Regular Council Meeting
Town of Sundre Municipal Council Chambers
May 10, 2021
6:00 p.m.

1. **Call to Order**
   Moment of Reflection

2. **Public Hearing: None**

3. **Agenda – Amendments and Adoption**
   3.1 May 10, 2021 Regular Council Meeting

4. **Adoption of Previous Minutes**
   4.1 April 26, 2021 Regular Council Meeting — Pg. 1

5. **Delegation:**
   5.1 RFD Hope 4 MVC Kids Society — Pg.5

6. **Bylaws/Policies:** None

7. **Old Business:** None

8. **New Business**
   8.1 RFD Business Continuity Pandemic Plan — Pg. 25
   8.2 RFD Municipal Emergency Response Plan — Pg. 97
   8.3 RFD APWA Proclamation – Week of May 16 - 22 — Pg. 330
   8.4 RFD Celebration of 95th Birthday — Pg. 334

9. **Administration: None**

10. **Municipal Area Partnership (MAP): None**

11. **Council Committee Reports**
    11.1 Mayor Leslie's Report to Council — Pg. 337

12. **Council Invitations / Correspondence** — Pg. 342
    12.1 Letter from Minister Pon – Senior's Week Proclamation — Pg.343
    12.2 Letter to Minister Madu – Town of Magrath — Pg. 344
    12.3 Letter of Response from Minister Madu – Provincial Policing — Pg.346

13. **Closed Meeting**
    13.1 Advice from Officials, *FOIPP Act Section 24*

14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com

Regular Council Meeting
Minutes
Town of Sundre Municipal Council Chambers
Via Teleconference
April 26, 2021

The regular meeting of Council of the Municipality of Sundre was held in the Municipal Council Chambers on Monday, April 26, 2021 commencing at 6:00 p.m.

IN ATTENDANCE: Deputy Mayor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Cheri Funke

ABSENT: Mayor Terry Leslie
Councillor Paul Isaac

STAFF: Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke
Communications, Chelsea Kruger

PUBLIC: There were 7 members of the public in attendance.

CALL TO ORDER: The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.

AGENDA – AMENDMENTS AND ADOPTION:

Res. 105-26-04-21 MOVED by Councillor Funke that the Agenda be approved as amended as follows:

1. *Addition of Delegation: Dr. Vincent Grant and Mr. Gerald Ingeveld – Sim Lab, to be numbered 5.1 on the Agenda.*
2. *Renumber PWC Delegation to 5.2 on the Agenda.*

CARRIED

ADOPTION OF THE PREVIOUS MINUTES:

Res. 106-26-04-21 MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on April 12, 2021 be approved as presented.

CARRIED

DELEGATION: Dr. Vincent Grant and Mr. Gerald Ingeveld – Sim Lab

Res. 107-26-04-21 MOVED by Councillor Preston that the presentation by Dr. Vincent Grant and Mr. Gerald Ingeveld be accepted as information.

CARRIED

DELEGATION: PricewaterhouseCoopers LLP

Res. 108-26-04-21 MOVED by Councillor Wolfe that the presentation by PricewaterhouseCoopers LLP be accepted as information.

CARRIED

Initials

Deputy Mayor Warnock excused all public members at 6:30 p.m. and advised that they are welcome to return to the Regular Council meeting at the conclusion of the closed meeting.

Deputy Mayor Warnock called a 5 minute recess at 6:30 p.m.

The following, including 5 Council members, were in attendance for the closed meeting session:

Staff: Linda Nelson, Chief Administrative Officer
Chris Albert, Director Corporate Services

Public: PricewaterhouseCoopers LLP representatives Angela Loo, and Jasmine Kwong

CLOSED MEETING **Topic of Closed Meeting**

13.1 Advice from Officials, *FOIPP Act* Section 24;

Res. 109-26-04-21 MOVED by Councillor Funke that Council go into closed meeting at 6:33 p.m.

CARRIED

Linda Nelson and Chris Albert left the meeting at 6:40 p.m.

Res. 110-26-04-21 MOVED by Councillor Dalke that Council return to open meeting at 6:47 p.m.

CARRIED

IN ATTENDANCE:

Deputy Mayor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Cheri Funke

STAFF:

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Sr Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke
Communications, Chelsea Kruger

PUBLIC: There were 2 members of the public in attendance.

RETURN TO OPEN MEETING:

Res. 111-26-04-21 MOVED by Councillor Wolfe that the Town of Sundre Council move to accept the 2020 Auditor's Report and the 2020 Audited Financial Statements and the 2020 Financial Information Return as presented by PricewaterhouseCoopers LLP;

Furthermore, direct Administration to forward said documents to the Minister as prescribed by Section 278 of the *Municipal Government Act*.

CARRIED

BYLAWS & POLICIES: **Bylaw 2021-02 Intermunicipal Development Plan (IDP)**

Res. 112-26-04-21 MOVED by Councillor Funke that the Town of Sundre Council give first reading to Bylaw 2021-02 being the Intermunicipal Development Plan Bylaw between the Town of Sundre and Mountain View County.

CARRIED

Initials

Res. 113-26-04-21 MOVED by Councillor Funke that theTown of Sundre Council set Wednesday, May 26, 2021 at 1:00 p.m. for a Special Meeting of Council for the Joint Public Hearing for Bylaw 2021-02 being the Intermunicipal Development Plan between the Town of Sundre and Mountain View County.

CARRIED

Bylaw 2021-04 Tax Rate Bylaw

Res. 114-26-04-21 MOVED by Councillor Preston that the Town of Sundre Council give first reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.

CARRIED

Res. 115-26-04-21 MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.

CARRIED

Res. 116-26-04-21 MOVED by Councillor Wolfe that the Town of Sundre Council give unanimous consent for Third and Final Reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.

CARRIED

Res. 117-26-04-21 MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2021-04 the 2021 Tax Rate Bylaw.

CARRIED

OLD BUSINESS: None

NEW BUSINESS: **Economic Developmnet Week Proclamation**

Res. 118-26-04-21 MOVED by Councillor Funke that the Town of Sundre Council proclaim the week of May 9 to 15, 2021 as Economic Development Week in Sundre.

CARRIED

Administrative Professionals Day Proclamation

Res. 119-26-04-21 MOVED by Councillor Wolfe that the Town of Sundre Council proclaim April 28, 2021 as Administrative Professionals Day in the Town of Sundre.

CARRIED

ADMINISTRATION: **March 2021 Department Reports**

Res. 120-26-04-21 MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental Reports for March 2021 as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP: None

COUNCIL REPORTS **Council Committee Reports - March**

Res. 121-26-04-21 MOVED by Councillor Dalke that the Town of Sundre Council accept Councillor Funke's report for March 2021 as information.

CARRIED

Res. 122-26-04-21 MOVED by Councillor Wolfe that the Town of Sundre Council accept Councillor Warnock's report for March 2021 as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP: None

Initials

COUNCIL INVITATIONS/CORRESPONDENCE: Letter to Minister Madu – County of Paintearth No. 18

Res. 123-26-04-21 MOVED by Councillor Funke that the Town of Sundre Council accept the letter to Minister Madu, from the County of Paintearth No. 18, as information.

CARRIED

CLOSED MEETING **Topic of Closed Meeting**

13.1 Advice from Officials, *FOIPP Act* Section 24;

Res. 124-26-04-21 MOVED by Councillor Wolfe that Council go into closed meeting at 7:17 p.m.

CARRIED

Res. 125-26-04-21 MOVED by Councillor Wolfe that Council return to open meeting at 7:34 p.m.

CARRIED

ADJOURNMENT

Res. 126-26-04-21 MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 7:34 p.m.

CARRIED

These Minutes approved this 10 day of May, 2021

Deputy Mayor, Richard Warnock

Chief Administrative Officer, Linda Nelson

Initials

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Delegation: Hope 4 MVC Kids Society**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**5.1**

BACKGROUND/PROPOSAL:
Lisa Nicholson, the founder of the "Hope 4 MVC Kids Society" has requested an audience with Council to present an update on their organisation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
See attached.

ALIGNMENT WITH STRATEGIC PLAN
Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:
That Council accept the presentation from the founder of Hope 4 MVC Kids Society as information

MOTION:
That the Town of Sundre Council thank the founder, Lisa Nicholson, of Hope 4 MVC Kids Society and accept the presentation, as information.

Date Reviewed: May 07, 2021 CAO: Linda Nelson

5.1a

Hope 4 MVC Kids Society

hope4mvckids.org

Hope 4 MVC Kids Society

Who Are We?

We are a **non-profit society** and **CRA registered charity** formed in November of 2013. It is ran by volunteers non of which get paid for their roles. There are 11 board members. It was founded by Lisa Nicholson and co- founded by Suzanne Young. Lisa Nicholson has four children. One of her daughters has a chronic medical condition, that required prolonged hospitalisations and medical interventions/supports and another daughter has nonverbal low functioning autism and global development delay. Lisa also worked with children with disabilities for many years. She found a great need for supports for families and found limited resources in our local area. In 2010 it was recommended from a medical professional that her daughter Hope needed a therapy pool. The local community helped raise $15,000 of the $20,000 needed. Lisa wanted to pay this support forward but also wanted to ensure families had somewhere to go locally. So 'Hope 4 MVC Kids Society' was born from this. Most of the board members have personal or professional experience from children with medical challenges. This organisation is ran on drive, determination, love and **hope** for local children and families to get the supports they need when they need them most. 100% of donations goes to approved families. Operating costs are paid from grants.

Mission and Vision

Mission

Our Mission is based on a foundation of compassion. We strive to ‘pay it forward’ by providing support to those families with children in medical need across ‘Mountain View County’.

Vision

Supporting families with children in medical need.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 1 -

Can assist if a local child is hospitalized (admitted). The program can assist with car parking, meals, fuel, and sibling care. If it is a long-term admission there is the potential for additional supports such as rent/mortgage/utility assistance.

Supporting documentation from a medical professional is required.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 2 -

Can assist a local child that needs adaptive equipment for home or school that is not covered by other sources.

Supporting documentation from a medical professional is required.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 3 -

Can assist a local child local that requires home adaptions due to illness or disability. That is not covered by other sources.

Supporting documentation from a medical professional is required.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 4 -

Can assist a local child who requires therapy, such as counselling, private o/t, p/t, mental health needs, alternative therapy not covered by health insurance or other sources.

Supporting documentation from a medical professional is required.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 5 -

The program can assist a local child that requires prescription supports not covered by health insurance or other sources.

Supporting documentation from a medical professional is required.

Hope 4 MVC Kids Provides assistance in the following ways:

Hope 4 MVC Kids Society assists families across Mountain view county with children in medical need by providing 6 clear programs.

Program 6 -

The program can assist local families with support, advocacy, and information. Navigating a child’s illness or diagnosis can be overwhelming. Due to personal journeys of many on the board we have been where you are. We assist families with understanding and advice of where to find additional resources or support.

Eligibility and selection criteria

Hope 4 MVC Kids Society covers all families with children in Mountain View County aged 0-18 (chronological age not development age), when the child has a medical diagnosis from a certified medical practitioner. This could be in the form of a doctor, physiotherapist, psychologist, Occupational therapist, School Outreach worker consented by parent to disclose. For equipment a certified current letter or prescription is required along with quotes by 2 sources. The Families must reside within the boundary of Mountain View County.

Some of the conditions we support

Pulmonary Disorders, Development Disorders, Diabetes, Ear Nose and Throat diagnosis, Gynecological diagnosis, Surgical Intervention, Hematology, Loss of Hearing, Neurology, Nephrology, Neuromotor Disorder, Neuromuscular disorders, Psychology, Perinatal, Plastic surgery, Infectious Diseases, Epilepsy, Rheumatology, Sleep disorders, Urological disorders, Vision problems, Dental, Chronic pain diagnosis, Urological Disorders, Orthopedic diagnosis, Behavioral diagnosis, Hair loss, Emotional Disturbance, Dermatological diagnosis, Learning Disabilities, Genetic Disorders, Blood Disorders, Cleft Palate, Endocrine, Oncology, Organ transplant, Cardiology, Gastrointestinal disorders, Virus, Autism, Metabolic Disorders, Aids/HIV, Eating disorders, Physical disabilities, ADHD/ADD, Acute medical crisis where medical intervention is imminent ie appendicitis, car accident.

How Funds Are Distributed

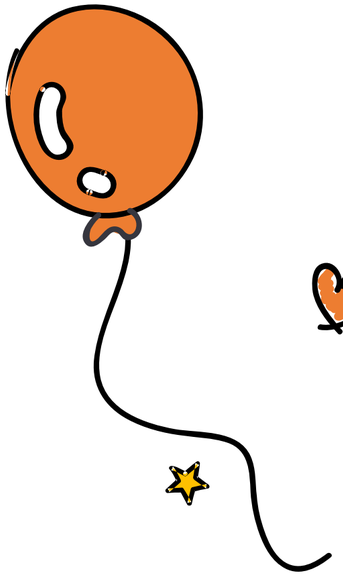
Item	How funds are distributed
Car Parking Fees	Directly purchase hospital pass or pre-paid credit card
Meals	Pre paid credit cards
Accommodation Costs – Hotels, RMH	Paid directly to accommodation provider
Rent/Mortgage	Paid directly to mortgage provider
Sibling Care	Paid directly to childcare provider
Fuel	Pre-paid gas card
Groceries/Meals	Pre-paid credit/grocery cards
Medical Bills	Paid directly to provider of service
Equipment. Home or School	Paid directly to equipment provider
Therapy	Paid directly to therapy provider
Prescription Drugs	Payable to pharmacy or pharmacy gift card
Surgeries outside Canada	Payable directly to provider.
Utilities	Payable to Utility provider

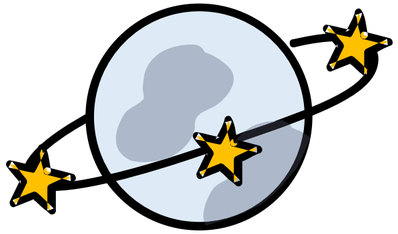
Hope 4 MVC Kids Society
hope4mvckids.org

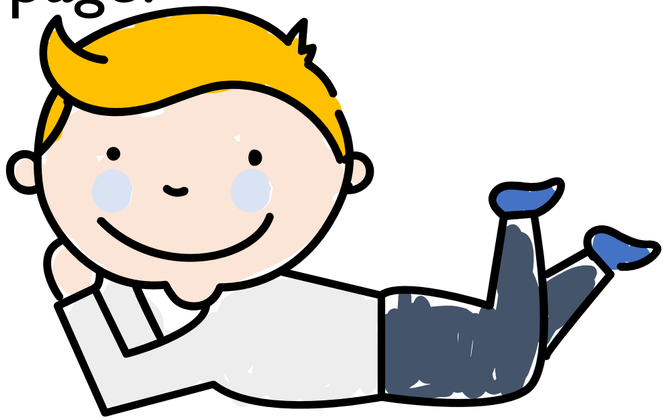
75+ Application approved to date.

Totalling over $200,000 +

Stories can be found on our webpage and Facebook page.







Growth Predications Next 5 Years

Every year we are seeing a 30% average rise in applications
The next 5 years we will need just to fulfill applications

Nov 2020/Oct 2021 $80,000
Nov 2021/Oct 2022 $104,000
Nov 2022/Oct 2023 $135,000
Nov 2023/Oct 2024 $175,000

This has grown to way more than just a small charity ran by volunteers.
If we can not support this growth we can not continue.
With Cov-19 we are anticipating an increase of the following applications –

- Mental health support.
- Prescription assistance.
- Equipment for home.

Premiers Council Award

Award for 2019 for excellence in community. – presented to an organisation that has made a significant contribution to a barrier-free, inclusive community in Alberta. Let's continue to make the Mountain View County a barrier free and inclusive community.

How Can You Help?

Attend our Event in 2021 (if you cannot attend send a family of hope instead)

How Can You Help?

Or Donate your coffee

How Can You Help?

Volunteer

1) We need a representative from each area – Carstairs, Olds, Didsbury, Sundre, Cremona, Water Valley and Rural Mountain View County.

This rep will distribute leaflets, find community events we can attend and share our message.

2) We need help at community events such as community showcase etc

3) We need help at community fundraising events such as bbq's and breakfasts.

4) We need help at our annual fundraising event – Set up, Take Down, Waiting staff, selling tickets and obtaining silent and live auction items.

5) We need help spreading our message to help local families with children in medical need.

6) Maybe you have a special talent you can help us with such as graphics, entertainment, love public speaking etc

WE NEED YOU – LOCAL COMMUNITY HEROES WITH INVISIBLE CAPES.

SIGN UP TODAY.

All Volunteers must obtain a FOC criminal record check including venerable sector

Thank You

Hope 4 MVC Kids Society would like to thank you for learning about our local service group.

Families can call 403 507 2299 for information open 24 hrs, 7 days a week.

www.hope4mvckids.org

Facebook - https://www.facebook.com/groups/235088373318474/

Hope 4 MVC Kids Society
hope4mvckids.org

HOPE 4 MVC KIDS SOCIETY
Site 15, Box 14 - RR2
Olds, AB T4H 1P3

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Business Continuity Pandemic Plan**
ORIGINATING DEPARTMENT	**Emergency Management**
AGENDA ITEM	**8.1**

BACKGROUND/PROPOSAL:

During a Pandemic, the services provided by the Town of Sundre may gradually be affected until we reach the point where sufficient staff are unavailable, due to illness from the virus.

This plan identifies services the Town of Sundre must continue to provide (critical and vital services) when a Pandemic affects the Town Staff. This plan identifies the services that may be suspended first and the services that must be maintained.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached plan.

ALIGNMENT WITH STRATEGIC PLAN

7.1 Risk Management

ADMINISTRATION RECOMMENDATIONS:

The Business Continuity Plan was reviewed and supported by Council at the Spring Workshop.

Administration recommends that the Business Continuity Plan be adopted as presented.

MOTION:

That the Town of Sundre Council support the Sundre Business Continuity Pandemic Plan as presented.

ATTACHMENT:

8.1a_2021 Business Continuity Plan.

Date Reviewed: May 07, 2021 CAO: Linda Nelson

Town of Sundre

Business Continuity Pandemic Plan

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SECTION 1.0 PANDEMIC PLAN

1.1 INTRODUCTION

During a sudden disaster or emergency (loss of power, flood) some services offered by the municipality may be disrupted and the focus is to get those services up and operating as soon as possible. However, during a Pandemic the services provided by the Town may be gradually affected as we reach the point where sufficient staff are unavailable due to illness from the virus. The Town may have to stop providing some services in order to continue to provide those of the highest priority (critical and vital).

This plan identifie**s** services the Town of Sundre must continue to provide (critical and vital services) when a Pandemic affects the Town Staff. When a Pandemic occurs it is forecast that up to 35 percent of the staff could be unable or unwilling to attend at work. **T**his plan identifies the services that can be suspended first and the services we must keep providing.

The Emergency Management Agency first investigated all the services offered by each municipal departments, and classified them as **Critical, Vital, Necessary** and **Desired**. These classifications of service are defined as follows:

> **Critical** services must be provided immediately, without which could likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue. These services must resume within 24 hours or less. For the purposes of pandemic planning they are the core services of the municipality.
>
> **Vital** services must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs. For the purposes of pandemic planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These services may be performed on a rotating schedule.
>
> **Necessary** services must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For purposes of pandemic planning, these services will be allocated to staff as a last or as needed priority.
>
> **Desired** services are those that could be delayed for two weeks or longer, but are required to return to normal operating conditions, or to alleviate further disruption. For pandemic planning purposes, these are services that will be

deemed as non-essential until such time as staff levels are back to normal and/or priority necessitates.

Once each service had been classified, the Agency limited the examination to **Critical** and **Vital** Services. The number of staff and the skills required to provide the services were determined to ensure that if 35 percent of the staff were not at work, the service could still be provided. If two major events occurred at the same time, for example a snow storm and a gas line break that require the same staff, the Town would be short of staff. Because these combinations are endless they were not evaluated.

Once staff availability and requirements had been determined the services were evaluated to determine what critical supplies and resources would be available to maintain the service. Where the service depended on a contractor to provide the service, the contractor was contacted to evaluate their ability to continue to provide service during a pandemic.

This study has determined that The Town of Sundre is in a good position to continue to provide the **Critical** and **Vital** Services identified in this Plan during a Pandemic. All suppliers of **Critical** and **Vital** services/supplies, have sufficient resources to continue to provide service during a pandemic.

The plan must be reviewed annually to ensure it is current and of value. Services, suppliers and staff members change.

This Business Continuity for Pandemic Plan has been created through the combined efforts of the Sundre Emergency Management Agency composed of the staff members as follows:

(DEM)
(DDEM)
(CAO)
(Enforcement and Emergency Management Assistant)

1.2 PURPOSE OF THE PLAN

The purpose of the Business Continuity for Pandemic Plan is to provide for the continuation of critical municipal functions and recovery of services that may have been suspended in the event of a business disruption in particular in the event of a pandemic influenza. Many potential contingencies and disasters can be averted, or the damage they cause can be reduced, if appropriate steps are taken through managing the event.

The intent of the Business Continuity for Pandemic Planning is to:

- Provide a planned transition for normal operations to emergency operations and maintaining only those functions defined as critical or vital operations.
- Establish a threshold at which an emergency response is triggered and determine who may authorize the response.
- Minimize illness among employees and take steps to ensure their safety.
- Educate employees regarding precautionary measures to take during a pandemic to reduce the transmission of the pandemic virus among employees.
- Ensure continuation of services to residents and protection of taxpayers' interests.
- Prevent loss of confidence in Municipal government.
- Meet regulatory requirements imposed by the Province or other regulatory agency. Cooperate with Alberta Health Services to promote public health efforts.
- Identify protocols for the town to follow when staffing levels are reduced due to the pandemic
- Manage successfully through a pandemic and reduce the disruption to services.

1.3 SCOPE

This plan only considers the effect of a Pandemic Influenza on the operation of the Town of Sundre and outlines the manner in which those services deemed critical and vital will continue to be delivered throughout the Pandemic. All services offered by the Town of Sundre were considered and rated as **critical, vital, necessary** and **desired**. Once critical

and vital services are established, necessary services will be established, followed by desired services as resources become available.

Factors that may be considered in prioritizing services may include, but are not limited to:

- Immediate external obligations
- Immediate internal obligations
- Dependencies on other departments, service providers or agencies
- Other agencies dependent on your services
- Contractual obligations and liabilities
- Regulatory requirements
- First response obligations
- Access to essential information
- Minimum manpower required to provide services

Safety is a critical consideration. The safety of personnel or clients can be measured in terms of impact on individuals and groups as follows:

Low – event occurrence unlikely to cause death or injury
Medium – event occurrence likely to cause injury or death
High – event occurrence likely to cause many injuries and/or fatalities.

Additionally, the threat to resources other than personnel must be considered. The potential for property loss or damage can be assessed as follows:

Low – no damage
Medium – moderate damage to most resources
High – all or most resources seriously damaged or destroyed

During a pandemic or other serious interruption of the Municipality's business, senior personnel may become ill and unable to make decisions or may even lose their life. This plan will also be the foundation for a policy that outlines the criteria, including scope of responsibility for available senior staff to activate and implement this plan.

1.4 BACKGROUND ON PANDEMIC INFLUENZA

A pandemic (a global epidemic) influenza occurs when a novel influenza virus strain emerges with an ability to efficiently spread in human populations and cause significant morbidity (illness) and mortality (death). Since the 1500's, pandemic influenzas have occurred 3 to 4 times per century. In the last century, there were 3 pandemics: The 'Spanish Flu' of 1918 (H1N1), The 'Asian Flu' of 1957 (H2N2) and the 'Hong Kong Flu' of 1968 (H3N2).

2006 - Influenza strain – influenza A (H5N1) – spread through bird populations across Asia, Africa and Europe, infecting domesticated birds, including ducks and chickens, and long-range migratory birds.

Today – 2020 – A pneumonia (COVID-19, Coronavirus) outbreak was identified in Wuhan, China on December 31, 2019 and has become a worldwide epidemic affecting million.

As of **March 27, 2020**, the global Coronavirus death toll has risen to over 23,335. The global number of confirmed Coronavirus cases has exceeded 500,000.

In Canada there are 846 confirmed cases of COVID-19
(ON-258, BC-271, QC-121, MB-17, NB-7, SK-8, NS-1, PEI-2, and 146 in AB)

As of **February 10, 2021**, the global confirmed cases of Coronavirus is 106, 555, 206. The global number of confirmed Coronavirus death toll is 2, 333, 446.

February 10, 2021, In Canada there are 813, 000 confirmed cases of COVID -19 and 20, 984 deaths.

On February 24, 2020, the World Health Organization (WHO) indicated that they would not be declaring the COVID-19 situation a pandemic at that time, however, four days later on February 28, the WHO increased the risk assessment for the spread and impact of COVID – 19 from high to very high at the regional and global levels.

The World Health Organization defines pandemic influenza as: "a global epidemic of influenza and it occurs when a new influenza (i.e. an influenza virus subtype that is not circulating widely in human beings) emerges and starts spreading in a similar way to normal influenza – through coughing and sneezing. Because the virus is new, the human immune system will have little or no pre-existing immunity. People who contract pandemic influenza are thus likely to experience more serious disease than that caused by normal influenza."

The Chief Administrative Officer (CAO) will implement Phase 3 of the municipality's pandemic plan when the Alberta Health Services (AHS) along with the Province of Alberta Chief Medical Health Officer notifies the people of Alberta that the province's pandemic plan is being activated as a result of the Federal Minister of Health declaring the onset of the pandemic in Canada.

Upon activating Phase 3 of the Town of Sundre's Pandemic Plan, the CAO will notify the Mayor and Town Council of the plan activation. If necessary, the Emergency Coordination Centre (ECC) or Incident Command Post (ICP) will be implemented.

On March 17, 2020 the Province of Alberta declared a state of **Public Health Emergency**, providing powers to regulate public gatherings. They further announced each region of AHS had reported at least one positive case of COVID-19.

We know that another pandemic influenza is inevitable, but timing and epidemiology (the incidence, distribution, and control of a disease in a population) is unpredictable. Given our increased globalization, a pandemic influenza is likely to reach Canada in less than 3 months of being determined elsewhere in the world.

Self-Isolation, Social Distancing and Absenteeism will be the major issues that municipalities and all businesses will need to manage. People will be absent from work for many reasons, including illness, caring for others, fear of going to work, pandemic related public health measures (e.g. school closures) and normal baseline absenteeism.

When preparing this plan, the planning team considered that:

- The pandemic virus may spread rapidly leaving little or no time to prepare due to the high level of global traffic
- The pandemic will be widespread with simultaneous outbreaks. Municipalities will not be able to rely on neighbouring jurisdictions to assist.
- There may be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism
- There may be severe disruptions in essential services
- There may be shortages of equipment and supplies
- There may be intense and unrelenting scrutiny from media and the public and fear will be abundant.

1.5 ASSUMPTIONS

It is assumed that 35% of the Municipality's staff will either be infected by the influenza and unable to work, or unable to attend at work because they are needed to care for family members.

A pandemic may occur at any time during the year, not necessarily during "flu" season, as a result, services offered by the municipality must be examined when doing a Business Continuity for Pandemic Plan.

The following assumptions have been used to develop the Pandemic Plan for the Town of Sundre: Time Period, Impact, Transmission and Prevention will all vary depending on the characteristics of the specific virus. Values applied are an estimate and average based on past viruses.

Time Period – The pandemic outbreak is expected to last for an undetermined amount of time.

Impact – In a worst-case scenario, health professionals estimate that about 30% of the population will become ill with the pandemic virus. Among working adults, it is estimated that an average of 20% will become ill during the outbreak. These numbers may change with different viruses.

Transmission – The influenza virus spreads from person to person as infected people cough or sneeze directly on another person. The virus can be left on objects that are touched or coughed on and can stay alive for minutes, hours or weeks. Infected people can spread the virus for one-half to one full day before showing signs of being sick (may be more, may be less).

Prevention – Infection control procedures and prevention measure will help reduce illness.

Absenteeism – employees may be ill with the influenza virus, may stay at home to care for children or family members, or may refuse to report for work duties. There is a potential that employees may miss as little as a few days or several weeks of work.

Vendor Services – Goods and service disruptions are to be expected.

1.6 PANDEMIC ALERT

The World Health Organization (WHO) uses a six – phased approach to group and describe pandemic phases.

As per the WHO alert phases, phases 1-3 correlate with preparedness, while phases 4-6 identify the need for response and mitigation efforts.

WHO Pandemic Influenza Phases

Phase	Description
Phase 1	No animal influenza virus circulating among animals have been reported to cause infection in humans.
Phase 2	An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat.
Phase 3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
Phase 4	Human to human transmission of an animal or human-animal influenza reassortant virus able to sustain community-level outbreaks has been verified.
Phase 5	Human-to-human spread of the virus in two or more countries in one WHO region.
Phase 6	In addition to the criteria defined in Phase 5, the same virus spreads from human-to-human in at least one other country in another WHO region.
Post peak period	Levels of pandemic influenza in most countries with adequate surveillance have dropped below peak levels.
Post pandemic period	Levels of influenza activity have returned to the levels seen for seasonal influenza in most countries with adequate surveillance

1.7 TOWN ALERT PHASES

The Town of Sundre will follow a three-phased approach to implement its pandemic plan.

IMPLEMENTATION PHASE	DECRIPTION
Pandemic Mitigation Period	
Phase 1	Activities directed toward the control of information on the pandemic influenza.
Pandemic Alert Period	
Phase 2	Activities directed toward educating the staff about cross training functions and sick time protocols. Safety measures may be implemented at this time to protect staff.
Pandemic Response Period	
Phase 3	The Federal Minister of Health declares the onset of the pandemic in Canada. The Provincial Chief Medical Officer declares the onset of the pandemic in

	Alberta. The Town of Sundre prioritizes service levels for each department. Banked time, EDO and vacation requests are denied when employee sick levels significantly impact service levels.

1.8 PHASE 1: TOWN PANDEMIC MITIGATION PHASE

These activities are directed towards the control of information of the pandemic influenza to educate employees and include:

- The implementation of the Town of Sundre's Pandemic Plan.
- The World Health Organization (WHO) is at Phase 3 pandemic influenza phase.
- Department heads will follow the Pandemic Plan Prevention Measures guidelines and Business Continuity plan.
- Departments identify alternate suppliers of key services and goods.
- Assessment of each civic department as the service levels to be provided during the pandemic outbreak.
- Development of strategies to educate and increase awareness for employees.
- Encouragement of employees to voluntarily participate in the annual flu immunization programs.

1.9 PHASE 2: TOWN PANDEMIC ALERT PERIOD

Department heads will monitor sick time and the number of employees away from work. Cross training will be made available to employees that may be required to transfer between departments. Safety measures to protect and prepare staff may be implemented at this time.

- Pandemic procedures for sick time, employee attendance, and cleaning and disinfecting procedures are activated.
- Managers may be directed to order extra critical supplies if there is a possibility of supply line disruption(s).

1.10 PHASE 3: THE TOWN PANDEMIC REPONSE PERIOD

The Chief Administrative Officer (CAO) in consultation with the DEM may authorize changes to town service levels according to their priority in the Business Continuity risk assessment process.

The change in service levels will be a result of decreased staffing levels which creates an inability for the Town of Sundre to provide normal service levels to its citizens. If staffing levels dictate a significant reduction in service levels, and other factors within the community transpire, the DEM may activate the Emergency Coordination Center (ECC) or Incident Command Post (ICP) to coordinate department activities as they relate to the community as a whole.

Pandemic procedures for sick time, employee attendance, and cleaning and disinfecting procedures will continue.

Key points to consider in Phase 3 of the Town of Sundre Pandemic Plan include:

- Suppliers and customers should be notified of alternate procedures for pickup/deliveries.
- Alternate delivery arrangements with suppliers and customers must be anticipated and planned for.
- Department heads refuse vacation, banked time and vacation requests to maintain priority service levels.
- The Emergency Coordination Center (ECC) or Incident Command Post (ICP) may be activated.
- Social distancing and workplace cleaning procedures are discussed at every department level.
- The pandemic Plan reporting sick procedures are implemented for each department.
- Essential services levels are planned for and maintained.
- Cleaning and disinfecting procedures continue and may be increased.
- Use teleconferencing and the internet to conduct business and communications when necessary.

When the first case of a pandemic influenza is confirmed in Canada and it is progressing toward Alberta, the Director of Municipal Emergency Management will take steps to ensure the municipalities Pandemic Plan is on standby and activated when appropriate. Significant consideration must be committed to the decision to activate the plan. The risks inherent with the delay of implementing the plan must be considered and conversely, the premature activation of the plan. The Director of Municipal Emergency Management should regularly update and inform key municipal stakeholders of ongoing preparations during the pre-planning and activation stages.

The municipality may wish to declare a state of local emergency to provide additional powers do such things as prohibiting public gatherings or any other powers provided under such a proclamation.

The Director of Municipal Emergency Management in concurrence with the Chief Administrative Officer shall have the authority to suspend the delivery of municipal services as required based on the resources available to deliver those services and to redeploy staff as necessary. Those services defined as **desired** will be the first to be suspended, followed by those defined as **necessary.** If the need for services identified as **critical** or **vital** were to decrease, the continued operation of the services will be reviewed and may be suspended. Staff made available by the suspension will be redeployed to another service.

Once the plan has been activated, communications with staff (both at work and at home) will encompass a wide range of concerns, from questions regarding service delivery to assistance in providing information on health care and shelter-in-place suggestions.

1.11 BUSINESS CONTINITY

It is possible in the event of a pandemic, that senior staff may not be capable of functioning in their normal positions. If the Chief Administrative Officer is not available, his/her position will be assumed by the person in the position listed immediately below them and they will assume that position, and so on in the following chart.

Chief Administrative Officer
Director of Corporate Services
Director of Planning and Economic Development

In the event the Director of Municipal Emergency Management/Disaster Services is not capable of filling that position, the Deputy Director of Municipal Emergency Management shall assume the Directors position. In the event a Deputy Director of Municipal Emergency Management/Disaster Services is not available, the Chief Administrative Officer or his/her replacement will assume the responsibilities of the Director of Municipal Emergency Management/Disaster Services. If any department Director/Manager is not available, the most senior employee or the employee with the greatest knowledge in managing the tasks required in that department shall act as Director/Manager. The Director of Municipal Emergency Management/Disaster Services or the CAO are authorized to make appointments as required.

Each civic department will have a clear "delegation of authority" comprising a two-tiered system. Where possible it is highly recommended that a three-tiered system be implemented.

It is anticipated many employees will be absent from work during a pandemic. The Pandemic Plan identifies the service levels The Town of Sundre can provide with a decrease in staffing levels.

The priority service levels to be provided during the pandemic phase have been identified by each department. The business continuity assessment included and evaluated process to determine:

- Service level that can be provided with minimal face-to-face contact between employees, customers and suppliers.
- Services and job functions that can operate effectively if employees are absent from work.
- Daily operations that can operate if supply chains are disrupted.

1.12 COMMUNICATONS PLAN

Communication with the Town's staff and the residents of the Town are critical. All messages conveyed to Staff or the Public **MUST** be approved by the Director of Emergency Management prior to release.

Communications with Town Staff and Council:

Communications with Town Staff shall commence as soon as the Pandemic reaches Canada. At that time staff shall be informed that the influenza is imminent and they shall be kept apprised of the progress of the Pandemic. Communication shall increase as the influenza gets closer to Sundre, and shall include methods of protecting staff against the Pandemic. Staff will also be informed-on preparations by the Town and all communications with residents. All Town of Sundre staff may only share information that has been approved by the Director of Emergency Management.

Communications with the residents of Sundre:

The Information Officer must be aware of messages conveyed in the region. Messages may be delivered by Government of Alberta, Alberta Health Services, Health Canada, and municipalities in the region. It is vital that messages be consistent and correct. Regular dissemination of valid and accurate information will assist in dispelling rumors, fear and anxiety. The Information Officer may devise means in addition to the methods being used by other agencies and municipalities to deliver the message. Messages through the Mountain View Regional Emergency Management Agency may be the preferred method. All information provided to the public must be approved by the Director of

Emergency Management, including informing customers, suppliers and stakeholders which services may not be available or impacted during the pandemic

Face to face communications may be limited to Emergency Management, CAO and Directors during the pandemic mitigation and alert periods. Electronic communications may be utilized to augment communications during the pandemic response period.

1.13 SERVICE LEVEL PRIORITIES

Each civic department will conduct an internal assessment to identify the core service levels that need to be provided during a pandemic. An action plan to deal with vital, critical, necessary and desired will be implemented in each department.

Services Categories

Critical : Reserved for services that must be provided immediately or could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

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

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

1.14 POST PANDEMIC PERIOD

Lessons learned from previous pandemics indicate that there will likely be a 2nd and possibly a 3rd wave of the pandemic. The subsequent wave maybe of a lesser severity and may have reduced effect because a vaccine maybe available. Therefore, the municipality must regroup quickly to determine its status in terms of staffing, availability of supplies or services from external suppliers and the role of the municipality in the recovery of its residents, the public and non-profit sectors.

As part of the recovery process, the municipality must develop plans for the replacement of employees unable to return to work through prioritizing hiring efforts. This will largely be driven by the reintroduction of the desired and necessary services.

It will be necessary to assess the impact the pandemic had on each department and adjust the Pandemic Plan for any additional pandemic waves. Four key areas will be required for review:

- Assess the impact on the physical and economic impacts to The Town of Sundre.
- Adjust recovery actions based upon the impacts.
- Assess the costs to prepare for anticipated future pandemic waves.
- Implement recovery actions to restore department functions to full and normal operational levels.

1.15 REVIEWING AND MAINTAINING YOUR BUSINESS CONTINUITY FOR PANDEMIC PLAN

Plan review is essential to the Business Continuity for Pandemic Plan. The plan shall be reviewed in detail annually to determine if environmental changes, or plan and policy changes affect the plan. Time may erode staff's memory of the plan and critical parts may be overlooked. Added benefits of regular review include:

- Ensuring adequacy of the plan
- Determining additional training that may be required, particularly as a result of staff changes.
- Identifying deficiencies in the plan.
- Demonstrating that the municipality has the ability to provide services during an emergency.

A record of the date and time of the review of the plan shall be maintained.

1.16 LEGISLATIVE AUTHORITY

In the Province of Alberta, The Emergency Management Act, enables municipalities to make an Emergency declaration relating to all or any part of the town. The Act empowers the Town of Sundre to activate emergency plans and declarations in response to threats to the life, health, safety, and well-being of the residents of the town.

SECTION 2.0 EMPLOYEE ATTENDANCE GUIDLEINES

2.1 *REPORTING SICK*

Full and part-time employees can access job-protected leave for the purpose of self-isolation related to the pandemic. The minimum amount of time available will be based

on guidelines set out by the lead agency. Time may be retroactive to a previously set date. The leave does not apply to self-employed individuals or contractors.

The requirement for 90 days of employment to access specific leave may not be required.

Employee self-isolating due to the pandemic or virus may not require a medical note to access leave but shall be encouraged.

Managers, with the assistance of the Human Resources will need to determine whether or not an ill employee needs to be sent home or go on sick leave. Employees at work or calling in sick should be prepared to answer the questions in the Influenza Assessment flow chart or do a self-assessment if available through Alberta Health Service.

AHS recognize that pandemics caused by viruses, for example, the COVID-19, are contagious and is thought to spread from human to human the same way as the flu spreads. The virus is spread from person to person through coughing, sneezing, and contact with an object with the flu virus on it. Signs and Symptoms of the pandemic virus are most often similar to other forms of influenza, and may include:

- Fever
- Tiredness
- Mild to severe respiratory illness
- Dry cough
- Runny nose
- Sore throat
- Diarrhea
- Shortness of breath
- Symptoms may appear 2-14 days after exposure.

Categories of people that are at a higher risk of serious complications from a pandemic such as COVID-19:

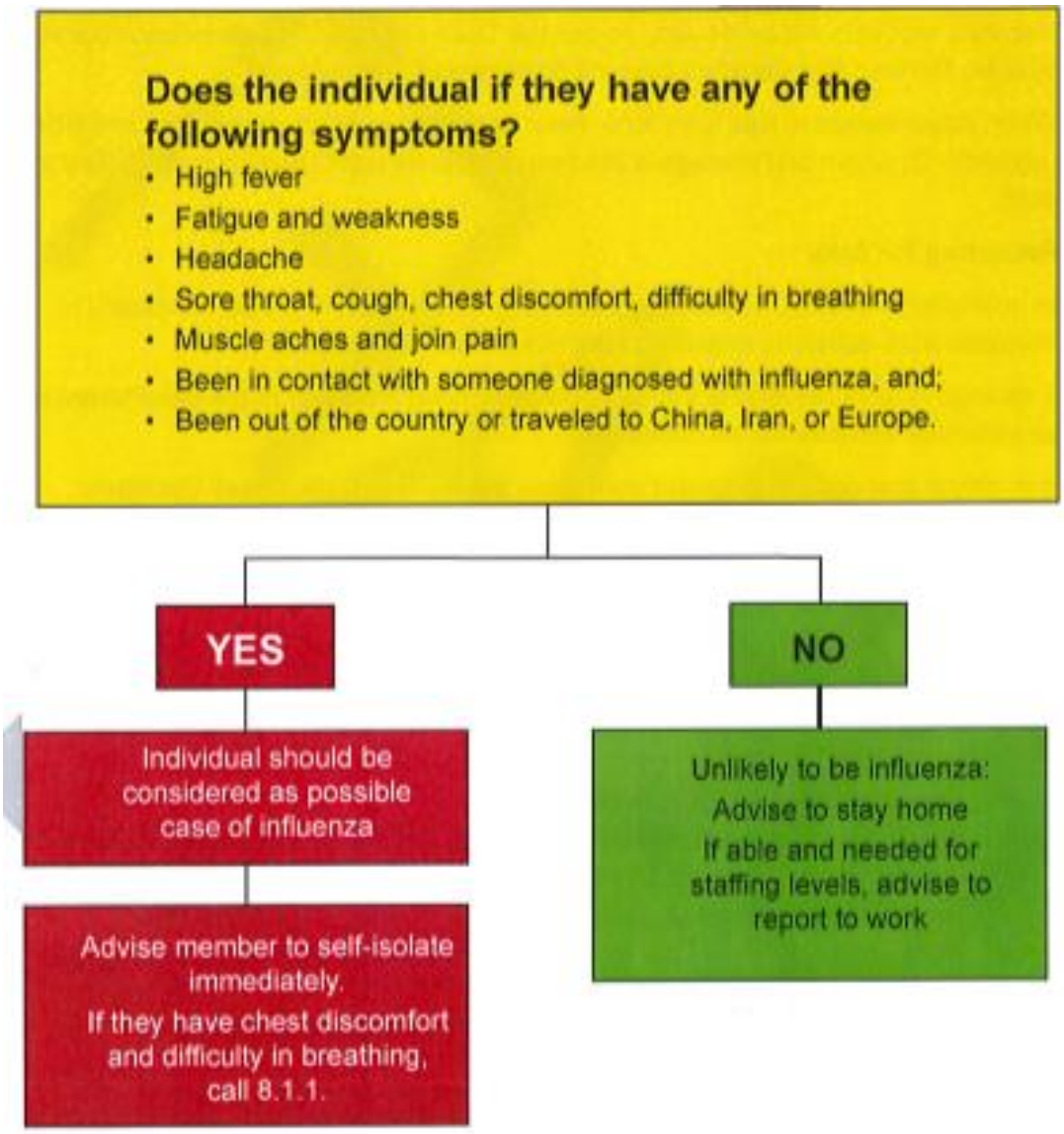
- Older Adults (Early data shows older adults are twice as likely to have serious COVID -19 illness.)
- People with severe chronic medical conditions like high blood pressure, heart problems, diabetes, lung or kidney disease.

Employees exhibiting the following symptoms may be advised to seek immediate medical attention:

- Shortness of breath

- Pain in the chest or abdomen
- Sudden dizziness or confusion
- Persistent vomiting
- The return of flu like symptoms that include a fever and cough
- Loss of taste and smell

ASSESSMENT FLOW CHART (Fig 2.1)



To minimize the chance of employees exhibiting flu-like symptoms and being a potential carrier of the virus, the CAO, Directors and Managers must emphasize the importance of

everyone following the assessment flow chart See **Appendix A** for the symptoms of the season flu, influenza and common cold.

Vacation, Banked Time and EDO* Refusal (Town Pandemic Phase 3)

To deliver and maintain high priority services, the Town of Sundre is dependent on available staff. A significant increase in employee sick time and work absence will prompt the CAO to inform directors and managers that all Banked Time and Vacation requests will be denied. As per the Town of Sundre's attendance tracking system, Banked and Vacation time will be recorded and tracked.

When absenteeism is less than 30%, the manager may approve vacation and EDO* requests. Directors and managers are responsible for communicating this policy to their staff. (* EDO where applicable)

Reporting for Duty

In anticipation of 30-50% absenteeism during a pandemic, it will be necessary to reassign work duties as required to maintain essential service.

A change in work conditions will be reviewed by each manager of the department to ensure essential services will be maintained.

It is critical that each department completes the Pandemic Business Continuity questionnaire and plans for any job reassignments. Employees who are asymptomatic and have not been exposed to a confirmed case are encouraged to report to work.

