and third weeks. Your worker was injured on the Wednesday of the second week and was off work for 2 days (Thursday and Friday). Your worker would be paid WCB benefits for 2 days.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Hours per day:	8D	8D	8D	8D	0	0	0
Hours per day:	8N	8N	8N	8N	8N	8N	0
Hours per day:	8N	8N	8N	8N	8N	0	0

Important: Circle the day in the work schedule your worker was injured.

WCB Workers' Compensation Board
Alberta

P.O. BOX 2415
EDMONTON AB T5J 2S5

Phone 780-498-3999 (in Edmonton)
       1-866-922-9221 (toll free in Alberta)
       1-800-661-9608 (outside Alberta)

Fax   780-427-5863 or 1-800-661-1993

September 2014
EMPLOYER REPORT
of Injury
C040

Seven Digit Claim # (if available):

Claim Type ❶
☐ Time Lost   ☐ Modified Work   ☐ Fatality
Complete entire report if claim type is one of the above

☐ No Time Lost (Notice of non-disabling injury/illness)
Complete first page only

Worker Details

Last Name: First Name: Initial:

Mailing Address: Apt# _____ ,   Social Insurance #:

City: Province: Postal Code: Personal Health #:

Phone Number: Date of Birth: *(Year / Month / Day)*   Gender: ☐ M ☐ F

Occupation: Job description: Date hired: *(Year / Month / Day)*

Does the worker have WCB personal coverage with this business? ☐ Yes ☐ No   Is the worker a partner or director in this business? ☐ Yes ☐ No

Is the worker an apprentice? ☐ Yes ☐ No   If yes, date the worker would have obtained journeyman status: *(Year / Month / Day)*

Employer Details

Business Name or Government Department: WCB Account Number: Industry:

                                              ❷ Employer/Supervisor Contact Name and Title:

Mailing Address:

City:

Province: Postal Code: Contact Phone:

Phone: Fax: Contact E-mail:

Accident Details

❸ Date/time of accident: *(Year / Month / Day)*   Time: __ __ : __ __ ☐ a.m. ☐ p.m.

Date/time scheduled shift started: *(Year / Month / Day)*   Time: __ __ : __ __ ☐ a.m. ☐ p.m.   *or* ☐ the injury/condition developed over time

Date/time scheduled shift ended: *(Year / Month / Day)*   Time: __ __ : __ __ ☐ a.m. ☐ p.m.

❹ Date accident/injury reported to employer: *(Year / Month / Day)*

To whom was the accident/injury reported?:   Phone Number:

❺ Describe fully, based on the information you have, what happened to cause this injury or disease. Please describe what the worker was doing, including details about any tools, equipment, materials, etc., the worker was using. State any gas, chemicals or extreme temperatures worker may have been exposed to:

_____

_____

_____

If you have more information, please attach a letter.

Motor vehicle accident? ☐ Yes ☐ No   Cardiac condition/injury? ☐ Yes ☐ No   Letter attached? ☐ Yes ☐ No

Did the accident/injury occur on employer's premises?   ☐ Yes ☐ No

❻ Location where the accident happened (address, general location or site):

Were the worker's actions at the time of injury for the purpose of your business?   ☐ Yes ☐ No

Were the actions part of the worker's regular duties?   ☐ Yes ☐ No

Injury Details
What part of body was injured? (hand, eye, back, lungs, etc.)   ☐ Left side ☐ Right side

What type of injury is this? (sprain, strain, bruise, etc.)

Employer's Signature: _____   Date: *(Year / Month / Day)*

If you have any other information that would help us make a decision, or if you have concerns, please attach a letter.
THIS DOCUMENT MAY BE EXAMINED BY ANY PERSON WITH A DIRECT INTEREST IN A CLAIM THAT IS UNDER REVIEW OR APPEAL.

Worker's Last Name:	Worker's First Name:	Initial:

Social Insurance #:		Date of Birth: *(Year / Month / Day)*

❼ Return to Work Details

a. Will/did you pay the worker regular pay while off work? ☐ Yes ☐ No   Has the worker returned to work? ☐ Yes ☐ No

b. Date and time worker first missed work: *(Year / Month / Day)*   Time: __ __ : __ __ ☐ a.m. ☐ p.m.

c. If the worker has returned to work, indicate date: *(Year / Month / Day)*   Time: __ __ : __ __ ☐ a.m. ☐ p.m.

Current work status: ☐ Regular work duties, *or* ☐ Modified work duties   ☐ Regular hours of work, *or* ☐ Modified hours of work: _____ hrs per _____

☐ Pre-accident rate of pay, *or* ☐ Revised rate of pay: $ _____ per _____

If the worker is working modified duties, please describe:

d. If the worker is not back at work are you able to modify work duties/hours to accommodate an early return? ☐ Yes ☐ No ☐ Was offered but the worker declined

e. Approximate return to work date: *(Year / Month / Day)*   Does the worker have more than one position at your company? ☐ Yes ☐ No

❽ Employment Type Details (Complete A or B or C. Select the worker's type of employment.)

A ☐ Permanent position employed 12 months of the year: ☐ Full Time ☐ Part Time ☐ Irregular/Casual

or **B** ☐ Non-permanent position employed only part of the year (subject to seasonal or lack of work layoffs): ☐ Seasonal worker ☐ Summer Student ☐ Temporary

Position start date: *(Year / Month / Day)*   Position end date: *(Year / Month / Day)*   ☐ Estimated ☐ Actual

How many months or days per year do you employ workers in this position?

or **C** Alternate employment: ☐ Sub contractor ☐ Piece work ☐ Vehicle owner/operator ☐ Welder owner/operator

☐ Self-employed ☐ Volunteer ☐ Commission ☐ Other

Does the worker incur expenses to perform the work (substantial materials, heavy equipment, larger tools, etc.)? ☐ Yes ☐ No

Will the worker receive a T4? ☐ Yes ☐ No

❾ Earnings Details   Earnings information contact name (please print):

Earnings contact phone number: Earnings contact e-mail:

Choose A or B:

A Gross earnings for the period of one year prior to the date of injury or date the worker was hired if less than one year: $ [_____] from: *(Year / Month / Day)* to *(Year / Month / Day)*

Was any time missed from work **without pay** during the above period, excluding vacation? (eg. maternity, sick, WCB benefits) ☐ Yes ☐ No

Dates and reasons:

or **B** Worker's hourly rate of pay at time of accident: $ [_____]

Additional taxable benefits:

Vacation Pay   ☐ Taken as time off with pay OR ☐ Paid on a regular basis % [_____]

Shift Premium Gross earnings: $ [_____] from: *(Year / Month / Day)* to *(Year / Month / Day)*

Overtime Gross earnings: $ [_____] from: *(Year / Month / Day)* to *(Year / Month / Day)*

Other Gross earnings: $ [_____] from: *(Year / Month / Day)* to *(Year / Month / Day)*

❿ Hours of Work Details

a. Number of hours (not including overtime): [_____] per ☐ Day ☐ Week ☐ Shift cycle ☐ Other: _____

b. Does the work schedule repeat?   Date shift cycle commenced: *(Year / Month / Day)*

☐ No   ☐ Yes →

Average regular hours worked per week (not including overtime): [_____]

Mark hours worked for one complete work schedule (use zero for days off):

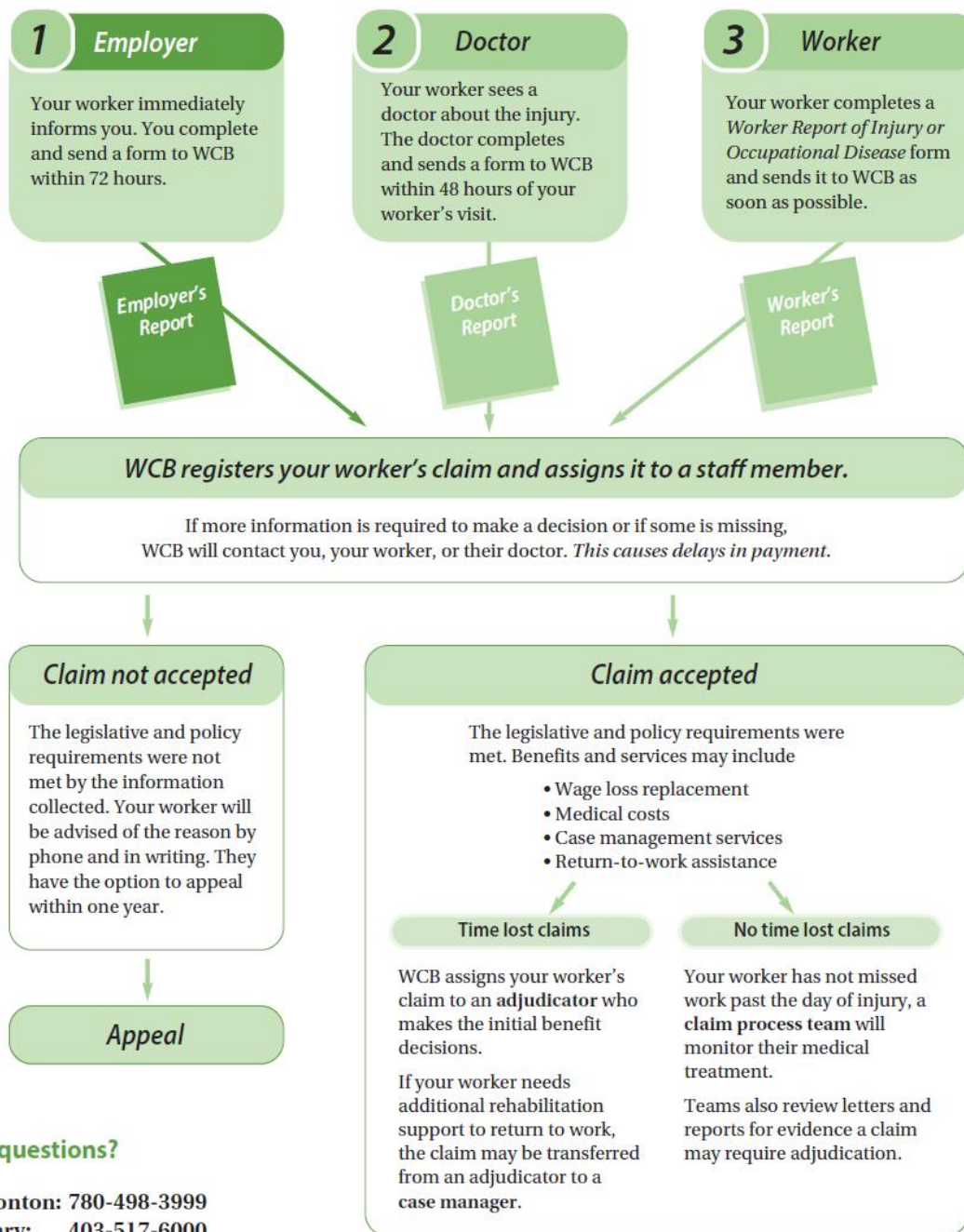|	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Hours per day:							
Hours per day:							
Hours per day:							