Sick at Work

Employees who choose to attend work because they feel "healthy" may still be carriers of the virus. Employees must report any symptoms of illness to their manager. The supervisor will:

- Provide a paper mask, if available
- Select a suitable location away from other employees and minimize contact with high touch surfaces and other employees.
- Assess the sick employee with the Assessment Flow Chart (2.1).
- If the employee meets pandemic criteria, they will be sent home and take the necessary self-isolation precautions.
- The manager must advise DEM and other staff that the employee has been sent home due to showing symptoms of illness associated to the pandemic.
- Immediate steps to clean and disinfect the high touch surfaces in the work area will be taken by custodial staff.

- Employees are encouraged to return to work when they are well. Alberta Health Services or the lead agency may advise what criteria must be met to return to work.
- Employees who are exposed to the sick employee but are not showing symptoms may be expected to report for duty or to self-isolate if required.
- Social distancing practices will be encouraged.
- Employees who do not meet the criteria and are able to perform work duties are encouraged to stay at work or may be advised to work from home.
- Every employee must follow appropriate hygiene practices while at work.

Workspace Denial

Employees exhibiting symptoms may be able to fight the virus but may still be able to infect others before exhibiting symptoms of the virus and a number of days after.

If an Assessment has been completed and the employee is advised to stay home but reports for duty, the manager has the authority to send the employee home on sick leave.

Employee Transfers

Departments impacted by the number of sick staff may need other departments to reallocate staff resources to ensure that the high priority service levels can be maintained.

2.2 VACCINE AND ANTI-VIRAL PROTOCOLS

Depending upon the geographical rate of spread of the virus, it is not anticipated that a vaccine will be available in the first year.

Alberta Health Services provides vaccines free of charge, when available. Priority groups for the vaccine include health care workers and high-risk people. Emergency Responders are usually in the second priority group.

SECTION 3.0 PREVENTION

3.1 CONTROL MEASURES

When there is a high potential for human-to-human contact during the peak phases of the pandemic and significant employee absences are noted, the Town will use the appropriate control measures to minimize the transmission of the virus.

Three control measures for risk management include engineering, administrative, and personal protective equipment measures.

Appendix E identifies the **Three Control Measures and Guidelines**.

3.2 *TRANMISSION OF INFLUENZA*

There are three forms of transmission of the influenza virus:

Direct Contact: close, prolonged personal contact, such as touching or shaking hands.
Indirect Contact: involves a worker's contact with a contaminated object such as a keyboard, telephone, doorknob, and they touching the eyes, nose and mouth before washing your hand to transfer the virus.
Droplet Transmission: respiratory droplets when you cough or sneeze.

3.3 PREVENTION MEASURES

At this time, there will likely be no vaccine available for the virus or any natural health products that are authorized to protect against it.

A pandemic flu will likely behave similar to other existing flu's and be transmitted in similar manners.

The best protection is to practice good infection control procedures by washing hands, covering coughs and sneezes (use a tissue and dispose of it), avoiding close contact with people who are sick, keeping common surfaces and items clean and disinfected, and staying home when sick.

An adequate supply of tissue, hand cleaner, disinfectant and cleaning supplies should be in stock prior to the pandemic outbreak. During the pandemic outbreak it may be difficult to purchase these supplies. One of the best ways to reduce the spread of influenza is to keep sick people away from well people. Staff with flu like symptoms are advised to stay home and not come to work until they have recovered or meet the criteria set out by Alberta Health Services or the Lead Agency.

The municipality will ensure that sufficient supplies of hand sanitizers, alcohol wipes and single use tissues are available in the workplace and that used tissues are disposed of immediately.

Cough Etiquette

- Use disposable tissue for wiping nose.
- Cover nose and mouth with tissue when sneezing and coughing.
- If tissue is unavailable, use your elbow or sleeve.
- Avoid touching your eyes, nose or mouth as germs can spread that way.
- Avoid sharing personal items.
- Stay home if ill.
- See **Appendix B** for Respiratory Hygiene.

Hand Hygiene

- Wash hands frequently using soap and running water, or
- Use an alcohol – based hand cleaner.
- **NOTE:** After using the alcohol based cleaner five times, you must wash your hands thoroughly with soap and running water. Failure to do this may facilitate microscopic bacteria growth on the hands.

See **Appendix C** for "Hand Hygiene."

3.4 *SOCIAL DISTANCING*

Social distancing is an effort taken to reduce close contact with others during the pandemic period. Three social distances practices, work procedures, social activities in kitchen facilities, and shift change procedures, will be followed when required.

See **Appendix D** for "Workplace Risk Assessment procedures"

Work Procedures

Primary strategies which may be used in order to minimize illness among staff include:

- Employees should maintain a 1-2 meter distance when interacting with other employees.
- Face to face meetings should be avoided if a minimum 2 meter distance cannot be maintained.
- Meetings may be held in large rooms with good air exchange if permitted.
- To minimize the potential of virus transmission from human to human during the peak levels of the pandemic, public meetings may be cancelled, moved out of the town office or conducted in some other manner (eg. Teleconference)
- Department head meetings and Town Council meetings may only be held to conduct business that is urgent in nature. The Town CAO will work

with Mayor, DEM and department heads to determine whether to cancel, or postpone public and town Council meetings or conduct them in another manner (eg. Teleconference)
- Enable work from home strategies
- Provide flexible worksites and work hours to minimize face to face contact.

Social Activities in Kitchen facilities

- Employees will not use plates, cups or cutlery until they have been washed in hot soapy water. Preference is given to disposable utensils.
- Use paper towels for hand drying.

Shift Change Procedures

Social distancing will remain at 2 meters during staff change.

3.5 *WORKPLACE CLEANING*

Throughout, hygiene practices will minimize the potential to spread the virus. In Phase 3 of the Town Pandemic Plan, the following cleaning procedures will be followed as a critical measure to prevent spreading and receiving the virus.

Cleaning Procedures

High touch surfaces shall be cleaned with approved cleaning agent at the beginning of each workday. Cleaning is to be conducted from top to bottom and from a clean to dirty surface.

This includes:

- Doorknobs
- Handrails
- Telephones
- Table and chairs
- Commonly touched hard surfaces
- Computer mice and keyboards
- Vehicle steering wheels
- Radios and cell phones
- All kitchen surfaces shall be cleaned prior to lunch
- Do not use cutlery or cups and dishes until they have been effectively cleaned using hot water and soap.
- The use of the dishwasher (sanitizing cycle) eliminates rewashing utensils and dishes

- Clean all work surface areas that may have been touched by an employee that has become ill at work.

3.6 *MEETING PROTOCOL*

Face-to-face meetings could be minimized or may be prohibited in Phase 3 activation of the Pandemic Plan. When appropriate, meetings should be conducted through teleconferencing rather in person. When in-person meetings are required and permitted the following procedures should be followed:

- High touch surfaces have been cleaned with an approved disinfectant
- The meeting room has disinfectant readily available for post meeting cleaning
- Hand washing solutions and boxes of tissue are supplied
- If possible, the meeting room shall be aired out for 2 hours before and after the meeting
- Seating arrangements should have a 2-meter separation
- Handouts or other material should not be shared
- An individual has been assigned to disinfect the room after the meeting.

3.7 *ADDITONAL CONTROLS*

It may be necessary to implement additional control measures to minimize exposure to the Virus:

- Have barriers in place to limit close contact with customers
- Postpone customer interactions
- Consider a buffer zone of at least two meters between an employee and a customer
- Keep customer interaction as short as possible
- Assign immune-compromised or pregnant workers to lower pandemic exposer job tasks
- Limit non-essential tasks to minimize situations with a high risk of exposure to the virus.
- Travel restrictions. To contain the spread of the influenza and to protect those employees who are well, travel restrictions maybe instituted. Staff maybe restricted from traveling to meetings outside the office.

3.8 *BEST PRACTICES*

Education of civic employees includes:

- Efforts should be made to keep senior staff separate throughout the pandemic to ensure a senior official is always available.

- Critical staff may be isolated in job functions or locations to ensure service is available. (Eg Water treatment plant).
- An awareness of how the virus can be transmitted
- An awareness of social distancing practices
- Proper hand and respiratory hygiene practices
- Use of personal protective equipment when required
- Knowledge of routine cleaning practices

SECTION 4.0 DEPARTMENT SERVICES PRIORITES

4.1 *Business Continuity Services - Operations*
Evaluation Requirements for Essential Municipal Services

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Water	Repair and maintenance of the Water Treatment plant including testing as required.	✓				1	1
	Lift station inspections and maintenance		✓			1	3
	Frozen water service/residential waterline breaks/installation of temporary service lines		✓			2	3
	Fire hydrant inspections and maintenance	✓				2	3
	Sewer back ups/blockages frozen lines		✓			2	3
	Thawing of catch basins leads as			✓		1	3

Wastewater	required to prevent flooding						
	Operation and maintenance of the waste water treatment plant including tests as mandated by the Provincial License	✓				1	1
	Inspection of storm water catch basins and leads, culverts and outfalls			✓		1	3
GAS	Maintain Gas Supply	✓				1	4
	Emergency locates		✓			1	3
	Testing – odorant, pressure survey, odor level detection, PFM checks, leak survey. Cathodic survey				✓	1	2
	Leak Survey Contracted				✓	Contract	Contract
	RMO Station checks			✓		1	4
	Emergency gas on call (CO odor)	✓				1	2
	Meter reading				✓	1	1
	Issuance of new meters				✓	1	3
	Inspection of new construction			✓		1	2
	Meter replacement program as required under Provincial Legislation				✓	1	3
	Meter failures change			✓		1	3
Solid Waste	Waste Management			✓			Contracted

	(Garbage)						
Roads	Maintenance / Repair of all town vehicles		✓			1	1
	Snow removal	✓				2	3
	Sinkhole repair on emergency routes	✓				2	3
	Pothole repairs / road maintenance				✓	2	3
	Traffic Control Device repair / replacement	✓				2	6
	Traffic sign maintenance				✓	1	6
	Hazmat Response	✓				2	3
Administration	Time sheets		✓			1	2
	Coding invoices and submitting for payment			✓		1	2
	Admin Assistant Duties, Records Management, Communications etc.			✓		1	0

Critical/Vital Mutual Aid support

<u>Gas</u>

- Member of Zone 6 Mutual aid agreement. If all Gas staff are unavailable can draw from other members
- CNG service available within 24 hrs on request.
- Hydro-vac, welding of pipelines – Contracted.

<u>Water</u>

- Mutual Aid available to operate treatment plant.

<u>Wastewater</u>

- Mutual Aid available to operate WW treatment plant.

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.2 Business Continuity Services – Legislative Services

Evaluation Requirements for Essential Municipal Services

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1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Ensuring continuity of local government	✓				5	
Conduct council meetings to provide direction to admin. And provide services or other things that are necessary for the continued operation of the municipality	Mandatory under MGA				5	
Council support on general issues		✓			1	
Declaration of state of local emergency	✓				3	
Maintain confidence in local government	✓				5	
Approve time sheets/overtime			✓		1	

Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Write Bylaws as required for operation of the Town			✓		1	
Support and direction for	✓				2	

staff						
Routine communications to Municipal residence			✓		2	
Write policies for the operation of the Town		✓			2	
Directors Meetings						
Special Project				✓	1	
Set Tax Rate and update Bylaw			✓		5	

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.3 Business Continuity Services – Communications

Evaluation Requirements for Essential Municipal Services

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1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Functions	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Communications	Communications necessary as a result of the emergency, critical to maintain safety and prevent the loss of life.	✓				1	1
	Prepare the municipal website, Town app and social media with information as directed by the Director of Emergency Management, critical to maintain safety and prevent the loss of life.	✓				1	1
	Liaising with Media to help share info, whether through interviews or press release writing, vital to ensure the		✓			1	1

	dissemination of information and prevent the loss of life.						
	Provide guidance, information and support to local small businesses, to help guide them through the disaster and avert an economic disaster.			✓		1	1

Function	Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Communications	Non-emergency related Press Release Writing				✓	1	1
	Non-emergency related updates on website and social media				✓	1	1

Alternative Planning

After reducing the strength by 35%, determine if ~~the~~ available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.4 *Business Continuity Services – Economic Development (economic recovery)* Evaluation Requirements for Essential Municipal Services

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition
3. below.
4. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
5. For business continuity purposes, assume that primary staff/infrastructure is not available
6. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Functions	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Chamber Liaison	Supporting the Chamber of Commerce			✓		1	1
Business Attraction	Encourage investment in the community				✓	1	1
Tourism Investment	Attract visitors to explore the recreation opportunities, parks and attractions				✓	1	1
Project Management	Manage various regional economic development and tourism initiatives				✓	1	1
Community Marking	Project lead on branding initiative				✓	1	1

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?

- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for

4.5 *Business Continuity Services – Corporate Services/Financial*
Evaluation Requirements for Essential Municipal Services

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Accounts Receivable	Invoice for other receivables for the municipality including applying penalties			✓		1	1
	Follow up on vendor late payments			✓		1	1
	Answer vendor questions			✓		1	1
	Maintain & set up new accounts for Bulk Water or Lagoon Stations				✓	1	1
	Prepare annual audit working papers			✓		1	1
Accounts Payable	Invoicing information from all departments and code Corporate Services invoices			✓		1	1
	Input all invoices into accounting program and			✓		1	1

	process cheques						
	Ensure Bank Transactions are either receipted or followed up			✓		1	1
	Process payments for supplier invoices and maintain filing of invoices/payments			✓		1	1
	Answer vendor questions				✓	1	1
	Bank and other monthly account reconciliations			✓		1	1
	Complete and submit GST returns			✓		1	1
Human Resources	Collect and enter signed time sheets			✓		1	1
	Process payroll and transfer payroll information to bank, depositing payroll into employee's accounts	✓				1	1
	Preparing remittances for Receiver General			✓		1	1
	Administer Town's benefit plan		✓			1	1
	Ensure employee group plan coverage is paid and employees are receiving benefits due		✓			1	1
	Prepare Records of Employment			✓		1	1
	Perform annual reconciliation of LAPP and Receiver General			✓		1	1

	Information						
	Prepare annual T4's	✓				1	1
	Recruitment of new staff				✓	1	1
Administrative Assistant	Answering incoming calls- Customer Service	✓				1	1
	Processing payments over the counter and telephone banking			✓		1	1
	Collect and deliver mail			✓		1	1
	Prepare Utility Stuffer & newspaper ads				✓	1	1
	Issue Tax Certificates				✓	1	1
	Process concern forms based on calls received			✓		1	1
	Input Land Title Changes			✓		1	1
IT – OSI Phones – NEC Corp.	Ensure full access to servers	✓				1	1
	Ensure email, payroll, accounting systems and website are fully functioning	✓				1	1
	Provide remote access to staff working from home	✓				1	1
	Make sure phones and mobile devices are operating	✓				1	1

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Director of CS –	Ensure sufficient funds are available to meet municipal requirements	✓				1	1
	monitor and record additional payments such as pre-authorized tax and unity account collection and administration		✓			1	1
	Cleaning Services Cleaning of the Town Office and Community Centre		✓			2	1 Contract

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
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Services Categories

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Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer**.**

4.6 Business Continuity Services – Corporate Services Utility and Assessment and Tax
Evaluation Requirements for Essential Municipal Services

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Utilities	Load meters			✓		1	1
	Prepare, mail, apply penalties			✓		1	1
	Create and close accounts			✓		1	1
	Process workorders based on calls received		✓			1	1
	Load and balance assessment information			✓		1	1
	Prepare and mail assessment and Property tax notices		✓			1	1
	Prepare the property tax roll			✓		1	1
	Monitor and record additional payments such as pre-authorized Tax and Utility account		✓			1	1

Tax	collection and admin.						
	Conduct Assessment Review Board Hearing			✓		1	1
	Create a Tax File to give to the Assessor (then forward to ASSET to accommodate Equalized Assessment Reporting)			✓		1	1
	Follow property tax notification for those properties on which taxes are in arrears (Tax Recovery)			✓		1	1
	Apply Tax Penalties			✓		1	1
Administration and Customer Service	Customer Service calls			✓		1	1
	Monthly collection				✓	1	1
	Create Utility and Tax Newsletter stuffer				✓	1	1

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the

government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.7 Business Continuity Services – Corporate Services – Finance and Grants Coordinator

Evaluation Requirements for Essential Municipal Services

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1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Grants - Identify & provide on-going research of available funding opportunities				✓	1	1
Grants - Maintain a resource library on available grants & funding sources.				✓	1	1
Grants - Provide grant information to appropriate departments			✓		2	1
Grants - Participate in annual budget preparation & identify grant funding sources			✓		1	1
Grants - Draft grant applications & coordinate projects with specific grant guidelines			✓		2	1
Grants - Submit grant applications & comply with all deadlines			✓		1	1
Finance – Maintain &		✓			1	1

reconcile GL accounts						
Finance – Prepare and enter journal entries		✓			1	1
Finance – Prepare and enter reserve entries & perform transfers		✓			2	1
Prepare and Reconcile bank statements		✓			1	1
Finance - Maintain cash controls		✓			2	1
Finance – Assist with budget creation procedures & processes		✓			3	1
Finance – Assist with year end closing procedures			✓		5	2

Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Monitor cash reserves & investments				✓	1	1
Finance - Create cash flow statements				✓	2	1
Finance – Fixes asset maintenance & reporting				✓	2	1
Finance - Maintain contract list and enter contract impacts into budget system				✓	1	1
Finance – Assist with preparation of audit working papers		✓			2	1
Finance – Assist with preparation of financial statements & schedules			✓		2	1
Finance – Ongoing Support to Director of Corporate Services			✓		1	1

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:
Can the services be cancelled for the short term?
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Can other methods be used to carry out these tasks without compromising safety?
Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

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Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.8 *Business Continuity Services – Planning and Development*
Evaluation Requirements for Essential Municipal Services

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Customer Service	Receiving & processing applications			✓		2	1
	Building inspections			✓		1	Contract
	Requests from the public for file information				✓	1	1
	Issue compliance certificates			✓		1	1
Regulatory & Legal	Reports to Council			✓		1	1
	Processing legal Documents				✓	1	1
Administration	Collection and remitting of safety code fees			✓		1	1
	Special Planning Projects				✓	1	1

Function	Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Protection of Life & Property	Sites constituting a hazard i.e. open excavation			✓		1	1
	Providing Building plans to Emergency Service		✓			1	1

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:
Can the services be cancelled for the short term?
Can personnel from other services be cross-trained to carry out these tasks?
Can other methods be used to carry out these tasks without compromising safety?
Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.9 *Business Continuity Services – Community Services*
Evaluation Requirements for Essential Municipal Services

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1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Functions	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Recreation Department	Liaison/communication with community organizations			✓		1	1
	Operation and maintenance of the recreation facilities: SCC, Arena, campground			✓		2	3
Parks Department	Maintenance of green area, grass cutting, tree trimming			✓		2	3
	Parks maintenance, snow removal			✓		1	3
	Garbage removal			✓		1	3
	Playground Inspections			✓		1	3
	Trails Inspections			✓		1	3
	Maintain sports fields including fencing, backstops and netting, infields and dugouts			✓		1	3

	Watering Hanging Baskets				✓	1	3
Administration	Approve time sheets/overtime			✓		1	1
	Approve invoices for payment			✓		1	1
Facilities	Regular building maintenance/custodial services			✓		1	1
	SCC Tenants			✓		1	3
	SCC Boiler Check/Readings		✓			1	3
	Building Inspections		✓			1	3

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

- Can the services be cancelled for the short term?
- Can personnel from other services be cross-trained to carry out these tasks?
- Can other methods be used to carry out these tasks without compromising safety?
- Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

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Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.10 *Business Continuity Services – Peace/Bylaw Officer*
Evaluation Requirements for Essential Municipal Services

---

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Protection of persons, property & community safety	Provided under contract with the Royal Canadian Mounted Police	✓				1	0
Advisory	Policing Committee				✓	1	0
Municipal Enforcement	Bylaws, traffic enforcement, safety and animal			✓		1	0
Emergency Management	DEM	✓				1	1
Enforcement of Town Bylaws	Manage and investigate complaints		✓			1	0
Administration	Clerical work			✓		1	0
	Approve Time sheets			✓		1	0
	Approve invoices for payables			✓		1	0

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

Can the services be cancelled for the short term?
Can personnel from other services be cross-trained to carry out these tasks?
Can other methods be used to carry out these tasks without compromising safety?
Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

Vital: Applies to services that must be provided within 72 hours, without which may likely result in loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue or disproportionate recovery costs.

Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.11 *Business Continuity Services – FCSS*
Evaluation Requirements for Essential Municipal Services

---

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Community Programs	Social and youth programs				✓	1	0
	Senior Supports		✓			2	1
	Employment Services & Resource				✓	1	0
Referral and Social Program Information	Access services Alberta Supports			✓		1	0
	Information & Referral Services			✓		2	1
Administration	Filing/Clerical duties				✓	1	0
	Payroll/payable	✓				1	
Food Bank Support	Provide support and assistance			✓		1	0

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:
Can the services be cancelled for the short term?
Can personnel from other services be cross-trained to carry out these tasks?
Can other methods be used to carry out these tasks without compromising safety?
Can these services or functions be performed at a reduced, but safe level of availability?

Services Categories

Critical : Reserved for services that must be provided immediately, without which could likely result in the loss of life, infrastructure destruction, loss of confidence in the government and significant loss of revenue. These services normally require resumption within 24 hours of interruption.

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Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

4.12 *Business Continuity Services – Fire Protection Services*
Evaluation Requirements for Essential Municipal Services

---

1. Determine all essential municipal services.
2. Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.
3. Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.
4. For business continuity purposes, assume that primary staff/infrastructure is not available
5. For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Function	Description	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Protection of Life & Property	Respond to fire calls in the department's response area	✓				3	10
	Response to Medical calls	✓				2	10
	Respond to motor vehicle collisions in the department's response area to provide extrication services if needed and traffic control services	✓				3	10
	Secondary response to County of Mountain View and Clearwater County	✓				1	10
Equipment Maintenance	Apparatus maintenance	✓				1	10
	SCBA, gas detectors, and rescue equipment checks	✓				1	10
	SCBA Service repairs	✓				1	10
	Medical Equipment maintenance	✓				1	10

Fire Investigations	Perform fire investigation to determine origin and cause of fire	✓				1	10
Emergency Measures Functions	Assist the functions of the towns, ECC, and other EMO functions	✓				1	10
Inspection Services	Inspection of high-risk occupancies	✓				1	10
Admin. Duties	Payroll			✓		1	10
	Approve invoices for payables			✓		1	10

Function	Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Public Education	Tours, education and prevention programs				✓	1	10
Fire Inspections	Re-Inspections, low risk occupancies				✓	1	10
Equipment repair	Fire hose and turnout maintenance repairs	✓				1	10
Training	Fire Department training, theory and practical components			✓		1	10

Alternative Planning

After reducing the strength by 35%, determine if the available personnel are sufficient to provide the necessary services required. If insufficient, consider the following:

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Necessary: These services must be resumed within two weeks.

Desired: Although needed for normal operations, these services could be delayed for two weeks or longer.

Skills Inventory

Skill																											
PERSPONAL																											
Drivers license class	5	5	5 & 3	5	5	5	5	5	5	5& 6	5 &6	5	5	5	5	5	5	5	5	3,6 ,Q	5	5	5	5	5	5	5
Water Craft License		Y					Y						Y		Y			Y	Y	Y				Exp			
COMMUNICATIONS																											
Previous experience with the media	Y		Y	Y					Y	Y			Y							Y				Y			
Ability to communicate & address the mass media effectively under pressure	Y			Y					Y	Y			Y							Y				Y			
Website construction & maintenance									Y	Y						Y				Y							
Telephone experience handling numerous calls	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y			Y			Y	Y	Y		Y	Y			
Experience working switchboard/intake and reception			Y	Y	Y	Y	Y	Y	Y		Y	Y									Y			Y			
Alberta Emergency	Y					Y							Y	Y						Y				Y			

Alert Training																										
FOOD SERVICES																										
A Red Seal Certificate																										
A certificate in food handling/food service				Y																						
Dietary institution experience																										
Housekeeping/caretaking in facilities management																										
OPERATIONS																										
Operating a wastewater treatment facility													Y			Y	Y					Y					
Operating a wastewater collection system/lift station													Y			Y	Y					Y					
Operating a water treatment reservoir/pump station													Y			Y	Y										
Operating a water distribution system													Y			Y	Y		Y								
Operating heavy machinery													Y	Y	Y		Y	Y	Y							Y	Y
Gas Utility													Y	Y								Y					

Operator																											
Confined Space													Y	Y		Y	Y	Y								Y	Y
H2S Alive													Y	Y	Y	Y	Y	Y		EX P							
Spill Response training																Y											
Skill																											
TECHNOLOGY/COMPUTER SKILLS																											
Personal computer (hardware & software)?	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y		Y	Y	Y		Y	Y			Y
Microsoft products	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y		Y	Y			Y			Y	Y			Y
Payroll software		Y	Y				Y					Y					Y							Y			
Accounting software	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y					Y							Y			
Telephone systems		Y	Y		Y	Y	Y		Y		Y	Y												Y			
Do you currently have a computer at home with high speed internet	Y	Y	Y	Y	Y			Y	Y							Y	Y	Y	Y	Y	Y			Y			Y
LANGUAGES																											
French										Y																	
Spanish										Y																	
Sign language																					Y		Y				
Other																											
HEALTH SCIENCE SKILLS																											
First Aid	**Y**			Y		Y		Y		Y			Y	Y	Y	NA	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y
CPR	**Y**			Y		Y		Y		Y			Y	Y	Y	Y	Y			Y	Y		Y	Y		Y	Y

AED	**Y**			Y		Y				Y			Y	Y	Y	Y	Y			Y			Y	Y		Y	Y
FINANCIL SKILLS																											
Payroll		Y	Y			Y		Y																Y			
Accounts Payable	Y	Y	Y	Y		Y		Y			Y	Y	Y											Y			
Accounts Receivable	Y	Y	Y	Y		Y		Y			Y	Y	Y											Y			

Name	BEM	ICS 100	ICS 200	ICS 300	ICS 400	Scribe	IMT Block	Ops SC	Log SC	Fin SC	Plan SC	AEA (Alert)	DEM	ESS	Elected Officials	Other
	X	X														DRP
			X				X									
	X	X	X			X										
	X	X				X										
	X	X														
	X	X											X			
	X	X	X	X		X		X				X	X	X		DRP, Planning P, Functional Needs, Intake and Inquiry
	X	X	X	X		X	X	X	X			X	X	X		DRP, Planning P, Functional Needs, Intake and Inquiry
	X	X	X									X				
	X	X														
		X														
	X	X														
	X															
	X	X				X										
	X	X														
	X	X														
		X														
	X	X										X		X	X	
		X														
		X				X										
	X	X	X	X												EOC, Managing Emergency Operations, PIO
	X	X														
	X	X				X										
	X	X	X			X			X							Planning P,
	X	X														
	X	X	X				X									
		X	X	X												
		X														
	X	X														

SECTION 5.0 APPENDICES

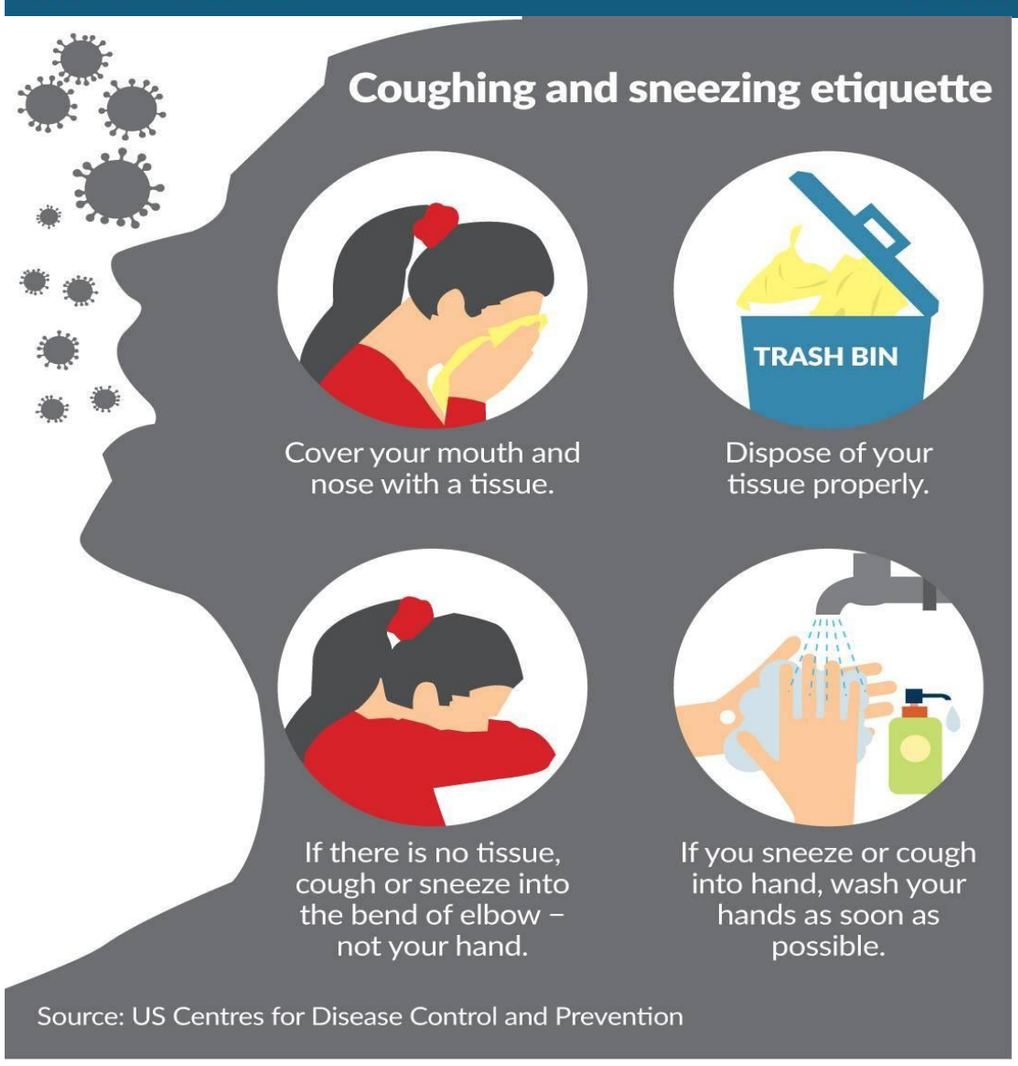
5.1 *APPENDIX A – SEASONAL FLU AND PANDEMIC FLU COMPARISON*

KEY DIFFERENCES BETWEEN SEASONAL FLU AND PANDEMIC FLU	
SEASONAL FLU	**PANDEMIC FLU**
Occurs every year during the winter months.	Occurs three to four times a century and can take place in any season.
Affects 10-25 percent of the Canadian population.	Experts predict an infection rater of 25-35 percent of the population, depending on the severity of the virus strain.
Annually kills 500,000 – 1 million people globally; 4,000 – 8, 000 in Canada.	The worst pandemic of the last century – the Spanish Flu of 1918 – killed 20-50 million people worldwide.
Most people recover within a week or two.	Usually associated with higher severity of illness and, consequently a higher risk of death.
Deaths generally can find two "at risk" groups: the elderly (over 65 years of age), young children (aged 6 to 23 months), those with existing medical conditions, and people with compromised immune systems.	All age groups may be at risk for infection not just at risk groups. Otherwise fit adults could be at relatively greater risk based on patterns of previous epidemics for example adults under age 40 were disproportionately affected during 1918 pandemic.
Vaccination is effective because the virus strain in circulation each winter can be fairly reliably predicted.	A vaccine against pandemic may not be available at the start of a pandemic. New strains of viruses must be accurately identified, and producing an effective vaccine could take six months.
Annual vaccinations, when the correct virus strain is used, is fairly reliable and antiviral drugs are available for those most at risk of becoming seriously ill.	Antiviral drugs may be limited supply and their effectiveness will only be known definitively once the pandemic is underway.

5.2 *APPENDIX B- SYMPTOMS FOR INFLUEZA, COMMON COLD, AND STOMACH FLU*

Symptoms	Influenza	Common Cold	Stomach Flu
Fever	Unusually High	Sometimes	Rare
Chills, aches, pain	Frequent	Slight	Common
Loss of Appetite	Sometimes	Sometimes	Sometimes
Sore Throat	Usual	Sometimes	Rare
Vomiting, diarrhea	Sometimes (children)	Not typically	Common
Involves whole body	Often	Never	Stomach/bowel only
Symptoms appear quickly	Always	More gradual	Fairly quickly
Extreme tiredness	Common	Rare	Sometimes
Complications	Pneumonia can be life-threatening	Sinus infection or ear infection	Dehydration

5.3 *APPENDIX C – HAND & RESPIRATORY HYGIENE*



5.4 *APPENDIX D – WORKPLACE RISK ASSESSMENT*

The following risk matrix was created using Alberta Health Services health care criteria. This can be used to continually evaluate individual risk level to exposure of COVID-19. **Apply a score from 1-3 for severity and probability** using the criteria listed below **and multiply scores** to find total risk rating on the matrix.

Risk Matrix (Total Score = ? x ? = Risk Rating)		**Probability** **1 =** Your workspace allows for social distancing and you do not regularly work directly with the public/other people **2 =** You work in a shared space or directly with other people **3 =** You have or are likely to encounter an infected person while working		
Severity	**1 =** You are below the age of 60, typically healthy	**3**	**6**	**9**
	2 = You are above the age of 60 **OR** you have an underlying health condition **OR** someone you live with is considered high risk	**2**	**4**	**6**
	3 = You are above the age of 60 **AND** you have an underlying condition	**1**	**2**	**3**
	Risk = Low, monitor and reassess when needed (i.e. whenever any of the criteria changes)			
	Risk = Moderate, implement controls and monitor effectiveness (refer to your hazard assessment for control measures)			
	Risk = High, implement controls and reassess regularly (i.e. daily) to ensure effectiveness			
	Risk = Extreme, stop activity and evaluate how risk can be reduced			

(Risk Matrix adapted with permission from the County of Grand Prairie, Providing Essential Services during COVID-19 Pandemic, 2020)

Example #1: I am 65 and have asthma. I would have a severity score of 3. I share a workspace with another person. I would have a probability score of 2. This would give me an overall risk rating of 6. If the County then has an employee who gets diagnosed with COVID-19 that this individual regularly comes into contact with me, my probability score would then change to 3, which would give me a total risk rating of 9. This then means I am at extreme risk.

Example #2 I am 42 and typically healthy for the most part. I would have a severity score of 1. My workspace allows for social distancing, and I have been told to avoid contact with the public and adhere to social distancing with my co-workers. I would have a probability rating score of 1. This would give me a total risk rating of 1. This then means I am at Low risk.

Example #3 I am 36 and have an underlying health condition. I would have a severity score of 2. I work in a shared space. I would have a probability score of 2. This would give me an overall risk rating of 4. This then means I am at moderate risk.

5.5 *APPENDIX E – HAZARD ASSESSMENT FORM*

TOWN OF SUNDRE – SITE-SPECIFIC HAZARD ASSESSMENT								
Crew:	**Participants:**						**Date:**	
Job/Location: **Time completed:**	**HAZARD RANKING** Severity, Probability, Frequency = Total				**CONTROL MEASURES & RECOMMENDED CONTROLS** Elimination, Substitution, Engineering, Administration, Personal Protective Equipment (PPE)	**Person Responsible** (If recommending a control)	**Due Date**	**Action Taken or Completed Date**
IDENTIFIED HAZARDS	**S**	**P**	**F**	**T**				
Was Assessment conducted before work began: Yes □ or No □					**Was Assessment Repeated if changes were introduced: Yes □ No □ or NA □**			
Safe Work Practices/Job Procedures Reviewed? Yes □ or No □					**Tailgate Meeting Minutes Attached? Yes □ or No □**			
					COMMENTS (Include any changes that have been introduced throughout the job):			

A site-specific hazard assessment is to be performed before work starts at a site where conditions change or when non-routine work is added. This flags hazards identified at the location (e.g. overhead powerlines, poor lighting, wet surfaces, presence of wildlife, etc.), or introduced by a change at the work site (e.g. unfamiliar chemicals, introduction of new equipment). Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

Instructions:

1. **Look at the site and the job task(s) to be performed**
2. **Identify hazards**
3. **Eliminate or control the identified hazards**
4. **Make sure all workers on site are aware of the hazards/understand the controls**
5. **Update SPHA if there are changes in conditions that create hazards**

Hazard Ranking:

Severity:	**1 = Low/Unlikely,**	**Probability:** **1 = Low/Unlikely,**	**Frequency:** **1 = Monthly/Seasonal**
	2 = First Aid	**2 = Could Occur/Moderate**	**2 = Weekly**
	3 = LT/LTD/Catastrophic	**3 = Will Occur/High**	**3 = Daily**

5.6 *APPENDIX F – CONTROL MEASURES*

FIRST CHOICE	Engineering Controls	• Isolate the hazard • Ventilate • Use physical barriers such as plexiglass between you and your clients
SECOND CHOICE	Administrative Controls	• Manage policies and procedures • Administer safe work procedures such as respiratory hygiene • Reinforce handwashing • Train and supervise workers • Vaccinate

THIRD CHOICE	Personal protective equipment PPE	• Provide tissue, hand cleaner, disinfectant and cleaning supplies, gloves and masks. Any other PPE that is appropriate
		• Ensure that:
		  ○ The right type of PPE is selected for the job hazard
		  ○ PPE fits properly and is comfortable under working conditions
		  ○ Workers are trained in the need for PPE, its use and maintenance
		  ○ PPE is stored clean and fully operational

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Municipal Emergency Response Plan**
ORIGINATING DEPARTMENT	**Emergency Management**
AGENDA ITEM	**8.2**

BACKGROUND/PROPOSAL:

The Municipal Emergency Response Plan (ERP) has been designed to ensure a quick and effective response to deal with natural, manmade, and technological hazards affecting the Town of Sundre. This plan was developed in conjunction with stakeholders and Emergency Management partners to meet the requirements set out by the Alberta Emergency Management Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached plan.

ALIGNMENT WITH STRATEGIC PLAN

Required by Legislation - Alberta Emergency Management Act.

7.1 Risk Management

ADMINISTRATION RECOMMENDATIONS:

The Municipal ERP was reviewed and supported by Council at the Spring workshop. Recommended changes were made.

Administration recommends that the Emergency Response Plan be adopted as presented.

MOTION:

That the Town of Sundre Council support the Sundre Municipal Emergency Response Plan as presented.

Attachment:

8.2a_2021 Municipal Emergency Response Plan

Date Reviewed: May 07, 2021 CAO: Linda Mahn

8.2a

Emergency Response Plan

Town of Sundre

2021

Distribution List

Contact Person	Community / Agency	Address	Copy Number / Format

Amendment Record

Amendment Number	Issue Date	Page(s) Replaced	Amended By	Date

Although the Town of Sundre endeavors to maintain the accuracy and reliability of the following information, no representation, warranties, or guarantees are made for the information contained in this ERP. The Town of Sundre disclaims any liability or responsibility for loss or damage resulting from the use of any of the information associated with or contained herein.

Common Emergency Management (EM) Acronyms

- **AEA –** Alberta Emergency Alert
- **AEMA** Alberta Emergency Management Agency
- **BEM –** Basic Emergency Management
- **CEMP -** Community Emergency Management Program
- **CEP -** Community Emergency Plan
- **CRAHIMT** Central Region All-Hazard Incident Management Team
- **CRESS** – Central Region Emergency Social Services
- **CRIB –** Central Registration and Inquiry Bureau
- **DEM/D-DEM** – Director of Emergency Management or Deputy Director of Emergency Management
- **DRP -** Disaster Recovery Program
- **ECC** - Emergency Coordination Centre (replacing EOC)
- **EOC** – Emergency Operations Centre term being phased out by AEMA
- **EM** - Emergency Management
- **EMIS** – Emergency Management Information System
- **EMPP** – Emergency Management Preparedness Program (AEMA grant)
- **ESC** – Emotional and Spiritual Care
- **ESS** – Emergency Social Services
- **ESSNA** – Provincial Emergency Social Services Network
- **ERP –** Emergency Response Plan
- **GOC –** Government Operations Centre (Federal)
- **IAP –** Incident Action Plan
- **ICP –** Incident Command Post
- **ICS –** Incident Command System
- **IO –** Information Oficer
- **MVREMA –** Mountain View Regional Emergency Response Agency
- **NGO –** Non-government Organization (volunteer groups)
- **PESS –** Provincial Emergency Social Services
- **POC –** Provincial Operations Centre – AEMA office in Edmonton
- **REP –** Regional Emergency Plan
- **RE-OC –** Regional Operations Centre – location TBD depending on disaster
- **PRCP –** PESS Registration and Reception Centre Program
- **SOLE –** State of Local Emergency
- **SOW –** Site of Wheels

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1 Introduction

This Emergency Response Plan (ERP) has been designed to ensure a quick and effective response to deal with natural, man-made and technological hazards affecting the Town of Sundre. This ERP is one element of the Town of Sundre's Emergency Management Program. The Town of Sundre is a member of the Mountain View Regional Emergency Management Agency which also has an Regional Emergency Response Plan.

The Emergency Management Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the Town of Sundre and address the functions of mitigation, preparedness, response and recovery. The elements of this continuous improvement process will include program management, planning, implementation, evaluation and management review by elected officials and administrators.

In order for this ERP to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, this ERP should be considered a "Living" document. Textual changes, contact names or numbers and other information may be changed or updated regularly. These changes may be made by the Municipal Director of Emergency Management without notice or approval so long as the intent of this plan is not affected.

Emergency Management Program

The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Town of Sundre in writing at:

Town of Sundre

Town Office
Box 420
Sundre, Alberta
Canada
T0M 1X0

2 Key Emergency Management Contacts

2.1 Administration (see 2.6 for expanded staff resources)

Position	Name/Title	Work	Home	Cell
Director of Emergency Management (DEM)				
Deputy Director's (DDEM) Emergency Management				
Chief Administration Office (Council Liaison)				
Fire Chief				
Fire (Alternate)				
Fire (Alternate)				
Safety Officer				
Public/Media Information Officer				
Liaison Officer				
Operations (Public Works)				
Planning				
Finance				
Emergency Social Services				
FCSS				
RCMP				
Alternate				
Community Peace Officer			N/A	

2.2 Elected Officials

Position	Name/Title	Work	Home	Cell/Pager
Mayor		-		
Councilor		-	-	
Councilor		-	-	
Councilor		-	-	
Councilor		-		
Councilor		-	-	
Councilor		-	-	

2.3 Key Emergency Management External Contacts

Organization	Name/Title	Work	Cell/Pager
Ambulance	Alberta Health Services	911	-
AEMA Field Officer			
Central Region All Hazard Incident Support Team	*Contact AEMA Field Officer or Provincial Operations Centre		
AB Energy Regulator			
AB Environment & Parks			
Alberta Health Services (Environmental Health)			-
Alberta Health Services Health Inspector			
Alternate			
Volker Stevin			
Alberta Highways			
AB Community and Social Services			-
Alberta Supports			-
AB Transportation Dangerous Goods			
Town of Sundre Gas			
Water Treatment Plant			
Fortis - power			
Telus			
National Energy Board			
TransCanada			

Mountian View Regional Emergency Management Agency (MVREMA) Mutual Aid Partners	
Town of Carstairs DEM	DDEM
Town of Didsbury DEM	DDEM
Mountain View County DEM	DDEM
Sundre DEM	DDEM
Town of Olds	DDEM
DEM	

Village of Cremona		DDEM
Olds College		
Central Region All-Hazard Incident Response Team Activiation (CRAHIMT)		
Chinook Arch Victim's Services		
Search and Rescue	RCMP would deploy	*note – formal mutual aid agreements have not been created for this team yet.