IMPORTANT Circle day of injury. See instructions

or if your schedule is more than 21 days, attach a copy of the schedule.

C-040 REV SEPT 2014

What happens when your worker is injured at work?

1 Employer
Your worker immediately informs you. You complete and send a form to WCB within 72 hours.

Employer's Report

2 Doctor
Your worker sees a doctor about the injury. The doctor completes and sends a form to WCB within 48 hours of your worker's visit.

Doctor's Report

3 Worker
Your worker completes a *Worker Report of Injury or Occupational Disease* form and sends it to WCB as soon as possible.

Worker's Report

WCB registers your worker's claim and assigns it to a staff member.

If more information is required to make a decision or if some is missing, WCB will contact you, your worker, or their doctor. *This causes delays in payment.*

Claim not accepted
The legislative and policy requirements were not met by the information collected. Your worker will be advised of the reason by phone and in writing. They have the option to appeal within one year.

Appeal

Claim accepted
The legislative and policy requirements were met. Benefits and services may include

- Wage loss replacement
- Medical costs
- Case management services
- Return-to-work assistance

Time lost claims
WCB assigns your worker's claim to an **adjudicator** who makes the initial benefit decisions.

If your worker needs additional rehabilitation support to return to work, the claim may be transferred from an adjudicator to a **case manager.**

No time lost claims
Your worker has not missed work past the day of injury, a **claim process team** will monitor their medical treatment.

Teams also review letters and reports for evidence a claim may require adjudication.

Any questions?

Edmonton: 780-498-3999
Calgary: 403-517-6000
Toll Free: 1-866-922-9221

WCB Workers' Compensation Board
Alberta

Printed on recycled paper containing 30% post-consumer waste

C-040 REV SEPT 2014

APPENDIX I

Dangerous Good Incident Report Form

1. Incident Operational Category			
☐ Storage and Handling ☐ Explosives	☐ Port ☐ Security Risk Substance	☐ Major Hazard Facility (MHF) ☐ Transport – Road or Rail	☐ Pipeline

2. Incident Location and Time/Date	
Date (DD/MM/YYYY)	Time (24hour)
Incident Location: Street address or GPS location. For transport or pipeline incidents, describe which sections of road/rail/pipeline.	

3. Owner/Operator/Consignor/Contractor Details
Name of Owner:
Address of Owner:
Address of Operator:
Transport Incidents
Consignor Name:
Consignor Address:
Prime Contractor Name:
Prime Contractor Address:

4. License/Permit Details	
Driver's License No.	Vehicle License Plate:
Waybill/Bill of Lading/Shipping Papers	Explosives/Security Risk Substance Permit No.

5. Activity		
☐ Loading/Unloading ☐ Transport/En-route	☐ Manufacturing/Processing ☐ Use	☐ Pipeline Transfer ☐ Static/Stored

6. Incident Type (select more than one if necessary)		
☐ BLEVE – Boiling Liquid Expanding Vapor Explosion	☐ No Spill	☐ Spill
☐ Explosion	☐ Overpressure	☐ Theft
☐ Fire	☐ Reaction	☐ Vapor Release
☐ Lifting/Impact	☐ Release of Energy	
☐ Near Miss	☐ Sabotage/Vandalism	

7. Severity				
☐ Catastrophic	☐ Major	☐ Significant	☐ Moderate	☐ Minor

8. Main Causes (immediate casual factors)				
☐ Closure	☐ Fitting Defective	☐ Puncture	☐ Valve Failure	☐ Vent Faulty
☐ Corrosion	☐ Incompatible Goods	☐ Seam Failure	☐ Vehicle Incident (collision/rollover /loss of load)	☐ Weld
	☐ Incorrect Handling	☐ Tear or Abrasions		

9. Description of Goods Involved			
Product name (proper shipping name)			
UN No.			
Class or Division			
Compatibility Group (explosives only)			
Quantity Present			
Quantity Involved			
Container Details (eg. Packages, bulk loose solids, bulk solids container, immediate bulk container, process vessel, tanker, pipeline			

10. Site Details (dangerous goods storage and handling, explosives, security risk substances, MHF Incidents)			
☐ Bulk Depot ☐ Construction Site ☐ Dwelling ☐ Explosives Storage Facility	☐ Farm/Rural Property ☐ Fireworks Display ☐ Hospital ☐ Office	☐ Process Plant ☐ School ☐ Service Station ☐ Shop/Retail Outlet	☐ Transport Depot ☐ Warehouse/Factory ☐ Water Treatment Plant ☐ Other_____

11. Transport Details (transport incidents or incidents involving other vehicles)

Name of Driver:	
Address:	
Driver is ☐ Employee ☐ Contractor	Estimated speed at time of incident_____kmh
Vehicle Registration No.	

Vehicle Type:	☐ Container Wagon ☐ Hopper ☐ Skeletal ☐ Tray Top ☐ Dumper ☐ Tanker ☐ Open Wagon ☐ Other_____
Vehicle Configuration:	☐ B-Double ☐ Road Train –No. of trailers ☐ Trailer ☐ Rigid ☐ Semi-Trailer ☐ Other _____

12. Consequences of Incident

No. of Fatalities:	No. of Fatalities resulting directly from goods:
No. of Injured/Hospitalized:	Description of injuries resulting directly from goods:
No. of People Evacuated:	Size of area evacuated (eg. 300 m radius of site)
Road Closures – Details of road sections closed and duration:	
Environmental Damage – Details:	
Estimated Cost of Incident:	Property Damage_____ Recovery Costs _____ Environmental Clean-up cost _____ Total Man-hours _____

13. Incident Summary (brief to the point)

_____

_____

_____

_____

14. Full Incident Description (include events leading up to and after, attach diagram or additional pages)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

15. Incident Response Actions (details immediate measures taken to control the damage/spill/fire/explosion)

_____

_____

_____

_____

_____

_____

16. Root Cause/Contributing Factors

_____

_____

_____

_____

17. Actions Taken to Prevent Recurrence

_____

_____

_____

_____

_____

_____

18. Details and Certification of Person Completing Report		
Name:		
Position:		
Address:		
Phone No.	Fax:	E-mail:
I certify that the information in the incident report is accurate to the best of my knowledge Signature_____ Date_____		
19. Details of Witness to Incident		
Name:		
Address:		
Phone No.	Fax:	E-mail:

APPENDIX J

1. Town of St. Paul

2. County of St. Paul

3. Town of Elk Point

4. Summer Village of Horseshoe Bay

Town of St. Paul
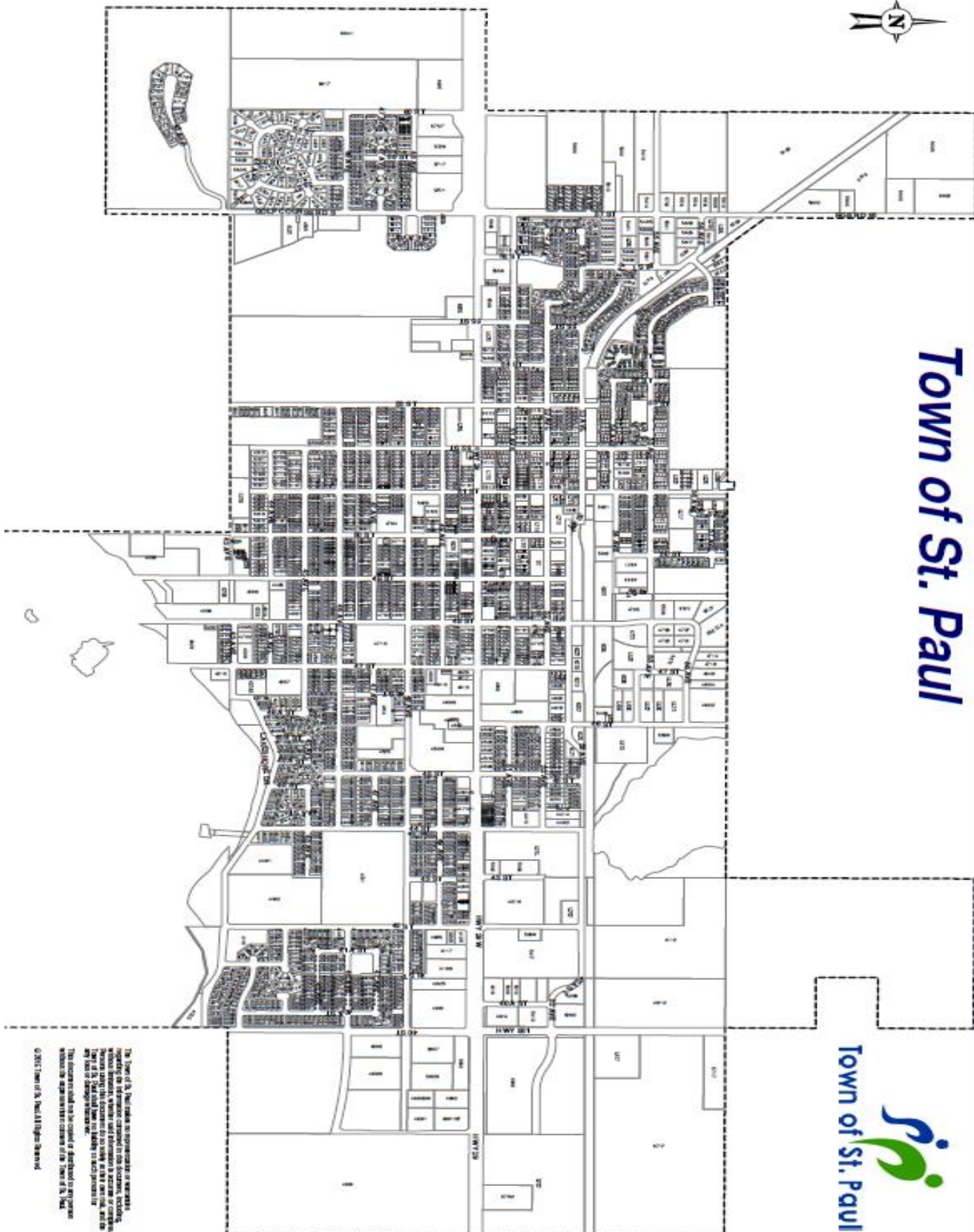
Town of St. Paul
SE Section