2.4 Provincial Government

GOVERNMENT OF ALBERTA EMERGENCY CONTACT INFORMATION

Ministries/Agencies/Boards	Contact Information		
	Phone	**Fax**	**Email/Web**
Declaration of State of Local Emergency			
Provincial Operations Centre (POC)			
POC Duty Officer 1			
POC Duty Officer 2			
Alberta Emergency Alert – Activation			
Fire Commissioners Office			
Alberta Environment & Parks Environmental Emergency			
Support and Emergency Response Team (ASERT)			
Hydrology Branch/Forecasting			
Forest Fires			
Poison Control Centre			
Protective Services			
Alberta Human Services			
Workplace Health and Safety			
Emergency Social Services			
Provincial Emergency Social Services (PESS) via AEMA			
Alberta Environmental and Dangerous Goods Emergencies			

2.5 Federal Government

FEDERAL GOVERNMENT 24 HOUR EMERGENCY CONTACT INFORMATION

Ministries/Agencies/Boards	Contact Information		
	Phone	**Fax**	**Email/Web**
Canadian Food Inspection Agency			
Environment Canada			
Storm Prediction Centre			
National Energy Board			
NAV Canada			
Notice to Airmen (NOTAM)			
Transport Canada			
Airspace Restriction Requests			
CANUTEC (Dangerous Goods)			
Transportation Safety Board			

NOTE: AEMA assistance is required for the majority of Federal assistance requests

2.6 Administration: Expanded Personnel List

	Community Emergency Management Agency	Administration (staff resources) with ICS 100 or higher	(OI/other directly related Town Human resources
CAO			
Incident Command/ECC Director			
	Deputy Director of Emergency Management		
	Deputy Director of Emergency Management		
Incident Command Staff	Information Officer		
	Liaison Officer		
	Safety		
Resources	**Operations** (ICS Section)	)	
	Fire		
	Police		
	EMS	AHS	
	Emergency Medical Services	Alberta Health Services/Alberta Health	
	Public Works		
	Planning		
	Logistics		
	Finance		
	Scribes		
	Emergency Social Services		
	Reception Centre		
	Utilities (Town)		

2.7 Radio Frequencies

MOUNTAIN VIEW COUNTY RADIO CHEATSHEET

	CREMONA FIRE Agency 17 ID# 2000's		CARSTAIRS FIRE Agency 17 ID# 1000's		SUND RE FIRE Agency 17 ID# 5000's		DIDSBURY FIRE Agency 17 ID# 3000's		OLD S FIRE Agency 17 ID# 6000's		MVC EOC Agency 17 ID# 9000's
CH	A	D	B	E	C	F	G	J	H	K	L
1	AFRRCS - Trunk 800Mhz A1 CRE TAC 1	AFRRCS - Simplex D1 CRE FIRE 1	AFRRCS - Trunk 800Mhz B1 CAR TAC 1	AFRRCS - Simplex E1 CAR FIRE 1	AFRRCS - Trunk 800Mhz C1 SUN TAC 1	AFRRCS - Simplex F1 SUN FIRE 1	AFRRCS - Trunk 800Mhz G1 DID TAC 1	AFRRCS - Simplex J1 DID FIRE 1	AFRRCS - Trunk 800Mhz H1 OLDS TAC 1	AFRRCS - Simplex K1 OLDS FIRE 1	AFRRCS - Trunk 800Mhz L1 MVEOC SITE#1
2	AFRRCS - Trunk 800Mhz A2 CRE TAC 2	AFRRCS - Simplex D2 CRE FIRE 2	AFRRCS - Trunk 800Mhz B2 CAR TAC 2	AFRRCS - Simplex E2 CAR FIRE 2	AFRRCS - Trunk 800Mhz C2 SUN TAC 2	AFRRCS - Simplex F2 SUN FIRE 2	AFRRCS - Trunk 800Mhz G2 DID TAC 2	AFRRCS - Simplex J2 DID FIRE 2	AFRRCS - Trunk 800Mhz H2 OLDS TAC 2	AFRRCS - Simplex K2 OLDS FIRE 2	AFRRCS - Trunk 800Mhz L2 MVEOC SITE#2
3	AFRRCS - Trunk 800Mhz A3 CRE TAC 3	AFRRCS - Simplex D3 CRE FIRE 3	AFRRCS - Trunk 800Mhz B3 CAR TAC 3	AFRRCS - Simplex E3 CAR FIRE 3	AFRRCS - Trunk 800Mhz C3 SUN TAC 3	AFRRCS - Simplex F3 SUN FIRE 3	AFRRCS - Trunk 800Mhz G3 DID TAC 3	AFRRCS - Simplex J3 DID FIRE 3	AFRRCS - Trunk 800Mhz H3 OLDS TAC 3	AFRRCS - Simplex K3 OLDS FIRE 3	AFRRCS - Trunk 800Mhz L3 MVEOC SITE#3
4	AFRRCS - Trunk 800Mhz A4 CRE TAC 4	AFRRCS - Simplex D4 CRE FIRE 4	AFRRCS - Trunk 800Mhz B4 CAR TAC 4	AFRRCS - Simplex E4 CAR FIRE 4	AFRRCS - Trunk 800Mhz C4 SUN TAC 4	AFRRCS - Simplex F4 SUN FIRE 4	AFRRCS - Trunk 800Mhz G4 DID TAC 4	AFRRCS - Simplex J4 DID FIRE 4	AFRRCS - Trunk 800Mhz H4 OLDS TAC 4	AFRRCS - Simplex K4 OLDS FIRE 4	AFRRCS - Trunk 800Mhz L4 MVEOC SITE#4
5	AFRRCS - Trunk 800Mhz A5 CRE TAC 5	AFRRCS - Simplex D5 CRE FIRE 5	AFRRCS - Trunk 800Mhz B5 CAR TAC 5	AFRRCS - Simplex E5 CAR FIRE 5	AFRRCS - Trunk 800Mhz C5 SUN TAC 5	AFRRCS - Simplex F5 SUN FIRE 5	AFRRCS - Trunk 800Mhz G5 DID TAC 5	AFRRCS - Simplex J5 DID FIRE 5	AFRRCS - Trunk 800Mhz H5 OLDS TAC 5	AFRRCS - Simplex K5 OLDS FIRE 5	AFRRCS - Trunk 800Mhz L5 MVEOC SITE#5
6	AFRRCS - Trunk 800Mhz A6 MV DISPATCH	P25 Radnor VDOC VHF D6 VRad MVDisp	AFRRCS - Trunk 800Mhz B6 MV DISPATCH	P25 Blue Hill VDOC VHF E6 VBH MV Disp	AFRRCS - Trunk 800Mhz C6 MV DISPATCH	P25 Marble Mount VDOC F6 VMM MVDisp	AFRRCS - Trunk 800Mhz G6 MV DISPATCH	AFRRCS - Trunk 800Mhz J6 MV DISPATCH	AFRRCS - Trunk 800Mhz H6 MV DISPATCH	AFRRCS - Trunk 800Mhz K6 MV DISPATCH	AFRRCS - Trunk 800Mhz L6 MV DISPATCH
7	AFRRCS - Trunk 800Mhz A7 DEPT FD	P25 Radnor VDOC VHF D7 DEPT FD	AFRRCS - Trunk 800Mhz B7 DEPT FD	P25 Blue Hill VDOC VHF E7 DEPT FD	AFRRCS - Trunk 800Mhz C7 FIRE DEPT	P25 Marble Mount VDOC F7 DEPT FD	AFRRCS - Trunk 800Mhz G7 DEPT FD	AFRRCS - Trunk 800Mhz J7 DEPT FD	AFRRCS - Trunk 800Mhz H7 DEPT FD	AFRRCS - Trunk 800Mhz K7 DEPT FD	AFRRCS - Trunk 800Mhz L7 DEPT FD
8	AFRRCS - Trunk 800Mhz A8 CRE TRAIN 8	AFRRCS - Simplex D8 CRE TRAIN SIMP	AFRRCS - Trunk 800Mhz B8 CAR TRAIN	AFRRCS - Simplex E8 CAR TRAIN SIMP	AFRRCS - Trunk 800Mhz C8 SUN TRAIN	AFRRCS - Simplex F8 SUN TRAIN SIMP	AFRRCS - Trunk 800Mhz G8 DID TRAIN	AFRRCS - Simplex J8 DID TRAIN SIMP	AFRRCS - Trunk 800Mhz H8 OLDS TRAIN	AFRRCS - Simplex K8 OLD TRAIN SIMP	AFRRCS - Simplex L8 MV LOCAL 1
9	AFRRCS - Trunk 800Mhz A9 MVC CET	P25 Radnor VDOC VHF D9 MVC CET	AFRRCS - Trunk 800Mhz B9 MVC CET	P25 Blue Hill VDOC VHF E9 MVC CET	AFRRCS - Trunk 800Mhz C9 MVC CET	P25 Marble Mount VDOC F9 MVC CET	AFRRCS - Trunk 800Mhz G9 MVC CET	AFRRCS - Trunk 800Mhz J9 MVC CET	AFRRCS - Trunk 800Mhz H9 MVC CET	AFRRCS - Trunk 800Mhz K9 MVC CET	AFRRCS - Trunk 800Mhz L9 MVC CET
10	AFRRCS - Simplex A10 SIMPLEX 1	AFRRCS - Simplex D10 SIMPLEX 1	AFRRCS - Simplex B10 SIMPLEX 1	AFRRCS - Simplex E10 SIMPLEX 1	AFRRCS - Simplex C10 SIMPLEX 1	AFRRCS - Simplex F10 SIMPLEX 1	AFRRCS - Simplex G10 SIMPLEX 1	AFRRCS - Simplex J10 SIMPLEX 1	AFRRCS - Simplex H10 SIMPLEX 1	AFRRCS - Simplex K10 SIMPLEX 1	AFRRCS - Trunk 800Mhz L10 MV EOC OPS 1
11	AFRRCS - Trunk 800Mhz A11 AHS MA 11	P25 Radnor VDOC VHF D11 AHS MA11	AFRRCS - Trunk 800Mhz B11 AHS MA 11	P25 Blue Hill VDOC VHF E11 AHS MA 11	AFRRCS - Trunk 800Mhz C11 AHS MA 11	P25 Marble Mount VDOC F11 AHS MA 11	AFRRCS - Trunk 800Mhz G11 AHS MA 11	AFRRCS - Trunk 800Mhz J11 AHS MA 11	AFRRCS - Trunk 800Mhz H11 AHS MA 11	AFRRCS - Trunk 800Mhz K11 AHS MA 11	AFRRCS - Trunk 800Mhz L11 MV EOC OPS 2
12	AFRRCS - Trunk 800Mhz A12 AHS MA 12	P25 Radnor VDOC VHF D12 AHS MA12	AFRRCS - Trunk 800Mhz B12 AHS MA 12	P25 Blue Hill VDOC VHF E12 AHS MA 12	AFRRCS - Trunk 800Mhz C12 AHS MA 12	P25 Marble Mount VDOC F12 AHS MA 12	AFRRCS - Trunk 800Mhz G12 AHS MA12	AFRRCS - Trunk 800Mhz J12 AHS MA 12	AFRRCS - Trunk 800Mhz H12 AHS MA 12	AFRRCS - Trunk 800Mhz K12 AHS MA 12	AFRRCS - Trunk 800Mhz L12 MV EOC LOGS 1
13	AFRRCS - Trunk 800Mhz A13 AHS MA 13	P25 Radnor VDOC VHF D13 AHS MA13	AFRRCS - Trunk 800Mhz B13 AHS MA 13	P25 Blue Hill VDOC VHF E13 AHS MA 13	AFRRCS - Trunk 800Mhz C13 AHS MA 13	P25 Marble Mount VDOC F13 AHS MA 13	AFRRCS - Trunk 800Mhz G13 AHS MA13	AFRRCS - Trunk 800Mhz J13 AHS MA 13	AFRRCS - Trunk 800Mhz H13 AHS MA 13	AFRRCS - Trunk 800Mhz K13 AHS MA 13	AFRRCS - Trunk 800Mhz L13 MV EOC LOGS 2
14	AFRRCS - Trunk 800Mhz A14 AHS MA 14	P25 Radnor VDOC VHF D14 AHS MA14	AFRRCS - Trunk 800Mhz B14 AHS MA 14	P25 Blue Hill VDOC VHF E14 AHS MA 14	AFRRCS - Trunk 800Mhz C14 AHS MA 14	P25 Marble Mount VDOC F14 AHS MA 14	AFRRCS - Trunk 800Mhz G14 AHS MA14	AFRRCS - Trunk 800Mhz J14 AHS MA 14	AFRRCS - Trunk 800Mhz H14 AHS MA 14	AFRRCS - Trunk 800Mhz K14 AHS MA 14	AFRRCS - Trunk 800Mhz L14 MV EOC PLAN 1
15	AFRRCS - Trunk 800Mhz A15 TAC ANN	P25 Radnor VDOC VHF D15 TAC ANN	AFRRCS - Trunk 800Mhz B15 TAC ANN	P25 Blue Hill VDOC VHF E15 TAC ANN	AFRRCS - Trunk 800Mhz C15 TAC ANN	P25 Marble Mount VDOC F15 TAC ANN	AFRRCS - Trunk 800Mhz G15 TAC ANN	AFRRCS - Trunk 800Mhz J15 TAC ANN	AFRRCS - Trunk 800Mhz TAC ANNOUNCE	AFRRCS - Trunk 800Mhz K15 TAC ANN	AFRRCS - Trunk 800Mhz L15 SITE ANNOUNCE
16	AFRRCS - Trunk 800Mhz A16 CRE PAGER	P25 Radnor VDOC VHF D16 CRE PAGER	AFRRCS - Trunk 800Mhz B16 CAR PAGER	AFRRCS - Trunk 800Mhz B16 CAR PAGER	AFRRCS - Trunk 800Mhz C16 SUN PAGER	AFRRCS - Trunk 800Mhz F16 SUN PAGER	AFRRCS - Trunk 800Mhz G16 DIDS PAGER	AFRRCS - Trunk 800Mhz J16 DIDS PAGER	AFRRCS - Trunk 800Mhz H16 OLDS PAGER	AFRRCS - Trunk 800Mhz K16 OLDS PAGER	AFRRCS - Simplex L16 MV LOCAL 2

CHANNEL TYPE
AFRRCS System Talkgroups (700/800Mhz)
AFRRCS - Simplex Channels Simplex 1-5, Fire 1-5
P25 VHF - WEST AFRRCS Towers: Radnor, Blue Hill, Marble Mountain
BLANK

Symbols
PRIVATE Any Talkgroups (TG's) marked with the key are non shared TG's private to that agencies radios.
ENCRYPTED Any TG'S marked with this symbol are encrypted channels

AFRRCS INFORMATION	
AFRRCS SYSTEM ID # 91	
AGENCY # 17	
AFRRCS CALL CENTER	1-866-222-3391
POC (SOW Requests)	1-866-618-2362
AGENCY ADMINISTRATOR	Justin Andrew 403-994-0128
TECHINCAL ADMINISTRATOR	Kevin Miller 403-870-4223

PORTABLE ID TABLE	
Fire Chief	17(ST#)000
DeputyChiefs	17(ST#)001 - 17(ST#)009
Captains	17(ST#)011 - 17(ST#)019
Lieutenants	17(ST#)021 - 17(ST#)029
Senior Firefighters	17(ST#)031 - 17(ST#)039
Firefighters	17(ST#)051 - 17(ST#)099

MOBILE ID TABLE		
Primary Truck Mobile	170(TRUCK #)	
Secondary Truck Mobile	17(TRUCK #)2 - 17(TRUCK #)9	
Station Mobile	170(ST#)00	- 170(ST#)09
Community Peace Officers	17(ST#)901	- 17(ST#)909
Emergency Operations Center	17(ST#)910	- 17(ST#)950
Public Works	17(ST#)951	- 17(ST#)999

AFRRCS COMMON EVENT TALKGROUPS

	AFRRCS CET	CET A-D	CET E-L	CET L-P	CET Q-T	CET URBAN NORTH	CET URBAN CENTER	CET URBAN SOUTH	AFRRCS SIMPLEX
1	AFRRCS - Trunk 800Mhz AFRRCS 1	AFRRCS - Trunk 800Mhz ACADIA #34	AFRRCS - Trunk 800Mhz FAIRVIEW	AFRRCS - Trunk 800Mhz LESSER SLV RVR	AFRRCS - Trunk 800Mhz RANCHLAND	AFRRCS - Trunk 800Mhz FTMAC CET550	AFRRCS - Trunk 800Mhz EDM CET981	AFRRCS - Trunk 800Mhz CLGRY CET461	AFRRCS - Simplex SIMPLEX 1
2	AFRRCS - Trunk 800Mhz AFRRCS 2	AFRRCS - Trunk 800Mhz ATHABASCA	AFRRCS - Trunk 800Mhz FLAGSTAFF	AFRRCS - Trunk 800Mhz LETHBRIDGE	AFRRCS - Trunk 800Mhz RED DEER CNTY	AFRRCS - Trunk 800Mhz FTMAC CET551	AFRRCS - Trunk 800Mhz EDM CET982	AFRRCS - Trunk 800Mhz CLGRY CET462	AFRRCS - Simplex SIMPLEX 2
3	AFRRCS - Trunk 800Mhz AFRRCS 3	AFRRCS - Trunk 800Mhz BARRHEAD CNTY	AFRRCS - Trunk 800Mhz FOOTHILLS	AFRRCS - Trunk 800Mhz MACKENZIE	AFRRCS - Trunk 800Mhz ROCKYVIEW	AFRRCS - Trunk 800Mhz FTMAC CET552	AFRRCS - Trunk 800Mhz EDM CET983	AFRRCS - Trunk 800Mhz CLGRY CET463	AFRRCS - Simplex SIMPLEX 3
4	AFRRCS - Trunk 800Mhz AFRRCS 4	AFRRCS - Trunk 800Mhz BEAVER CNTY	AFRRCS - Trunk 800Mhz FORTY MILE	AFRRCS - Trunk 800Mhz MINBURN	AFRRCS - Trunk 800Mhz SADDLE HILLS	AFRRCS - Trunk 800Mhz FTMAC CET553	AFRRCS - Trunk 800Mhz EDM CET984	AFRRCS - Trunk 800Mhz CLGRY CET464	AFRRCS - Simplex SIMPLEX 4
5	AFRRCS - Trunk 800Mhz AFRRCS 5	AFRRCS - Trunk 800Mhz BIG LAKES	AFRRCS - Trunk 800Mhz GRANDE PRAIRE	AFRRCS - Trunk 800Mhz MOUNTAIN VIEW	AFRRCS - Trunk 800Mhz SMOKY LAKE	AFRRCS - Trunk 800Mhz FTMAC CET554	AFRRCS - Trunk 800Mhz EDM CET985	AFRRCS - Trunk 800Mhz CLGRY CET465	AFRRCS - Simplex SIMPLEX 5
6	AFRRCS - Trunk 800Mhz AFRRCS 6	AFRRCS - Trunk 800Mhz BIGHORN	AFRRCS - Trunk 800Mhz GREENVIEW	AFRRCS - Trunk 800Mhz NEWELL CNTY	AFRRCS - Trunk 800Mhz SMOKY RIVER	AFRRCS - Trunk 800Mhz GR PR CET1321	AFRRCS - Trunk 800Mhz REDDR CET2621	AFRRCS - Trunk 800Mhz LETHB CET2031	BLANK
7	AFRRCS - Trunk 800Mhz AFRRCS 7	AFRRCS - Trunk 800Mhz BIRCH HILLS	AFRRCS - Trunk 800Mhz ID4 WATERTON	AFRRCS - Trunk 800Mhz NORTHERN LTS	AFRRCS - Trunk 800Mhz SPECIAL AREAS	AFRRCS - Trunk 800Mhz GR PR CET1322	AFRRCS - Trunk 800Mhz REDDR CET2622	AFRRCS - Trunk 800Mhz LETHB CET2032	BLANK
8	AFRRCS - Trunk 800Mhz AFRRCS 8	AFRRCS - Trunk 800Mhz BONNYVILLE	AFRRCS - Trunk 800Mhz ID9 BANFF	AFRRCS - Trunk 800Mhz NORTHERN	AFRRCS - Trunk 800Mhz SPIRIT RIVER	AFRRCS - Trunk 800Mhz GR PR CET1323	AFRRCS - Trunk 800Mhz REDDR CET2623	AFRRCS - Trunk 800Mhz LETHB CET2033	BLANK
9	AFRRCS - Trunk 800Mhz AFRRCS 9	AFRRCS - Trunk 800Mhz BRAZEAU	AFRRCS - Trunk 800Mhz JASPER	AFRRCS - Trunk 800Mhz OPPORTUNITY	AFRRCS - Trunk 800Mhz ST PAUL CNTY	AFRRCS - Trunk 800Mhz GR PR CET1324	AFRRCS - Trunk 800Mhz REDDR CET2624	AFRRCS - Trunk 800Mhz LETHB CET2034	BLANK
10	AFRRCS - Trunk 800Mhz AFRRCS 10	AFRRCS - Trunk 800Mhz CAMROSE CNTY	AFRRCS - Trunk 800Mhz KANANASKIS	AFRRCS - Trunk 800Mhz PAINTEARTH	AFRRCS - Trunk 800Mhz STARLAND	AFRRCS - Trunk 800Mhz GR PR CET1325	AFRRCS - Trunk 800Mhz REDDR CET2625	AFRRCS - Trunk 800Mhz LETHB CET2035	BLANK
11	AFRRCS - Trunk 800Mhz AFRRCS 11	AFRRCS - Trunk 800Mhz CARDSTON	AFRRCS - Trunk 800Mhz KNEEHILL	AFRRCS - Trunk 800Mhz PARKLAND CNTY	AFRRCS - Trunk 800Mhz STETTLER CNTY	BLANK	BLANK	AFRRCS - Trunk 800Mhz MHAT CET2171	BLANK
12	AFRRCS - Trunk 800Mhz AFRRCS 12	AFRRCS - Trunk 800Mhz CLEAR HILLS	AFRRCS - Trunk 800Mhz LAC LA BICHE	AFRRCS - Trunk 800Mhz PEACE	AFRRCS - Trunk 800Mhz STRATHCONA	BLANK	BLANK	AFRRCS - Trunk 800Mhz MHAT CET2172	BLANK
13	AFRRCS - Trunk 800Mhz AFRRCS 13	AFRRCS - Trunk 800Mhz CLEARWATER	AFRRCS - Trunk 800Mhz LAC ST ANNE	AFRRCS - Trunk 800Mhz PINCHER CRK	AFRRCS - Trunk 800Mhz STURGEON CNTY	BLANK	BLANK	AFRRCS - Trunk 800Mhz MHAT CET2173	BLANK
14	AFRRCS - Trunk 800Mhz AFRRCS 14	AFRRCS - Trunk 800Mhz CROWSNEST	AFRRCS - Trunk 800Mhz LACOMBE CNTY	AFRRCS - Trunk 800Mhz PONOKA	AFRRCS - Trunk 800Mhz TABER	BLANK	BLANK	AFRRCS - Trunk 800Mhz MHAT CET2174	BLANK
15	AFRRCS - Trunk 800Mhz AFRRCS 15	AFRRCS - Trunk 800Mhz CYPRESS	AFRRCS - Trunk 800Mhz LAMONT CNTY	AFRRCS - Trunk 800Mhz PROVOST	AFRRCS - Trunk 800Mhz THORHILD CNTY	BLANK	BLANK	AFRRCS - Trunk 800Mhz MHAT CET2175	BLANK
16	AFRRCS - Trunk 800Mhz AFRRCS 16	AFRRCS - Trunk 800Mhz DRUMHELLER	AFRRCS - Trunk 800Mhz LEDUC CNTY	BLANK	AFRRCS - Trunk 800Mhz TWO HILLS CNTY	BLANK	BLANK	BLANK	BLANK

Agency	Tone	TX Frequency	RX Frequency
County 1		153.0500	153.0500
County 2		169.7100	169.7100
Page QC 11	77.0	155.2050	149.5900
Mutual Aid		156.8550	156.8550
Provincial Disaster Services Mutual Aid		417.550	412.5500
Weather			162.5500
RCMP A5			155.580
RCMP B2			155.550
RCMP B8			155.805
RCMP A7			155.520
RCMP TAC9			155.670
Red Deer Regional Airport – Air		118.5000	
Red Deer Regional Airport – Ground		121.9000	

3 Incident Management System

An incident management system defines the roles and responsibilities of personnel and the operating procedures to be used in the identification and management of emergencies or other events. An incident management system is required to ensure a coordinated response and management of an emergency situation. The Town of Sundre responds and coordinates emergencies under the Incident Command System (ICS).

3.1 Purpose

The purpose of this Emergency Response Plan (ERP) is to provide a prompt and coordinated response/recovery to emergencies within the geographical boundaries of The Town of Sundre and to make arrangements for extraordinary measures to protect the people, property, environment and the economy.

This ERP contains standard guidelines for the notification, activation and operations of the Incident Command Post (ICP) and if activated, the Emergency Coordination Centre (ECC) for the Town of Sundre. The ERP is part of the overall Emergency Management Framework and meets all legislative and regulatory requirements under the Emergency Management Act.

Comprehensive and integrated emergency management is a shared responsibility between all levels of government (municipal, provincial and federal), the private sector, non-governmental organizations and individual citizens. A key function of this ERP is to promote the safety and security of residents within the Town of Sundre. With respect to the Town of Sundre, Council is responsible for the prevention/mitigation of, preparedness for, response to and recovery from emergencies within their jurisdiction.

3.2 Authority

The Plan is issued under the authority of the:

- Emergency Management Act, R.S.A 2000, Chapter E-6.8;
- Emergency Management Bylaw 2020-02
- The Boards and Committies Bylaw 2019-19 includiung Schedule “E” Terms of Reference for the Emergency Management Advisory Committee

3.3 Governance

In accordance with the Emergency Management Act, each Municipality is required to appoint an emergency advisory committee consisting of a member or members of the local authority (Council) to advise on the development of emergency plans and programs.

Each Municipality shall maintain an emergency management agency to act as the agent of the local authority (Council) in exercising the local authority's powers and duties under the Act. Composition of the agency for each Municipality will be in accordance with their emergency management bylaw.

Each Municipality shall appoint a director of the emergency management agency (Director of Emergency Management (DEM)), who shall:

- Prepare and co-ordinate emergency plans and programs for the community / municipality;
- Act as director of emergency operations on behalf of the emergency management agency;
- Co-ordinate all emergency services and other resources used in an emergency; and
- Perform other duties as prescribed by Council.

To build depth and resiliency into the emergency management organization, it is highly recommended that the DEM appoint Deputy Director(s) of Emergency Management to assist the DEM; as well as ensure continuity during absence or long-term incidents.

4 Notification

4.1 Background

Notification is the process of communicating to community officials about information regarding incidents that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Emergency Management Organization

Council is responsible for the direction and control of the Town of Sundre emergency response unless the Government of Alberta assumes direction and control under Section 18 of the Alberta Emergency Management Act. Town of Sundre's Bylaw No. 2020-02 establishes when the Emergency Response Plan is activated. Coordination of emergency response is delegated to the:

- Director of Emergency Management, who generally serves as the Incident Commander or ECC Director (if an ECC is initiated) to act on behalf of the Mayor and council as coordinator of all emergency services and resources used in the emergency.

When the ERP is activated, the incident will be managed under the Incident Command System (ICS). ICS provides for command, control, and coordination of a response, and provides a means to coordinate the efforts of individuals and agencies as they work towards the common goal of protection of life, property, environment, and stabilization of the incident.

Goal

In order to respond effectively to all occurring or anticipated incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures, notification of the emergency management agency must be ensured in a timely and predictable manner.

Risk

The lack of clearly communicated notification procedures could result in failure to activate emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the community from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies. The notification procedure forms part of the ERP and must be included in training, exercises and actual response.

4.2 Definition of Emergency

An emergency is defined as an event which threatens the health, public safety, environment, and/or property of the Town of Sundre's residents and requires the prompt coordination of action. An emergency may require special regulation of persons or property to protect the health, safety, and welfare of people or property.

For the purpose of emergency planning, the Town of Sundre has adopted the ICS incident typing system as a measure of the response required. As Section 4.3.1 illustrates there are 5 Types applied to incident size and complexity, Type 5 being the smallest and least complex and Type 1 the largest and most complex. It is important to note the vast majority of all incidents fall into the Type 4 or 5 categories. The type of incident can be escalated or scaled down depending on circumstances.

4.3 Incident Types

Type 4 or 5

Types 4 or 5 incidents are defined as minor events that have minimal impact to the operations of the Town of Sundre but will require some key departments to respond to the incident. There is a risk of one of the following:

- Minor injuries to the Town of Sundre residents or members of the public
- Minor damage to the Town of Sundre property
- Minor damage to the environment
- Little or no media attention to the incident
- No political attention to the incident
- Limited disruption of services
- No requirements for mutual aid assistance

Examples of Type 4 or 5 incidents are, but not limited to:

- Small isolated fire
- Short term interruption of utilities
- Small confinable chemical spill
- Vehicle Collissions (Taffic Accidents)

Type 3

Type 3 incidents are defined as serious events or multiple events affecting the health and safety of the public or significant damage to property within the Town of Sundre. Impacts are felt by a small, defined area of the Town. There is a risk or are risks of one or more of the following:

- Serious injuries or fatalities to the Town of Sundre residents or members of the general public
- Moderate damage to the environment
- Local political attention to the incident
- Significant disruption of services
- Attract news media and regulatory attention
- A requirement to request assistance from mutual aid services
- May require the complete shut-down of a key service within the Town of Sundre for a short period
- May require evacuation and activation of Emergency Social Services (ESS)

Examples of Type 3 incidents are, but are not limited to:

- Major weather event
- Utility loss for an extended period
- Pipeline rupture affecting an area within the Town

Type 1 or 2

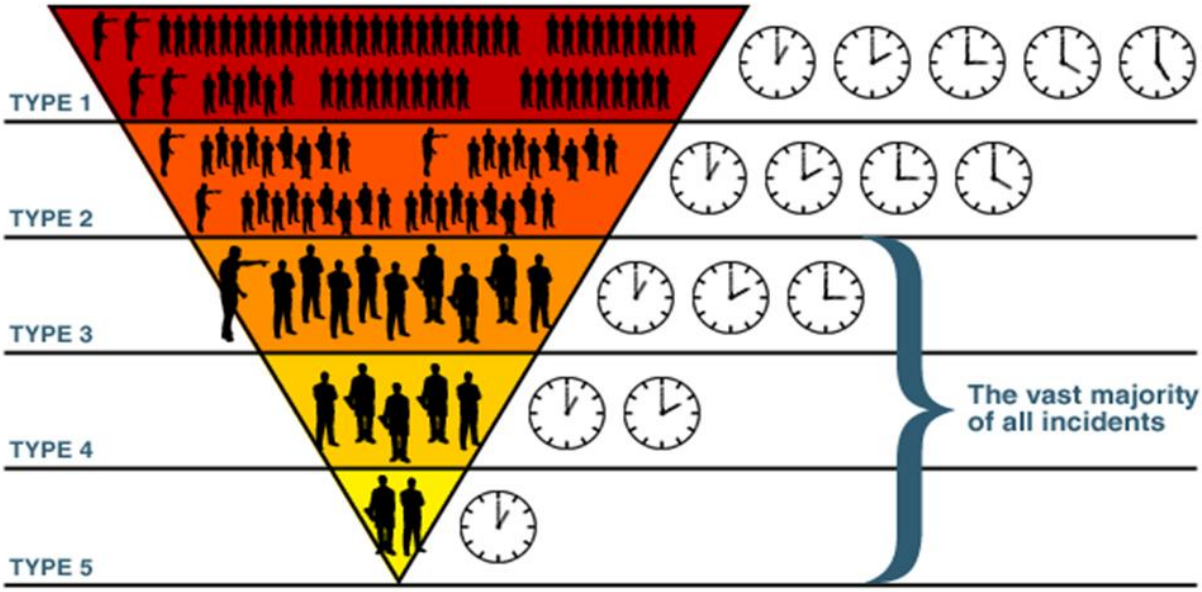
Type 1 or 2 incidents are defined as serious events or multiple events affecting the health and safety of the public or significant damage to property within the Town of Sundre. Impacts are felt by a large area of the Town. There is a risk or risks of:

- Multiple serious injuries to the Town of Sundre residents or members of the general public
- Fatalities to the Town of Sundre residents or members of the general public
- Significant damage to the Town of Sundre property
- Significant damage to public and private property
- Serious damage to the environment
- High level of political (municipal, provincial, federal) attention to the incident
- A requirement to relocate services provided within the Town of Sundre
- Disruption to all areas of service
- Significant news media and regulatory attention
- May require the complete shut-down of utilities for an extended period
- May require evacuation of a large area of the Town and activation of ESS

Examples of a Type 1 or 2 incidents are, but are not limited to:

- Mass casualty incident
- High intensity residential fire
- Severe summer/winter weather event
- Potable water contamination affecting the Town water supply

4.3.1 Incident Types



Type 5 Incidents

Resources:
One or two single resources, up to 6 personnel.
Only Incident Commander position filled.

Time Span:
A few hours - One operational period.
Requires 201 form, no written Incident Action Plan is required.

Type 4 Incidents

Resources:
Several single resources.
Command & general staff positions (as needed)

Time Span:
One operational period.
Requires 201 form, No written Incident Action Plan is required. Operational Brief completed.

**Typically Types 4 & 5 are managed on site, "off the hood of a truck"*

Type 3 Incidents

Resources:
Significant number of resources.
Some or all Command & general staff; division or group supervisor or unit leaders.

Time Span:
Multiple operational periods.
Written Incident Action Plan required for each operational period, additional forms required.

Type 2 Incidents

Resources:
Regional and/or national resources.
Most/all Command and general staff positions filled. Personnel between (200-500)

Time Span:
Multiple operational periods.
Written Incident Action Plan required for each operational period, additional forms required.

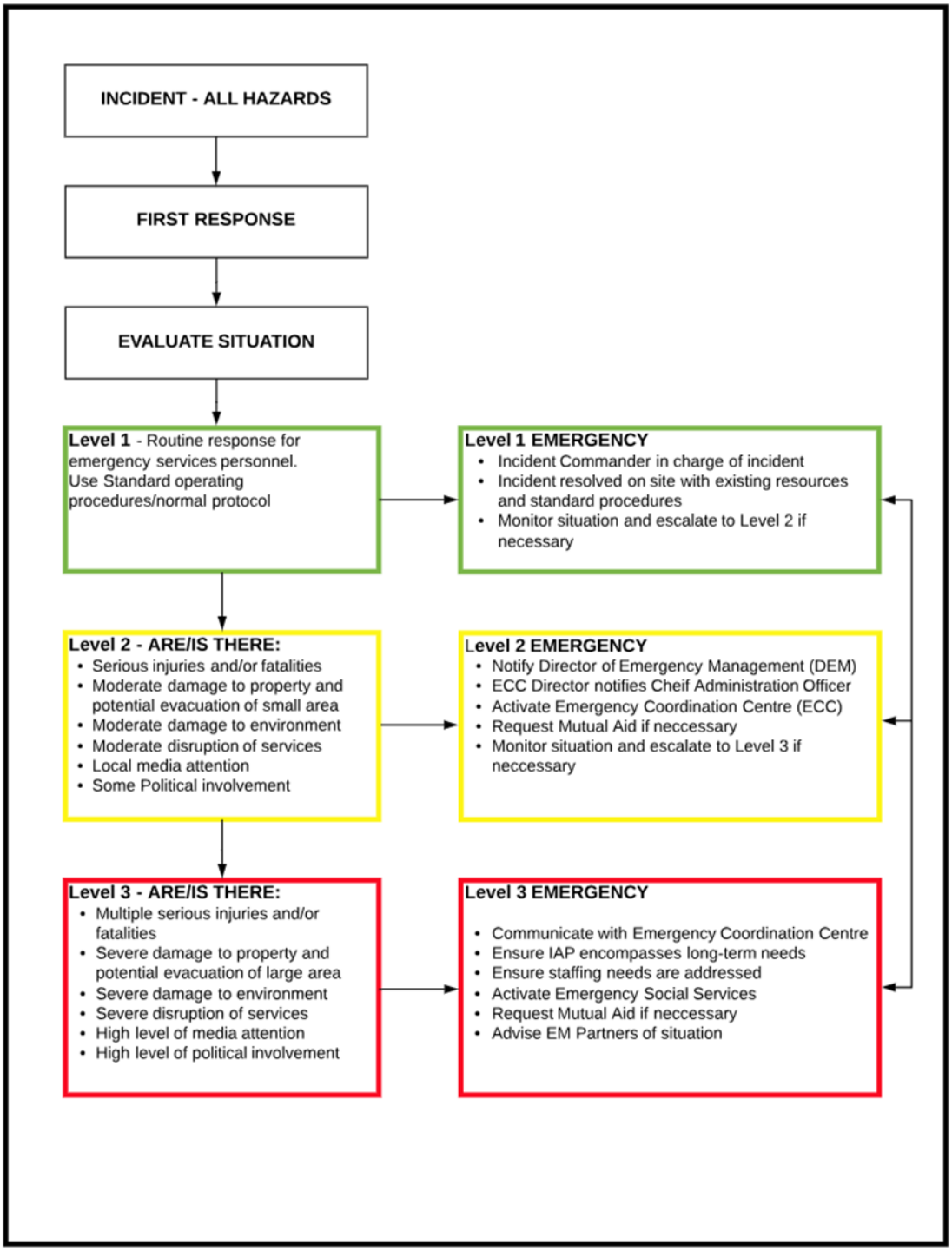
Type 1 Incidents

Resources:
National resources required.
All Command & general staff positions filled; Branches established. Personnel exceed 500.

Time Span:
Multiple operational periods.
Written Incident Action Plan required for each operational period, additional forms required.

4.4 MVREMA Emergency Response Decision Tree

It is also important to note at the time of the ERP, MVREMA plan defines emergencies by levels. They have 3 levels of emergencies in ascending order of severity. Level I is the least serious type of emergency and Level 3 is the most serious type of emergency.



4.5 Immediate Actions

All first responders and departments aware of an occurring or potential incident must ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM or Designate:

- Is there a need or potential need to evacuate residents beyond the initial isolation zone;
- Is environment/property/utility damage or potential damage critical;
- Does the incident require more resources than are available locally or through mutual aid;
- Will this incident attract media beyond the local or regional level and/or require public notification/information; and
- Is notification to regulatory, government or other external agencies required?

If the answers to the above questions are all "no", first responders are to proceed with their normal standard operating procedures and/or standard operating guidelines to resolve the incident. If the incident should escalate and/or any of the answers to the above questions changes to a "yes", notification is required as per below.

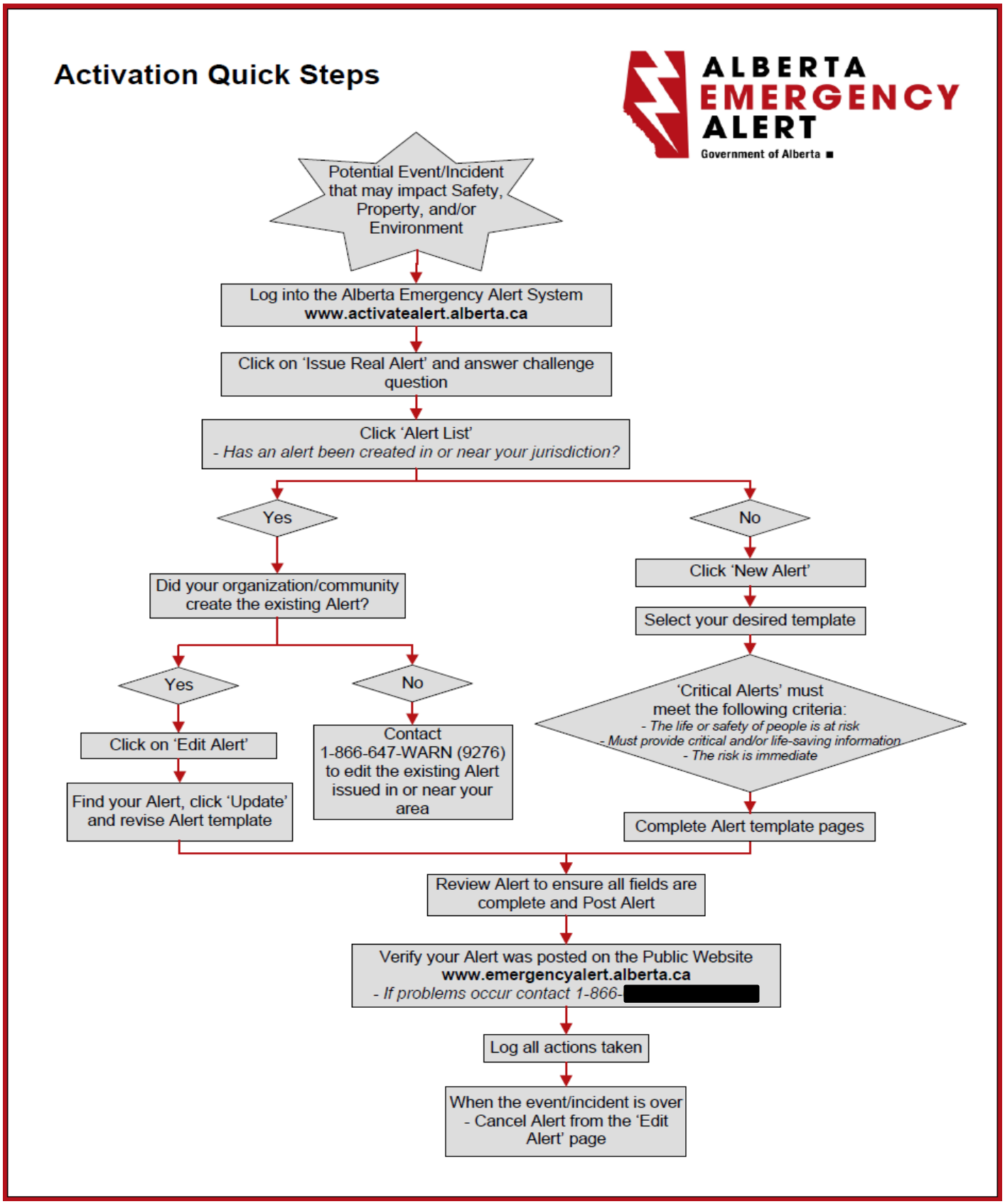
If the answer to any one question is "yes", the following notification must be made:

- Contact the Director of Emergency Management (DEM) of Sundre as per notification protocols;
- In his/her absence, contact one of the Deputy DEM of Sundre as per notification protocols;
- The following information needs to be provided by the Incident Commander:
    - Type of incident and details;
    - Incident location;
    - Nature of the incident;
    - Community impact;
    - Is immediate evacuation support or activation of the Alberta Emergency Alert system required?
    - What additional resources are required?
    - Who is reporting the incident?
    - Provide the contact name and number at emergency site.
    - Notifications requested
    - Other important information?

The DEM or Designate will record any notification received on the Incident Report Form and will decide if Emergency Response Plan (ERP) activation is required, which will include activating the Incident Command Post (ICP). If the DEM believes that the ICP should be activated, the DEM will liaise with Council and Administration as per activation policy, and activate as directed.

In the event a broader notification to the public is required, the following flow diagram should be followed in issuing an Alberta Emergency Alert.

4.5.1 Alberta Emergency Alert



ALBERTA EMERGENCY ALERT

MANUAL CRITICAL ALERT MESSAGE

ONLY FOR USE WHEN NO INTERNET IS AVAILABLE

Build your message by completing this form. Once this form is COMPLETE, call 1-866-[redacted] to issue your critical alert.

Level: **Critical – Immediate risk to human life, action must be taken immediately**

Description:

What is occurring, what is expected to happen

Keep it short and simple

Detail:

OPTIONAL

Website info

E.g. Reception centres, where people should evacuate to, phone numbers/web addresses of additional information

Instructions for the Public

Keep it short and simple

Alert Area

Where is the emergency, who is affected

Your Agency

Who the public can contact to get more information

Once this form is COMPLETE, call 1-866-[redacted] to issue your critical alert.

4.5.2 Incident Report Form

CALLER INFORMATION				
Name of Caller:				
Position:		Agency:		
Location:		Date & Time:		
Call Back Phone Number(s)		Business	Residence	Cell

INCIDENT INFORMATION	
Type of Incident and Details:	
Incident Location: Address	
GPS	
or LSD: Generic Directions:	_____ - _____ - _____ - _____ W _____ M
Nature of Incident:	
Community Impact:	
What is at Risk:	
Contact at Incident: (if different than above)	
Level of Impact:	
Notifications Requested:	

CALL TAKER INFORMATION				
Name:		Position:		
Call Back Phone Number(s)		Business	Residence	Cell

5 Incident Command System

The Local Authority uses the Incident Command System (ICS) as the incident management system. The location where the response will be coordinated is at the Incident Command Post (ICP), or as the incident response escalates or evolves, an Emergency Coordination Centre (ECC) or Regional Operation Centre (RE-OC).

5.1 Incident Command Post

Description

The Incident Command Post is the control centre to support the incident. The Incident Command Post ensures the Town of Sundre has appropriate resources in place to support emergency response operations.