Town of St. Paul
SW Section
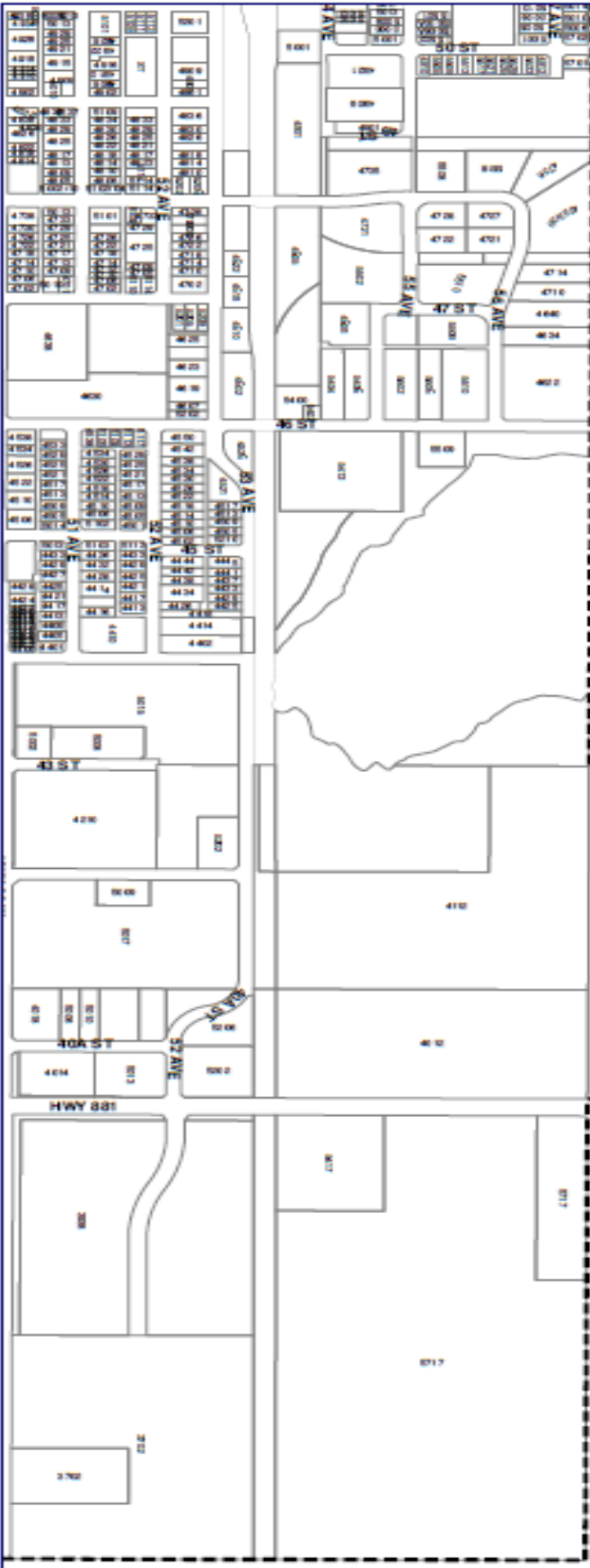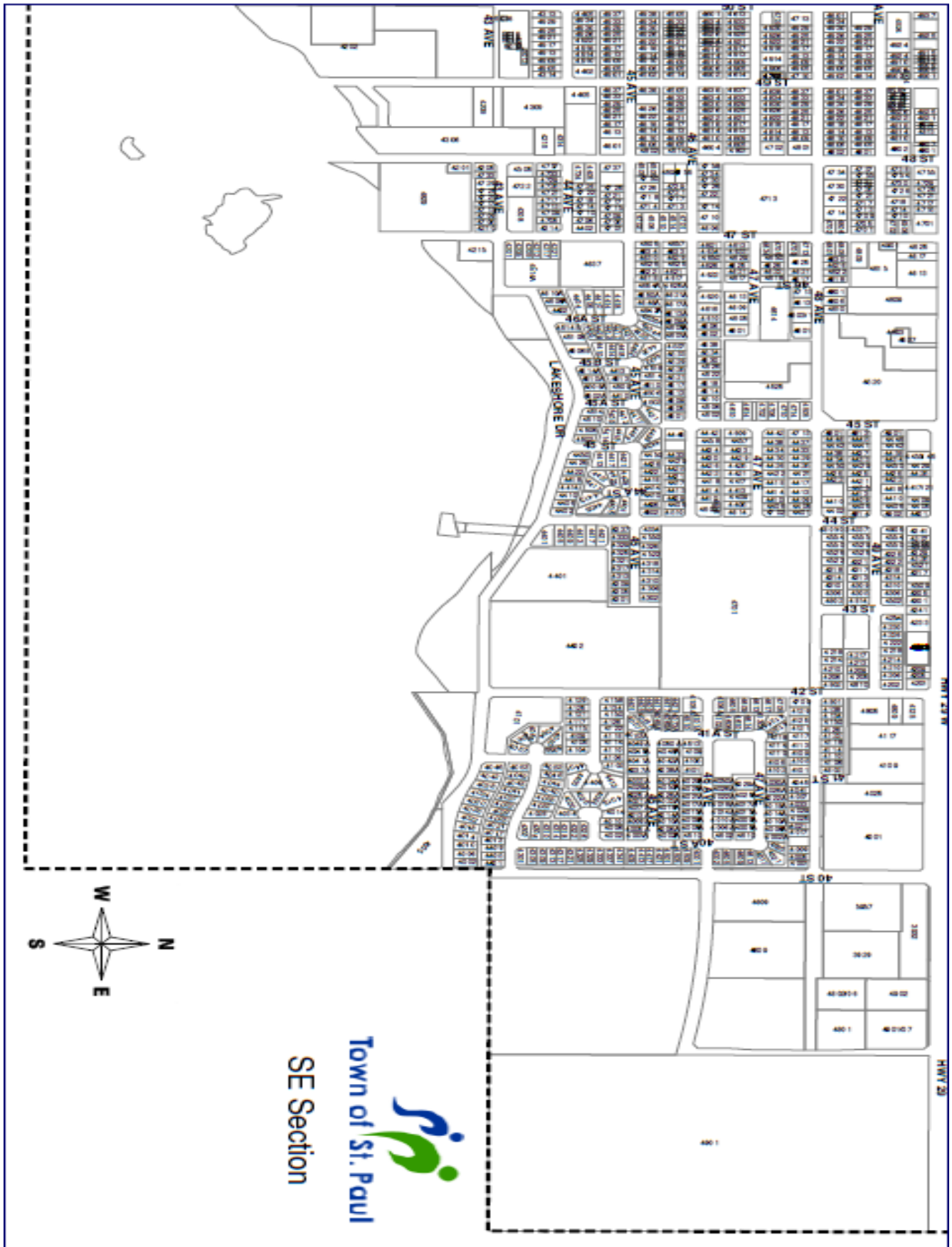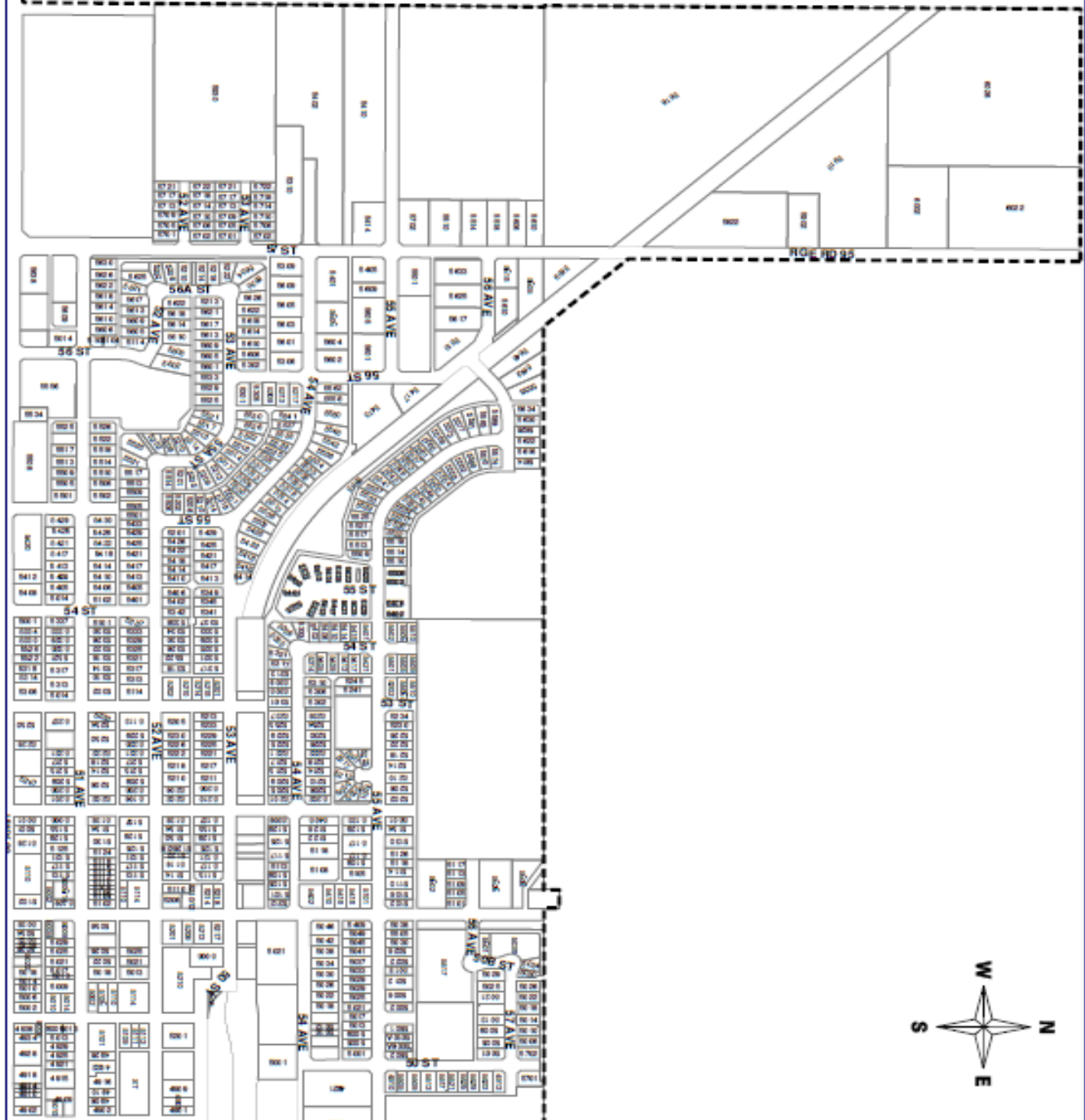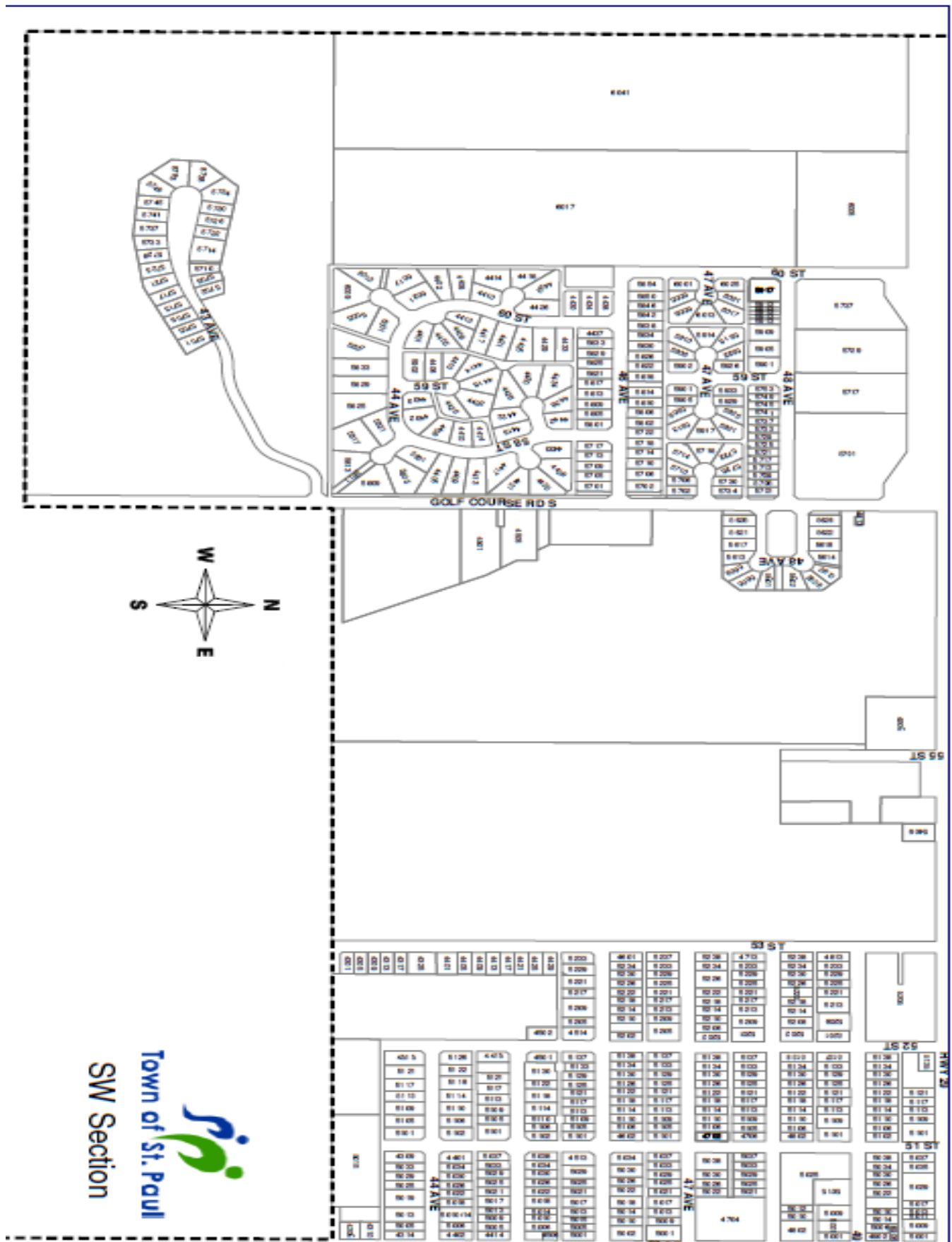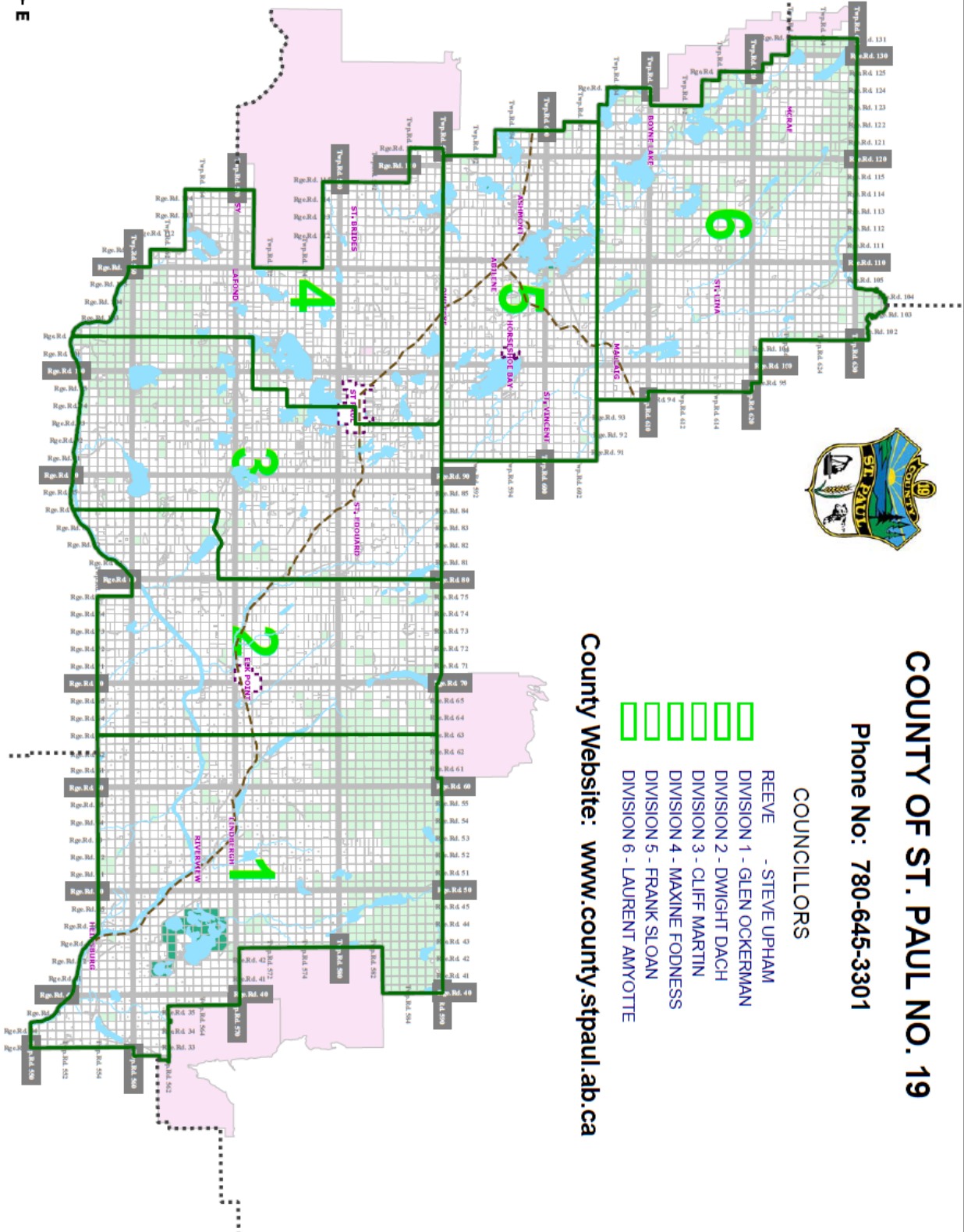
COUNTY OF ST. PAUL NO. 19