Location

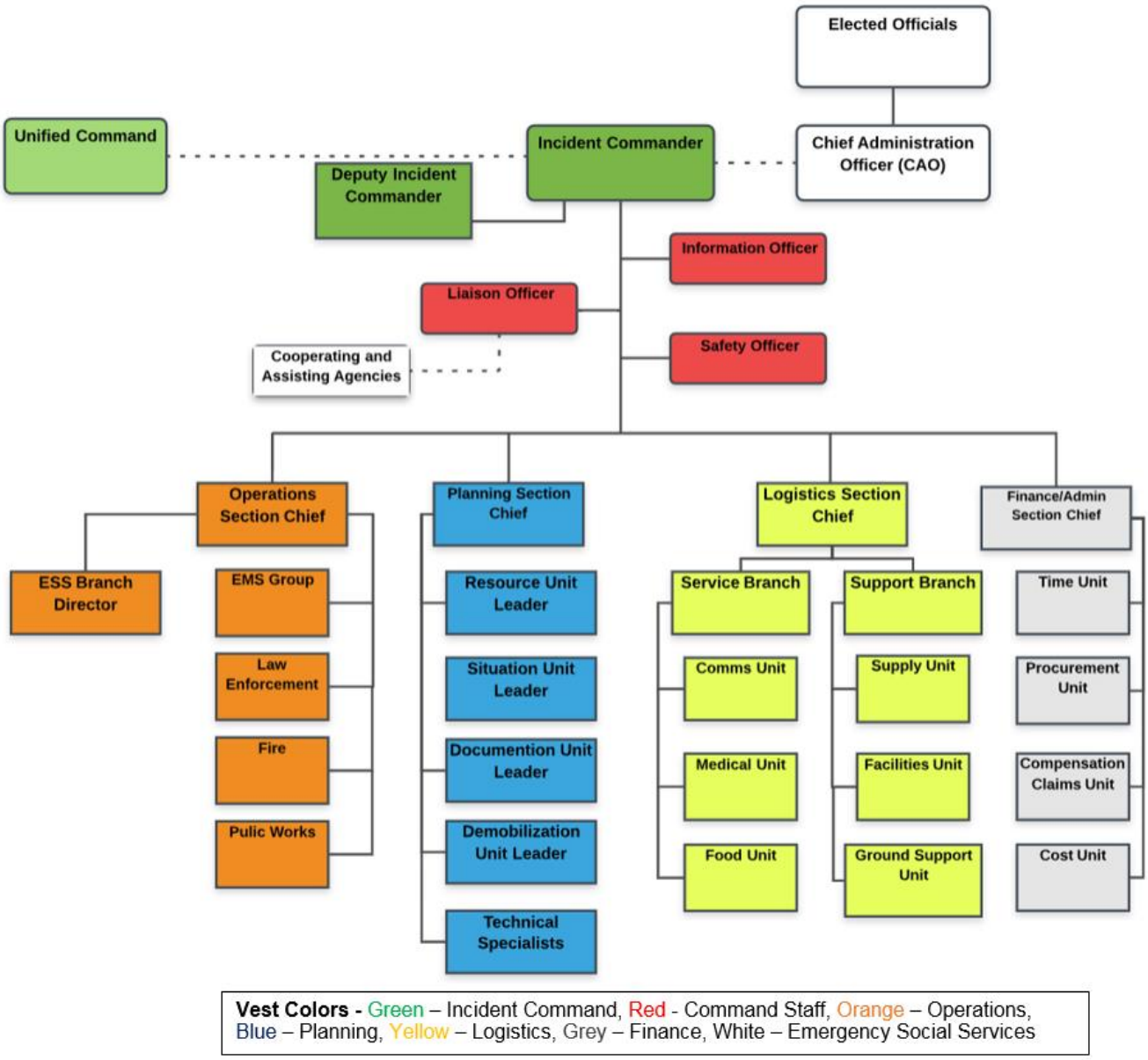
The Incident Command Post will be placed in a location to provide:

- Central control over all on-site response activities.
- Close proximity to the incident without being in a danger area.
- Must have communication with the Emergency Coordination Centre (ECC), if an ECC is activated.
- Adequate room to accommodate the heads of the services required to assist with response operations.

Staffing

The Incident Command Post will be led by the Incident Commander. This position is normally filled by the most senior position of the primary service involved, i.e. Fire, Police etc. However, if necessary, the Director of Emergency Management does have the authority to appoint an Incident Commander.

5.2 Incident Command Organization Chart



**Organizational structure to be used in the ICP or ECC (if an ECC is activated)*

6 Incident Command Post or Emergency Coordination Centre

6.1 Operational Guidelines

The following points should be considered by the Town of Sundre during an activation of a ICP or ECC and subsequent operations:

- **Security** - All ICP's / ECCs should address the issue of security to ensure that only those essential personnel who are directly involved in operations and support to the site are allowed access into the ICP / ECC;

- **Staffing** – ICP's / ECCs should be staffed using the principles of Incident Command System (ICS) and as such, only those positions that are required to meet the operational needs of the incident are filled. Having said that, if the Incident Commander or ECC Director (typically the DEM) does not fill a position, then it is understood that the Incident Commander or ECC Director is responsible for those functions. Consideration should also be given to business continuity and potential need for 24 hour staffing.

- **ICP or ECC Planning Cycle Meetings** - There are many models describing the planning cycle process in ICP or ECCs. As the Town of Sundre progresses with training under the ICS and the utilization of this ERP, the planning cycle process will be refined and standardized. The goal is for the planning cyle to mimic or follow the ICS "Planning P" (as found on page 168)

- **Emergency Social Services**. Emergency Social Services (ESS) provides a planned emergency response program intended to meet the immediate and long-term survival and psychological needs of individuals impacted by an emergency or disaster. ESS programs should include and plan for the provision of basic food, clothing, lodging, registration and inquiry and personal services in order to care for those evacuated during a major emergency or disaster.

6.2 ICP - Activation

Once the decision has been made to activate the ICP, a fan-out or call down procedure should be initiated by the DEM, or Designate. Depending on the nature and urgency of the incident i.e. mandatory evacuation, shelter-in-place etc., this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call Deputy DEM and/or other members of the Team) and they will carry out the remaining calls as per the Town of Sundre fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

The objectives of ICP activation is to:

- Provide support to Incident Command;
- Save lives and reduce suffering;
- Protect property;
- Protect the environment, and
- Reduce economic impacts.

The ICP, when activated, will operate under an "all hazards" concept (see glossary). As the Town of Sundre is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional

and intentional) and technological threats, notification, passage of information and quick reaction is critical to a successful response.

6.3 ICP / ECC Locations

Primary ICP / ECC: Sundre Municipal Office 717 Main Ave West Sundre, AB

Alternate ICP / ECC: Sundre Golf Course 5154 Highway 27, Sundre, AB

In most instances either the Primary or Alternate ICP / ECC for the Town of Sundre will be available. If for some reason they are both incompatible, or the emergency has expanded beyond the capability of the Town, the Mountain View Regional Emergency Response Plan should be activated. The Mountain View Regional EOC is located at the Mountain View County Office @ 1408 Twp Rd 32. Other neighboring ECC's may also be available.

The Town of Sundre's DEM or designate can trigger an activation of the Mountain View Regional ERP by contacting the Mountain View County DEM at (403) ###-#### or their designate (403) ###-####.

6.4 ICP/ECC Set-up

Equipment - The following equipment is found in, or can quickly be made available to the ICP / ECC:

- Town of Sundre's Emergency Response Plan
- Whiteboard
- Personal Computer
- Printer
- Fax machine
- Photocopier
- Battery radio
- Battery clock
- Television
- Overhead projector and screen
- Telephones (*NOTE: any phone in the administration building is programed to ring as 638-3551. (There are 2 administrators for the system). The phone number for the Golf Course (secondary location) 403-638-9781. *Emergency instructions to program phones will be on shared drive Z:\projects-2017-user guides.*
- Cell phones
- Batteries and chargers
- Emergency power for lights and electrical outlets
- ICS Vests
- Reception Centre Kit
- Emergency Response Public Information

Set Up - The following procedure is to be followed when setting up the ICP/ECC:

- Communication Unit will establish connectivity, set up telephones and computer terminals

- Situation Unit will open a time and event log and set up incident display charts
- Security check in to be established
- Deputy ICP/ECC Director will set up ICP/ECC as per laid out in floor plan and determine need for additional support personnel
- Incident Commander or ECC Director will oversee all activities

7 Emergency Social Services (ESS)

7.1 Introduction

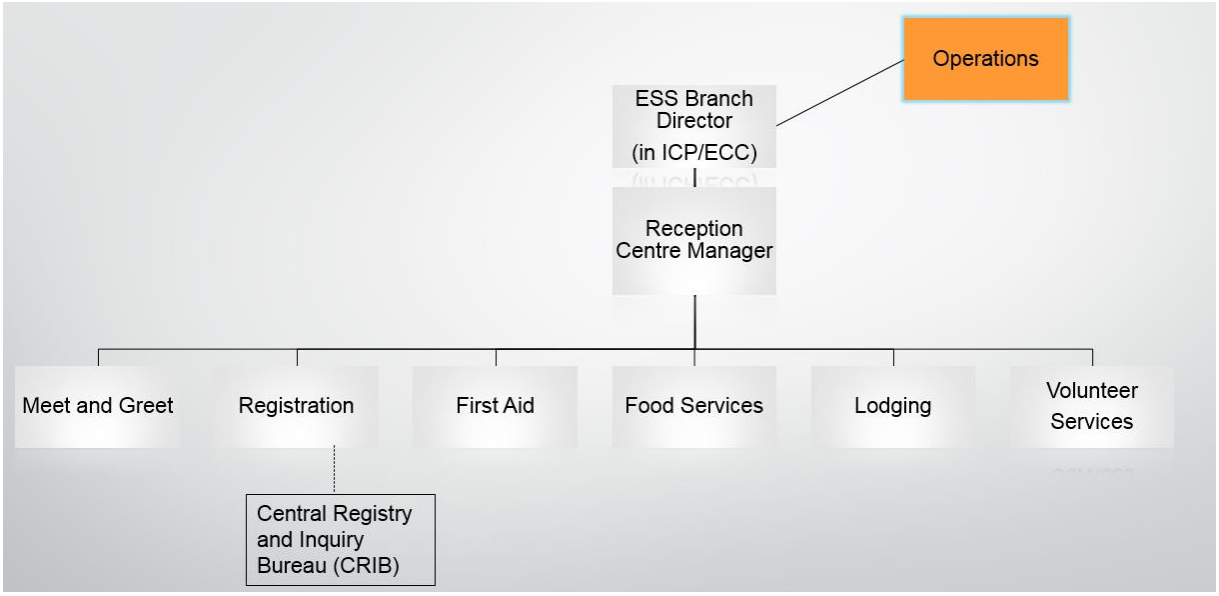
During emergencies, individuals, households, and communities may find their normal support systems disrupted, leading to difficulty in meeting basic essential needs. Emergency social services (ESS) are provided by local authorities and other ESS partners to help meet these needs during the response to and recovery from emergency situations. The Town of Sundre is a member of the Central Regional Emergency Social Services mutual aid group and the province support ESS through a division of AEMA - PESS - Provincial Emergency Social Services.

7.2 Designated Emergency Social Services Functions

Consideration must be given to the following Emergency Social Service functions:

- Emergency Social Services Manager
- Reception Centre Manager
- Registration & Inquiry Coordinator
- Emergency Clothing Coordinator
- Emergency Food Services Coordinator
- Emergency Lodging Coordinator
- Volunteer Services Coordinator
- *Personal Services Coordinator

7.3 ESS Flow Chart



7.4 Supplies and Additional Services

Arrangements will be made with local merchants to provide supplies to support the needs of the Reception Centre(s). They will be obligated to submit statements to the Director of Emergency Management concerning methods of payment, amounts of supplies needed, etc.

A portable Reception Centre Kit is stored at the Community Services Office.

7.5 Reception Centre Kits - Contents

NUMBER	TYPE	DETAILS	ITEM	✓
11		Sharpened	Pencils	✓
12	Box		Pencils	✓
2			Pencil sharpener	✓
3			Pens	✓
1			Stapler	✓
1	Box	5000	Staples	✓
1			Scissors	✓
1		Single	Hole punch	✓
1	Bag	Assorted	Elastic bands	✓
2			Permanent markers (red) water proof	✓
2			Permanent markers (black) water proof	✓
1	Box	33 mm	Paper clips	✓
1	Box	7/16”	Thumbtacks	✓
10		Clips	Medium bulldog type clips	✓
1			Whistle	✓
1			Megaphone	✓
2		Rolls	Masking tape	✓
4			Clip boards	✓
2			Lined pads of paper (letter)	✓
1		Binder	Emergency Response Plan	
1	20	Binder	Volunteer Forms (Wavers)	✓
1	Box	Approx. 500	Registration forms box includes instructions and large poster of the Registration form	✓
1	Box	Approx. 750	Inquiry Cards	✓
1	Pk		Labels blank adhesive	✓
1			Rope 400’	✓

1			Tube twine cotton 1lb roll	✓
50			Arm bands, red with Velcro fastener	✓
6			Vests, nylon, florescent	✓
1	Pk		Zip Ties	
1	Pk		Name Tags	
			Civic Maps	
			Animal and Pet Guidlines	
		SIGNS		✓
8			Arrows/Fleches	✓
4			Blanks/Blanches	✓
2			Lodging	✓
2			Hebergement (lodging)	✓
2			Clothing	✓
2			Habillement (clothing)	✓
2			Food	✓
2			Alimentation (food)	✓
2			Registration and Inquires	✓
2			Incription Et Renseignements (Reg/Inq)	✓
2			Personal Services	✓
2			Services Personnels (Personal Services)	✓
2			Information	✓
2			Renseignements (Information)	✓
1			Reception	✓
1			Acceuil (Reception)	✓
2			Out of Bounds	✓
2			Access Interdit (Out of Bounds)	✓
1			Entrance	✓
1			Entrée (Entrance)	✓
1			Exit	✓
1			Sortie (Exit)	✓
2			First Aid	✓
2			Premiers Soins (First Aid)	✓
2			Women	✓
2			Femmes (Women)	✓
2			Men	✓
2			Hommes (Men)	✓

1			Manager	✓
1			Gerant (Manager	✓

*Provincial Emergency Social Services has an on-line Registration and Reception Centre data collection program that can be accessed by municipalities, versus using paper documents ##################.

* ***First Aid kits*** are located in all Town owned Facilities. In the Sundre Community Centre they are located on the lobby wall just under the AED, and another in the Kitchen. In the Sundre Arena they are located in the lobby supply closet, and one back in ice machine room.

7.6 Alberta Health Services Emergency Shelter Inspection Checklist

Alberta Health Services

ENVIRONMENTAL PUBLIC HEALTH

Emergency Shelter Inspection Checklist

Facility Name	Street Address	Postal Code	Phone Number
Name Contact	Street Address	Postal Code	Phone Number
Inspection Date	Legal land description or GPS co-ordinates (If rural)		
Inspected By	Demand Inspection ☐ Monitoring inspection ☐ Risk management insp. ☐	Aproval ☐ Complaint ☐ Other ☐	

Static Facility Characteristics	Y	N
Facility is free of major structural defects (foundation, utilities, roof and wall structure uncompromised)[1]		
The facility has adequate means of egress (minimum 2)[2]		
There is an adequate supply of potable water (15 to 20 liters/person/day)[3] (supply tested & result on file)[4]		
There is an adequate supply of hot water (min 46° C)[1] (note capacity and reheat time for hot water tank)		
Facility is free of vector/pest control issues		
HVAC system is in good repair (interior temperature can be maintained at 22° C)[1]		
Adequate ventilation (good air flow; free of contaminants; 40-50 ft^3 of air /person(9' max ceiling height))[3]		
Adequate floor space per person (40 ft^2 / person optimum 30 ft^2 / person minimum)[3]		
Is the facility wired for an emergency generator		
Adequate toilet facilities (1 toilet/10-20 females, 1 toilet/urinal combination/25-50 males or a minimum average of 1 toilet/20 persons)[3]		
Adequate hand washing facilities (1 sink 15 persons)[3]		
Will food be prepared and/or stored on site (if yes list equipment and estimate nominal service capacity)		
Is facility construction and finish conducive to proper cleaning and disinfection[1]		

Transient Requirements	Y	N
Is there an acceptable level of cleanliness throughout the facility (written cleaning schedule/procedures)		
Are soap, paper towel and toilet paper supplies satisfactory		
Are there adequate numbers of mats/beds/cots for the number of persons housed (1 per person)		
Is there an adequate supply of blankets and bedding		
There is adequate spacing between beds/mats/cots (3 ft recommended - 2.5 ft minimum separation)[3]		
Adequate solid waste storage capacity on site (30 gallon volume for every 10 people)[3]		
Appropriate separation between solid waste storage area and common areas[5]		
Solid waste is collected in a timely fashion and disposed of in an approved manner[5]		
Have provisions been made for companion animals		
Have provisions been made for child care		

1. Use housing standards as your guide
2. Use AHS SOP on windows as means of egress from bedrooms to determine suitability
3. These figures were taken from the Disaster Field Manual for Environmental Health Specialists for the state of California
4. As per the Environmental Health Manual for Safe Drinking Water

NOTES/COMMENTS

7.7 Volunteer Support; Non-Government Organizations Groups

The Alberta Non-Government Organization (NGO) Council was formed in 2000 to support Alberta municipalities in their response to major emergencies and disasters; while reducing the possibility of duplication of effort among responding member organizations that comes from an uncoordinated response. AEMA is a founding affiliate member and key stakeholder who supports the efforts of the NGO Council of Alberta.

Role during Emergency/Disaster

- Broadly communicate and keep abreast of responding NGO members efforts
- Provide trained volunteers/NGO Member agency staff, services and support to the emergency response network within Alberta where possible
- Respond to requests for assistance (where capacity allows)
- Be responsive to agency MOU's or other formal or informal agreements
- Reduce the duplication of effort where possible by maintaining regular communication with other NGO members and coordinating EM agency
- If the Provincial Operations Centre (POC) is activated and if requested, staff the assigned NGO Council seat

Member Agencies:

- Samaritan's Purse
- St. John Ambulance
- Canadian National Baptist Convention
- Mennonite Disaster Service
- **Salvation Army Emergency Disaster Services**
- **Canadian Red Cross**
- Christian Reformed World Relief Committee

Organization	**Samaritan's Purse Canada** **20 Hopewell Way NE Calgary, AB T3J 5H2**
Phone	
Primary Contact	
Primary Contact Phone	
Web Page / Email	
Comments	

Organization	**St. John Ambulance** **6519-67 Street Red Deer, AB T4P 1A3**		
Phone			
Primary Contact	----------		
FPrimary Contact Phone			Other
Alternate Contact	----------		
Alternate Contact Phone			
Web Page / Email			
Comments			

Organization	Canadian National Baptist Convention 100 Convention Way Cochrane, AB T4C 2G2	
Phone		
Primary Contact		
Primary Contact Phone		
Web Page / Email		
Comments		

Organization	Mennonite Disaster Services 134 Plaza Drive Winnipeg, MB R3T 5K9
Phone	
Primary Contact	
Comments	

Organization	The Salvation Army 4837 – 54 Street Red Deer, AB T4N 2G5
Phone	
Comments	

Organization	Christian Reformed World Relief Committee (CRWRC)
Phone	
Comments	

Organization	Seventh Day Adventist Church Hwy 2 South to McKenzie Road .8 km South PO Box 217 Red Deer, AB T4N 5E8
Phone	
Primary Contact	
Primary Contact Phone	
Web Page / Email	
Comments	

Organization	Mormon The Church of Jesus Christ of Latter- Day Saints 3802 57 Ave Olds
Phone	
Primary Contact	
Primary Contact Phone	
Alternate Contact	
Alternate Contact Phone	

Web Page / Email	
Comments	

Organization	**Canadian Red Cross – Western Zone** **#105 5301-43 Street**
Phone	
Comments	

Organization	**Adventist Development and Relief Agency (ADRA)**
Phone	
Primary Contact	
Primary Contact Phone	
Comments	

Organization	**Animal Emergency Task Force**
Phone	
Website: www.aetf.ca	
Primary Contact Phone	
Comments	

7.8 Volunteer Work Registration Form

DISASTER VOLUNTEER REGISTRATION FORM

LAST NAME	FIRST NAME

CONTACT INFORMATION			
EMAIL			
Address			
Phone 1		Phone 2	
Other			

EMERGENCY CONTACT INFORMATION			
Emergency contact Name			
Phone 1		Phone 2	
Other			

Are you currently affiliated with a disaster relief agency? YES ☐ NO ☐

If YES, name of agency/organization _____

Do you have a Driver's License? YES ☐ NO ☐ If YES, what Class? _____ License # _____

TIMES/DAYS AVAILABLE (circle all applicable)								
TIMES	Mornings	Afternoons	Evenings	VARIABLE				
DAYS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	ANY

SKILLS (check all that apply)	
MEDICAL	
01 – _____ Doctor	07 – _____ Pharmacy Tech
02 – _____ RN	08 – _____ Mental Health
03 – _____ LPN	09 – _____ Counsellor
04 – _____ EMT	10 – _____ Veterinarian
05 – _____ Paramedic	11 – _____ Veterinarian Tech
06 – _____ Pharmacist	12 – _____ Other _____
COMMUNICATION	
13 – _____ CB Operator	16 – _____ Other Language (specify)
14 – _____ Amateur Radio Operator	17 – _____ Other
15 – _____ Telephone Operator	
OFFICE SUPPORT	
18 – _____ General Clerical	21 – _____ Computer/MIS
19 – _____ Receptionist	22 – _____ Other
20 – _____ Computer/Data Entry	
SERVICES	
23 – _____ Food	32 – _____ Driver
24 – _____ Elderly/Disabled Assistant	33 – _____ Auto Repair
25 – _____ Child Care	34 – _____ Loading/Shipping
26 – _____ Social Work	35 – _____ Sorting/Packing
27 – _____ Spiritual Counseling	36 – _____ Clean-up
28 – _____ Traffic Control	37 – _____ Other
29 – _____ Animal Care/Rescue	38 – _____ Other
30 – _____ Construction	
31 – _____ Messenger/Runner	

DISASTER VOLUNTEER REGISTRATION FORM

Release of Personal Injury

I,_____, of _____, Alberta, hereby release and forever discharge _____(municipality) of _____ (address), _____ (city/county), Alberta, its owners, directors, officers, employees, agents, assigns, legal representatives and successors from all manner of actions, causes of action, debts, accounts, bonds, contracts, claims and demands for or by any reason of any injury to his/her person which has been or may be sustained (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster relief activity.

In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes.

I will abide by all safety instructions and information provided to me during disaster relief efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by _____ (municipality), and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature_____ Date _____

Guardian, if under 18 _____ Date _____

* * * * * * * * * * * * * * * * * * *

I give permission for the information contained in this form to be entered into local disaster Volunteer registries

_____ Agree _____ Disagree

Signature _____ Date _____

7.9 Reception Centre Plan

Local conditions or conditions in neighbouring municipalities may result in an evacuation being carried out and it may be necessary to establish a Reception Centre(s) to meet the immediate emergency needs of the evacuees.

Although it is not expected that evacuees would require assistance for a lengthy period, the possibility of providing shelter and assistance for an extended stay should not be discounted.

Details for accessing the necessary resources will be dealt with by the Director of Emergency Management.

PROCEDURES – RECEPTION CENTRES

The Incident Commander or Director of Emergency Management or the designated Emergency Social Services Manager will activate a Reception Centre(s) in order to provide for the immediate needs of evacuees.

Before a facility is opened as a Reception Centre during a disaster response, an initial walkabout of the facility should be made with the building owner/manager (may be the Facility Supervisor) and the Reception Centre Manager or Risk Management Officer if function is activated. The purpose of this inspection is to identify any potential hazards, so that they can be dealt with prior to opening the facility for an Emergency Social Services operation. The Reception Centre Safety Inspection Sheet is located below.

Reception Centre Kits

Town of Sundre Reception Centre Kits is Stored in the Community Services Office. The Alberta Emergency Management Agency (AEMA) can supply a Reception Centre Kit. They can be reached at **1.866.####### – 24 hours**. The Red Cross and Salvation Army also have Reception Centres Kits, see Volunteer Support section.

Reception Centre Services

The following services will be provided, as required, at the Reception Centre(s):

Registration and Inquiry Service

A. A Registration and Inquiry Service will be provided to register all evacuees arriving at the Reception Centre(s) in order to facilitate the handling of inquiries and reuniting of family members.
B. Central Registry and Inquiry will be set up at the Reception Centre to process all registrations and handle inquiries about missing family members. Telephone communications will be arranged and the phone number for the public to contact Central Registry and Inquiry will be publicized.
C. The Alberta Emergency Management Agency (AEMA) may be able to supply additional forms. They can be reached at **1.866.####### – 24 hours or**

Provincial Emergency Social Services has an on-line Registration and Reception Centre data collection program that can be accessed by municipalities, versus using paper documents 1-844-#######

Emergency Clothing Services

A. Emergency clothing needs may be met by contacting the appropriate volunteer organizations.
   - **Sundre Thrift Store**
   - **Red Cross**
   - **Salvation Army**

B. Blankets can be obtained by contacting The Alberta Emergency Management agency (AEMA) at 1.866.####### – 24 hours, or Sundre Thrift store.

C. A storage site or collection point for donated clothing, goods and supplies will be established at a location to be determined at the time of the emergency.

   NOTE: Donations should be discouraged for various reasons, but a storage site/collection point should be identified to receive unsolicited donations.

Emergency Food Services

A. Cooking facilities in the buildings selected as Reception Centres will be used to provide nourishment and light snacks for the evacuees upon their arrival and hot meals for the duration of Reception Centre activities. If cooking facilities do not exist at the Reception Centre, alternate arrangements can be made by contacting local food catering services.

B. Environmental Public Health will be contacted at **1.866.#######** to provide advice to ensure that health and sanitation standards are maintained.

Emergency Lodging Services

A. Local hotels and motels can provide emergency lodging subject to their individual capabilities.

Personal Services

A. Personal services will provide for the initial support to emergency victims at the Reception Centre(s) by providing for individual needs of evacuees not included in other Reception Centre services, such as:
   - Informing them of immediate help available;
   - Offering temporary care for unattended children and dependent adults;
   - Providing for immediate medical needs, and
   - Offering immediate psychological support and assessing the need for long term support.

7.10 Reception Centre Safety Inspection Sheet

RECEPTION CENTRE NAME:			
GENERAL CONDITION			
Are there any downed electrical, telephone or other such lines?		Yes	No
Are there any gas line cracks or leaks?		Yes	No
EXITS AND ACCESS			
Are all exits visible and unobstructed?		Yes	No
Are all exits marked with a readily visible sign that is properly illuminated?		Yes	No
Are there sufficient exits to ensure prompt escape in case of an emergency?		Yes	No
Are there areas of the facility that should be locked?		Yes	No
Do exit doors swing outward?		Yes	No
EXTERIOR			
Are all exterior exits properly illuminated?		Yes	No
Are all sidewalks maintained with no large cracks or uneven surfaces?		Yes	No
Are the parking lots in good condition with no potholes or uneven surfaces?		Yes	No
Are all handicapped ramps maintained and equipped with proper rails?		Yes	No
In inclement weather (snow/ice), are all sidewalks and parking lot areas cleared to provide proper access to the building?		Yes	No
WALKING AND WORKING SURFACES			
Are aisles and working areas clean and free of hazards?		Yes	No
Are floors clean, dry, sanitary, and free of slip hazards?		Yes	No
Are stand mats, platforms, or similar protection provided to protect people from wet floors?		Yes	No
Where necessary, are non-skid surfaces applied to stair treads?		Yes	No
Are stairways in good condition and standard railing provided for every flight having four or more risers?		Yes	No
Are all areas of the building adequately illuminated?		Yes	No
KITCHEN			
Are the stove and hood free of grease accumulation?		Yes	No
Is there a properly serviced fire extinguisher in an accessible area?		Yes	No
Is the floor clean, dry, and free of slip hazards?		Yes	No
Do all electrical appliances have grounded plugs?		Yes	No
Are there proper containers available (e.g. metal garbage cans) for disposal of cigarette butts and garbage?		Yes	No
NOTES/REMARKS:			
DATE:			
Building Owner/Representative	**Reception Centre Manager/Risk Mgmt Officer Name**		
Print Name:	Print Name:		
Signature	Signature		

7.11 Town of Sundre Community Centre Floor Plan

7.12 Town of Sundre Community Centre

Primary Contact Name	CS Manager
Phone	#######
Alternate Name	-------
Phone	#######
Land Location	#3 96, 2 Ave NW
Mailing Address	Box 420 Sundre, Alberta T0M 1X0
Kitchen	Refigerators, one oven, small commercial dishwasher, plates, cutlery, cups and glasses. Not a commercial kitchen.
Washrooms	Mens Womens
Emergency Power	
Disaster Plan for Community Centre	
Additional Information	

7.13 Olds College Floor Plan

OLDS COLLEGE 1913

1 Duncan Marshall Place
2 James Murray Building
3 Dr. Robert Turner Building
4 Wilson Hall - Teaching Brewery
5 Pomeroy Inn & Suites
6 Land Sciences Centre
7 Greenhouse
8 BMO Landscape Pavilion
9 W.J. Elliott Building
(Trades Building)
10 Metals Building
11 Animal Health Technology Labs
12 Lachlin McKinnon Building
(Animal Science)
13 National Meat Training Centre
14 Industry Training Centre
15 Learning Resource Centre
16 Student Alumni Centre
17 Bell e-Learning Centre
18 Frank Grisdale Hall Residence
19 Campus Facilities
20 Technology Access Centre for Livestock Production
21 College Court Townhouse Res.
22 Centennial Village Residence
23 Fine Arts & Multi Media Centre
(TransCanada Theatre)
24 Ralph Klein Centre
- Olds High School
- Olds College Broncos
- Alberta Works Employment Centre
- Health & Wellness Centre
25 Chinook's Edge Bus Maintenance
26 Livestock Centre
27 Cold Barn
28 Beef Centre
29 The Brawn (South) Arena
30 The McClellan (North) Arena
31 Equine Centre/Farrier Lab
32 Foaling Barn
33 Heritage Barn

Campus Security
Information
Restaurants
Health & Wellness

Parking Lots
Permits are required
Monday to Friday: 5:00am - 5:00pm
Temporary permits *can be purchased from the Residence Front Office or Student Services.*

STUDENT
Residence Lots - F, FF, G, GG, H, R
Non-Residence Lots - A, DD, I, J, S,
OHS Students Lot - O

STAFF
Non Plug-in Lots - AA, I, J, L, M, D, DD, S,
Plug-in Lots - A, AA, B, C, DD, K
OHS Staff and Reserved Lot - P

VISITOR PARKING
Available in Lot D unless visitor has a temporary parking pass

4500 50th Street Olds, Alberta, Canada, T4H 1R6
Phone: 1.800.661.6537 or 403.556.8281
Fax: 403.556.4711

The Fashion Institute by Olds College (Calgary Campus)
345 6th Avenue SE Calgary, Alberta, Canada, T2G 4V1
Phone: 1.800.661.6537 | Fax: 403.697.6131

Visit us online: oldscollege.ca
info@oldscollege.ca

olds college
@oldscollege
olds.college

1 Duncan Marshall Place (DMP) Administration Building

Room Number Series: 100, 200

Services:
- Administrative Offices
- Business Services
- Human Resources
- Special Needs Coordinator
- Continuing Education

Facilities:
- Tim Hortons
- CIBC Agri-Business Centre
- Science Lab

Programs:
- Bachelor of Applied Science - Agribusiness
- Business Administration
- Office Administration
- Transitional Vocational

2 James Murray Building (JMB)

Room Number Series: 300

Facilities:
- Classrooms & Lecture Theatre
- Computer Lab

Programs:
- Agriculture Production & Management
- Land Administration
- Land Agent
- Land & Water Resources

3 Dr. Robert Turner Research Centre (OCCI)

Room Number Series: 300

Facilities:
- Research Labs / Greenhouse
- Bioindustry Resource Centre (BRC)
- Composting Technology Centre (CTC)

Services:
- Prairie Turfgrass Research Centre
- Environment, Agriculture, and Water Research
- Apparel Innovation Research
- Canadian Institute for Rural Development
- International & Business Development

4 Wilson Hall - Teaching Brewery

Facilities:
- Brewery Retail Store

Programs:
- Brewmaster and Brewery Operations

5 Pomeroy Inn & Suites

6 Land Sciences Centre (LSC)

Room Number Series: 1000, 1100

Programs:
- Bachelor of Applied Science -Horticulture
- Continuing Education
- School of Environment
- Environmental Horticulture
- Landscape Gardener Apprenticeship

Facilities:
- Atrium
- Cactus Cafe
- Classrooms & Lecture Theatre
- Equipment Bay
- Greenhouses
- Header House
- Herbarium
- Insect Collection
- Laboratories
- Landscape Construction Pavilion
- Plots
- Seed & Soil Processing Room

7 Greenhouse

8 BMO Landscape Pavilion

Programs:
- Aboriculture
- Landscape and Golf Course Construction

9 W.J. Elliott Building (Trades)

Room Number Series: 400

Facilities:
- Carpentry Lab
- Motors & Machinery Lab

Programs:
- Agricultural & Heavy Equipment
- Agricultural Equipment Technician
- Carpentry Apprenticeship
- Case New Holland Tech
- Heavy Equipment Technician
- Pre-Employment Motorcycle Mechanic

10 Metals Building

Room Number Series: 500

Facilities:
- Machine Lab
- Welding Labs

Programs:
- Welding Apprenticeship

11 Animal Health Technology Labs

Room Number Series: 600

Services:
- Dog & Cat Adoptions

Programs:
- Animal Health Technology
- Veterinary Medical Receptionist
- Veterinary Technical Assistant

12 Lachlin McKinnon Building Animal Science (ASB)

Room Number Series: 600

Facilities:
- Classrooms & Lecture Theatre
- National Meat Training Centre
- Retail Meat Store

Programs:
- Agricultural Management
- Animal Health Technology
- Equine Science
- Meat Processing

14 Industry Training Centre (ITC)

Room Number Series: 600

Programs:
- CNH Industry Training

15 Learning Resource Centre (LRC)

Room Number Series: 700, 800

Services:
- Alumni Museum
- Campus Store
- Print Services
- Faculty Association
- Health / Counseling Services
- The Learning Commons and Library
- Office of Advancement:
  - Corporate Communications & External Relations
  - Student Awards
  - Fund Development & Alumni Affairs
- Students' Association Office

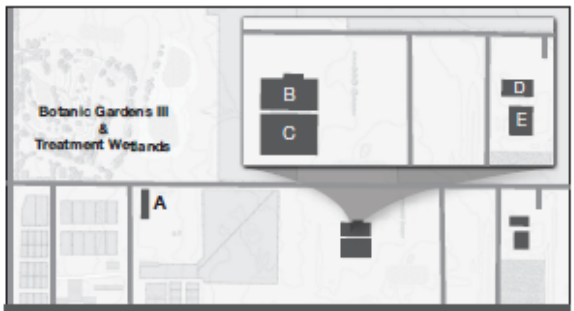
Facilities:
- Classrooms
- Computer Lab
- Faculty Centre
- Meeting Rooms
- Quiet Study Rooms

17 Bell e-Learning Centre

Room Number Series: 900

Services:
- Office of the Registrar
- Community Learning Campus Office
- Strategic Enrolment Office
- e-Learning Office
- Learning Enhancement Services
- Student Leadership Centre
- The Crossing
  - Restaraunt / Lounge
- Security

Facilities:
- Bell Excite Room
- Classrooms
- Computer labs
- Meeting Rooms
- Video Conferencing Suites



Campus Farm

- **A** Grounds Maintenance Office
- **B** Farm Office
- **C** Hay Shed Storage
- **D** Biofuel Technology Centre
- **E** Composting Technology Centre

Calgary Campus

A Calgary Campus/Bow Valley College
7th Floor, 345 - 6th Avenue SE, Calgary, AB, Canada T2G 4V1

Directions from Deerfoot:
1. Merge onto **Memorial Drive**
2. Turn left onto **4 St NE**
3. Turn left onto **3 St SE**
4. Turn right onto **6 Ave SE**

Destination will be on the right

18 Frank Grisdale Hall (FGH)

Facilities:
- Elements Dining Fusion
- Gymnasium
- The Grotto

19 Campus Facilities

Services:
- Campus Development & Maintenance
- Energy Maintenance Systems
- Mail & Freight Delivery
- Vehicle Booking & Maintenance

Facilities:
- Automotive Shop
- Caretaking
- Carpentry Shops

22 Centennial Village

Services:
- Student Residence

24 Ralph Klein Centre (Olds High School)

Services:
- Alberta Works Employment Centre
- Central Alberta Child and Family Services
- Alberta Health Services

Facilities:
- Centre Court (Food Services)
- Health & Wellness Centre
  - Canadian Centre for Rural High Performance Sport
  - Campus Recreation
  - Fitness Centre
  - Gymnasium (3)
  - Indoor Running Track
- Meeting Rooms
- Multipurpose Rooms

Emergency Response Procedures

OLDS COLLEGE 1913

In Case of Emergency

Step 1: Call **911**

Step 2: Contact Campus Security **403.556.8225**

Muster Point:

Designated Emergency Warden:

OC Emergency App: It is important to download the OC Emergency App to your phone. This is the Olds College campus lifeline, informing all users of emergencies and risks.

Controlled Evacuation

1. **Secure** hazardous materials.
2. **Offer assistance** to persons with special needs.
3. Calmly **exit the building**. Do not use elevators.
4. Move to the assigned **Muster Point**.
5. **DO NOT** re-enter the building until authorized by the responding emergency service.

Fire - Call 911

If you see a fire:

1. Pull the **fire alarm.**
2. **Call 911** and have another person alert Campus Security.
3. If trained and safe to do so, **use a fire extinguisher** on the fire.

Lockdown

1. **RUN** to the nearest building or room quickly.
2. **HIDE**. Close, lock and barricade the door, Turn off the lights and cover the windows.
3. Do not open the door to anyone. Have a plan to **FIGHT**.

IF you are outside and not near a building;

1. Quickly and quietly **leave the campus**.
2. **Tell anyone you see** to evacuate.

Tornado

1. Proceed to areas in the **lower level** of the building and **away from outside walls**.
2. **Avoid** open areas with glass and potential debris.
3. **DO NOT** remain in hallways.
4. **DO NOT** use elevators.
5. **Remain in a safe area** until further direction is given.

Suspicious Package

1. **Call Campus Security** at 403.556.8225.
2. Notify your **supervisor.**
3. Move to a **safe location.**
4. **DO NOT** handle the package.

Hazardous Spill

1. **Call Campus Security** at 403.556.8225 and provide information on the spill.
2. **Alert others** to stay clear.
3. **Wait** for instructions.

Wheelchair Assistance: If you are not on the ground level, go to the nearest stairwell and tell someone to report your location to the responding emergency services.

Non-Emergency Contacts

Campus Security (Non-Emergency)	403.556.8224	Alberta Child and Family Services	403.507.8035
Health, Safety & Security Manager	403.586.6549	Alberta Works	403.556.8060
Campus Facilities	403.556.8218	Olds RCMP - non emergency line	403.556.3324
CLC Manager	403.556.8359	Olds High School	403.556.0110

7.14 Olds College Reception Plan

Olds College	
Primary Contact Name	----------, Health, Safety, Security Manager
Phone	Cell #######
Alternate Name	24 Emergency number
Phone	
Land Location	
Mailing Address	
College Phone	
College Capacity	**1000+**
Kitchen	**Pomeroy, Student Alumi Centre, Frank Grisdale Hall, Ralph Klein Centre**
Washrooms	Multiple
Emergency Power	Limited power Generators to 40% of Campus, (Wifi/communication would still be available)
Disaster Plan for College	
Additional Information	Animal Emergency Plan, 24 hour security on-site

8 Plans

8.1 Evacuation Plan

8.1.1 General

If any emergency or disaster makes it necessary to evacuate all or any portion of the municipality, the following procedures will be followed:

8.1.2 Alert/Warning

1. The Director of Emergency Management will be notified by any first response agencies of a threat or need to evacuate residents.

2. The Director of Emergency Management will issue a warning to the public to evacuate and then coordinate evacuation operations.

3. The Director of Emergency Management will action the Types 1, 2, or 3 Emergency Response, and

    a. Alert Emergency Management Agency members, and mobilize those as required;

    b. Determine if all or any part of the municipality needs to be evacuated and, if so, in what order;

    c. Recommend to Elected Officials to declare a State of Local Emergency (SOLE), if necessary;

    d. Advise the Directors of Emergency Management in neighbouring communities intended to receive evacuees to activate their Reception Centre Plans. Also provide the expected numbers and times of arrival for evacuees;

    e. Alert all surrounding schools, Alberta Health Services, institutions, etc.

    f. Assess need for Mutual Aid assistance; and

    g. Notify Alberta Municipal Affairs, Alberta Emergency Management Agency (AEMA) at **1.866.####### (24 hours).**

8.1.3 Transportation

1. It is anticipated that most people will provide their own transportation during an evacuation.
2. Persons physically unable to go to the designated collection points must be picked up by appropriate transportation.
3. Persons with extra space in their vehicles will be requested to assist others needing transportation from collection points.
4. Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

8.1.4 Schools

School children will be evacuated in accordance with the School Emergency Plan.

8.1.5 Security

To ensure the evacuation is complete:

1. Security and safety checks of vacated premises will be performed by those emergency services responsible.
2. During an evacuation, roadblocks into the area will be maintained by the police, supplemented by designated volunteer assistance, as required.
3. Access to an evacuated area will be restricted to persons in possession of Emergency Services identification.
4. Evacuees may be allowed to return during the event, and will be escorted by security until the operation is complete.
5. Only when the area is determined to be safe will persons be allowed to return.

8.1.6 Residential Evacuation Advice Checklist

Preparation

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

Alert all family members immediately;
Maintain constant knowledge of whereabouts of all family members;
Private motor vehicles should be prepared and fuelled;
Emergency supplies should be readied; and
Secure or prepare to secure your home on departure.

Equipment
Most important items to take with you, time permitting, are:

- Protective clothing – clothing appropriate to the weather conditions; such as winter jackets, overcoat, rain gear, boots, gloves, etc. and extra functional clothing for an extended stay;
- Emergency equipment – first aid kit, flashlights, portable radios, batteries, basic tools, matches, candles, etc.;
- Personal items – medicines, money, personal papers, identification etc.; and
- Emergency food and water – basic utensils, dry foods, high energy snacks, etc.
- Pets – Kennel, leash, collar with ID, pet medication, food and water.

Optional Items
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 bags, extra blankets, camp cots, or air mattresses;
- Camping or portable furniture – lawn chairs, camp stoves, cooking utensils, etc.;
- Recreational materials – books, cards, games, portable TV's, handheld video games, etc.

Prohibited Items
Do not take alcoholic beverages, firearms, or dangerous articles with you.

Pets
If you require transportation and if your pet is small, can readily be housed in a cage, and has adequate food to last a minimum of two weeks, it will then be allowed to be taken, but it must be given second priority.

Security
On evacuating, residences should be secured (i.e. doors/windows locked, utilities turned off/down, etc., (instructions will be issued) and valuable items stored indoors, time permitting.

Medication/Drugs
Special medications should be taken along with the person requiring them. Inform the Registrar at the Reception Centre of your special medical needs.

8.1.7 Shelter-In-Place

Evacuation is always the first choice of protective actions to be taken. If people and animals can be safely moved out of the hazard area, the chance of harm and injury is unlikely. Sometimes when there is a hazardous materials incident eg. sour gas well release, or extreme weather, and there is no time or conditions do not allow for a safe evacuation, the population at risk may be advised to *Shelter-in-Place.*

Sheltering in place means to stay indoors (in home, schools, businesses, public building). It also includes precautions such as closing all windows and doors, turning off air conditioners and ventilation systems and sealing other vents (i.e. clothes dryer, exhaust fans, etc.). Protection can be enhanced by duct taping cracks around doors and windows along with using a room in the centre of a building.

When there is little time to take protective action during a toxic release, sheltering in place will likely be the only option available. The average Canadian house, with ventilation shut down, can provide some safety for up to 6 to 8 hours (depending on the nature of the toxic substance). To accurately determine the length of time sheltering facilities can protect people from a release, expert advice should be obtained from a toxicologist or health and safety expert.

Residents may be advised to:

- Bring all people and pets inside. If exposed, shower and change clothes.
- Monitor the local radio stations for instructions.
- If vapours have entered the shelter, breathe through a damp cloth and take shallow breaths.
- Close and lock all windows and doors (this will ensure the tightest seal).
- Close all internal doors.
- Seal doors and windows gaps with tape or damp towels.
- Seal around air conditioners, vents and clothes dryers with tape or aluminium foil.
- Turn off all air conditioning; vents, fans and furnace (if it is extremely cold weather, leave the furnace running. Most have outside supply air.) Close fireplace dampers.
- Consider going to the basement or other underground areas.
- Avoid eating contaminated food and water.
- Locate near the washroom, if possible.
- Bring your emergency kit with you.

When it is safe to go outside or persons are returning from an evacuation, they must be advised to go or remain outside until the house is “aired-out”. Turning on all vents can reduce this time. This will remove any toxic concentrations that have penetrated into the building. This usually takes 20 minutes. Persons must not eat or drink any food or water that have been left out and exposed to the contaminant.

8.2 Dangerous Goods Plan

8.2.1 General

In the event of a dangerous goods/hazardous materials incident, there may be a requirement for immediate public protective actions (shelter-in-place and/or mandatory evacuation) to be initiated. Incident Commanders (typically, senior first responders) have been delegated authority through their community bylaws or community contracts, to conduct evacuations within what is known as the initial isolation zone. If the incident requires a larger scale evacuation, the Incident Commander must notify the DEM immediately of the requirement and the DEM must initiate the process for a declaration of a state of local emergency to provide the necessary legal authority to conduct a mandatory evacuation and provide liability protection for emergency services providers

8.2.2 Industry Roles and Responsibilities – General

1. Implement their Emergency Response Plan (ERP) where applicable;
2. Notify local authorities of actions being taken in response to the incident;
3. Provide chemical identity, MSDS and E/R documentation, properties and emergency medical information to emergency services;
4. Provide suitable representatives to the Incident scene and Emergency Coordination Centre if necessary, to assist in the emergency response;
5. Design and implement a strategy for controlling the release after review with the on-scene authorities;
6. Provide monitoring of personnel and equipment;
7. Clean-up and restoration of the site including disposal of contaminants;
8. Coordinate media release with the municipality.