Phone No: 780-645-3301
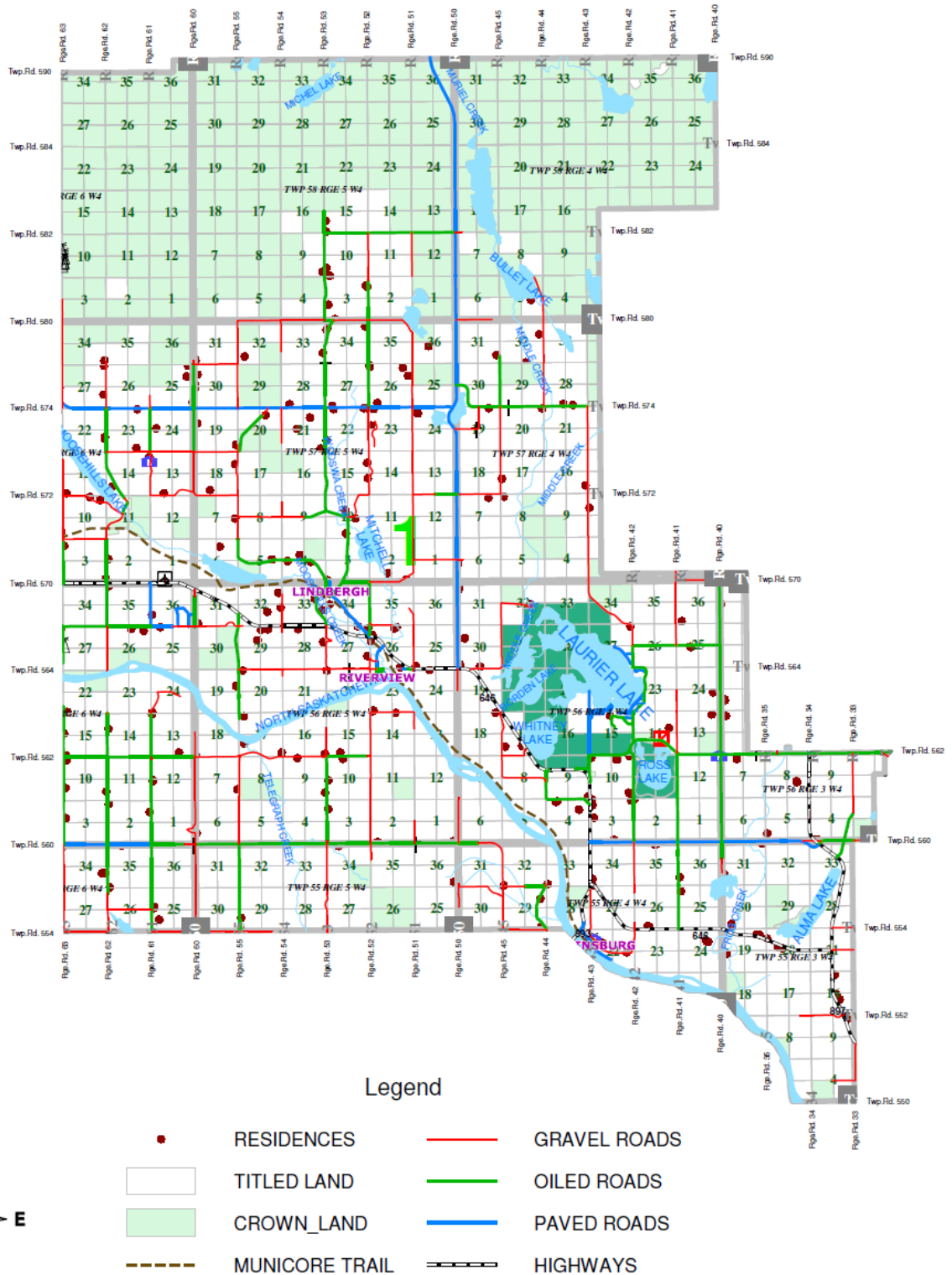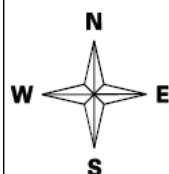
COUNCILLORS

REEVE - STEVE UPHAM
DIVISION 1 - GLEN OCKERMAN
DIVISION 2 - DWIGHT DACH
DIVISION 3 - CLIFF MARTIN
DIVISION 4 - MAXINE FODNESS
DIVISION 5 - FRANK SLOAN
DIVISION 6 - LAURENT AMYOTTE

County Website: www.county.stpaul.ab.ca

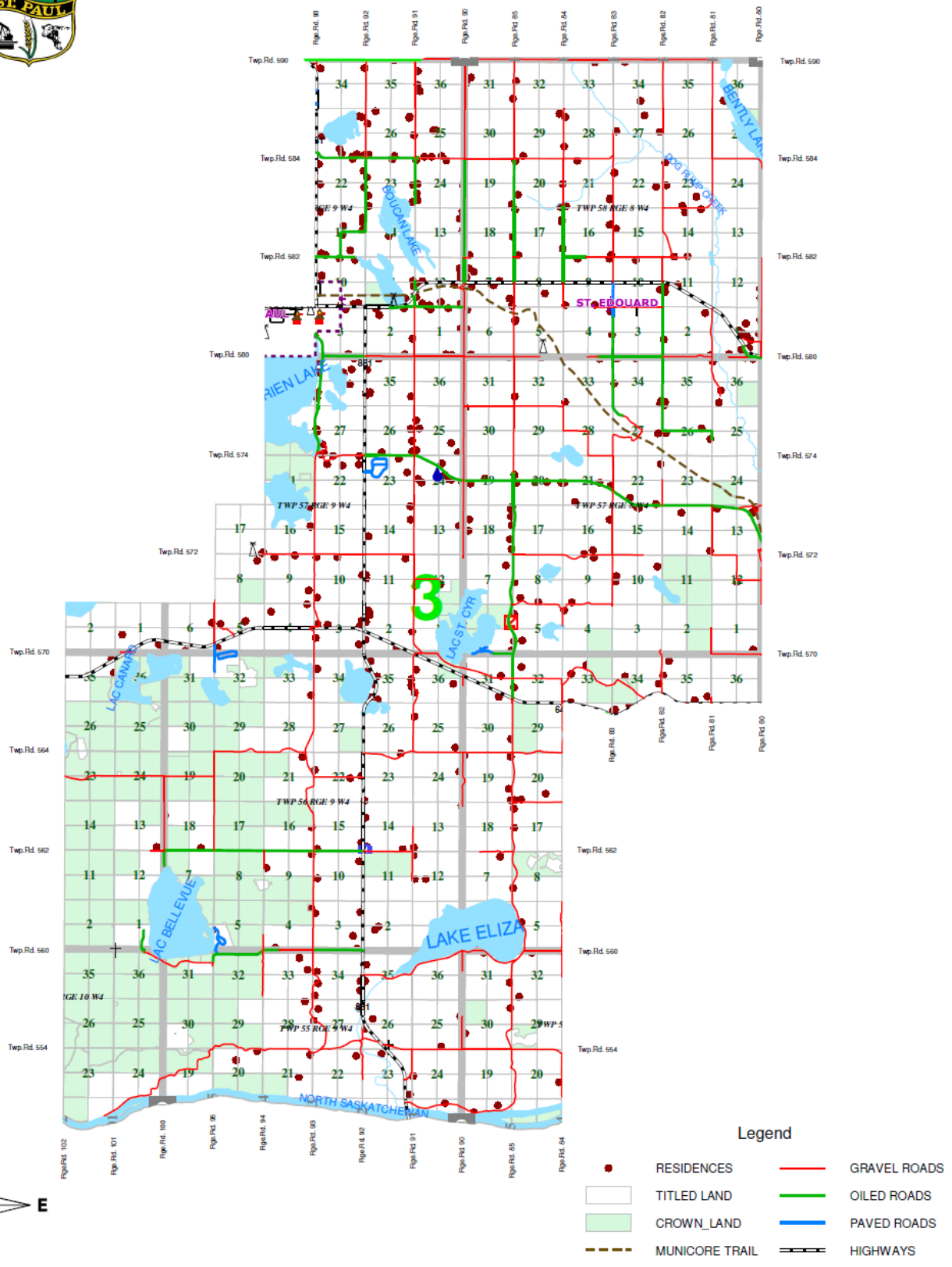# COUNTY OF ST. PAUL NO. 19
DIVISION 1

Legend

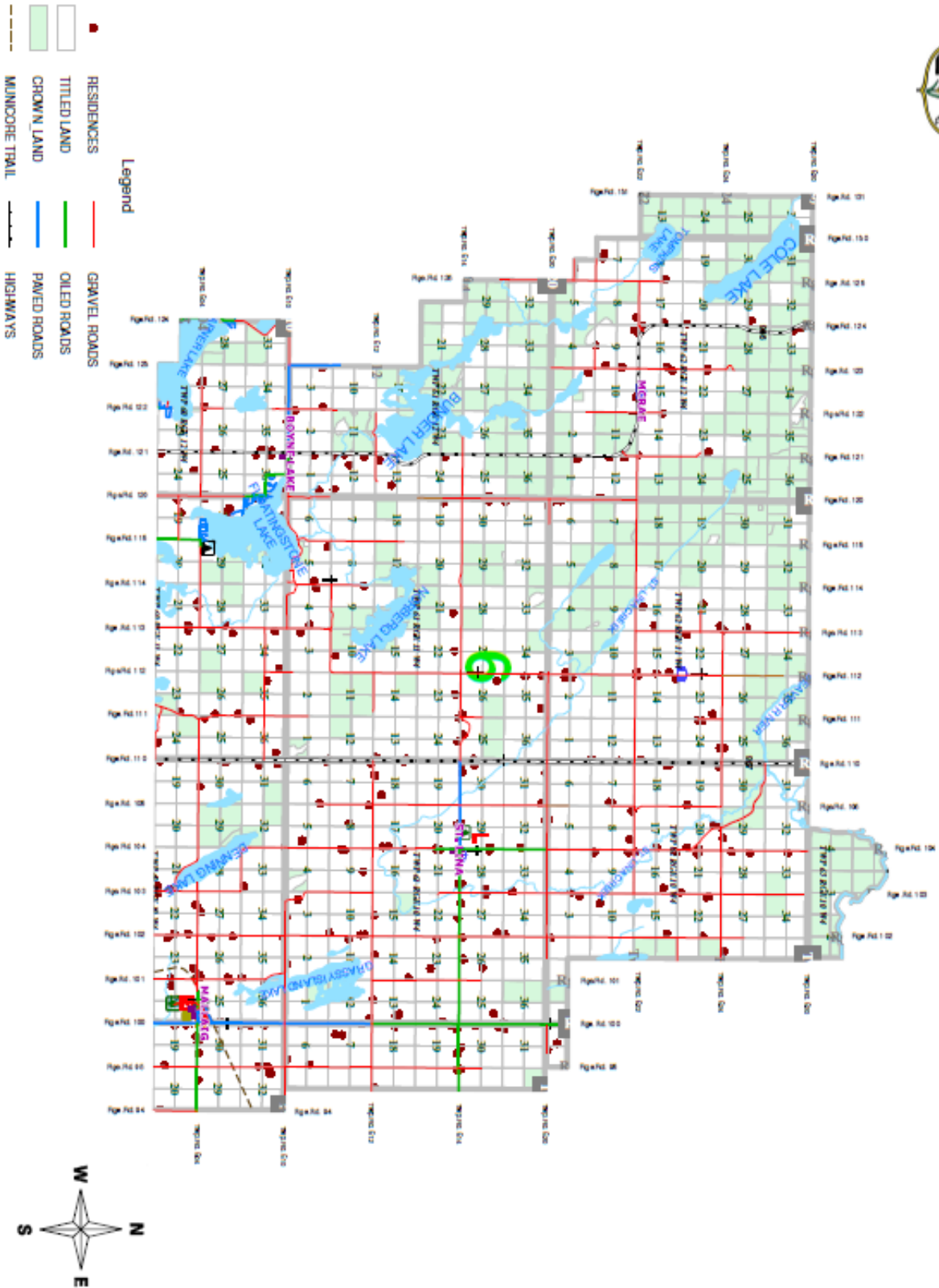|			
•	RESIDENCES	———	GRAVEL ROADS
☐	TITLED LAND	———	OILED ROADS
▨	CROWN_LAND	———	PAVED ROADS
– – –	MUNICORE TRAIL	┅┅┅	HIGHWAYS