8.2.3 Federal and Provincial Roles and Responsibilities (Lead Agencies)

1. Advise and assist Municipal authorities in implementing their emergency plan;
2. Ensure that the industrial operator's Emergency Response Plan (ERP) has been activated and emergency response team(s) have been dispatched;
3. Inform the public and media in conjunction with local authorities and other involved agencies;
4. Provide or arrange for the provision of on and off-site monitoring and evaluation of the threat;
5. Ensure that specialist advice, equipment, manpower and assistance with road closures are provided;
6. Ensure the safe removal of dangerous goods and post-event clean-up standards are met;
7. Facilitate the implementation of Mutual Aid Agreements with neighbouring municipalities;
8. Monitor safety and health standards of workers and other outside agencies;
9. Provide liaison with Federal and other outside agencies.

8.2.4 Government of Canada Roles and Responsibilities

Requests for assistance from the Federal government shall be directed to: Alberta Municipal Affairs, Alberta Emergency Management Agency (AEMA)

They will coordinate requests for assistance to the Government of Canada through the Federal Regional Director, Public Safety Canada (PSC).

Canadian Transport Emergency Centre (CANUTEC) provides additional technical information on dangerous goods and communication links to international agencies. CANUTEC may be contacted

directly by municipalities, by calling 1.888.####### (--------) (or call collect) ########. In addition the Emergency Response Guide 2016 is available in PDF document format and as a software version at Transport Canada's website at: www.tc.gc.ca/eng/canutec/guide-menu-227.htm

Atmospheric Environmental Service will provide specialized weather reports/forecasts as requested by the Incident Commander or Emergency Coordination Centre.

8.3 Flood Response Plan

8.3.1 General

Information assistance is available through Alberta Environment – River Forecast Centre, Edmonton:

During normal office hours	##########
After hours Emergency	##########
Public Information Fax line	##########

Phone or fax messages from this department will advise one of the two following situations:

8.3.2 High Stream Flow Advisory

This means stream levels are expected to rise rapidly and **no imminent flooding is expected**. Minor flooding in low-lying areas is possible.

“High Stream Flow Advisory”: Residents in the flood plain are to be informed of the rapidly rising water levels and that precautions should be taken.

8.3.3 Flood Warning

This means rising river levels **will** result in flooding of areas adjacent to the river.

“Flood Warning”: Municipal officials are informed, and residents in the low level areas are to be advised accordingly. These persons are to be advised to take appropriate measures to avoid flood damage and consider evacuation where deemed necessary.

8.4 Wildfire Response Plan

8.4.1 General

In the event of an uncontrolled brush or forest fire that is endangering populated areas, threatening lives, or causing extensive damage to property, the municipality will use the following procedure:

8.4.2 Sustainable Resource Development – Forest Protection Wildfires

Requests for assistance for fire suppression outside of Forest Protection Areas are handled by Alberta Sustainable Resource Development – Forest Protection Wildfires as follows:

1. Requests will originate with the Director of Emergency Management;
2. Assistance from Forest Protection Wildfires may consist of a forest fire officer providing advice to the Municipal response;
3. Subject to the availability of resources, at the time of request, Forest Protection Wildfires may loan equipment or provide direct assistance in fire suppression (water bombers);
4. If water bombers are on site, the "bird dog" officer, or forest officer-in-charge will report to the designated Incident Commander; and
5. Costs incurred by Forest Protection Wildfires will be borne by the requesting municipality.

To access Land & Forest Service assistance, the following procedure will be used:

Director of Emergency Management can contact Alberta Municipal Affairs, Alberta Emergency Management Agency (AEMA) **1.866.####### (24hrs)** or the Forest Protection Wildfires at **403.####### or 1.877.####### or by calling 310.FIRE (3473).**

The following information is required when requesting Forest Protection Wildfires assistance:

Director of Emergency Management – Forest Protection Division Assistance – Overview Questions
Location of the fire? **Size of the fire?** **What type of fuel (type of forest) is the fire burning in?** **Fire behaviour (i.e. surface or ground fire, rate of speed)?**
What's at risk (i.e. life threatening (who and where), property (location and proximity to the fire)?
Manpower and equipment already at the fire?
Radio frequency being monitored

*In an emergency situation, a request may be verbally approved and followed up with a formal, signed request.

8.5 Disaster Recovery Plan

8.5.1 General

A disaster may cause extensive personal suffering and extensive loss or damage to property, requiring a broad range of resources and assistance to those affected. The establishment of a Disaster Victims Assistance Centre is the most effective method of providing immediate and mid-term services to victims of the disaster.

8.5.2 Establishment of a Disaster Victims Assistance Centre

The Director of Emergency Management, in liaison with the local Alberta Emergency Management Agency Field Officer will conduct an on-site assessment of the situation and recommend the establishment of a Disaster Victims Assistance Centre.

8.5.3 Discovery Recovery Priorities

If the municipality suffers from widespread disaster or major emergency, the municipality must set priorities for:

a. Preparation of a damage and loss assessment for a Disaster Recovery Program
b. Restoration of community services (utilities, transportation, community support services, schools, institutions, etc.);
c. Resumption of business operations; and
d. Rebuilding and restoration of social services/activities to pre-incident conditions.

8.5.4 Disaster Recovery Program

There is no Disaster Recovery Program permanently in place. The Provincial government may authorize a program after evaluation of all the circumstances following a widespread disaster.

If the municipality suffers from a disaster or emergency, and disaster recovery assistance may be appropriate:

1. Immediately advise the Alberta Emergency Management Agency Field Officer or Alberta Municipal Affairs, Alberta Emergency Management Agency **1.866.#######** (24hrs) or normal office hours 780.####### of your request for recovery assistance.
2. Without delay, collect all available information as to the extent of the problem, including the cause, the number of people, homes, farms, businesses and public property affected and in what manner. Record all costs related to emergency operations.
3. Assist Alberta Municipal Affairs, Alberta Emergency Management Agency (AEMA) and other government departments in the collection of information and registration if a Program is announced.

8.6 Mass Casualty Plan

8.6.1 General

The Town of Sundre ICP / ECC will assist and support a Level 3 Mass Casualty Incident (MCI) that is beyond the capabilities of the EMS, Fire, and Police services. Police working with Medical Examiner are the leads for this situation.

8.6.2 Criteria

A Level 3 MCI will include any incident that involves an overwhelming number of casualties. This situation may require assistance from:

- Mountain View County Regional ECC
- Mountain View Municipalities not directly involved in the incident
- Public Works
- Mutual Aid Partners

A MCI may exist when:

- There is difficulty delivering adequate numbers of ambulance and fire personnel to contend with the incident in an acceptable time frame;
- The number of casualties requiring pre-hospital care is impossible to fulfill with "normal on-duty" emergency staff;
- The Health Authorities are unable to appropriately evaluate and stabilize casualties with life threatening (red) or potentially life threatening (yellow) conditions.

8.6.3 Procedure

Upon notification of a MCI the Director of Emergency Management will notify the appropriate Service Chiefs and Mutual Aid Partners as required.

Town of Sundre Public Works may be required to provide equipment and personnel resources.

9 Emergency Preparedness

9.1 Hazard I.D. Risk Assessment (HIRA)

On December 08, 2020 a Town of Sundre HIRA was updated. As climate change progresses the likelihood of natural disasters also increases. The following table identifies the top 19 hazards that present the greatest risk to the Town of Sundre residence and visitors.

Priority	Hazard	Risk Score	Risk Level
1	Floods (Rainfall / Run-off)	120	Extreme
2	Floods (Watercourse)	96	Extreme
3	Tornado	96	Extreme
4	Forest Fire (Wildfire)	72	Extreme
5	Hazmat (Fixed Site) - Pipeline / Storage Facility	72	Extreme
6	Oil and Gas Emergency	72	Extreme
7	Pipelines	72	Extreme
8	Toxic Gas Release	72	Extreme
9	Hazmat (Transportation) - Road	64	Extreme
10	Bridge / Structural Collapse	48	Very High
11	Earthquake	48	Very High
12	High Intensity Residential Fire	40	High
13	Airplane Crash	24	Moderate
14	Chemical, Biological, Radiological, Nuclear Event	24	Moderate
15	Civil Disturbance	24	Moderate
16	Landslide	24	Moderate
17	Terrorism	24	Moderate
18	Human Health Emergency	16	Low
19	Agricultural Plant Disease / Pest Infestation	2	Very Low

9.2 Resumption of Service

An emergency may adversely affect Town of Sundre operations. This affect may be felt for an extended period of time depending on the severity of the incident. Impairment may be as a result of injury to Town of Sundre staff, damage to key facilities, or damage to municipal infrastructure.

This issue must be addressed and processes put in place to minimize the impact of interruption to Town of Sundre operations. Procedures are needed for:

- Replacing Town of Sundre staff
- Repairing damaged equipment and structures
- Contacting accommodations outside of the Town of Sundre

9.3 Post Incident Recovery

Post incident recovery planning and activities should be initiated as soon as possible, preferably while response operations are still underway.

Actions taken during response operations should be decided on, whenever possible, with post-incident recovery in mind.

Recovery operations include:

- Repair of damaged property and infrastructure
- Restoration of services such as power, heat and communications
- Counseling Services
- Providing residents with any necessary guidance and/or assistance to return to normal.

For large scale events the management of recovery may require the appointment of a Recovery Manager and for the emergency management organization to transition responsibility to another organization to manage recovery (this recovery organization may be the day to day municipal government organization or a new organization established for this purpose.

9.4 After Action Review

The effectiveness of the ERP shall be reviewed after the end of the emergency. In some situations, a formal debriefing may be held. The objective of the debriefing is to improve emergency preparedness and response by identifying areas of success and areas requiring improvement (a debriefing should not be a faultfinding mission). If one is held, all groups that responded to the emergency should be represented. The representatives should come prepared with complete details of their activities during the emergency and, where possible, provide supporting documentation. Common elements of an effective debriefing include:

A. A facilitator;

B. A secretary to record the proceedings;

C. A review of the sequence of events, including timing and actions taken; and

D. Identification of those portions of the ERP that were effective and those that require improvement.

Action items identified during the debriefing should be documented and assigned with completion timelines, key lessons learned from emergency outcome should be shared with the appropriate parties, and the ERP should be revised as necessary. Separate debriefings may be held with different groups that participated in the emergency (e.g., emergency services organizations, the media, etc.).

9.5 Training Program

Training is a basic requirement of any effective emergency response organization. It is a continuous process and must be delivered in varying degrees to personnel within the participating regional municipalities.

Plan Familiarization - Basic information about the Emergency Response Plan is provided to any Town of Sundre employee who may be affected by an emergency. The training consists of an overview of the plan itself and actions that are expected from the Town employees.

Town of Sundre personnel assigned responsibilities for emergency response and elected officials will be provided with the following training as outlined in the Local Authority Emergency Management Regulation.

9.6 Exercise Program

Exercises accomplish a number of preparedness purposes such as:

- Validate emergency plans
- Validate emergency response training
- Familiarize personnel with roles and responsibilities
- Practice the skills of emergency response
- Identify opportunities to improve emergency plans
- Test equipment
- Test procedures and protocols
- Develop working relationships with other emergency response organizations
- Create confidence in emergency response organization
- Increase confidence in the plan
- Maintain awareness of the plan with regional staff

There are three basic types of emergency response exercises, each serving a unique purpose. Below is a brief description of each along with the recommended frequency of practice.

Table Top Exercises

Table top exercises are round table discussions of a potential emergency situation. They are developed to practice elements of the Emergency Response Plan and structured to meet the specific objectives identified. Table top exercises will be conducted a minimum of once a year.

Drills

Drills are hands on activities that test certain elements of the emergency response system, such as facility evacuation and headcounts. The drills are based on a realistic scenario that could impact the Town of Sundre. Personnel will be required to respond to an evolving emergency event, run in real time. Stimuli for the events of the exercise will be scripted and simulators will provide the inputs to the organization via telephone and radio. Frequency of drills is a factor of the level of proficiency required. A drill for personnel may be coordinated with a Full Simulation exercise.

A Functional or Full Scale Exercise

Full Scale exercises test the complete emergency response organization. An actual incident is "staged" and the complete organization is mobilized to deal with it. A simulation centre is used to generate the outside world and community resources are invited to participate in the exercise simulation. The Town of Sundre will conduct a full simulation exercise to test specific elements of the Emergency Response Plan as outlined in the Emergency Management Act.

10 Resources

*All area codes are (403) unless stated otherwise.

10.1 Post-Secondary Schools

Schools				
Name	**Contact**	**Work**	**Home**	**Community**
Olds College	----------, Health, Safety, Security Manager	####### (work)	#######	
Activation of Accommodation at Olds College	a) Contact Campus Security at #####. (**Emergency Line: #####**). The computer located in the Residence Life Office can be used and has a file on the desktop marked *Emergency Response Team* with a template Word document.			
NOTE: (Olds College)	The Office east of the Commissioners Desk is equipped as a response centre. It has two additional phone lines dedicated for and marked as Olds District Emergency Response Team; one that can be used to call out and another that can be used to call out or receive calls **(#####). If providing a telephone number for the public use this number#####and not the numbers above.**			

10.2 Churches

Churches				
Name	**Contact**	**Work**	**Home**	**Community**
	Pastor -------- Office --------			

	_____			
	Rev. ------			
	Rev. ------		_____	
	Paster -----			
	Paster -----			
	Paster -----			
	Pastor -----			

10.3 Hotels Motels

Sundre Hotels/Motels					
Name	**Contact**	**Work**	**Home**	**Restaurant Attached**	**Pet Friendly**

10.4 Daycare/Playschool/Kindergarten

Daycare/Playschool/Kindergarten			
Name	**Contact**	**Work**	**Home**

10.5 Community Halls

Community Halls			
Name	**Contact**	**Phone Number**	**Community**

10.6 Media

Newspapers/Radio			
Group	**Contact**	**Work**	**Cell**
Radio 96.5 CKFM/Rock 104.5	24hr answering service		
Radio 96.5 CKFM/Rock 104.5			
Radio 96.5 CKFM/Rock 104.5			
Sundre Round Up			

10.6.1 **Social Media**

Group	Administers	Facebook	Twitter
“SundreFire Department”			
“Town of Sundre”			

10.7 Public Address System/Loud Hailers

Public Address System/Loud Hailers
RCMP –
Fire Department -

10.8 School Division (Chinook’s Edge)

School Division (Chinook's Edge)

Name	Title	Work	Home	Cell/Pager

10.9 Pipelines

Pipelines				
Name	Title	Work	Home	Cell/Pager

10.10 Electrical Supply and Distribution

Electrical Supply and Distribution			
Organization/Type	Contact	Work	Fax
Fortis		310-WIRE	

10.11 Search and Rescue

Search and Rescue			
Group	Name	Work	Home
Sundre Search and Rescue	24 hr Answering Service		

	President ---------- - Vice President --------- ---- Past President - ----------		EMAIL ADDRESSES
Red Deer Search and Rescue			

10.12 Transportation

Transportation					
Equipment	**Type**	**Contact/Area**	**Work**	**Home**	**Community**
Taxis					
Airports	Olds/Didsbury				
	Sundre				
Dealership: Boats, ATVs, Snowmobiles					

10.13 Contractors

Contractors

Name	Type	Work	Cell	Community
Cats	-	-	-	-
Snow Plow				
Loaders				
Backhoe				
Grader				
Winches				
Trucks – Water				
Trucks – Gravel				
Trucks – Tow				

Trucks – Vacuum				
Trucks-Flatbeds				
Excavating Equipment				
Equipment Rental				
Other				

10.14 Emergency Power

Emergency Power				
Equipment Location	**Type**	**Quantity**	**Number**	**Community**

10.15 Barricades

Barricades				
Equipment Location	**Type**	**Quantity**	**Contact Number**	**Community**

10.16 Reception Centre Kits

Reception Centre Kits/Supplies				
Equipment Location	Type	Quantity	Contact Number	Community

10.17 Spill Kits

Spill Kits		
Equipment	Type	Contact Phone Number
	-	

10.18 Hardware Supplies

Sundre Hardware Supplies		
Company	Work	Community

10.19 Grocery Stores

Sundre Grocery Stores		
Name	Contact Phone Number	Community

10.20 Refrigeration

Refrigeration			
Group	Name	Work	Community

10.21 Restaurants

Sundre Restaurants		
Group	**Contact Phone Number**	**Community**

10.22 Hospital/Health Unit

Sundre Hospital/Health Unit				
Name/Title	**Contact**	**Work**	**Home**	**Community**
Sundre Hospital and Care Centre		638-3033		Sundre
Moose and Squirel Medical Clinic		638-4433		Sundre
Greenwood Family Physicians		638-2424		Sundre
Sundre Seniors Supportive Living Facility		638-4200		Sundre
Sundre Health Unit		638-4063		Sundre

10.23 Medical Support

Sundre Medical Support				
Group	**Name**	**Work**	**Home**	**Community**
STARS				Calgary
Ambulance	Alberta Health Services	638-3033		Sundre
Health Unit	Community Health Centre	638-4063		Sundre

10.24 Medical Supplies (Drug Stores)

Sundre Medical Supplies (Drug Stores)			
Group	**Name**	**Work**	**Community**

10.25 Veterinarians

Sundre Veterinarian			
Group	**Name**	**Work**	**Community**
			Sundre
			Sundre

** Current service provider for Town related animal services*

10.26 Large Animal Boarding

10.27 Kennels

Sundre Kennels			
Group	**Name**	**Work**	**Community**

10.28 Casualty Transport Vehicles

Group	Work	Home	Community

10.29 Emergency Clothing/supplies

* consider thrift shops for donation management support			
Group	**Name**	**Work**	**Home**
			Sundre
			Sundre
			Sundre

11 Notices and Declarations

ALBERTA EMERGENCY ALERT

MANUAL CRITICAL ALERT MESSAGE

ONLY FOR USE WHEN NO INTERNET IS AVAILABLE

Build your message by completing this form. Once this form is COMPLETE, call 1-866-################ to issue your critical alert.

Level: **Critical – Immediate risk to human life, action must be taken immediately**

Description: What is occurring, what is expected to happen Keep it short and simple	
Detail: **OPTIONAL** Website info E.g. Reception centres, where people should evacuate to, phone numbers/web addresses of additional information	
Instructions for the Public Keep it short and simple	
Alert Area Where is the emergency, who is affected	
Your Agency Who the public can contact to get more information	

Declaration of a State of Local Emergency

WHEREAS an emergency exists in _____

(Community Name)

due to _____

_____

_____

THEREFORE, _____ declares a State of

(Community Name)

Local Emergency exists in the _____

(Part of Community / Geographical Area)

Time: _____ Date: _____

Signature(s):	Title(s):
_____	_____
_____	_____
_____	_____
_____	_____

Fax to: **Minister, Alberta Municipal Affairs**

Via Provincial Operations Centre (POC) **780.##########**

Mandatory Evacuation Notice

This is _____ of _____

(Name & Position) (Community)

An emergency exists in the _____

_____

(Area)

of the _____

_____(Community)

For your personal safety, evacuation of _____

_____

(Part of Community / Geographical Area)

is necessary due to _____

COLLECTION POINTS

1) _____

_____

2) _____

_____

3) _____

_____

RECEPTION CENTRES

1) _____

2) Alternate: _____

3) Alternate: _____

If you evacuate with your own vehicle, please report to the assigned reception center.

If you require transportation, go to the collection point.

If you are physically unable to go to a collection point, phone: (_____) _____to make arrangements for pick-up.

The evacuation route to follow is: _____

_____

(Describe route to avoid danger)

All evacuees are requested to report and register at a reception center.

If you are unable to attend a reception center to register, please register by contacting the reception center

(_____), _____, _____,_____)

(Phone) (Email) (Social Media)

You will be advised when the emergency has ended and it is safe to return to your home. During the periods of evacuation, police will provide security of your homes and businesses. For additional information listen to local community broadcast / social media

(_____, _____,_____)

(Radio Stations) (Television Stations) (Social Media)

(Bring medication, blankets, sleeping bags, personal items and identification if possible.)

Public Announcement following the Declaration of a State of Local Emergency

_____ has declared a State of Local Emergency in
(Community Name)

_____
(Part of Community / Geographical Area)

due to _____

_____

_____

_____

"The public is advised that for the duration of the emergency, _____
(Community Name)

may take any action it deems necessary to deal with the situation."

Forward to: The public via all available means (radio, TV, internet, etc.)

Renewal of Declaration of a State of Local Emergency

WHEREAS an emergency continues to exist in _____

(Community Name)

due to _____

_____

_____

THEREFORE, _____, declares a State of Local

(Community Name)

Emergency continues to exist in _____

(Part of Community / Geographical Area)

Time: _____ Date: _____

Signature(s): Title(s):

_____ _____

_____ _____

_____ _____

_____ _____

Forward to: The public via all available means (radio, TV, internet, etc.)

Fax to: **Minister, Alberta Municipal Affairs**

Via Provincial Operations Centre (POC) **780.#######**

Shelter-In-Place

This is _____ , _____

(Name) (Position/Appointment)

of _____ .

(Community)

A _____

(Nature of the Incident)

has occurred in/at the _____

(Area)

in _____ .

(Community)

For your personal safety, the public should Shelter-In-Place immediately. Shelter-In-Place means:

1) Go indoors and tune your radio or television to a local station, or access your Community's social media website(s).

2) Close all windows, doors and vents.

3) Turn off your furnace, air conditioners and exhaust fans.

4) Seal a room with duct tape and plastic sheets.

5) Prepare for a possible evacuation.

6) Continue to listen to the radio, television and/or social media website(s) for further instructions and keep phone lines free.

7) Notify absent household members that they are not to approach the area until notified.

8) **UNLESS TOLD TO DO SO BY AUTHORITIES DO NOT EVACUATE OR TRAVEL.**

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in _____

(Community Name)

due to _____

_____

_____

, satisfied that an emergency no longer exits, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____ Date: _____

Signature(s):	Title(s):
_____	_____
_____	_____
_____	_____
_____	_____

Forward to: The public via all available means (radio, TV, internet, etc.)

Fax to: **Minister, Alberta Municipal Affairs**
Via Provincial Operations Centre (POC) **780.##########**

Voluntary Evacuation Notice

This is _____ of _____

(Name & Position) (Community)

An emergency exists in the _____

(Area)

of the _____

(Community)

For your personal safety, evacuation of _____

(Part of Community / Geographical Area)

is necessary due to _____

COLLECTION POINTS

4) _____

5) _____

6) _____

7) _____

RECEPTION CENTRES

1) _____

2) Alternate: _____

3) Alternate: _____

4) Alternate: _____

If you evacuate with your own vehicle, please report to the assigned reception center. If you require transportation, go to the collection point.

If you are physically unable to go to a collection point, phone: (_____) _____

to make arrangements for pick-up.

The evacuation route to follow is: _____

(Describe route to avoid danger)

All evacuees are requested to report and register at a reception center.

If you are staying with friends, advise the reception center

((_____), _____, _____,_____)

(Phone) (Email) (Social Media)

You will be advised when the emergency has ended and it is safe to return to your home. During the periods of evacuation, police will provide security of your homes and businesses.

For additional information listen to local community broadcast / social media

(_____, _____,_____)

(Radio Stations) (Television Stations) (Social Media)

(Bring medication, blankets, sleeping bags, personal items and identification if possible.)

12 Administration

12.1 Notification of Significant Events to Regional Partners

For any event or incident that could impact another partner, regardless of ICP or ECC activation, or not, Town of Sundre will notify the other partners as a matter of priority for their situational awareness and to assist them to anticipate potential requirements for mutual aid should the event increase in scope or severity. Criteria for partner notification include:

- For any event or incident where it is desirable for notification of partners to increase regional situational awareness and/or cooperation.
- When a municipality deploys resources outside of the Mountain View Region and it is expected that another partner will need to be available to cover a resultant gap in capability.
- Upon the declaration of a State of Local Emergency (SOLE), or the extension or cancellation of an already declared SOLE.
- Upon the activation of a Town of Sundre ICP / ECC.
- For any evacuation that requires the activation of a reception centre by municipal Emergency Social Services.
- For any significant or long-term disruption or potential disruption of critical community services including:
    - fire;
    - police;
    - EMS;
    - hospital;
    - Disaster Social Services;
    - Utilities (water treatment, phones, electricity, gas, etc.);
    - major transportation routes (including rail); and
    - 911 and emergency dispatch centres.

Suggested Regional Partner Notification Format follows:

1. Legal Name of Municipality originating the notification.
2. Date/Time.
3. Details of person originating notification:
    a. Name;
    b. Position;
    c. Contact phone number;
    d. Contact e-mail address.
4. Description of event situation being notified.
5. Current action being taken.
6. Future Action being planned / anticipated.
7. Municipal ICP / ECC activated. Yes or No.
8. Regional ECC being activated. Yes or No.
9. Mutual Aid request is anticipated. Yes or No. (If yes provide details if known including type of support required and of which partner(s))
10. Provincial support requested. Yes or No. (If yes provide general details if known)
11. Acknowledgement of notification requested. Yes or no. (If yes provide instruction of how to acknowledge, e.g. by phone or by e-mail.

12.2 Public Relations

When an incident occurs, it will be necessary to carry out public relations activities. The priority is to demonstrate to the residents and the general public that there is concern for their health and safety. Public Relations activities may include:

- Media briefings to inform the public about the incident and what Town of Sundre officials are doing to prevent a recurrence.
- Counseling services to Town of Sundre residents, staff and the general public affected by the incident.

12.3 Requests for Support

Support from other Communities may take the form of:

- Resources;
- Personnel; and
- Facilities (Regional ECC, Reception Centres, etc.).

Requests for support shall be initiated as per local protocols.

12.4 Employee Assistance

Town of Sundre staff affected by an incident may experience delayed/long-term reactions including:

- Loss of employment due to destruction of work place;
- Critical Incident Stress.

A program of sessions to inform staff about the long-term implications of the incident will be instituted. It is necessary to establish the Town of Sundre position on the issue of job loss and retention of employees as early in the recovery phase of the operation as possible.

Critical Incident Stress Debriefings will be initiated for affected Town of Sundre staff and their families as required and will be accessed through regional resources. EMS, RCMP and Fire Department staff will be debriefed by their respective Critical Incident Stress Debriefing resources.

12.5 Workers' Compensation for Volunteers

The Workers' Compensation Act (RSA2000 c. W-15) includes a provision whereby benefits under the Act may be extended to volunteers engaged in work related to an emergency.

A related provision is a 1960 Canada – Alberta Agreement on Workers' Compensation for Civil Defence Workers, whereby Canada will share with Alberta the costs of compensation awarded to a volunteer emergency worker.

In order for these provisions to have effect, it is necessary that volunteers be enrolled with the Executive Director of AEMA; this requirement will be satisfied if volunteers are registered with the municipality at the time any injury is sustained.

All volunteer emergency workers must be registered prior to starting any emergency tasks.

In the event an emergency task-related injury is sustained by a volunteer, the appropriate Workers' Compensation Board report forms (one completed by the volunteer as the employee, and one completed by the municipality as the employer) should be forwarded to:

Alberta Emergency Management Agency
Attention: Executive Director
14515 – 122nd Avenue
Edmonton, AB T5L 2W4
aema@gov.ab.ca

Alberta Occupational Health and Safety (OH&S) -1.866.415.8690

During the event there may be a need for a consultation with a safety professional. Please refer to the "Yellow pages" online (www.yellowpages.ca) under the headings:

- Safety Consultants & Training
- Safety Suppliers

Workers Compensation Forms: *Please refer to Human Resources staff

WCB Employer Form: https://www.wcb.ab.ca/assets/pdfs/employers/c040.pdf

WCB Worker From: https://wcb.ab.ca/assets/pdfs/workers/c060.pdf

12.6 Litigation

The Municipal Solicitor will address the issue of post-incident litigation.

The Municipal Solicitor will be contacted by the Municipal Manager or the Director of Emergency Management as early as possible following an incident where municipal actions have threatened or harmed a third party.

12.7 Insurance

Insurance companies and government agencies may wish to conduct investigations of their own into an incident. Once they have shown their credentials they will be accompanied by the appropriate Service Chief on the incident scene.

12.8 Plan for Review

The Emergency Response Plan will be reviewed annually by the Town of Sundre's Emergency Management Agency and Committee. The annual review will be completed no later than April 30. Manual holders are invited to submit a Revision Request Form to the Emergency Planning Team if they notice that pertinent information is incorrect, incomplete or omitted. The Revision Request Form is the final page of this document. Items that will be reviewed include changes in contact lists, resources, hazards, procedures or legislation.

The annual review will consider:

- Training
- Exercises
- Actual Incidents

Changes identified in the review process, training and exercise activities will be immediately incorporated in the ERP and noted in the Amendment Record.

13 Forms

Incident Report Form

CALLER INFORMATION				
Name of Caller:				
Position:		Agency:		
Location:		Date & Time:		
Call Back Phone Number(s)		Business	Residence	Cell

INCIDENT INFORMATION	
Type of Incident and Details:	
Incident Location: Address	
GPS	
or LSD: Generic Directions:	_____ - _____ - _____ - _____ W _____ M
Nature of Incident:	
Community Impact:	
What is at Risk:	
Contact at Incident: (if different than above)	
Level of Impact:	
Notifications Requested:	

CALL TAKER INFORMATION			
Name:		Position:	

Emergency Operations Log

Date:			
Incident:			
Name / Position:			
Time (24 hr clock)	Incident / Activity / Details	Action Taken	Completed (Date and Time)

Alberta Emergency Management Agency

Incident Briefing (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch:

(include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:**

Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name:	Signature:
Position/Title:	Date/Time:

Alberta Emergency Management Agency

Incident Briefing (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name:	Signature:
Position/Title:	Date/Time:

Alberta Emergency Management Agency

Incident Briefing (ICS 201)

1. Incident Name:	**2. Incident Number:**	**3. Date/Time Initiated:** Date: Time:

9. Current Organization (fill in additional organization as appropriate)**:**

6. Prepared by: Name:	Signature:
Position/Title:	Date/Time:

Alberta Emergency Management Agency

Incident Briefing (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name:	Signature:
Position/Title:	Date/Time:

Completion Instructions Incident Briefing (ICS 201)

Purpose: The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation: The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the EON number assigned to the incident, if applicable.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command):	Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) • Incident Commander(s)	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.

	• Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

Distribution: Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The “Map/Sketch” and “Current and Planned Actions, Strategies, and Tactics” sections (pages 1–2) of the briefing form are given to the Situation Unit, while the “Current Organization” and “Resource Summary” sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Alberta Emergency Management Agency

Incident Objectives (ICS 202)

1. Incident Name:	2. Operational Period:	Date from: Time from:	Date to: Time to:

3. Objective(s):

4. Operational Period Command Emphasis:

5. General Situational Awareness

6. Site Safety Plan Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

7. Prepared by: Name:	Title: (If other than Planning Section Chief)	Signature:	
8. Approved by Incident Commander: Name:	Signature:	Date/Time:	IAP Page #:

Completion Instructions Incident Objectives (ICS 202)

Purpose: The Incident Objectives form (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation: The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command (UC), one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period Date/time from/to	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives most of the time should be **SMART**. (**S**pecific, **M**easurable, **A**ction-oriented, **R**ealistic and **T**ime-sensitive)
4	Operational Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize Based on the IC's or UC's direction, eg: be aware of falling debris, secondary explosions, etc.
5	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure alignment with the Safety Message/Plan (ICS 208).
6	Site Safety Plan Required? ☐ Yes ☐ No Approved Site Safety Plan(s) Located at	Safety Officer should check whether or not a site safety plan is required for this incident. Enter the location of the approved Site Safety Plan(s).
7	Prepared by (date and time)	Enter the name (and position if other than the Planning Section Chief) of the person completing the form.
8	Approved by IC	Enter the name and indicate position of the person approving the form

Distribution: The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Alberta Emergency Management Agency

Organization Assignment List ICS Form 203

1. Incident Name:	2. Operational Period:	Date from:	Date to:
		Time from:	Time to:

3. Incident commander(s) and Command Staff:	
IC/UCs	
Deputy	
Safety Officer	
PIO	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Br. Dir.		

8. Finance/Administration Section:

Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	

9. Prepared by: Name:	Title:	Date/Time:
Signature:	(If other than Resource Unit)	IAP Page #:

Completion Instructions Organization Assignment (ICS 203)

Purpose: The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Status Display. An actual organization will be incident or event-specific. **Not all positions need to be filled**. Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation: The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions being used for the incident. If a trainee is assigned to apposition, indicate this with a "T" in parentheses behind the name (e.g. "A. Smith (T)").

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies
3	Incident Commander(s) and Command Staff	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (e.g. "Assistant Safety Officer"). For all Individuals, use at least the first initial and last name. For Unified Command, also include agency names
4	Agency/Organization	Enter the agency/organization names and the names of their representatives. For Representatives all individuals, use at least the first initial and last name
5	Planning Section	Enter the name of the Planning Section Chief, Deputy and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name
6	Logistics Section	Enter the name of the Logistics Section Chief, Deputy, Branch Directors and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name
7	Operations Section	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies and personnel staffing each of the listed positions. For Divisions/ Groups, enter the Division/Group identifier in the left column and the individual's name in the right column Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name
8	Finance/Administration Section	Enter the name of the Finance/Administration Section Chief, Deputy and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name
9	Prepared by	Enter the name, signature of the person preparing the form, and the date (month/day/year) and time (24 hour clock) prepared

Distribution: The ICS 203 is duplicated, attached to the Incident Objectives (ICS 202) and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP. If additional pages are needed, use a blank ICS 203 and repaginate as needed. Also, if needed, more than one name can be put into each block by inserting a slash
- ICS allows for organizational flexibility, so the intelligence/investigations function can be embedded in several different places within the organizational structure

Alberta Emergency Management Agency

Assignment List (ICS 204)

1. Incident Name:	2. Operational Period: Date from: Date to: Time from: Time to:	3. Branch: Division: Group: Staging Area:

4. Operations Personnel:

	Name:	Contact #:
Operations Section Chief:		
Branch Director:		
Division/Group Supervisor:		

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g. Phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
/	
/	
/	

9. Prepared by: Name:	Title:	Date/Time:
Signature:	(If other than Resource Unit)	I/C Approval

Completion Instructions Assignment List (ICS 204)

Purpose: The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation: The ICS 204 is the responsibility of the Resources Unit, using guidance from the Incident Objectives (ICS 202), and Operational Planning Worksheet (ICS 215). It is completed as a team, involving Resource, Operations, Safety and Logistics. It must be approved by the Incident Commander, (during review of IAP)

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies
3	Branch / Division / Group	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group and Staging Area (e.g. “Branch 1”, “Division D”, “Group 1A”) in large letters for ease of reference
4	Operations Personnel	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s) and Division/Group Supervisors
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	Resource Identifier	The identifier is a unique way to identify a resource (e.g. ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined)
	Leader	Enter resource leader’s name
	# of Persons	Enter total number of persons for the resource assigned, including the leader
	Contact (e.g. phone…)	Enter primary means of contacting the leader or contact person. Be sure to include the area code when listing a phone number.
	Reporting location…	Provide special notes or directions specific to this resource. If required, add notes to indicate: 1) specific location/time where the resource should report or be dropped off/picked up; 2) special equipment and supplies that will be used or needed; 3) whether or not the resource received briefings; 4) transportation needs; or 5) other information
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, drop off or pick up points, or other important information. Completed by Safety.
8	Communications	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell numbers. Add a secondary contact (phone number or radio) if needed. Completed by Communications Unit.
9	Prepared by	Enter the name and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24 hour clock).

Distribution: The ICS 204 is duplicated, attached to the ICS 202 and given to all recipients as part of the IAP. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP. Multiple pages/copies can be used if needed. If additional pages are needed, use a blank ICS 204 and repaginate as required.

Alberta Emergency Management Agency

Communication Plan (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Incident communication information:

ICS Position	Name (Last, First)	Phone	Radio Channel / Talk Group	Other Method (s) of Contact

5. Special Instructions:

6. Prepared by (Communications Unit Leader)**:** Name:	Date/Time:
Signature:	IAP Page #

Alberta Emergency Management Agency

Completion Instructions Communication Plan (ICS 205)

Purpose: The Incident Communications Plan (ICS 205) provides contact information for all incident personnel. The ICS 205 indicates methods of contact for personnel assigned to the incident (phone numbers, pager numbers, radio frequencies, etc.) and functions as an incident directory.

Preparation: The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan. This form should be updated each operational period.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared • Date and Time From • Date and Time To	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Incident Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Primary and Secondary Numbers • Other Method(s) of Contact (pager, email, radio, etc.)	For each assignment, enter primary and secondary contact number(s) to include area code, etc. If applicable, include the radio channel and frequency,
	• Remarks	Enter miscellaneous information concerning how to contact the assigned personnel
5	Special Instructions	Enter any special instructions or other emergency communications needs.
6	Prepared by • Name • Position/Title	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

- Signature
- Date/Time

Distribution: The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- If additional pages are needed, use a blank ICS 205 and repaginate as needed.
- The ICS 205 serves as part of the IAP.

Alberta Emergency Management Agency

Medical Plan (ICS 206)

1. Incident Name:	**2. Operational Period:** Date from: Time from:	Date to: Time to:

3. Incident Medical Aid Stations:

Name	Location	Contact Number(s) / Frequency	Paramedics on site?
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N
			☐ Y ☐ N

4. Transportation (indicate air or ground):

Ambulance Service	Location	Contact Number(s) / Frequency	Level of Service?	
			☐ ALS	☐ BLS
			☐ ALS	☐ BLS
			☐ ALS	☐ BLS
			☐ ALS	☐ BLS
			☐ ALS	☐ BLS

5. Hospitals:

Hospital Name	Address Latitude & Longitude if Helipad	Contact Number(s) / Frequency	Travel Time Air / Ground		Trauma Centre	Burn Centre (Y/N)	Helipad (Y/N)
					☐ Yes Level:	☐ Y ☐ N	☐ Y ☐ N
					☐ Yes Level:	☐ Y ☐ N	☐ Y ☐ N
					☐ Yes Level:	☐ Y ☐ N	☐ Y ☐ N
					☐ Yes Level:	☐ Y ☐ N	☐ Y ☐ N
					☐ Yes Level:	☐ Y ☐ N	☐ Y ☐ N

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader) Name:	Signature:		
8. Approved by (Safety Officer): Name:	Signature:	Date/Time:	IAP Page #:

Completion Instructions Medical Plan (ICS 206)

Purpose: The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals and medical emergency procedures.

Preparation: The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the applicable information on the incident medical aid station(s).
4	Transportation (indicate Air or Ground)	Enter the applicable information for ambulance services available to the incident.
5	Hospitals	Enter the applicable information for hospitals that could serve this incident. If hospital has a helipad, latitude and longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources.
6	Special Medical Emergency	Note any special emergency instructions for use by incident personnel, including 1) who should be contacted, 2) how, and 3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	Check box if aviation assets are utilized for rescue.	Self-explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by	Enter name and signature of person preparing the plan and date (month/day/year) and time (24 hour clock) prepared.
8	Approved by	Enter name and signature of person reviewing the plan and date (month/day/year) and time (24 hour clock) approved.

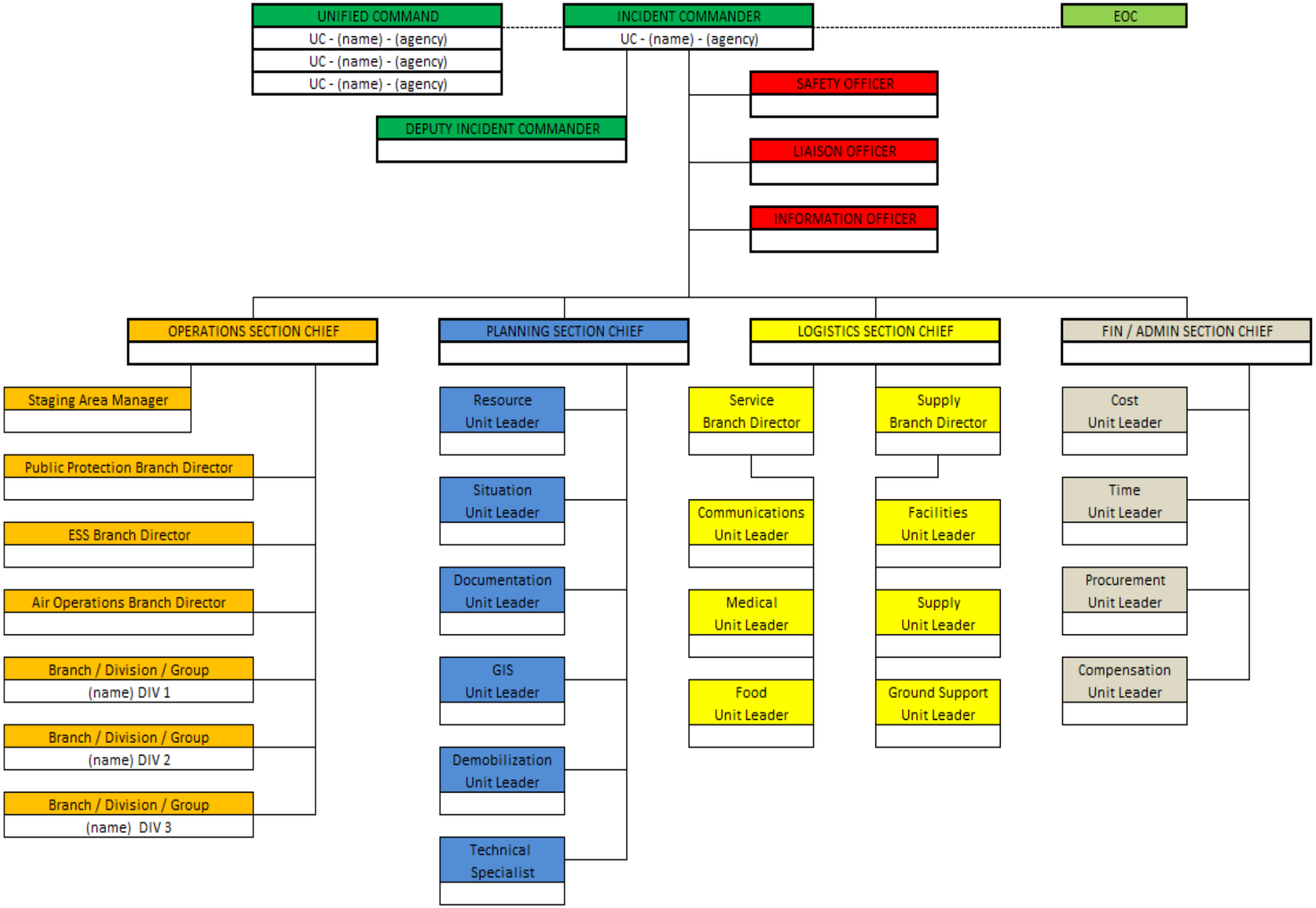
Distribution: The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the IAP. Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP
- This form can include multiple pages.

Alberta Emergency Management Agency

Organizational Chart (ICS 207)



Alberta Emergency Management Agency

Site Safety and Control 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:

5. Prepared by: (Safety Officer): Name:	Signature:	Date/Time:	IAP Page #:

Alberta Emergency Management Agency

Completion Instructions Site Safety and Control Plan (ICS 208)

Purpose: The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation: The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message / Expanded Safety Message, Safety Plan Site Safety Plan	Enter clear, concise statements for safety message(s), priorities and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required?	Check whether or not a site safety plan is required for this incident and tick the applicable check box (i.e. Yes or No).
	Approved Site Safety Plan(s) Located at	Enter the location of the approved Site Safety Plan(s)
5	Prepared by	Enter the name and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24 hour clock).

Distribution: The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP
- Use additional copies for continuation sheets as needed and indicate pagination as used.

Alberta Emergency Management Agency

Status Summary (ICS 209)

***1. Incident Name:**	**2. Incident Number:**
***3. Report Version** (check one box): ☐ Initial ☐ Update ☐ Final Rpt # (if used) _____	***4. Incident Commander(s) & Agency or Organization:**
5. Incident Management Organization:	***6. Incident Start Date/time:** Date: Time: Time Zone:

7. Current Incident Size or Area involved (use unit label – e.g. "sq mi", "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** (Situation Unit Leader) Print Name: Date/Time Prepared:	***13. Date/time Submitted:** **Time Zone:**
***14. Approved by** ICS Position: Print Name: Signature:	***15. Primary Location, Organization, or Agency Sent to:**

Incident Location Information

***16. Province:**	***17. Municipal Designation:**	***18. Municipality Name:**
19. Unit or Other:	***20. Incident Jurisdiction**	**21. Incident Location Ownership** (if different than jurisdiction):

22. Longitude (indicate format) **Latitude** (indicate format)	**23. National Grid Reference:**	**24. Legal Description:**

***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 Res.			
F. Non-res./Comm.			
Other Minor Structures			
Other			

Alberta Emergency Management Agency

Status Summary (ICS 209)

*1. Incident Name:	2. Incident Number:

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 Responders 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		
H. Evacuated *(note if estimated)*			H. Sheltering in Place		
I. Sheltering in Place *(note if est.)*			I. Have Received Immunizations		
J. In Temporary Shelters *(note if est.)*			J. Require Immunizations		
K. Have received mass immunizations			K. In Quarantine		
L. Require Immunizations *(note if est.)*					
M. In Quarantine					
N. Total # Civilians (Public) Affected			**N. total # Responders Affected**		

33. Life, Safety & Health Status/Threat Remarks:

*34. Life, Safety & 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	☐
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	☐
	☐

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):

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. Strategic Objectives (define planned end-state for incident):

Alberta Emergency Management Agency	**Status Summary (ICS 209)**
***1. Incident Name:**	**2. Incident Number:**

Additional Incident Decision Support Information (cont.)