N W E S

COUNTY OF ST. PAUL NO. 19
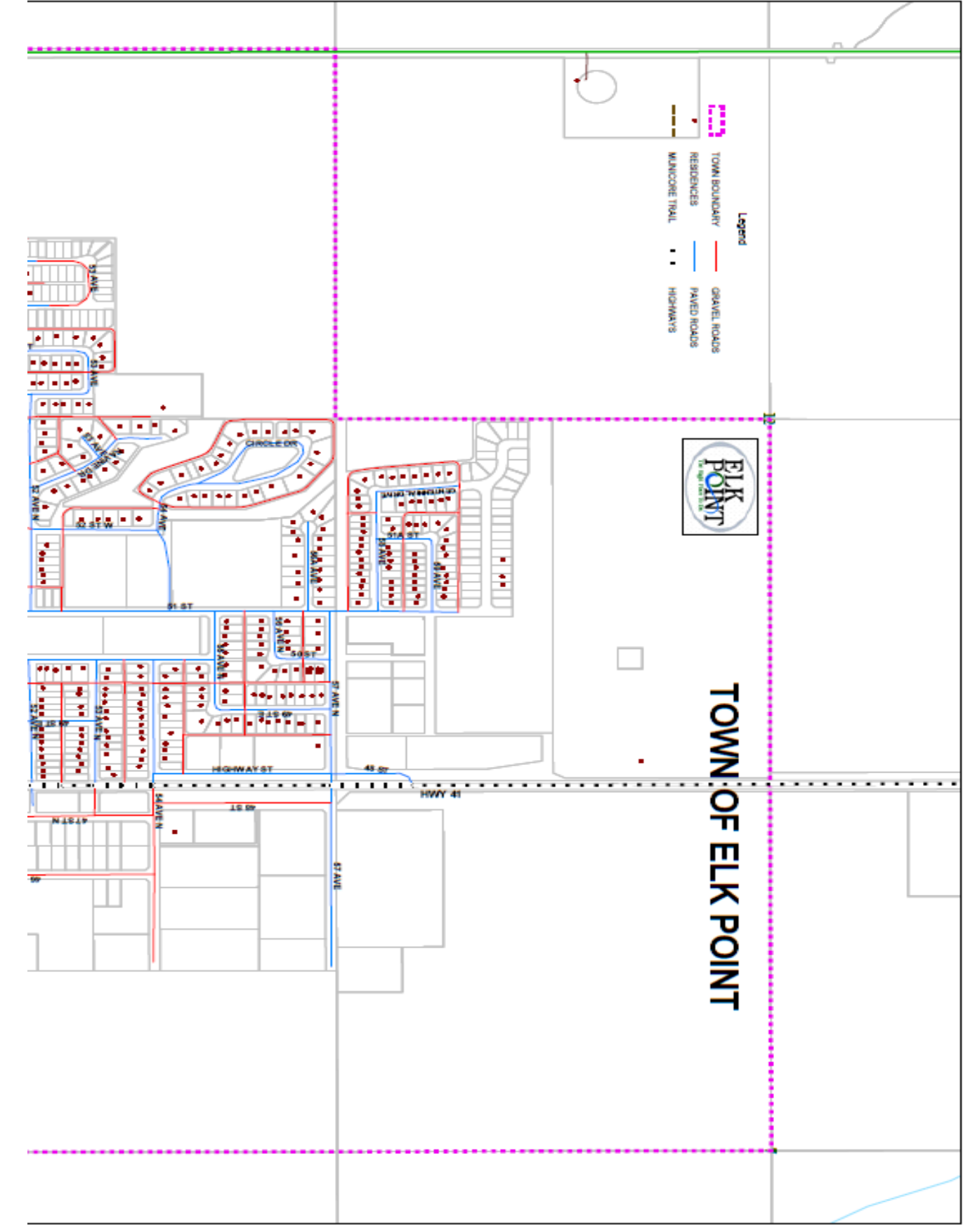DIVISION 2

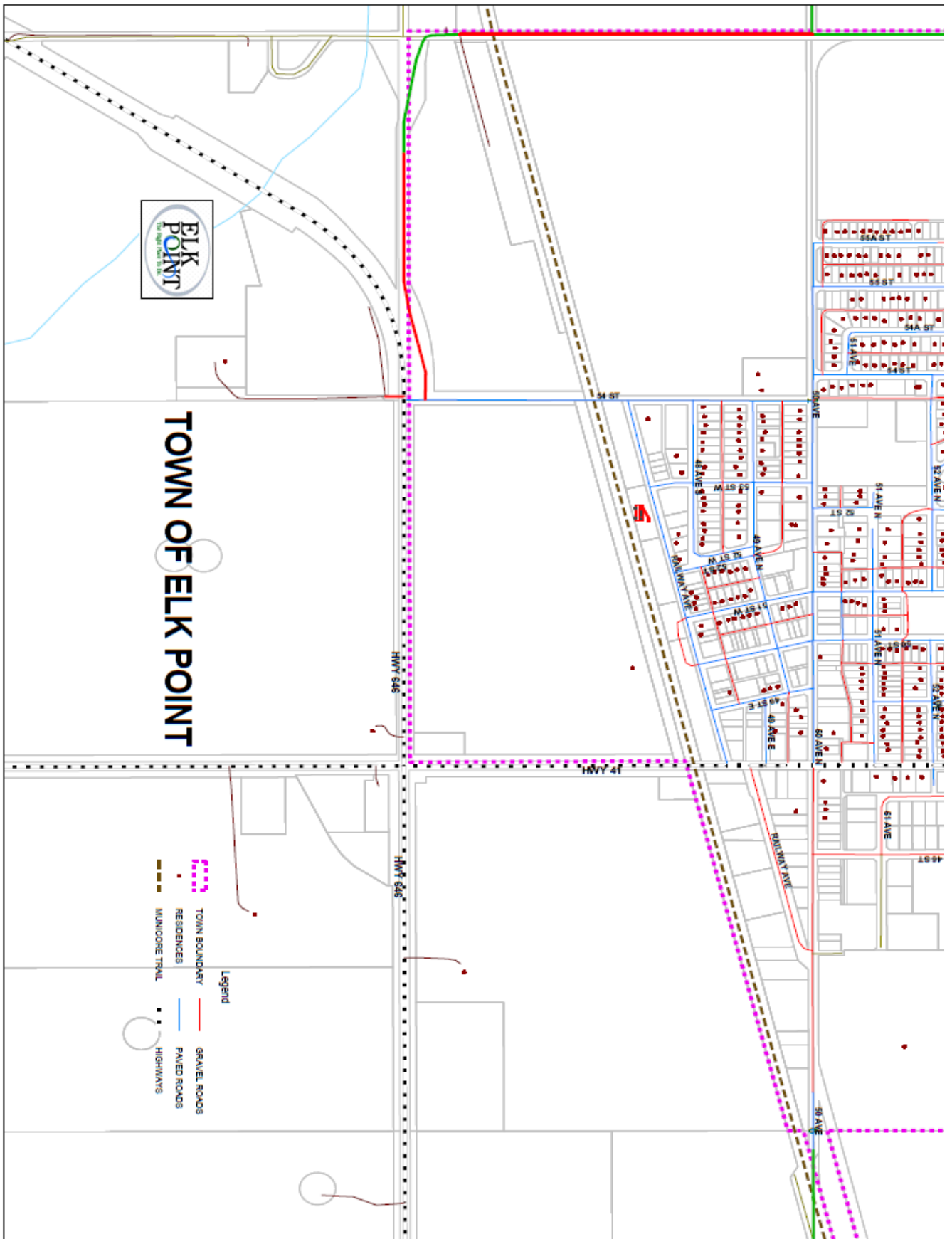# COUNTY OF ST. PAUL NO. 19
DIVISION 3

Legend

RESIDENCES	GRAVEL ROADS
TITLED LAND	OILED ROADS
CROWN_LAND	PAVED ROADS
MUNICORE TRAIL	HIGHWAYS

COUNTY OF ST. PAUL NO. 19
DIVISION 4

Legend

•	RESIDENCES	——	GRAVEL ROADS
▫	TITLED LAND	——	OILED ROADS
▫	CROWN_LAND	——	PAVED ROADS
- - -	MUNICORE TRAIL	▬▬	HIGHWAYS

COUNTY OF ST. PAUL NO. 19
DIVISION 5

Legend

RESIDENCES
TITLED LAND
CROWN_LAND
MUNDORE TRAIL

GRAVEL ROADS
OILED ROADS
PAVED ROADS
HIGHWAYS

COUNTY OF ST. PAUL NO. 19
DIVISION 6

Legend

RESIDENCES
TITLED LAND
CROWN_LAND
MUNICORE TRAIL

GRAVEL ROADS
OILED ROADS
PAVED ROADS
HIGHWAYS

Legend

TOWN BOUNDARY	—
RESIDENCES	▪
MUNICORE TRAIL	- - -
GRAVEL ROADS	—
PAVED ROADS	—
HIGHWAYS	......

TOWN OF ELK POINT

TOWN OF ELK POINT

Legend

	TOWN BOUNDARY		GRAVEL ROADS
	RESIDENCES		PAVED ROADS
	MUNICIPAL TRAIL		HIGHWAYS

TOWN OF ELK POINT

ELK POINT
The Right Place To Be

Legend

TOWN BOUNDARY
RESIDENCES
MUNICORE TRAIL
GRAVEL ROADS
PAVED ROADS
HIGHWAYS

HWY 646
HWY 41
HWY 646

54 ST
50 AVE
55A ST
55 ST
54A ST
54 ST
51 ST
49 AVE S
53 ST N
52 ST
52 AVE N
51 AVE N
49 AVE N
52 ST N
51 AVE N
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49 ST N
49 AVE N
48 ST N
50 AVE N
52 AVE N
51 AVE
50 AVE
RAILWAY AVE
46 ST
49 ST
50 AVE

APPENDIX K

Department: **Emergency Management**	Document Type: **Procedure**
Subject: **Regional Notification/Alert System**	Number: **REMP - 001**
	Reference:

1. Purpose

Identify the steps required for a timely activation of a Notification or Emergency Alert on the Regional Notification/Alert system to all contacts and users on the system.

2. Procedure

The activation of a Regional Notification/Alert is initiated by the Regional Director of Emergency Management (RDEM) or designate, and/or Authorized Regional System Administrators, using the designated program and software provided by Everbridge for the Region of St. Paul.

2.1 Emergency Alert

Regional Director of Emergency Management (RDEM) And System Administrators

Shall determine when the Emergency Alert is to be activated at his/her discretion and as dictated by an emergency event, or as requested by other Emergency Response Agencies. If the Alert requires immediate notification:

- The RDEM or designate may activate an immediate Alert, or

- Advise any of the Authorized Regional System Administrators to activate the Alert on their behalf. Critical information will be required and passed on to the Regional System Administrators that is specific to the Alert.

- Authorized Regional System Administrators have been pre-identified and are included in the main Regional Emergency Management Plan (REMP) under Appendix A.

Note: The Notification/Alert procedure is designed so that a partial Notification/Alert can be activated by identifying selective citizens, specific personnel, group(s), or location(s) using the Universe Tab to notify the citizens.

Note: At no time will an Authorized Regional System Administrator provide their username or password to anyone to conduct an Alert on their behalf. If the Administrators cannot complete an activation, another Administrator will be asked to complete it.

2.2 Emergency Alert Information

Once it has been advised or identified to initiate the Emergency Alert for the citizens, the RDEM or designate will require the following information:

- Type of Emergency/Event that will/is/has taken place

- Potential threat to people, property and/or environment

- Possibility of escalation of the event

- What is expected of the citizens for the response, i:e;

  - Confirmation the message has been received

  - Polling of the message based on the type of event and response required; or

  - Information purposes only

- The Alert will be developed and vetted with the input from the RDEM or designate and Information Officer where possible. At a minimum, the Alert will be reviewed by 2 System Administrators where possible before being released.

- Authorized Regional System Administrators will monitor and advise the RDEM or designate of the confirmed number of citizens responding to the Alert so as to keep the on-scene Incident Commander up-to-date.

If the system is used to activate the Emergency Coordination Center (ECC) Command and General Staff, the information will be used to monitor and advise the RDEM or designate of the confirmed number of personnel responding to the ECC.

Note: Immediate notification to <u>all subscribed users</u> will occur when a Type 1 to 3 Incident occurs or has the potential to become an Incident. Refer to the back of the Procedure for Incident types.

2.3 Emergency Alert Templates

Generic Emergency Alert Templates have been pre-developed for each Hazard/Risk identified in the Region of St. Paul based on information from the annual HRVA.

The templates are stored on the Everbridge System and will be used when initiating an Emergency Alert. The templates will be adjusted accordingly with information and specific details of the particular emergency/event at that time. New templates that are developed will be stored on the Everbridge System for future use.

2.4 Emergency Alert Timeline

When the Authorized Regional System Administrators receive information that an Alert is to be prepared and activated, the Alert will be sent out as soon as reasonable practicable giving the citizens as much advanced notice as possible.

If the Emergency Alert is required to be sent after operating business hours, the RDEM or designate, and Authorized Regional System Administrators have the ability to send the Emergency Alert from the Mobile Manager App to ensure a timely activation and response.