38. Projected 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 the relation of overall strategy, constraints & current available information to:

1) critical resource needs identified above,
2) the Incident Action Plan (IAP) and management objectives and targets,
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 mi”):

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):

Alberta Emergency Management Agency	**Status Summary (ICS 209)**
***1. Incident Name:**	**2. Incident Number:**

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												

53. Additional Cooperating and Assisting Organizations Not Listed Above:

Completion Instructions Status Summary (ICS 209)

Purpose: The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decision makers may include the agency having jurisdiction, but also all multi-agency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/ organizations, dispatch centres, EOCs, administrators, elected officials, and local, tribal, county, Province and Federal agencies. Once ICS 209 information has been submitted from the incident, decision makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, provincial and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur and secure additional capability when there are limited resources due to constraints of time, distance or other factors. The information included on the ICS 209 influenc3es the priority of the incident and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up to date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up to date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up to date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements: The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC Group may require the submission of an initial ICS 209 when a new inciden5t has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident based upon incident activity and support levels.

Preparation: When an Incident Management Organization (such as an Incident Management Team [IMT]) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by

another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involved many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a province-wide outbreak of mumps may be relevant only to mumps-related activities in Story County, Alberta. This can be indicated in both the incident name, block 1, and in the Incident Location Information section in Blocks 16-26.

While most of the “Incident Location Information” in Blocks 16-26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and inc4reases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Item #	Item Title	Instructions
***1**	Incident Name	**Required**. Enter full name assigned to the incident. For a complex incident, use the word “Complex” at the end of the incident name. If the name changes, explain comments in Remarks, Block 47. Do not use the same incident name for different incidents in the same calendar year.
2	Incident Number	Enter the appropriate number based on current protocol. Do not use the same incident number for two different incidents in the same calendar year. Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed or indicated in Remarks, Block 47.
***3**	Report Version	**Required**. This indicates the current version of the ICS 209 form being submitted. If only one ICS 209 will be submitted, check BOTH “Initial” and “final” (or check only “Final”). Use “Report #” optional field if your agency requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
***4**	Incident Commander(s)…	**Required**. Enter both the first and last name of the Incident Commander (IC). If the incident is under a Unified Command (UC), list all ICs by first initial and last name, separated by a comma, including their organization (e.g. L. Burnett – SCES, R. Domanski – Strathcona RCMP, C. Taylor – St. Paul FD)
5	Incident Management Org.	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 IMT, a UC, a UC with IMT, etc. This block should not be completed unless a recognized incident management organization is assigned.

Item #	Item Title	Instructions
***6**	Incident Start Date/Time	**Required**. This is always the start date and time of the incident (not the report date and time or operational period). Always use the standard of month/day/year and 24 hour clock.
7	Current Incident Size…	Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square kilometers, etc.). Enter the total area involved for incident complexes in this block and list each sub-incident and size in Remarks (Block 47). Indicate that the size is an estimate, if a more specific figure is not available. Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. If the incident involves more than one jurisdiction or mixed ownership, agencies/ organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47).
		The incident may be one part of a much larger event (refer to introductory instructions under "Preparation"). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management boundaries.
8	Percent Contained…	Enter the percent that this incident is completed or contained (e.g. 50%) and circle applicable (contained or complete). For example, a spill may be 65% contained or flood response objectives may be 50% met (complete).
***9**	Incident Definition	**Required.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado", "wildfire", "bridge collapse", "civil unrest", "parade", "vehicle fire", "mass casualty", etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders if available or used.
***11**	For Time Period	**Required.** Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. The time period may include one or more operational periods, based on agency/ organizational reporting requirements. Use month/day/year and 24 hour clock to enter start/end dates and times.
Approval & Routing Information		
***12**	Prepared by	**Required.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications centre, or another staff person or manager. Print the name of the person preparing the form; enter the date (month/day/year) and time (24 hour clock) form was prepared. Enter time zone if appropriate.
***13**	Date/Time Submitted	**Required.** Enter the submission date (month/day/year) and time (using the 24 hour clock). Enter the time zone from which the ICS 209 was submitted (e.g. MST).
***14**	Approved by	**Required.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. Print the name and ICS position of the person approving the form (this is typically the Incident Commander). The original signed ICS 209 should be maintained with other incident documents.
***15**	Primary Location,	**Required.** Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations centre (EOC). If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.

Item #	Item Title	Instructions
Incident Location Information • Much of the "Incident Location Information" in Blocks 16-26 is optional, but completing as many fields as possible increases accuracy and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions or standards where appropriate when submitting location information and clearly label all location information. • Incident location information is usually based on the point of origin of the incident and the majority of the area where the incident jurisdiction is.		
***16**	Province	**Required block when applicable.** Enter the province where the incident originated (if applicable). If other provinces or jurisdictions are involved, enter them in Block 25 or 44.
***17**	Municipal Designation	**Required block when applicable.** Enter the municipal designation (i.e. County, Town, Village, etc.) where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or 47.
***18**	Municipality Name	**Required block when applicable.** Enter the name of the municipality where the incident originated. If other municipalities are involved, enter them in Block 25 or 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g. police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
***20**	Incident Jurisdiction	**Required block when applicable.** Enter the jurisdiction where the incident originated (the entry may be general, such as federal, city or province, or may specifically identify agency names such as City of St. Albert, Town of Slave Lake, or SCES).
21	Incident Location Ownership	When relevant (if different than jurisdiction), indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction (i.e. CN has ownership for a train derailment in the jurisdiction of Strathcona County). This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site (Shell Scotford).
22	Longitude / Latitude	Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data and indicate the format used, as longitude and latitude can be derived from various sources and shown in various formats (i.e. if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds").
23	National Grid Reference	Enter the National Grid reference where the incident originated if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data. *Please note: this is more applicable to the US*.
24.	Legal Description	Enter the legal land description where the incident originated if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data and used standard format (i.e. NW 32-24-52 W4).
***25**	Short Location or Area Description (list all affected areas or a reference point)	**Required.** List all affected areas as described in instructions for Blocks 16-24 above, **or** summarize a general location, **or** list a reference point for the incident (e.g. the "southern third of Alberta", or "within a 5 mile radius of Sherwood Park). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. Other location information may also be listed here if needed or relevant for incident support (e.g. base meridian).

Item #	Item Title	Instructions
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.
27	Note any electronic geospatial data included…	Indicate whether and how geospatial data is included or attached. Utilize common and open geospatial data standards. **Warning**: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. **Note**: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone) or a line or lines (such as a pipeline). **Note**: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. **Note**: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. **Note**: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
Incident Summary		
***28**	Significant Events…	**Required.** Describe significant events that occurred during the period being reported in Block 6. Examples include: • Road closures • Evacuations • Progress made and accomplishments • Incident command transitions • Repopulation of formerly evacuated areas and specifics • Containment Refer to other blocks in the ICS 209 when relevant for additional information (e.g., “Details on evacuations may be found in Block 33”), or in Remarks (Block 47). Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closures (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. This block may be used for a single-paragraph synopsis of overall incident status
29	Primary Materials…	When relevant, enter the appropriate primary materials, fuels or other hazards involved in the incident that are leaking, burning, infecting or otherwise influencing the incident. Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key resources.
30	Damage Assessment…	Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period and cumulatively. Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. Include any critical infrastructure or key resources damaged/destroyed/impacted by the incident, the kind of infrastructure and the extent of damage and/or impact and any known cascading impacts.

Item #	Item Title	Instructions
		Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
		Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B-F below. Note in the table or text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B-D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential …	Enter the number of buildings or units impacted in Columns 30B-D. This includes any primary structure used for nonresidential purposes, excluding other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B-D not covered in 30E-F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.
***31**	Public Status Summary	This section is for summary information regarding incident-related injuries, illness and fatalities for civilians (or members of the public); see 31C-N below. Explain or describe the nature of any reported injuries, illness or other activities in Life, Safety and Health Status/Threat Remarks (Block 33). Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. **Note: Do not estimate any fatality information** **Note:** Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. **Note:** Do not complete this block if the incident covered by the ICS 209 is **not directly responsible** for these actions (such as evacuations, sheltering, immunizations, etc) **even if they are related to the incident.** • Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. • For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. **Note:** When providing an estimated value, denote in parenthesis: “est.” **Handling Sensitive Information** Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.

Item #	Item Title	Instructions
		Thoroughly review the "Distribution" section below for details on handling sensitive information. Use caution when providing information in any situation involving fatalities and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. Information regarding fatalities should be cleared with the Incident Commander (IC) and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (public) below	For lines 31D-M below, enter the number of civilians affected for each category. Indicate if numbers are estimates, for those blocks where this is an option. Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	Enter the number of **confirmed** civilians/public fatalities. See information in the "Distribution" section below and in Block 31 instructions regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if est.)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if est.)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place…	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters…	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations…	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians Affected	Enter sum totals for Columns 31A and 31B for Rows 31D-M.
***32**	Responder Status Summary	This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C-N. Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. Explain or describe the nature of any reported injuries, illness or other activities in Block 33. **Note: Do not estimate any fatality information or responder status information.** **Note:** Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.

Item #	Item Title	Instructions
		Note: Do not complete this block if the incident covered by the ICS 209 is not directly responsible for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.
		Handling Sensitive Information
		Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.
		Thoroughly review the "Distribution" section for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.
		Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B.Total # to Date	Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders below	For lines 32D-M below, enter the number of responders relevant for each category.
		Indicate if numbers are estimates, for those blocks where this is an option. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting in cooperating with response efforts.
	D. Fatalities	Enter the number of **confirmed** responder fatalities. See information in the "Distribution" section and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of incident responders with serious injuries or illnesses due to the incident. *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need of Rescue	Enter the number of incident responders who are trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H. Sheltering-in-Place…	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	I/ Have Received Immunizations	Enter the number of responders who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	J. Require Mass Immunizations…	Enter the number of responders who require mass immunizations due to the incident and/or as part of incident operations.
	K. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or as part of incident operations.
	L.	(BLANK; use as deemed appropriate)
	M.	(BLANK; use as deemed appropriate)
	N. Total # Civilians Affected	Enter sum totals for Columns 32A and 32B for Rows 32D-M.

Item #	Item Title	Instructions
33	Life, Safety and Health Status/Threat Remarks	Enter any details needed for Blocks 31, 32 and 34. Enter any specific comments regarding illness, injuries, fatalities and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41 or in Remarks (Block 47).
***34**	Life, Safety and Health Threat Management	Note any details in Life, Safety and Health Status/Threat Remarks (Block 33) and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41 or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C-P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health and safety.
	E. Mass Notifications In Progress	Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. These may include use of threat and alert systems such as the Alberta Emergency Alert System (AEAS) or Reverse 911. Please indicate the areas where mass notifications have been completed (e.g. “mass notifications to Postal Codes T8A” or “notified all residents within a 5 km radius of Sherwood Park”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuations Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter…	Check if planning is underway for shelter in place activities related to this incident.
	J. Evacuation in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter in Place in Progress	Check if there are active shelter in place actions in progress in relation to the incident
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to the incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.
35	Weather Concerns (Synopsis of current predicted weather; discuss related factors that may cause concern)	Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. Include current and/or predicted weather factors and the timeframe for predictions. Include relevant factors such as:

Item #	Item Title	Instructions
		• Wind speed (label units, such as kph) • Wind direction (clarify and label where wind is coming from and going to in plain language – e.g. “from NNW”, “from E” or “from SW”). • Temperature (label units, such as C) • Relative humidity (label %) • Watches • Warnings • Tides/Currents (if applicable) • Any other weather information relative to the incident, such as flooding, tornados, etc.
36	Projected Incident Activity, Potential Movement, Escalation or spread and influencing factors during the operational period and in 12-, 24-, 48-, 72 timeframes and anticipated after 72 hrs	Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. Discuss incident potential relative to values at risk or values to be protected (such as next human life) and the potential changes to those as the incident changes. Include an estimate of the acreage or area that will likely be affected. If known, provide the above information in 12, 24, 48 and 72 hour timeframes, and any activity anticipated after 72 hours.
37	Strategic Objectives…	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).
38	Current Incident Threat Summary and Risk Information…	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.
39	Critical Resource Needs…	List the specific critical resources and numbers needed in order of priority. Be specific as to the need. Use plain language and common terminology for resources and indicate resource category, kind and type (if available or known) to facilitate incident support. If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified fro each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning and assists the ordering process to ensure these resources will be in place when they are needed. More than one resource need may be listed for each timeframe. For example, a list could include: • **24 hrs:** 3 Type 2 firefighting helicopters, 2 Type 1 Disaster Medical Assistance Teams. • **48 hrs:** Mobile Communications Unit (Law/Fire) • **After 72 hrs:** 1 Type 2 Incident Management Team (IMT) Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31-38 and 40-42. Additional comments in the Remarks Section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, “Type 2 IMT is needed in three days to transition command when the current Type 2 Team times out”).

Item #	Item Title	Instructions
		Do not use this block for non-critical resources.
40	Strategic Discussion…	Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan (IAP). Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in block 43 as needed based on this discussion. Explain major problems and concerns as indicated.
41	Planned Actions for Next	Provide a short summary of actions planned for the next operational period. Examples: • "The current IMT will transition out to a replacement IMT" • "Continue to review operational/engineering plan to facilitate removal of the partially collapsed west bridge supports" • "Continue refining mapping of the recovery operations and damaged assets using GPS" • "Initiate removal of unauthorized food vendors"
42	Projected Final Incident Size/Area (use unit label e.g. "sq km")	Enter an estimate of the total area likely to be involved or affected over the course of the incident. Label the estimate of the total area or population involved, affected or impacted with the relevant units such as acres, hectares, square kilometers, etc. Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations and objectives). Projected final size may involve a population rather than a geographic area.
43	Anticipated Incident Management Completion Date	Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. Avoid leaving this block blank if possible as this is important information for managers.
44	Projected Significant Resource Demobilization…	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	Estimated incident Costs To Date	Enter the estimated total incident costs to date for the entire incident based on currently available information. Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency or organizational guidance and policy. This does not include damage assessment figures as they are impacts from the incident and not response costs. If costs decrease, explain in Remarks (Block 47). If additional space is required, please add as an attachment.
46	Projected Final Incident	Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. This does not include damage assessment figures as they are impacts from the incident and not response costs. If additional space is required, please add as an attachment
47	Remarks (or continuation of any blocks above…)	Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. List the block number for any information continued from a previous block.

Item #	Item Title	Instructions
		Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. For Complexes that include multiple incidents, list all sub-incidents included in the Complex. List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: • By size (e.g. 35 acres in Strathcona County) • By geography (e.g. incident area on the east side of the river is in jurisdiction of Strathcona County; area on the west side of the river is City of Edmonton; river is joint jurisdiction) Explain any reasons for incident size reductions or adjustments (e.g. reduction in acreage due to more accurate mapping). This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g. a public information phone number for the incident, or the incident Web site address). Attach additional pages if it is necessary to include additional comments in the Remarks section.

Incident Resource Commitment Summary (Page 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have not yet arrived.

For Summarizing:

- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example:
  - Group Province, local, county, city or federal responders together under such headings, or
  - Group resources from one jurisdiction together and list only individual jurisdictions (e.g. list the public works, police and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds or types of resources together for this summary.

48	Agency or Organization	List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.
		Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.
		• These can be listed with the number of resources on the top of the box and the number of personnel associated with the resources on the bottom half of the box.
		• For example:
		  ○ *Resource*: Type 2 helicopters…3/8 (indicates 3 aircraft, 8 personnel)
		  ○ *Resource*: Type 1 Decontamination Unit…1/3 (indicates 1 unit, 3 personnel)
		Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.

49	Resources (summarize…)	List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.

Item #	Item Title	Instructions

		Examples: Type 1 Fire Engines, Type 4 Helicopters
		Enter total numbers in columns for each resource by agency, organization or grouping in the proper blocks. These can be listed with the number of resources on the top of the box and the number of personnel associated with the resources on the bottom have of the box.
		• For example:
		  ○ *Resource*: Type 2 helicopters…3/8 (indicates 3 aircraft, 8 personnel)
		  ○ *Resource*: Type 1 Decontamination Unit…1/3 (indicates 1 unit, 3 personnel)
		Note: One option is to group similar resources together when it is sensible to do so for the summary. For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each.
		Note: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.

50	Additional Personnel…	List the number of additional individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	Total Personnel…	Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. **Warning**: Do not simply add the numbers across! The number of Total Personnel for each row should include **both**: • The total number of personnel assigned to each of the resources listed in Block 49, and • The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of resources in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating And Assisting Organizations Not listed Above	List all agencies and organizations that are not directly involved in the incident, but are providing support. Examples may include ambulance services, Red Cross, DHS, utility companies, etc. Do not repeat any resources counted in Blocks 48 – 52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

Distribution: ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required and most of those are required only when applicable.

- Most fields are optional to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel and contract employees (such as caterers), depending on local/ jurisdictional/discipline practices.
- For additional flexibility only pages 1-3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

Alberta Emergency Management Agency

Incident Check In (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-in Location (complete all that apply) ☐ Base ☐ Camp ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	4. Start Date/Time Date: Time:

Check-in Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date / Time Check-in	8. Leaders Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Demobilized
Province	Agency	Category	Kind	Type	Resource Identifier	ST or TF											

17. Prepared by: Name:	ICS Position:	Signature:	Date/Time:

REMARKS / COMMENTS

Alberta Emergency Management Agency

Completion Instructions Incident Check In (ICS 211)

Purpose: Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-in List (ICS 211). The ICS 211 serves several purposes as it: 1) records arrival times at the incident of all overhead personnel and equipment; 2) records the initial location of personnel and equipment to facilitate subsequent assignments; and 3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation: The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, Camp and Incident Command Post (ICP). Please note this form is used for Check-in at scene sites.

Preparation may be completed by: 1) overhead at site locations, who record the information and give to the Resources Unit as soon as possible; 2) the Incident Communications Centre Manager located in the Communications Centre, who records the information and gives to the Resources Unit as soon as possible; 3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are: 219-1 Gray – Header Card (used only as label cards for T-Card racks); 219-2 Green – Crew/Team Card; 219-3 Rose – Engine Card; 219-4 Blue – Helicopter Card; 219-5 White – Personnel Card; 219-6 Orange – Fixed-wing Card; 219-7 Yellow – Equipment Card; 219-8 Tan – Miscellaneous Equipment/Task Force Card; 219-10 Light Purple – Generic Card.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident if applicable.
3	Check in Location	Check the appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox.
4	Start Date/Time	Enter the start date (month/day/year) and time (24 hour clock) of the form.
5	List single resource personnel	Enter the following information for resources. OPTIONAL: Indicate if resource is a single resource versus part of Strike Team (ST) or Task Force (TF). Fields can be left blank if not required.
	Province	Use this section to list the home Province for the resource
	Agency	Use this section to list agency name (or designator) and individual names for all single resource personnel (e.g. SCES)
	Category	Use this section to list the resource category based on discipline or jurisdiction guidance
	Kind	Use this section to list the resource kind based on discipline or jurisdiction guidance

	Type	Use this section to list the resource type based on discipline or jurisdiction guidance
	Resource Name	Use this section to enter the resource name or unique identifier. If it is a Strike Team (ST) or a Task Force (TF), list the unique identifier (if used) on a single line with the component resources of the ST or TF listed on the following lines. For example, for an Engine ST with the call sign “XLT459”, show “XLT459” in this box and then in the next five rows, list the unique identifier for the five engines assigned to the ST.
	ST or TF	Use to indicate whether the resource is part of a Strike Team (ST) or Task Force (TF)
6	Order Request #	the order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-in	Enter check-in date (month/day/6year) and time (24 hour clock)
8	Leader’s Name	For equipment, enter the operator’s name. For STs or TFs, enter Team leader’s name. Leave blank for single resources.
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders in this count.
10	Incident Contact Information	Enter available contact information (e.g. radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date/Time	Enter the location, date and time from which the resource or individual departed for this incident (month/day/year; 24 hr)
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g. bus, engine, personal vehicle)
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident
16	Demobilized	Enter the date and time that the resource has been demobilized.
17	Prepared by, Date/Time	Enter the name, ICS position/title and signature of the person preparing the form, and date/time (month/day/year; 24 hr)

Distribution: ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Use reverse of form for remarks or comments
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resources orders.

Alberta Emergency Management Agency

1. Message No. _____

GENERAL MESSAGE (ICS 213)		
2. TO:	POSITION:	
3. FROM:	POSITION:	
4. SUBJECT:		**5. DATE/TIME:**
6. MESSAGE		
7. SIGNATURE:	**POSITION:**	
8. REPLY		
9. DATE/TIME:	**10. SIGNATURE:**	**POSITION:**

Alberta Emergency Management Agency

Completion Instructions General Message (ICS 213)

Item #	Item Title	Instructions
1	Message No.	Pre-assigned message number.
2	To	Indicate Unit/Person/Position the General Message is intended for (recipient). Be specific.
3	From	Indicate Unit/Person/Position of person sending initial message (sender).
4	Subject	Complete as appropriate.
5	Date and Time	Enter the date and time of initial message (month, day, year and 24 hour clock).
6	Message	Be brief, clear and concise. Think through your message before writing it down.
7	Signature/Position	Signature and title of person sending initial message (sender).
8	Reply	This section is intended to be used by the Unit/Person who receives the message to reply to your message.
9	Date and Time	Record date and time and response (month, day, year and 24 hour clock).
10	Signature/Position	Signature and title of person responding (recipient).

Distribution: Copy 1 (white) is retained by the sender. Copies 2 & 3 are forwarded to intended recipient. Copy 2 with recipient's response (yellow) is retained by the recipient. Copy 3 with recipient's response (pink) is returned to sender.

Notes:

- If using a pre-numbered ICS Form 213 Message form, damaged or ruined forms cannot simply be discarded. The ruined form must be marked "void" and retained in the sender's file, or an appropriate notation made on ICS Form 226 (Master Message Log) to indicate that the number was "voided" and the message did not simply "go astray".

Alberta Emergency Management Agency

Resource Request Message (ICS 213RR)

1. Incident Name	2. Date/Time:	3. Resource Request Number:

Requestor

4. Order (Note: Use additional forms when requesting different resource sources of supply

Qty	Kind	Type	Detailed Item Description (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date/Time Requested	Arrival Date/Time Estimated	Cost

5. Requested Delivery/Reporting Location:

6. Suitable Substitutes and/or Suggested Sources:

7. Requested by (Name/Position):	8. Priority: ☐ Urgent ☐ Routine ☐ Low	9. Section Chief Approval: Date/Time:

Logistics

10. Logistics Order Number:	11. Supplier Phone/Fax/Email:
11. Name of Supplier/POC:	

13. Notes:

14. Approval of Auth Logistics Rep:	15. Date/Time:

Finance

16. Order placed by: ☐ SPUL ☐ PROC Finance Order Number:

17. Reply / Comments from Finance:

18. Finance Section Signature:	19. Date/Time:

Alberta Emergency Management Agency

Completion Instructions Resource Request Message (ICS 213RR)

Purpose: The ICS 213 RR is used to request additional resources to support the incident.

Preparation: The ICS 213RR is completed by any personnel in a Supervisory Role who requires additional resources to support their Section, Unit, Branch or Division, and Logistics and Finance/ Administration personnel completing the request.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time	Record the start and end date and time.
3	Resource Request Number	Enter the resource request number, usually assigned by Logistics Section.
Requester Completes:		
4	Order	Provide description of resources to be ordered. Use a separate form for each funding source.
	Qty.	Enter quantity of resource required
	Kind / Type	Kind: an abbreviation of kind of resources, such as Vessel (VL), engine (E), law enforcement officer (LE) / Type: Type of resource, if the resource has been typed. Refer to ICS Resource Typing information
	Detailed Item Description	Description of the resource needed; be specific – add attachments as necessary
	Arrival Date/Time	**Requested:** date/time resource is needed; **Estimated:** date/time resources is expected to actually be available
	Cost	Cost of resource
5	Requested Delivery/Reporting Location	Where should the resource report to and what date/time should it be there
6	Suitable Substitutes and/or Suggested Sources	Any suggested substitutes and/or sources for the resource; completed by requester if known, if not, LSC / FSC or EOC will determine
7	Requested by	Enter name and ICS title of person requesting the resource
8	Priority	Indicate priority of resource need – urgent, routine or low
9	Section Chief Approval	Applicable Section Chief signs to indicate approval of request; indicate date and time signed
Logistics Section Completes:		
10	Logistics Order Number	Determined by Logistics and entered into form
11	Supplier Phone/Fax/Email	Enter resource supplier's contact information
12	Name of Supplier / POC	Enter resource supplier's name
13	Notes	Enter any additional notes or comments pertaining to the logistical aspect of the resource request
14	Approval Signature of Auth Logistics Rep	Applicable Logistics Section personnel signs to indicate Logistics Section approval of request
15	Date/Time	Enter date (month/day/year) and time (24 hour clock) of Logistics Section approval
Finance/Administration Section Completes:		
16	Order placed by	Indicate who the order was placed by and provide Finance Order Number if applicable

17	Reply / Comments from Finance	Enter any additional notes or comments pertaining to the financial aspect of the resource request
18	Finance Section Signature	Applicable Finance/Administration Section personnel signs to indicate Finance/Administration Section approval
19	Date/Time	Enter date (month/day/year) and time (24 hour clock) of Finance/ Administration Section approval

Routing Information:

1. Requester submits ICS 213RR to Logistics – Requester keeps a copy
2. Logistics receives ICS 213RR from Requester – LSC determines (in consultation with the RESL and OPS) to determine if resource is Tactical or Non-Tactical in nature

Tactical	Non-Tactical
Defined as items required specifically for Ops. Applies to equipment, supplies, services and personnel reassignments.	Defined as items indirectly supporting the incident. Applies to equipment, supplies, services and personnel reassignments.
RESL determines if resource is on site and available. **Yes:** RESL reassigns resource, keeps a copy and forwards original to LSC for further distribution **No:** RESL returns form to LSC (SPUL) for ordering	LSC determines if resource is on site and available. **Yes:** LSC reassigns resource, keeps a copy and forwards original as applicable **No:** LSC orders equipment, keeps a copy and forwards original as applicable
When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on the ICS 213RR and distributes copies as needed.	When ordering personnel, if personnel is not available through reassignment, the LSC orders personnel from the EOC, documents that personnel are ordered on the ICS 213RR and distributes copies as needed.

Alberta Emergency Management Agency

Unit Log (ICS 214)

1. Incident Name:	2. Operational Period:	Date from: Time from:	Date to: Time to:
3. Name:	4. ICS Position:	5. Home Agency (and unit):	

6. Resources Assigned:

Name	ICS Position	Home Agency (and unit)

7. Activity Log

Time	Situation	Action Taken	Status Open / Closed

8. Prepared by: Name:	Position/Title:
Signature:	Date/Time:

Completion Instructions Unit Log (ICS 214)

Purpose: The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation and a reference for any after-action report.

Preparation: An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing or any notable events or communications.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g. Facilities Unit, Safety Officer, Strike Team)
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline
6	Resources Assigned	Enter the following information for resources assigned:
	Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option
	ICS Position	Use this section to enter the resource's ICS position (e.g. Finance Section Chief)
	Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g. Strathcona County TAS, Water and Wastewater branch)
7	Activity Log …	Enter the time (24 hour clock) and briefly describe each significant occurrence or event (e.g. unusual situation/event, task assignments, task completion, injuries, difficulties encountered, etc.)
8	Prepared by:	Enter the name, ICS position/title and signature of the person preparing the log. Enter date (month/day/year) and time (24 hour clock) prepared

Distribution: Completed ICS 214s are submitted to supervisors, who then forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- Use a 214a if more space is required.
- Use additional copies as continuation sheets as needed, and repaginate as required.

Alberta Emergency Management Agency

Operational Planning Worksheet (ICS 215)

1. Incident Name:	3. Operational Period: Date From: Date To: Time From: Time To:

3. Branch	4. Div/Group	5. Work Assignment & Special Instructions	6. Resources									7. Over Head Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Request Time of Arrival
			Required												
			Have												
			Need												
			Required												
			Have												
			Need												
			Required												
			Have												
			Need												
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			Need												
			Required												
			Have												
			Need												
			Required												
			Have												
			Need												
			Have												
			Need												
11. Total Resources Required:												6. Prepared by: Name			
12. Total Resources Have on Hand:															

Completion Instructions

Purpose: The Operational Planning Workshop (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operations period. The ICS 215 is used by the Resource Unit to complete the Assignment List (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation: The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Record the date and time of the Operational Period for which this Plan is in effect (month, day, year and 24 hour clock).
3	Branch	Enter the Branch Identification
4	Division/Group	Enter the Division or Group and the letter or location of the work assignment for the resources
5	Work Assignments/Special Instructions	Enter the specific work assignments given to each of the Branches and/or Divisions/Groups.
6	Resources	Enter in the appropriate header box the resource type (i.e. aircraft, ambulance, law enforcement officers). Under the resource type listed, enter the number of resources required (Req) and the resources available (Have) to perform the work assignment. Then record the number of resources needed (need) by subtracting the number in the 'Have' row from the number in the 'Req' row
7	Overhead Position(s)	Enter the name of the Resources' Supervisor
8	Special Equip. & Supplies	Identify any special equipment or supplies required
9	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignment (staging area, location on the fire line, etc.).
10	Request Time of Arrival	Enter time the resources are requested to arrive at the reporting location.

11	Total Resources Required	Enter the sum of resources required.
12	Total Resources Have on Hand	Enter the sum of resources on hand
13	Total Resources Need to Order	Enter the sum of resources you need to order. (Should equate to the difference between resources required less resources on hand)
14	Prepared by	Enter the name and position of the person preparing the form, date and sign

Distribution: When the Branch, Division, or Group work assignment and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes: ● If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Alberta Emergency Management Agency

Incident Action Plan Safety Analysis (ICS 215A)

1. Incident Name:	2. Incident Number:

3. Date/Time Prepared:	4. Operational Period:	Date from:	Date to:
		Time from:	Time to:

5. Incident Area	6. Hazards/Risks	7. Mitigations

8. Prepared by (Safety Officer): Signature:
Name:

Ops Section Chief Signature: Date/Time:
Name:

Alberta Emergency Management Agency

Completion Instructions Incident Action Plan Safety Analysis (ICS 215A)

Purpose: The purpose of this worksheet is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation: During the Incident Action Planning cycle where the Operations Section Chief (OSC) is preparing for the tactics meeting, the Safety Officer collaborates with the OSC and completes the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments having significant risk, mitigations or controls should be developed to safeguard responders, and appropriate personnel should be briefed on the hazards, mitigations and related measures. The net risk is evaluated against the gain. The Incident Commander should be alerted to all safety hazards that receive an amber or red GAR (Green Amber Red risk level) rating after controls have been established (refer to “GAR Hazard Key”).

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Incident Number	Enter number assigned to the incident (if applicable)
3	Date/Time Prepared	Enter date (month, day, year) and time prepared (24 hour clock).
4	Operational Period Date/Time	Record the date and time of the Operational Period for which this Plan is in effect (month, day, year and 24 hour clock).
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division or Group.
6	Hazards / Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g. specify personal protection equipment or use of a buddy system or escape routes).
8	Prepared by	Enter the name and position of the person(s) preparing the form as applicable, and record date and time signed.

Distribution: When completed, ICS 215A is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Alberta Emergency Management Agency

Communication Requirements Worksheet (ICS 216)

1. Incident Name				2. Date		3. Time	
4. Branch		5. Agency		6. Operational Period		7. Tactical Frequency	
8. Division / Group		8. Division / Group		8. Division / Group		8. Division / Group	
9. Agency		9. Agency		9. Agency		9. Agency	
ID No.	Comm. Requirements	ID No.	Comm. Requirements	ID No.	Comm. Requirements	ID No.	Comm. Requirements

10. Prepared by Position: Date/ Time:
Name:

Completion Instructions Communication Requirements Worksheet (ICS 216)

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Date	Enter date prepared (month, day, year).
3	Time	Enter time prepared (24 hour clock).
4	Branch	Enter the Branch number (I, II, etc.) for which radio/ communication device requirements are being prepared.
5	Agency	Identify the Agency staffing the Branch Director position.
6	Operational Period	Enter the time interval for which the radio / communication device needs apply. Record the start time, end time and date (24 hour clock and month, day, year), if different from the date prepared.
7	Tactical Frequency	Enter the radio frequency / contact number to be used by the Branch Director to communicate with each Division/Group Supervisor in the Branch.
8	Division/Group	Circle “Division” or “Group” as applicable and enter for each Division/Group in the Branch, the appropriate designator (e.g. A, B, Fire, Medical, Public Works) and the agency assigned.
9	Agency/ID No. /Radio Req.	List all units assigned to each Division/Group. Record the agency designator, unit or resource identification and total number of radios needed for each unit or resource.
10	Prepared by	Enter the name of the Communications Unit Leader completing the worksheet.

Distribution: Provided to immediate supervisor at the end of each Operational Period.

Communications Resource Availability Worksheet (ICS 217A)

FREQUENCY BAND	DESCRIPTION

	Channel/Talkgroup Name	Channel Configuration	Users	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

Alberta Emergency Management Agency

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 /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	Incident Assignment	Incident Start Date/ Time	Incident Release Date/ Time

6. Prepared by (Ground Support Unit Leader) Signature: Date/Time:
Name:

Alberta Emergency Management Agency

Completion Instructions Support Vehicle/Equipment Inventory (ICS 218)

Purpose: ICS 218 – Support Vehicle/Equipment Inventory provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation: The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Incident Number	Enter the number assigned to the incident (if applicable).
3	Date/Time Prepared	Enter date (month, day, year) and time (24 hour clock) prepared
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g. buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	Vehicle/Equipment Information	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g. “Decontamination Unit 2” or “Water Tender 14”).
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g. bus, backhoe, Type 2 engine, etc.) as relevant
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g. “GMC”, “International”)
	Category/Kind/Type, Capacity Or size	Enter the vehicle or equipment category/kind/type, capacity or size (e.g. 30-person bus, ¾ ton tuck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).
	Incident Start Date and Time	Indicate start date (month/day/year) and time (24 hour clock) for driver or equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (24 hour clock) the vehicle or equipment is released from the incident.
6	Prepared by	Enter the name, ICS position/title and signature of the person preparing the form.

Distribution: Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Enlarge to 11 x 17 for use as a wall chart

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Demobilization Checkout (ICS 221)

1. Incident Name:

2. Incident Number:

3. Planned Release Date/Time:
Date: Time:

4. Resource or Personnel Released:

5. Order Request Number:

6. Resource or Personnel:
You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative)

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTIONS/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Other	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information:

Room Overnight ☐ Yes ☐ No

Estimated Time of Departure: _____

Actual Release Date/Time: _____

Destination: _____

Estimated Time of Arrival: _____

Travel Method: _____

Contact info while traveling: _____

Manifest: ☐ Yes ☐ No

Number:

Area/Agency/Region Notified:

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: _____

Incident Number: _____

Location:

Order Request Number:

11. Prepared by (Demobilization Unit)
Name:

Signature:

Date/Time:

Completion Instructions Demobilization Checkout (ICS 221)

Purpose: The ICS 221 – Demobilization Check-out ensures that resources checking out of the incident have completed all appropriate incident business and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assist with that planning.

Preparation: The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked boxes in Block 6 prior to release from the incident.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g. Safety Officer, Agency Representative, etc.).
	Logistics Section Finance/Administration Section Other Section/Staff Planning Section	The Demobilization Unit Leader will check the box to the left of those Units requiring the resource to check out. The identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g. transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning to home base and/or unit.
	Estimated time of departure	Use this section to enter the resource's or personnel's estimated time of departure (24 hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (24 hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (24 hour clock).
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g. POV, air, etc.).

	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g. cell phone, radio frequency, etc.).
	Manifest / Number	Use this section to indicate whether
	Area/Agency/Region Notified	Use this section to enter the area, agency and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	Reassignment Information	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and province) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.
10	Prepared by	Enter the name, ICS position and signature of the person preparing the form. Enter date (month/day/year) and time (24 hour clock) prepared.

Distribution: After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete (when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Alberta Emergency Management Agency

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	N/A	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 airmanship, SAR 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. ☐
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 decision-making. ☐
22. Physical Ability for the Job Ability to invest in the IMTs future by caring for	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and	☐	Remarkable vitality, enthusiasm, alertness and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and

the physical health and emotional well-being of self and others.		recognize and manage stress despite apparent need. ☐		emotional well-being. Recognized and managed stress effectively. ☐		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 IMTs 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: Signature: Date/Time:
This rating has been discussed with me.

26. Rated by: Signature:
Name:
Position: Date/Time:

Alberta Emergency Management Agency

Completion Instructions Incident Personnel Performance Rating (ICS 225)

Purpose: To provide supervisors the opportunity to evaluate subordinates on incident assignments. This rating is to be used **ONLY** for determining an individual's performance on an incident/event.

Preparation: The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Documentation Unit, Planning Section, before the rater leaves the incident.

Item #	Item Title	Instructions
1	Name	Enter name of subordinate being rated
2	Incident Name	Enter the name assigned to the incident
3	Incident No.	Enter number assigned the incident (leave blank if no number assigned)
4	Home Unit Name / Address	Enter the physical address of the home unit for the subordinate
5	Incident Agency / Address	Enter name and address of jurisdictional authority for the incident
6	Position held on incident	Enter the position held (i.e. Resources Unit Leader, Safety Officer) by the subordinate being rated
7	Date(s) of Assignment	Enter the date(s) (**from** month/day/year **to** month/day/year) the individual was assigned to the incident
8	Incident Complexity Level	Indicate the level of complexity for the incident (ICS rating from 1 to 5)
9	Incident Definition	Enter a general definition of the incident (i.e. tornado, wildfire, bridge collapse, parade, etc.)
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed
	N/A	Duty did not apply
	1 – Unacceptable	Does not meet minimum requirements; deficiencies/improvements needed must be identified in remarks.
	2 – Needs improvement	Meets some or most of the requirements; identify improvement needed in remarks.
	3 – Met Standards	Satisfactory; subordinate meets all requirements of the individual elements
	4 – Fully Successful	Subordinate meets all requirements and exceeds one or several of the requirements of the individual element.
	5 – Exceeded Expectations	Superior performance; subordinate consistently exceeds the performance requirements.
11	Knowledge of the Job/ Competence	Ability to acquire, apply and share technical and administrative Professional knowledge and skills associated with description of duties (includes operational aspects such as airmanship, SAR as appropriate).
12	Ability to obtain Performance/ Results	Quality, quantity, timeliness and impact of work
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)
14	Using Resources	Ability to manage time, materials, information, money and people (i.e. all IMT components as well as external publics).
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.

16	Communication Skills	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability to Work on a Team	Ability to manage, lead and participate in teams, encourage cooperation and develop esprit de corps.
18	Consideration for Personnel/ Team Welfare	Ability to consider and respond to others' personal needs, capabilities and achievements; support for and application of work-life concepts and skills.
19	Directing Others	Ability to influence or direct others in accomplishing tasks or missions.
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.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop and seek responsibility without guidance and supervision.
22	Physical ability for the job	Ability to invest in the IMTs future by caring for the physical health and emotional well-being of self and others.
23	Adherence to safety	Ability to invest in the IMTs future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performance levels they received.
25	Rated Individual	Enter the signature of the subordinate being rated, the date (month/day/year) and time (24-hour clock) signed.
26	Rated by	Enter the applicable particulars of the person preparing the form and rating the subordinate, along with the date (month/day/year) and time (24-hour clock) prepared.

Distribution: Provided to the Documentation Unit (Planning Section) before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

14 ECC/ICP Position Check Lists

Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASKS

☐	1. Where appropriate obtain a Delegation of Authority.
☐	2. Upone arrival, assess the situation and obtain incident briefing from current IC.
☐	3. Determine, verify and validate information about what is happening. Document on ICS 201.
☐	4. Determine the need for Unified Command.
☐	5. Activate notification checklists in accordance with approved contingency plans.
☐	6. Establish the Incident Command Post (ICP).
☐	7. Establish an appropriate organization.
☐	8. Determine or establish incident priorities and objectives
☐	9. Brief Command Staff and Section Chiefs.
☐	10. Determine real and probable threats to responders
☐	11. Ensure that pre-deployment operations risk assessment is conducted. Consider using ICS 215A
☐	12. Identify hazard, exclusion and safety zones. Determine areas of safe refuge and evacuations zones
☐	13. Determine additional risks such as security, weather and unstable situation. Review contingency plans.
☐	14. Ensure scence security.
☐	15. Identify at-risk locations and populations.
☐	16. Continue building ICS 201
☐	17. If applicable, consider the incident as a potential crime scene; preserve evidence and coordinate with law enforcement.
☐	18. Ensure adherence to the planning process and planning cycle.

	19. Ensure appropriate meetings and briefings are scheduled as required.
	20. Approve and authorize the implementation of an Incident Action Plan (IAP)
	21. Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.
	22. Ensure safety receives priority consideration in the analysis of strategic alternatives, the development of the IAP and all incident activities.
	23. Foster an atmosphere free of discrimination, sexual harassment, and other forms of inappropriate behavior.
	24. Coordinate with key stakeholders.
	25. Make appropriate notifications (eg., hospitals, health department, etc.)
	26. Approve requests for additional resources or for the release of resources.
	27. Keep Agency Administrator informed of incident status.
	28. Approve the use of trainees, volunteers, and auxiliary personnel
	29. Ensure all AHIMT members are aware of and maintain the security and confidentiality of all classified, confidential, sensitive, and For Official Use Only documentation, intelligence, or data.
	30. Ensure proper development and releasing of information, which may include establishment and oversight of a Joint Information Centre (JIC).

Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Receive assignment and ensure that expectations are clear.
☐	2.	Obtain pre-deployment information on the Incident from Command, Situation Unit Leader (SITL), agencies, other IMT members and the news media. Determine the extent of the situation. Try to get a mental picture
☐	3.	Establish workspace for Agency Liaison function and notify agency representatives of location.
☐	4.	Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization)
☐	5.	Contact and brief assisting/cooperating agency representatives and mutual aid cooperators
☐	6.	Interview agency representatives concerning resources and capabilities, and restrictions on use. Provide this information at planning meetings.
☐	7.	Work with the Public Information Officer and IC to coordinate media releases associated with inter-governmental cooperation issues
☐	8.	Determine the need for and request additional assistants for performing incident liaison responsibilities
☐	9.	Review any existing incident documents for potential contacts or representatives
☐	10.	Begin development of LOFR Contact Profile Sheets for each entity with whom you are communicating
☐	11.	Obtain cooperating and assisting agency information, including: • Contact person(s) • Radio frequencies • Phone numbers • Cooperative agreements • Resource type • Number of personnel • Condition of personnel and equipment • Agency constraints/limitations
☐	12.	Assess the Incident Area of Responsibility (AOR) to determine what entities might be impacted by the effects of the incident and/or response activities. Initiate contact with them to gather information that can be channeled into the IMT's response planning efforts.
☐	13.	Be sure to consider work shifts and replacements
☐	14.	Deploy Assistant(s) to locations outside the ICP as needed to assure effective communication and understanding of each other's activities
☐	15.	Briefing Preparations:

	• Receive updated information from Command or from other IMT staff such as SITL, OSC or others, as appropriate, to pass along if LOFT is providing the brief. • Brief from wall-size map or chart • Make multiple copies of ICS 201 and hand out to staff
☐	16. Current situation • What happened (chronology of events). Capture all significant liaison activies and issues, especially items that require briefing Command and others, items to be included in the ICS 209 form or other incident reports. This does not replace the ICS 214 for individual liaison staff members. • Incident name • Current weather • Injuiries and/or fatalities • Agencies and organizations responding • Resources in use (overview) • Agencies interest • Other response entitiles involved (ECC, Operations Centes, Area Command) • Security issues, including intelligence • Any population or stakeholders affected • Facilities established, such as staging areas and helispots • Media interest • Political interest • VIPs involved • Jurisdictions affected/crossed (City, County)
☐	17. Current response priorities, constratins and objectives

☐	18. Current response actions (more specific, strategy and tactics level)
	• Notifications
	• Functions to being performed, such as:
	  ○ Estabilshing safety/security zones
	  ○ Search and Rescue
	  ○ Law enforcement activities
	  ○ Evacuation
	  ○ Environmental response activities
	  ○ Investigation
	• How well Assisting or Cooperating Agency assistance is working
	• The response area of Responsibility

☐	19. Participate in Planning Meetings.
☐	20. Planned actions (until IAP comes into effect); for example: • Planned priorities • Functions to be performed • How this will affect Liaison activities • Potential new contacts
☐	21. On-scene organization • Current and planned • Critical shortfalls • Assisting agency status/involvement
☐	22. Resources On-Scene Ordered Critical needs
☐	23. Monitor ICP / ECC and incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

	• Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).
☐	24. Document all activity on Emergency Operations Log sheet ICS 214.
☐	25. Summary (incident potential) ○ Estimated duration of initial response phase ○ Expected conditions for managed phase ○ Estimated resource needs for near term (next one or two operational periods) ○ Resources at risk ▪ Critical infrastructure (including commercial) ▪ Cultural ▪ Environmental ○ Interagency involvement ○ Contingency or "what if" scenarios (heavy weather, major conditions change) ○ Other possible affected or involved parties ○ Any anticipated agency, industry or stakeholder issues
☐	26. Monitor ICP / ECC and incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues: • Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Report to ICP / ECC and obtain briefing from IC / Director (DEM): • Determine current status of Incident • Identify current organization • Determine point of contact for media • Determine current media presence
☐	2.	Participate in ICP / ECC Director's (DEM) briefing: • Determine constraints on information process • Determine pre-existing agreements for information centers, Joint Information Centres (JICs), etc.
☐	3.	Assess need for special alert and warning efforts, including but not limited to the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.
☐	4.	If required, coordinate the development of door-to-door protective action statements.
☐	5.	Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement: **Sample Initial Information Summary** *We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.*
☐	6.	Arrange for necessary work space, materials, telephones, internet access and staff. Consider assigning Assistant Information Officers to: • Joint Information Centre (JIC) • Incident Command – Information Officer • Internal Information
☐	7.	Establish contact with local, regional or provincial media representatives as appropriate.
☐	8.	Establish location of Information Centre for media and public away from the ICP / ECC, incident site(s) and reception centres.
☐	9.	Establish schedule for news briefings.
☐	10.	Coordinate the activation and staffing of message center "rumour control" lines to receive requests and answer questions from the public. Provide statement to operators.
☐	11.	Obtain current incident status reports and coordinate a schedule for updates.
☐	12.	Observe constraints on the release of information imposed by the IC / Director (DEM).

☐	13. Obtain approval for information release from IC / Director (DEM): • Confirm details to ensure no conflicting information is released • Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
☐	14. Release news to media, and post information in ECC/Incident Command Post/Reception Centres and other appropriate locations.
☐	15. Record all interviews and copy all news releases: • Utilize media to correct erroneous or misleading information being provided to the public
☐	16. Coordinate information releases with information staff from other impacted agencies and jurisdictions: • Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.
☐	17. Respond to special requests for information.
☐	18. Gather all news releases, bulletins, and summaries for future reference.
☐	19. Participate in Planning Meetings.
☐	20. Confirm with IC / Director (DEM) the process for the release of information concerning incident-related injuries or deaths.
☐	21. Document all activity on Unit/Activity Log ICS 214.

Safety Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Obtain pre-deployment information on the Incident from agency dispatchers, other IMT members, news media and others. Determine the extent of the situation. Try to get a mental picture
☐	2.	If a chemical is involved, obtain manufacturer's product information from a Material Safety Data Sheet and document hazards and risk mitigation measures
☐	3.	Conduct pre-deployment operational risk assessment. Identify hazards to the public and responders and what is currently being done to mitigate them. Consider using the Hazard/Risk Analysis Worksheet, ICS 215A
☐	4.	Determine injuries, fatalities and real or probable threats to responders
☐	5.	Together with the OSC, identify hazard, exclusion and safety zones. Determine safe refuge and evacuation areas
☐	6.	Request additional assistants, if needed, for performing incident safety responsibilities
☐	7.	Verify and validate information from notification phase
☐	8.	Confirm injuries, fatalities, hazards and threats to the public and responders
☐	9.	Account for all personnel on scene
☐	10.	Identify and confirm exclusion, safety and hazard zones, evacuation areas and places of safe refuge
☐	11.	Review the scene and its specific site hazards
☐	12.	Evaluate probability and consequences of hazards
☐	13.	Develop engineering, administrative and personal protective equipment controls for identified hazards
☐	14.	Identify procedures for emergencies occurring in the incident such as injury and accident, including medical response procedures and contacts
☐	15.	Identify security measures
☐	16.	Identify emergency alarms and hand signals
☐	17.	Document established practices and procedures on ICS 208, Emergency Response Safety Plan
☐	18.	Ensure emergency Response Safety Plan is briefed to all Operations personnel prior to commencing operations
☐	19.	Briefing preparation: • Brief from a wall size map or chart • Make multiple copies of ICS 201 to use for briefing
☐	20.	Current situation • What happened (chronology of events) • Incident name • Current weather • Injuries and or fatalities • Agencies and organizations responding • Resources in use (overview) • Agency interest

	• Safety issues, including known hazards and any control measures in place • Security issues, including intelligence • Any population or stakeholders affected • Facilities established, such as staging areas and helispots • Media interest
☐	21. Current response priorities, constraints and objectives

☐	22. Current response actions (more specific, stragtegy and tactics level)
	• Notifications
	• Functions being performed, such as:
	  ○ Establising safety/security zones
	  ○ Search and Rescue
	  ○ Law enforcement activites
	  ○ Evacuation
	  ○ Environmental response activities
	  ○ Investigation

☐	23. Planned actions (until IAP comes into effect); for example: • Planned priorities • Functions to be performed
☐	24. On-scene organization • Current and planned • Critical shortgalls • Assisting agency status/involvement
☐	25. Resources • On-scene • Ordered • Critical needs

☐	26. Summary (Incident potential)
	• Estimated duration of initial response phase
	• Expected conditions for proactive phase
	• Estimated resource needs for near term (next one or two operational periods)
	• Resources at risk
	  ○ Critical infrastructure (including commercial)
	  ○ Cultural
	  ○ Environmental
	• Interagency involvement
	• Contingency or “what if” scenarios (heavy weather, major conditions change)

Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1. Obtain briefing from Incident Commander: • Determine incident objectives and recommended strategies • Determine status of current tactical assignments • Identify current organization, location of resources, and assignments • Confirm resource ordering process • Determine location of current Staging Areas and resources assigned there • Document on ICS 201
☐	2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
☐	3. Determine most effective work shifts and crew rotations. Work with planning to establish operational period.
☐	4. Conduct pre-deployment operational risk assessment. Identify any hazards to the public and responders, and what is currently being done to mitigate them. Consider using ICS 215A
☐	5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP): • Brief Staging Area Manager on types and numbers of resources to be maintained in Staging • Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments
☐	6. Identify support facilities already in use and those that may be needed as the incident evolves
☐	7. Develop and manage tactical operations to meet incident objectives.
☐	8. Assess life safety: • Adjust perimeters, as necessary, to ensure scene security • Evaluate and enforce use of appropriate protective clothing and equipment • Implement and enforce appropriate safety precautions • Confirm risk to public and responders • Confirm exclusion, safety hazard zones, evacuation areas and places of safe refuge • Ensure appropriate medical capability is in place to address any responder injuries • Identify additional mission activities and conduct resource needs anyalsis: • Determine additional risks such as security, weather and unstable situations. Review contingency plans • Identify primary factors that may cause rapid incident escalation or change • Identify Operations Section organization and resource adjustments needed. Consider escalation potential and other contingencies, and stage resources as appropriate • Update work assignments and special instructions based on Command priorities, objectives, incident threats, limitations and constraints and escalation factors. • Determine adequacy of staging areas, communications and other support aspects. Request additional support as needed • Ensure operations resource information is provided to check-in personnel
☐	9. Determine need and request additional resources as needed for all work shifts

☐	10.	Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.
☐	11.	Keep Resources Unit up to date on changes in resource status.
☐	12.	Ensure effective communication exists between on scene resources and OSC
☐	13.	Carefully examine existing span of control; use STs and TFs, as appropriate
☐	14.	Order and deploy special teams such as USAR, HAZMAT and LE, as appropriate
☐	15.	Organize existing on-scene resources to address mission priorities and objectives. Determine need for additional overhead personnel such as Division or Group Supervisors
☐	16.	Ensure most effective resource to mission match. Consider commercial sources
☐	17.	Use Field Observers (FOBS) to help communicate operations information back to the ICP
☐	18.	Evaluate support requirements to sustain operations, such as food, fuel and relief crews
☐	19.	Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander: • Identify assignments by Division or Group • Identify specific tactical assignments • Identify resources needed to accomplish assignments
☐	20.	Ensure coordination of the Operations Section with other Command and General Staff: • Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate • Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process • Notify Logistics of communications problems • Keep Planning up-to-date on resource and situation status • Notify Liaison Officer of issues concerning cooperating and assisting agency resources • Keep Safety Officer involved in tactical decision-making • Keep Incident Commander apprised of status of operational efforts • Coordinate media field visits with the Information Officer
☐	21.	Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.
☐	22.	Attend Planning Meetings.
☐	23.	Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.
☐	24.	Assist with development of, receive and implement applicable portions of the incident demobilization plan.

Staging Area Manager Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Obtain a briefing from Incident Commander or Operations Section Chief: • Determine types and numbers of resources to be maintained in Staging • Confirm process for requesting additional resources for Staging • Confirm process for reporting status changes
☐	2.	Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).
☐	3.	Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.
☐	4.	Identify and track resources assigned to staging; report resource status changes to Resources Unit.
☐	5.	Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.
☐	6.	Post areas for identification and traffic control.
☐	7.	Respond to requests for resources: • Organize Task Forces or Strike Teams, as necessary.
☐	8.	Request additional tactical resources for Staging through Logistics, according to established staffing levels.
☐	9.	Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.
☐	10.	Maintain Staging Area in orderly condition.
☐	11.	Brief resources in staging.
☐	12.	Ensure security of staged resources.
☐	13.	Post areas for identification and traffic control.
☐	14.	Request maintenance service for equipment at Staging Area, as appropriate.
☐	15.	Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging area.
☐	16.	Determine from Operations Section Chief the required minimum resource levels to be kept in staging.
☐	17.	Maintain and provide status to Resources Unit of all resources in Staging Area.
☐	18.	Demobilize the Staging Area in accordance with the incident/event Demoblization Plan
☐	19.	Debrief with Operations Section Chief or as directed at the end of each operational period.
☐	20.	Maintain an Unti/Activity Log (ICS 214).

Planning Section Chief Position Checklist

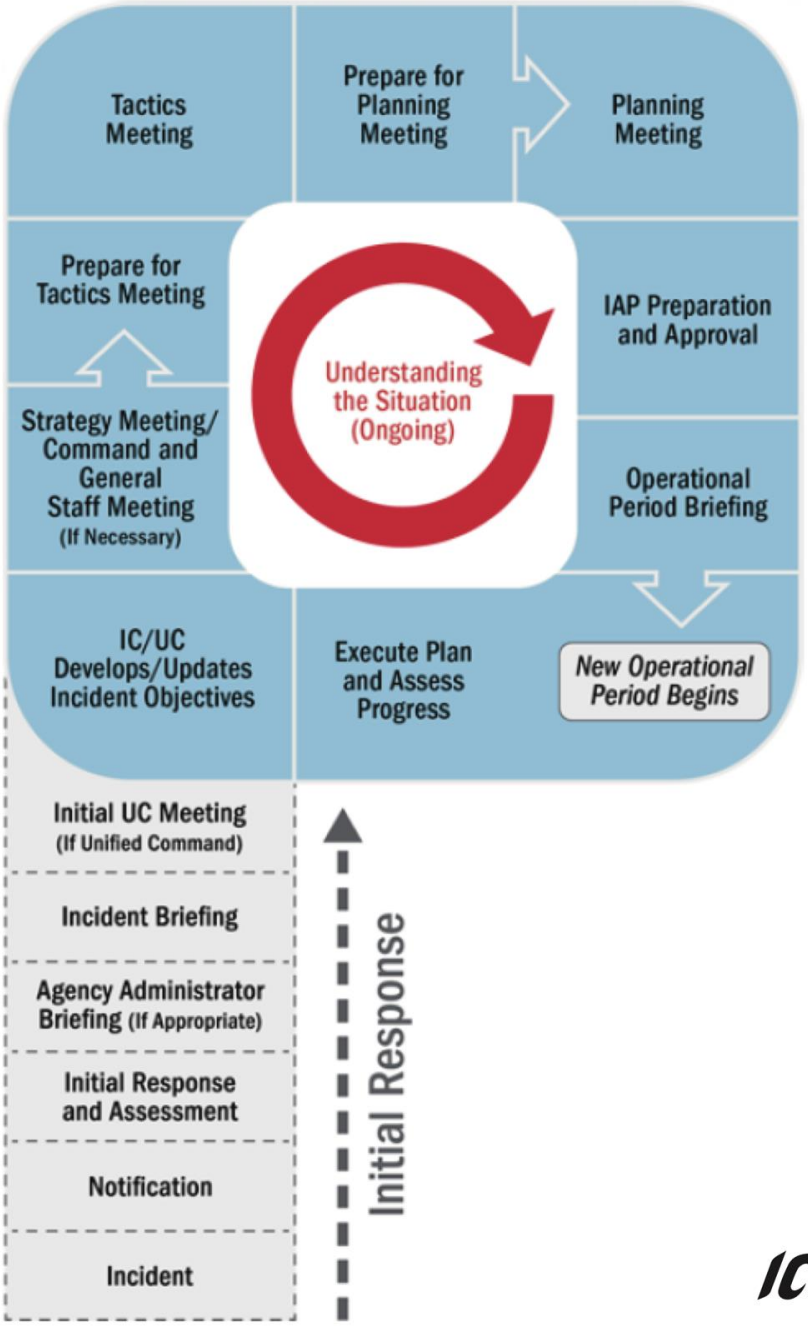
The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

TASK

☐	1. Report to ICS and obtain briefing from ECC Director (DEM).
☐	2. Upon arrival at the incident, check in at designated check-in locations. Check in locations may be found at: • Incident Command Post • Base or Camps • Staging Areas
☐	3. Obtain briefing from Incident Commander: • Incident activities, situation and potential • Determine current resource status (ICS Form 201) • Determine current situation status/intelligence (ICS Form 201). Command directions (priorities, decisions, directives, limits, constraints, objectives) • Operational period • Expectations of the IC • Determine whether Incident Commander requires a written Incident Action Plan (IAP) • Determine time and location of first Planning Meeting • Determine desired contingency plans • Agencies, organizations and stakeholders involved • Orgainizational structure • Media and political interest • Authorities (staff ordering, meeting management, etc.) • Facilities established or planned • Work areas and hours of operation Incident porecesses in place (ordering process, etc.) • Special concerns
☐	4. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
☐	5. Establish and maintain resource tracking system.
☐	6. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
☐	7. Advise Incident Command Post (ICP) staff of any significant changes in incident status.
☐	8. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms): • Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required • Provide copy to the Information Officer
☐	9. Obtain/develop incident maps.
☐	10. Establish information requirements and reporting schedules for ICP and field staff.
☐	11. Prepare contingency plans: • Review current and projected incident and resource status • Develop alternative strategies • Identify resources required to implement contingency plan

	• Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP
☐	12. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.
☐	13. Conduct Planning Meetings and ensure Incident Action Plan (IAP) is developed.
☐	14. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level: • Establish information requirements and reporting schedules for use in preparing the IAP • Ensure that detailed contingency plan information is available for consideration by Operations and Command • Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP • Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section • Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate
	15. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
☐	16. Coordinate preparation of the Safety Message with Safety Officer.
☐	17. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
☐	18. Instruct Planning Section Units in distribution of incident information.
☐	19. Provide periodic predictions on incident potential.
☐	20. Establish a weather data collection system, when necessary.
☐	21. Brief the ECC Director (DEM)/Risk Management Officer on any environmental or liability concerns associated with the incident and response efforts.
☐	22. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
☐	23. Ensure Section has adequate coverage and relief.
☐	24. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
☐	25. Ensure preparation of demobilization plan, if appropriate.
☐	26. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
☐	27. Provide briefing to relief on current and unusual situations.
☐	28. Ensure that all staff observe established level of operational security.
☐	29. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).
☐	30. Submit all Section documentation to Documentation Unit.

PLANNING P



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Situation Unit Leader

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Receive notification and briefing on incident from IC / ECC Director (DEM) or designate.
- ☐ 2. Request and supervise necessary staff such as Display Processors (DPRO), Field Observers (FOBs) and Technical Specialists (THSPs)
- ☐ 3. Assemble incident status display materials
- ☐ 4. Assign duties to and supervise Situation Unit personnel
- ☐ 5. Collect all relevant incident data
- ☐ 6. Organize incident data to make it usable to the Incident Management Team (IMT)
- ☐ 7. Develop and maintain master maps/charts for use in planning and the Incident Action Plan (IAP)
- ☐ 8. Analyze incident data to ensure that it is accurate and relevant
- ☐ 9. Prepare predictions at periodic intervals or upon request of the Planning Section Chief (PSC)
- ☐ 10. Arrange for internet-based situation reporting, if required
- ☐ 11. Provide situational briefings as part of the incident planning process
- ☐ 12. Attend meetings and briefings as required by the PSC
- ☐ 13. As directed by the PSC, assist in preparation of the IAP
- ☐ 14. Prepare the Incident Status Summary form, ICS 209
- ☐ 15. Provide photographic services as assigned
- ☐ 16. Respond to special requests for situation status information
- ☐ 17. Coordinate with entire IMT organization to provide situational awareness
- ☐ 18. Maintain Situation Unit records
- ☐ 19. Maintain Unit/Activity Log, ICS 214
- ☐ 20. Demobilize Unit on request

Communication Unit Leader Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Receive notification and briefing on the incident from the ECC Director (DEM) or designate:
☐	2.	Alert support staff – operators, messengers, etc.
☐	3.	Activate emergency communications resources.
☐	4.	Provide communications in support of emergency operations (radio, telephone, internet, messages, etc.).
☐	5.	Coordinate back-up communications and maintain resource listings.
☐	6.	Ensure logs are maintained of all action taken, including all In and Out messages.
☐	7.	Access long range needs and develop Communications Plan for incident.
☐	8.	Maintain a Unit/Activity Log (ICS 214).

Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

TASK

☐	1.	Obtain briefing from Incident Commander: • Review situation and resource status for number of personnel assigned to incident • Review current organization • Determine which incident facilities have been/should be activated
☐	2.	Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
☐	3.	Confirm resource ordering process.
☐	4.	Assess adequacy of current Incident Communications Plan (ICS Form 205).
☐	5.	Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
☐	6.	Assemble, brief, and assign work locations and preliminary work tasks to Section personnel: • Provide summary of emergency situation • Provide summary of the kind and extent of Logistics support the Section may be asked to provide
☐	7.	Notify Resources Unit of other Units activated, including names and location of assigned personnel.
☐	8.	Attend Planning Meetings.
☐	9.	Participate in preparation of Incident Action Plan (IAP): • Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources • Identify future operational needs (both current and contingency), in order to anticipate logistical requirements • Ensure Incident Communications Plan (ICS Form 205) is prepared • Ensure Medical Plan (ICS Form 206) is prepared • Assist in the preparation of Transportation Plan
☐	10.	Review IAP and estimate section needs for next operational period; order relief personnel if necessary.
☐	11.	Research availability of additional resources.
☐	12.	Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.
☐	13.	Ensure coordination between Logistics and other Command and General Staff.
☐	14.	Ensure general welfare and safety of Section personnel.
☐	15.	Provide briefing to relief on current activities and unusual situations.
☐	16.	Brief the ECC Director (DEM)/Risk Management Officer on any environmental or liability concerns associated with the incident and response efforts.

	17. Ensure that all personnel observe established level of operational security.
	18. Ensure all Logistics functions are documenting actions on Unit/Activity Log (ICS Form 214).
	19. Submit all Section documentation to Documentation Unit.

Finance/Administration Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. For complete job descriptions please refer to the Incident Command System Job Aid Binders. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

TASK

☐	1. Obtain briefing from Incident Commander: • Incident objectives • Assisting/coordinating agencies • Anticipated duration/complexity of incident • Determine any political considerations • Obtain the names of any agency contacts the Incident Commander knows about • Possibility of cost sharing • Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable
☐	2. Obtain briefing from agency Finance/Administration representative: • Identify financial requirements for planned and expected operations • Determine agreements are in place for land use, facilities, equipment, and utilities • Confirm/establish procurement guidelines • Determine procedure for establishing charge codes • Important local contacts • Agency/local guidelines, processes • Copies of all incident-related agreements, activated or not • Determine potential for rental or contract services • Is an Incident Business Advisor (IBA) available or the contact information for an agency Financial/Administration representative? • Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees • Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement • Assess potential for legal claims arising out of incident activities • Ensure that proper tax documentation is completed • Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used
☐	3. Ensure all Sections and the Supply Unit are aware of charge code/purchase order numbers, etc.
☐	4. Attend Planning Meeting: • Provide financial and cost-analysis input • Provide financial summary on labor, materials, and services • Prepare forecasts on costs to complete operations • Provide cost benefit analysis, as requested • Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns
☐	6. Gather continuing information: • Equipment time – Ground Support Unit Leader and Operations Section • Personnel time – Crew Leaders, Unit Leaders, and individual personnel • Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section • Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader • Arrival and demobilization of personnel and equipment – Planning Section • Daily incident status – Planning Section

	• Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader • Status of supplies – Supply Unit Leader and Procurement Unit Leader • Guidelines of responsible agency – Incident Business Advisor, local administrative personnel • Use agreements – Procurement Unit Leader and local administrative personnel • What has been ordered? – Supply Unit Leader • Unassigned resources – Resource Unit Leader and Cost Unit Leader
☐	7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation
☐	8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
☐	9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services: • Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants • Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment • Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies
☐	10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).
☐	11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy: • Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place • Distribute time-keeping forms to all Sections-ensure forms are being completed correctly
☐	12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
☐	13. Assist Logistics in resource procurement: • Identify vendors for which open purchase orders or contracts must be established • Negotiate ad hoc contracts
☐	14. Ensure coordination between Finance/Administration and other Command and General Staff.
☐	15. Coordinate and prepare documentation for disaster financial assistance through the Provincial Disaster Recovery Program.
☐	16. Coordinate Finance/Administration demobilization.
☐	17. Provide briefing to relief on current activities and unusual events.
☐	18. Ensure all Logistics Units are documenting actions on Unit/Action Log (ICS Form 214).
☐	19. Submit all Section documentation to Documentation Unit.

Chief Administration Officer

(*Note Exception to ICS Plain Language Terminology, CAO is a municipal title)

TASK

- [ ] 1. Receive notification and briefing on the incident from the DEM/DDEM
- [ ] 2. Proceed to the municipal office, emergency operations center or regional emergency operations center as indicted by the DEM/DDEM.
- [ ] 3. Confirm that the Town of Sundre Emergency Response Plan has been activated and brief on the incident Type.
- [ ] 4. Notify and brief Council members on the incident and have them report to a designated area.
- [ ] 5. Advise and support Council as required, advise and support DEM/DDEM if needed.
- [ ] 6. Maintain a Unit/Activity Log (ICS 214).

Chief Elected Official Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Receive notification and briefing on the incident from the CAO.
- ☐ 2. Proceed to the municipal office, emergency operations center or regional emergency operations center as indicted by the CAO.
- ☐ 3. Confirm that the Town of Sundre Emergency Response Plan has been activated and to what Type of incident.
- ☐ 4. Notify and brief other Council members on the incident and have them report to a designated area.
- ☐ 5. If the DEM recommends the declaration of a State of Local Emergency, deliberate with Council and if deemed necessary, assist council to make the declaration.
- ☐ 6. Ensure the declaration has been forwarded to the Minister responsible.
- ☐ 7. Ensure the declaration has been communicated to the public.
- ☐ 8. Be prepared to be the community spokesperson and speak to the media as required. Liaise closely with the DEM and Information Officer to ensure consistent messaging.
- ☐ 9. Ensure termination and/or renewal of the declaration is made as appropriate.
- ☐ 10. Ensure that an incident lessons learned/debrief session is conducted by Administration/Director of Emergency Management.
- ☐ 11. Maintain a Unit/Activity Log (ICS 214).

IC / ECC Director's Scribe Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1.	Receive notification and briefing on the incident from the IC/ECC Director (DEM).
☐	2.	Proceed to the ECC as directed by the DEM.
☐	3.	It is important to note that your primary responsibility is to the ECC Director (DEM) and secondary to all other key ECC staff.
☐	4.	Open a main event log and record key decisions, actions, reports and details from all command and general staff personnel in the ECC.
☐	5.	Lead scribe to open main event log, post written updates, status summaries and major developments, based on information gathered from general scribes, where readily seen by ECC/site staff.
☐	6.	Provide briefing to your relief on current and unusual situations.
☐	7.	Remember, your documentation is critical and needs to be focused primarily on the most import decisions and actions made by the position you are scibing for. Eg. IC / ECC Director (DEM) Unilt Leader etc.

Risk Management Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

☐	1. Report to ICP / ECC and obtain briefing from IC / ECC Director (DEM).
☐	2. Verify that a Safety Officer has been appointed at the site.
☐	3. Participate in briefings as required by IC / ECC Director (DEM) to ensure legislative compliance of community actions.
☐	4. Provide information and advice on any potential insurance and/or liability implications.
☐	5. Consider and provide advice to IC / ECC Director on issues related to the reputation and credibility of the community.
☐	6. Attend Planning meetings.
☐	7. Maintain a Unit/Activity Log (ICS 214).

Fire Group Supervisor Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Provide and/or receive notification and briefing on the incident to/from the next level of command. Eg. Branch Director, Operations Section Chief.
- ☐ 2. Provide notification to your dispatch agency and other fire departments as necessary.
- ☐ 3. Report directly to the next level of command.
- ☐ 4. Brief Operations Section Chief on all matters relating to firefighting and rescue operations or IC / ECC Director (DEM) if the OSC position is not filled.
- ☐ 5. Recommend a Fire Incident Commander if requested by the IC/ECC Director.
- ☐ 6. Liaise with other agencies (such as Enforcement, EMS) as appropriate.
- ☐ 7. Ensure appropriate response to immediate fire/rescue needs arising from the incident.
- ☐ 8. Ensure that appropriate resources are available for extended operations in the event of an extended duration incident.
- ☐ 9. Brief the Operations Section Chief / IC /Risk Management Officer on any fire/rescue, environmental or liability concerns associated with the incident and response efforts.
- ☐ 10. Ensure dangerous goods/hazardous material agencies are contacted as necessary/required. If there is a requirement for a dangerous goods or hazardous material technical specialist, notify the Operations Section Chief.
- ☐ 11. Assist Enforcement in the coordination of ground search and rescue activities.
- ☐ 12. Liaise with Enforcement and provide assistance in the planning and conducting of evacuation efforts.
- ☐ 13. Document all fire/rescue activity on a Unit/Activity Log (ICS 214).

Police Group Supervisor Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Provide and/or receive notification and briefing on the incident to/from the next level of command. Eg. Branch Director, Operations Section Chief.
- ☐ 2. Provide notification to your dispatch agency and other policing/enforcement agencies as necessary.
- ☐ 3. Report directly to the the next level of command.
- ☐ 4. Brief the next level of command on matters relating to crowd control, traffic control, protection of life and property, and general law enforcement responsibilities.
- ☐ 5. Recommend an Enforcement Incident Commander if requested by the IC / ECC Director. (Unified Command).
- ☐ 6. Coordinate response to immediate police needs arising from the incident.
- ☐ 7. Coordinate and be the lead on ground search and rescue activities.
- ☐ 8. Assume a role in planning and conducting evacuations as required by the Incident Action Plan.
- ☐ 9. Assume a lead role in providing security for site and evacuated areas.
- ☐ 10. Notify and assist the Medical Examiner as necessary.
- ☐ 11. Brief the IC / ECC Director / Operations Section Cheif on any enforcement and/or liability concerns associated with the incident and response efforts.
- ☐ 12. Document all enforcement activity on a Unit/Activity Log (ICS 214).

EMS Group Supervisor Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Provide and/or receive notification and briefing on the incident to/from the next level of command. Eg. Branch Director, Operations Section Chief.
- ☐ 2. Provide notification to your dispatch agency, as necessary.
- ☐ 3. Report directly to the the next level of command.
- ☐ 4. Recommend a representative from specific health disciplines if required (EMS, mental health, public health, hospital director).
- ☐ 5. Liaise with other agencies (such as Enforcement, Fire/Rescue) as appropriate.
- ☐ 6. Support your health services counterparts at the site.
- ☐ 7. Coordinate casualty transportation in conjunction with your counterpart on site.
- ☐ 8. Liaise with public health officials, seniors lodges, hospitals, the Medical Officer of Health and Alberta Health Services.
- ☐ 9. Brief the IC / ECC Director / Risk Management Officer on any health, environmental or liability concerns associated with the incident and response efforts.
- ☐ 10. Document all EMS related activity on a Unit/Activity Log (ICS 214).

Public Works Group Supervisor Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

TASK

- ☐ 1. Provide and/or receive notification and briefing on the incident to/from the next level of command. Eg. Branch Director, Operations Section Chief.
- ☐ 2. Report directly to the the next level of command.
- ☐ 3. Brief next level of command on all matters relating to:
  - a. Potable water supply
  - b. Sanitary and storm sewer systems
  - c. Road network and road conditions
  - d. Safety and engineering resources
- ☐ 4. Liaise and coordinate with other major utility suppliers as appropriate.
- ☐ 5. Provide personnel and material resources in support of the emergency response.
- ☐ 6. Liaise with your urban/rural counterparts as required to ensure that public roads are open and accessible to emergency responders.
- ☐ 7. Establish priorities for the restoration of infrastructure damaged as a result of the incident.
- ☐ 8. Liaise with other major utilities for the restoration of services as a result of the incident.
- ☐ 9. Brief the IC / ECC Director/Risk Management Officer on any public works, environmental or liability concerns associated with the incident and response efforts.
- ☐ 10. Provide briefing to your relief on current and unusual situations.
- ☐ 11. Document all public works activity on a Unit/Activity Log (ICS 214).

Technical Specialist Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

	TASK
☐	1. Obtain briefing from Planning Section Chief: • Identify Supervisor in organization • Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.
☐	2. Obtain copies of Incident Action Plan (IAP), if available, and Logs.
☐	3. Participate in Planning Meetings, as requested.
☐	4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.
☐	5. Maintain a Unit/Activity Log (ICS 214).

14.1 ESS Positions Checklist

ESS Branch Coordinator Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Tasks

- [ ] 1. Report to the Operations Section Chief
- [ ] 2. Determine, in conjunction with the Operations Section Chief, which facility will be used as the Reception Centre Site
- [ ] 3. Contact the custodian and arrange for the building to be opened
- [ ] 4. Ensure that a Safety Inspection has been performed on the identified reception Centre prior to opening the facility to the public
- [ ] 5. Arrange to move Reception Centre Kit and supplies to Reception Centre.
- [ ] 6. Establish communications requirements
- [ ] 7. Notify key Reception Centre staff to activate Reception Centre Plan.
- [ ] 8. Contact assisting agencies such as Red Cross, Salvation Army, St. John Ambulance etc. as required
- [ ] 9. Ensure volunteer workers are registered
- [ ] 10. Recommend Mutual Aid assistance when required
- [ ] 11. Assess long range needs
- [ ] 12. Maintain a Unit/Activity Log (ICS214)

Reception Centre Manager Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Tasks

- [ ] 1. Report to Reception Centre Group Supervisor or ESS Branch Coordinator
- [ ] 2. Move Reception Centre Kit and supplies to the designated Reception Centre(s)
- [ ] 3. Perform a Safety Inspection of the Reception Centre prior to opening the facility to the public
- [ ] 4. Coordinate with Agencies assisting at the Reception Centre
- [ ] 5. Communicate any needs/requirements at the Reception Centre to the ESS Branch Coordinator
- [ ] 6. Assess long range needs
- [ ] 7. Maintain a Unit/Activity Log (ICS214)

15 Legislation

15.1 Town of Sundre Bylaw No. 2020-02

TOWN OF SUNDRE

BYLAW 2020-02

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE, A MUNICIPAL EMERGENCY MANAGEMENT AGENCY AND EMERGENCY MANAGEMENT PROTOCOL.

WHEREAS the *Municipal Government Act* provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the Council of the Town of Sundre is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, *Revised Statutes of Alberta 2000, Chapter E-6.8,* (herein referred to as the "Act"), to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS the Council of the Town of Sundre wishes to establish regulations and procedures to meet the obligations of the municipality under the Emergency Management Act and under the Local Authority Emergency Management Regulation 203/2018; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. <u>TITLE</u>

This By-law may be cited as the "Municipal Emergency Management Bylaw."

2. <u>PURPOSE</u>

The purposes of this Bylaw are:

2.1 To provide for the direction and control of the Town's emergency responses, and the preparation of the Municipal Emergency Management Plan and related plans and programs for approval by Council,

2.2 To establish and appoint an emergency advisory committee and provide for the payment of expenses of the emergency advisory committee, and

2.3 To establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the *Emergency Management Act.*

3. DEFINITIONS

3.1 **Act** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, as amended;

3.2 **Agency** means the Town of Sundre Emergency Management Agency appointed under this Bylaw;

3.3 **Alberta Emergency Management Agency (AEMA)** means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management Regulations*;

3.4 **Chief Administrative Officer** means the Chief Administration Officer (CAO) of the Town of Sundre, or delegate, who as per the *Municipal Government Act,* is the only employee of council;

3.5 **Committee** means the Town of Sundre Emergency Advisory Committee established under this Bylaw

3.6 **Council** means the duly elected municipal council of the Town of Sundre in the Province of Alberta;

3.7 **Councillor** means the members of Council and includes the Mayor;

3.8 **Director** means a person who is head and responsible for a department;

3.9 **Director of Emergency Management (DEM)** means an individual appointed under this Bylaw to lead the Municipal Emergency Management Agency;

3.10 **Deputy Director of Municipal Emergency Management (DDEM)** means the person(s) delegated to act in the capacity of the Director of Municipal Emergency Management (DEM) in the event the Director of Emergency Management is unavailable, or requires rest during an emergency event;

3.11 **Disaster** means an event that has resulted or may result in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;

3.12 **Emergency** means a present or imminent 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;

3.13 **Emergency Management Program** means the development, coordination and execution of plans, measures and programs pertaining to the mitigation preparedness, response and recovery before, during and after an emergency event;

3.14 **Local authority** means where a municipality has a Council within the meaning of the *Municipal Government Act,* R.S.A 2000., c. M-26**;**

3.15 **MGA** means the *Municipal Government Act* R.S.A 2000., c. M-26 and the regulations thereto, as amended or replaced from time to time.

3.16 **Minister** means the Minister charged with administration of the Act;

3.17 **Municipal Emergency Advisory Committee (MEAC)** means the committee established under this By-law;

3.18 **Municipal Emergency Coordination Centre (MECC)** means the site that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;

3.19 **Municipal Emergency Management Agency** means the agency that is responsible for the administration of the municipal emergency program.

3.20 **Municipal Emergency Plan** means the emergency plan prepared by the Municipal Emergency Management Agency to co-ordinate response to an emergency or disaster, as approved by the Council and by the Alberta Emergency Management Agency (AEMA);

3.21 **Risk** means a probability or threat of damage, injury, liability, loss or other negative occurrence that is caused by external or internal factors and that maybe overcome through preventive action;

3.22 **State of Local Emergency or SOLE** means a state of local emergency declared in accordance with the Act and this Bylaw.

3.23 **Threat** means a negative event that can cause a risk to become a loss, expressed as an aggregate of risk, consequences of risk and the likelihood of the occurrence of the event. A threat may be a natural phenomenon such as an earthquake, flood, storm or man-made incident such as a fire, power failure, sabotage, etc.

4. COUNCIL

4.1 Roles and Responsibilities of Council are contained in the Boards and Committees Bylaw.

5. MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

5.1 There is hereby established a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs**.**

5.2 Roles and Responsibilities of the Sundre Municipal Emergency Management Advisory Committee are contained in the current Sundre *Boards and Committees Bylaw*.

6. MUNICIPAL EMERGENCY MANAGEMENT AGENCY

6.1 There is hereby established a Municipal Emergency Management Agency (Agency) to act as the agent of Council to carry out its statutory obligations under the Act. This does not include the authority to declare, renew, or terminate a State of Local Emergency nor the authority contained in Section 8 of this Bylaw, however, any decision to declare, renew, or terminate a State of Local Emergency shall be based on the recommendation of the Agency.

6.2 Council hereby authorizes the Agency, for the duration of such State of Local Emergency, do all acts and take necessary proceedings to address the emergency pursuant to the Act.

6.3 The Agency may be comprised of one or more of the following based on the direction of the DEM:

6.3.1 Director of Emergency Management

6.3.2 Deputy Director(s) of Emergency Management

6.3.3 Chief Administrative Officer (Agency Administrator)

6.3.4 Emergency Social Services Director

6.3.5 Other Personal at the discretion of the DEM.

6.4 Other members of core agencies and organizations as invited by the DEM. Such agencies and organizations may have a recurring seat at the Agency and others may be invited in as subject matter experts as required.

6.5 The Agency shall:

6.5.1 Be responsible for the administration of the Town's emergency management program;

6.5.2 Act as the agent of Council to carry out all of the powers and duties of Council under the Act, except for the powers and duties delegated by this Bylaw to the Committee;

6.5.3 Provide advice to the Committee as required;

6.5.4 Review all emergency management plans and programs for the Town on at least an annual basis;

6.5.5 Report to the Committee on all Agency activities and provide an update on the review of the MEMP on an annual basis;

6.5.6 Use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.

6.5.7 Cause the MEMP and related plans and programs to be activated when required; and,

6.5.8 Perform any other functions and duties as required by this Bylaw or by Council.

7 DIRECTOR OF EMERGENCY MANAGEMENT

7.1 The Peace Officer for the Town of Sundre shall hold the appointment of Director of Emergency Management (DEM**).**

7.2 The DEM shall:

7.2.1 Coordinate all emergency services and other resources used in an emergency.

7.2.2 Ensure the preparation and coordination of the Municipal Emergency Plan and related plans and programs for the Town;

7.2.3 Coordinate the Municipal Emergency Management Agency to fulfill the Agency's obligations laid out herein;

7.2.4 Communicate recommendations made by the Municipal Emergency Management Agency to the Municipal Emergency Advisory Committee.

7.2.5 Act as Director of the Municipal Emergency Coordination Centre or as the Incident Commander in an Incident Command Post as needed.

7.2.6 Ensure all training requirements and exercises prescribed by the Managing Director of the Alberta Emergency Management Agency are completed within the required timelines to maintain effectiveness in the event of an emergency.

7.2.7 Perform other duties as prescribed by the local authority.

7.3 The DEM is authorized to delegate and authorize further delegations of any powers, duties and functions delegated to the Director of Emergency Management (DEM) under this Bylaw.

8 DECLARATION OF STATE OF LOCAL EMERGENCY

8.1 The procedure to declare, renew or terminate a Local State of Emergency is contained in the current *Boards and Committees Bylaw*.

8.2 When a state of Local Emergency is declared, the Agency shall:

8.2.1 Ensure that the declaration identifies the nature of the emergency and the area in which it exists;

8.2.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;

8.2.3 Forward a copy of the declaration to the Minister forthwith; and

8.2.4 Notify the Alberta Emergency Management Agency when practicable.

8.2.5 When a State of Local is declared, the Director may, for the duration of the Sate of Local Emergency, do all acts and take necessary proceedings including the following:

8.2.5.1 Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;

8.2.5.2 Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

8.2.5.3 Authorize or require any qualified person to render aid of a type the person is qualified to provide;

8.2.5.4 Control or prohibit travel to or from any area of Sundre;

8.2.5.5 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 Sundre;

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

8.2.5.7 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;

8.2.5.8 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;

8.2.5.9 Procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of property, service, resources or equipment within Sundre for the duration of the State of Local Emergency;

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

8.2.5.11 Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Section 8.2.5.2 through to 8.2.5.10 in relation to any part of the municipality affected by a declaration of a State of Local Emergency.

9. STATEMENT

No action lies against Sundre or a person acting under Sundre's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the *Emergency Management Act* or the regulations during a State of Local Emergency.

10. SEVERABILITY

Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain and be binding as though such provision had not been invalid.

11. EFFECTIVE DATE

This Bylaw comes into force and effect on Third and Final Reading.

12. REPEAL

Town of Sundre Bylaw No. 850, being a Bylaw to establish a Municipal Emergency Management Agency, cited as the Municipal Emergency Management Bylaw, is hereby rescinded.

READ A FIRST TIME this 20th day of January 2020,

READ A SECOND TIME this ____ day of_____ 2020,

READ A THIRD AND FINAL TIME this _____ day of _____ 2020,

_____
Mayor, Terry Leslie

_____
Chief Administrative Officer, Linda Nelson

15.2 Terms of Reference

TERMS OF REFERENCE

EMERGENCY MANAGEMENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Non-Voting)

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBLITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the *Municipal Government Act* for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council 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 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:

(i) the Councillor holding the position of Deputy Mayor at the time of the meeting;
(ii) the Councillor holding the position of Acting Mayor at the time of the meeting;
(iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council 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.
- 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.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

If the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

If the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;

b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;

c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and

e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;

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 the declaration of a state of emergency under the Act, relating to the same area; or

d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

15.3 Emergency Management Act

EMERGENCY MANAGEMENT ACT

Chapter E-6.8

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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 or the environment;

(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 or the environment;

(f.1) "evacuation order" means an evacuation order made under section 19(1)(g) or section 24(1)(b);

(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*,

(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 person designated under section 3.1(2), and includes any person acting in the capacity of the Managing Director;

(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.

RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;
2007 c12 s3;2018 c14 s2

Crown bound

2 This Act binds the Crown.

1992 c31 s3

Proof of authorization

3(1) 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.

(2) In a proceeding under this Act in which proof is required as to the existence and contents of a declaration or order made under this Act, a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order, and proof of the signature of the Minister or members of the local authority is not required.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2;2018 c14 s3

Part 1
Administration

Alberta Emergency Management Agency

3.1(1) There shall be a part of the public service of Alberta known as the "Alberta Emergency Management Agency".

(2) The Minister shall designate a person employed in the Minister's department as the Managing Director of the Agency.

(3) In accordance with the *Public Service Act*, there may be appointed such officers and employees that the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5;2018 c14 s4

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.

(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) repealed 2018 c14 s5;

(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.

RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;
2010 c5 s3;2013 c21 s1;2018 c14 s5

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.

1993 c23 s3

Local authority emergency management regulations

7.1 The Lieutenant Governor in Council may make regulations

(a) respecting the powers, duties and functions of local authorities under this Act;

(b) respecting the establishment of emergency advisory committees referred to in section 11.1, including the duties and functions of the committees;

(c) respecting the establishment of emergency management agencies referred to in section 11.2, including the duties and functions of the agencies;

(d) respecting the delegation of a local authority's powers or duties under this Act and the regulations;

(e) respecting training requirements for persons designated by the regulations;

(f) respecting the preparation, approval, maintenance and co-ordination of local authority emergency plans and programs;

(g) respecting the conduct of exercises relating to emergency plans.

2018 c14 s6

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 approve emergency plans and programs, subject to the regulations;

(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;2018 c14 s7

Emergency advisory committee

11.1(1) A local authority shall appoint, subject to the regulations, 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, and to exercise any powers delegated to the committee under section 11.3(1)(a).

(2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4;2018 c14 s8

Emergency management agency

11.2(1) A local authority shall establish and maintain, subject to the regulations, 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;2018 c14 s9

Delegation by local authority

11.3(1) A local authority may delegate some or all of the local authority's powers or duties under this Act to

(a) a committee composed of a member or members of the local authority, including an emergency advisory committee appointed under section 11.1(1), and

(b) subject to the regulations, one or more of the following:

(i) 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;

(ii) if authorized by order of the Minister, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;

(iii) in the case of a summer village and if authorized by order of the Minister, another local authority.

(1.1) Where, under subsection (1)(b)(iii), a summer village has delegated its powers or duties under this Act to a local authority, the local authority may subdelegate those powers or duties to a committee composed of a member or members of that local authority, including an emergency advisory committee appointed under section 11.1(1).

(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.

2010 c5 s4;2018 c14 s10

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,

(b) fails to comply with an evacuation order, or

(c) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations

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 a fine.

RSA 2000 cD-13 s17;2010 c5 s6;2018 c14 s11

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 consequence management plan for human-induced intentional threats under a regulation under this Act, or

(b) forms part of a consequence management plan for human-induced intentional threats under a regulation under this Act.

2002 c32 s5;2018 c14 s12

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;

(g) order 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 is, unless the Minister authorizes another person under subsection (6), responsible for the co-ordination and implementation of the 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.

(6) The Minister may, by order, authorize another person to be responsible for the co-ordination and implementation of the 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 that person.

(7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the powers given to the Minister under subsection (1).

(8) The *Regulations Act* does not apply to an order made under subsection (1)(g).

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8;2018 c14 s13

Compliance with evacuation order

19.1(1) If an evacuation order is made, every person within the area that is the subject of the evacuation order must leave the area

(a) immediately, or

(b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

(2) Subsection (1) does not apply to a person acting under the direction of a person exercising powers under section 19(1) or 24(1)(b), as the case may be, so long as there is a plan for safely evacuating that person in a timely manner and the means available to carry out the plan.

2018 c14 s14

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 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.

RSA 1980 cD-36 s19

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.

RSA 1980 cD-36 s20;1985 c22 s18

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.