Before the Emergency Alert is sent by the App, it must be vetted where possible to ensure all content is accurate. Refer to 2.2. The review can be done in person, by phone, or by e-mail.

3. Notification Alert

3.1 Notification Information

Once it has been advised or identified to initiate a Notification for the citizens, the RDEM or designate, or Authorized Regional System Administrators will require the following information:

- Type of Notification that will be developed

- Content to be delivered to the citizens

- What is expected of the citizens for the response, i:e;

  - Confirmation the message has been received

  - Polling of the message based on the type of Notification and response required; or

  - Information purposes only

- The Notification will be vetted with the input from at a minimum of 2 Authorized Regional System Administrators where possible before being released.

Notifications will be used to notify the public of any Municipal events such as, office hour changes or closures, garbage day changes, etc. 'Rules' have been set-up to aid in the selection process of the Notification.

3.2 Town/County Staff Notifications

All Town/County Staff will be registered in the 'Private' portal within their specific organization by their Authorized Regional System Administrator. The staff member will not have access to this organization; it will be managed by the respective Authorized Regional System Administrator.

Notifications sent within the Town/County organizations will be used to notify the staff of any upcoming meetings, important notices, etc. The Notification will be vetted with the input from at a minimum of 2 Authorized Regional System Administrators where possible before being released. The Administrators can be internal to the organization, or from another organization.

Note: Once a staff member is no longer an employee of their specific Municipality, their information will be removed from that organization. The removal of their information <u>will not affect their subscription in the Alert Organization</u>.

4. Training

All Authorized Regional System Administrators will complete the Everbridge University On-Line Training prior to issuing an Alert or Notification.

On a quarterly basis All Authorized Regional System Administrators will send a TEST Notification internally to the RDEM for quality management purposes.

5. Privacy

Privacy of public information will remain confidential as per the Freedom of Information and Protection Privacy Act 2013. The Authorized Regional System Administrators will not disclose any personal information on the system to any third parties without written consent, unless disclosure is required pursuant to a warrant for the purposes of criminal investigation. Refer to Alberta FOIP 2013:

Part 2 Protection of Privacy
Division 1 – Collection of Personal Information
Section(s) – 33; 38

Department:		Document Type:
Emergency Management		**Procedure**
Subject:		Number:
Regional Notification/Alert System		**REMP - 001**
		Reference:

Part 2 Protection of Privacy
Division 2 – Use and Disclosure of Personal Information by Public Bodies
Section(s) – 39; 40

6. Implementation The Regional Director of Emergency Management shall ensure adherence to this procedure.

7. Interpretation & Updating The Regional Director of Emergency Management shall ensure interpretation and updating of this procedure.

8. Approval

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Regional Director of Emergency Management

* ORIGINAL SIGNED COPY RETAINED BY REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT *

Incident Types

Notifications/Alerts can/will be developed and activated for any Incident Type based on severity and possible public endangerment. Notifications/Alerts that receive top priority will be Types 1 through 3.

Type1 through 3 requires an immediate Notification/Alert to the public.

Type 1 – Example:

- Municipality on fire, tornado destroys municipality, major chemical spill/gas/toxic release

Type 2 – Example:

- Large scale chemical/gas/toxic release, mass flooding, cargo jet crash.

Type 3 – Example:

- Localized chemical/gas release, mass casualty incident, severe winter weather, or water contamination, bank robbery with hostages, mass shooting/terrorist act, pandemic outbreak, prolonged utility outage

Type 4 – Example:

- Small chemical release/spill, apartment bldg. fire, forest fires affecting large areas of the region, short-term interruption of utilities.

Type 5 – Example:

- Small isolated fire, short-term interruption of utilities, small chemical spill, or vehicle incident

APPENDIX L

Department:		Document Type:
Emergency Management		**Procedure**
Subject:		Number:
Donations Management		**REMP - 002**
		Reference:

1. Purpose

The purpose of the Donations Management Procedure is to provide a coordinated system to efficiently direct the donation of money during the response, relief and recovery phases of an emergency.

The preferred method of donations is financial contributions, and the purpose of this plan outlines how to direct monetary donations and establishes criteria for doing so. In-Kind Donations will be accepted with specific stipulations. In-Kind donors will be encouraged to make financial contributions first and foremost.

The Donations Management Procedure is not meant to be stand-alone, but is intended to be used in support of and in conjunction with the Regional Emergency Management Plan and Emergency Social Services Plan.

All financial contributions collected will be distributed to those affected by the emergency/disaster. It will only be distributed to the emergency/disaster related losses; it is not intended to redress prior existing conditions.

2. Procedure

A message regarding donations will begin within the first day following the event, and will focus on an actual assessment of needs. Solicitation of funds will be the early and primary message from the Public Information Officer.

A news release will be completed as soon as possible to request initial donations in monetary funds. Municipal businesses will be approached for specific kinds of support as per MOU's that have been signed.

A Needs Assessment will be conducted by the ESS Director to determine what resources will be required to support the emergency/disaster from a donations perspective. The Logistics Section will oversee the activity of all Donations Management with the assistance of Volunteer Services.

The Needs Assessment will identify priority needs to help households and businesses meet their ongoing basic needs and regain pre-emergency/disaster self-sufficiency. It will recommend the allocation of those resources.

Municipal-based organizations or volunteers not directly involved with the emergency response may wish to

operate, collect, process, and distributed donations.

It is to be made clear, the Emergency Coordination Center and Emergency Social Services will not take any responsibility for storing, securing, sorting, transporting, accounting or distributing any of those donations.

It will be left to those Municipal-based organizations or volunteers to manage those donations during and after the emergency/disaster.

2.1 Monetary Donations

Monetary donations are financial contributions from donors designated for major emergency or disaster response, relief and recovery. This is the preferred method of contribution. When the Regional Emergency Management Plan has been activated, and a need for monetary donations is requested, donations will then be accepted at the local bank that has been identified. Those collecting donations will take steps to maintain public confidence by adopting transparent and accountable procedures.

The St. Paul Servus Credit Union has been identified as the banking institution that will hold all monetary donations. The Town of St. Paul Finance Department will be the donation collection and distribution agency on behalf of the Region of St. Paul. When the ECC has been activated, the collection and distribution of monetary funds will be the responsibility of the Finance Section.

2.2 In-Kind Donations

In-kind donations that will be accepted are the contributions of goods that are **brand new**. Only new in-kind donations that maybe requested (e.g. baby formula, diapers or water) will be accepted.

2.3 Donated Services

Individuals and businesses may offer donated services. There are established organizations that offer specialized services to emergencies/disasters, such as the Non-Government Organizations (NGO's). (See REMP Support Services).

In addition, there may be individuals, associations, clubs, institutions, and businesses wanting to donate services. Volunteers may arrive at the Reception Center to offer their time. These groups or individuals will be managed through Volunteer Services.

3. Financial Accountability

3.1 Distribution of Funds

All collected funds will be used to offset the costs of personal needs supplies being purchased for those affected by the emergency (diapers, baby food, and personal essentials). Once immediate needs have been met, the Donations Management group will determine the placement of the remaining funds, be it equal share to all affected by the emergency/disaster or otherwise. This is the fairest method.

A report will be developed on the financial funds being donated, and what has been distributed to ensure accountability.

The report will be made public showing proper documentation of all expenditures. A log will be maintained on all financial matters for auditing purposes.

4. Implementation

The Regional Director of Emergency Management shall ensure adherence to this procedure.

5. Interpretation & Updating

The Regional Director of Emergency Management shall ensure interpretation and updating of this procedure.

6. Approval

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Regional Director of Emergency Management

* ORIGINAL SIGNED COPY RETAINED BY REGIONAL DIRECTOR OF EMERGENCY MANAGEMENT *

TEMPLATE

Logo/Letterhead

NEWS RELEASE

For Immediate Release
Date:
Number: 01

DONATIONS FOR FIRE VICTIMS

Region of St. Paul, specifically in the (location): *(Insert event)* <u>A fire destroyed an apartment on (date) leaving nearly 300 homeless</u>. Many individuals, businesses and organizations are preparing to donate cash, goods or services to help the fire victims.

Please do not donate goods at this time. Used goods may not meet the needs of individual families, and usually demand a great deal of staff time to sort, check, and distribute the materials. Cash donations are preferable until specific needs can be identified.

A recovery fund account has been established with local banking institutions to accept cash donations. Cash donations can be made in person at any local bank by identifying that you wish to donate funds to the *Region of St. Paul Emergency Donations Fund*.

Mail in donations should be sent to:

Region of St. Paul Emergency Donations Fund
5101-50th St.
St. Paul, AB
T0A 3A0

For information on volunteering to assist fire victims with cleanup and recovery, speak with Volunteer Services at the Reception Center.

For further information on donations of all types, please contact:

Name:
Public Information Officer
780-???-????

References

The following references were used in the development of this Emergency Management Plan:

- Province of Alberta, Alberta Emergency Management Agency – Alberta Emergency Plan

- Province of Alberta, Emergency Management Act

- Province of Alberta Regional Health Authorities Act

- Province of Alberta Public Health Act

- CAN/CSA Z731-03, A National Standard of Canada – Emergency Management and Business Continuity Programs

- The City of Edmonton Municipal Emergency Plan (Public Version) 2011

- Incident Command System Canada – ICS Material and Forms 2013

- WCB Alberta – Workers Compensation Board