2002 c32 s5

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:

(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 amount

25(1) If any dispute arises concerning the amount of compensation payable under section 19(3) or 24(1.1), the matter shall be determined by arbitration and the *Arbitration Act* applies.

(2) For greater certainty, arbitration is not available to contest eligibility for compensation under this Act or the regulations.

RSA 2000 cD-13 s25;2018 c14 s15

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).

1992 c31 s10

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, including a power or duty under section 19(1)(g) or 19.1 of this Act.

2010 c5 s11;2018 c14 s16

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 including a power or duty under section 19(1)(g) or 19.1 or the exercise of the powers under section 24(1)(b) of this Act, during a state of local emergency.

2010 c5 s11;2018 c14 s17

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.

2010 c5 s11

15.4 Local Authority Emergency Management Regulation

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Definition of employee

1 In this Regulation, "employee" means

(a) in the case of a municipality with a council within the meaning of the *Municipal Government Act*, employees of the council and the municipal corporation;

(b) in the case of an improvement district,

(i) employees of the Minister's department or any other department who have been assigned responsibilities relating specifically to the improvement district, or

(ii) if the Minister has established a council for the improvement district, employees of the improvement district including, but not limited to, employees of the council;

(c) in the case of a special area, employees of the Special Areas Board;

(d) in the case of a band council of an Indian band that is a local authority under the Act, employees of the band including, but not limited to, employees of the band council;

(e) in the case of a Metis settlement, employees of the settlement including, but not limited to, employees of the settlement council;

(f) in the case of a park superintendent of a national park or a superintendent's delegate, if the park superintendent is a local authority under the Act, employees of the Parks Canada agency who are supervised by the park superintendent or superintendent's delegate.

Emergency advisory committee bylaws and orders

2(1) A local authority shall appoint an emergency advisory committee by

(a) bylaw, if the local authority is a municipal council, the settlement council of a Metis settlement, or the band council of an Indian band, or

(b) order, if the local authority is the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act*, or a park superintendent of a national park or a superintendent's delegate.

(2) The bylaw or order must

(a) set out the purposes of the committee, both during an emergency or disaster and when those events are not occurring,

(b) establish that the committee provides guidance and direction to the local authority's emergency management agency,

(c) establish procedures that must be followed when declaring a state of local emergency,

(d) identify the committee's membership and Chair by title or position,

(e) set out a minimum meeting frequency for the committee, which must be at least once per year, and

(f) outline committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw.

(3) The bylaw or order must be enacted or made and in effect on or before the date when this Regulation comes into force or, if an entity becomes a local authority under the Act after that date, within one year of the entity becoming a local authority.

Emergency management agency bylaws and orders

3(1) A local authority shall establish the local authority's emergency management agency by

(a) bylaw, if the local authority is a municipal council, the settlement council of a Metis settlement, or the band council of an Indian band, or

(b) order, if the local authority is the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act*, or a park superintendent of a national park or a superintendent's delegate.

(2) The bylaw or order must

(a) set out the responsibilities of the agency,

(b) appoint a person as the director of emergency management, or state that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position,

(c) state that the agency is responsible for the administration of the local authority's emergency management program,

(d) identify the frequency at which the agency must report to the emergency advisory committee to provide updates on agency activities, which must be at least once per year and must include an update on the agency's review of the local authority's emergency plan,

(e) state that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency, and

(f) indicate, if an agency is acting as the agent of more than one local authority, which local authorities the agency is acting as an agent for.

(3) The Managing Director of the Alberta Emergency Management Agency shall prescribe the command, control and coordination system referred to in subsection (2)(e) by posting notice of the incident command, control and coordination system to the Alberta Emergency Management Agency's website.

(4) The bylaw or order must be enacted or made and in effect on or before the date when this Regulation comes into force or, if an entity becomes a local authority under the Act after that date, within one year of the entity becoming a local authority.

Emergency plan requirements

4 A local authority's emergency plan must include

(a) a description of the administration of the local authority's emergency management program,

(b) the procedures for implementing the emergency plan during an emergency or exercise response,

(c) the local authority's plan for preparedness, response and recovery activities,

(d) a hazard and risk assessment,

(e) emergency management program exercises that the local authority will engage in,

(f) the local authority emergency management agency's plan for regular review and maintenance of the local authority's emergency plan,

(g) the local authority emergency management agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster,

(h) how the command, control and coordination system prescribed by section 3(3) will be used by the local authority's emergency management agency,

(i) the assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan,

(j) a training plan for staff assigned with responsibilities under the local authority's emergency plan,

(k) the mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the local authority's emergency plan,

(l) the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters, and

(m) the local authority's plan for providing emergency social services during an emergency or disaster.

Review of emergency plans

5(1) A local authority's emergency management agency must review the emergency plan that applies to that local authority at least once per year.

(2) A local authority's emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.

(3) In the case of a summer village that has delegated the summer village's duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsections (1) and (2).

Mandatory exercises

6(1) Unless an exercise under subsection (2) is carried out that year, a local authority's emergency management agency must engage in at least one exercise per year in which participants identify a significant possible emergency or disaster scenario and discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario.

(2) A local authority's emergency management agency must engage in at least one exercise every 4 years in which participants identify a significant possible emergency or disaster scenario and carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources.

(3) Subsection (2) does not apply to a local authority emergency management agency that has responded to an emergency or disaster within the previous 4 years that resulted in the implementation of the local authority's emergency plan and a written post-incident assessment that included observations and recommendations for improvement and corrective action being conducted.

(4) A local authority emergency management agency may fulfill the obligations set out in subsections (1) and (2) by participating in regional emergency exercises that require the local authority to utilize relevant portions of the local authority's emergency plan.

(5) A local authority emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days before engaging in the exercise required by subsection (2).

(6) The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.

Regional services commissions and joint committees

7(1) If a local authority has delegated some or all of the local authority's powers or duties under the Act to a regional services commission, the local authority shall establish in a bylaw which powers or duties under the Act have been delegated to the commission, including whether the local authority will maintain an independent emergency management agency.

(2) A local authority that is to be represented by a joint committee under section 11.3(1)(b)(ii) of the Act shall establish a bylaw setting out the powers or duties that are being delegated to the joint committee.

(3) If a summer village has delegated some or all of the summer village's powers or duties under the Act to another local authority,

(a) the summer village must establish in a bylaw which powers or duties under the Act have been delegated to the other local authority, and

(b) the other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to the local authority.

Training requirements for elected officials and delegates

8(1) The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each of a local authority's elected officials must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.

(2) Any courses that are prescribed under subsection (1) must be completed

(a) within 90 days of the elected official taking an official oath as required by section 156 of the *Municipal Government Act* or section 23 of the *Metis Settlements Act*, as the case may be, or within one year of this Regulation coming into force, whichever is later, or

(b) within 90 days of the councillor of an Indian band assuming office, or within one year of this Regulation coming into force, whichever is later, in the case of an Indian band that is a local authority under the Act.

(3) In the case of an improvement district for which a council has been established, each councillor shall take any courses prescribed under subsection (1) within 90 days of the councillor being appointed to the council, or within one year of this Regulation coming into force, whichever is later.

(4) In the case of an improvement district for which a council has not been established, each person to whom the Minister has delegated powers or duties under the Act as a local authority for that improvement district shall take any courses prescribed under subsection (1) within 90 days of the person being delegated those powers or duties, or within one year of this Regulation coming into force, whichever is later.

(5) Each of the members of the Special Areas Board shall take any courses prescribed under subsection (1) within 90 days of being appointed to the Board, or within one year of this Regulation coming into force, whichever is later.

(6) For greater certainty, this section does not apply to the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act,* or to any other Minister.

Park superintendent training requirements

9(1) If a park superintendent of a national park is a local authority under the Act, the park superintendent shall complete any courses prescribed under section 8(1).

(2) If a park superintendent has delegated the park superintendent's role as a local authority, the park superintendent's delegate shall complete the courses prescribed under section 8(1).

(3) Any courses that are prescribed under section 8(1) must be completed within 90 days of

(a) the person being appointed as the park superintendent or being delegated the park superintendent's role as a local authority, or

(b) the park superintendent or the superintendent's delegate becoming a local authority under the Act,

or within one year of this Regulation coming into force, whichever occurs last.

Director of emergency management agency training requirements

10(1) The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each director of a local authority emergency management agency must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.

(2) Any courses prescribed under subsection (1) must be completed within 18 months of the person being appointed as the director of a local authority's emergency management agency, or within 6 months of this Regulation coming into force, whichever is later.

Local authority employee training requirements

11(1) The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each employee who has been assigned responsibilities respecting the implementation of the local authority's emergency plan must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.

(2) Any courses prescribed under subsection (1) must be completed within 6 months of the employee being identified for a role in the local authority's emergency plan.

Exemption from course requirements

12(1) The Managing Director of the Alberta Emergency Management Agency may identify and approve courses that have substantially similar content to courses required under section 8, 9, 10 or 11 of this Regulation.

(2) The Managing Director may exempt a person from the requirement to complete courses required by section 8, 9, 10 or 11 of this Regulation if the person has completed courses that have been approved under subsection (1) as having substantially similar content.

(3) The Managing Director may exempt a person from the requirement to complete a course required by section 10 if the Managing Director determines that the person has experience or credentials in emergency management which make the completion of the course unnecessary

(4) The Managing Director may establish criteria to provide guidance on whether a person has experience or credentials in emergency management which make the completion of a course required by section 10 unnecessary.

(5) The Managing Director may delegate all or part of the authority provided to the Managing Director by subsection (1), (2) or (3).

Extension of time to complete courses

13(1) The Managing Director of the Alberta Emergency Management Agency may grant an extension of time to a person who is required to complete courses under section 8, 9, 10 or 11 of this Regulation.

(2) The Managing Director may establish criteria to provide guidance regarding the granting of extensions of time to complete courses required by section 8, 9, 10 or 11 of this Regulation.

(3) The Managing Director may delegate all or part of the authority provided to the Managing Director by subsection (1).

Delegation by local authority

14 A local authority may delegate any of the powers or duties set out in this Regulation to

(a) a committee composed of a member or members of the local authority, including an emergency advisory committee,

(b) 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,

(c) 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, or

(d) in the case of a summer village and if authorized by ministerial order, another local authority.

Coming into force

15 This Regulation comes into force on January 1, 2020.

16 Mutual Aid Agreements

Regional Emergency Management Agency

REGIONAL EMERGENCY MANAGEMENT AGENCY AGREEMENT

THIS AGREEMENT made the 31 day of December, 2008.

BETWEEN:

MOUNTAIN VIEW COUNTY

and

TOWN OF OLDS

and

TOWN OF DIDSBURY

and

TOWN OF CARSTAIRS

and

TOWN OF SUNDRE

and

VILLAGE OF CREMONA

(hereinafter collectively referred to as "Municipalities")

WHEREAS:

A. An Emergency or Disaster of a multi-jurisdictional nature could affect any or all of the Municipalities to such a degree that local resources would be inadequate to cope with the situation;

B. The Municipalities have each appointed a Director of Emergency Management;

C. The Municipalities have agreed to adopt a Regional Emergency Response Plan and to develop a Regional Framework for Emergency Management within the region;

D. The regional framework provides for the opening of a Regional Emergency Operations Center when required to provide support to the Municipal Emergency Operations Center.

IT IS AGREED THAT FOR MUTUAL CONSIDERATIONS:

1.1 In this Agreement

(a) "Commencement Date" means that date in which this Agreement becomes effective;

(b) "Emergency" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;

(c) "Regional Emergency Response Plan" means the emergency plan prepared by each of the Directors of Municipal Emergency Management/Disaster Services in Mountain View County to co-ordinate response to an emergency or disaster;

(d) "Directors of Emergency Management" means that person appointed by each Municipality;

(e) "Disaster" means an event that results in serious harm to people, property, and the environment that exceeds the capacity, training, and experience of a community and where having more police, fire, and ambulance personnel has little or no effect;

(f) "Municipality" means any one or all of the Municipalities that are a party to this Agreement or that may become a party to this Agreement in the future.

(g) "Regional Emergency Management Planning Team" means the Directors of Municipal Emergency Management of each of the Municipalities. Representatives from other agencies will be invited to participate as required;

5.2 A requesting Municipality agrees to save and hold harmless the responding Municipality, any of its departments, agencies, officers or employees from all cost, injury and damage occurred and from any other injury or damage to any person or property as a result of their actions in assisting the requesting Municipality. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable legal fees.

6.1 All costs and expenses associated with responding to an incident shall be the responsibility of the Municipality where the incident occurs.

7.1 The Municipalities will at all times comply with the requirements of all applicable Federal, Provincial and Municipal legislation.

8.1 This Agreement comes into force on _____ ("Commencement Date") and shall be reviewed on the request of any Municipality or every two (2) years.

8.2 Any Municipality may withdraw from this Agreement by giving twenty-four (24) months written notice of intent to each of the other Municipalities. In that event, this Agreement shall otherwise continue in full force and effect between the remaining Municipalities and any investment in joint assets shall remain within the partnership.

8.3 Municipalities can not opt in or out of the Regional Framework for Emergency Management during a Disaster or Emergency.

8.4 Each of the Municipalities agrees to share emergency management related information.

8.5 Each of the Municipalities will strive to utilize common procedures, training, communication systems and technologies.

8.6 This Agreement does not in any way amend or replace those agreements that may already be in existence or shall come into existence in the future between any of the Municipalities, as a whole or otherwise, with respect to the provision of fire fighting or other services.

8.7 Any notice permitted or required by this Agreement shall be deemed to be given if delivered personally or sent by registered mail addressed to a Municipality at

its principal address. In the case of a postal strike or other disruption of service, personal delivery only shall be effective. Any notice sent by mail is deemed to be received on the third business day following the date of mailing.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date as specified on Page One (1) above.

MOUNTAIN VEIW COUNTY

Per: _____

Per: _____

TOWN OF SUNDRE

Per: _____

Per: _____

TOWN OF OLDS

Per: _____

Per: _____

TOWN OF CARSTAIRS

Per: _____

Per: _____

TOWN OF DIDSBURY

Per: _____

Per: _____

VILLAGE OF CREMONA

Per: _____

Per: _____

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Red Deer County Emergency Services Mutual Aid Agreement

EMERGENCY SERVICES MUTUAL AID AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN:

Red Deer County, a Municipal Corporation of the Province of Alberta;

- and -

The Town of Olds, a Municipal Corporation of the Province of Alberta;

INTRODUCTION

1. The Municipal Corporations (referred to hereinafter as "the Parties") of **Red Deer County** and **The Town of Olds** are neighbouring authorities. Each of the Municipal Corporations has appointed a Director of Disaster Services pursuant to the provisions set out in Section 11 of *The Disaster Services Act R.S.A. 2000*. However, a disaster or emergency could affect either of the Parties to such a degree that local resources may be inadequate to cope with the disaster or emergency.

PURPOSE

2. To enter into an agreement between the Parties for the purpose of:
   a. identifying the nature of resources which may be provided within the terms of this agreement;
   b. the manner by which a mutual aid request shall be made; and,
   c. the conditions under which mutual aid may be provided.

DEFINITIONS

3. For the purpose of this agreement:

   a. "Authorized Official" shall mean those individuals who are authorized to request or authorize mutual aid.

   b. "Disaster" means an event that results in serious harm to the safety, health or welfare of people, or in widespread damage to property or the environment.

   c. "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 or the environment.

d. "Mutual Aid" means the provision of assistance by way of personnel or equipment, which may include, but are not necessarily be limited to:
   - fire fighting equipment and personnel
   - special constables
   - municipal emergency agency staff
   - municipal staff (e.g. administrative, public works, bylaw)
   - municipal equipment (e.g. graders, satellite phones, etc.)

e. "Requesting Party" means the Municipality requesting mutual aid.

f. "Responding Party" means the Municipality supplying the mutual aid.

PROCEDURE FOR INVOKING MUTUAL AID

4. The declaration of a State of Local Emergency need not be in place for mutual aid to be requested or provided.

5. With the exception of requests for fire fighting equipment or fire fighting personnel, requests for mutual aid shall be in accordance with the following procedure:

   a. Requests for assistance should be initiated by the:
      - Chief Administrative Officer or designate,
      - Director of Disaster Services or designate,

6. With the exception of responses relating to fire fighting equipment or fire fighting personnel, responses relating to mutual aid shall be in accordance with the following procedure
   a. Mutual Aid assistance shall be authorized by the:
      - Chief Administrative Officer or designate,
      - Director of Disaster Services or designate,

7. In the event that the Responding Party receives a request for mutual aid from someone other than an official listed in Point 5 above, the Responding Party shall confirm, by reasonable means, its response with an Authorized Official of the Requesting Party prior to making such response. In the event that the request cannot be verified, the Responding Party shall decline to provide mutual aid assistance.

8. Requests for firefighting equipment or firefighting personnel may be made by a senior fire officer of the Requesting Party;

9. Requests for firefighting equipment or firefighting personnel may be received and responded to by a senior fire officer of the Responding Party.

COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

10. Upon entering the municipal boundaries of the Requesting Party, Emergency response personnel and equipment of the Responding Party are at all times under the command and control of the Requesting Party's department official(s).

COST RECOVERY PROCEDURE

11. The Requesting Party shall be liable for the payment of all direct out of pocket costs incurred by the Responding Party in coming to its aid.

LIMITATIONS ON ASSISTANCE PROVIDED

12. Mutual aid for disaster or emergency assistance contemplated herein shall be provided solely and absolutely at the discretion of the authorized official or designate of the Responding Party. In general, the Responding Party may provide one of the following responses:

    a. No response; or
    b. A full response; or
    c. A limited response.

13. The Responding Party shall not be required to respond immediately to mutual aid requests. In the sole and unfettered discretion of the authorized official (or designate) of the Responding Party, only personnel and equipment which can reasonably be spared without impairing the Responding Party's capacity to protect life, health, property, government infrastructure or environment within its own boundaries shall be provided. Furthermore, the Responding Party shall not be liable to the Requesting Party for any damage or injury for failing to respond to any call, or for a delay in responding to any call or as a result of failure of the equipment or personnel in going to the scene of the disaster or emergency.

14. The Responding Party shall advise as soon as practically possible the level of response being provided.

15. The Responding Party's equipment and/or personnel shall be entitled to leave a disaster or emergency scene should a disaster or emergency arise

within their own jurisdiction, provided they advise an official of Requesting Party of the need to leave the scene.

INDEMNITY

16. The Requesting Party shall indemnify and save harmless the Responding Party, its employees, personnel and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the Requesting Party shall indemnify the Responding Party against all loss or expense incurred by the Responding Party for damage to its equipment incurred by the performance of the services by the Responding Party pursuant to this agreement, excluding damage or loss caused by negligence of the Responding Party in the performance of duty.

BINDING AGREEMENT

17. This agreement shall supersede any and all previous disaster and emergency mutual aid agreements, whether oral or written, between the Parties.

INCEPTION AND TERMINATION

18. This agreement shall come into force when all Parties have signed it and shall continue in force until such time as Parties give proper notice and withdraw. Any Party may withdraw from this agreement by giving not less than 60 days notice to all other Parties of the agreement.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

Red Deer County		Town of Olds	
Earl R Kimmela	Feb 1, 2005	Judy Dahl	January 27, 2005
Reeve	Date	Mayor	Date
	Jan. 31, 2005		January 26, 2005
County Manager	Date	Municipal Manager	Date

17 Glossary

In an emergency or crisis situation, it is absolutely essential that a common terminology be used and understood by both public and private sectors. Advisories, directives, information bulletins and messages intended for the general public and emergency response personnel must be precise, clear and consistent. This document aims at promoting effective and unambiguous communication.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating government agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: Process in which all responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff reporting directly to the Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Terminology: Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency.

Communications: Process of transmission of information through verbal, written, or symbolic means.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Contingency Plan: The portion of an Incident Action Plan or other plan that identifies possible but unlikely events and the contingency resources needed to mitigate those events.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Cost Sharing Agreement: An agreement between agencies or jurisdicitons to share designated costs related to incidents. Cost-sharing agreements are normally written but may also be verbal between an authorized agency and jurisdictional reporesentatives at the inceident.

Critical Infrastructure: Critical infrastructure refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of people and the effective functioning of government.

Declaration of a State of Local Emergency: Means a resolution issued by the local authority or agent of the local authority as approved by Ministerial Order, pursuant to section 21 of the Alberta Emergency Management Act.

Delegation of Authority: A statement provided to the Incident Commander by the Director of Emergency Management or designate, delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Director of Emergency Management: The person appointed by Bylaw as the Director of the Municipal Emergency Management Agency.

Disaster: An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Dispatch Centre: Agency or interagency dispatcher centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the Branch and Strike Team / Task Force.

Emergency: An 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 or the environment.

Emergency Advisory Committee: The member or members of the local authority I, appointed by the local authority, to advise on the development of community emergency plans and programs.

Emergency Coordination Centre (ECC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An ECC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. ECCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction or some combination thereof.

Emergency Management: The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

Emergency Management/Response Personnel: Includes Federal, Provincial, Territorial, and local governments, First Nations, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. Also known as emergency responders.

Emergency Operations Center: See "Emergency Coordination Center".

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Social Services: A planned emergency response organization designed to provide those basic services considered essential to the immediate well-being of persons affected by a disaster. Basic services are normally delivered at a reception centre and include lodging, clothing, feeding, registration & inquiry, and personal services. The disaster social services response plan, which is a specialized component of the municipal emergency plan, is designed to meet the urgent physical and personal needs of individuals and families until regular social services or special recovery plans are in place.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Finance/Administration Section: The Section responsible for all administrative and financial considerations surrounding an incident.

Function: Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Hazardous Material: A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated.

Hazard Identification and Risk Assessment (HIRA): A process to identify and monitor the hazards that can have an impact on municipal operations or areas of responsibility. The risk assessment evaluates the likelihood of a hazard or combinations of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends and probability.

Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Communications: Incident Command manages communications at an incident, using common Communications Plan and an incident-based Dispatch Center established solely for use by the command, tactical, and support resources assigned to the incident. All entrities involved in managing the incident will utilize common terminology, prescribed by ICS for communications.

Incident Information: Information specific to the incident, usually provided by the Information Officer (IO), that consist of an assemblage of non-senstivie incident-related intelligence products mixed with incident-specific information provided for consumption by reposne personnel and the general public.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident that can be deployed or activated when needed to safely, effectively, and efficiaently manage and incident or event.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Information Officer (IO): A member of the Command Staff responsible for interfacing with internal clients, the public and media and/or with other agencies with incident-related information requirements.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence/Investigations: Different from operational and situational intelligence gathered and reported by the Planning Section. Intelligence/Investigations gathered within the Intelligence/ Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures,

and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Information Centre (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority provided to them by local, provincial or federal enactments. Jurisdictional authority at an incident can be political or geographical or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Kind: An Incident Command System resource classification that refers to similar resources. All fire engines for example are grouped as the same “Kind” of resource, their capability however is defined by “Type”.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Authority: Means the Council of each partnering municipality.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incidents objectives; developing strategies based on overarching incidents objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident management, functional activities, and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within Incident Command System organizational Units that are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Metrics: Measurable standards that are useful in describing a resource's capability.

Mitigation: Sustained actions taken to eliminate or reduce risks and impacts posed by hazards well before an emergency or disaster occurs; mitigation activities may be included as part of prevention.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multi-agency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decision making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency coordination centres (ECC) and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid and Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Canadian Red Cross.

Objective: The overarching purposes or aims of an incident response are expressed as an objective. Objectives are priority based, specific, measurable to a standard and a timeframe and are both reasonable and attainable.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Operations Section: The Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private-sector organizations, and nongovernmental organizations.

Personal Protective Equipment (PPE): Equipment and clothing required to shield or isolate personnel from hazards that may be encountered.

Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. Plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A planned, non-emergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

Prevention: Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Recovery: The development, coordination, and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore the affected area or community.

Reimbursement: Mechanism used to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Risk: The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Risk-based: The concept that sound emergency management decision-making will be based on an understanding and evaluation of hazards, risks and vulnerabilities.

Risk Management: The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Sector: On large incidents such as wildland fires**,** a Division can be further geographically subdivided into sectors. Sectors can be managed by a Task Force Leader or Strike Team Leader depending on the resources assigned.

Single Resource: Individual personnel, supplies, and equipment items, and the operators associated with them.

Situation Report: Document that often contains confirmed or verified information regarding the specific details relating to an incident. Commonly referred to as a “SitRep.”

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals (An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5).

Staging Area: Established for the temporary location of available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general overall plan or direction selected to accomplish specific incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

System: An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Tactics: The set of specific, measurable actions or tasks for various incident management functional activities that support the defined strategies.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Individual with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Tracking and Reporting Resources: A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

Threat: Natural or man-made occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. TYPE is also used as an incident complexity classification that characterizes the level of difficulty, severity, or overall resistance that incident management personnel face while trying to manage an incident to a successful conclusion, or to manage an incident. Out of a whole numbered scaled of one to five "incident types," the most serious or complex incident is considered a Type 1, and the least complex is considered a Type 5.

Typing Resources: Resources are organized by kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and non-governmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Unified Approach: A major objective of preparedness efforts is to ensure mission integration and interoperability when responding to emerging crises that cross functional and jurisdictional lines, as well as between public and private organizations.

Unified Area Command: Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g. Base or Camp Manager), but many others will be assigned as Technical Specialists.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

Volunteer: an individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

18 Revision Request Form

To:	
Request Date:	
Section Number:	
Paragraph Number:	
Description of Revision:	
Requested By:	
Address:	
Manual Number:	

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**National Public Works Week**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**8.3**

BACKGROUND/PROPOSAL:

"Stronger Together" is the theme of this year's Proclamation for National Public Works Week. This year, APWA Alberta Chapter, is 'challenging their members and citizens to think about the role public works plays in creating a great place to live.'[1]

'Public works (...) work(s) together to provide an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management.'[1]

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

'National Public Works Week is observed each year during the third full week of May, and this is the 61st year.'

[1]APWA Alberta Chapter, Newsletter, Garry Webster, APWA President, March 24, 2021

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority
3. Community Well-being
4.1 Diversify Sundre's tax base by supporting commercial and industrial development.

ADMINISTRATION RECOMMENDATIONS:

That Council proclaim May 16-22, 2021 as National Public Works Week in Sundre.

MOTION:

That the Town of Sundre Council proclaim the week of May 16 to 22, 2021 as "National Public Works Week" in Sundre.

ATTACHMENTS:

8.3a _Letter
8.3b_Proclamation

Date Reviewed: May 07, 2021	CAO: Linda McBrien

RECEIVED
07 -04- 2021

APWA
ALBERTA CHAPTER

Garry Webster
President

Mike Haanen
President Elect

Peter McDowell
Past President
APWA Delegate

Patty Podoborozny
CPWA Delegate

Mike Stasiuk
Director, Sustainability

Chris Dechkhoff
Director, Allied Members

Greg Zirk
Director, Outreach

Dean Berrecloth
Director, Idea Group Leader

Joe Guido
Director, Special Events

Brittany Wolbeck
Director, Emerging Leaders

March 24, 2021

Attention: Honourable Mayors/Reeve's,
Members of Council and Chief Administrative Officers

Re: National Public Works Week, May 17-23, 2020 – "Stronger Together"

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 16-22, 2021 as National Public Works Week in your community. This year's theme is "Stronger Together." This year's exciting poster challenges our members and their citizens to think about the role public works plays in creating a creating a great place to live. By working together, the impact citizens and public works professionals can have on their communities is magnified and results in the ability to accomplish goals once thought unattainable.

Public Works helps maintain a community's strength by working together to provide an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides togetherness needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.

National Public Works Week is observed each year during the third full week of May and this is the 61st year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Jeannette
Executive Director
APWA - Alberta Chapter
p: 403-990-APWA (2792)
admin@publicworks.ca

Please note that declarations should be forwarded to
office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

Garry Webster, APWA President

TOWN OF SUNDRE
Visit. Live. Explore.

Town of Sundre Resolution for National Public Works Week
May 16-22, 2021
"Stronger Together"

Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Sundre; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Sundre to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the Canadian (American) Public Works Association be it now,

RESOLVED, I, Terry Leslie, Mayor of the Town of Sundre, do hereby designate the week May 16-22, 2021 as National Public Works Week; I urge all citizens to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Sundre to be affixed, DONE at the Town of Sundre, Alberta this 10 day of May 2021.

Terry Leslie
Mayor

_____
Mayor

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Recognition of 95th Birthday**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**8.4**

BACKGROUND/PROPOSAL:
We are celebrating the 95th birthday of a citizen in the Sundre area, Mrs. Elsie Doreen Johnston.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
See attached.

ALIGNMENT WITH STRATEGIC PLAN
Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:
That Council participate in celebrating Mrs. Johnston's 95th Birthday with a Certificate of Recognition of Mrs. Johnston's 95th Birthday, signed by the Mayor on behalf of council as presented.

MOTION:
That the Town of Sundre Council participate in celebrating Mrs. Johnston's 95th Birthday with a Certificate of Recognition of Mrs. Johnston's 95th Birthday, signed by the Mayor on behalf of council as presented, as information.

ATTACHMENTS:
8.4a_Certificate of Recognition
8.4b_Mrs. Johnston's Bio

Date Reviewed: May 07, 2021 CAO: Linda Nelson

TOWN OF SUNDRE

Recognition of 95th Birthday

Elsie Doreen Johnston

Awarded this 10th day of May 2021

On behalf of Council and the Citizens of Sundre,
we wish you a Very Happy 95th Birthday.

Mayor, Terry Leslie
Town of Sundre, Alberta

Elsie was born in Northallerton, England on June 12th, 1926. She married her husband, John, who was with the R.C.A.F., in Northallerton on December 20, 1942. She was one of many war brides of the time. In 1944, she left all the comforts of home, in England, and dove into the rustic life of rural Canada.
In her own words, Elsie and her infant son boarded a modified troopship for a "nightmare voyage over stormy seas to Canada". They landed at Pier 21 in Halifax and from there, the family moved west to, Borden, Saskatchewan.

In 1947, Elsie, her husband, two children, and an infant, made the journey from Saskatchewan to settle on a farm just northwest of Sundre, in the McDougal Flats area. Mrs. Johnston raised 8 children in the Sundre area.

Elsie has lived in the Sundre area for 74 years.

In 1987 she received the "Sundre Citizen of the Year Award."
In 2002, Elsie was awarded the Governor General's "Caring Canadian Award."

On behalf of Council and the Citizens of Sundre, we wish you a Very Happy 95th Birthday.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Council Committee Reports**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**11.**

BACKGROUND/PROPOSAL:
Mayor Leslie has provided a report for Council's review and information for March to April 2021.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN
Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:
That Council accept Mayor Leslie's report as presented.

MOTION:
That the Town of Sundre Council accept Mayor Leslie's report as information.

Attachments: 11.1 Mayor Leslie's report

Date Reviewed: May 07, 2021 CAO: Amida Nelson

Mayor's Report to Council – March 18 – April 30, 2021

Thursday March 18, 2021 – ZOOM Red Deer River Municipal Users Group Executive Committee meeting – 10:30 – 12:30 – Review and confirm the RDRMUG Handbook (now available on line) and prepare for upcoming meeting with Alberta Environment and Parks staff, plus a review of the "Coal Mining Update" from the Deputy Minister of Environment and Parks, Information from the Alberta Wilderness Association, leasehold maps within Clearwater County and the RDRWA map of coal leases(s) within the James River sub-basin.

Friday March 19, 2021 – Mayors of South Central Alberta ZOOM Meeting – 1:00 – 4:00 PM – COVID response discussion on current mandatory measures and restrictions, responses in municipalities, regional/rural perspectives. We were also joined by Minister Nixon, Speaker Cooper, MLA Horner and MLA Dreeshen for a roundtable discussion on these issues and others.

Monday March 22, 2021 – 1:00 – 3:00 PM - World Water Day 😊 I was honoured to be asked to be a guest speaker on a panel discussion, to provide a "municipal perspective", in celebration of World Water Day, which was organized and produced by the Red Deer River Watershed Alliance. The Watershed Alliance began with the screening of the film "Source Waters", which was very well received.

Tuesday April 6, 2021 – 7:00 – 8:00 PM – Telephone Town Hall hosted by Premier Kenney, Municipal Affairs Minister McIver, and Dr. Hinshaw – Details were provided about the vaccination roll out plans. Clarification on questions from participants was also provided. These Telephone Town Halls are attended by Mayors, Reeves, CAOs and Council members from more than 320 municipalities across Alberta. The opportunity for answers to questions with that many participants is limited.

Wednesday April 14, 2021 – 6:00 – 9:00 PM – AUMA 2021 Spring Municipal Leaders Caucus – Virtual Event – Three educational sessions were offered; Municipalities' Role in Red Tape Reduction, COVID Recovery, and Municipal Finances and Reserves. Sessions were recorded and are available for anyone interested.

Thursday April 15, 2021 – 9:00 AM – Noon – Session 2 of the AUMA 2021 Spring Municipal Leaders Caucus – Virtual Event – Participants had the opportunity to hear from Opposition Leader Rachael Notley in the first session. The education session was on the 2021 Municipal Election. The remainder of the morning was AUMA business consisting of the President's Report, Requests for Decision, and the AUMA Board Dialog Session.

Friday April 16, 2021 – 9:00 AM – Noon – Day 3 of the AUMA 2021 Spring Municipal Leaders Caucus – Virtual Event – This is "Government Day". The Premier addressed the participants and Ministers from many departments were available to answer questions.

Friday April 16, 2021 – through Sunday April 18, 2021 – Town of Sundre Spring Workshop – Friday evening Council met to discuss and consider the "Social Media Policy". Saturday, staff from many departments were on hand to outline plans for projects to complete in this year, as well as outline accomplishments in recent years. Typically, the Spring Workshop is a time when staff and Council brings forward ideas for the upcoming year or years. This year is different as it is an election year. In this 4th year of an election cycle, this Council's priorities are all but completed. Sunday was the day to learn more about "Asset Management" plans for the Town of Sundre, and examine and update some of the current and future projects coming our way.

Wednesday April 21, 2021 – Red Deer River Municipal Users Group Executive Meeting by ZOOM – 10:00 – 12:00 – This was a meeting to prepare materials for positions the Municipal Users Group will take with staff from Alberta Environment and Parks April 23rd. Deputy Minister Bev Yee has offered to work with the Municipal Users Group toward a "sub-watershed" plan for the future of the Red Deer River. This is the first step for the Municipal Users Group to hear plans for the future of the Red Deer River Basin, and to offer our assistance in that planning process – to be sure there is a rural and urban "municipality" perspective. Issues for the Red Deer River Municipal Users Group are to "secure future water requirements to protect community's population and economic growth", through a "Crown Reservation" or other method – as well as to understand the plans Alberta Environment and Parks has for future "on and off stream" storage to mitigate both flood and drought possibilities in the future.

Friday April 23, 2021 – Red Deer River Municipal Users Group Executive, and Alberta Environment and Parks staff meeting by ZOOM – 9:30-11:00 AM – This meeting was the first step to learn future plans for the Red Deer River Watershed, and begin discussions about working together to build a "sub-watershed" plan for the Red Deer River basin.

Tuesday April 27, 2021 – 2:00 – 3:00 PM - ZOOM meeting of Central Alberta Mayors and Reeves, hosted by Mayor Tara Veer, City of Red Deer – Mayor Veer updated us all (over 30 Central Alberta Mayors and Reeves) on the state of AHS Central Zone COVID cases. No longer can we say this is a city "thing", not a "rural Alberta thing". Trend data on increasing spread is threatening our reginal health system. "Be part of the solution – not the problem" is the message we can all take back to our communities.

Wednesday April 28, 2021 – Red Deer River Municipal Users Group Executive meeting by ZOOM – 10:00 AM – Noon – RDRMUG is in the process of searching for an Executive Director. Keith Ryder, the current Executive Director is retiring, and we wish him all the best. Please refer anyone you know that might be interested, to the Executive Director at the Red Deer River Municipal Users Group.

Friday April 30, 2021 – ZOOM meeting of the Mountain View Regional Waste Commission from 9:00 – 11:30 AM – Please see the attached highlights 😊

Respectfully submitted by Terry Leslie, Mayor

Waste Commission Board meeting – April 30th, 2021

- For the period ending March 31st, 2021, tonnage received at the landfill were 12,402 tonnes which is 195% above budget projections, and 66% of full-year revenue compared to 25% expected at this time of the year. The primary driver behind the strong results is due to a major demolition job received in January of 7,602 tonnes generating a windfall revenue stream of over $725,000.

- Commercial tonnage receipts of 2,988 tonnes year-to-date are 6% above budget. Based on prior commercial sales trends in 2019 and 2020, the 2021 budget is based on a risk adjusted forecast of 15,200 tonnes per year. Administration is projecting Commercial sales to remain strong signaling the ongoing competitiveness of the Landfill tipping fee compared to private competitors.

- Municipal waste volumes remain robust, and are 10% above budget. With the exception of Sundre and Olds, all municipalities are 15% above budget for this time of the year. All communities have experienced sizeable increases in MSW tonnage since the onset of the pandemic, and this trend is expected to continue in the short term.

- Total revenue of $1.494 mm is at 49% of full year 2021 budget of $3.026 mm compared to 25% expected for this time of year. Strong commercial receipts and hydrocarbon contaminated soil receipts account for the majority of the operating surplus. Total expenses of $0.683 mm is at 24%, compared to 25% expected, of the 2021 budget of $2.86 mm. Due to the recent strong financial results, and closing the sale of the Olds Transfer station, the Commission's combined unrestricted and restricted reserve balances are currently $4.46 million.

- The tenders for the Cell 7 construction closed on May 3rd. The proposals ranged from $1.49 mm to $2.71 mm including a provisional component to cap Cell 6. Preliminary indications are that the likely tender price will be at or near the budget provision of $1.45 mm included in the 2021 capital budget. A special meeting of the MVRWMC Board is set for Monday May 10th, 2021 to review the tenders and recommend an award.

- Administration recommended extending the current contract hauling contract with Environmental 360 Solutions for the period from October 18th, 2021 through December 31st, 2023. The current contract minimizes commodity risk exposure to the tipping fees typically charged to dispose of recyclables when there is no market.

2020 Year-end Financial and Operating Highlights:

- The Commission's auditors delivered a clean audit report, and approved the audited financial statements. Highlights of the Financial position of the Commission as at December 31st, 2020 include:

    - Net financial assets improved 253% to $2.11 mm at December 31st, 2020 compared to $0.83 mm at year-end 2019, and a 745% improvement compared to 2018.

    - Reduced long-term debt by 37% to $0.532 mm December 31st, 2020 compared to $0.848 mm at December 31st, 2019.

- Accumulated surplus increased 16% to $5.92 mm in 2020. Financial assets (cash, working capital surplus, and reserves) accounted for 36% of the accumulated surplus, with non-financial assets (Landfill airspace, equipment, other assets) accounting for 64%. Accumulated surplus in 2019 consisted of 16% financial assets, and the remaining 84% in non-financial assets.

- Achieved a record revenue in 2020 of $3.71 mm up 4% compared to 2019.

- Cash operating costs (excluding amortization) were $89.51/tonne, which for the first-time were below the tipping fee of $95/tonne, and 31% lower than unit costs of $129/tonne in 2018.

- During 2020, the Commission implemented new technology including low-speed shredder and real-time GPS to maximize airspace utilization to extend the life of the useful airspace as much as possible.

  - At year-end, 47% of the approved landfill airspace has been utilized, with 703,184 m3 remaining. Additional future sites suitable for cell constructions beyond the current phases could provide more than 70 years of capacity to meet the future needs of the region.

  - At current annual utilization, the projected landfill lifespan is 24 – 28 years based on estimated annual receipts and compaction rates of 1.1 tonnes/m3, a 38% improvement on historical compaction efficiency of 0.8 tonnes/m3.

Prepared by: Michael Wuetherick, P.Eng., Chief Administrative Officer

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**May 10, 2021**
SUBJECT	**Correspondence**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**12.**

BACKGROUND/PROPOSAL:

Correspondence received by, and/or sent by Legislative Services during the period of April 27 and May 8,2021.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence as presented as information.

ATTACHMENTS:

12.1 Letter from Minister Pon – Senior's Week Proclamation
12.2 Letter to Minister Madu – Town of Magrath
12.3 Letter of Response from Minister Madu – Provincial Policing

Date Reviewed: May 03, 2021	CAO: Linda Nelson

ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Calgary-Beddington

AR51127

May 3, 2021

Ms. Anne-Marie Jonke
Executive Legislative Clerk
Town of Sundre
717 Main Avenue W
Sundre AB T0M 1X0

Dear Ms. Jonke:

Thank you for your April 20, 2021 email regarding Seniors' Week 2021. I appreciate the opportunity to respond.

I am pleased to learn the Town of Sundre officially declared Seniors' Week from June 7-13, 2021. This declaration shows tremendous support for Alberta's seniors, and generates greater awareness of the importance of seniors and their continued contributions to our communities.

The Town of Sundre will be listed on alberta.ca as a community that has declared Seniors Week 2021. Please visit www.alberta.ca/seniors-week.aspx for more information on Seniors' Week, where you can register your community events in the special events calendar, download the 2021 poster, and access tips on how to recognize and connect with seniors in innovative, fun, and creative ways while adhering to public health guidelines.

Thank you for your continued support for seniors in Alberta.

Sincerely,

Josephine Pon
Minister of Seniors and Housing

cc: Honourable Jason Nixon
MLA, Rimbey-Rocky Mountain House-Sundre

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Magrath
The Garden City

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April 27, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800-97 Avenue
Edmonton, Alberta
T5K 2B6

RE Town of Magrath Support for the RCMP

Dear Minister Madu,

The Magrath Town Council is disappointed by the Province of Alberta's reluctance to accept the results of its own consultative process by pressing forward with an agenda that appears to want to replace the RCMP with an Alberta Provincial Police Service. Given such, we seek to add our support to the letters sent by the Municipality of Crowsnest Pass, the Town of Morinville, and the County of Paintearth No. 18.

While we are confident that through the hard work of those employed either option would provide high quality police services to Albertans, we are more than a little concerned about the bureaucratic transitional costs that would be needed to complete such a change. Our RCMP detachment serves our community's needs, is consultative with our Council, and is recognizable within our community.

It is not the RCMP, but the downloaded costs from the Province's own initiatives for the Rural Crime Initiative and Police Funding model that are having negative impacts on our municipal services. Ultimately, these provincial invoices will require additional taxation on to municipal residents just to be able to pay back the Province. In such uncertain and challenging economic times our Council feels it is unwise for you to press forward with this plan. It would show leadership for your government to, at the minimum, step back and take a pause.

Preferably, now is the time to listen to the respondents of the Fair Deal Panel's consultations, scrap this idea entirely and refocus your efforts on the issues which are of significant concern to Albertans.

Sincerely,

Russ Barnett
Mayor

CC: The Honourable Jason Kenney, Premier
Rachel Notley, Leader of the Opposition
Joseph Schow, MLA
Irfan Sabir MLA Critic for Justice and Solicitor General
AUMA Members
RMA Members

RECEIVED
29 -04- 2021

ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
Deputy Government House Leader
MLA, Edmonton - South West

AR 45277

APR 2 3 2021

His Worship Terry Leslie
Mayor, Town of Sundre
717 Main Avenue West
PO Box 420
Sundre AB T0M 1X0

Dear Mayor Leslie:

Thank you for your letter of March 9, 2021, regarding the Summit on Policing, held on February 17, 2021. As Minister of Justice and Solicitor General, I appreciate the opportunity to respond.

During my presentation, I highlighted the Government of Alberta's commitment to conduct further study into the Fair Deal Panel's recommendation to create an Alberta provincial police service to replace the RCMP. Justice and Solicitor General, along with its project contractor PricewaterhouseCoopers (PwC), is currently conducting a feasibility study on the costs, benefits, and structure of a potential Alberta provincial police service.

The Fair Deal Panel consulted with tens of thousands of Albertans and heard about many rural Albertans' frustrations with the RCMP and additionally, consulted with policy experts and undertook research to inform its recommendations. As indicated in the Fair Deal Panel's report, that although many Albertans express their appreciation and respect for the work of hardworking rank and file members in the RCMP who serve our communities, many Albertans are also frustrated with the challenges of a police force that is ultimately managed in Ottawa.

The Government of Alberta has an obligation to listen to the concerns of its citizens, undertake a thorough study of the topic, and make an informed decision on whether an Alberta provincial police service can improve the safety and security of Albertans and their property. Through this

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study, we also have a responsibility to see if there are new approaches to provincial policing that can provide greater value for taxpayers, while strengthening the connection between police and communities they serve.

Police have an essential role in protecting our communities – which is why we will ensure police funding is used to keep Albertans safe. As part of the study, PwC has been asked to develop a model of provincial policing that increases citizen input, enhances connections to the community, improves services, leverages efficiencies, reduces bureaucracy, and does not impose additional costs on municipalities.

PwC is expected to present their report to the provincial government on April 30, 2021. If the Alberta government decides to proceed with further analysis, Justice and Solicitor General will conduct further study and engagement, which will include local policing perspectives from municipal partners.

Thank you again, for taking the time to write. I look forward to working with you further as we ensure all Albertans feel safe, secure, and protected in their communities.

Yours very truly,

Kaycee Madu, QC
Minister

cc: Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre