



AGENDA

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH 7, 2022 AT 4:30 PM.

	<u>MOTION</u>
1. CALL TO ORDER	
2. ADOPTION OF THE AGENDA	X
3. ADOPTION OF THE MINUTES	
ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: December 6, 2021	X
4. BUSINESS ARISING FROM THE MINUTES	
5. ACTION ITEMS	
ITEM No.5.1 Community Emergency Management Plan (Audit)	X
ITEM No.5.2 Community Emergency Management Plan (CEMP)	X
6. DELEGATIONS	
7. MEDIA INQUIRIES	
8. CLOSED SESSION	
9. OPEN SESSION	
10. CLOSE OF MEETING	X

Municipal Emergency Management Committee Request for Decision

Meeting Date: March 7, 2022

Subject:

Minutes of the Municipal Emergency Management Committee: December 6, 2021

Recommendation:

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on December 6, 2021, as presented.

Background:

Minutes of the previous meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

Legislation / Authority:

MGA, Section 208

Strategic Plan Alignment:

None.

Financial Implication:

None.

Service Level / Staff Resource Implication:

None.

Justification:

Approval of minutes is in accordance with the Municipal Government Act, Section 208.



Alternative(s):

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on December 6, 2021, as amended.

Attachment(s): Minutes

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 6, 2021, AT 4:30 PM.

Members

Garth Bekkering
Jack Brewin
Alf Rudd

Alternate Member

Andrew Prokop

Chief Administrative Officer

Derrin Thibault

Director of Emergency Management

Steve Munshaw

Staff

Raeanne Keer
Steve Swarbrick
Amy West

CALL TO ORDER

Because this was the first Regular Meeting since the municipal election and Council's Organizational Meeting, Chief S. Munshaw, of the Taber Fire Department and Director of Emergency Management, called the meeting of the Municipal Emergency Management Committee to Order at 4:30 PM.

1) Nominations for Chair of the Municipal Emergency Management Committee

Chief Munshaw called for nominations from the floor for position of Chair of the Municipal Emergency Management Committee.

Councillor Bekkering nominated Councillor Brewin for the position of Chair of the Municipal Emergency Management Committee.

8/2021

Meeting Date
12/6/2021

CALL TO ORDER – CONT'D

1) Nominations for Chair of the Municipal Emergency Management Committee – CONT'D

Councillor Brewin accepted the nomination.

Chief Munshaw called for nominations from the floor for the position of Chair of the Municipal Emergency Management Committee a second and third time, and there were no further nominations.

RES. 11/2021 MOVED by Mayor Prokop that the Municipal Emergency Management Committee nominates Councillor Brewin for the position of Chair of the Municipal Emergency Management Committee.

CARRIED UNANIMOUSLY

Chief Munshaw turned the meeting over to Chair Brewin for the remainder of the meeting.

ADOPTION OF THE AGENDA

Chair Brewin inquired if there were any additions or deletions to the Agenda, and there were none.

RES. 12/2021 MOVED by Councillor Rudd that the Municipal Emergency Management Committee adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of the Municipal Emergency Management Committee: June 7, 2021

RES. 13/2021 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on June 7, 2021, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

ACTION ITEMS

1) Setting Regular Meeting Dates for 2022

Chief Munshaw stated that historically the Municipal Emergency Management Committee has met on the 1st Monday on a quarterly basis, as being March, June, September, and December. He stated that Administration is requesting that the Committee review and set meeting dates in advance for Regular Meetings to create an opportunity for public participation and attendance, to create transparency, and to be in alignment with the *Municipal Government Act*.

RES. 14/2021 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2022 to be the 1st Monday on a quarterly basis, as being March, June, September, and December.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

2) Emergency Management Bylaw update 24-2021

Chief Munshaw presented proposed Emergency Management Bylaw 24-2021 to the Committee. He stated that Administration is recommending to update the title positions of staff around the position of Deputy Director of Emergency Management to align with current practices.

RES. 15/2021 MOVED by Councillor Rudd that the Municipal Emergency Management Committee supports the proposed changes to Emergency Management Bylaw 24-2021 and recommends that the Bylaw be brought to Council at the next Regular Meeting.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

OPEN SESSION

None.

CLOSE OF MEETING

RES. 16/2021

MOVED by Councillor Bekkering that this Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 4:38 PM

CHAIR

DIRECTOR OF EMERGENCY MANAGEMENT

DRAFT

12/2021

Meeting Date
12/6/2021

Municipal Emergency Management Committee Request for Decision

Meeting Date: March 7, 2022

Subject:

Community Emergency Management Plan (Audit)

Recommendation:

The Municipal Emergency Management Committee accepts the Town of Taber's Municipal Emergency Response Plan Audit for information.

Background:

On February 16th, 2022, Alberta Emergency Management Agency performed a Community Emergency Management Program (CEMP) review/ audit. Overall, they were very pleased with the Town of Taber's Community Emergency Management Plan. They did offer a few suggestions for improvement.

They suggested we could improve our re-entry plan and a livestock plan.

Attached you will find the Town of Taber's CEMP Emergency Plan with the following areas of change/ updating:

1. Introduction – updated content
2. Administration – Updated content regarding scope and Incident Management System
3. Contacts – Updated
4. Emergency Operations Center – Added content regarding Incident Command System, Priorities, Objective, and Incident Action Plans
5. Incident Command System (ICS) – Added this content
6. Evacuation Plan – Added content to this section
7. Crisis Communication Plan – Added this content
8. Short term Recovery Plan – Added this content
9. Post incident Reporting – Added content to this section
10. Workers Compensation for Volunteers – Added this content

Legislation / Authority:

Emergency Management Act states:

11. A local authority

1. 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;

Shall prepare and approve emergency plans and programs.

Strategic Plan Alignment:

To maintain a safe community that is healthy, innovative and environmentally aware while following Provincial Legislation.

Financial Implication:

There will not be any financial implications, as this is part of the Fire Chiefs job description.

Service Level / Staff Resource Implication:

The Emergency Plan review is part of the Fire Chiefs job description.

Justification:

Auditing of the Community Emergency Response Plan will be done every second year. The DEM will bring the Audit report before the committee for review to answer any questions

Alternative(s):

The MEMC may choose to not accept the audit or ask for more clarity of the audit.

Attachment(s): February 16th , 2022 Audit

APPROVALS:

Originated By:

Steve Munshaw

Chief Administrative Officer (CAO) or Designate: _____

MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)

Municipality: Town of Taber
Date of Visit: February 16th, 2022
Activity: Visit – Partial Municipal Emergency Plan (MEP) review
Participants: Steve Munshaw, Fire Chief / Director of Emergency Management.
Garry Dzioba, Field Officer AEMA

Report Date: March 1st, 2022.

Report Notes:

I had the pleasure of conducting a Field Officer Visit & Partial Municipal Emergency Program (MEP) review with you in the Town of Taber Fire Hall on February 16th, 2022. I want to provide feedback resulting from this review along with recommendations to enhance your emergency management program. Please see the detailed MEP review report below.

Topics discussed during this review:

- Legislative requirements due to the updated EMA (November 2018) and Local Authority Emergency Management Regulations.
- Confirmed contact information is up-to-date,
- Yearly EM agency meetings, EM Committee meetings,
- Emergency Social Services,
- Training & exercises, grant funding (currently suspended),
- Comprehensive Evacuation & Re-Entry plans,
- Community Emergency Management Program (CEMP), which included the Hazard Identification Risk Assessment (HIRA). CEMP also has a document library with all the applicable ICS Forms for handling an event affecting your municipality,
- Meeting with recently elected officials to address roles and responsibilities along with a review of their recently completed On-line MEO course.

Respectfully,

Garry Dzioba

AEMA Emergency Management Field Officer, South Region, AB

☎ Office: (403) 562-3374 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (587) 594-4211 ✉ e-mail garry.dzioba@gov.ab.ca

🌐 Web page: <http://www.aema.alberta.ca>

Community Emergency Management Program (CEMP) Review

YEAR: 2021-2022

Community / Municipality / Regional Name:
Town of Taber
Regional Partners:
n/a
Emergency Management Officials Present at Meeting:
Steve Munshaw, Fire Chief / DEM.
Date of Review:
February 16th, 2022
Field Officer(s):
Garry Dzioba, South Region Field Officer
Field Officer(s) Signature(s):
<i>Garry Dzioba</i>

Summary:

Bylaw:

Bylaw number 19-2019.

Emergency Program:

Update: There has been a significant staffing change in the last year seeing a few key emergency management leaving a gap of skills within a few key positions. This can be addressed by identify replacement staff for these positions, identifying the necessary training, setting a deadline for these staff members to complete this training so your E.M. Team is prepared for a response.

Previous comments: The Town of Taber has developed a very solid E.M. Program over the past few years from training to exercises your plan and program has been tested, evaluated & exercised to ensure what's in the plan is effective during an event or activation. One area of improvement noted would be position titles within your ICS activation structure (207), consider using the actual ICS terminology for all activated elements as these are roles within your structure not positions held within your organization.

CEMP is a valuable tool for municipalities, with that said and the changes in the EMA & introduction of the LEMR 2018 resulted in the current Self-Assessment Tool to be out of date. AEMA is aware of this and working towards a solution, in the meantime there is an updated Self-Assessment Manual Tool in the CEMP Library. Feel free to use this new tool and save it on your Municipalities drives to form part of your MEP. I have also attached this new Self-Assessment Tool to the related e-mail you received with this report.

Exercises & Training:

Update: The past couple of years has seen a significant disruption in training and exercises. As we recover from this pandemic we recommend that municipalities establish a comprehensive 1-3 year training and exercise plan. To assist you with developing this plan I have attached a training template for you to refer to.

Previous comments: The Town of Taber has done an excellent job here. The dedication shown to your staff for training and self-improvement will definitely pay dividends going forward. Knowing that all your staff have a good foundation with the Incident Command System sets your team up for early success during an incident, reduces unnecessary stress, increases productivity, resilience, & capacity.

Developing a 1-3 or 1-5 year training & exercise plan keeps your team on track and reduces a loss of these perishable skills. Developing expertise within your organization, specifically Nathan Cote now an ICS-200 Instructor and key member of the South Region AHIMT team, will strengthen your teams abilities and skills as he brings these advanced E.M. skills back to the Town of Taber E.M. Team.

Best Practices:

Update: As the Town of Taber has a few veterinarians in town that specialize with large animal, complete with holding or penning facilities it is recommended you develop a livestock plan. To assist you with this process I have included our Agriculture CMO information for you to reach out to for any insight or assistance. (Brad Andres).

Developing a comprehensive event / exercise debriefing process where an after action report is produced will ensure your E.M. Program is meeting the needs of the town. Gaps or deficiencies are common within plans, until tested and utilized it's hard to identify where these gaps exist, this is the value of debriefings.

Previous comments: The Town of Taber has developed several best practices which I encourage you to continue with. One of the most valuable tools is the After Action Reports & Debriefings / Hot Wash. Obtaining feedback from your team whether good or bad helps identify potential gaps in your program for you to focus on.

Bylaw, Order, Resolution:

#	LEMR	Requirements	Yes	No	N/A
1	Section 2(1)	Appoints an emergency advisory committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Section 2(2)(a)	Sets out the purposes of the committee, both during an emergency or disaster and when those events are not occurring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Section 2(2)(b)	Establishes that the committee provides guidance and direction to the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Section 2(2)(c)	Establishes procedures that must be followed when declaring a state of local emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Section 2(2)(d)	Identifies the committee's membership and Chair by title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Section 2(2)(e)	Sets out a minimum meeting frequency for the committee, which must be at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Section 2(2)(f)	Outlines committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Section 3(1)	Establishes the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Section 3(2)(a)	Sets out the responsibilities of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Section 3(2)(b)	Appoints a person as the director of emergency management, or states 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Section 3(2)(d)	Identifies the frequency at which the agency must report to the emergency advisory committee: <ul style="list-style-type: none"> - Must be once per year - Must include an update on the agency's activities and review of the local authority's emergency plan 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Section 3(2)(e)	States that the 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Section 3(2)(f)	If the agency is acting as the agent of more than one local authority, indicates which local authorities the agency is acting for	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Section 7(1) 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a regional services commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Section 7(2) 14(c)	If the local authority is to be represented by a joint committee, sets out which powers or duties are delegated to the joint committee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Section 7(3)(a) 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Section 7(3)(b)	The other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to it from the summer village	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bylaw Comments:

Bylaw number 19-2019. Always good to review your E.M. Bylaw, to assist with this process I have attached bylaw check sheet.

Emergency Program:

#	LEMR	Requirements	Yes	No	N/A
19	Section 4(a)	A description of the administration of the emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Section 4(b)	The procedures for implementing the emergency plan during an emergency or exercise response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Section 4(c)	The local authority's plan for preparedness, response and recovery activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Section 4(d)	A Hazard and Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Section 4(e)	Emergency management program exercises that the local authority will engage in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Section 4(f)	The plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Section 4(g)	The emergency management agency's plan for review and maintenance of the emergency plan after an exercise, emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Section 4(h)	How the command, control and coordination system prescribed by LEMR, Section 3(3) will be used by the emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Section 4(i)	The assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Section 4(j)	A training plan for staff assigned with responsibilities under the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Section 4(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 emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Section 4(l)	The plan for communications, public alerts and notifications during exercises, emergencies and disasters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Section 4(m)	The plan for providing emergency social services during an emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Section 5(1)	The emergency management agency must review the emergency plan that applies to that local authority at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Section 5(2)	The 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Section 5(3)	In the case of a summer village that has delegated their 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 subsection (1) and (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Emergency Program Comments:

Update: See comments above.

Previous comments: The Town of Taber has developed a very solid E.M. Program over the past few years from training to exercises your plan and program has been tested, evaluated & exercised to ensure what's in the plan is effective during an event or activation. One area of improvement noted would be position titles within your ICS activation structure (207), consider using the actual ICS terminology for all activated elements as these are roles within your structure not positions held within your organization.

Exercises & Training:

#	LEMR	Requirements	Yes	No	N/A
35	Section 6(1)	Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 exercise per year in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
36	Section 6(2)	The emergency management agency must engage in at least 1 exercise every 4 years in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Section 6(3)	The emergency management agency has met the requirements of subsection (2) by responding to an emergency or disaster within the previous 4 years that resulted in the implementation of the emergency plan and a written post-incident assessment that included observations and recommendations for improvement and correction action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Section 6(4)	The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Section 6(5)	The emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in LEMR, Section 6(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Section 6(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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Section 8(1) 8(2)(a)	Each elected official must complete the courses as prescribed the Managing Director of AEMA, within 90 days of taking official oath <ul style="list-style-type: none"> - Elected Officials course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Section 8(1) 9 (1-3)	Councilors of an ID, persons with delegated powers and duties for an ID, Special Areas Board members – each person must complete the courses as prescribed by the Managing Director of AEMA, within 90 days of appointment <ul style="list-style-type: none"> - Elected Officials course 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43	Section 10(1) 10(2)	The Director of the Emergency Management Agency must complete courses, as prescribed by the Managing Director of AEMA, within 18 months of appointment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100, ICS 200, ICS 300 - Director of Emergency Management course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Section 12 13	(Exemptions, extensions or alternate course credit may be granted by the Managing Director, AEMA).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	Section 11(1) 11(2)	Each employee of the local authority who has been assigned responsibilities respecting the implementation of the emergency plan must complete courses, as prescribed by the Managing Director of AEMA, within 6 months of assignment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exercises & Training Comments:

Update: See comments above.

Previous comments: Developing a 1-3 or 1-5 year training & exercise plan keeps your team on track and reduces a loss of these perishable skills. Developing expertise within your organization, specifically Nathan Cote now an ICS-200 Instructor and key member of the South Region AHIMT team, will strengthen your teams abilities and skills as he brings these advanced E.M. skills back to the Town of Taber E.M. Team. As discussed during our meeting I have also attached a training & exercise plan that I developed to assist municipalities.

Best Practices:

#	Requirements	Yes	No	N/A
46	Pre-Identification of Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Shelter-in-Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Evacuation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Re-Entry Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Pets Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	Livestock Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
52	Post Event Procedures/Guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Practices Comments:

Update: After the Field Officer Visit with the Town of Taber's DEM, the Field Officer was invited to meet with the members of council for an open discussion regarding emergency management, roles and responsibilities & any questions or inquiries they may have as a result of completing the on-line MEO course.

This meeting proved very beneficial for all involved, thank you for the opportunity to meet with and have this informal discussion with your elected officials. I believe this will set the tone for the Town's E.M. Program, as noted during our meeting, the opportunity to take an already strong E.M. Program and enhance it even further.

Previous comments: One area of improvement to consider would be enhancing your evacuation and re-entry plan within your E.M. Program. Consider developing an evacuation plan that divides the Town into zones or quadrants. Many municipalities are using electoral boundaries for this purpose. Having defined areas of responsibility for your evacuation teams complete with updated detailed maps and reporting procedures will expedite these evacuations when the time comes. As discussed, I have included the GOA evacuation & re-entry guidelines for you to refer to.

Municipal Emergency Management Committee Request for Decision

Meeting Date: March 7, 2022

Subject:

Community Emergency Management Plan (CEMP)

Recommendation:

The Municipal Emergency Management Committee accepts the Town of Taber's updated Community Municipal Emergency Plan for information.

Background:

During the summer of 2018, the government engaged with 92 municipalities and 5 organizations to gather feedback that helped clarify language and update requirements in the Emergency Management Act, and inform the development of the Local Authority Emergency Management Regulation.

Emergency Management Amendment Act

Bill 9, the Emergency Management Amendment Act came into effect on March 20, 2020 to address the growing need for local and provincial states of emergencies to exist concurrently during emergencies and disasters.

Changes now provide clarity and improve the coordination of local and provincial response efforts in the event of emergencies and disasters, including wildfires, floods and pandemics.

Prior to the amendment, the provincial government took charge of a local authority's response activities as soon as a provincial state of emergency was declared. In order for municipalities to deal effectively with their individual situations, they need the power as a local authority to direct and control their response efforts, as well as work with the province. This also helps the province respond to multiple emergencies simultaneously by freeing up resources. As a requirement of the Emergency Management Act, it's a requirement for the community to review the Community Emergency Management Plan (CEMP) on an annual bases to meet the requirements of the Act.



Legislation / Authority:

Emergency Management Act states:

11. A local authority

1. 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;

Shall prepare and approve emergency plans and programs.

Strategic Plan Alignment:

To maintain a safe community that is healthy, innovative and environmentally aware while following Provincial Legislation.

Financial Implication:

There will not be any financial implications as this is part of the Fire Chiefs job description.

Service Level / Staff Resource Implication:

The Emergency Plan review is part of the Fire Chiefs job description.

Justification:

The update of the Emergency Plan will be an annual process. The DEM will bring the plan before the committee on an annual basis for review to answer any questions.

Alternative(s):

An alternative to the new updated plan would be to continue to use the old version of the plan.

Attachment(s): Community Emergency Management Plan (CEMP)

APPROVALS:

Originated By:

Steve Munshaw

Chief Administrative Officer (CAO) or Designate: _____

Community Emergency Management Program
Emergency Plan for the Town of Taber

Emergency Plan for the
Town of Taber

Distribution List

Contact Person	Community / Agency	Address	Copy Number / Format

Emergency Plan for the
Town of Taber

Amendment Record

Amendment Number	Issue Date	Page(s) Replaced	Amended By	Date
	February 16, 2022	<i>Contacts updated – formatting corrected</i>	Amy West	February 2022

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1 Introduction

The Plan has been designed to ensure a quick and effective response, to deal with natural, man-made and technological hazards affecting the Town of Taber. The Plan is one element of the Town of Taber Emergency Management Program (hereinafter referred to as the Program).

The Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the region 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.

Natural and man-made hazards, and the risks they present to our community, have been increasing. In order for this Plan to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, the Plan should be considered a "Living" document.

The personal information included in this Plan is being collected in support of the Town of Taber 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 Director of Emergency Management and Chair of the Town of Taber Emergency Management Agency in writing at:

Director of Emergency Management and Chair, Town of Taber Emergency
Management Agency

*Director of Emergency Management
Town of Taber
4900-A 50th St, Taber, Alberta, Canada
T1G 1T1*

2 Administration

2.1 Purpose

The purpose of the Plan is to provide a prompt and coordinated notification/response/recovery to emergencies affecting the Town of Taber.

This Plan has been designed to be implemented for any emergency or crisis situation and will:

- a) provide for prompt coordination of resources when an emergency/disaster is (or has the potential to be) outside the scope of normal operations,
- b) provide legislation indicating where authority lies in the event of an emergency or disaster,
- c) provide the roles, responsibilities of the various agency representatives during an emergency/disaster, and,
- d) detail how the plan will be activated.

2.2 Scope

The Plan contains standard guidelines for the notification, activation and operation of the Emergency Operations Center (EOC); community evacuation plans and the establishment of the Town of Taber reception center if required. It also provides for crisis communications and short term recovery contingencies. The Plan is part of the overall Town of Taber Emergency Management Program and meets all legislative and regulatory requirements under the Emergency Management Act.

This Plan has been created based on the Town of Taber All Hazards Identification and Risk Assessment (AHIRA).

2.3 Incident Management System

The Town of Taber Emergency Management Agency will employ the Incident Command System (ICS) at both the incident site and the EOC levels.

2.4 Authority

The Plan is issued under the authority of the:

- Emergency Management Act, R.S.A. 2000, Chapter E6.8;
- Emergency Management By-Law – 24-2021;
- Local Authority Resolution 584/2019, 585/2019 and 587/2019.

2.5 Organization

The Town of Taber will be organized as per the requirements of the Emergency Management Act, R.S.A 2000, Chapter E-6.8 and the Local Authority Emergency Management Regulation 203/2108. The organization chart is as follows:



2.6 Priorities

During an incident the response priorities, in order of importance and in alignment with the ICS are:

- a) Life Safety
- b) Incident Stabilization
- c) Property/Environment Protection
- d) Economy/Other

3 Notification

Background

Notification is the process of communicating to community officials' 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.

Goal

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. 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 Emergency Plan (the Plan) and must be included in training, exercises, and actual response.

Policy

To ensure timely and effective emergency management, notification of incidents shall be proactive, shall be based on incident criteria and shall be developed as part of the Plan. The notification procedures shall be communicated to all agencies, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute, and exercise these notification procedures as part of the Plan.

3.1 Procedure

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.

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

- Contact the DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the Deputy DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the next designate on the list;
- 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 for Community DEM and will decide if Plan activation is required, including activating the Emergency Operations Centre (EOC). If the DEM believes that the EOC should be activated, the DEM will liaise with Council and Administration as per activation policy and activate as directed.

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:	_____ - _____ - _____ - _____ W _____ M		
Generic Directions:			
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

Criteria for notifying Director of Emergency Management:

1. Is there a need or potential need to evacuate residents beyond the initial isolation zone?
2. Is environment/property/utility damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Will this incident attract media beyond local or regional levels and require public information?
5. Are regulatory, government and/or industry agencies required?

NOTIFICATION/ACTIVATION DECISION FLOW CHART
[needs updated]

3.2 EOC Call Down Procedure

EOC Call down procedure is used for initial activation of the EOC. Additional personnel beyond this are called in by Logistics.

The DEM of his designate will call the first person of each color coded section on the call down list. He will inform them of the situation and his requirements for staffing of the EOC. They will then make the remaining phone calls to the needed staff within the colored section causing the call down process. This will reduce the number of calls the DEM is responsible for. It will allow him to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

COUNCIL

Andrew Prokop	Mayor	403-223-9348	403-382-0341	Andrew.prokop@taber.ca
Garth Bekkering	Councillor	403-223-0259	403-308-4445	Garth.bekkering@taber.ca
Jack Brewin	Councillor	403-223-1034	403-634-0877	Jack.brewin@taber.ca
Carly Firth	Councillor	403-223-0669	403-394-8113	Carly.firth@taber.ca
Monica McLean	Councillor	403-915-5276	403-915-5276	Monica.Mclean@taber.ca
Alf Rudd	Councillor	403-634-3846	403-634-9460	Alf.Rudd@taber.ca
Joanne Sorensen	Councillor	403-634-9244	403-634-9244	Joanne.Sorensen@taber.ca

COMMAND STAFF

Steve Munshaw	DEM	403-223-5500 ext 6016	403-634-7675	fire.chief@taber.ca
Steve Swarbrick	DDEM	403-223-5500 ext 6010	403-634-3445	fire.prevention@taber.ca
Amy West	DDEM	403-223-5500 ext 6024	403-317-0558	Training.officer@taber.ca
Graham Abela	DDEM	403-223-5500 ext 6004	403-315-3684	gabela@taber.ca
Gary Scherer	DDEM	403-223-5500 ext 6017	403-634-6365	Gary.scherer@taber.ca
Chris Eagan	DDEM	403-223-5500 ext 5524	403-892-3323	Chris.eagan@taber.ca
Kerry Van Ham	Master Scribe	403-223-5500 ext 5519	403-382-9303	Kerry.vanham@taber.ca
Raeanne Keer	Backup Scribe	403-223-5500 ext 5515	403-715-9495	Raeanne.keer@taber.ca
Melissa Fortin	Risk Management	403-223-5500 ext 6000	403-795-1318	melissa.fotin@taber.ca
Derrin Thibault	Liaison Officer	403-223-5500 ext 5523	587-394-6252	Derrin.Thibault@taber.ca
Meghan Brennan	Information Officer	403-223-5500 ext 6008	403-634-9824	Meghan.brennan@taber.ca
Raeanne Keer	Alternate Information Officer	403-223-5500 ext 5515	403-715-9495	Raeanne.keer@taber.ca

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OPERATIONS

Graham Abela	Police Chief	403-223-5500 ext 6004	403-315-3684	gabela@taber.ca
Steve Munshaw	Fire Chief	403-223-5500 ext 6016	403-634-7675	fire.chief@taber.ca
Gary Scherer	Public Works	403-223-5500 ext 6017	403-634-6365	Gary.scherer@taber.ca
Brooklyn Hammersted	Operations Section Scribe	403-223-5500 ext 6018	403-715-5890	Brooklyn.hammersted@taber.ca
Arlene Wong	Operations Section Scribe	403-223-5500 ext 5225	403-223-0363	awong@taber.ca

ESS

Kory Ostrup	Emergency Social Services	403-223-5500 ext 5547	403-634-7647	Kory.ostrup@taber.ca
Brian Martin	Emergency Social Services	403-223-5500 ext 5554	403-892-3323	Jeremy.sillito@taber.ca

PLANNING

Chris Eagan	Planning Section	403-223-5500 ext 5524	403-892-3323	Chris.Eagan@taber.ca
Celina Newberry	Situation Unit Leader	403-223-5500 ext 6003		Celina.newberry@taber.ca
Kattie Schlamp	Documentation Unit Leader	403-223-5500 ext 6009	403-308-1252	Kattie.schlamp@taber.ca
Emily Hembrough	Resource Unit Leader	403-223-5500 ext 6013	403-915-6437	Emily.hembrough@taber.ca

LOGISTICS

Lisa Debona	Logistics Section	403-223-5500 ext 5439	403-915-1909	Lisa.debona@taber.ca
Megan Sushelnitski	Alternate Logistics Section	403-223-5500 ext 6012	403-331-7602	Louise.parsons@taber.ca
Tina Neudorf	Supply Branch	403-223-5500 ext 5503		apclerk@taber.ca
Alaa Abdel Khaliq	Communication Unit Leader	403-223-5500 ext 6011	403-393-1553	al@taber.ca
Ramez Ibrahiem	Backup Communications	403-223-5500 ext 6006	431-336-4871	ramez.ibrahiem@taber.ca
Marnie Mouland	Medical Unit Leader	403-223-5500 ext 5547	403-634-7647	Marnie.mouland@taber.ca
Jason Wilms	Facilities Unit Leader	403-223-5500 ext 5409	403-317-4934	Jason.wilms@taber.ca

FINANCE

John Orwa	Finance Section	403-223-5500 ext 6005	403-308-6438	John.orwa@taber.ca
Donna Weiss	Cost Unit Leader	403-223-5500 ext 6001	403-330-7598	Donna.weiss@taber.ca
Terry Franz	Time Unit Leader	403-223-5500 ext 5510		terry.franz@taber.ca
Megan Sushelnitski	Procurement Unit Leader	403-223-5500 ext 5503	403-892-3968	Megan.sushelnitski@taber.ca
Kirstie Modequillo	Comp/Claims Unit Leader	403-223-5500 ext 5529		Kirstie.Modequillo@taber.ca

3.3 Alberta Emergency Alert

Disasters can happen suddenly with little or no warning. In situations where minutes count, Alberta Emergency Alert gives Authorized Users the ability to broadcast an emergency alert quickly and directly to radio and television stations and other distributions outlets. Users can also distribute less urgent alerts, which plays a vital role in increasing the preparedness of the general public for situations that could worsen suddenly or with little warning.

Types of Alerts

There are two types of alerts which may be issued. They are as follows:

Critical Alert

Emergency Plan for the
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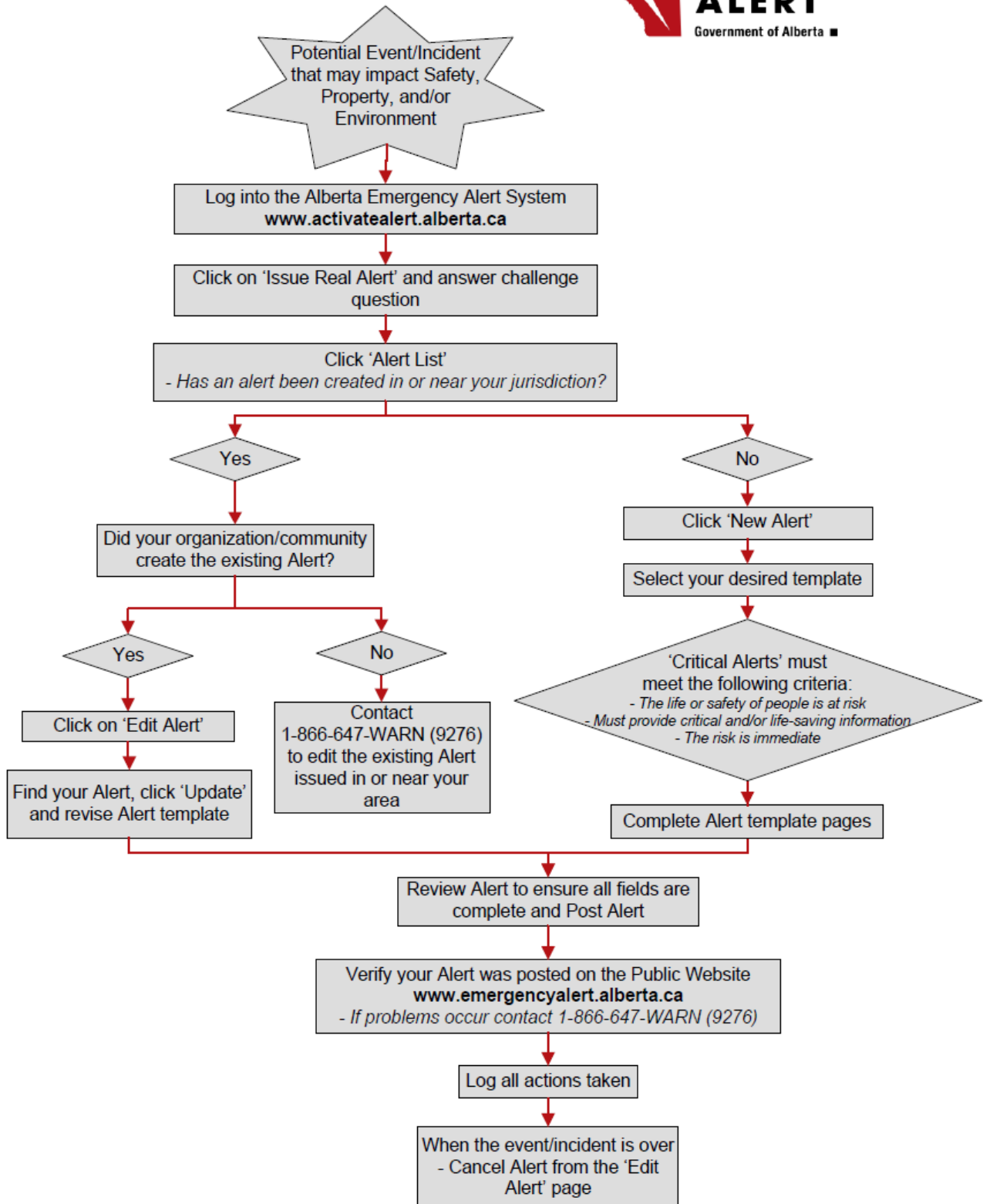
Critical alerts provide necessary information when there is an immediate and life threatening danger.

Information Alert

Information alerts provide less critical emergency information to the public to help them prepare. Information alerts should be used to protect and prepare the public, their property, their animals and/or the environment from the impacts of, or in the recovery from, a potential emergency.

ALBERTA EMERGENCY ALERT AUTHORIZED USERS			
Name and Position	Telephone		
	Business	Residence	Cell
Meghan BRENNAN	403-223-6008		403-634-9824
Dana BELL	403-223-6014		403-795-9470
Raeanne KEER	403-223-5515		403-715-9495

Activation Quick Steps





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 1-866-647-WARN (9276) 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 centers, 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 1-866-647-WARN (9276) to issue your critical alert.

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4 Contacts

4.1 First Response Contacts

EMS	Emergency	Main Office	Fax
Alberta Health Services	911		

FIRE	Emergency	Fire Hall	Fax
Taber Fire Department	911	403-223-6010	403-223-8274
Fire Chief Steve Munshaw	403-634-7675	403-223-6016	403-223-8274
Assistant Fire Chief Amy West	403-317-0558	403-223-6024	403-223-8274
Assistant Fire Chief Steve Swarbrick	403-634-3445	403-223-6010	403-223-8274

POLICE	Emergency	Police Station	Fax
Taber Police Services	911	403-223-8991	403-223-5540
Graham Abela	403-315-3684	403-223-6004	403-223-5540
David Gyepesi	403-795-8991	403-223-5224	403-223-5540
RCMP	403-223-4446	403-223-4447	403-223-4180
Gordon Yetman	403-584-9572	403-223-4447	403-223-4180
MD of Taber Regional Community Peace Officer Program		403-223-4784	
Henry Peters	403-892-4826		

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Canadian Pacific Rail	Emergency	Business	Fax
CP Rail	1-800-716-9132	1-800-795-7851	
CP Rail Police	1-800-716-9132		
Thomas LARSON, Hazmat and Emergency Response Officer	403-703-3585		

4.2 Public Works

PUBLIC WORKS STAFF – KEY POSITIONS			
Name and Position	Telephone		
	Business	Residence	Cell
Gary Scherer	403-223-6017		403-634-6365
Ramin Lahiji	403-223-5463		403-308-4448
Lisa Debona	403-223-5439		403-915-1909
John Browning	403-223-5450		403-308-9097

FACILITY MAINTENANCE STAFF – KEY POSITIONS			
Name and Position	Telephone		
	Business	Residence	Cell
Gary Scherer	403-223-6017		403-634-6365
Jason Wilms	403-223-4509		403-317-4934
Ryan Gilbertson	403-223-5557		403-330-8941

SOLID WASTE MANAGEMENT STAFF – KEY POSITIONS			
Name and Position	Telephone		
	Business	Residence	Cell
Lisa Debona	403-223-5439		403-915-1909
John Browing	403-223-5450		403-308-9097
Irene Irmeler	403-223-5569		

4.3 Utilities / Power

WATER & WASTEWATER TREATMENT PLANTS STAFF – KEY POSITIONS			
Name and Position	Telephone		
	Business	Residence	Cell
Gary Scherer	403-223-6017		403-634-6365
Chris Flaherty	403-223-5802		403-317-3981
Doug Blindback	403-223-5803		403-634-2463

WATER DISTRIBUTION AND COLLECTION STAFF – KEY POSITIONS			
Name and Position	Telephone		
	Business	Residence	Cell
Ramin Lahiji	403-223-5463		403-308-4448
John Browning	403-223-5450		403-308-9097
Brent Hamilton			403-331-9598

UTILITIES / POWER CONTACT INFORMATION			
Name and Position	Telephone		
	Emergency	Business	Cell
ATCO Gas 24 Hr. Emergency	1-800-511-3447	403-223-9632	
Bow River Gas Coop	403-654-2239	403-654-2233	
Forty Mile Gas Coop	403-526-7718		
Fortis Alberta	310-9473		
Equus	1-888-565-5445		
Telus	*611	310-1000	

4.4 Municipal Emergency Management Committee

MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE			
Name and Position	Telephone		
	Business	Residence	Cell
Councillor Jack Brewin		403-223-1034	403-634-0880
Councillor Garth Bekkering		403-223-0259	403-308-4445
Councillor Alf Rudd		403-223-5929	403-330-9267
Alternate – Mayor Andrew Prokop		403-223-9348	403-382-0341

4.5 Town of Taber Emergency Management Agency

TOWN OF TABER INTERNAL EMERGENCY MANAGEMENT AGENCY		
Name and Position	Telephone	
	Business	Cell
Town of Taber DEM – Steve Munshaw	403-223-6017	403-634-6365
Town of Taber DDEM – Amy West	403-223-6024	403-317-0558
Town of Taber DDEM – Steve Swarbrick	403-223-6010	403-634-3445
Town of Taber DDEM – Graham Abela	403-223-6004	403-315-3684
Town of Taber DDEM – Gary Scherer	403-223-6017	403-634-6365
Town of Taber DDEM – Chris Eagan	403-223-5524	403-892-3323
Master Scribe – Kerry Van Ham	403-223-5519	403-382-9303
Backup Scribe – Raeanne Keer	403-223-5515	403-715-9495
Risk Management – Melissa Fortin	403-223-6000	403-894-1276
Backup Risk Management – Erica Dam	403-223-5552	403-915-3698
Liaison Officer – Derrin Thibault	403-223-5523	587-394-6252
Information Officer – Meghan Brennan	403-223-6008	403-634-9824
Operations Section Chief – Graham Abela	403-223-6004	403-315-3684
Operations Section Chief – Steve Munshaw	403-223-6016	403-634-7675
Operations Section Chief – Ramin Lahiji	403-223-5463	403-308-4448

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Operations Section Scribe – Brooklyn Hammersted	403-223-6018	403-715-5890
Operations Section Scribe – Arlene Wong	403-223-5225	403-223-0363
Emergency Social Services – Kory Ostrup	403-223-5547	403-634-7647
Backup Emergency Social Service – Brian Martin	403-223-5554	403-892-3323
Planning Section Chief – Chris Eagan	403-223-5524	
Documentation Unit Leader – Kattie Schlamp	403-223-6009	403-308-1252
Logistics Section Chief – Lisa Debona	403-223-5439	403-915-1909
Backup Logistics Section Chief – Megan Sushelnitski	403-223-6012	403-331-7602
Communications Unit Leader – Alaa Abdel Khaliq	403-223-6011	403-393-1553
Backup Communication Unit Leader – Ramez Ibraheim	403-223-6006	431-336-4871
Medical Unit Leader – Marnie Moulard	403-223-5547	403-634-7647
Finance Section Chief – John Orwa	403-223-6005	403-308-6438
Cost Unit Leader – Donna Weiss	403-223-6001	403-308-6438
Time Unit Leader – Carrie Johnson	403-223-5510	403-308-2764
Procurement Unit Leader – Megan Sushelnitski	403-223-5503	403-892-3968
COMP/Claims Unit Leader – Kirstie Modequillo	403-223-5529	

Emergency Plan for the
Town of Taber

TOWN OF TABER EXTERNAL EMERGENCY MANAGEMENT AGENCY		
Name and Position	Telephone	
	Business	Cell
RCMP – Gordon Yetman	403-223-4447	403-584-9572
MD of Taber – Nathan Cote		403-654-7438
Taber & District Housing – Tim Janzen	403-223-2767 ext 7	403-382-7098
Clearview Lodge – Joan Hart	403-223-2822 ext 1	
Good Samaritans Linden View – Laurel Syrda	403-223-2287	
AEMA – Garry Dzioba	403-562-3374	587-894-4211
AHS Public Health – Kristen Dykstra		403-715-0793
AHS Public Health – Danny Lo		403-330-9130
Horizon School Division – Wilco Tymensen	403-223-3547	403-360-7008
Taber Hospital	403-223-7211	

4.6 Council

CHIEF ELECTED OFFICIAL AND COUNCIL			
Name and Position	Telephone		
	Business	Residence	Cell
Andrew Prokop		403-223-9348	403-382-0341
Garth Bekkering		403-223-0259	403-308-4445

Emergency Plan for the
Town of Taber

Jack BREWIN		403-223-1034	403-634-0880
Carly Firth		403-223-0669	403-394-8113
Monica McLean		403-915-5276	403-315-2186
Alf Rudd			403-634-9460
Joanne Sorensen			403-634-9244

4.7 Alberta Emergency Alert Users

ALBERTA EMERGENCY ALERT AUTHORIZED USERS			
Name and Position	Telephone		
	Business	Residence	Cell
Meghan Brennan	403-223-6008		587-220-3935
Dana Bell	403-223-6014		403-795-9470
Raeanne Keer	403-223-5515		403-715-9495

4.8 Federal Government Contacts

FEDERAL GOVERNMENT 24 HOUR EMERGENCY CONTACT INFORMATION			
Ministries/Agencies/Boards	Contact Information		
	Phone	Fax	Email/Web
Canadian Food Inspection Agency	800.442.2342		www.inspection.gc.ca
Environment Canada Storm Prediction Centre	800.667.8676		www.weatheroffice.gc.ca
National Energy Board	800.899.1265	877.288.8803	www.neb-one.gc.ca info@neb-one.gc.ca
NAV Canada Notice to Airmen (NOTAM)	866.541.4102	780.890.8593	www.navcanada.ca

Emergency Plan for the
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Transport Canada Airspace Restriction Requests CANUTEC (Dangerous Goods)	204.983.5290 613.996.6666	613.954.5101	www.tc.gc.ca canutec@tc.gc.ca
Transportation Safety Board	819.997.7887	819.953.7876	www.tsb.gc.ca/eng/index.asp
NOTE: Requests for Federal assistance must be made through the Alberta Emergency Management Agency			

4.9 Government of Alberta

GOVERNMENT OF ALBERTA EMERGENCY CONTACT INFORMATION			
Ministries/Agencies/Boards	Contact Information		
	Phone	Fax	Email/Web
Alberta Emergency Management Agency			
Regional Field Officer Gary DZIOBA Declaration of State of Local Emergency	587-594-4211	780.644.7962	www.aema.alberta.ca garry.dzioba@gov.ab.ca
Provincial Operations Centre (POC)	866.618.2362		ma.poc@gov.ab.ca
POC Duty Officer 1	780.644.4461	780.644.7962	Alberta.Emergency.Alert@gov.ab.ca
POC Duty Officer 2	780.644.4462		
Alberta Emergency Alert – Activation Fire Commissioners Office	866.647.9276 877.427.8393		
Alberta Environment & Sustainable Resource Development			
Environmental Emergency Support and Emergency Response Team (ASERT)	800.222.6514 800.222.6514		www.esrd.alberta.ca
Hydrology Branch/Forecasting	780.427.8173		
Forest Fires	800.427.3473		
Alberta Health Services			
Environmental Public Health Poison Control Centre Protective Services	866.654.7890 800.332.1414 888.999.3770	403.944.1472	www.albertahealthservices.ca
Alberta Human Services			
Workplace Health and Safety Emergency Social Services	866.415.8690 866.644.5135	780.422.3730	www.employment.alberta.ca whs@gov.ab.ca
Alberta Transportation			
Dangerous Goods and Rail Safety Branch	800.272.9600	780.427.1044	
Alberta Energy Regulator			
	800-222-6514	403-297- 7336	www.aer.ca

4.10 Community

Emergency Plan for the
Town of Taber

Transportation Vans/Buses/Taxis EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Taber Handi Bus – Krista DOUGLAS	403-330-8649		
Paul PRIMEAU	403-715-7223		
Bus Driver Cell		403-360-3025	
Grab a Cab – Bonnie FEHR	403-360-9772	403-223-2203	
Bob's Taxi and Delivery Service – Bob PETERS	403-635-5438		
Legacy Dodge – Matthew LAUINGER	403-391-8270	403-223-3434	
College Ford – Chris CORNET	306-661-0519	403-223-9654	
McDonald Chevrolet – Gord MCDONALD	403-308-1897	403-223-3556	

Transportation School Buses EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
First Student – Cara GROSS	403-308-7884	403-223-5670	
Horizon School Division – Wilco TYMENSEN	403-360-7008	403-223-3547	

Transportation Air Services/Airports/Helicopters EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
MD of Taber Airport South – Shaun KINNIBURGH	403-795-8245	403-223-8245	
Kinniburgh Spray Service – Shaun KINNIBURGH	403-795-8245	403-223-8245	

Emergency Plan for the
Town of Taber

MD of Taber Airport North – Regional Chief Nathan Cote	403-654-7438		
Triad Services – Brian HOLSTIEN	403-892-8385	403-223-3838	
Geereart Mechanical – John GEEREART	403-308-3156	403-223-8744	

Transportation Heavy Equipment and Trucks EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Cascade Energy Services	403-223-4566		
TWH Oilfield Services – Shane Hall	403-223-4717		
Glimar Crane Services - Lethbridge	403-327-6511		
Chinook Equipment – Mike DAVIS Christine BRAUN	403-330-8666 403-795-4501	403-223-4683	
Western Tractor – Mitch PONICH	403-634-2934	403-223-3588	
Rocky Mountain Equipment – Brent MCDOWELL	403-892-3555	403-223-2333	
Robertson Implements – Ben MATTHEWS	403-915-7870	403-223-4437	
Horizon Implements – Ben SCHAPENDONK	403-715-8871	403-223-8928	
Legacy Dodge – Matthew LAUINGER	403-391-8270	403-223-3434	
McDonalds Chevrolet – Gord MCDONALD	403-308-1897	403-223-3556	
College Ford – Chris CORNET	306-661-0519	403-223-9654	

Emergency Plan for the
Town of Taber

George Miller Excavating – Tim MILLER Wade MILLER	403-635-0129 403-634-4123	403-223-9545	
Porter Tanner – Benson PORTER	403-634-0358	403-223-2277	
G. Wiebe Excavating – Gord WIEBE	403-317-3117		
McNiven Excavating – Joe MCNIVEN	403-654-7777	403-654-2440	
Ground Tech Enterprise – Sam DE VLIAGER	403-634-3646		
F. Miller Excavating – Bob MILLER	403-330-9360	403-654-2064	
Southern Excavating – Mo JUST	403-634-3616		

Industry Pipeline EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Inter Pipeline – Mike STEVENS	1-800-666-8520	403-223-7300	
Trans Canada Transmission	1-888-982-7222		

Industry Irrigation EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Bow River Irrigation District	403-654-2552	403-654-2111	
Taber Irrigation District – Barry JENSEN	403-330-1070	403-223-2148	
St. Mary River Irrigation District	403-328-4401		

Emergency Plan for the
Town of Taber

Medical Services / Pets Medical Personnel (Doctors, Nurses, Medical Examiner) EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Taber Health Center – Berva KESLER	403-223-7211		
Taber Medical Clinic	403-223-3525		
Lethbridge Regional Hospital	403—388-6111		

Medical Services / Pets Environmental Health (Public Health) EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Public Health Inspector – Danny LO	403-330-9130	403-223-7230	
Public Health Inspector – Kristen DYKSTRA	403-715-0793		

Medical Services / Pets Critical Incident Stress Debriefing (CISD) Mental Health EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Mental Health Clinic Taber – Maria FABBRI	403-393-7932	403-223-7244	
Taber Fire Department – Clarence BOS	403-382-9107	403-223-1825	

Medical Services / Pets Medical Supplies (Drug Stores, Malls) EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Johnson's Drugs – Craig JENSEN	403-715-5649	403-223-2900	
Dave WRIGHT	403-308-6799		

Emergency Plan for the
Town of Taber

Pharmasave – Bob BULLOCK	403-635-6305	403-223-3114	
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Medical Services / Pets Self Contained Breathing Apparatus EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Kost Fire and Safety – Irene VOLK	403-548-5534	403-223-1500	
MD of Taber Regional Fire Service – Regional Chief Nathan Cote	403-654-7438		

Medical Services / Pets Emergency Air Ambulance EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
STARS Emergency Link Center	1-888-888-4567		
Taber Police Service	911	403-223-8991	
HALO Air Ambulance	911	403-528-9088	

Medical Services / Pets Vet Clinics and Kennels EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Buffalo Head – Dr. Heather Smith	403-330-3602	403-223-9584	
Taber Animal Clinic – Dr. Nick Vangeest	403-330-6442	403-223-2474	
Town of Taber	403-915-1909	403-223-5439	

Emergency Plan for the
Town of Taber

Medical Services / Pets			
Medical Personnel (Doctors, Nurses, Medical Examiner)			
EMERGENCY CONTACT INFORMATION			
Organization	Contact Information		
	Emergency	Business	Email
Taber Health Center – Berva Kesler	403-223-7211		
Taber Medical Clinic	403-223-3525		
Lethbridge Regional Hospital	403—388-6111		

Emergency Equipment and Supplies				
EMERGENCY CONTACT INFORMATION				
Equipment	Organization	Contact Information		
		Emergency	Business	Email
Hardware Supplies	Cooper Rentals – Gerald SCHELL	403-795-6003	403-223-4577	
Hardware Supplies	Home Hardware – Rick KIERS	403-382-8010	403-223-1122	
Hardware Supplies	Taber Home & Farm – Mike DUELL	403-892-5969	403-223-8948	
Hardware Supplies	NAPA – Kent VANBOSTELEN	403-382-1271	403-223-3561	
Emergency Power	MD of Taber – Stu WEBBER	403-715-2745	403-223-3541 403-223-3142 Shop	
Emergency Power	Rivers Electric	403-223-4522		
Emergency Power	Cooper Rentals – Gerald SCHELL	403-795-6003	403-223-4577	

Emergency Plan for the
Town of Taber

Tarpon Energy	Dan ARNOLD	403-634-3741	403-223-4415	
Emergency Lighting	Rivers Electric	403-223-4522		
Sour Gas Detection	Triwell	403-223-3292		
Sour Gas Detection	Well Tech – Jeff LOCKHART Brandon HARKER	403-634-2753 403-634-4060	403-223-4244	
Barricades/Markers	MD of Taber – Stu WEBBER	403-715-2745	403-223-3541 403-223-3142 Shop	
Barricades/Markers	Town of Taber – Gary SCHERER	403-634-6365	403-223-6017	
Barricades/Markers	Volker Stevin	1-888-877-6237		
Water Trucks	TWH Oilfield Service	403-223-4717		
Water Trucks	Cam and Sues	403-382-9337	403-223-3101	
Water Trucks	MD of Taber – Stu WEBBER	403-715-2745	403-223-3541 403-223-3142 Shop	
Vac Trucks	DLT Vac & Steam Services – Michael BOULAY	403-635-1711	403-223-1320	

Emergency Plan for the
Town of Taber

4.11 Media

MEDIA EMERGENCY CONTACT INFORMATION			
Radio/TV/Newspapers	Contact Information		
	Phone	Fax	Email
94.1 FM CJOC	403-388-2910		
Bridge City News			info@bridgecitynews.ca
Bridge City News – Hal ROBERTS			Hal.roberts@miraclcchannel.ca
Calgary Herald			submit@calgaryherald.ca
Calgary Sun	403-235-7100		Cal-news@sunmedia.ca
Canadian Press			Edmonton@thecanadianpress.com
CBC Calgary Newsroom	403-521-6340		calgarynewstips@cbc.ca
CHAT news Today Medicine Hat	403-548-8008		chatnews@jpbg.ca
Country 95.5 / B93 FM	403-329-6397		news@country95.fm
CTV News Lethbridge	403-317-2400		lethbridgenews@bellmedia.ca
Global News Lethbridge	403-329-2903		lethbridge@globalnews.ca
Global News Lethbridge – Liam NIXON			Liam.nizon@globalnews.ca
Lethbridge News Now	403-329-6397		news@lethbridgenewsnow.com

Emergency Plan for the
Town of Taber

Municipal Information Network	450-471-7599		News@municipalinfonet.com
Taber Times – Stan ASHBEE	403-223-2266		editor@tabertimes.com
Taber Times – Cole PARKINSON	403-223-2266		cparkinson@tabertimes.com
Prairie Post – Ryan DAHLMAN	403-328-4411		rdahlman@prairiepost.com

4.12 Mutual Aid

MUTUAL AID – EXTERNAL EMERGENCY CONTACT INFORMATION			
Community	Contact Information		
	Business	Cell	Email
MD of Taber DEM – Nathan Cote		403-654-7438	vauxhallfirechief@mdtaber.ab.ca
Lethbridge County DEM – Clayton Rutberg	403-345-1325	403-331-4628	emergencyservices@coaldale.ca
County of Forty Mile DEM - Stewart PAYNE	403-867-3530	403-647-7674	Stewart.payne@fortymile.ab.ca
Cypress County DEM – Kim DALTON	403-526-2888	403-525-2306	Kim.dalton@cypress.ab.ca
County of Newell DEM – Stewart LUCHIES	403-362-3266	403-501-4586	sluchies@brooks.ca
County of Warner DEM – Jamie ANDERSON	403-642-3635	403-421-0054	janderson@warnercounty.ca

5 Emergency Operations Centre (EOC)

5.1 EOC - Activation

Once the decision has been made to activate the EOC, 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 requirement) 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. The call down procedure will be as per Section 3.2 Call Down Procedure.

5.2 Primary EOC Location

The Primary EOC will be located at:

- a) The Town of Taber Facility Maintenance Building, 6201-B 54th Avenue Taber.

5.3 Alternate EOC Location

If the Primary EOC location is not available, then the alternate EOC is located at:

- a) The Taber Police Services building, 5700 50th Avenue Taber

5.4 Alternate EOC Activation

The Alternate EOC will be activated if an incident forces an evacuation of the area around the EOC primary location

5.5 EOC - Initial Operations

5.5.1 Priorities

The Incident Priorities are:

- Life Safety
- Incident Stabilization
- Protect property/Environment

The EOC, when activated, will operate under an "all hazards" concept (see glossary). As the Town of Taber 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.

The strategies and tactics employed to respond to significant incidents will be developed on-site and in the EOC based on the hazards, scope and scale of the incident. The strategies and tactics will be shared with all involved.

5.5.2 Management by Objectives

The EOC will use the Management by Objectives process for dealing with incidents. Once the problems associated with the incident are identified, the next step is to establish incident objectives, choose appropriate strategies to meet the objectives, and task individuals to come up with a solution.

5.5.3 Incident Action Plan

Every incident must have an Incident Action Plan which provides all incident supervisory personnel with direction for the actions that are to be implemented.

When the EOC is activated, an ICS 201 form will be completed. As the incident continues to escalate, a full IAP will be completed using the following ICS forms:

- ICS 200
- ICS 200A
- ICS 202
- ICS 203
- ICS 204
- ICS 205
- ICS 206
- ICS 207
- ICS 208

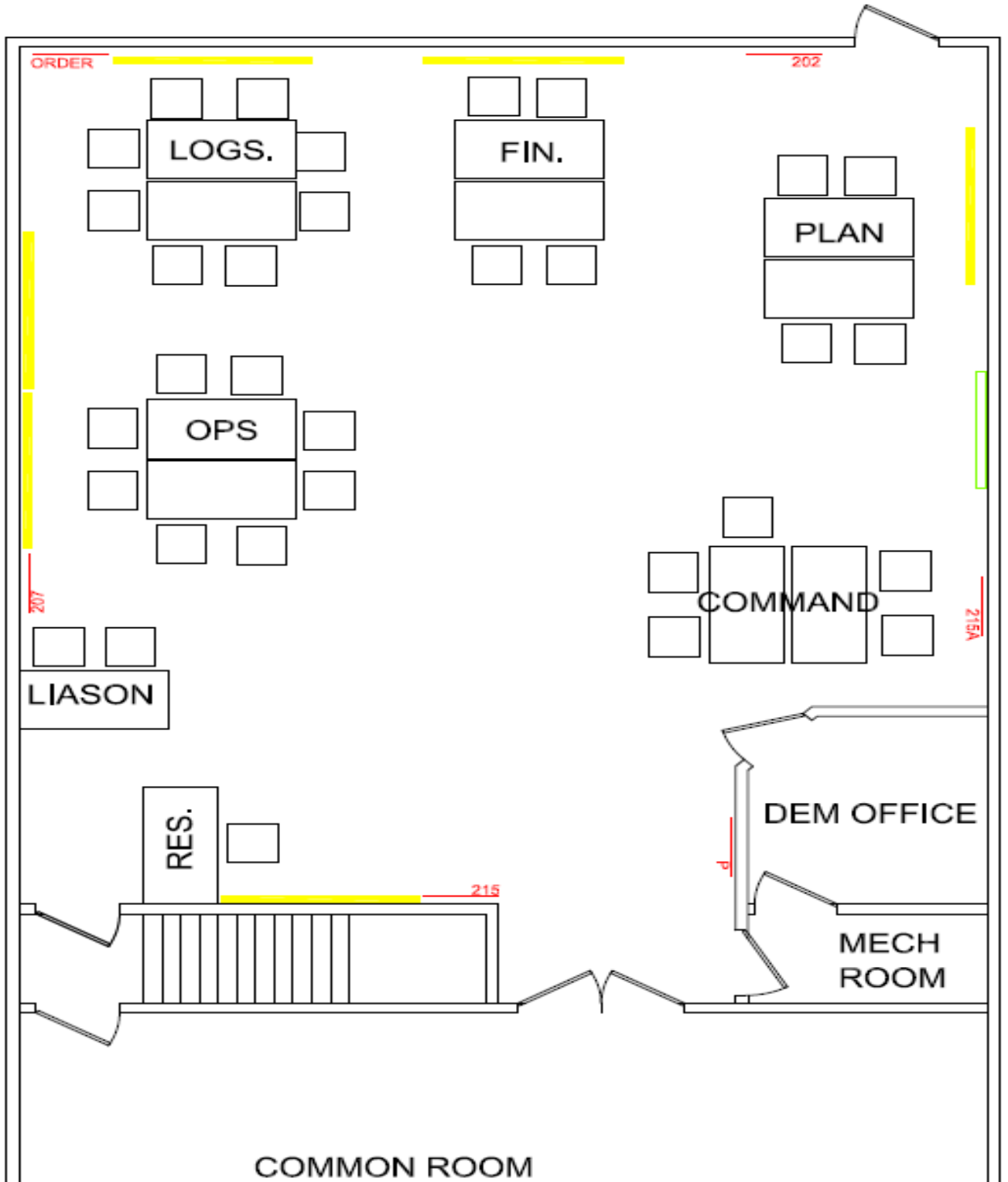
5.5.4 Operational Period

The EOC will use an Operational Period for all operations. An Operation Period is the time scheduled for executing a given set of operation actions as specified in the IAP. The Operation Period will be established by the EOC in consultation with the Incident Commander.

5.5.5 EOC Set Up

The EOC will be set up as per the following diagram. The EOC equipment is stored in the DEM Office within the EOC. EOC staff have FOB access to the building.

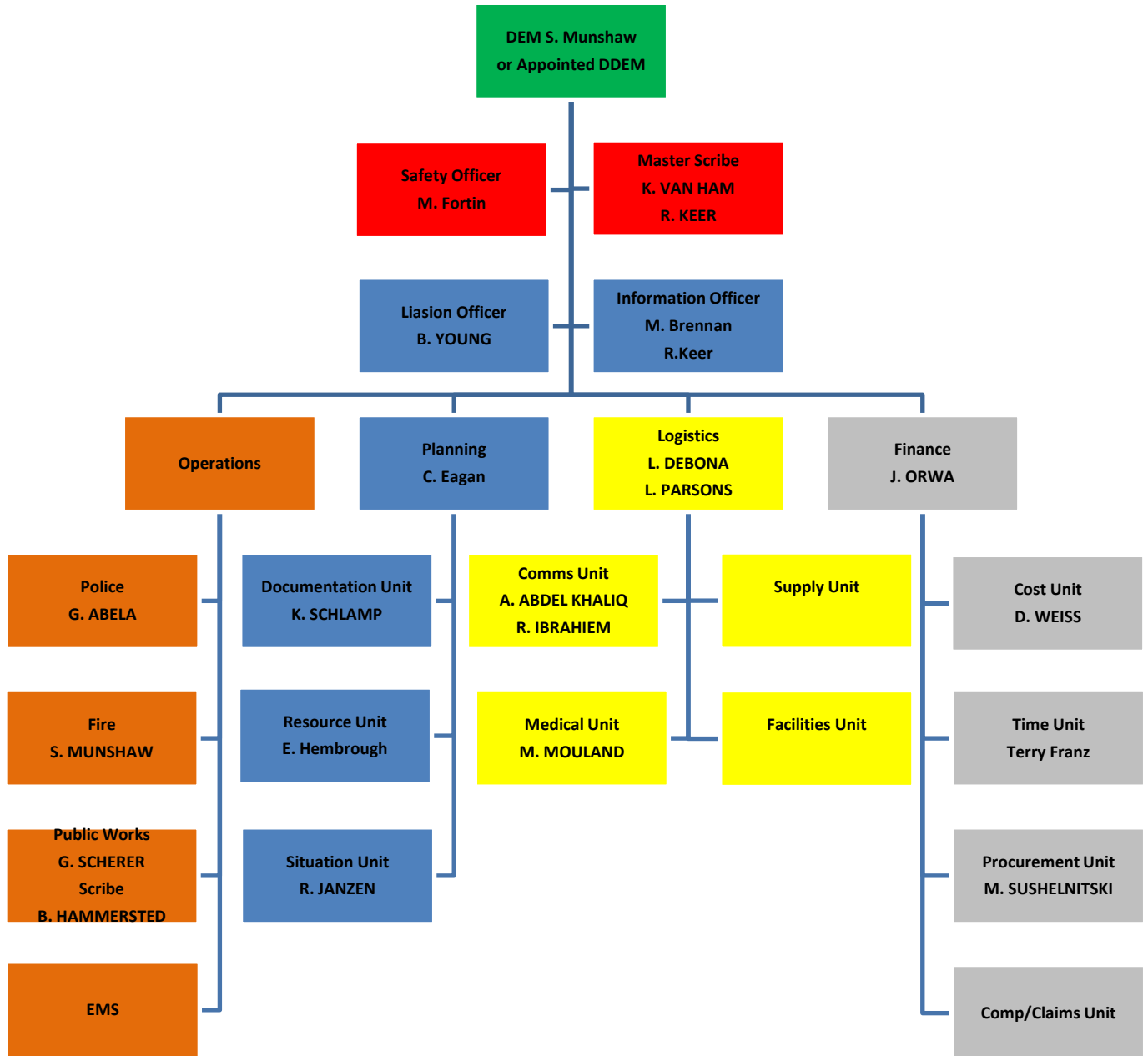
Emergency Plan for the
Town of Taber



5.5.6 Incident Command System (ICS)

The Community uses the Incident Command System (ICS) as the incident management system at both the EOC and at the incident site. Training on the ICS for first responders and EOC personnel will be an on-going effort. When the DEM has made the decision to activate the EOC the ICS positions that will be filled by EOC staff are as follows:

Emergency Plan for the
Town of Taber



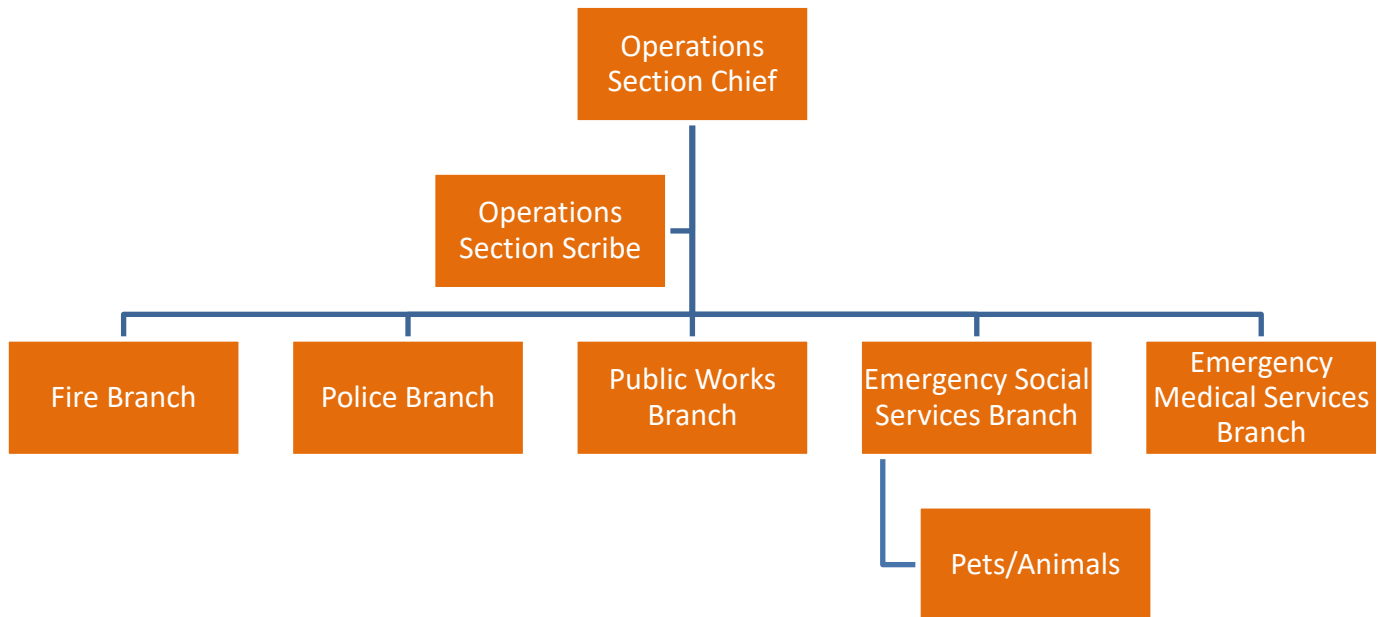
5.5.7 EOC Personnel Manning

Once a decision has been made to activate the EOC, staff from the Town of Taber will be tasked with filling the initial EOC positions as required by the DEM.

If the incident will be longer than 24 hours in duration, and replacement staff are not available, the Alberta Emergency Management Agency (AEMA) will be contacted and a Provincial All Hazards Incident Management Team (AHIMT) will be requested to deploy to the EOC to assist as needed. Contact information for the AHIMT is as follows:

AEMA – Provincial Operations Center – 1-866-618-2362

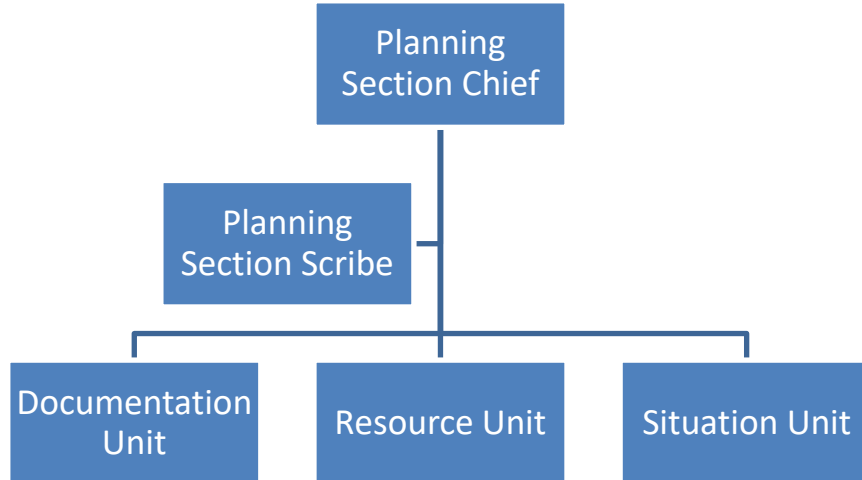
5.5.8 Incident Command System – EOC Operations Section



Other ICS specific positions will be filled at the discretion of the DEM.

5.5.9 Incident Command System – EOC Planning Section

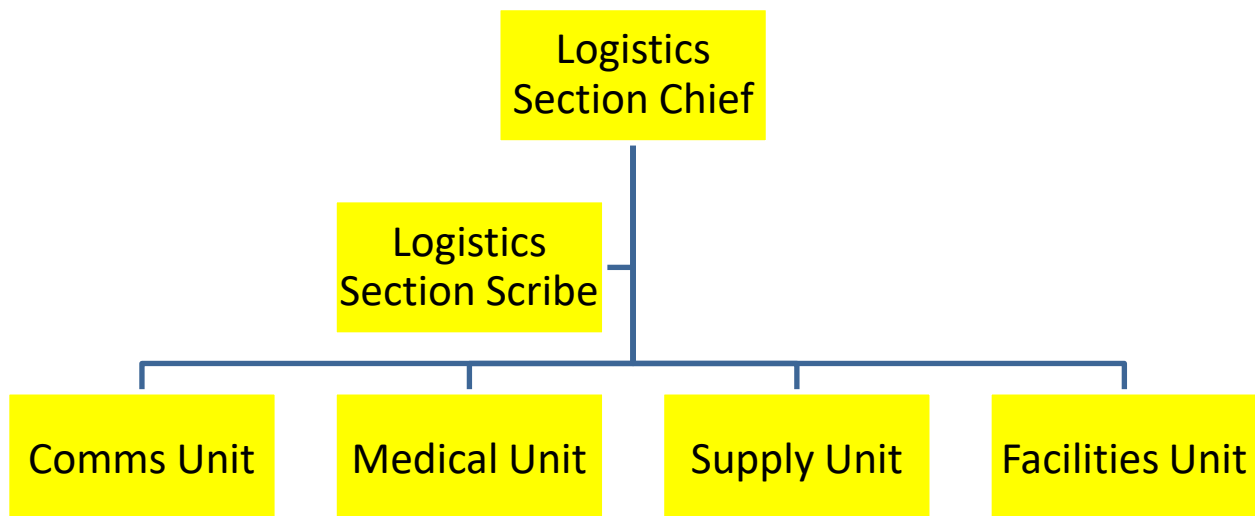
Each incident will be different in its scope and complexity. However, planning for re-entry and recovery will be crucial. A suggested Planning Section organization is as follows:



Other ICS specific positions will be filled at the discretion of the DEM.

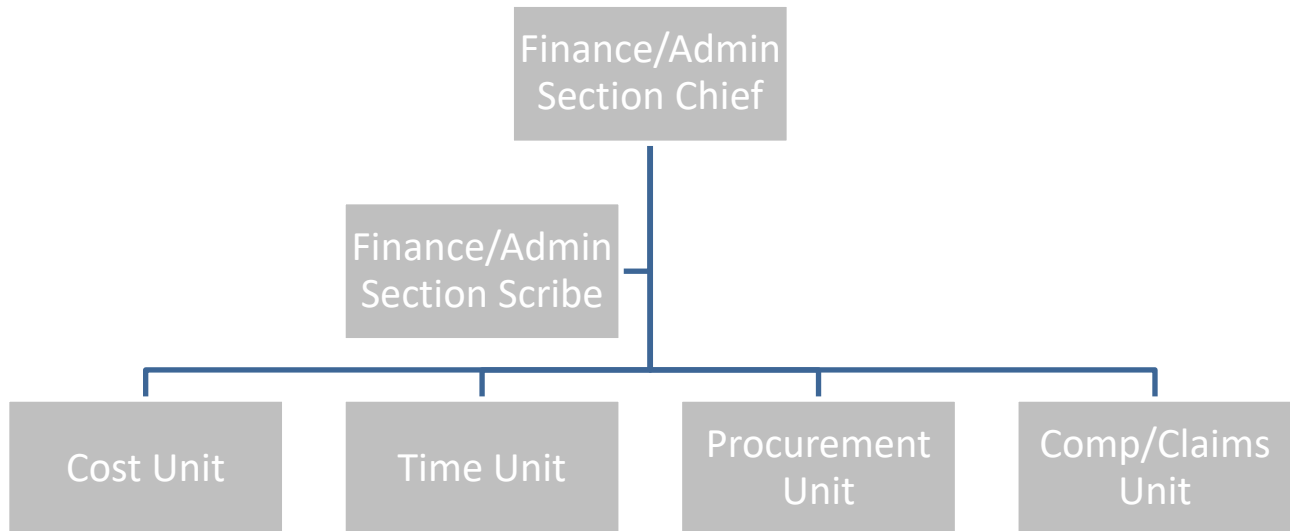
5.5.10 Incident Command System – EOC Logistics Section

The logistical demands of an incident will be challenging. A suggested Logistics Section organization is as follows:



Other ICS specific positions will be filled at the discretion.

5.5.11 Incident Command System – EOC Finance/Admin Unit



Other ICS specific positions will be filled at the discretion of the DEM.

6 Incident Command System (ICS) at the Incident Site

6.1 Fire Incidents

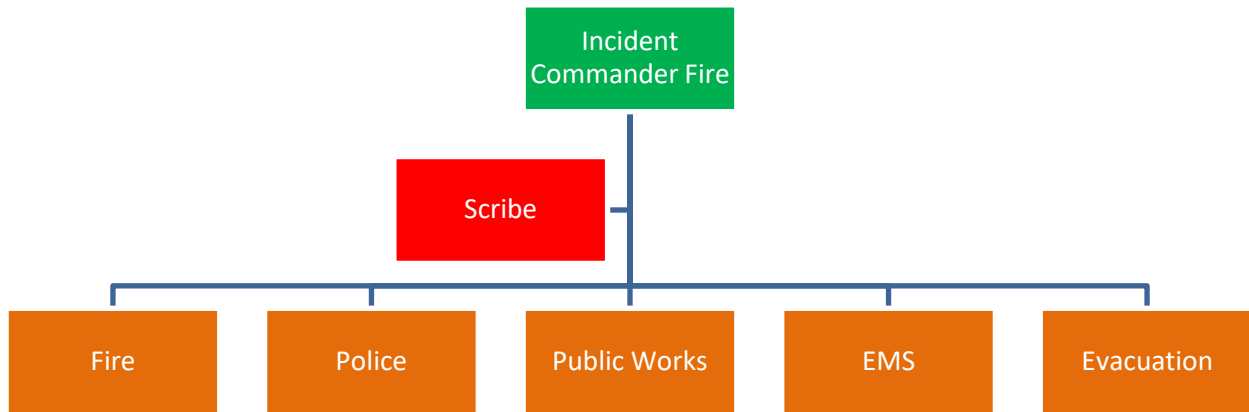
The Fire Department will use ICS as the incident management system at both the EOC and at the incident site. Training on ICS for first responders and EOC personnel will be an on-going effort.

If the incident is one of the following:

1. Wild Fire
2. Structure Fire
3. HAZMAT – Road/Rail
4. Wind Storm/Tornado
5. Technical Rescue
6. Motor Vehicle Accidents

Then the Incident Commander will be the Senior Municipal Firefighter.

Although each incident will be different, the Incident Commander's organization should have as a minimum the following positions:



Other ICS specific positions will be filled at the discretion of the Incident Commander.

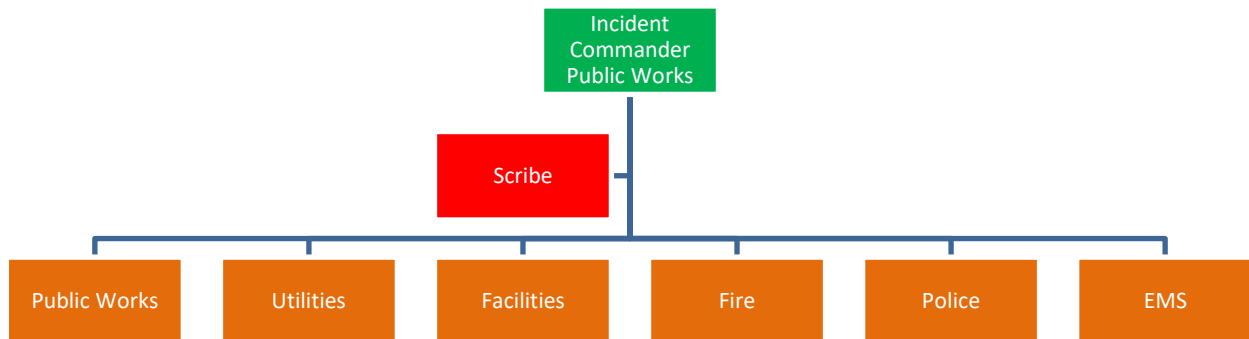
6.2 *Public Works Incidents*

If the incident is one of the following:

1. Flooding – All types
2. Drinking Water Incidents

Then the Incident Commander will be the Senior Public Works Manager.

Although each incident will be different, the Incident Commander's organization should have as a minimum the following positions:



Other ICS specific positions will be filled at the discretion of the Incident Commander.

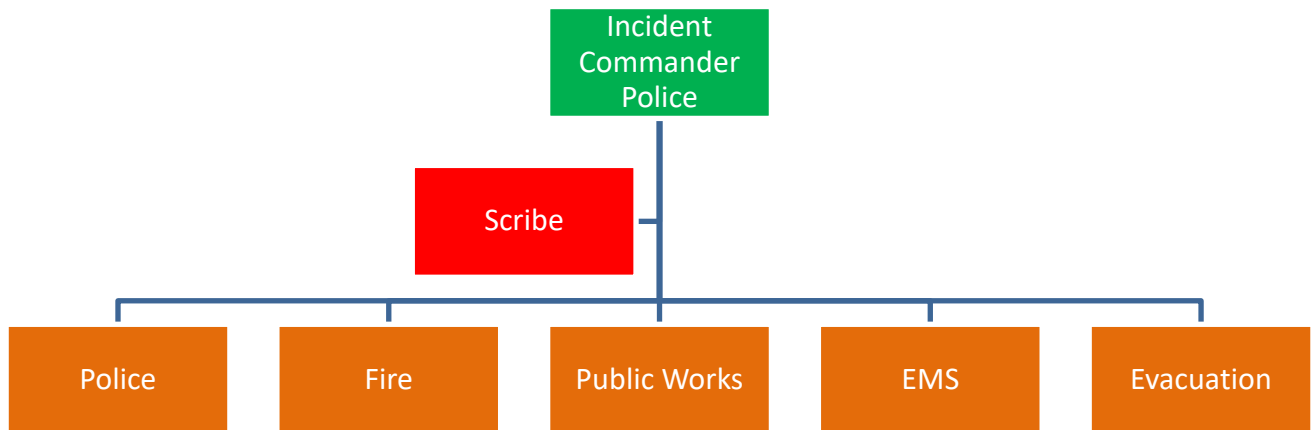
6.3 Police Incidents

If the incident is one of the following:

1. Bomb Threat
2. Shooting
3. Riot

Then the Incident Commander will be the Senior Police Officer.

Although each and every incident will be different, the Incident Commander's organization should have as a minimum the following positions:



Other ICS specific positions will be filled at the discretion of the Incident Commander.

7 State of Local Emergency

Conditions under which a State of Local Emergency (SOLE) exists or may exist include the need for extraordinary powers. The power to declare or renew a SOLE is listed below under the procedure.

Specifics on who can declare a SOLE are detailed in the emergency management bylaw as well as here in the procedure.

Community protocols, including forms associated with a SOLE, including the declaration, public announcement, termination, and renewal, are available here and in the "Tools and Templates" section.

Emergency Plan for the
Town of Taber

7.1 SOLE Procedure

Procedure:

Follow these four steps to make a valid Declaration of a State of Local Emergency:

1. Contact authorized Council members to declare.

According to the Town of Taber Emergency Management Bylaw, the following Council member(s) is/are authorized to declare **alone**.

Name	Function	Office/Home Phone	Emergency Phone	Time of Call	Initial
Andrew Prokop	Mayor	H: 223 9348	C: 382 0341		

When the Mayor is unable to act the **Acting/Deputy Mayor** shall act in his stead. If the Acting/Deputy Mayor is also unable to act, **any two (2) members of Council** will be required for the Declaration.

Name	Office/Home Phone	Emergency Phone	Time of Call	Initial
Councillor Garth Bekkering	403-223-0259	403-308-4445		
Councillor Jack Brewin	403-223-1034	403-634-0877		
Councillor Carly Firth	403-223-0669	403-394-8113		
Councillor Monica McLean	403-915-5276	403-915-5276		
Councillor Alf Rudd	403-634-3846	403-634-9460		
Councillor Joanne Sorensen	403-634-9244	403-634-9244		

2. Fill out “SOLE” form and have it signed.

Fill out the attached form including date and time of declaration. Have the form signed by the authorized individuals. If Council members have declared “in absentia” by phone, sign and date the document, list the means of contact and obtain Council member signature(s) as soon as possible. Enter the declaration into Municipal Register as soon as feasible.

3. Make public announcement of declaration.

Use the attached form or similar format and contact the following agencies to make the declaration public and/or post it in public domain (e.g. on the front door).

Media/Radio/TV station	Office Phone	Fax Phone	Emergency Contact
Taber Times	403 223 2266	403 223 1408	-
B-93 Lethbridge	403 392 9300	403 329 0195	-
Global Television Lethbridge	403 327 1521	403 320 2620	-

4. Forward the declaration to the minister responsible for the Alberta Emergency Management Agency (AEMA).

Fax to 780-644-7962, Email to ma.poc@gov.ab.ca or provide a copy to our AEMA Field Officer.

Note: Should the declaration be terminated by Council (see form attached) or renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days or when cancelled by the Minister, whichever is shorter.

7.2 SOLE Forms

Declaration of a State of Local Emergency

WHEREAS an emergency exists in the **Town of Taber** due to

THEREFORE, the **Town of Taber** declares a State of 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)

780.644.7962

**Public Announcement following the Declaration of a State of
Local Emergency**

The **Town of Taber** has declared a State of Local Emergency in

_____ (Part of Community / Geographical Area)

due to:

“The public is advised that for the duration of the emergency, the **Town of Taber 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 the **Town of Taber** due to

THEREFORE, the **Town of Taber**, declares a State of Local 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) **780.644.7962**

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in the **Town of Taber** due to

satisfied that an emergency no longer exists, 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)

780.644.7962

8 Evacuation Plan

8.1 Purpose

The Evacuation Plan is to serve as a guide for procedures involved in alerting the community of the need to evacuate, and for the safe, orderly and timely movement of the population during the evacuation.

8.2 Reception Center

All Citizens evacuated will be asked to check in at the Town of Taber reception center located at:

1. The Taber Community Center located at 4720-B 50th Street Taber

If the main reception center is not able to be used Citizens evacuated will be asked to check in at an alternative reception center located at:

2. Taber Exhibition Grounds (Agri-Plex) located at 6602 53rd Street Taber
3. Vauxhall Community Complex located at 417 4th Street North Vauxhall

8.3 Authority of Order Evacuation

In the event of a major incident, there may be a requirement for immediate public protective actions (shelter-in-place and/or mandatory evacuation) to be initiated. The Incident Commander (typically, senior first responders) have been delegated authority through the communities by-laws or community contract, 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. The DEM must initiate the process for a **declaration of a state of local emergency**. This will provide the necessary legal authority to conduct a mandatory evacuation as enabled under the *Emergency Management Act 2018* and provide liability protection for the emergency services providers

8.4 Protective Action Decision Factors to Consider

The choice of protective actions for a given situation depends on a number of factors. For some cases, evacuation may be the best option. In other sheltering-in-place may be the best course. Sometimes, these two actions may be used in combination. In any emergency, first responders and EOC officials need to quickly give the public

instructions. The public will need continuing information and instructions while being evacuated or sheltered-in-place.

Proper evaluation of the factors listed below will determine the effectiveness of evacuation or sheltering-in-place. The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered as well. The following list indicates what kind of information may be needed to make the initial decision.

The Dangerous Goods/Hazardous Material:

- Degree of health hazard
- Chemical and physical properties
- Amount involved
- Containment/control or release
- Rate of vapour movement

The Population Threatened:

- Effect on vapour and cloud movement
- Potential for change in weather conditions
- Weathers effect on evacuation or sheltering-in-place efforts

It is important to note that the protective actions detailed above are primarily intended for response to dangerous good/hazardous materials release. However, these protective actions are also appropriate for consideration in the response to natural hazards such as urban, wildland, urban interface fires, and/or meteorological events such as flooding and severe weather (tornados, windstorms).

8.5 Evacuation Stages



8.6 Decision to Evacuate

The DEM will issue a warning to the public to evacuate and then coordinate evacuation operations with the Incident Commander.

Emergency Plan for the
Town of Taber

- a) Determine if all or any part of the community needs to be evacuated and, if so, in what order.
- b) Determine safe locations to evacuate people to, list contact centers and confirm readiness before sending people.
- c) Determine safe routes for the movement of evacuees.
- d) If evacuating outside of the community, advise the DEM of neighbouring communities intended to receive evacuees to activate their Reception Center Plans. Also provide the expected numbers and times of arrival for evacuees.
- e) Alert all surrounding Schools, AHS, Taber Health Center, Seniors Lodges, etc.
- f) Assess need for mutual aid assistance.
- g) Notify AEMA Field Officer or contact the Provincial Operations Center at 1-866-618-2363 (24/7).

8.7 Initial Communication with Evacuated Residents

In an evacuation situation, consistent and clear messaging is essential. The ability to provide consistent and accurate updates to all those affected in an emergency is critical. Messages will be repeated and communication must be on-going and transmitted through as many mediums as possible.

The DEM will inform Stakeholders / Community members of the emergency situation as soon as possible after activating the Emergency Plan.

NOTIFICATION PLAN for Town of Taber Community Members

Primary: Alberta Emergency Alert (AEA)
Secondary: Town of Taber website and social media feeds
Contingency: Sirens & Loudspeakers through the Town of Taber
Emergency: In-person door knocking at residence

Contact all community facilities that need to know immediately in order to activate their evacuation procedures:

- a) Schools
- b) Health Centers
- c) Lodges
- d) Daycares

e) Recreation Facilities

8.8 Shelter-in-Place / Shelter-in-Place Form

Before an evacuation is ordered, the Incident Commander and DEM may inform citizens to shelter-in-place. To shelter-in-place means to take immediate shelter where you are – at home, work, school or in between. Usually for short durations in response to specific hazards. This will provide a level of protection to citizens while the Incident Commander continues to evaluate the emergency and the Town prepares for an evacuation. This is often used for chemical spills or leaks when vapours or chemical clouds are circulating in the atmosphere.

Shelter-in-Place means people should seek shelter inside a building and remain inside until the danger passes. Sheltering-in-place is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed. Direct the people inside to close all doors and windows and to shut off all ventilation, heating and cooling systems. Sheltering-in-place protection may not be the best option if:

- a) The vapours are flammable,
- b) If it will take a long time for the gas to clear the area, or
- c) If buildings cannot be closed tightly.

Vehicles can offer some protection for a short period if the windows are closed and the ventilation systems are shut off. Vehicles are not as effective as buildings for sheltering-in-place.

It is vital to maintain communications with competent persons inside buildings so that they are advised about changing conditions. Persons who are sheltered-in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments in the event of a fire and/or explosion.

Every dangerous goods incident is different. Each will have special problems and concerns. Action to protect the public must be carefully considered. This information can help with initial decisions on how to protect the public. Site personnel and EOC Staff must continue to gather information and monitor the situation until the threat is removed.

The Form for sheltering-in-place instructions is available here and in the Tools and Templates section.

8.9 Shelter-in-Place Form

Shelter-In-Place

This is _____
, _____
(Name) (Position/Appointment)

of the **Town of Taber**.

A

_____ (Nature of the Incident)

has occurred in/at the

(Area)

in the **Town of Taber**.

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.**

8.10 Types of Evacuations

Evacuation Alert

An evacuation alert order is issued when officials believe that public safety may be at risk and conditions could worsen very quickly. If citizens have children, elderly people or someone with special needs within the home, it is recommended that they leave as you may need extra time or support, which will be more difficult to obtain during a mandatory evacuation.

When an evacuation alert order is issued, citizens can choose to evacuate the affected area immediately or not. If citizens choose to stay, they should be prepared to leave at a moment's notice should conditions deteriorate.

Returning to the affected area **will or may be restricted** while the evacuation alert order is in effect.

Evacuation Order

An Evacuation Order will be employed by community authorities as a protective action to help save lives in certain emergencies.

An Evacuation Order is issued when officials believe that public safety is at risk and conditions are such that the community is not able to provide its typical level of service (e.g. respond to 9-1-1 calls). It is imperative that citizens leave for their own safety. By not leaving citizens will pose a risk to first responders and impede the ability for the community to respond to the emergency.

When an Evacuation Order is issued, citizens must evacuate the affected area immediately.

Citizens returning to the affected area **will be denied** entry while the Evacuation Order is in effect.

8.11 Stages of an Evacuation

The evacuation process involves three stages:

1. Stage One – Evacuation Alert
2. Stage Two – Evacuation Order
3. Stage Three – Evacuation Rescind

8.11.1 Stage One – Evacuation Alert / Evacuation Alert Form

Community emergency officials will notify citizens through the various channels – website, social media feeds, Alberta Emergency Alert (AEA), etc. of potential need to evacuate. Information will be provided to citizens about the nature of the hazard.

Citizens will be given an estimated time to be ready to evacuate, e.g. be prepared to evacuate within ____ minutes.

An evacuation alert is given to provide citizens with the opportunity to prepare homes or businesses. Keep in mind that conditions may change quickly and the evacuation alert may be upgraded to an evacuation order with very short notice. See Evacuation Alert Form:

Evacuation Alert (Date and Time)

1. An Evacuation Alert has been issued by the **Town of Taber** from the Emergency Operations Center (EOC).
2. Due to a _____ and the potential danger to life and health,
Briefly describe event and potential risk
the **Town of Taber** has issued an Evacuation Alert for the following areas:
 - a) _____
Geographic description including boundaries and properties potentially impacted
3. An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.
4. Citizens in the affected areas are now on _____ minutes notice to be prepared to evacuate.
Number
5. Stay tuned to local media, social media, **Town of Taber** website for more information.

6. Residents will be given as much advanced notice as possible prior to the evacuation. However you may receive limited notice due to changing conditions.

WHAT SHOULD CITIZENS DO WHEN AN ALERT IS IN EFFECT

Upon notification of an ALERT, you should be prepared for an evacuation order by:

1. Locate all family members or co-workers and designate a meeting area outside the evacuation area, should an evacuation order be called while separated.
2. Gather essential items such as medications, eyeglasses, valuable papers (e.g. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.). Have these items readily available for quick departure.
3. Prepare to move any disabled persons and/or children.
4. Prepare to bring pets with you and ensure they have pet food.
5. Bring a cellular phone and charger with you, if you have one.
6. Arrange to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call _____.
7. Arrange accommodation for your family if possible. In the event of an evacuation, Reception Centers may be opened if required.
8. Further information will be issued at:
 - a) Local Radio Stations
 - b) **Town of Taber** website
 - c) Social media feeds
9. For more information contact the **Town of Taber** at 403-223-5500
10. Issued by the **Town of Taber**

8.11.2 Stage Two – Evacuation Order / Evacuation Form

Once an alert has been issued and a subsequent decision to conduct an evacuation is made, an evacuation order must be issued. See Evacuation Order form:

Mandatory Evacuation Order Notice

This is _____ of the **Town of Taber**

(Name & Position)

An emergency exists in the

(Area)

of the **Town of Taber**

Emergency Plan for the
Town of Taber

For your personal safety, evacuation of

(Part of Community / Geographical Area)

is necessary due to

COLLECTION POINTS

- 1) Co-op Grocery Parking Lot
4926 46 Ave Taber, AB 403-223-5749
- 2) Central School
Grounds 5412 54 st Taber, AB 403-223-
2170
- 3) Ken McDonald's Sports Park
Complex 7301 50 st Taber, AB
- 4) _____

RECEPTION CENTERS

- 1) Taber Community Center
- 2) Alternate: Taber Exhibition
- 3) Alternate: Vauxhall Community
- 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 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)
(Social Media)

(Television Stations)

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

8.11.3 Stage Three – Evacuation Rescind / Evacuation Rescind Form

Once the danger has passed and conditions are safe to re-enter, citizens will be allowed to return to the area previously evacuated. It is important to ensure a proper re-entry program is in place before citizens are allowed to return. See evacuation rescind form:

Mandatory Evacuation Order Rescind

(Date and Time)

The Evacuation Order issued by the **Town of Taber** as a result of

Briefly describe the event

Is hereby rescinded. Citizens with proper identification that clearly identifies their place or residence, e.g. drivers license, will be allowed into the evacuated area.

For more information contact: _____

Contact info (name, phone number)

Further information will be issued at:

- a) Town of Taber website
- b) Social media feeds

Issued by: _____

8.12 Collection Areas

For the purposes of the evacuation, the community is divided into three areas with a collection point designated for each;

- Area 1 Co-op Grocery Parking Lot
 4926 46 Ave Taber, AB
 Ph: 403-223-5749

- Area 2 Central School
 5412 54 St. Taber, AB
 403-223-2170

- Area 3 Ken McDonald's Sports Park
 7301 50 St. Taber, AB

8.13 Traffic Control Points

Traffic will need to be controlled to greatly assist the flow of traffic out of the evacuated areas as well as restricting the entry of vehicles back into the evacuated community. Coordination will be needed with Alberta Transportation, Volker Stevin and the MD of Taber to establish detours around the areas as required.

Traffic control points will be established by the Taber Police Service.

8.14 Notification / Verification of Evacuated Areas

Maximum use of media and other alerting systems will be used to alert citizens to be prepared to evacuate and then evacuate. However, there will also be a requirement for a physical door to door verification that citizens have evacuated the area. **THIS WILL BE DONE ONLY IF IT IS SAFE TO DO SO!**

The Taber Police Service assisted by the local fire departments (if available) and community staff will conduct a physical door to door search of the evacuated area.

If the emergency is a flooding event, then the Local Community Firefighters will assist in the notification of citizens.

8.15 Securing the Evacuated Area

Once a community or part of a community is evacuated security of homes and businesses will be vital. Security will be provided as follows:

Emergency Plan for the
Town of Taber

1. Short term – up to 24 hours
 - a) Perimeter security – Taber Police Service will establish and man road blocks on the main routes into the municipality. Barricades for these road blocks will be provided by the public works department.
 - b) Roving Patrols – Taber Police Service will establish a roving vehicle and/or foot patrol system to provide street by street security for the evacuated areas.
2. Long Term – past 24 hours
 - a) Perimeter security – will still be maintained by Taber Police Service.
 - b) Roving Patrols – Taber Police Service and private security companies hired by the community will conduct roving patrols as required.
 - c) Security Fences – If feasible the community will install security fences around damaged or affected areas of Town to further enhance security of homes and businesses.

Once the emergency situation has stabilized and the re-entry plan approved, limited access will be allowed to citizens.

8.16 Community Arranged Transportation

For those citizens needing transportation, the EOC will coordinate with local School Bus Companies to obtain school buses for evacuation transportation. The local handi-bus will be used as well.

It is anticipated that most people will provide their own transportation during an evacuation. However, any person in the need of transportation should contact the Town of Taber Administration Office to make arrangements.

Persons physically unable to go to the designated collection points must pre-arrange for pick-up by appropriate transportation.

Persons with extra space in their vehicles will be requested to assist others needing transportation from the collection points.

Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

8.17 Community Support to School Emergency Plan

General

Emergency Plan for the
Town of Taber

School children will be evacuated in accordance with the School Divisions Emergency Plans. In the event the School Divisions implements their emergency plan, the community will provide support as follows:

Additional Emergency Services

Requests for emergency services, above the normal police, fire, and ambulance services, will be directed to the DEM.

On-Scene Operations

On-scene operations will follow normal scene-operations for the emergency services department.

Community Support

In coordination with school administration, the DEM will:

Establish communication links with school administration and site operations.

Arrange for auxiliary transportation.

Establish an evacuee holding area at Taber Community Center to be managed by the Reception Center Manager.

8.18 Community Support to Health Care Center Emergency Plans

General

In the event it becomes necessary to implement the Taber and District Health Care Center Emergency Plan, the community will provide assistance as follows:

Casualty Transport Vehicles – Volunteer

The DEM will coordinate arrangements for Casualty Transport Vehicles with the Emergency Medical Services (Ambulance).

Volunteers must be registered and provided with full instructions before they proceed with their task.

Coordination of casualty movement from site will be under the direction of the Emergency Medical Services (Ambulance).

Casualty Transfer – Health Care Center

Emergency Plan for the
Town of Taber

Volunteer stretcher bearers are required to meet the ambulances and Casualty Transport Vehicles as they arrive at the health care center, remove the casualties, and take them to the designated triage areas. They should remain with the casualties until assigned to a treatment area, accompany casualties to the treatment area, and then return to the casualty reception area with the equipment.

Security – Health Care Center / Casualty Information Center

Duties and instructions for volunteer guards will be provided by the Health Care Center Administration.

Traffic Control – Health Care Center

The Hospital plan provided for traffic control on hospital grounds. Taber Police Services is responsible for controlling traffic to ensure emergency vehicles are unrestricted in their operation.

On-Site Assistance

First Aid volunteers from the community may assist in casualty care on-scene. Emergency medical services will coordinate those services on-site.

Public Utilities

Essential services (water, gas, electricity, and telephone) will be the responsibility of each respective utility service.

Communications

Radio communications between the health care center and emergency services are with the:

Site (ambulance/health care center-radio),

Town (telephone/messenger),

Casualty Information Center (telephone/messenger).

8.19 Community Support to Long Term Care Center Emergency Plan

General

In the event the Taber Health Center Long Term Care Center need to evacuate the residents, the Community will provide support as follows and as provided for the Taber & District Health Center Emergency Response Plan.

Emergency Plan for the
Town of Taber

Evacuation

Evacuation of the Long Term Care Center is under the direction and control of the Center's Administration and staff.

Emergency Services

Request for additional community emergency resources from administration will be directed to the DEM.

On-Site Operations

Police, Fire and Ambulance will assume their normal functions and, provide:

Traffic Control.

Security for facility and holding areas.

Care for injured.

Assist with the evacuation.

Auxiliary emergency communications.

Community Support

The DEM or designate will:

Arrange for a temporary evacuee holding area at the Taber Community Center to be managed by the Reception Center Manager.

Public Information and news releases will be coordinated by the Information Officer and the DEM.

Arrange for auxiliary transport vehicles for evacuees.

8.20 Community Support to Seniors' Home Emergency Plan

General

In the event of Clearview Lodge or Linden View Seniors' Home needing to evacuate the residents, the community will provide support as follows:

Evacuation

Emergency Plan for the
Town of Taber

Evacuation of the Seniors Home is under the direction and control of Administration and Staff.

Emergency Services

Request for additional community emergency resources from administration will be directed to the DEM.

On-Scene Operations

Police, Fire and Ambulance will assume their normal functions and, provide:

Traffic Control.

Security for facility and holding areas.

Care for the injured.

Assist with the evacuation.

Auxiliary emergency communications.

Community Support

The DEM or designate will:

Arrange for a temporary evacuee holding area at Taber Community Center to be managed by the Reception Center Manager or as identified by the Seniors Home Administration.

Public Information and news releases will be coordinated by the Information Officer and the Seniors Home Administration.

Arrange for auxiliary transport vehicles for evacuees.

8.21 Ongoing Communications with Evacuated Residents

During a prolonged evacuation it is important to continue communications with the evacuated population providing information on the status on their community and plans for re-entry. Establishing and maintaining communications with a dispersed community can be challenging.

The EOC information Officer will ensure effective communications between the Emergency Management Agency and the evacuated citizens.

Some considerations when planning an effective communications network include:

- a) What information do you as the evacuating community need to provide for your people once the evacuees are safely away from the hazard?
- b) Frequent updates on the status of the hazard.
- c) Plans for re-entry.
- d) Psychosocial assistance that is available.
- e) Health and safety advice.
- f) Insurance advice.
- g) Communications access (voice, data, internet).
- h) Returning to you home guide provided by service providers or industry (e.g. Alberta Health Services).
- i) Where to get updates on weather conditions, outdoor air quality conditions, or flood/forecast information (if applicable).

8.22 Residential Evacuation Advice Checklist

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 vehicle should be prepared and fueled.

Emergency supplies should be readied.

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 a parka, winter jackets, overcoat, rain gear, boots, gloves, etc. and extra functional clothing for an extended stay.

Emergency Plan for the
Town of Taber

Emergency equipment – first aid kit, flashlights, portable radios, batteries, basic tools, matches, candles, etc.

Personal items – medications, money, personal papers, identification, etc.

Emergency food and water – basic utensils, dry foods, high energy snacks, etc.

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 community:

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

Ensure you pet can readily be housed in a cage, and has adequate food to last a minimum of 1 – 2 weeks.

Security

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

Medications/Drugs

Special medications should be taken along with the person. Inform Registrar at the Evacuation Reception Center of your special medical needs.

9 Reception Center

9.1 Introduction

In the event of an emergency, the Incident Commander or DEM may initiate a partial or completed evacuation of the Community and as such, the Community will need to provide a safe, suitable reception center in which evacuees can report to for further assistance.

9.2 Activation

The Town of Taber Emergency Management Agency will activate its reception center based on one of the following criteria:

1. Evacuation – The Town of Taber Emergency Management Agency will activate its reception center based on the recommendation of the Incident Commander or DEM, for an evacuation of the community or part of the community, which in turn will require a safe location for citizens under a voluntary or mandatory evacuation.
2. Mutual Aid Request – The Town of Taber Emergency Management Agency will open its reception center when requested to do so by neighbouring communities as per mutual aid agreements.
3. RCMP/Taber Police Service/Alberta Transportation request – When storm conditions result in a number of travelers being stranded on local roads and highways, the RCMP, Taber Police Service or Alberta Transportation may make a request for the Town of Taber Emergency Management Agency to activate the reception center.

9.3 Reception Center Location

The Primary Reception Center Location will be:

1. The Taber Community Center located at 4720-B 50th Street Taber

If the main reception center is not able to be used Citizens evacuated will be asked to check in at an alternative reception center located at:

2. Taber Exhibition Grounds (Agri-Plex) located at 6602 53rd Street Taber
3. Vauxhall Community Complex located at 417 4th Street North Vauxhall

9.4 Reception Center Services Provided / Not Provided

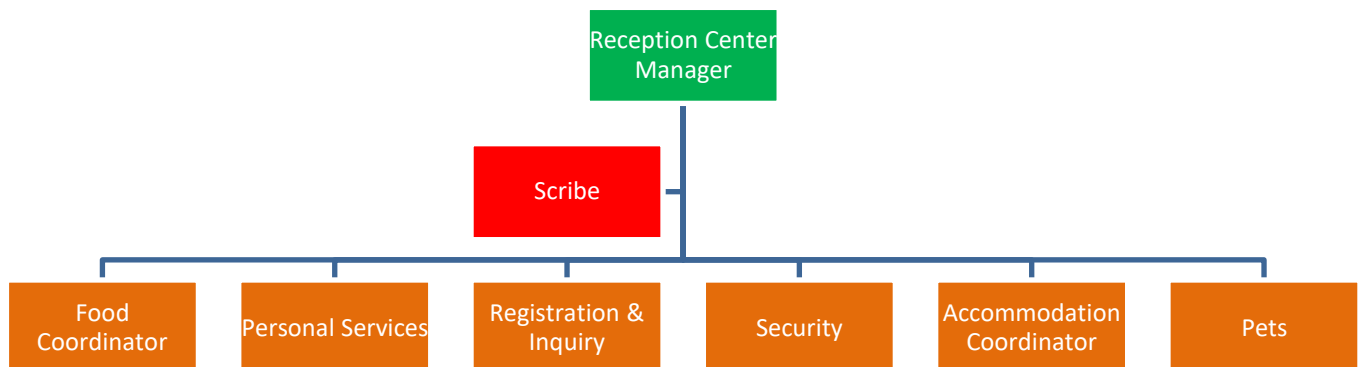
Reception center services provided/not provided are as follows:

1. The Reception Center **will only** provide limited services such as:
 - a) Temporary shelter
 - b) Food
 - c) Water
 - d) Personal services
 - e) Information
 - f) Registration and inquiry

It will assist in the provision of clothing (if required), and medical services through Alberta Health Services (AHS) and Red Cross. Assist with timely briefings to evacuees concerning the state of affairs of the evacuated community and the expected re-entry time/process.

2. The Reception Center **will not** provide accommodations but will assist in arranging accommodations for citizens in an area hotel/motel.
3. The Reception Center will provide seating for evacuees. If the evacuation period will last 24 hours or longer evacuees will be sent to local hotels/motels.
4. The Reception Center **will not** accept any donations of food or clothing. The Reception Center Manager with approval from the DEM may make requests for specific items of clothing or food to assist evacuees. These specific requests will be made by the Reception Center Manager only, approved by the DEM.

9.5 Reception Center Organization



9.6 Reception Center Manning

The Minimum Reception Center manning will be as follows:

#	Position	Name	Contact Numbers	Community
1	Reception Center Manger	Brian Martin	403-634-1358	Town of Taber
2	Onsite ESS Coordinator	Kory Ostrup	403-634-7647	Town of Taber
3	RC Scribe			Town of Taber
4	Food Coordinator	Toby Hermary Jason Wong	403-382-7657 403-715-6855	Town of Taber
5	Personal Services Coordinator	Terri Cook	403-892-8863	Town of Taber
6	Registration and Inquiry Coordinator	Marty Planger Kassidy Wada	403-223-5562 403-715-8609	Town of Taber
7	Accommodations Coordinator	Nolan Kinniburgh	403-308-3495	Town of Taber
8	Security	Darren Hill	403-894-0506	Town of Taber
9	Pets	Travis Grant	403-308-7237	Town of Taber

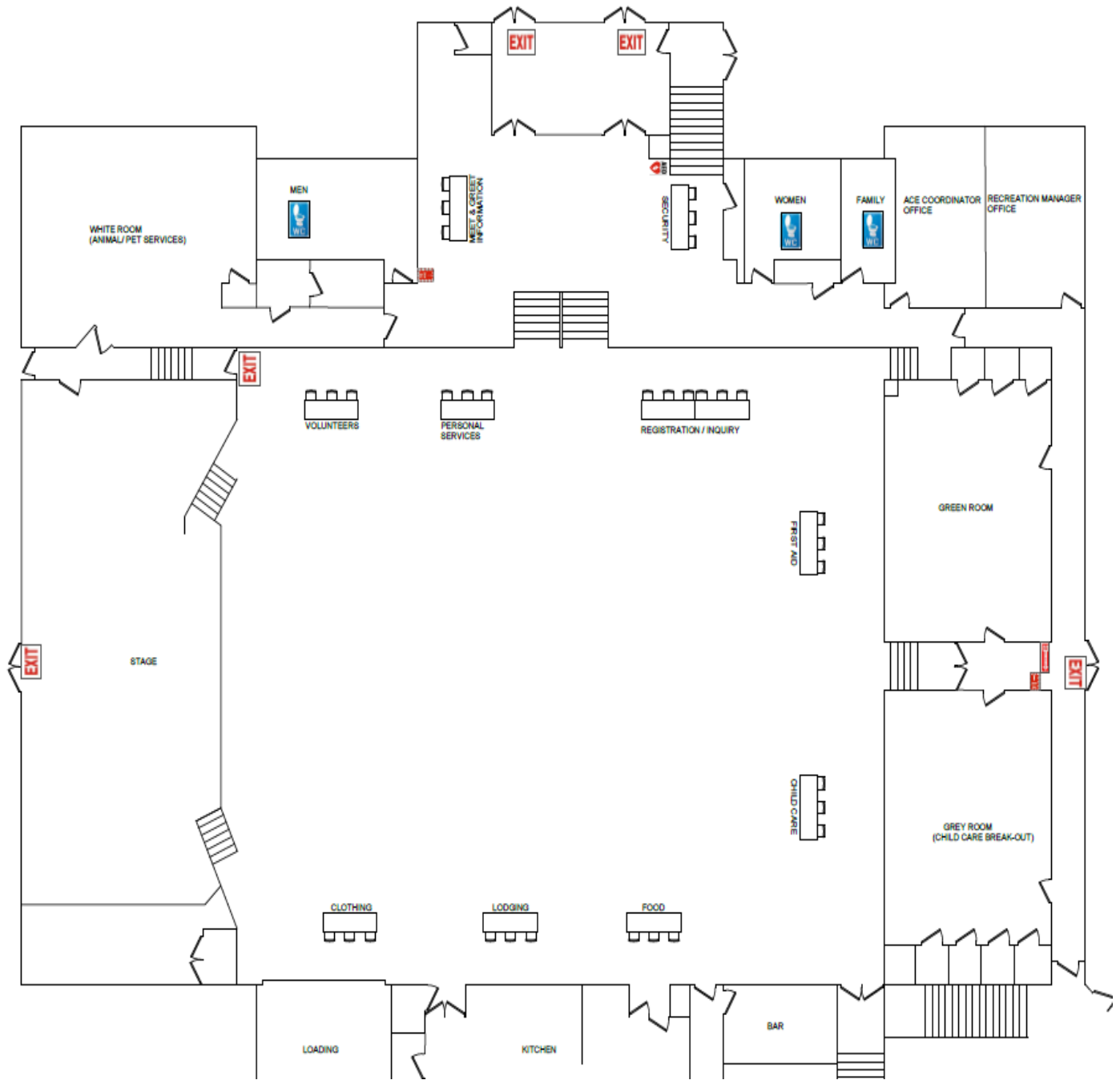
Additional positions will be filled as directed by the Reception Center Manager and may include the following:

1. Meet and Greet
2. Child Care
3. First Aid
4. Volunteer Services

9.7 Reception Center Layout

The Primary Reception Center is located at the Taber Community Center. The main floor will be set up as follows:

Emergency Plan for the Town of Taber



Pets will be housed at the Arena which is next door, in the same building, as the Reception Center.

9.8 Reception Center Equipment

Emergency Plan for the
Town of Taber

The Town of Taber Reception Center equipment, (signs, radios, forms, etc.) will be located at the Community Center within the storage area. Minimal Reception equipment will include the following:

- a) Tables and Chairs.
- b) Forms and paperwork – Function checklists. Each position has a checklist for activation, operations, and demobilization along with a list of function aids required in order to be able to perform those duties.
- c) ESS identification:
 - a. Color coded vests (e.g. green for the Reception Center Manager and Orange for other staff and personnel)
- d) Name tags with first name only and blank name tags.
- e) Sign Set:
 - a. Large signs to identify the service area (e.g. Reception Center outdoor sign, Information, Emotional Support, etc.)
 - b. A sign reminding to protect the privacy of evacuees (e.g. to protect the privacy of evacuees within this reception center, please DO NOT use video recording devices or photography devices or any kind including cell phone cameras. Thank you.)
- f) Stationary Items:
 - a. Office items (e.g. pens, pads of paper, filing boxes, etc.)
- g) Equipment
 - a. Flashlights, cones, AM/FM radio, extension cords, batteries, solar powered calculator, 24 hour clock, pre-printed, laminated numbering system with ESS logo on the back, request flags (used by Registration and Referrals Workers to get the attention of a supervisor of a runner, which saves a lot of arm-waving and noise) etc.
- h) First-Aid
 - a. Level 1 first aid kit
- i) Miscellaneous
 - a. Supplier list with contact numbers, hand sanitizer or wipes, disposable gloves, plastic barrier tape, a few pairs of flip flops, etc.

9.9 Additional Reception Center Service areas

The following is a list of the function/service areas that may be set-up in a reception center. Depending on the size and complexity of the disaster, the number of evacuees and the staffing capabilities, the Reception Center may need some or all of these identified areas.

1. Meet and Greeters – entrance, exit and waiting areas.
2. Security
3. Information – desk area, bulletin boards, television, internet
4. Distribution Area – clothing, blankets, personal care items, comfort foods, refreshments, etc.
5. Child Care

6. Multicultural Services
7. Health Services/First Aid
8. Emotional Support – evacuee quiet area, private counseling services
9. Special Needs
10. Recreation
11. Transportation
12. Shipping & Receiving
13. Volunteer/Staff Management – sign-in/sign-out, orientation/training room, staff quiet area
14. Amateur Radio Area or known as emergency radio communication area

9.10 Registration & Inquiry Service

A registration & Inquiry Service will be provided to register all evacuees arriving at the reception center(s) in order to facilitate the handling of inquiries and reuniting of family members.

Central Registry & Inquiry will be set up at the Community Center 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 the Central Registry & Inquiry will be publicized.

Registration & Inquiry forms are stored at the Community Center. Additional forms can be obtained by contacting Alberta Emergency Management Agency at 1-800-272-9600 (24 hours).

Casualty Information Center

The Taber Community Center is the designated Casualty Information Center for relatives and friends of casualties. Volunteers may be required to manage the center along with clergy and community health personnel.

Note: Communications to and from the health care center are essential.

9.11 Emergency Clothing Services

Emergency clothing needs may be met by contacting the following:

Canadian Red Cross	1-888-800-6493
Salvation Army Community and Family Services – Lethbridge	403-328-2860

A storage site/collection point for donated clothing, goods and supplies will be established at the Community Center.

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

9.12 Emergency Food Services

Cooking facilities in the buildings selected as the 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 no such capability exists, then alternate arrangements will be made by contacting:

<u>Organization/Caterer</u>	<u>Contact</u>	<u>Phone No.</u>
Heritage Inn Hotel	Darrel Sims	403 223 4424
Boston Pizza	Gil Younie	403 223 1244

Feeding of emergency response and rescue personnel may also be required and arrangements will be made with the following:

<u>Organization/Caterer</u>	<u>Contact</u>	<u>Phone No.</u>
Smitty's Family Restaurant	Michael Lee	403 223 0101
		403 437 0386
Subway	Meghan Berehula	403 223 9593
		403 634 7106

Health will be contacted at Alberta Health Services Public Health Division 403 223 7230 to provide advice to ensure that health and sanitation standards are maintained. The on call public health inspector line is 403 388 6111.

9.13 Emergency Lodging Services

The following commercial facilities (hotels, motels, etc.) can provide emergency lodging:

<u>Facility Name</u>	<u>Contact</u>	<u>Phone No.</u>
Heritage Inn Hotel	Darrel Sims	403 223 4424
Super 8 Motel	Don Kim	403 223 8181

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Econo Lodge/Taber Motel	Arvin Singh	403 223 8911 403 915 8000c
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Congregate lodging can be provided at the following buildings, which have been selected in terms of suitability and optimum capacity in concert with Environmental Health.

<u>Building</u>	<u>Capacity</u>	<u>Contact</u>	<u>Phone No.</u>	<u>Cooking Facilities</u>
LDS Stake Centre	Sleep 250 Stand 1000	Mark Baldry	403 330 2012	Not approved
Holy Spirit School Division	673	Chris Smeaton	403 327 9555	Yes
Horizon School Division		Wilco Tymensen	403 223 3547	Yes

Health will be contacted at Alberta Health Services Public Health Division 403 223 7230 to provide advice to ensure that health and sanitation standards are maintained at congregate lodging sites. The public health inspector on call line is 403 388 6111.

9.14 Personal Services

Personal Services will provide for the initial support to disaster 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 dependant adults,
- Providing for immediate medical needs,
- Offering immediate psychological support and assessing the need for long term support.

The following agencies can provide Personal Services support:

<u>Name of Agency</u>	<u>Type of Support</u>	<u>Contact</u>	<u>Phone No.</u>
FCSS	Family/Community Support Services		403 223 7230
Southwest Alberta Children & Family Services	Social Services		403 223 7921 800 638 0715

9.15 Volunteer Services

Volunteer Services will be set up to recruit, register and assign volunteers and volunteer groups offering support to the Reception Centre. (**Reference - Part 2 - Municipal Administration**)

The following local volunteer groups/agencies have agreed to provide the services listed:

	<u>Group/Agency</u>	<u>Contact</u>	<u>Phone No.</u>
Meet & Greet	United Church	Rev. MPT. Basele	403 223 3939
	St. Augustines	Father Eligio Canete	403 223 2226
Security	Citizens on Patrol	Officer Tim Johnson	403 223 8991
Transportation	Taber Kinsmen	Tod Pickerell	403 635 0904
		Glen Wada	403 330 9444

9.16 Alberta Family & Social Services Assistance

A DEM, who anticipates a need for provincial government involvement in the delivery of Emergency Social Services, may make arrangements with the District Officer Manager of Alberta Human Resources and Employment to assume the role of Emergency Social Services Manager. In this case, the District Office Manager will be included in local planning activities so that department resources can be efficiently and realistically tasked and coordinated.

District Office Managers who are not appointed by a Community to a local Emergency Social Services management role may be requested by a local authority to assist in managing the delivery of Emergency Social Services during an emergency.

Direction and control of committed department resources will be exercised by designated staff of Alberta Human Resources and Employment under the overall direction of the DEM.

Costs incurred in the provision of Emergency Social Services, excluding government employees' salaries, are normally the responsibility of the Community.

Alberta Human Resources and Employment support can be requested by contacting Karen Donahue at 403-381-5303.

10 Pets/Livestock

10.1 General

Pets are viewed as part of the family and therefore, pets must be considered when conducting an evacuation of a community. In fact, most people will not leave without their pet or a plan in place to take care of their animals. This section describes the process that will be followed to conduct animal rescue activities during an emergency within the Town of Taber. Within this document, the term animal rescue has the following meaning:

Animal Rescue means the act of searching for, rescuing and recovering household animals within the town limits, which have become lost, injured or are deceased as a result of natural, technological or human-caused disaster.

10.2 Assumptions

1. During an emergency, animals may become lost, injured or trapped, and require rescue.
2. Animal owners will be resistant to separation from their animals and will likely choose to evacuate with their animals. However, some may not be able to do so and the rescue of their animals will become of primary importance to them.
3. Access to damaged sites may be limited.
4. Distressed animals may react violently to rescue personnel or may hide from rescue personnel, making them difficult to locate.
5. In the initial stages of an emergency, resources to support animal rescue will be extremely limited as the rescue of animals does not take precedence over the priorities of life safety and incident stabilization.
6. Large numbers of local residents and volunteers are likely to initiate their own animal rescue activities in response to an event. Some may have suitable training, but the majority will have no training at all. Such well-meaning individuals may pose a danger to themselves and others.
7. Animal rescue will not have sufficient resources to manage a large number of spontaneous volunteers and it is likely many will act without supervision or sanction.
8. Animal Rescue is a specialized field that requires trained professionals to ensure the safety of people and animals during rescue operations.
9. A Rescue Center to house rescued animals will be required.

10.3 Policies

1. The coordination and authority for all animal rescue operations lies with the Emergency Operations Center.
2. The rescue of animals does not take precedence over the priorities of life safety and incident stabilization.
3. All individuals who will be involved in home entry must be an active Peace Officer or Community Peace Officer and/or must be affiliated with a partner organization as a trained animal handler with a criminal records check. Criminal records check should be current within the past three years.
4. Every team conducting home entry must have one team member who **does not** enter the building as a safety measure (the Security Officer). This individual is responsible for calling for help if required.
5. Unaffiliated volunteers will not be used for field operations, but may be utilized in the call center or rescue center if supervised by trained staff.
6. Entry into a locked home will be facilitated by a professional locksmith or owner key.
7. Animal owners will initiate requests for animal rescue and provide verbal permission for home entry.
8. Rescued animals will be taken to the Animal Rescue Center for processing and reunification.
9. Peace Officers are responsible for notifying animal owners of deceased animals. This authority may be delegated to a qualified individual.
10. Wherever possible, animals will be maintained (provided food and water) in their own environment.
11. Wherever possible, animal rescue activities will be combined with other home entry operations to limit the total number of home entries (e.g. damage assessments, safety codes inspection, etc.).

10.4 Concept of Operations

Ideally, animal owners will evacuate with their animals and are encouraged to do so. However, circumstances may result in animals being left in a residence while owners are unable to return home due to hazardous conditions and/or a mandatory evacuation order.

Animal rescue operations are initiated once the priorities of life safety and incident stabilization have been addressed and there is a requirement for animal rescue.

10.5 Extraction

Purpose: Animals are extracted from environments that are hazardous to the health of the animal. Factors that contribute to the need for extraction include the nature of the hazard, the type and health of the animal, the length of time the owner will be out of the home, and the potential for the situation to deteriorate.

10.5.1 Procedure

Upon arrival at an address:

1. Confirm the address and review the assignment (number/types of animals, extraction/maintain in place).
2. Test doors to see if any are unlocked (front and back). If not, use a locksmith or owner-provided key to enter the property.
3. If possible prior to entry to the home, conduct a risk assessment for animals showing severe aggression. If the risk to the responders is deemed too great, maintain the animal in place and note this decision in your log. Note: If it is suspected that animal aggression is due to injury, report to the Animal Rescue Group Supervisor and request a veterinarian.
4. Enter with cautions and maintain personal safety.
5. Use the appropriate tools and equipment for your safety and that of the animal.
6. Where possible, put each animal into a crate or cage. It may be necessary to muzzle the animal as well for its safety and the safety of those processing the animal. Secure the animal appropriately so it cannot hurt people or other animals.
7. Label the crate with the following information:
 - a. Address
 - b. Owner name and phone number
 - c. Animal name (if known) or brief description
 - d. Any medication for the animal
 - e. Hazard color-coding (Red = Aggressive, Yellow = Injured, Green = Safe to handle, Black = Biohazard)

10.6 Maintaining in Place

Purpose: Animals are maintained in place by providing food and water every 3-4 days in sufficient quantity to keep the animal healthy. Because extraction and transportation can be stressful for the animal, it is preferable to maintain an animal in its own environment if that environment meets certain criteria.

Note: Dogs cannot be maintained in place unless they pose a severe risk to responders.

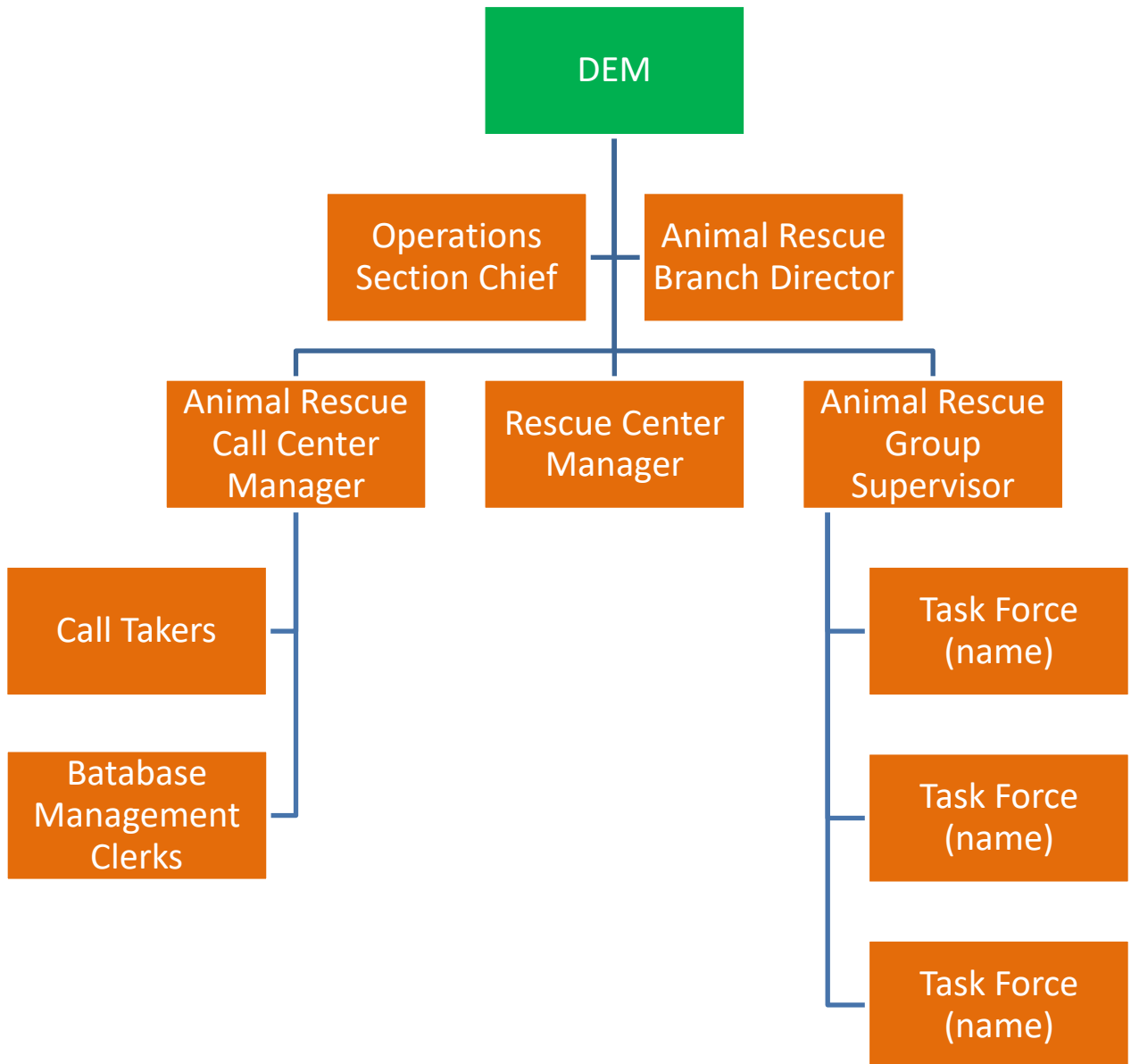
To maintain an animal in place, the situation must meet the following criteria:

1. The animal is not in distress or likely to become distressed.
2. The animal has easy access to a dry, clean living space.
 - a. The animal is resilient and can survive on its own.
 - b. The situation is not going to deteriorate.
 - c. It will not be detrimental to the health of the animal.
3. Upon arrival at an address:
 - a. Confirm the address and review the assignment (number/types of animals, extraction/maintain in place).
 - b. Test doors to see if any are unlocked (front and back). If not, use a locksmith or owner-provided key to enter the property.
 - c. Enter with caution and maintain personal safety.
 - d. Assess the environment and determine if the animal(s) can be safely maintained in place. If not, extract the animal(s).
 - e. Use food and water from the home if possible, as this is less stressful for the animal. Put out as much food and water as possible to keep the animal self-sufficient and reduce the number of visits required.
 - f. Use the Animal Rescue Database to record the number of days the animal can survive based on the food and water provided.
 - g. Leave the property how it was found (e.g. if there was an open window, leave the window open).
 - h. Provide regular updates to the Animal Rescue Group Supervisor on the status of each assignment and any problems encountered.

- Remember: Do not leave an animal in the home if the animal has been in distress or is likely to go into distress.

10.7 Organization

The Organization of the Pet Rescue branch is as follows:



10.8 Deceased Animals

If a task force encounters a deceased animal:

- a) Identify the animal if possible.
- b) If resources are available, a microchip scanner will be provided to each team to help with identification.
- c) Check for tattoos.
- d) Take a picture of the animal.
- e) Use gloves, a bio-suit, and a mask before handling the deceased animal.
- f) Double bag the animal.
- g) Label the bags with:
 - a. Address
 - b. Owner name and phone number
 - c. Brief description of the animal
 - d. Microchip number

Transport the animal to the designated location (established by the Animal Rescue Branch Director). Update the Animal Rescue Database and inform the Animal Rescue Group Supervisor.

Deceased animals will be stored for a maximum of 24 hours. If the animal is not claimed within that time, it will be disposed of at an appropriate location.

Notifications of deceased animals will be conducted by a Taber Police Services Officer or designee. The Animal Rescue Group Supervisor is responsible for ensuring that this task is completed once the deceased animal has been delivered to the designated location.

11 Crisis Communication Plan

11.1 Purpose

This plan creates guidelines for communicating internally within the Town of Taber Emergency Management Program staff, and responders and externally from the Town of Taber Emergency Management Program to the general public, stakeholders and news media.

11.2 Communication Emergency Management Team

The Communication Emergency Management Team consists of the following:

#	Position	Name	Contact Info
1	Information Officer	Meghan BRENNAN	403-634-9824
3	Alternate Information Officer	Raeanne KEER	403-715-9495
4	Manager of External Communications	Filled by Information Officer	
5	Manager of Internal Communications	Filled by Information Officer	
6	Social Media	Filled by Information Officer	
7	Media Monitoring Team	Filled by Information Officer	
8	Community Spokesperson	Filled by the DEM/IO	

11.3 Team Roles and Responsibilities

The individual roles/responsibilities of the team are as follows:

- a. Information Officer
- b. Manager of External Communications
- c. Manager of Internal Communications
- d. Social Media
- e. Media Monitoring Team
- f. Community Spokesperson

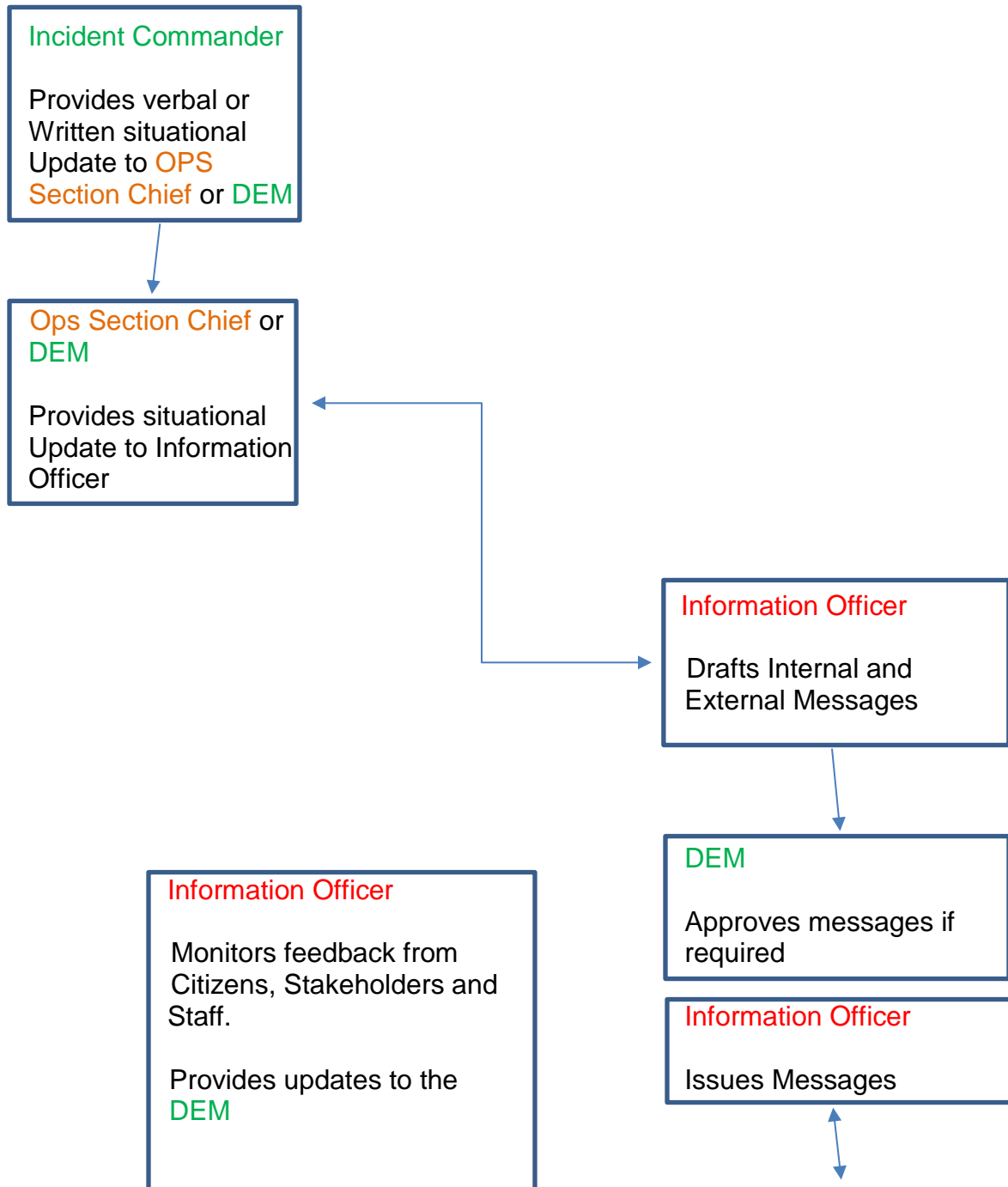
11.4 Team Activation

The team will be activated as directed by the DEM as part of a response to a Type 3 or larger incident. Parts of the team may be activated as needed for a Type 4 or 5 incident and if crisis communications support is needed.

11.5 Communication Approval Process

The DEM of the Town of Taber Emergency Management Program will be responsible to oversee and approve the issuance of internal and external communications regarding an incident. In order to keep messaging consistent, all communication will come from the EOC, and shared by Town departments. The following procedure will be followed with regards to crisis communications during an incident:

EOC IS ACTIVATED – Incident Type 1, 2, or 3



Citizens, Stakeholders, Staff

EOC IS NOT ACTIVATED – Incident Type 4 or 5

[flow chart to be updated]

11.6 Key Stakeholder List

The key stakeholders for the Town of Taber Emergency Management Program are as follows:

Internal	External
DEM/CAO	Media Outlets
Elected Officials	School Divisions Horizon/Holy Spirit Catholic School Division
Internal Staff	Taber Health Center
	Town Residents
	Clearview Lodge
	Linden View
	AEMA
	Alberta Health Services

11.7 Holding Statements

The following generic holding statement will be used by the Town of Taber Emergency Management Program: This is only an example and a generic statement will need to be developed.

“At approximately 12:30 PM today, the Taber Fire Department responded to a multi-vehicle incident involving a fuel tanker on Highway 3 at 50th Street, Taber. We are actively responding to this incident. Additional information will be shared on our social media feeds as it becomes available. Residents are asked to avoid the area and take alternative routes.”

A holding statement says:

- Who you are
- That you are responding to an incident
- More information will be shared as it comes available
- Where the public can find your information in the future
- Include all resourced, website, social media feeds, hashtag for the event, etc.
- Are date and time stamped so that people following you hashtag and crisis information know they are looking at the most recent information you have released

11.8 Message Maps

Message maps for the primary hazards to the Town of Taber are as follows:

1. Fire

Key Message 1: What is happening	Key Message 2: What you want the public to do about it	Key Message 3: Explain what your organization is doing about it
Fire in a residential area of the Town of Taber	<ul style="list-style-type: none"> • Location of Fire, who will be impacted • Where to go, evacuation center • What roads to take • What roads are blocked • Who to call with questions, 911 if emergency 	<ul style="list-style-type: none"> • Fire Departments, Police Service, or Operations crews are responding • Evacuation center is set up or in process of set up • Assisting agencies contacted

2. HAZMAT – Road/Rail

Key Message 1: What is happening	Key Message 2: What you want the public to do about it	Key Message 3: Explain what your organization is doing about it
Train Derailment containing flammables/hazardous material	<ul style="list-style-type: none"> • Location of derailment • Type of gas, liquid, material contained in the cars • Who is responding (Fire, CP Rail, etc.) • Stay clear of the area • What roads are blocked/closed • Evacuation of residents within XXX km of the site • Where do evacuees go 	<ul style="list-style-type: none"> • Fire Departments and Operations crews are responding • Evacuation Center set up or in the process of being set up • Frequent updates will be provided on Social media feeds

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	<ul style="list-style-type: none"> • Contact number to call with questions, 911 if emergency 	
Train Derailment, NO flammable or hazardous material, roads impacted	<ul style="list-style-type: none"> • Location of derailment • Commodity type in the cars • Who is responding (Fire, CP Rail, etc.) • Stay clear of the area • What roads are blocked/closed • Contact number to call with questions, 911 if emergency 	<ul style="list-style-type: none"> • Fire Departments and Operations crews are responding • Frequent updates will be provided on social media feeds

3. Wind Storms/Tornado

Key Message 1: What is happening	Key Message 2: What you want the public to do about it	Key Message 3: Explain what your organization is doing about it
Tornado Alert	<ul style="list-style-type: none"> • Take Shelter 	<ul style="list-style-type: none"> • Monitoring and will help with damages, injuries when safe for emergency personnel
Supporting Message 1.2	Supporting Message 2.2	Supporting Message 3.2
Supporting Message 1.3	Supporting Message 2.3	Supporting Message 3.3

4. Flooding

Key Message 1: What is happening	Key Message 2: What you want the public to do about it	Key Message 3: Explain what your organization is doing about it
Overland Flooding	<ul style="list-style-type: none"> • What areas are impacted • What roads are blocked or unsafe • Contact # if house will be impacted 	<ul style="list-style-type: none"> • Monitoring situation and crews are blocking roads as they become impassable

	<ul style="list-style-type: none"> • Contact number to call with questions, 911 if emergency 	<ul style="list-style-type: none"> • Frequent updates will be provided on social media feeds
Flash Flooding	<ul style="list-style-type: none"> • What areas are impacted • What roads are blocked or unsafe • Contact # if house will be impacted • Contact number to call with questions, 911 if emergency 	<ul style="list-style-type: none"> • Monitoring situation and crews are blocking roads as they become impassable • Evacuation center if needed • Agency assistance on standby • Frequent updates will be provided on social media feeds
Supporting Message 1.3	Supporting Message 2.3	Supporting Message 3.3

11.9 Social Media Strategy and Policy

This policy sets out guidelines governing the use of social media to mitigate risks and manage resident’s expectations. Additionally, this policy serves to protect the Town of Taber Emergency Management Program reputation and ensure there is a consistent and professional approach to how the partnership and its staffing communicates to its stakeholders via online forums and social media/networking sites.

a. Emergency Events

In the event of an emergency, emergency social media communications shall take priority over all other social media content and at the direction of the DEM or delegate. Once the EOC is activated, the Information Officer shall manage all social media communications across all Town of Taber accounts for the duration of the emergency.

Communications relating to the event shall be issued through the EOC, and then shared by the Town Departments. It is encouraged that members of the public also share the information given over social media platforms. Members of the public wishing to bring forward information to the EOC shall do so by emailing emerg.pio@taber.ca, or by phoning the EOC.

b. Employee Personal Use of a Social Media Account

In their capacity as private citizens, the Town of Taber Emergency Management Program staff have the same free right of speech as other citizens, however, they may not represent the Town of Taber Emergency Management Program on their own personal social media sites, and are bound by the Confidentiality Policy and must not disclose any Town of

Taber Emergency Management Program information or content that they are not specifically authorized to disclose.

Acting as a private citizen, Town of Taber Emergency Management Program staff must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites are as a private individual, and not as a representative of the Town of Taber Emergency Management Program.

c. Councillor Use of a Social Media Account

In their capacity as an elected official, municipal councilors that have a municipal social media account are bound by this policy and their respective Councillor Code of Conduct Bylaw.

11.10 Municipal Twitter, Facebook and Website Locations

Municipal Twitter, Facebook and Website locations are as follows:

Name	Website	Twitter	Facebook
Town of Taber	http://www.taber.ca/	@TownofTaber	https://www.facebook.com/TownofTaber/

12 Re-Entry Plan

12.1 General

Re-entry is a systematic approach to returning inhabitants to the affected area safely. The re-entry process is aimed at reducing gridlock and chaos and to provide security to the impacted area.

The assessment of the disaster area will include a ground and/or survey to identify and prioritize the most seriously damaged areas, major routes, neighborhoods, sensitive public facilities and staging areas for relief and recovery supplies.

The DEM in conjunction with the IC will perform an assessment of the impacted area to determine if it is safe for citizens to return. The final decision to allow re-entry into the disaster area lies with the DEM.

12.2 Phased Re-Entry

The Town of Taber Emergency Management Agency will use a **Phased Re-Entry Plan**. A phased re-entry process involves allowing inhabitants to return to only those areas

deemed safe after debris is removed, buildings inspected and identified safe and utilities have been restored.

A phased re-entry will start at the outer perimeter moving in towards the most damaged areas.

12.3 Damage Assessment / Return of Evacuees Process

The DEM will ensure the EOC develops a re-entry plan for the affected area. The DEM in conjunction with the IC will conduct a determination as to whether or not citizens can return will be based on the process:

COMMUNITY RE-ENTRY PROCESS

Level 1: Emergency Staff Access Only:

Includes Fire, TPS, EMS, Public Works, Building, Gas and Electric Inspectors, Vegetation Removal Specialists, waste collection agencies, etc. Emergency Vehicles only.

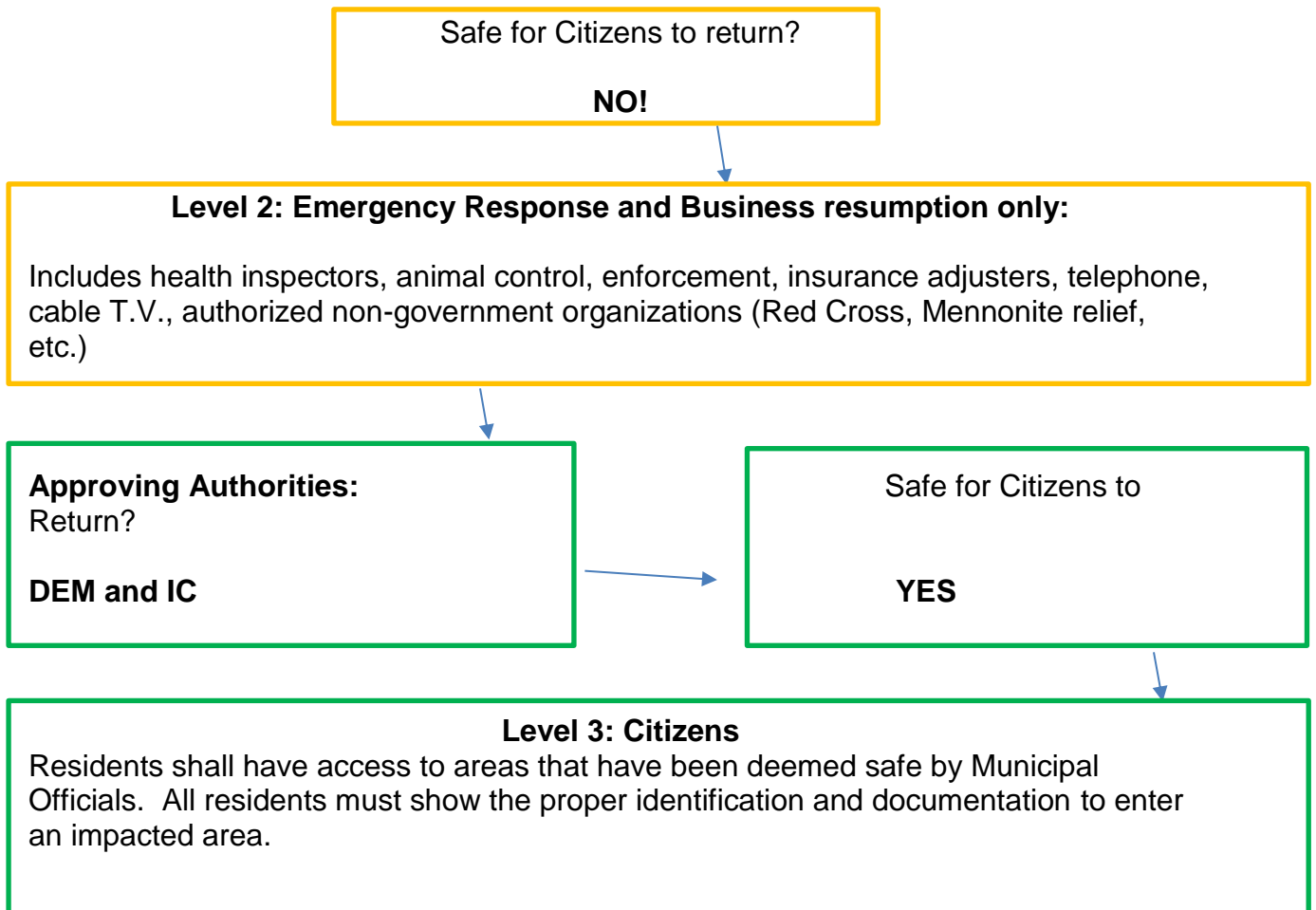
Safe for Citizens to return?

NO!

CONDUCT DAMAGE ASSESSMENT!

Confirm the following:

1. The Disaster/Incident threat is resolved or subsided
2. Access to the community is assured
3. Roads / Streets are clear of debris and safety issues
4. Community infrastructure is serviceable and safe to use:
 - a. Power
 - b. Natural gas
 - c. Sanitation
 - d. Security
 - e. Food services and essential supplies
 - f. Emergency medical services restored



12.4 Communications

The Information Officer with approval from the DEM, will initiate announcements to alert inhabitants of the affected area through the media, social media, website, etc. when it is safe to return home and the re-entry requirements.

Public alerting messages can include identification procedures, areas deemed safe, location of checkpoints, progress of debris clean-up, safety information and personal residence clean-up/reconstruction information.

12.5 Identification Procedures

These general identification procedures are intended to provide guidance to Taber Police Services and community personnel directing access to the disaster area at the checkpoints:

a. Residents

Proper identification for residents to gain access includes:

- a) A current driver's license
- b) A current passport
- c) Utility bill
- d) Property tax documents
- e) Vehicle registration
- f) Any 2 pieces of identification that list the resident's name and address location

b. Business/Industry

Proper identification for business operators includes:

- a) A business license showing ownership, current utility bill or lease documents any of which lists an address or other identifier of the location of their property.
- b) Business owners will also provide a list of personnel on company letterhead with the company official's original signature, stating the form of identification employees will provide at the checkpoint (i.e. photo employee identification) and the need for the employee to access the site.

c. Provincial/Federal/Non-Government Organizations

Employees and volunteers from Provincial, Federal and Non-Government Organizations providing assistance in the disaster area are required to show photo identification badges for their agency.

d. Media

Members of the media are required to have authorization from the Information Officer. The Information Officer will provide a list of approved media personnel to the checkpoint. Members of the media must present photo identification bearing the name of their media group.

12.6 Access Levels

12.6.1 Access Levels – Level 1 – Emergency Response Staff Only

The degree of damage in the disaster area will vary. To ensure that only essential personnel are permitted access for safety reasons, access levels have been defined.

Only public officials and personnel having key roles in life safety and restoration of critical services after a disaster will be allowed to enter the impacted areas. All Level 1 personnel will be required to present and wear in full view an authorized employee identification badge.

12.6.2 Access Levels – Level 2 – Emergency Response / Business Resumption Staff Only

Once Level 1 personnel have reduced the degree of danger in the disaster zone, relief workers, contracted security officers, healthcare personnel, business owners/essential business staff, insurance adjusters and any other person authorized by the Emergency Management Team to provide services to reduce economic loss will be permitted entry.

Level 2 personnel will be required to present and wear authorized employee identification at the checkpoint.

12.6.3 Access Levels – Level 3 – Citizens

Residents shall have access to areas that have been deemed safe by municipal officials. All residents must show the proper identification and documentation, as prescribed by the Taber Police Service to enter an impacted area.

12.7 Checkpoints

Checkpoints will be established by the Taber Police Services at the outer perimeter of the evacuation zone.

The Town of Taber Emergency Management Agency Operations staff will assist the Taber Police Services in identifying locations for checkpoints at major intersections that ensure continual movement of traffic that is not entering the disaster area. TPS may request the assistance of Community Peace Officer staff to help operate the checkpoints. Minor roads leading into the disaster area may be barricaded with Emergency Vehicles, concrete highway dividers or other large blockades to prevent unauthorized entry.

13 Flood Response Plan

General

This plan outlines the procedures to follow when increased water levels could potentially cause flooding or actual flooding has occurred. Information assistance is available through:

Alberta Environment – River Forecast Center, Edmonton:

Main telephone is 780-427-6278, during normal office hours
Emergency Number is 780-427-8173, after normal office hours
Public Information fax number is 780-422-8837

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

“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.

“Flood Warning”

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

The Public Works department will be responsible for maintaining liaison with Alberta Environment River Forecast Center, Edmonton, (telephone 780-427-6278 during normal office hours, otherwise 780-427-8173 or fax 780-422-8842) to determine the predicted forecasts, etc. In the event of flooding upstream of the community, they are to determine the predicted time that peak levels will reach the area.

Alert / Warning

“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.

“Flood Warning”: community 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.

Volunteer Assistance

All volunteers will be directed to report to the EOC where they will be registered before being assigned to an emergency function.

Evacuation

Evacuation of any part of the Community will be carried out in accordance with the provisions of the evacuation plan and reception center plan.

14 Short Term Recovery Plan

It will be vital to commence recovery of the community as soon as possible after an incident. The DEM will initiate the planning for this. A project manager will be hired to assist in the development and execution of the recovery plan.

Short and long term recovery issues are complex and will take considerable time to organize and complete. The Town of Taber Emergency Management Agency will connect with Alberta Emergency Management Agency for assistance and guidance in the recovery of the Community.

15 Post Incident Reporting

15.1 After Action Report

The DEM will ensure a comprehensive after action report is completed within 14 days of the incident. The DEM will convene the Town of Taber Emergency Management Agency and consider the following:

- a) A review of the events leading up to the incident.
- b) A description of the incident and its cause.
- c) An analysis of the incident response procedures, including an evaluation of the safety standards that were applied.
- d) An appraisal of the community's shelter/evacuation response for the affected public (if applicable).
- e) An evaluation of the effectiveness of the command, control, and coordination of incident response activities.
- f) An evaluation of the decision making methodology and its effectiveness.
- g) An evaluation of the effectiveness of the notification and communication systems between the incident site and the EOC.
- h) An appraisal of the effectiveness of any media or public relations efforts.
- i) An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of response efforts.
- j) A summary of current and future costs.

- k) Recommendations for preventative or mitigating measures to prevent future incidents.
- l) Any changes that may be required in the Community Emergency Management Plan to improve future responses.
- m) An assessment of responder's education, knowledge, and training and if they were able to perform their duties based on this.
- n) An assessment of the critical actions taken by responders and if they were proficient, competent, and credible.

The post incident debrief report will outline the strengths and weaknesses of the Town of Taber Emergency Management Plan. It will be the DEM's responsibility to ensure all recommendations for improvements to the CEMP are reviewed and communicated to the Emergency Advisory Committee for approval.

15.2 Post incident Debriefing Meeting

Introduction

Welcome all participants

Round table introduction including name and role

Housekeeping

Assign an individual to capture recommendations throughout the meeting

Rules

Establish meeting rules (e.g. Objective and factual data, no names, no derogatory comments)

Encourage all participants to speak out on the issues and provide their perspective and input

Purpose

Explain the purpose of the meeting (e.g. to improve emergency procedures, to review organization, to provide opportunity for participants to actively assist in continuous improvement)

Review of event

Provide an outline of the event including all data and main organization involved

Issues

Legislation

Responsibilities

Communication

Facilities

Plan

Personnel

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Reception and Inquiry
Back-Up
Others

Recommendations

Review and gain consensus on all recommendations

Conclusion

Thank all participants.
Follow up by providing the list of recommendations to participants

15.3 Disaster Recovery Plan

General

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

Establishment of a Disaster Victims Assistance Center

The DEM, 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 Center. The Community Center is designated as the Disaster Victims Assistance Center.

Disaster Recovery Priorities

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

Preparations of a damage and loss assessment for Disaster Recovery Program.

Restorations of community services (utilities, transportation, community support services, schools, institutions, etc.).

Debris removal.

Resumption of business operations.

Rebuilding and restoration of social services/activities to pre-incident conditions.

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 your municipality suffers from a disaster or emergency, and you think disaster recovery assistance may be appropriate, then take the following action:

- 1) Immediately advise your local Alberta Emergency Management Agency Field Officer of Alberta Municipal Affairs, Emergency Management Alberta in Edmonton (1-800-272-9600, 24 hrs. normal office hours, 780-422-9600) 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 and other government departments in the collection of information and registration if a program is announced.

16 Workers Compensation for Volunteers

All volunteer emergency workers should be registered when they start their 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 community as the employer) should be forwarded to:

Attention: Managing Director
Alberta Emergency Management Agency
14515 – 122 Avenue
Edmonton, AB, T5L 2W4

17 Tools and Templates

This section is intended to be the source for forms, position checklists and other tools for both the Emergency Operations Centre and the Site personnel.

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17.1 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:	_____ - _____ - _____ - _____ W _____ M		
Generic Directions:			
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

Emergency Operations Log

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



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 1-866-647-WARN (9276) 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 centers, 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 1-866-647-WARN (9276) to issue your critical alert.

17.2 Notices and Declarations

Declaration of a State of Local Emergency

WHEREAS an emergency exists in the **Town of Taber**

due to

THEREFORE, the **Town of Taber** declares a State of

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)

780.644.7962

Evacuation Order Notice

This is _____ of the **Town of Taber**
(Name & Position)

An emergency exists in the

(Area)

of the **Town of Taber**

For your personal safety, evacuation of

(Part of Community / Geographical Area)

is necessary due to

COLLECTION POINTS

- 5) _____

- 6) _____

- 7) _____

- 8) _____

RECEPTION CENTERS

- 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)

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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)

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

Public Announcement following the Declaration of a State of Local Emergency

The **Town of Taber** _____ has declared a State of Local Emergency in

(Part of Community / Geographical Area)

due to

“The public is advised that for the duration of the emergency, the **Town of Taber 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 the **Town of Taber**

due to

THEREFORE, the **Town of Taber**, declares a State of Local

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) **780.644.7962**

Shelter-In-Place

This is

(Name)

(Position/Appointment)

Of the **Town of Taber**.

A

(Nature of the Incident)

has occurred in/at the

(Area)

In the **Town of Taber**.

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 the **Town of Taber**

due to

satisfied that an emergency no longer exists, 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)

780.644.7962

Evacuation Alert (**Date and Time**)

7. An Evacuation Alert has been issued by the **Town of Taber** from the Emergency Operations Center (EOC).
8. Due to a _____ and the potential danger to life and health,
Briefly describe event and potential risk
the **Town of Taber** has issued an Evacuation Alert for the following areas:
 - b) _____
Geographic description including boundaries and properties potentially impacted
9. An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.
10. Citizens in the affected areas are now on _____ minutes notice to be prepared to evacuate.
Number
11. Stay tuned to local media, social media, **Town of Taber** website for more information.
12. Residents will be given as much advanced notice as possible prior to the evacuation. However you may receive limited notice due to changing conditions.

WHAT SHOULD CITIZENS DO WHEN AN ALERT IS IN EFFECT

Upon notification of an ALERT, you should be prepared for an evacuation order by:

11. Locate all family members or co-workers and designate a meeting area outside the evacuation area, should an evacuation order be called while separated.
12. Gather essential items such as medications, eyeglasses, valuable papers (e.g. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.). Have these items readily available for quick departure.
13. Prepare to move any disabled persons and/or children.
14. Prepare to bring pets with you and ensure they have pet food.
15. Bring a cellular phone and charger with you, if you have one.

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16. Arrange to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call _____.

17. Arrange accommodation for your family if possible. In the event of an evacuation, Reception Centers may be opened if required.

18. Further information will be issued at:

- d) Local Radio Stations
- e) **Town of Taber** website
- f) Social media feeds

19. For more information contact the **Town of Taber** at 403-223-5500

Issued by the **Town of Taber**

17.3 Position Checklists

It is important that the entire checklist be read through once before initiating action items.

It is important to note that not all positions are required for all emergencies and in some cases, one person may carry out the responsibilities of more than one position. Only those functions/positions that are needed to effectively handle the emergency should be staffed.

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 your Director of Emergency Management/EOC Director.
- 2. Proceed to the municipal office or emergency operations center as indicated by the Director of Emergency Management/EOC Director.
- 3. Confirm that the Community Emergency Management Plan has been activated and to what level.
- 4. Notify and brief fellow Council members on the incident and have them report to a designated area.
- 5. If the Director of Emergency Management/EOC Director/Administrator recommends the declaration of a State of Local Emergency, deliberate with Council and if deemed necessary, 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 EOC Director and Emergency Public 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. Document all activity on Emergency Operations Log sheet.

DEM/EOC Director 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. Activate the Community EOC as appropriate. As a minimum, your assessment and decision to activate should be based on the following criteria:
 - a. Is there a need or potential need to conduct a mandatory evacuation of residents beyond the initial isolation zone (site perimeter)?
 - b. Is life safety, property or environmental damage (or potential for) critical?
 - c. Does the incident require more resources than are available locally or through mutual aid?
 - d. Will this incident attract media attention beyond the regional level and/or require public information?
 - e. Are there regulatory, legislative or other actions/notifications required?
 - f. Is the Community EOC viable and/or suitable for the scope and scale of this incident?

- 2. If the Community EOC is not viable or suitable for activation, contact the Director of Emergency Management or designate of the closest partnering community and request use of their EOC.

- 3. Initiate Community EOC staff fan-out as per your community annex. Ensure staff is briefed on where they are to report to (Community or partnering Community EOC).

- 4. Activate the Alberta Emergency Alert system and/or any other public warning methods as appropriate.

- 5. Notify the Alberta Emergency Management Agency Field Officer and/or Provincial Operations Centre (POC) of the incident. 1.866.618.2362

- 6. Assess the need for a declaration of a state of local emergency (SOLE). If a SOLE is determined necessary, brief Administrator and Council of requirement and recommend that Council make the declaration.

- 7. In conjunction with the Incident Commander, determine, authorize and implement protective actions as necessary (shelter-in-place or evacuation, for example).

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- 8. Activate appropriate Command and General Staff positions in the EOC.
- 9. Determine information needs and inform staff of requirements.
- 10. Brief staff:
 - Provide a summary of current organization
 - Identify incident objectives and any policy directives for the management of the incident
 - Provide a review of current incident activities
 - Determine the time and location of first EOC Planning Meeting
- 11. Establish parameters for resource requests and releases:
 - Review requests for critical resources
 - Confirm who has ordering authority within the organization
 - Confirm those orders that require Command authorization
- 12. In conjunction with Emergency Public Information Officer, authorize release of information to the media.
- 13. Establish level of planning to be accomplished:
 - Contingency planning
 - Formal planning meeting and frequency
- 14. Ensure EOC Planning Meetings are conducted.
- 15. Ensure Management Staff coordination in the EOC:
 - Periodically check progress on assigned tasks of Command and General Staff
 - Approve necessary changes to strategic goals
- 16. Keep Council and Incident Commander informed on incident-related problems and progress.
- 17. Document all activity in Emergency Operations Log sheet.

EOC 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 Director of Emergency Management/EOC Director.
- 2. Proceed to the municipal office, emergency operations center or the alternate emergency operations center, as directed by the Director of Emergency Management/EOC Director.
- 3. It is important to note that your primary responsibility is to the EOC Director and secondary to all other key EOC staff.
- 4. Open a main event log and record key decisions, actions, reports and details from all command and general staff personnel in the EOC.
- 5. Maintain and update the main event board (if applicable) in the EOC.
- 6. If a declaration, termination or renewal of a State of Local Emergency is made, ensure all documentation is forwarded to the Minister responsible and filed.
- 7. Provide briefing to your relief on current and unusual situations.
- 8. Remember, your documentation is critical and needs to be focused primarily on the most important decisions and actions made by the EOC Director.

Emergency Public Information 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 EOC and obtain briefing from EOC Director:
 - Determine current status of Incident
 - Identify current organization
 - Determine point of contact for media
 - Determine current media presence

- 2. Participate in EOC Director's briefing:
 - Determine constraints on information process
 - Determine pre-existing agreements for information centers, Joint Information Centers (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)
 - Field (scene) Information
 - Internal Information

- 7. Establish contact with local, regional or provincial media representatives as appropriate.

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- 8. Establish location of Information Center for media and public away from the EOC, incident site(s) and reception centers.
- 9. Establish schedule for news briefings.
- 10. Coordinate the activation and staffing of message center "rumor 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 EOC Director.
- 13. Obtain approval for information release from EOC Director:
 - 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 EOC/Incident Command Post/Reception Centers 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 EOC Director the process for the release of information concerning incident-related injuries or deaths.
- 21. Document all activity on Emergency Operations Log sheet.

Enforcement 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 as per notification protocols.
- 2. Provide notification to your dispatch agency and other policing/enforcement agencies as necessary.
- 3. Report directly to the EOC Director if the Operations Coordinator position is not filled. If filled, report directly to the Operations Coordinator.
- 4. Brief EOC Director/Operations Coordinator 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 EOC Director.
- 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 lead 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 EOC Director/Operations Coordinator on any enforcement and/or liability concerns associated with the incident and response efforts.
- 12. Document all enforcement activity on Emergency Operations Log sheet.

Finance/Administration 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.

TASK

- 1. Report to EOC and obtain briefing from EOC Director:
 - Incident objectives
 - Assisting/coordinating agencies
 - Anticipated duration/complexity of incident
 - Obtain the names of any agency contacts the EOC Director knows about
 - Possibility of cost sharing

- 2. Obtain briefing from Administrator:
 - Determine level of fiscal process required
 - Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement
 - Assess potential for legal claims arising out of incident activities
 - Identify applicable financial guidelines and policies, constraints and limitations

- 3. Ensure all Sections and the Supply Unit are aware of charge code/purchase order numbers, etc.

- 4. Attend Planning Meeting.

- 5. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

- 6. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services.

- 7. 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).

- 8. Coordinate and prepare documentation for disaster financial assistance through the Provincial Disaster Recovery Program.

- 9. Document all financial and administration related activities on Emergency Operations Log sheet

Finance/Administration Section Chief 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 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 administrator:
 - Determine level of fiscal process required
 - Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement
 - Assess potential for legal claims arising out of incident activities
 - Identify applicable financial guidelines and policies, constraints and limitations

3. 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
 - 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

4. Ensure all Sections and the Supply Unit are aware of charge code.

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5. 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).

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- 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 Finance/Administration demobilization.

- 16. Provide briefing to relief on current activities and unusual events.

- 17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

- 18. Submit all Section documentation to Documentation Unit.

Fire/Rescue 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 your Director of Emergency Management/EOC Director.
- 2. Provide notification to your dispatch agency and other fire departments as necessary.
- 3. Report directly to the EOC Director if the Operations Coordinator position is not filled. If filled, report directly to the Operations Coordinator.
- 4. Brief EOC Director/Operations Coordinator on all matters relating to firefighting and rescue operations.
- 5. Recommend a Fire Incident Commander if requested by the EOC 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 EOC Director/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 Coordinator.
- 11. Assist Enforcement in the coordination of ground search and rescue activities.
- 12. Liaise with Enforcement and provide assistance in the planning and conduct of evacuation efforts.
- 13. Document all fire/rescue activity on Emergency Operations Log sheet.

Health Services 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 as per notification protocol. .
- 2. Provide notification to your dispatch agency, as necessary.
- 3. Report directly to the EOC Director if the EOC Operations Section Chief position is not filled. If filled, report directly to the EOC Operations Section Chief.
- 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 EOC 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 Emergency Operations Log sheet.

Incident Commander 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. Ensure welfare and safety of incident personnel.
2. Supervise Site(s) Command and General Staff.
3. Obtain initial briefing from current Incident Commander and EOC Director.
4. Assess incident situation:
 - Review the current situation status and initial incident objectives. Ensure that all local, regional and provincial agencies impacted by the incident have been notified.
5. Determine need for, establish, and participate in Unified Command.
6. Activate appropriate Site Command and General Staff positions. Safety Officer should be appointed:
 - Confirm dispatch and arrival times of activated resources.
 - Confirm work assignments.
7. Brief staff:
 - Provide a summary of current organization.
 - Identify incident objectives and any policy directives for the management of the incident.
 - Provide a review of current incident activities.
 - Determine the time and location of Site Planning Meeting(s).
8. Determine information needs and inform staff of requirements.
9. Determine status of declaration of state of local emergency.
10. Establish parameters for resource requests and releases:
 - Review requests for critical resources.
 - Confirm who has ordering authority within the organization.
 - Confirm those orders that require Command authorization.

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- 11. Establish level of planning to be accomplished:
 - Written vs. Verbal Incident Action Plan (IAP).
 - Contingency planning.
 - Formal Planning Meeting.
- 12. Ensure Planning Meetings are conducted.
- 18. Approve and authorize implementation of the IAP:
 - Review IAP for completeness and accuracy.
 - Verify that objectives are incorporated and prioritized.
- 19. Ensure Site Command and General Staff coordination:
 - Periodically check progress on assigned tasks of Site Command and General Staff personnel.
 - Approve necessary changes to strategic goals and IAP.
 - Ensure periodic contact with participating agencies.
- 20. Work with EOC Director to recommend declaration of state of local emergency according to agency protocol.
- 21. Keep EOC Director informed on incident-related problems and progress.

Liaison 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 EOC and obtain briefing from EOC Director:
 - 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)
2. 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
3. Establish workspace for Agency Liaison function and notify agency representatives of location.
4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators
5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.
6. Work with the Emergency Public Information Officer and EOC Director to coordinate media releases associated with inter-governmental cooperation issues.
7. Monitor EOC 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).
8. Participate in Planning Meetings.
9. Document all activity on Emergency Operations Log sheet.

Logistics 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.

TASK

1. Report to EOC and obtain briefing from EOC Director:
 - 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. Confirm resource ordering process.
3. Organize and staff Logistics, as appropriate.
4. 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 requested
5. Attend Planning Meetings.
6. Participate in preparation of Incident Action Plan (IAP).
7. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.
8. Research availability of additional resources.
9. Hold meetings, as necessary, to ensure communication and coordination among Logistics personnel.
10. Ensure coordination between Logistics and other Command and General Staff.
11. Provide briefing to your relief on current activities and unusual situations.
12. Brief the EOC Director/Risk Management Officer on any environmental or liability concerns associated with the incident and response efforts.
13. Document all logistics related activity on Emergency Operations Log sheet.

Logistics Section Chief 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 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.

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- 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. Ensure that all personnel observe established level of operational security.
- 17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).
- 18. Submit all Section documentation to Documentation Unit.

Operations 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.

TASK

- 1. Report to EOC and obtain briefing from EOC Director:
- 2. Organize Operations Section in EOC to ensure operational efficiency, personnel safety and adequate span of control.
- 3. In conjunction with Operations Section Chief at site, determine and plot locations of Staging Area(s).
- 4. Supervise activities of Emergency Services, Human Services and Infrastructure Services, if/when established.
- 5. Determine need and request additional resources.
- 6. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units
- 7. Attend Planning Meetings.
- 8. Document all activity on Emergency Operations Log sheet.

Operations Section Chief 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 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
2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
3. Establish operational period.
4. Establish and demobilize Staging Areas.
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. Develop and manage tactical operations to meet incident objectives.
7. 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
8. Evaluate situation and provide update to Planning Section:
 - Location, status, and assignment of resources
 - Effectiveness of tactics
 - Desired contingency plans
9. Determine need and request additional resources.
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.

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- 12. 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

- 13. 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

- 14. 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.

- 15. Attend Planning Meetings.

- 16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

Planning 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.

TASK

- 1. Report to EOC and obtain briefing from EOC Director:
- 2. Activate EOC Planning positions as necessary, and notify Resources Unit of positions activated.
- 3. Establish and maintain resource tracking system.
- 4. Compile and display incident status summary information.
- 5. Obtain/develop incident maps.
- 6. Establish information requirements and reporting schedules for EOC and staff.
- 7. Meet with Operations Coordinator and/or EOC Director, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.
- 8. Conduct Planning Meetings.
- 9. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
- 10. Provide periodic predictions on incident potential.
- 11. Establish a weather data collection system, when necessary.
- 12. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
- 13. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
- 14. Ensure preparation of demobilization plan, if appropriate.
- 15. Provide briefing to relief on current and unusual situations.
- 16. Ensure that all staff observe established level of operational security.
- 17. Brief the EOC Director/Risk Management Officer on any environmental or liability concerns associated with the incident and response efforts.
- 18. Document all planning related activity on Emergency Operations Log sheet.

Planning Section Chief 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 may be delegated to the appropriate Unit Leader.

TASK

1. Obtain briefing from Incident Commander:
 - Determine current resource status (ICS Form 201)
 - Determine current situation status/intelligence (ICS Form 201)
 - Determine current incident objectives and strategy
 - Determine whether Incident Commander requires a written Incident Action Plan (IAP)
 - Determine time and location of first Planning Meeting
 - Determine desired contingency plans
2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
3. Establish and maintain resource tracking system.
4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.
6. 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
7. Obtain/develop incident maps.
8. Establish information requirements and reporting schedules for ICP and field staff.
9. 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
10. 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.

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- 11. Conduct Planning Meetings.
- 12. 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
- 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
- 14. Coordinate preparation of the Safety Message with Safety Officer.
- 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
- 16. Instruct Planning Section Units in distribution of incident information.
- 17. Provide periodic predictions on incident potential.
- 18. Establish a weather data collection system, when necessary.
- 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
- 20. Ensure Section has adequate coverage and relief.
- 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
- 22. Ensure preparation of demobilization plan, if appropriate.
- 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
- 24. Provide briefing to relief on current and unusual situations.
- 25. Ensure that all staff observe established level of operational security.

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26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

27. Submit all Section documentation to Documentation Unit.

Public Works 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 your Director of Emergency Management/EOC Director.
- 2. Report directly to the EOC Director if the Operations Coordinator position is not filled. If filled, report directly to the Operations Coordinator.
- 3. Brief EOC Director/Operations Coordinator 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 EOC 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 Emergency Operations Log sheet.

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 EOC and obtain briefing from EOC Director.
- 2. Verify that a Safety Officer has been appointed at the site.
- 3. Participate in all briefings 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 EOC Director on issues related to the reputation and credibility of the community.
- 6. Attend Planning meetings.
- 7. Document all activity on Emergency Operations Log sheet.

Safety 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. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
- 2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
- 3. Staff and organize function, as appropriate:
 - In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline
 - Multiple high-risk operations may require an Assistant Safety Officer at each site
 - Request additional staff through incident chain of command
- 4. Identify potentially unsafe acts.
- 5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
- 6. Ensure adequate sanitation and safety in food preparation.
- 7. Debrief Assistant Safety Officers prior to Planning Meetings.
- 8. Prepare Incident Action Plan Safety and Risk Analysis.
- 9. Participate in Planning and Tactics Meetings:
 - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics
 - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions
- 10. Attend Planning meetings.
- 11. Participate in the development of Incident Action Plan (IAP).
- 12. Investigate accidents that have occurred within incident areas:
 - Ensure accident scene is preserved for investigation
 - Ensure accident is properly documented
 - Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Workplace Health and Safety
 - Prepare accident report as per agency policy, procedures, and direction
 - Recommend corrective actions to Incident Commander and agency
- 13. Coordinate debriefings (including critical incident stress management) as necessary.

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14. Document all activity.

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 as per notification protocol.
- 2. Proceed to the Emergency Operations Centre or alternate as indicated.
- 3. Open an event log and record key decisions, actions and briefings from all command and general staff positions in the EOC.
- 4. 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 EOC / site staff.
- 5. Provide briefing to your relief on current and unusual situations.
- 6. Remember, your documentation is critical and needs to be focused primarily on the most important decisions and actions made.

Staging Area 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.

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. Demobilize Staging Area in accordance with instructions.
12. Document all activity.

Technical Specialists 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. Document all activity.

17.4 ICS Forms

The Town of Taber Emergency Management Agency at the site, reception center and EOC will only use the forms developed by the Alberta Emergency Management Agency for the Incident Command System. These PDF fillable forms can be found in this manual and at MA Connect in the Community Emergency Management Program (CEMP).

Hard Copies will be included in the EOC and Reception Center equipment boxes.

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
Includes 200 200A 201 202 203 207 204 205 206 208	Incident Action Plan	Documents the actions developed by the Commander and the Command and General Staff during Planning Meetings. When all attachments are included, the IAP specifies the objectives, strategies, tactics, resources, organization, communications plan, medical plan, and other appropriate information for use in managing an incident response for the next operational period. May be based on information excerpted from other ICS forms.	Plans Section Chief	All supervisory personnel at the <ul style="list-style-type: none"> ▪ Section ▪ Branch ▪ Division/Group ▪ Unit levels Documentation Unit
200A	IAP Weather Forecast	Weather Forecast describes current weather conditions, outlook for the remainder of the current operational period and long term forecast for the next operational period.	Situation Unit Leader	Plans Section * Part of IAP - see IAP
201	Incident Briefing	Provides the incoming Incident Commander and incident management team with the basic information regarding the status of the incident and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet and a permanent record of the initial response to the incident. Note: The ICS 201 is superseded by and expires when a written IAP is developed.	Incident Commander and Plans Section Chief	All command & general staff / responders Documentation Unit (pgs 1-2) Situation Unit (pgs 3-4) Resource Unit
202	Incident Objectives	Describes the basic incident strategy, control objectives, command emphasis/priorities, and safety considerations for use during the next operational period. This form serves as a written record of the main outcomes of the Command Objectives/Strategies meeting. May also be used as a cover sheet for the IAP (if the ICS 200 is not used), with other ICS forms attached, as required.	Plans Section Chief	Safety Officer (if safety msg or plan required) Plans Section * Part of IAP – see IAP
203	Organization Assignment List	Provides personnel with information on ICS functions that are currently activated and the personnel staffing each position/function.	Plans Section Chief or	* Part of IAP – see IAP

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
			Resource Unit Leader	
204	Resource Assignment List	Used to inform Operations Section personnel of their incident assignments. Once Command and General staff agree to the assignments, the assignment information is given to the appropriate Divisions, Groups and Sectors. MUST BE APPROVED by Incident Commander.	Plans Section Chief or Resource Unit Leader and Ops Section Chief	Incident Commander Plans Section * Part of IAP - see IAP
204A	Assignment List Attachment	Provides more detail to the personnel who are executing the work assignment. This is particularly helpful in documenting the specific work assigned to a Strike Team (ST) or Task Force (TF) working under a Division or Group	Plans Section Chief or Resource Unit Leader And Ops Section Chief	* Part of IAP - see IAP
205	Incident Communications Plan	Provides information on contact information and radio assignments for each operational period.	Logs Section Chief or Communications Unit Leader	Plans Section * Part of IAP - see IAP
205A	Communication List	Records all methods of contact for personnel assigned to the incident (radio, phone, pager, etc.)	Logs Section Chief or Communications Unit Leader	Plans Section * Part of IAP - see IAP
206	Medical Plan	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures, for emergency responders.	Logs Section Chief or Medical Unit Leader	Safety Officer Plans Section * Part of IAP - see IAP
207	Incident Organizational Chart	Used to indicate which ICS positions are currently activated and the names of the personnel staffing each one.	Plans Section Chief or Resource Unit Leader	
208	Safety Message / Plan	If developed, expands on the Safety message and plan. A generic template that can be used by the Safety Officer and/or other IMS personnel as a Safety Message or Safety Plan.	Safety Officer	Plans Section * Part of IAP - see IAP

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
211 211E 211P	Incident Check-In List Incident Equipment Incident Personnel	Used for recording check-in information of resources arriving at an incident.	Plans Section Chief or Resource Unit Leader or Check-In Recorder	Resource Unit Demobilization Unit Fin/Admin Section
213	General Message	Used to send message or notification to incident personnel for multiple purposes: by incident dispatchers to record incoming messages that cannot be transmitted orally; to transmit messages to the Incident Communications Center for transmission via radio or telephone to the addressee; to transmit notifications to incident personnel that require hard-copy delivery.	Any message originator	Intended person Back to sender Documentation Unit
213-RR	Resource Request	Used to request additional resources to support the incident.	Any supervisor: Section, Unit, Branch/Division, Logistics, Fin/Admin	Logistics Section (+ Resource Unit + Ops Section)
214 214A	Activity Log Individual Log	Records details of notable activities of individual or team resources at various IMS organizational levels, including Units, single resources, Strike Teams, Task Forces, etc. Provide a basic reference from which to extract information for handovers and inclusion in any after-action report.	All Sections and Units; personnel if single resource	Person or Unit Relief Staff Documentation Unit
215	Operational Planning Worksheet	Used to communicate the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period.	Ops Section Chief	Resource Unit (to prepare 204) Logs Section
215A	Incident Action Plan Safety Analysis	Assists the Safety Officer in completing an operational risk assessment to prioritize hazards and develop appropriate controls by operational period.	Safety Officer	Resource Unit Documentation Unit
218	Support Vehicle/ Equipment Inventory	Provides an inventory of all transportation and support vehicles and equipment assigned to the incident.	Logs Section Chief or Ground Support Unit	Resource Unit
220	Air Operations Summary	Provides the Air Operations Branch with the number, type, location, and specific assignments of aircraft.	Ops Section Chief or Air Branch Director	Resource Unit
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.	Plans Section Chief or Demob Unit Leader	Unit Leader Demob Unit

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
				Documentation Unit
227	Claims Log	Provides a summary of information related to the tracking of incident-related claims	Fin Section Chief or Claims Unit Leader	Documentation Unit
228	Cost Worksheet	Used to track costs by general section or resource	Fin Section Chief or Cost Unit	Documentation Unit
233	Open Action Tracker	Used by Incident Commander to assign and track tasks that do not rise to the level of being an Incident Objective, but need to be completed	Plans Section Chief	Command & General staff Documentation Unit
234	Work Analysis Matrix	Used to develop Objectives into an operational plan	Ops Section Chief	Situation Unit Documentation Unit
237	Incident Mishap Reporting	Record of near misses, personnel injuries or damage to property	Safety Officer	Documentation Unit
309	Communications Log	Used to document significant information shared through radio messages Filed <u>daily</u> with Communications Unit Leader	Radio Operator / Dispatcher	Communications Unit
		ALL FORMS AND DOCUMENTATION RELATED TO INCIDENT at conclusion of the incident		Documentation Unit

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 200 (IAP Cover Page)
- ICS 200a (Weather Forecast)
- ICS 202 (Incident Objectives)
- ICS 203 (Organization Assignment List)
- ICS 204 (Assignment Lists)
- ICS 204a (Assignment List Attachments)
- ICS 205 (Communications Plan)
- ICS 206 (Medical Plan)
- ICS 207 (Organizational Chart)
- ICS 208 (Safety Message / Plan)
- Maps
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

4. Prepared by:

Date/Time

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ICS 200A – IAP Weather Forecast (ICS 200A)

1. Incident Name:	2. Operational Period: Date from: _____ Date to: _____ Time from: _____ Time to: _____
3. Current Conditions: WEATHER: _____ TEMP: _____ MIN. TEMP: _____ HUMIDITY: _____ WIND: _____	
4. Outlook for Remainder of this Operational Period: WEATHER: _____ TEMP: _____ MIN. TEMP: _____ HUMIDITY: _____ WIND: _____	
5. Outlook for Next Operational Period: WEATHER: _____ TEMP: _____ MIN. TEMP: _____ HUMIDITY: _____ WIND: _____	
6. Special Concerns? Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:	
7. Prepared by (Situation Unit Leader) Name: _____	Signature: _____ Date/Time: _____

Completion Instructions

Purpose: The IAP – Weather Forecast describes current weather conditions, outlook for the remainder of the current operational period and long term forecast for the next operational period.

Preparation: The IAP – Weather Forecast is completed by the Situation Unit Leader following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP).

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	Current Conditions	Enter clear, concise statements of the current weather conditions obtained from a reliable source (i.e. Environment Canada).
4	Outlook for Remainder of this Operational Period	Enter clear, concise statements of the forecast for the remainder of the current operational period.
5	Outlook for Next Operational Period	Enter clear, concise statements of the forecast for the next Operational period.
6	Special Concerns?	Indicate “yes” or “no”. If yes, explain (i.e. past drought, time of year, local weather patterns)
7	Prepared by (date and time)	Enter the name of the person completing the form.

Distribution: The IAP – Weather Forecast forms part of the IAP and is 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

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ICS 201 – Incident Briefing

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.		

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

Completion Instructions

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 <ul style="list-style-type: none"> • 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)	<p>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.</p> <p>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).</p> <p>North should be at the top of page unless noted otherwise.</p>
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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.

<p>9</p>	<p>Current Organization (fill in additional organization as appropriate)</p> <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • 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. • 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.
<hr/>		
<p>10</p>	<p>Resource Summary</p> <ul style="list-style-type: none"> • Resource • Resource Identifier • Date/Time Ordered • ETA Arrived • Notes (location/assignment/status) 	<p>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.</p> <p>Enter the number and appropriate category, kind, or type of resource ordered.</p> <p>Enter the relevant agency designator and/or resource designator (if any).</p> <p>Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.</p> <p>Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).</p> <p>Enter an “X” or a checkmark upon arrival to the incident.</p> <p>Enter notes such as the assigned location of the resource and/or the actual assignment and status.</p>

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.

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ICS 202 – Incident Objectives

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 <input type="checkbox"/> No <input type="checkbox"/> 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

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

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ICS 203 – Organization Assignment

1. Incident Name:		2. Operational Period:		Date from:	Date to:
				Time from:	Time to:
3. Incident commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
PIO		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Br. Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			

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

Completion Instructions

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

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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)	IAP Page #:

Completion Instructions

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.

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

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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
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.
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).

Preparation: The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

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.

ICS 204A – Assignment List Attachment

1. Incident Name:	2. Operational Period: Date from: _____ Date to: _____ Time from: _____ Time to: _____	3. Branch:
4. Operations Personnel:		Division:
Name	Contact Numbers	Group:
Operations Section Chief: _____		Staging Area:
Branch Director: _____		
Division/Group Supervisor: _____		
5. Strike Team / Task Force / Resource Identifier	6. Leader	7. Assignment Location
8. Work Assignments Special Instructions (if any): 		

9. Special Equipment / Supplies Needed for Assignment (if any):		
10. Special Environmental Considerations (if any):		
11. Special Site-Specific Safety Considerations (if any):		
12. Other Attachments (as needed):		
<input type="checkbox"/> Map	<input type="checkbox"/> Shoreline Cleanup Assessment Team Report	
<input type="checkbox"/> Weather forecast	<input type="checkbox"/>	
Other Attachments:		
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
9. Prepared by: Name: _____ Title: _____ Date/Time: _____		
Signature: _____		IAP Page #: _____
(If other than Resource Unit)		

Completion Instructions

Purpose: The Assignment List Attachment (ICS 204A) is used as an attachment to the ICS 204 itself to provide more detail to the personnel who are executing the work assignment. This is particularly helpful in documenting the specific work assigned to a Strike Team (ST) or Task Force (TF) working under a Division or Group

Preparation: The ICS 204A is completed by the Planning Section under the guidance of the Operations Section Chief following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). Technical Specialists may also be helpful in completing these forms, particularly when highly specialized work activities are occurring, such as hazardous materials response, diving operations or salvage operations.

Item #	Item Title	Instructions
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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	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	Strike Team / Task Force Resource Identifier	Enter the appropriate resource identifier (i.e. name or number)
6	Leader	Enter the name of the Strike Team / Task Force Leader
8	Work Assignments Special Instructions	Enter any special instructions for the work assignments, if any.
9	Special Equipment / Supplies Needed for Assignment	List any special equipment or supplies required for the assignment, if any.
10	Special Environmental Considerations	List any applicable environmental considerations applicable to the
11	Special Site-Specific Safety Considerations	List any applicable site-specific safety considerations, if any.
12	Other Attachments	Identify any additional attachments as needed.
13	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 204A (if required) is attached to the ICS 204, included in 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 204A is an optional part of the IAP.
 - If additional pages are needed, use a blank ICS 204A and repaginate as needed.

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ICS 205 – Communication Plan

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):				Date/Time:	
Name:					
Signature:				IAP Page #	

Completion Instructions

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Incident Assigned Position • Name • Primary and Secondary Numbers • Other Method(s) of Contact (pager, email, radio, etc.) • Remarks 	<p>Enter the communications methods assigned and used for personnel by their assigned ICS position.</p> <p>Enter the ICS organizational assignment.</p> <p>Enter the name of the assigned person.</p> <p>For each assignment, enter primary and secondary contact number(s) to include area code, etc. If applicable, include the radio channel and frequency,</p> <p>Enter miscellaneous information concerning how to contact the assigned personnel</p>
5	Special Instructions	Enter any special instructions or other emergency communications needs.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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.

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4. Prepared by (Communications Unit Leader) Name:		Date / Time:
Signature:		IAP Page:

This document may contain sensitive personal information. Not to be posted on information boards or in documents distributed to general incident population or the public.

Completion Instructions

Purpose: The ICS 205A – Communications List records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group Level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.) and functions as an incident directory.

Preparation: This list can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

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	Basic Local Communications	Enter the communications methods assigned and used for personnel by their assigned ICS position. For each assigned position, enter the name of the assigned person and the radio frequency and contact number(s), including area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g. HAZMAT 1, etc.)
4	Prepared by	Enter the name and signature of the person preparing the form, and the date (month/day/year) and time (24 hour clock) prepared

Distribution: The ICS 205A is distributed within the ICS organization by the Communications Unit and posted as necessary. 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 is not for public release.

Notes:

- The ICS 205A is part of the IAP and is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

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ICS 206: Medical Plan

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

3. Incident Medical Aid Stations:			
Name	Location	Contact Number(s) / Frequency	Paramedics on site?
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N

4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s) / Frequency	Level of Service?
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
			<input type="checkbox"/> ALS <input type="checkbox"/> 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)
				<input type="checkbox"/> Yes Level:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Yes Level:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Yes Level:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Yes Level:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Yes Level:	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

6. Special Medical Emergency Procedures:

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<input type="checkbox"/> 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

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.

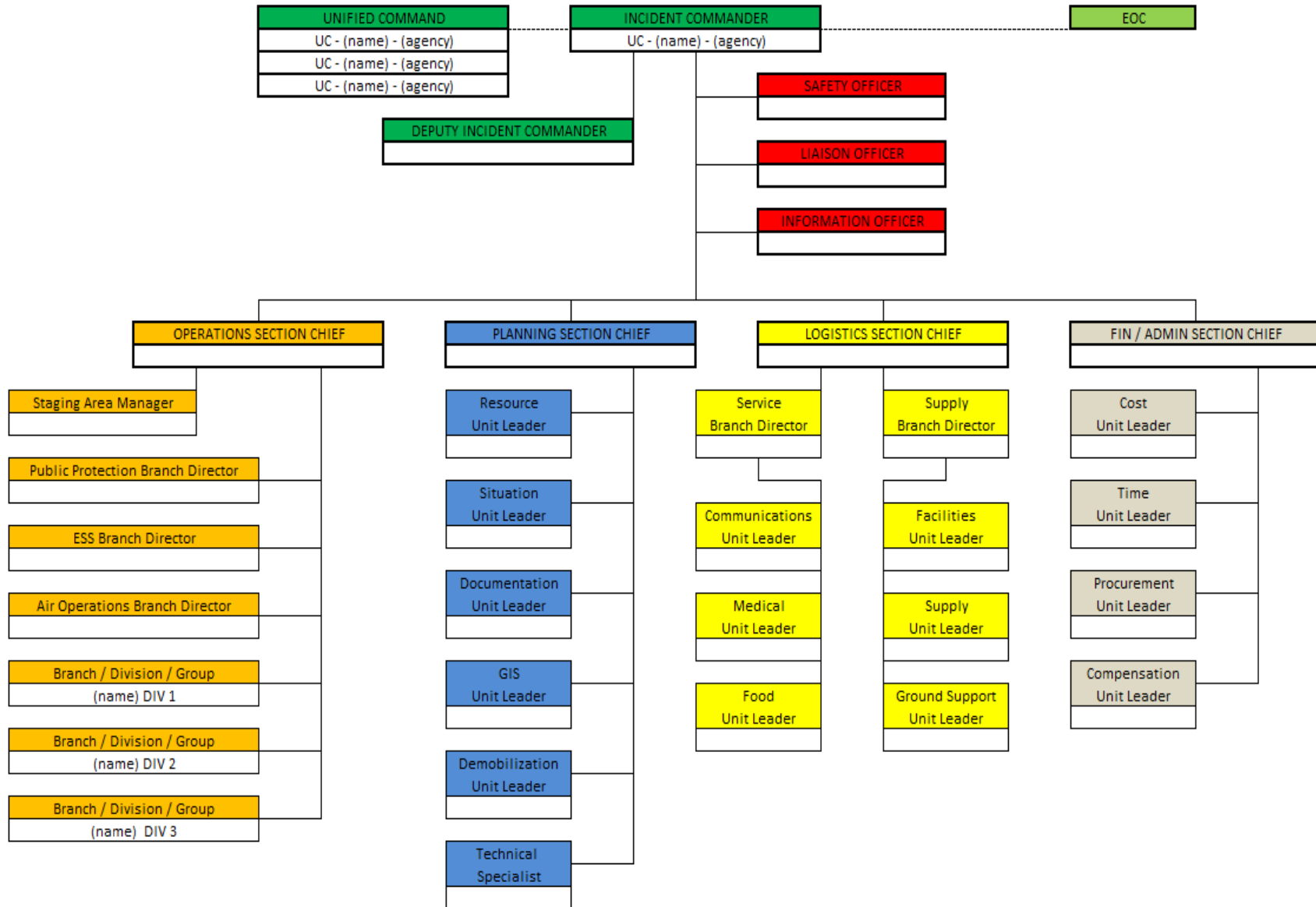
Distribution: The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the IAP. Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed 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.

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ICS 207 – Organizational Chart



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ICS 208 – Site Safety and Control Plan

1. Incident Name:	2. Operational Period:	Date from: Time from:	Date to: Time to:
3. Safety Message / Expanded Safety Message, Safety Plan, Site Safety Plan:			

4. Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Approved Site Safety Plan(s) Located at:			
5. Prepared by: (Safety Officer): Name:	Signature:	Date/Time:	IAP Page #:

Completion Instructions

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? Approved Site Safety Plan(s) Located at	Check whether or not a site safety plan is required for this incident and tick the applicable check box (i.e. Yes or No). 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.

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ICS 209 – Status Summary

*1. Incident Name:		2. Incident Number:		
*3. Report Version (check one box): <input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> 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 Print Name: Signature:	ICS Position:	*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.			

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	Other Minor Structures			
	Other			

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*1. Incident Name:	2. Incident Number:
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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
<u>C. Indicate Number of Civilians (Public) Below:</u>			<u>C. Indicate Number of Responders Below:</u>		
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 <i>(note if estimated)</i>			G. Missing		
H. Evacuated <i>(note if estimated)</i>			H. Sheltering in Place		
I. Sheltering in Place <i>(note if est.)</i>			I. Have Received Immunizations		
J. In Temporary Shelters <i>(note if est.)</i>			J. Require Immunizations		
K. Have received mass immunizations			K. In Quarantine		
L. Require Immunizations <i>(note if est.)</i>					
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	<input type="checkbox"/>
	B. Potential Future Threat	<input type="checkbox"/>
	C. Mass Notifications in Progress	<input type="checkbox"/>
	D. Mass Notifications Completed	<input type="checkbox"/>
	E. No Evacuation(s) Imminent	<input type="checkbox"/>
	F. Planning for Evacuation	<input type="checkbox"/>
	G. Planning for Shelter in Place	<input type="checkbox"/>
	H. Evacuation(s) in Progress	<input type="checkbox"/>
	I. Shelter in Place in Progress	<input type="checkbox"/>
	J. Repopulation in Progress	<input type="checkbox"/>
	K. Mass Immunization in Progress	<input type="checkbox"/>
	L. Mass Immunization Complete	<input type="checkbox"/>
	M. Quarantine in Progress	<input type="checkbox"/>
	N. Area Restriction in Effect	<input type="checkbox"/>
	<input type="checkbox"/>	

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:
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37. Strategic Objectives (define planned end-state for incident):

***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:

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46. Projected Final Incident Cost Estimate:

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

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*1. Incident Name:	2. Incident Number:
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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 in 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

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 influences 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 incident 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 increases 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)

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Item #	Item Title	Instructions
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.
*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...	<p>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).</p> <p>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.</p> <p>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).</p> <p>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.</p>
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	<p>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.</p> <p>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.</p>
Approval & Routing Information		
*12	Prepared by	<p>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.</p> <p>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.</p>
*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).

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Item #	Item Title	Instructions
*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.
Incident Location Information		
<ul style="list-style-type: none"> • 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).

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Item #	Item Title	Instructions
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. <i>Please note: this is more applicable to the US.</i>
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)	<p>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).</p> <p>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).</p>
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.
27	Note any electronic geospatial data included...	<p>Indicate whether and how geospatial data is included or attached. Utilize common and open geospatial data standards.</p> <p>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.</p> <p>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).</p> <p>Note: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc.</p> <p>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.</p> <p>Note: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.</p>

Incident Summary

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Item #	Item Title	Instructions
*28	Significant Events...	<p>Required. Describe significant events that occurred during the period being reported in Block 6. Examples include:</p> <ul style="list-style-type: none"> • Road closures • Evacuations • Progress made and accomplishments • Incident command transitions • Repopulation of formerly evacuated areas and specifics • Containment <p>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).</p> <p>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.</p> <p>This block may be used for a single-paragraph synopsis of overall incident status</p>
29	Primary Materials...	<p>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.</p> <p>Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.</p>
	Other	<p>Enter any miscellaneous issues which impacted Critical Infrastructure and Key resources.</p>
30	Damage Assessment...	<p>Include a short summary of damage or use/access restrictions/limitations caused by the incident for the reporting period and cumulatively.</p> <p>Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed.</p> <p>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.</p> <p>Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.</p> <p>Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.</p> <p>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.</p> <p>Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.</p> <p>Enter the number of structures damaged by the incident.</p> <p>Enter the number of structures destroyed beyond repair by the incident.</p> <p>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.).</p>
	A. Structural Summary	
	B. # Threatened (72 hrs)	
	C. # Damaged	
	D. # Destroyed	
	E. Single Residences	

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Item #	Item Title	Instructions
F. Nonresidential ...	Other Minor Structures	<p>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.</p> <p>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.</p> <p>Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.</p>
*31	Public Status Summary	<p>This section is for summary information regarding incident-related injuries, illness and fatalities for civilians (or members of the public); see 31C-N below.</p> <p>Explain or describe the nature of any reported injuries, illness or other activities in Life, Safety and Health Status/Threat Remarks (Block 33).</p> <p>Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.</p> <p>Note: Do not estimate any fatality information</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Note: When providing an estimated value, denote in parenthesis: “est.”</p> <p>Handling Sensitive Information</p> <p>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.</p> <p>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.</p> <p>Information regarding fatalities should be cleared with the Incident Commander (IC) and/or an organizational administrator prior to submission of the ICS 209.</p> <p>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).</p> <p>B. Total # to Date Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.</p>

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Item #	Item Title	Instructions
	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	<p>This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C-N.</p> <p>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.</p> <p>Note: Do not estimate any fatality information or responder status information.</p> <p>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.</p> <p>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.</p> <p>Handling Sensitive Information</p>

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Item #	Item Title	Instructions
		<p>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.</p> <p>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.</p> <p>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</p>
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 <i>cumulative</i> total number that should be adjusted each reporting period.
C.	Indicate Number of Responders below	<p>For lines 32D-M below, enter the number of responders relevant for each category.</p> <p>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.</p>
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. <i>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</i> , 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.

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Item #	Item Title	Instructions
33	Life, Safety and Health Status/Threat Remarks	<p>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.</p> <p>This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</p> <p>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.</p> <p>Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41 or in Remarks (Block 47).</p>
*34	Life, Safety and Health Threat Management	<p>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.</p>
	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	<p>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.</p> <p>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").</p>
	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.

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Item #	Item Title	Instructions
35	Weather Concerns (Synopsis of current predicted weather; discuss related factors that may cause concern)	<p>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:</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>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.</p>
37	Strategic Objectives...	<p>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).</p>
38	Current Incident Threat Summary and Risk Information...	<p>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.</p>
39	Critical Resource Needs...	<p>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.</p> <p>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.</p> <p>More than one resource need may be listed for each timeframe. For example, a list could include:</p> <ul style="list-style-type: none"> • 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)

Item #	Item Title	Instructions
		<p>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.</p> <p>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.</p> <p>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").</p> <p>Do not use this block for non-critical resources.</p>
40	Strategic Discussion...	<p>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.</p> <p>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.</p>
41	Planned Actions for Next	<p>Provide a short summary of actions planned for the next operational period. Examples:</p> <ul style="list-style-type: none"> • "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")	<p>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.</p> <p>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.</p>
43	Anticipated Incident Management Completion Date	<p>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.</p>
44	Projected Significant Resource Demobilization...	<p>Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.</p>
45	Estimated incident Costs To Date	<p>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.</p>

Item #	Item Title	Instructions
46	Projected Final Incident	<p>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.</p> <p>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.</p> <p>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</p>
47	Remarks (or continuation of any blocks above...)	<p>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.</p> <p>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.</p> <p>List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:</p> <ul style="list-style-type: none"> • 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) <p>Explain any reasons for incident size reductions or adjustments (e.g. reduction in acreage due to more accurate mapping).</p> <p>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).</p> <p>Attach additional pages if it is necessary to include additional comments in the Remarks section.</p>

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.

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Item #	Item Title	Instructions
48	Agency or Organization	<p>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.</p> <p>Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ <i>Resource:</i> Type 2 helicopters...3/8 (indicates 3 aircraft, 8 personnel) ○ <i>Resource:</i> Type 1 Decontamination Unit...1/3 (indicates 1 unit, 3 personnel) <p>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.</p>
49	Resources (summarize...)	<p>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.</p> <p>Examples: Type 1 Fire Engines, Type 4 Helicopters</p> <p>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.</p> <ul style="list-style-type: none"> • For example: <ul style="list-style-type: none"> ○ <i>Resource:</i> Type 2 helicopters...3/8 (indicates 3 aircraft, 8 personnel) ○ <i>Resource:</i> Type 1 Decontamination Unit...1/3 (indicates 1 unit, 3 personnel) <p>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.</p> <p>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.</p>
50	Additional Personnel...	<p>List the number of additional individuals (or overhead) that are not assigned to a specific resource by agency or organization.</p>
51	Total Personnel...	<p>Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.</p> <p>Warning: Do not simply add the numbers across! The number of Total Personnel for each row should include both:</p> <ul style="list-style-type: none"> • 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.

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Item #	Item Title	Instructions
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.

ICS 210 – Resources Status Change

1. Incident Name:		2. Operational Period:		Date from:		Date to:	
				Time from:		Time to:	
3. Resource Number	4. New Status (Available, Assigned, O/S)	5. From: (Assignment and Status)	6. To: (Assignment and Status)	7. Time and Date of Change:			

8. Comments:
9. Prepared by (Resource Unit Leader): Signature: Date/Time: Name:

Completion Instructions

Purpose: The Resource Status Change (ICS 210) is used to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation: The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

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	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	New Status	Indicate the current status of the resource: <ul style="list-style-type: none"> • Available – indicates resource is available for incident use immediately • Assigned – indicates resource is checked in and assigned a work task on the incident • Out of Service (O/S) – indicates resource is assigned to the incident but unable to respond for mechanical, rest or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service, e.g., “O/S – Mech” (for mechanical issues), “O/S – Rest” (off-shift), or “O/S – Pers” (for personnel issues)
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post [ICP], Western Camp).
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area or Camp is used, identify the specific location.

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7	Time and Date of Change	Enter the time (24-hour clock) and location of the status change. Enter the date (month/day/year) as well if relevant (e.g. out of service).
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service or individual identifying designators (IDs) of Strike Teams and Task Forces.
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 210 is maintained by the Communications Unit, copied to Resources Unit and filed by Documentation Unit.

- Notes:**
- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource Management.
 - If additional pages are needed, use a blank ICS 210 and repaginate as required.

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ICS 211 – Incident Check in

1. Incident Name:			2. Incident Number:			3. Check-in Location (complete all that apply) <input type="checkbox"/> Base <input type="checkbox"/> Camp <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> 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												

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17. Prepared by:

ICS Position:

Signature:

Date/Time:

Name:

REMARKS / COMMENTS

Completion Instructions

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",

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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/year) 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.

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ICS 211E – Equipment Check In

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		3. Check-in Location <input type="checkbox"/> Command Post <input type="checkbox"/> Other check in <input type="checkbox"/> Staging Area			
Equipment Check-in Information							
4. Equipment Description	5. Equipment Identifier	6. Supplier/ Owner	7. Assignment	8. Contact Information	9. Initial Check-in	10. Time	
					<input type="checkbox"/>	IN	OUT
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

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					<input type="checkbox"/>		
COMMENTS:					<input type="checkbox"/>		
11. Prepared by: Name:				Signature:	Date / Time:	12. Date / Time Sent to Resources Unit:	

Completion Instructions

Purpose: Equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation: The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Record the start and end date and time.
3	Check in Location	Check the box for the location where the equipment was checked in.
4	Equipment Description	Enter a description of the equipment (e.g., 36" open water boom, skimmer, vac truck, etc.).
5	Equipment Identifier	Enter the Identifier for the equipment (e.g., radio call-sign, vessel name, vendor name, license plate, etc.).
6	Supplier/Owner	Enter the supplier/owner of the equipment.
7	Assignment	Work assignment, if known. Arriving equipment may not have an assignment at time of check-in.
8	Contact Information	Enter the contact information for the person operating equipment.
9	Initial Incident Check-in?	Check if this is the first time the equipment has been checked in.
10	Time In/Out	Enter the time the equipment is checked in and/or out (24-hour clock).
11	Prepared by	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
12	Date / Time Send to Resource Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

Distribution: Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Special Note: This form is used for equipment check-in only. Purpose. Equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

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ICS 211P – Personnel Check In

1. Incident Name		2. Operational Period (Date/Time) From: _____ To: _____		3. Check-in Location <input type="checkbox"/> Command Post <input type="checkbox"/> Other check in <input type="checkbox"/> Staging Area -----		
Personnel Check-in Information						
4. Name	5. Organization/ Agency	6. ICS Position	7. Contact Information	8. Initial Check-in	9. Time	
				<input type="checkbox"/>	IN	OUT
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
10. Prepared by: Name: _____ Signature: _____ Date / Time: _____				11. Date / Time Sent to Resources Unit: _____		

Completion Instructions

Purpose: Personnel arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation: The Check-In List is initiated at a number of incident locations including staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Record the start and end date and time.
3	Check in Location	Check the box for the location where the equipment was checked in.
4	Name	Enter the name of the person checking in.
5	Organization/Agency	Enter the organization/ Agency the person is from.
6	ICS Position	Enter the ICS position the person is filling, Agency Representative is also acceptable.
7	Contact Information	Enter the contact information for the person
8	Initial Check-in	Check if this is the first time the person has been checked in.
9	Time In/Out	Enter the time the equipment is checked in and/or out (24-hour clock).
10	Prepared by	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).
11	Date / Time Send to Resource Unit	Enter date (month, day, year) and time (24-hour clock) the form is sent to the Resources Unit.

Distribution: Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident. All completed original forms MUST be given to the Documentation Unit.

Special Note: This form is used for personnel check-in only.

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GENERAL MESSAGE		
2. TO:	POSITION:	
3. FROM:	POSITION:	
4. SUBJECT:	5. DATE/TIME:	
6. MESSAGE		
7. SIGNATURE:	POSITION:	
8. REPLY		
9. DATE/TIME:	10. SIGNATURE:	POSITION:

Message No.

Completion Instructions

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".

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ICS 213RR – Resource Request Message

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		Cost	
					Requested	Estimated		
5. Requested Delivery/Reporting Location:								
6. Suitable Substitutes and/or Suggested Sources:								
7. Requested by (Name/Position):				8. Priority:			9. Section Chief Approval:	
				<input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low			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:		
Fin	16. Order placed by: <input type="checkbox"/> SPUL <input type="checkbox"/> PROC Finance Order Number:							

	17. Reply / Comments from Finance:	
	18. Finance Section Signature:	19. Date/Time:

Completion Instructions

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

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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.

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ICS 214 – Unit Log

1. Incident Name:		2. Operational Period:		Date from:	Date to:
				Time from:	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:			Position/Title:		
Name:					
Signature:			Date/Time:		

Completion Instructions

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 Name	Enter the following information for resources assigned: 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.

Completion Instructions

Purpose: The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

Preparation: An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

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	Individual Name	Enter the name of the individual.
4	ICS Section	Enter the ICS Section to which the individual is assigned.
5	Assignment/Location	Enter the assignment or location for the individual.
6	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7	Prepared by:	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.

Distribution: The Documentation Unit maintains a file of all Individual Logs. The original of each log MUST be submitted to the Documentation Unit.

Notes:

- This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

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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												
			Required												
			Have												
			Need												
11. Total Resources Required:												6. Prepared by:			
12. Total Resources Have on Hand:												Name			
13. Total Resources Need to Order:												Date/ Time:			

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

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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.

ICS 215A – Incident Action Plan Safety Analysis

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:			

Completion Instructions

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.

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ICS 215b – Green Amber Red GAR Hazard Key

HAZARDS

Physical	Chemical/Biological	Human
▶ Slipping	▶ Explosion	▶ Violence
▶ Tripping	▶ Flammable	▶ Poor Lifting
▶ Fall	▶ Air Reactive	▶ Repetition
▶ Overhead	▶ Water Reactive	▶ Repetition
▶ Heat Stress	▶ Chem Reactive	▶ Poor posture
▶ Cold Stress	▶ Alpha Rad	▶ Awkward Motion
▶ Electrical	▶ Beta Rad	▶ Fatigue
▶ Blunt Objects	▶ Gamma Rad	▶ Poor Hygiene
▶ Sharp Objects	▶ X Rad	▶ Illness
▶ Noise	▶ Bio-weapon	▶ Alcohol/Drugs
▶ Vehicle	▶ Chem-weapon	▶ Over crowding
▶ Fire	▶ Irritant	▶ Poor comms
▶ Sun/UV Glare	▶ Asphyxiant	▶ Noise interference
▶ Sun Burn	▶ Oxidizer	▶ Smoking
▶ Moving Pinch Points	▶ Carcinogen	▶ Driving
▶ Unguarded Machinery	▶ Corrosive	Animal / Plant
▶ Lightning	▶ Cryogenic	▶ Bites/Stings
▶ Drowning	▶ Toxic	▶ Poison
▶ Engulfment	▶ Biomed/pathogen	▶ Thorns/burrs
▶ Limited Egress/Access	▶ Particulates	▶ Swarms
	▶ Fumes (weld, etc.)	▶ Disease
	▶ O2 Deficiency	▶ Feces/Coliforms

OPERATIONAL RISK MANAGEMENT KEY

Scale	1	2	3	4	5
Severity	Slight	Minimal	Significant	Major	Catastrophic
Probability	Remote	Unlikely	50/50	>50	Very likely
Exposure	Below Avg	Avg	Above Avg	Great	N/A

GAR Scale

CONTROLS

Engineering		
▶ Barriers	▶ Shields	▶ Dams
▶ Capping	▶ Covering	▶ Fencing
▶ Terminating	▶ Shutting	▶ Blocking
▶ Chocks	▶ Enclosures	▶ Diverters
▶ Flanging	▶ Guarding	▶ Substitution
▶ Anchoring	▶ Ventilation	▶ Blowing
▶ Scaffolding	▶ Grounding	▶ Substitution
▶ Bonding	▶ Insulation	▶ Lighting
▶ Locks, Tags	▶ Kill-switches	▶ Shut-off valves
▶ Taglines	▶ Circuit Breakers	▶ Process change
▶ Plugging, patching	▶ Sealing	▶ Absorbers
Administrative		
▶ Reduced work duration	▶ Worker Rotation	▶ Safety plans
▶ Training	▶ Safety briefs	▶ Relief personnel
▶ Maintenance	▶ Drinking fluids	▶ Work/rest periods
▶ Good housekeeping	▶ Roving security	▶ Signs
▶ Warning Lights	▶ Alarms	▶ Break areas
▶ Pre-inspections	▶ Field checks	▶ Buddy system
▶ Line of Sight comms	▶ Comms schedule	▶ Equipment staging
▶ Load shifting	▶ Hazard marking	▶ Placarding
▶ Labeling	▶ Hand signals	▶ Safety observers
▶ Fendering	▶ Work plans	▶ Replenish fluids
▶ Handcarts / trolleys	▶ Fire extinguishers	▶ Drum bulking
▶ Eye Wash Station	▶ Hand washers	▶ Showers
Personal Protective Equipment (PPE)		
▶ Hard Hats	▶ Steel-toed shoes	▶ Safety glasses
▶ Safety goggles	▶ Face shields	▶ Hearing Protection
▶ Life jacket	▶ Fall arrests	▶ SCBA
▶ APRs	▶ Chemical Suits	▶ Flash suits
▶ Fire resistant Suits	▶ Work gloves	▶ Chemical gloves
▶ Sun glasses	▶ Sun-block	▶ Life rings

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#	1-19	20-39	40-59	60-79	80-100
Risk	Slight	Possible	Substantial	High	Very High
Color	Green	Amber	Red	Red	Red
Action	Possibly Accept	Attention needed	Correction required	Immediate Correction	Discontinue /Stop

▶ Eye wash stations	▶ Night vision	▶ Thermal protection
▶ Dry / wet suits	▶ Hand warmers	▶ Wind breaker coat
▶ Knee pads	▶ Over garments	▶ Coveralls
▶ Booties	▶ Cooling vests	▶ Chap lip protection
▶ Hats for warming	▶ Gloves (warmth)	▶ Clothing (warmth)

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10. Prepared by Name:		Position:			Date/ Time:		

Completion Instructions

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.

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ICS 218 – Support Vehicle

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) Name: _____						Signature: _____			Date/Time: _____		

Completion Instructions

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 is 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 truck, 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.

Emergency Plan for the
Town of Taber

Prepared by:
Date/Time:
ICS 219-1 Header Card (Gray)

Prepared by:
Date/Time:
ICS 219-1 Header Card (Gray)

Resource Status Crew/Team ICS Form 219-1				Resource Status Card Crew/Team ICS Form 219-2			
PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Leader Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Primary Contact Information:				Notes:			
Crew/Team ID No(s) or Name(s):				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Note			
				Incident Location		Time	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Weight:		STATUS			

Emergency Plan for the Town of Taber

Method of Travel <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
Home Base:		Note	
Departure Point:		Incident Location	
ETD:	ETA	Time	
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
Date/Time Ordered:		Note	
Remarks		Prepared by:	
Prepared by:		Date/Time:	
Date/Time:		ICS 219-2 Crew/Team (Green)	
ICS 219-2 Crew/Team (Green)		ICS 219-2 Crew/Team (Green)	

Resource Status Card Engine ICS Form 219-3				Resource Status Card Engine ICS Form 219-3			
PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Leader Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Primary Contact Information:				Note			
Resource ID No(s) or Name(s):				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			

Emergency Plan for the Town of Taber

		Note	
Home Base		Incident Location	Time
Departure Point		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
ETD	ETA	Note	
Date/Time Ordered:		Incident Location	
Remarks		Time	
		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
		Note	
		Incident Location	
Prepared by:		Prepared by:	
Date/Time:		Date/Time:	
ICS 219-3 Engine (Rose)		ICS 219-3 Engine (Rose)	

Resource Status Helicopter ICS Form 2				Resource Status Card Helicopter ICS Form 219-4			
PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Pilot Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Home Base:				Note			
Departure Point							
ETD	ETA						

Emergency Plan for the
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Date/Time Ordered:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Incident Location</td> <td style="width: 30%; padding: 5px;">Time</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Note</td> </tr> <tr> <td style="padding: 5px;">Incident Location</td> <td style="padding: 5px;">Time</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Note</td> </tr> <tr> <td style="padding: 5px;">Incident Location</td> <td style="padding: 5px;">Time</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR </td> </tr> <tr> <td colspan="2" style="padding: 5px;">Note</td> </tr> </table>	Incident Location	Time	STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR		Note		Incident Location	Time	STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR		Note		Incident Location	Time	STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR		Note	
Incident Location	Time																		
STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR																			
Note																			
Incident Location	Time																		
STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR																			
Note																			
Incident Location	Time																		
STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR																			
Note																			
Remarks																			
Prepared by:	Prepared by:																		
Date/Time:	Date/Time:																		
ICS 219-4 Helicopter (Blue)	ICS 219-4 Helicopter (Blue)																		

Resource Status Card	Resource Status Card
Personnel	Personnel
ICS Form 219-5	ICS Form 219-5

PR/Unit	Name	Position/Title	PR/Unit	Name	Position/Title

Front	
Date/Time Checked in:	
Name:	
Primary Contact Information	
Manifest:	Total Weight:

Back	
Incident Location	Time
STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
Notes	

Emergency Plan for the Town of Taber

<input type="checkbox"/> Yes <input type="checkbox"/> No							
Method of Travel <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other							
Home Base:							
Departure Point:							
ETD:		ETA:					
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other							
Date/Time Ordered:							
Remarks							
				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Notes			
				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Notes							
Incident Location		Time					
STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR							
Notes							
Prepared by:							
Date/Time:							
ICS 219-5 Personnel (White)							

Resource Status Card Fixed Wing ICS Form 219-6				Resource Status Card Fixed Wing ICS Form 219-6			
PR/Unit		LDW:	No. Pers:	Order No:			
Agency	Cat/Kind/Type		Name/ID No.		Agency	Cat/Kind/Type	
<i>Front</i>				<i>Back</i>			

Emergency Plan for the Town of Taber

Date/Time Checked in:		Incident Location	Time
Pilot Name:		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
Home Base:		Note	
Departure Point:		Incident Location	
ETD:	ETA:	Time	
Destination Point:		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
Date/Time Ordered:		Note	
Manufacturer:		Incident Location	
Remarks:		Time	
		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
		Note	
		Incident Location	
Prepared by:		Time	
Date/Time:		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
ICS 219-6 Fixed Wing (Orange)		Note	
Prepared by:		Incident Location	
Date/Time:		Time	
ICS 219-6 Fixed Wing (Orange)		STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	

Resource Status
Equipment (i.e. Dozer)
ICS Form 219-7

Resource Status
Equipment (i.e. Dozer)
ICS Form 219-7

Emergency Plan for the Town of Taber

PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Leader Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Primary Contact Information				Note			
Resource ID No.(s) or Name(s)				Incident Location			
						Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Note			
				Incident Location		Time	
Home Base:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Departure Point				Note			
ETD:		ETA:		Incident Location		Time	
Date/Time Ordered				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Remarks				Note			
				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Note			
Prepared by:				Prepared by:			
Date/Time:				Date/Time:			
ICS 219-7 Equipment [i.e. Dozer] (Yellow)				ICS 219-7 Equipment [i.e. Dozer] (Yellow)			

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Resource Status Misc. Equip/Task Force ICS Form 219-8				Resource Status Card Misc. Equip/Task Force ICS Form 219-8			
PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Leader Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Primary Contact Information				Notes			
Resource ID No.(s) or Name(s)				Incident Location			
						Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Notes			
				Incident Location		Time	
Home Base:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Departure Point				Notes			
ETD:		ETA:		Incident Location		Time	
Date/Time Ordered				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Remarks				Notes			
				Incident Location		Time	
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			

Emergency Plan for the
Town of Taber

	Notes
Prepared by: Date/Time:	Prepared by: Date/Time:
ICS 219-8 Misc. Equipment/Task Force (Tan)	ICS 219-8 Misc. Equipment/Task Force (Tan)

Resource Status Generic ICS Form 219-10				Resource Status Generic ICS Form 219-10			
PR/Unit	LDW:	No. Pers:	Order No:	PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.	Agency	Cat/Kind/Type		Name/ID No.
Front				Back			
Date/Time Checked in:				Incident Location		Time	
Leader Name:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Primary Contact Information				Notes			
Resource ID No.(s) or Name(s)				Incident Location			
				Time			
				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
				Notes			
				Incident Location		Time	
Home Base:				STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR			
Departure Point							
ETD:		ETA:					
Date/Time Ordered							

Emergency Plan for the
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Remarks	Notes	
	Incident Location	Time
	STATUS <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers. <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR	
	Notes	
	Prepared by: Date/Time:	
ICS 219-10 Generic (Light Purple)		

ICS 219 Completion Instructions

Purpose: Resource Status Cards (ICS 219), also known as “T-Cards”, are used by the Resources Unit to record status and location information on resources, transportation and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation: Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201)
- Incident Check-In List (ICS 211)
- General Message (ICS 213)
- Agency-supplied information or electronic resource management systems

Distribution: ICS 219s are displayed in resource status or “T-Card” racks where they can be easily viewed, retrieved, updated and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes: There are eight different status cards and a header card (see list below), to be printed front to back on cardstock. Cards are color coded and used for a different specific resource category/kind/type. The format and content of information on each card varies depending on its intended use.

Card Number	Title	Color
219-1	Header Card T-Card racks)	Gray (to be used only as label cards for
219-2	Crew/Team Card	Green
219-3	Engine Card	Rose
219-4	Helicopter Card	Blue
219-5	Personnel Card	White
219-6	Fixed-Wing Card	Orange
219-7	Equipment (i.e. Dozer)	Yellow
219-8	Miscellaneous Equipment/ Task Force Card	Tan
219-10*	Generic Card	Light Purple

*Note: 219-9 has not been assigned

Acronyms: The following abbreviations or acronyms are utilized on the cards:

AOV	Agency-owned vehicle
ETA	Estimated time of arrival
ETD	Estimated time of departure
ETR	Estimated time of return
O/S Mech	Out of service for mechanical reasons

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O/S Pers	Out of service for personnel reasons
O/S Rest	Out of service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft
POV	Privately-owned vehicle

ICS 219-1 Completion Instructions

Item Title	Instructions
Prepared by, Date/Time:	Enter the name of the person preparing the form. Enter date (month/day/year) and time prepared (24 hour clock)



ICS Form 219-2 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Leader Name	Enter resource leader's name (use at least the first initial and last name)
Primary Contact Info	Enter the primary contact information (e.g. cell phone number, radio, etc.) for the resource leader. 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.

Emergency Plan for the Town of Taber

Crew/Team ID No./Name	Provide the identifier number(s) or name(s) for this crew/team (e.g. Air Monitoring Team 2, Entry Team 3)
Manifest (yes/no)	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel ...	Check the box(es) for the appropriate method of travel the individual used to bring him/herself to the incident. AOV is "agency-owned vehicle", POV is "privately-owned vehicle)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (24 hour clock)
ETA	Use this section to enter the crew/team's estimated time of arrival at incident (24 hour clock)
Transportation Needs...	Check the box(es) for the appropriate method(s) of transportation at the incident
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the crew/team was ordered to the incident
Remarks	Enter any additional information pertaining to the crew/team

CARD BACK

Incident Location	Enter the location of the crew/team at the incident
Time	Enter the time (24 hour clock) crew/team reported to this location
Status	Enter the crew/team's current status: <ul style="list-style-type: none">• Assigned – assigned to the incident• O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft• O/S Pers – out of service for personnel reasons• Available – available for assignment at the incident• O/S Mech – out of service for mechanical reasons• ETR – estimated time of return
Notes location or status	Enter any additional information pertaining to the crew/team's current location or status
Prepared by	Enter the name of the person preparing the form.
Date/Time	Enter the date (month/day/year) and time (24 hour clock) prepared

ICS 219-3 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Leader Name	Enter resource leader's name (use at least the first initial and last name)
Primary Contact Info	Enter the primary contact information (e.g. cell phone number, radio, etc.) for the resource leader. 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.
Resource ID No./Name	Provide the identifier number(s) or name(s) for this resource (e.g. Air Monitoring Team 2, Entry Team 3, Rescue 1)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered to the incident
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident • O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft

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- O/S Pers – out of service for personnel reasons
- Available – available for assignment at the incident
- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

ICS 219-4 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Order No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Pilot Name	Enter pilot's name (use at least the first initial and last name)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered to the incident
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident • O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft • O/S Pers – out of service for personnel reasons • Available – available for assignment at the incident • O/S Mech – out of service for mechanical reasons • ETR – estimated time of return
Notes or status	Enter any additional information pertaining to the resource's current location

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Prepared by Enter the name of the person preparing the form.

Date/Time Enter the date (month/day/year) and time (24 hour clock) prepared

ICS 219-5 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Name	Enter the individual's full name
Primary Contact...	Enter the primary contact information (e.g. cell phone number, radio, etc) for the leader. 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
Manifest	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew is transported by charter air
Method of Travel ...	Check the box(es) for the appropriate method(s) of travel used by the individual to bring him/herself to the incident. AOV is "agency-owned vehicle" and POV is "privately-owned vehicle"
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Transportation Needs...	Check the box(es) for the appropriate method(s) of transportation at the incident
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered to the incident
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident • O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft • O/S Pers – out of service for personnel reasons • Available – available for assignment at the incident

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- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

Date/Time

Enter the date (month/day/year) and time (24 hour clock) prepared

ICS 219-6 Completion Instructions

Item Title	Instructions
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CARD FRONT

PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Pilot Name	Enter the pilot's name (use at least the first initial and last name)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered to the incident
Manufacturer	Enter the manufacturer of the aircraft
Remarks	Enter any additional information pertaining to the resource

CARD BACK

Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident • O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft • O/S Pers – out of service for personnel reasons

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- Available – available for assignment at the incident
- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

Date/Time

Enter the date (month/day/year) and time (24 hour clock) prepared

ICS 219-7 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Leader Name	Enter resource leader's name (use at least the first initial and last name)
Primary Contact Info	Enter the primary contact information (e.g. cell phone number, radio, etc.) for the resource leader. 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.
Resource ID No./Name	Provide the identifier number(s) or name(s) for this resource (e.g. Air Monitoring Team 2, Entry Team 3, Rescue 1)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident

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- O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft
- O/S Pers – out of service for personnel reasons
- Available – available for assignment at the incident
- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

ICS 219-8 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Leader Name	Enter resource leader's name (use at least the first initial and last name)
Primary Contact Info	Enter the primary contact information (e.g. cell phone number, radio, etc.) for the resource leader. 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.
Resource ID No./Name	Provide the identifier number(s) or name(s) for this resource (e.g. Air Monitoring Team 2, Entry Team 3, Rescue 1)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident

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- O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft
- O/S Pers – out of service for personnel reasons
- Available – available for assignment at the incident
- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

Date/Time

Enter the date (month/day/year) and time (24 hour clock) prepared

***Note: 219-9 has not been assigned**

ICS 219-10 Completion Instructions

Item Title	Instructions
CARD FRONT	
PR/Unit	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
No. Pers	Enter total number of personnel associated with the resource. Include leaders.
Oder No.	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g. SCES)
Cat/Kind/Type	Enter the category / kind/ type based on ICS guidance.
Name/ID No.	Use this section to enter the resource name or unique identifier (e.g. Squad 5)
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident
Leader Name	Enter resource leader's name (use at least the first initial and last name)
Primary Contact Info	Enter the primary contact information (e.g. cell phone number, radio, etc.) for the resource leader. 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.
Resource ID No./Name	Provide the identifier number(s) or name(s) for this resource (e.g. Air Monitoring Team 2, Entry Team 3, Rescue 1)
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location)
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (24 hour clock)
ETA	Use this section to enter the resource's estimated time of arrival at incident (24 hour clock)
Date/Time Ordered	Enter date (month/day/year) and time (24 hour clock) the resource was ordered
Remarks	Enter any additional information pertaining to the resource
CARD BACK	
Incident Location	Enter the location of the resource at the incident
Time	Enter the time (24 hour clock) resource reported to this location
Status	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – assigned to the incident

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- O/S Res – Out of service for rest/recuperation purposes/guidelines or due to operating time limits/policies for pilots, operators, drivers, equipment or aircraft
- O/S Pers – out of service for personnel reasons
- Available – available for assignment at the incident
- O/S Mech – out of service for mechanical reasons
- ETR – estimated time of return

Notes
or status

Enter any additional information pertaining to the resource's current location

Prepared by

Enter the name of the person preparing the form.

Date/Time

Enter the date (month/day/year) and time (24 hour clock) prepared

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ICS 220 – Air Operations Summary

1. Incident Name			2. Operational Period (Date/Time)			3. Sunrise: Sunset:	
4. Remarks (safety notes, hazards, air operations special equipment, etc.)			5. Ready Alert Aircraft			6. Temporary Flight Restriction Number:	
			Medivac: New Incident:			Altitude: Center Point:	
			8. Frequencies:	AM	FM	9. Fixed-Wing (category/kind/type, make/model, N#, bas	
			Air / Air Fixed Wing			Air Tactical Group Supervisor Aircraft:	
7. Personnel	Name	Phone	Air/Air Rotary-wing – Flight Following				
Air Operations Branch Director			Air/Ground				
Air Support Group Supervisor			Command			Other Fixed-Wing Aircraft:	
Air Tactical Group Supervisor			Deck Coordinator				
Helicopter Coordinator			Take-off & Landing Coord.				
Helibase Manager			Air Guard				
10. Helicopters (use additional sheets as necessary):							
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks	

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11. Prepared by: Name:	Position/Title:	Signature:	Date/Time:
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1. Incident Name	2. Operational Period (Date/Time)	3. Sunrise: Sunset:
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12. Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)

Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or instructions for Tactical Aircraft	Mission Start	Fly From	Fly To

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Town of Taber

11. Prepared by: Name:	Position/Title:	Signature:	Date/Time:
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Completion Instructions

Purpose: The ICS 220 – Air Operations Summary provides the Air Operations Branch with the number, type, location and specific assignments of helicopters and air resources.

Preparation: The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the ICS 215 – Operational Planning Worksheet, which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the ICS 206 – Medical Plan, coordinate with the Medical Unit Leader and indicate on the ICS 206.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Enter the time interval for which the assignment applies. Record the start and end date/time (month/day/ year and 24 hour clock).
3	Sunrise / Sunset	Enter the sunrise and sunset times.
4	Remarks (safety notes, hazards, Air operations special equipment, etc.	Enter special instructions or information, including safety notes, hazards and priorities for Air Operations personnel.
5	Ready Alert Aircraft Medivac / New incident	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the ICS 206 – Medical Plan. Identify aircraft to gbe used for new incident within the area or new incident(s) within the area or new incident(s) within an incident.
6	Temporary Flight Restriction Number Altitude / Center Point	Enter Temporary Flight Restriction number, altitude (from the center point) and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	Personnel	Enter the name and phone number of the individuals in Air Operations.
8	Frequencies (AM/FM)	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take off and landing coordinator and other radio frequencies to be used during the incident.
9	Fixed-Wing (category/kind/type, Make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline or jurisdiction guidance, make/model, N# and base of air assets allocated to the incident.
10	Helicopters	Enter the following information about the helicopter resources allocated to the incident. "Available" is the time the aircraft is available; "Start" is the time the aircraft becomes operational.
11	Prepared by	Enter the name and ICS Title of the person completing the form, sign and record date / time (month/day/year and 24 hour clock).
12	Task/Mission/Assignment	Enter the specific assignment (e.g. water or retardant drops, logistical support or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority. "Fly to" and "Fly from" indicate the incident location or base the aircraft is flying to or from, respectively.

Distribution: After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by 7 indicating the designators of the helicopters and fixed-wing aircraft

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assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

- Notes:**
- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

ICS 221 – Demobilization Checkout

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
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
FINANCE/ADMINISTRATION SECTION			
	Unit/Leader	Remarks	Name Signature
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
OTHER SECTIONS/STAFF			
	Unit/Other	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>			
PLANNING SECTION			
	Unit/Other	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
7. Remarks: 			
8. Travel Information:		Room Overnight	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Time of Departure: _____		Actual Release Date/Time:	_____

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Destination: _____	Estimated Time of Arrival: _____
Travel Method: _____	Contact info while traveling: _____
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Area/Agency/Region Notified: _____
Number: _____	

9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident Name: _____	Incident Number: _____
Location: _____	Order Request Number: _____

11. Prepared by (Demobilization Unit)	Signature: _____	Date/Time: _____
Name: _____		

Completion Instructions

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 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	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.
	Finance/Administration Section	
	Other Section/Staff	
	Planning Section	
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:

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	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying 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.

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ICS 222 – Incident Weather Forecast Request

1. Incident Name			2. Requesting Agency			3. Request Date/Time		
4. Location (Lat/Long and/or Township/Section/Range)								
5. Aspect/Exposure			6. Elevation (Top/Bottom)			7. Drainage Name		
8. Project Size			9. Fuel Type			10. Contact Person or Incident Commander		
11. Send Forecast by <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Both Fax and Email						12. Phone Number(s)		
13. Fax Number(s)						14. Email address(es)		
15. On Site Weather Observations								
		Temp		Wind Dir/Spd				
Time	Elev	Dry	Wet	20 ft	Eye Level	RH	DP	Remarks

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16. Forecast Elements								
<input type="checkbox"/> Weather Discussion				<input type="checkbox"/> Sky/Weather				
<input type="checkbox"/> Temperature				<input type="checkbox"/> Transport Winds				
<input type="checkbox"/> Relative Humidity				<input type="checkbox"/> Mixing Heights				
<input type="checkbox"/> Ridgetop Winds				<input type="checkbox"/> Inversions				
<input type="checkbox"/> Eye Level Winds				<input type="checkbox"/> Hains Index				
<input type="checkbox"/> 20 Foot Winds				<input type="checkbox"/> Probability of Precipitation				
17. Forecast Periods								
<input type="checkbox"/> 0 – 12 Hours				<input type="checkbox"/> 3 to 5 day				
<input type="checkbox"/> 0 – 24 Hours				<input type="checkbox"/> 6 to 10 day				
<input type="checkbox"/> 0 – 48 Hours				<input type="checkbox"/> Other				
18. Comments / Remarks								

Completion Instructions

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Requesting Agency	Enter name of requesting agency.
3	Request date /Time	Enter date and time of request (month, day, year and 24 hour clock).
4	Location	Enter latitude/longitude and/or Legal Land description of area for which forecast requested.
5 through 15		Enter information as applicable.
16 through 17		Indicate (☑) as applicable.

18 Comments/Remarks Enter any additional information as deemed applicable and appropriate.

ICS 223 – Health and Safety Message

1. Incident Name:	2. Date:	3. Time:
4. Major Hazards and Risks:		

5. Narrative:

**6. Prepared by (Safety Officer)
Name:**

Signature:

Date:

Completion Instructions

Preparation: The Safety Officer completes the ICS 223.

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	Major Hazards and Risks	Enter information regarding major hazards and risks.
5	Prepared by	Enter the name and position of the person completing the form

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ICS 225 – Incident Personnel Performance Rating

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 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 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)	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Superior expertise; advice and action 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	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Maintained optimal balance among quality, quantity and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had significant positive impact on the IMT. Established clearly effective systems for 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)	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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 impacts.
14. Using Resources Ability to manage time, materials, information, money and people (i.e. all IMT components as well as external publics)	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical 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	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	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

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<p>realities or unexpected obstacles.</p>		<p style="text-align: center;"><input type="checkbox"/></p>	<p>Facilitated smooth transitions. Adjusted direction to accommodate political realities.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>pressure and ambiguity into constructive forces for change.</p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>16. Communication Skills Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.</p>	<p style="text-align: center;"><input type="checkbox"/></p>	<p>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.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>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.</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p>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.</p> <p style="text-align: center;"><input type="checkbox"/></p>

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1. Name:		2. Incident Name:		3. Incident No.:		
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability to Work on a Team Ability to manage, lead and participate in teams, encourage cooperation and develop esprit de corps.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. In high level of esprit de corps, even in difficult situations. Major contributor team effort. Established relationship networks across a broad range of people and groups, raising accomplishment 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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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 timely recognition, both formal and informal.
19. Directing Others Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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 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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Combined keen analytical thought, and understanding of political processes insight to make appropriate decisions. Focused on the key issues and the relevant information. Did the right thing 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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work 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 the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness and energy. Consistently contributed high levels of activity. Optimized performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety Ability to invest in the IMTs future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual:		Signature:		Date/Time:		
This rating has been discussed with me.						

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26. Rated by:

Name:

Position:

Signature:

Date/Time:

Completion Instructions

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.

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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 fact 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.

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Completion Instructions

Purpose: The ICS 226 – Master Message Log is used to track ICS 213 – General Message forms issued to ensure completion and follow up as required.

Preparation: Completed by any personnel completing and sending an ICS 213 message.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Date	Enter date prepared (month, day, year).
3	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and date if different from date prepared (24 hour clock and month, day, year).
4	Location	Indicate (✓) whether Master Message Log is for the EOC or the scene.
5	Time Originated	Enter time message initiated (24 hour clock).
6	Message #	Pre-assigned Message Number.
7	Message Subject	Briefly complete. Think through your message before writing it down. Be as clear and concise as possible.
8	Date/Time Received (Reply)	Enter date and/or time reply is received (month, day, year and 24 hour clock).

Distribution: Completed logs are submitted to the Documentation Unit Leader for inclusion in the incident record.

ICS 228 – Incident Cost Worksheet

1. Incident Name:		2. Date:		3. Operational Period From: To:	
Item	Number	Estimated Cost	TOTALS		
I. Engine Costs (All Agencies / All Types)					
4. Engines					
II. Hand Crew Costs (All Agencies)					
5. Agency Crews					
6. Pick-up Labor Crews					
7. Custodial Agency Personnel					
III. Dozer Costs					
8. Agency Owned (All agencies/types)					
Dozers					
Tenders					
Transports					
9. Rentals					
Dozers					
Tenders					
Transports					

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IV. Aircraft Costs		
10. Air Attack / Airtanker Coord Ships		
11. Airtankers		
12. Recon		
13. Helicopters (Agency Owned)		
14. Helicopters (hired)		
15. Gallons Retardant		
V. Overhead / Staff Costs (All Agencies)		
16. Command Staff		
17. Operations Section Staff		
18. Planning Section Staff		
19. Logistics Section Staff		
20. Finance Section Staff		
VI. Miscellaneous		
21. Field Kitchen or Caterer		
22. Reefer Vans		
23. Shower Units		
24. Trash Collection		
25. Rental Support Vehicles		
26. IR Aircraft		
TOTAL ESTIMATED COSTS FOR OPERATIONAL PERIOD		
27. Prepared by (Cost Unit)	Signature:	Date/Time:
Name:		

Completion Instructions

Purpose: The ICS 228 – Incident Cost Worksheet is used to track incident costs.

Preparation: ICS 228 is completed by Cost Unit personnel.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Date	Enter date prepared (month, day, year).
3	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and date if different from date prepared (24 hour clock and month, day, year).
4 through 27		Enter information as applicable and appropriate. Enter items not pre-listed under "VI. Miscellaneous"
28	Prepared by	Enter the name and signature of the person preparing the form.

Distribution: The completed ICS 228 is submitted to the Documentation Unit Leader for inclusion in the incident record.

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ICS 230 – Meeting Schedule

1. Incident Name:		2. Operational Period Date from:		Date to:
		Time from:		Time to:
3. Meeting Schedule (Commonly-held meetings are included)				
Date / Time	Meeting Name	Purpose	Attendees	Location
	<i>UC Objectives Meeting</i>	<i>Review / identify objectives for the next operational period</i>	<i>Unified Command Members</i>	
	<i>Strategy Meeting</i>	<i>Develop primary and alternate Strategies to meet Incident Objectives for the next Operational Period.</i>	<i>General & Command Staff</i>	
	<i>Tactics Meeting</i>	<i>Develop primary and alternate Tactics to meet Incident Objectives for the next Operational Period.</i>	<i>PSC, OSC, LSC, RESL, SITL, SO, DOCL, COML, THSP</i>	
	<i>Planning Meeting</i>	<i>Review status and finalize strategies / tactics and assignments to meet Incident Objectives for the next Operational Period and get tacit approval of IAP.</i>	<i>UC, Command Staff, General Staff, SITL, DOCL, THSP</i>	
	<i>Operations Briefing</i>	<i>Present IAP and assignments to the Supervisors / Leaders for the next Operational Period</i>	<i>IC/UC, Command Staff, General Staff, Branch Directors, DIVs, Task Force/ Strike Team and Unit Leaders</i>	

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4. Prepared by (Situation Leader): Name:		Signature:	Date/Time:	

Completion Instructions

Purpose: To document and post a schedule of daily meetings and provide information on their purpose, location and expected attendees.

Preparation: The ICS 230 is an optional form that may be completed and posted by the Situation Unit Leader

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	Meeting Schedule	Enter information as applicable. Commonly held meetings are included; other meetings are added as appropriate/required.
4	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 230, if developed, will be posted in the Situational and Status Displays (poster size), with an 8 ½ x 11" original copy provided to the Documentation Unit for inclusion in incident documentation.

ICS 232 – Resources at Risk Summary

1. Incident Name		2. Operational Period	
		From:	To:
3. Environmentally-Sensitive Areas and Wildlife Issues			
Site #	Priority	Site Name and/or Physical Location	Site Issues
Narrative			

4. Archaeo-cultural and Socio-economic Issues			
Site #	Priority	Site Name and/or Physical Location	Site Issues
Narrative			
5. Prepared by: (Environmental Specialist)		Date / Time	
Name:			

Completion Instructions

Purpose: The Resources at Risk Summary provides information about sites in the incident area which are sensitive due to environmental, archaeo-cultural, or socio-economic resources at risk, and identifies incident-specific priorities and issues. The information recorded here may be key to the Area Contingency Plan (ACP) or Geographic Response Plan (GRP) site numbers shown on the Situation Map.

Prepared by: The Environmental Specialist (ENSP), with input from resource trustees, will complete this form for each operational period. It should be updated prior to the Planning Meeting.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Enter the time interval for which the form applies. Record the start time and end time and date if different from date prepared (24 hour clock and month, day, year)
3	Env-Sensitive Area & Wildlife Issues	
	Site Number	Enter site number. Can come from Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g. Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g. address, lat/long, landmarks, etc.).
	Site Issues	Environmental concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
4	Archaeo-cultural and Socio-economic Issues	
	Site Number	Enter site number. Can come from Area Contingency Plan (ACP) or Geographic Response Plan (GRP) or can be created during an incident.
	Priority	Priority specific to this incident. Can come from an ACP/GRP or can be created during an incident.
	Site Name and/or Physical Location	Name of the site (e.g. Marsh Pt., Glacier Creek, etc.) and/or physical location (e.g. address, lat/long, landmarks, etc.).
	Site Issues	Archaeo-cultural and Socio-economic concerns associated with this site and season.
	Narrative	Use the Narrative section to clarify any issues.
5	Prepared by	Enter name and title of person preparing the form (normally the ENSP/EUL) Enter date (month, day, year) and time prepared (24 hour clock)

Distribution: The completed ICS 232 is forwarded to the Planning Section Chief for possible inclusion in the IAP. All completed original forms MUST be given to the Documentation Unit for inclusion in the Incident Record.

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			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

Completion Instructions

Purpose: Used by the Incident Commander / Unified Command (IC/UC) to assign and track tasks / actions to IMT personnel that do not rise to the level of being an Incident Objective. Duplicated and provided to Command and General Staff members, giving them the open tasks / actions needing to be completed and a means to track the open tasks / actions within a Section / Staff element.

Preparation: The Planning Section Chief (PSC) is responsible for maintaining the Open Actions Tracker for the IC/UC, and typically utilizes the Documentation Unit Leader (DOCL) to assist in form development and update. The PSC should ensure all Command and General Staff are prepared to discuss their assigned tasks/actions during the Command and General Staff and Planning Meetings.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	No. (Number)	Enter number of task in sequential order (1, 2, 3)
3	Item	Enter short descriptive of the task/action to be completed. These Tasks/Action are important to be completed but are not an Incident Objective which are documented on the ICS 202 form.
4	For/POC	In this context, the Point of Contact (POC) is the responsible person/section (not to be confused with the Provincial Operations Centre [POC]).
5	Briefed to POC	Enter "X", when the task/action has been briefed to the POC/responsible person. This is to ensure that tasks/actions identified outside of the POC's presence (during Unified Command Meeting for example) are briefed to and acknowledged by the identified POC.
6	Start Date	In this context, the Point of Contact (POC) is the responsible person/section (not to be confused with the Provincial Operations Centre [POC]).
7	Status	Enter status of item. For example: "Awaiting LE Gear", "Update needed", "Awaiting Feedback". When the item is completed, the word "completed" is entered and working in Excel, the task is cut and pasted into a worksheet labeled "completed".
8	Target Date	Enter deadline for task/action completion.
9	Actual Date	Enter actual date task/action was completed.

Distribution: When completed, the form is duplicated and copies are distributed to the Unified Command and Command and General Staff. It is also posted on a status board located at the ICP or EOC. All completed original forms **must** be given to the Documentation Unit.

Notes:

- This form may also be used by Command and General Staff for tracking tasks / actions within a Section / Staff element.

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ICS 234 – Work Analysis Matrix

1. Incident Name:	2. Operational Period	Date from: Time from:	Date to: Time to:
3. Operational Objectives: Command's DESIRED OUTCOME	4. Strategies: HOW to achieve the Desired Outcomes		5. Tactics / Work Assignments: WHO, WHAT, WHERE, and WHEN
A.	A1		A1.1
			A1.2
	A2		A2.1
			A2.2
	A3		A3.1
			A3.2
B.	B1		B1.1
			B1.2
	B2		B2.1
			B2.2
	B3		B3.1
			B3.2
C.	C1		C1.1

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		C1.2
	C2	C2.1
		C2.2
	C3	C3.1
		C3.2
6. Prepared by (Operations Section Chief) Name:		Signature: _____ Date/Time: _____

Completion Instructions

Purpose: To transform Command Directives (Objectives) into an operational plan. The ICS 234 is essentially a work contract between the Operations Section Chief (OSC) and the Deputy OSC, Branch Directors, Division or Group Supervisors and Area Staging Managers.

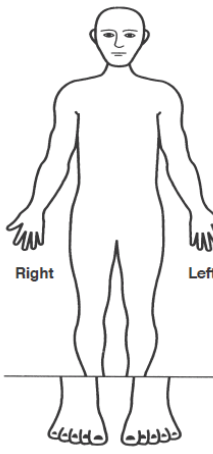
Preparation: The ICS 234 is prepared by the OSC as soon as Objectives have been established.

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	Operational Objectives	Enter Command's Operational Objectives developed during the Objectives Meeting (Command's DESIRED OUTCOME). Objectives should be SMART in nature.
4	Strategies	List all appropriate strategies, including contingency strategies, for the corresponding objective (i.e. HOW to achieve the Desired Outcomes). The potential for litigation necessitates that this kind of information be properly documented and preserved.
5	Tactics / Work Assignments	List the specific work assignment(s) supporting a particular strategy. Clearly outline task(s) to be accomplished, where, when and with what (WHO, WHAT, WHERE, and WHEN).
Repeat Steps 3-5 until all of the operational objectives have been completely outlined. Add additional form pages as needed.		
6	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 Form 234 will be posted and reviewed at the Tactics Meeting (if completed beforehand) and the Planning Meeting, and will form part of the Situation and Status Displays (poster format). An 8 ½ x 11" size copy will be provided to the Documentation Unit to form part of the incident documentation package.

ICS 237 – Incident Mishap Reporting

1. Incident Name:	2. Operational Period	Date from: Time from:	Date to: Time to:
3. Name(s) of Injured/ Involved Personnel:	4. Nature of Mishap <input type="checkbox"/> Injury <input type="checkbox"/> Near Miss – Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss - Property	5. ICS Role	
6. Narrative of Mishap:			

<p>7, Nature of Injury:</p> 	<p>Circle part injured Please check: <input type="checkbox"/> Front <input type="checkbox"/> Back</p> 	
<p>8. Nature of Property Damage / Estimated Costs</p> 		
<p>9. Prepared by (Safety Officer) Name:</p>	<p>Signature:</p>	<p>Date/Time:</p>

Completion Instructions

Purpose: To report and document incident mishaps (i.e. near misses, personnel injuries and damage to property).

Preparation: Completed by the Safety Officer (SOFR) when required.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Identify the Operational Period (use month/day/year and 24 hour clock) during which the mishap occurred.
3	Name(s) of Injured / Involved Personnel	Provide the name(s) the personnel injured or involved in the mishap
4	Nature of Mishap	Check the appropriate box to indicate the nature of the mishap
5	ICS Role	Identify the ICS role of the personnel involved
6	Narrative of Mishap	Clearly and concisely outline events leading up to, during and following the mishap

Emergency Plan for the
Town of Taber

7	Nature of Injury	Clearly and concisely outline the nature of the injury and complete diagram if applicable Enter N/A for a near miss or property damage mishap
8	Nature of Property Damage / Estimated Costs	Clearly and concisely outline the nature of the property damage, and provide cost estimates if applicable/available. Enter N/A for a near miss or injury mishap
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: Original completed/signed form is provided to the Documentation Unit (Planning Section) for inclusion in the Incident Documentation Package. A copy should be provided to the injured / involved personnel.

ICS 309 – Communications Log

1. Incident Name:	2. Operational Period:	Date from:	Date to:
		Time from:	Time to:
3. Radio Network Name:	4. Radio Operator: (name, call sign)		
5. FREQUENCY / CHANNEL			
	FROM	TO	Message

Emergency Plan for the Town of Taber

Communication Unit to maintain a record of significant events or conversations conducted over the incident/event radio net(s). Communications Logs are filed daily with the Documentation Unit.

Preparation: The ICS 309 is completed and signed off by each Radio Operator/Dispatcher operating a base station during their operational shift.

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	Radio Network Name	If it is required to track transmissions by individual networks indicate the name of network in this field. If this is a general communications log for all radio traffic, draw a line through this block or write "N/A"
4	Radio Operator	Name of radio operator. Include call sign if applicable
5	Frequency Channel Time From <ul style="list-style-type: none"> • Call Sign/ID • Msg # To <ul style="list-style-type: none"> • Call Sign/ID • Msg # Message	Time transmission/reception was made (24 hour clock) <ul style="list-style-type: none"> • Call sign or identification of the message being received or sent from • Include the corresponding number matching the message in the "message" column <ul style="list-style-type: none"> • Call sign or identification of the message being received or sent to • Include the corresponding number matching the message in the "message" column Enter the message being received or transmitted and ensure each message is matched with a corresponding number found in the From/To columns
6	Prepared by	Enter the name and signature of the person preparing the form
7	Date & Time:	Enter the date (month/day/year) and time (24 hour clock) prepared

Distribution: Completed Communications Logs are to be reviewed by the Communications Unit Leader before filing with the Documentation Unit.

18 Mutual Aid

The Town of Taber may need assistance from neighbouring communities via mutual aid. Contact information is as follows:

Community	Contact Name	Contact Number	Email
MD of Taber	Joe BRUYERE Acting Fire Chief/DEM	403-715-2598	jbruyere@mdtaber.ab.ca
Lethbridge County	Clayton RUTBERG DEM	403-331-4628	emergencyservices@coaldale.ca
County of Forty Mile	Stewart PAYNE DEM	403-647-7674	Stewart.payne@fortymile.ab.ca
	Dustin MCGARY Fire Chief	403-647-7675	firechief@fortymile.ab.ca
Cypress County	Kim DALTON DEM	403-525-2306	Kim.dalton@cypress.ab.ca
County of Newell	Stewart LUCHIES DEM	403-501-4586	sluchies@brooks.ca
County of Warner	Jamie ANDERSON DEM	403-421-0054	janderson@warnercounty.ca
City of Lethbridge	Marc RATHWELL Fire Chief/DEM	403-329-1824	Marc.rathwell@lethbridge.ca
	Dana TERRY Deputy Fire Chief and DDEM	403-894-8167	Dana.terry@lethbridge.ca
	Luke PALMER Emergency Preparedness Manager	403-330-4485	Luke.palmer@lethbridge.ca
Town of Coaldale	Clayton RUTBERG DEM and Deputy Fire Chief	403-331-4628	emergencyservices@coaldale.ca
	Kevin MCKEOWN Fire Chief	403-795-1758	firechief@coaldale.ca
AHIMT	Merrick BROWN Team Lead	403-977-0578	merbro@medicinehat.ca
	Luke PALMER Team Lead	403-330-4485	Luke.palmer@lethbridge.ca

Emergency Plan for the
Town of Taber

SAEMRSA	Luke PALMER	403-330-4485	Luke.palmer@lethbridge.ca
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19 Annexes and Appendices

19.1 *Emergency Management Act*



Province of Alberta

EMERGENCY MANAGEMENT ACT

Revised Statutes of Alberta 2000

Chapter E-6.8

Current as of May 12, 2020

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Alberta Queen's Printer
Suite 700, Park Plaza
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Shop on-line at www.qp.alberta.ca

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Emergency Management Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Emergency Management Act		
Disaster Recovery	51/94	196/2006
	Government Emergency Management	248/2007
		112/2012, 18/2017, 216/2017, 202/2018
	Local Authority Emergency Management	203/2018

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(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

Section 1

- (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

Section 2

- (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.

- (2) For greater certainty, a reference in this Act to an order
- (a) made under section 19(1) or (1.1) includes an order made by the Managing Director or any other person authorized to make that order under section 19(7), and
 - (b) made under section 24(1)(b) includes an order made by a person authorized by a local authority to make that order under section 24(1)(c).

RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;
2007 c12 s3;2018 c14 s2;2020 c7 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

Section 3.1

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

Section 7

- 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

Section 7.1

-
- (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

Section 10

- (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,

Section 11

- (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 19(5.1) or 22(3.1);
- (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;

2020 c2 s2

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

Section 11.3

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.

Section 12

(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.

Section 17

Offence

17 Any person who

(a) contravenes this Act or the regulations,

(b) fails to comply with an evacuation order, or

(b.1) fails to comply with an order made

(i) under section 19(1)(d), (e), (f), (j) or (k) or 24(1)(b) with respect to the matters referred to in section 19(1)(d), (e), (f), (j) or (k), or

(ii) under section 19(1.1),
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;2020 c7 s3

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

Section 19

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, 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;2020 c7 s4

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:

Section 19

- (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 or make an order to authorize or require any qualified person to render aid of a type the person is qualified to provide;
- (e) control or prohibit or make an order to control or prohibit travel to or from any area of Alberta;
- (f) provide for or make an order to provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate or make an order to 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 or make an order to 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 or make an order for the conscription of persons needed to meet an emergency.

(1.1) In addition to any other orders the Minister is authorized to make under this Act, the Minister may make any order necessary, in the Minister's opinion, to lessen the impact of the emergency.

Section 19.1

- (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) Subject to subsection (5.1), on the making of an order under section 18(1) respecting an emergency in respect of which a state of local emergency has been declared, the local authority is responsible in the municipality for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act.
- (5.1) If the Minister authorizes the Managing Director or another person under subsection (6), the Managing Director or the other person authorized by the Minister is 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 or the other authorized person.
- (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) or (1.1).
- (8) The *Regulations Act* does not apply to an order made under subsection (1)(d), (e), (f), (g), (j) or (k) or (1.1).

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8;2018 c14 s13;
2020 c2 s3;2020 c7 s5

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

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- (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

Section 22

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) Where a declaration of a state of local emergency has been made and the Lieutenant Governor in Council makes an order for a state of emergency relating to the same area of the municipality, if there is any conflict between the direction of the Managing Director or another person authorized by the Minister under section 19(6) and the local authority, the direction of the Managing Director or the other authorized person prevails.

(3.1) If a declaration of a state of local emergency has been made, an order under section 18(1) for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.

(4) A declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic, 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 2000 cE-6.8 s22;2020 c2 s4;2020 c7 s6

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),

Section 23.1

(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 and 199 of the *Municipal Government Act* do not apply.

2002 c32 s5;2020 c7 s7

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.

(1.01) Despite subsection (1)(b) and (c), the Minister may, by order, restrict, prohibit or terminate the exercise

- (a) by a local authority of any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration of a state of local emergency, or
- (b) by a person authorized by a local authority 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

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part of the municipality affected by a declaration of a state of local emergency.

(1.02) The Minister may, by order, rescind, cancel or modify any bylaw enacted, resolution passed, action taken, order made or direction given by a local authority during a state of local emergency.

(1.03) The *Regulations Act* does not apply to an order made under subsection (1.01) or (1.02).

(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;2020 c7 s8

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

Section 26

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)(d), (e), (f), (g), (j) or (k) or (1.1) or 19.1 of this Act.

2010 c5 s11;2018 c14 s16;2020 c7 s9

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)(d), (e), (f), (g), (j) or (k) 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;2020 c7 s10

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

Emergency Plan for the
Town of Taber



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19.2 Local Authority Emergency Management Regulation

Emergency Management Act 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.

TOWN OF TABER
BYLAW NO. 19-2019

19.3 Emergency Management Bylaw No. 19-2019

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHMENT AND OPERATION OF AN EMERGENCY MANAGEMENT ORGANIZATION WITHIN THE TOWN OF TABER.

WHEREAS pursuant to the Emergency Management Act, R.S.A. 2000, Chapter E-6.8, and amendments thereto, permits Council to be responsible for the direction and control of the Town's emergency response, the preparation and approval of emergency plans and programs, and is required to appoint an Emergency Advisory Committee, maintain an Emergency Management Agency and appoint a Director of Emergency Management;

AND WHEREAS the Town has prepared a Municipal Emergency Plan which will be regularly reviewed, and revised and approved when necessary;

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Emergency Management Bylaw".

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

Act	means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
Agency	means the Taber Emergency Management Agency appointed under the bylaw;
Bylaw	means the "Emergency Management Bylaw" established by the Municipality;
Chief Administrative Officer	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;
Council	means the Council for the Town of Taber;

TOWN OF TABER
BYLAW NO. 19-2019

Councilor

means the members of Council and
includes the Mayor;

TOWN OF TABER
BYLAW NO. 19-2019

Director	means the person appointed Director of the Taber Emergency Management Agency under this Bylaw;
Disaster	means an event that results in serious harm to the safety, health or welfare of people or to limit damage to property;
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;
Emergency Management Committee	means the Taber Emergency Advisory Committee established under this Bylaw;
Mayor	means the chief elected official of the Town of Taber;
Minister	means the minister charged with the administration of the Act;
Municipality	means the Town of Taber;
Municipal Emergency Plan (MEP)	means the emergency plan prepared to co-ordinate response to an emergency or disaster;
State of Local Emergency (SOLE)	means a state of local emergency declared in accordance with the Act and this Bylaw.

3.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT COMMITTEE

- 3.1 There is hereby established an Emergency Management Committee to advise Council on the Development of emergency plans and program.

4.0 MEMBERSHIP AND QUORUM

- 4.1 Council shall, by resolution, appoint three Councilors to serve on the Emergency Management Committee.
- 4.2 Majority shall constitute a quorum.

5.0 FUNCTIONS AND DUTIES

- 5.1 The Committee will:
- a) Advise Town Council on the development and status of plans and programs on an annual basis;

TOWN OF TABER
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- b) Provide guidance and direction to the Emergency Management Agency;
- c) Perform some or all of the local authority's powers or duties as described in the Emergency Management Act, and
- d) Perform any other functions and duties as required by this bylaw.

6.0 COMMITTEE CHAIR

- 6.1 The Committee will appoint a Chair who will preside at all meetings.
 - a) If the Chair is unable to perform the chair's duties, the Councilor holding the position of Acting Chair at the time of the meeting will act as chair.

7.0 MEETINGS

- 7.1 The Committee will meet quarterly.

8.0 SPECIAL MEETINGS

- 8.1 The Chair of the committee may call a special meeting of the Emergency Management Committee where a Councilor considers that an emergency exists, or may exist impacting the Town.
- 8.2 The Chair of the Committee or the Town CAO must give at least 1-hour notice of the special meeting to as many members of the Emergency Management Committee as possible in the circumstances.
- 8.3 The method of giving the notice required by section 8.2 will be by such means of communication considered by the chair of the Committee to be most likely to notify the members of the Committee.
- 8.4 Those members of the Committee in attendance at a special meeting shall constitute a quorum.

9.0 MEMBER EXPENSES

- 9.1 The local authority shall provide for payment of expenses of the members of the committee.

TOWN OF TABER
BYLAW NO. 19-2019

10.0 DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)

- 10.1 The power to declare a SOLE in the Town is in accordance with the Act and hereby designated to:
- a) The Mayor
 - b) When the Mayor of the Town is unable to act pursuant to subsection a) or when the office is vacant, the first member(s) of Council, described in the following list, who is present and able to act, shall act in place and stead of the Mayor of the Town pursuant to subsection a) during the absence of the Mayor or his inability to act; i.The Acting Mayor ii. The Deputy Mayor iii. Any two (2) members of Council.
 - c) The declaration of the SOLE under subsection a) shall identify the nature of the emergency and the area of the Town in which it exists.
 - d) The party declaring shall forthwith forward a copy of the declaration to the Minister.
 - e) Immediately after making the declaration, the Committee shall cause the details of the declaration to be published by such means of communication as it considers is most likely to make known to the population of the Town affected by the contents of the declaration.
 - f) The party declaring shall report to the next meeting of Council the nature of the emergency, the reasons for so declaring and the area of the Town in which exists or existed.
- 10.2 Upon declaration of a SOLE and for the duration of the SOLE, the Director, may in accordance with Section 24 of the Act, exercise and perform all of the powers and duties given to the Town by the Act.
- 10.3 At all other times, and except as otherwise provided in this Bylaw, the Committee shall exercise and perform all of the powers and duties given to the Town by the Act.

11.0 TERMINATION OF STATE OF LOCAL EMERGENCY (SOLE)

- 11.1 The power of Council to terminate a SOLE under the Act is hereby delegated to the Mayor or designated person declaring the local state of local emergency.
- 11.2 When the Mayor or designated person declaring the local state of emergency is of the opinion that an emergency no longer exists in the Town, or the declaration has lapsed seven days without renewal, it will by resolution terminate the declaration of a SOLE.
- 11.3 Immediately after the passage of a resolution to terminate or a termination by lapse of time, the Agency will cause the details of the termination 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 Town.

TOWN OF TABER
BYLAW NO. 19-2019

12.0 ESTABLISHMENT OF EMERGENCY MANAGEMENT AGENCY

12.1 There is hereby established the Taber Emergency Management Agency.

13.0 MEMBERSHIP AND PARTICIPATION

13.1 The Agency shall consist of one or more of the following:

- a) The Chief Administrative Officer
- b) The Director of Engineering and Public Works
- c) Chief of Police
- d) Fire Chief
- e) Director of Planning and Economic Development
- f) Director of Finance
- g) Director of Recreation

13.2 The Directors are authorized to invite the managers or their identified designates to be members of the agency.

13.3 The Directors are authorized to invite representatives from external organization to participate in meetings, emergency responses and recovery activities.

14.0 FUNCTIONS AND DUTIES

14.1 The Agency will:

- a) Act as the agent of Town 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;
- b) Provide advice to the Committee as required;
- c) Review all emergency plans and programs for the Town on an annual basis;
- d) Report to the Committee on all Agency activities and provide an update on the review of the Municipal Emergency Plan on an annual basis;
- e) Ensure all aspects of Town emergency management activities conform to the command, control and co-ordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency;
- f) Cause the Municipal Emergency Plan and related plans and programs to be activated when required;

TOWN OF TABER
BYLAW NO. 19-2019

- g) Perform any other functions and duties as required by the bylaw or by Town Council.

15.0 DIRECTOR OF EMERGENCY MANAGEMENT

- 15.1 The Chief Administrative Officer shall be the Director of Emergency Management and Chair of the Agency.
- 15.2 The Director is authorized to delegate and authorize further delegations of powers, duties, and functions delegated to the Director of Emergency Management under this bylaw.
- 15.3 The Director shall:
 - a) Appoint a Deputy Director of Emergency Management;
 - b) Prepare and co-ordinate emergency management related plans and programs for the Town,
 - c) Act as the Director of the Emergency Operations Center during activation;
 - d) Submit to Town Council annually through the Committee, a report on the status of emergency management in the Town;
 - e) Perform any other functions and duties as required by this bylaw or by Town Council.

16.0 PROTECTION FROM LIABILITY

- 16.1 No action lies against Council, the Committee, the Agency and any person acting under the direction or authorization of these entities for anything done or omitted to be done in good faith while carrying out a power or duty under this bylaw during a SOLE.

17.0 INTENTION OF TOWN COUNCIL

- 17.1 It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

18.0 RESCINDED OR AMENDED BYLAWS

- 18.1 Bylaw No. 17-2014 is hereby repealed in its entirety.

19.0 EFFECTIVE DATE

- 19.1 This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 584/2019 Read a first time this 15th day of October, 2019
RES. 585/2019 Read a second time this 15th day of October, 2019
RES. 587/2019 Read a third time and finally passed this 15th day of October,
2019

TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER (C.A.O)

19.4 Southern Alberta Emergency Management Resource Sharing Agreement



**Southern Alberta
Emergency Management
Resource Sharing
Agreement**

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

THIS AGREEMENT made this 1st day of September A.D. 2017

BETWEEN: As per list of parties identified in Appendix D

WHEREAS a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

AND WHEREAS the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

AND WHEREAS the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

AND WHEREAS each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

AND WHEREAS each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

AND WHEREAS the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

AND WHEREAS the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

NOW THEREFORE in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

- a) “*Assistance*” shall mean *Emergency Services* and/or multidisciplinary resources made available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.
- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
- c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
- d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
- e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
- f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
- g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA), Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
- h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
- i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
- j) “*Incident Management Team*” as defined as per Appendix F
- k) “*Local Authority*”: is defined in Section I (g) of the current *Emergency Management Act, Alberta*.
- l) “*Municipality*” is defined in Section1 (i) of the current *Emergency Management Act, Alberta*.

- m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat to life, property, environment and/or economy within the municipality.
 - n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
 - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
 - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
 - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
 3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
 4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
 5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.
- NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.
7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party's Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw *Assistance*. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.
9. When providing *Assistance*, the following command and control structure applies:
 - a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
 - b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
 - c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
 - d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.
10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.

NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.

NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.

12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client

costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.

13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:
 - a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
 - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
 - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*

18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vise-versa, as the context of this Agreement may require.
21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.
23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. The parties further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta. **IN WITNESS WHEREOF** the parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

APPENDIX A - Resource Request Form

Name of Incident or Event:

Requesting Party:

Responding Party:

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of ___ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

If further resources are required attach an addition sheet.

A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to *Responding Party* personnel if deployed greater than 24 (twenty four) hours.

C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.

D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

Requesting Party Designated Officer: _____

Contact Information:

Signature: _____ Cell Phone: _____

Date: _____

E-Mail:

APPENDIX B - Fee Schedule

Fee Schedule shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
 - a. Type 1 – 2 Engines
 - b. Type 3 – 5 Engines
 - c. Type 6 – 7 Engines
 - d. Ladder
 - e. ATV – UTV
 - f. Rescue (Light, Medium or Heavy)
 - g. Squad/Car
 - h. Sprinkler Trailer
 - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
 - a. Command Vehicle
 - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

APPENDIX C - Delegation of Authority

1. Authority has been assigned to _____ to act on behalf of the _____ Municipality of _____, to mitigate, respond/stabilize, and/or aid in the recovery of the _____ incident.

2. You have full authority to (request, employ or command) _____ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

3. You are accountable to _____ or his/her designated representative listed below.

4. Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

A:

—

B:

—

C:

—

D:

—

E:

—

F:

_____ will represent me on any occasion that I am not immediately available.

5. This authority is effective: Date: _____ Time: _____.

Requesting Designated Officer Designated Officer Signature

Date and Time

SAEMRSA Distribution Draft
June 28, 2017

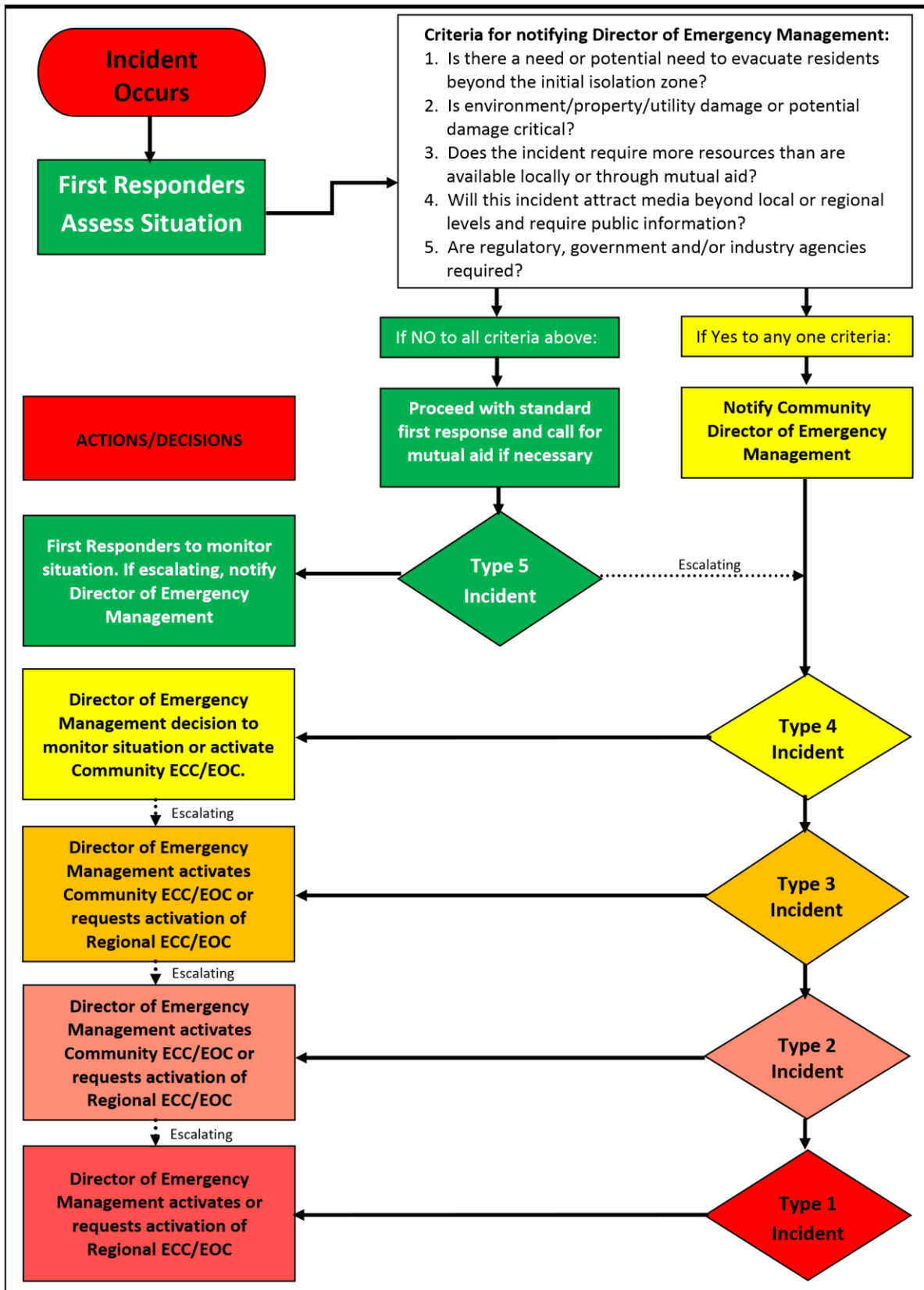
APPENDIX D - Parties to this Agreement

APPENDIX D:		Parties to this Agreement		As of November 16 2020
Municipality or First Nation	Emergency Contact	Contact Information	Council Resolution	Resolution Date
City of Brooks	Kevin Swanson (DEM)	403-363-4330, 403-362-2331 kswanson@brooks.ca	18/267	4-Sep-18
City of Lethbridge	Marc Rathwell (DEM)	403-329-1824 marc.rathwell@lethbridge.ca	N/A	20-Feb-18
City of Medicine Hat	Merrick Brown (DEM)	403-977-0578, 403-525-8686 merbro@medicinehat.ca	N/A	12-Apr-18
County of Forty Mile No 8.	Stewart Payne (DEM)	403-867-4284 DEM@fortymile.ab.ca	94/18	14-Mar-18

Lethbridge County	Clayton Rutberg (DEM)	403-331-4628 emergencyservices@coaldale.ca	519-17	5-Oct-17
M.D of Pincher Creek No. 9	Brett Wuth (DEM)	403-627-7652, 1-855-855-5899 pcremo-dem@mdpincercreek.ab.ca	18/411	10-Jul-18
M.D of Ranchland No. 66	Kelly Starling (DEM)	403-625-1185 kelly@mdwillowcreek.com	M060817	15-Aug-17
Vulcan County	Nels Petersen (CAO)	403-485-0329 cao@vulcancounty.ab.ca	CC 2017-08-02-17	2-Aug-17
M.D of Willow Creek No. 26	Kelly Starling (DEM)	403-625-1185 kelly@mdwillowcreek.com	275/19	17-Jul-19
Piikani Nation	Floyd Provost (DEM)	403-627-7883 fprovost@piikanipaw.ca	BCR-2020-0527-01	20-May-20
Town of Cardston	Jeff Shaw (CAO)	403-653-3366 jeff@cardston.ca	2017-199	8-Aug-17
Town of Claresholm	Jason Hemmaway (DEM)	403-625-9760 jason@claresholm.ca	17-078	14-Aug-17
Town Of Coaldale	Clayton Rutberg (DEM)	403-331-4628 emergencyservices@coaldale.ca	N/A	12-Mar-18
Town of Coalhurst	Matt Conte (DEM)	403-892-0223 firechief@coalhurst.ca	N/A	20-Feb-18
Municipality of Crowsnest Pass	Patrick Thomas (CAO)	403-561-1251 patrick.thomas@crowsnestpass.com	12-2019-03-26	26-Mar-19
Town of Fort Macleod	Liisa Gillingham (DEM)	403-553-4425, 403-715-4137, l.gillingham@fortmacleod.com	R 218.2018	23-Jul-18
Town of Granum	David Fehr (DEM)	403-601-9024 david.fehr@live.ca	18-09-10-18	16-Oct-18
Town of Milk River	Ryan Leuzinger (CAO)	403-394-5682 cao@milkriver.ca	N/A	22-Aug-17
Town of Nanton	Barry Sturrock (DEM)	403-336-0520 publicworks@nanton.ca	#2017-08-11	11-Aug-17
Town of Nobleford	Kirk Hoffman (CAO/DEM)	403-824-3555, 403-634-7671 cao@nobleford.ca	215-2017	1-Sep-17
Town of Picture Butte	Frank West (DEM)	403-795-4623 firechief@picturebutte.ca	252-1807-23	23-Jul-17
Town of Pincher Creek	Brett Wuth (DEM)	403-627-7652, 1-855-855-5899 pcremo-dem@mdpincercreek.ab.ca	17-328	28-Aug-17
Town of Raymond	Ken Steed (DEM)	403-752-3816, 403-894-8894 ksteed138@gmail.com	2018-170	17-Jul-18

Town of Redcliff	Derrin Thibault (DEM)	403-548-6387, 403-952-9569 derrint@redcliff.ca	2018-0270	25-Jun-18
Town of Stavely	Clayton Moss (DEM)	403-467-6774 dem@stavely.ca	18-18	12-Feb-18
Town of Taber	Steve Munshaw (Fire Chief)	403-634-7675 steve.munshaw@taber.ca	371-2017	29-Sep-17
Town of Vulcan	Kim Fath (CAO)	403-485-0411 kfath@townofvulcan.ca	18.231	9-Jul-18
Village of Barons	Laurie Beck (Administration)	403-757-3633 barons@xplornet.com	N/A	9-Jul-18
Village of Cowley	Brett Wuth (DEM)	403-627-7652, 1-855-855-5899 pcremo-dem@mdpincercreek.ab.ca	556-19-10-17	17-Oct-19
Village of Foremost	Sue Wrightson (DDEM)	403-867-3733, 403-866-6891 vlg4most@telusplanet.net	110/18	16-Jul-18
Village of Glenwood	Marilee Campbell (CAO)	403-626-3233 marilee.campbell@glenwood.ca	2018-07-170	12-Jul-18
Village of Longview	Dale Harrison (CAO)	cao@village.longview.ab.ca	N/A	20-Feb-18
Pincher Creek Emergency Services Commission	David Cox	403-627-9504, david.cox@pincherfire.com	2019/166	12-Dec-19

APPENDIX E - Model Incident Threshold Notification / Activation Chart



APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

Type 1:

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

Type 2:

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

Type 3:

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

Type 4:

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

Type 5:

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

Type 1 Incidents or Events:

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.

- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Type 2 Incidents or Events

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

Type 3 Incidents or Events

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 4 Incidents or Events

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 5 Incidents

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

19.5 Mutual Aid Agreement MD of Taber

MUTUAL AID AGREEMENT

THIS AGREEMENT made effective as of the 1 day of June, 2020.

· BETWEEN:

MUNICIPAL DISTRICT OF TABER NO. 14,
a municipal corporation within the meaning of the Municipal Government Act, R.S.A.
2000, Chapter M-26

(the "MD')

-and-

The Town of Taber,
a municipal corporation within the meaning of the Municipal Government Act, R.S.A.
2000, Chapter M-26

(the "TOWN")

WHEREAS the MD operates a Fire Department and provides fire protection services to the residents of the MD;

AND WHEREAS the Town operates a Fire Department and provides fire protection services to the residents of the Town;

AND WHEREAS Section 7 of the Municipal Government Act, R.S.A. 2000, c. M-26, authorizes a Council to pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS Section 7 of the Municipal Government Act, R.S.A. 2000, c. M-26, authorizes a Council to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS an Emergency may affect either Party to such a degree that one Party may require the assistance from the other Party to respond to the Emergency;

NOW, THEREFORE, IN CONSIDERATION of the herein before recited premises and the mutual covenants of the Parties hereto agree as follows:

1. PURPOSE

- 1.1 To form an agreement between the Parties for Assistance to be provided in the event of an Emergency that exceeds the capacity of the responding Fire Department's ability to effectively preserve life or to mitigate property loss.

2. DEFINITIONS

- 2.1 For the purpose of this Agreement:

- a "Assistance" means the provision of fire suppression services, personnel, materials, equipment and services under the control of the MD Fire Department or the Town Fire Department and includes a Full Response and a Standby Response;
- b "Authorized Fire Official" means a member of the Fire Department who is in charge of the response or call including the Fire Chief or Member in Charge;
- c "Dispatch" means Taber Police Service which maintains radio communication with the respective Fire Departments;
- d "Emergency" means a present or imminent event that requires prompt coordination of action to protect the health, safety or welfare of people or to limit damage to property including a fire or incidents requiring trained firefighters and associated equipment to use skill and judgment in the suppression of fire, protection of property or First Aid together with required equipment and techniques;
- e "Fee" means the fee for providing a Full Response as set out in Schedule "A" to this Agreement;

- f "Fire Chief" means, in the case of the MD, the person holding the office of the Fire Department's Fire Chief, and in the case of the Town, the person holding the office of the Fire Department's Fire Chief, or that person's designate;
- g "Fire Department" means the MD Fire Department and its Members or the Town Fire Department and its Members, as the context requires;
- h "First Aid" means the provision of initial care for an illness or injury until definitive medical treatment can be accessed and generally consists of a series of simple and, in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment;
- i "Full Response" means that the Responding Party will deploy its available Members and equipment immediately in order to provide Assistance to the Requesting Party;
- j "Member" means a duly appointed member of the Fire Department including but not limited to permanent, part time, paid on call and volunteer fire fighters;
- k "Parties" means both the MD and the Town and "Party" means either of them, as the context requires;
- l "Requesting Party" means the Fire Department that has the Emergency and is requesting Assistance;
- m "Responding Party" means the Fire Department that is providing Assistance; and
- n "Standby Response" means that the Responding Party will coordinate its available Members and equipment and will be prepared to deploy its Members and equipment for the purpose of providing Assistance immediately at the further request of the Requesting Party.

3. TERM OF AGREEMENT

- 3.1 From the Effective Date of this Agreement, the Requesting Party may request the Responding Party to provide Assistance to the Requesting Party.
- 3.2 The term of this Agreement will commence upon June 1, 2020 and shall terminate on June 1, 2023.
- 3.3 Either Party may terminate this Agreement at any time by providing not less than thirty (30) days' prior written notice of its intention to terminate the Agreement to the other Party.
- 3.4 The Parties shall review this Agreement on an annual basis including any required revisions to fees, charges or terms which may be agreed to in writing by the Parties. The review will be done after April 1st to allow for new Alberta Transportation fees to take effect.

3.5 Notwithstanding Paragraph 3.4, either Party may request a meeting to discuss concerns or required changes to the Agreement at any time by providing the other party with not less than thirty (30) days prior written notice of the meeting request including details of the issues to be discussed at the meeting.

4. PROCEDURE FOR INVOKING MUTUAL AID

4.1 All requests for Assistance shall be made in accordance with the following procedure:

- a) An Authorized Fire Official of the Requesting Party shall request Assistance from the Responding Party by placing the request through their local dispatch either by radio and shall advise if:
 - i. the Requesting Party is requesting a Standby Response or Full Response, and
 - ii. what apparatus is being requested.

4.2 For further clarity each municipality shall provide a list of Fire Service Apparatus and Equipment that is available for Mutual Aid response and shall attach to this agreement as Schedule B”.

5. COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

5.1 Fire Department personnel, Members and equipment are, at all times, under the direct command of their own respective Fire Departments.

5.2 Authorized Fire Officers of the Requesting Party shall be responsible for directing the deployment of tasks and equipment dispatched to their aid by the Responding Party. The ICS system will be utilized.

5.3 Unless mutually agreed upon, when both Fire Departments are engaged in an Emergency response, the overall operation shall be directed by the Fire Department in whose jurisdiction the Emergency is occurring.

5.4 Assistance to the Requesting Party from the Responding Party is to be provided for a period of time not longer than that deemed appropriate by the Requesting Party.

6. RESPONSE OBLIGATIONS OF THE PARTIES

6.1 The Responding Party shall only provide the level of Assistance, including the apparatus, requested by the Requesting Party. The Responding Party shall provide additional Members and/or apparatus and equipment if requested by the Authorized Fire Official of the Requesting Party.

- 6.2 The Responding Party shall not permit any Members to provide Assistance with personal vehicles unless requested by the Authorized Fire Official.
- 6.3 Authorized Fire Officers of the responding party shall be responsible for directing the deployment of tasks and equipment as dispatched by the Requesting Party and shall ensure that no task exceeds the qualification or training of the responding fire personnel.
- 6.4 Notwithstanding Paragraph 7.2, the Responding Party shall provide not less than the following staffing levels for the requested apparatus unless otherwise directed or approved by the Authorized Fire Official of the Requesting Party:
- a) Engine / Platform: 4 Firefighters
 - b) Rescue: 4 Firefighters
 - c) Tender: 2 Firefighters
 - d) Wildland: 2 Firefighters
- 6.5 The Fire Chiefs shall coordinate the Fire Departments' joint response to Emergencies involving primary or secondary highways.
- 6.6 Where the Fire Departments are responding to an Emergency involving primary or secondary highways, the Fire Department which on scene first shall assume command of the scene until relieved by the Authorized Fire Official from the Fire Department in whose jurisdiction the Emergency arises.
- 6.7 The Parties shall carry adequate insurance coverage including but not limited to insurance coverage on its Fire Department vehicles and equipment to cover any loss or damage to same.
- 6.8 The Parties shall comply with the Worker's Compensation Act and have other applicable insurance in place for its Members.
- 6.9 The Responding Party shall not make public statements or communicate with the media with respect to the provisions of Assistance to the Requesting Party without first having reached agreement with the Requesting Party with respect to the information to be made public.

7. LIMITATIONS OF ASSISTANCE

- 7.1 A Responding Party may, in its absolute discretion, refuse to render Assistance to a Requesting Party. In that event, the Requesting Party shall have no claim for damages or compensation against a Responding Party arising out of the refusal of that Responding Party to render Assistance.
- 7.2 If a Responding Party decides to render Assistance, the Responding Party may render the full level of Assistance requested by the Requesting Party, or a portion thereof. In the event that the Responding Party can only provide a portion

of the Assistance requested, the Responding Party shall provide notice of that limitation of Assistance to the Dispatcher immediately.

- 7.3 In the event that the Responding Party decides to provide a portion of the Assistance requested by the Requesting Party, the Requesting Party shall have no claim for damages or compensation against the Responding Party arising out of the refusal of that Responding Party to render the full level of Assistance required.
- 7.4 The Responding Party shall not be liable to the Requesting Party nor any other party hereto for any failure of or delay in rendering Assistance nor shall the Responding Party be deemed to be in breach of this Agreement, regardless of the cause of such failure or delay. Where the Responding Party is delayed or prevented from rendering Assistance, the Responding Party shall, as soon as possible, give notice of such to the Dispatcher.

8. FEES AND COST RECOVERY PROCEDURE

- 8.1 There shall be no Fee imposed by the Responding Party for a Standby Response.
- 8.2 The Requesting Party shall compensate the Responding Party for providing a Full Response in an amount not to exceed the Fees specified in Schedule "A".
- 8.3 The Parties agree that Fees are to be set and charged for the sole purpose of recovering the actual costs of providing the Assistance and not for the purpose of generating profit.
- 8.4 The Requesting Party will be responsible for recovering costs relating to all Emergency responses within its boundaries.
- 8.5 In the event of a joint response by both Parties on primary and secondary highways, each Party is responsible to invoice Alberta Transportation for its own Fire Department's response.
- 8.6 All Fees are to be paid by the Requesting Parties within thirty (30) days of receipt of the invoice issued by the Responding Party.
- 8.7 The Responding Party shall issue an invoice to the Requesting Party for Fees within thirty (30) days of providing Assistance.

9. DISPUTE RESOLUTION

- 9.1 Any operational questions, concerns and/or conflicts are to be brought to the attention of both Fire Chiefs through the appropriate chain of command of the

respective Fire Departments and the Fire Chiefs shall undertake reasonable efforts to resolve the issues between themselves.

- 9.2 Where the Fire Chiefs are unable to resolve the issues, the following provisions shall apply to the resolution of conflicts between the Parties as they arise:

Any dispute between the Parties hereto as to the interpretation of, subject matter of, or in any way related to, this Agreement is to be resolved by the Parties attempting to reach a fair and equitable resolution by using, in good faith, one or more of the following means, in the order listed, until a resolution is arrived at. The means to be used are:

- a. negotiation
- b. mediation
- c. arbitration; or
- d. legal proceedings in a court of competent jurisdiction.

Except for the purposes of preserving a limitation period or obtaining an appropriate writing by the Parties, it is a condition precedent to the bringing of any legal proceedings that the means or procedures in this clause have been used and followed in good faith. With respect to mediation, unless otherwise agreed to in writing, mediation will be in accordance with the procedures of The ADR Institute of Canada, Inc. (hereinafter sometimes referred to as the "Institute"), using as mediator a third party neutral person, either mutually agreed to by the Parties, or if the Parties are unable to agree, as selected by the Institute. With respect to arbitration, unless otherwise agreed to in writing by both Parties, arbitration is to be by way of a single arbitrator pursuant to the Arbitration Act of Alberta, in accordance with the rules and procedures of the Institute.

10. INDEMNITY

- 10.1 In this Part, the following terms shall have the following meanings:

- a. "Claims" means all claims, demands, losses, personal injury, death, costs (including legal fees on a solicitor and his own client basis), damages, property damage, actions, suits or other proceedings brought, made or prosecuted by any person or entity, resulting from the Parties' performance, purported performance or non-performance of their respective obligations under this Agreement including but not limited to failing to provide Assistance, delay in providing Assistance, any failure of any apparatus or equipment in providing Assistance or the manner in which Assistance was provided;
- b. "Requesting Party" means the Party to this Agreement for or on behalf of which Assistance is provided and includes all persons for whose conduct

the Requesting Party is legally responsible including but not limited to the Requesting Party's Fire Department, elected officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents or anyone else engaged by or on behalf of the Requesting Party; and

C. "Responding Party" means the Party to this Agreement which provides Assistance for or on behalf of the other Party and includes all persons for whose conduct the Responding Party is legally responsible including but not limited to the Responding Party's Fire Department, elected officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents or anyone else engaged by or on behalf of the Responding Party.

- 10.2 The Parties agree that Assistance provided under this Agreement by the Responding Party are at the request of and on behalf of the Requesting Party and, accordingly, unless otherwise specifically provided for in this Agreement, all risk and liability, of whatever nature and kind, arising out of the provision of Assistance by the Responding Party to the Requesting Party shall be borne by the Requesting Party.
- 10.3 Each Party hereby releases and holds harmless the other Party from all Claims unless such Claims arise directly from or are a direct result of the negligence or willful misconduct of the other Party.
- 10.4 The Requesting Party shall indemnify and hold harmless the Responding Party from and against any and all liability arising from Claims that are in any way attributable to the Responding Party's provision of Assistance pursuant to this Agreement, including but not limited to a delay in or refusal to provide Assistance, unless the Claims arise directly as a result of the negligence or willful misconduct of the Responding Party.
- 10.5 Each Party (the "Indemnifying Party") shall indemnify and hold harmless the other Party (the "Indemnified Party") from any and all Claims arising directly as a result of the Indemnifying Party's negligence or willful misconduct related to the discharge of the Indemnifying Party's obligations under this Agreement including but not limited to the unauthorized use or disclosure of any Records or Personal Information.
- 10.6 Notwithstanding any other provision within this Agreement, each Party (the "Indemnifying Party") hereby releases, indemnifies and holds harmless the other Party (the "Indemnified Party") from any Claims resulting from the death of or injury to any of the Indemnifying Party's Members or damage to the Indemnifying Party's vehicles, equipment or apparatus unless the death, injury or damage is caused by the Indemnified Party's negligence or willful misconduct.

- 10.7 The Responding Party shall assume all liability and responsibility for any damage caused to or by its own apparatus while in route to or returning from providing Assistance to the Requesting Party.
- 10.8 The Requesting Party shall in no way be deemed liable or responsible for the personal property of Responding Party Members which may be lost, stolen or damaged while providing Assistance pursuant to this Agreement unless directly caused by the Requesting Party's negligence or willful misconduct.
- 10.9 The indemnity set out in this Part 11 shall include without limitation any Claim that is not covered by insurance or, if insured, is under-insured. The obligation to maintain insurance as stated in Part 12 shall not detract from the indemnification obligations established in this Part 11.
- 10.10 The provisions of this Part 11 shall survive the expiration of the Term or the termination of this Agreement.

11. INSURANCE

- 11.1. Throughout the Term of this Agreement, each Party, at its own expense, shall acquire and maintain in full force and effect, the following minimum insurance coverage with insurers authorized within the Province of Alberta to issue insurance policies in Alberta:
- a. Commercial General Liability insuring against third party Property Damage, Bodily Injury (including death), and Personal Injury, including Products and Completed Operations Liability for an amount of not less than TEN MILLION DOLLARS \$10,000,000 per occurrence. Such insurance shall also include provision for:
 - i. A broad form Contractual Liability Clause,
 - ii. A Non-Owned Automobile Liability extension which incorporates
 - A. Contractual Liability Endorsement S.E.F. 96, and
 - B. Legal Liability for Damage to Hired Automobile Endorsement;
 - b. Automobile Liability insuring against Bodily Injury, and Property Damage Liability arising from the use and operation of all vehicles owned, licensed or leased in the performance of the Fire Services (including liability for attached equipment if not contemplated by Commercial General Liability above) with no less than a Five Million Dollars (\$5,000,000) per occurrence limit.

- 11.2. Each Party shall insure its own vehicles, equipment and apparatus against direct physical loss in an amount suitable to them.
- 11.3. Either Party may request reasonable evidence of required insurance at any time during the Term of this Agreement and the other Party shall provide evidence within thirty (30) days of receipt of the request.
- 11.4. Failure to procure and maintain insurance requirements stated in Paragraph 12.1 shall constitute a default under this Agreement.

12. FOIPPA

- 12.1 All Records and Personal Information related to this Agreement and created, compiled, collected, maintained or obtained by the Responding Party while providing Fire Services to the Requesting Party is the property of the Requesting Party and is subject to the complete control of the Requesting Party irrespective of custody.
- 12.2 A Responding Party will provide to the Requesting Party any and all Records which are subject to the Requesting Party's control within 15 calendar days of receipt of a request by the Responding Party, at the expense of the Requesting Party.
- 12.3 Within thirty (30) days of the termination of this Agreement or expiry of the Term, each Party will provide to the other Party any and all Records which are subject to the other Party's control, at the expense of the Party providing the Records.
- 12.4 The Parties acknowledge and agree that FOIPPA, subject to legislation to the contrary, applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected or provided under or pursuant to this Agreement.
- 12.5 Each Party shall maintain any Personal Information obtained while performing its obligations in this Agreement in accordance with FOIPPA, and will not collect, handle, use or disclose such Personal Information except in accordance with FOIPPA.
- 12.6 The Parties will not collect any Personal Information from individuals within the jurisdiction of the other Party unless the collection is authorized under this Agreement or the collection is expressly authorized by the other Party in writing in advance of any collection taking place.
- 12.7 Each Party shall ensure that its officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents, or anyone else engaged

by or on behalf of the Party to carry out this Agreement complies with this Part 13.

13. GENERAL

- 13.1 This Agreement embodies the entire agreement between the Parties. The Parties shall not be bound by or liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein.
- 13.2 The Fire Chiefs of the respective Fire Departments of the Parties hereto may, from time to time, develop and agree upon operational strategy for the most efficient deployment of their personnel and equipment in a response to an Emergency.
- 13.3 This Agreement shall supersede any and all previous mutual aid agreements, whether oral or written, among the Parties.
- 13.4 This agreement is the Primary Mutual Aid Agreement and will supersede any other Area Resource Sharing Agreements.
- 13.4 This Agreement is made subject to all applicable provisions of relevant legislation, regulations, and bylaws relating to the provision of Assistance and apparatus and equipment outside of the corporate limits of a municipality.
- 13.5 The duties, obligations and liabilities of the Parties are intended to be separate, not joint or collective. Nothing in this Agreement is intended to create a partnership of any kind. Each party hereto is individually responsible for its own conduct and obligations as set out in this Agreement or otherwise agreed to and confirmed in writing.
- 13.6 No interest in this Agreement may be assigned without the prior consent of the Parties hereto. No Party may be added as a party to this Agreement without the prior written consent of the Parties hereto.
- 13.7 If any Party desires to give notice to any other Party under or in connection with this Agreement, such notice should be given as follows:
 - a. to the MD by delivery to or by postage prepaid mail addressed to:

Municipal District of Taber No. 14
4900-50 Street
Taber, AB T1G 1T2

Attention: Brian Schafer DEM / Regional Fire Chief

or by fax to the fax number of the MD at 403-223-1799 or by e-mail to vauxhallfirechief@mdtaber.ab.ca

- b. to the Town by delivery to or by postage prepaid mail addressed as follows:

Town of Taber
4900A 50th st
Taber, AB T1G 1T2

Attention: Steve Munshaw Fire Chief

or by fax to the Town of Taber 403-223-5502 or by e-mail to fire.chief@taber.ca

- c. Each party may change the contact information provided in this Paragraph 12.7 upon written notice to the other.
- d. Notices sent by courier or registered mail shall be deemed received seven (7) days after being sent. Notices sent by e-mail or facsimile shall be deemed received the next business day after being sent.

13.8 A waiver by any Party hereto of the strict performance of the other of any covenant or provision of this Agreement will not of itself constitute a waiver of any subsequent breach of such covenant or provision or of any other covenant, provision or term of this Agreement.

13.9 Each of the Parties from time to time and at all times will do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.

13.10 The Parties agree that this Agreement may be amended from time to time in writing upon mutual agreement to do so to give effect to the intention of the Parties as the circumstances at the time may require.

13.11 The Parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement.

13.12 The recitals set out at the beginning of this document and the schedules attached hereto are hereby made part of this Agreement.

13.13 This Agreement shall endure to the benefit of and be binding upon the Parties hereto, their heirs, executors, successors, and assigns.

IN WITNESS WHEREOF the parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers, as of the day and year first above written.

MUNICIPAL DISTRICT OF TABER

A handwritten signature in blue ink, appearing to read "J. Smith", written over a horizontal line.

REEVE CAO

TOWN OF TABER

A handwritten signature in blue ink, appearing to read "A. P. ...", written over a horizontal line.

MAYOR

A handwritten signature in blue ink, appearing to read "S. A.", written over a horizontal line.

CAO

SCHEDULE "A"

FEES

1. Rates for equipment and manpower responding to an Emergency are as follows:

All rates are based on a minimum of one (1) hour response time and per 15 minute block thereafter from the time the apparatus or man power leaves from its home base till the time it returns to its home base and is back and ready for service.

Heavy Equipment - The current rate schedule published by Alberta's Ministry of Infrastructure and Transportation or Alberta Road Builders and Heavy Construction Association, whichever is the lesser, will be used.

Heavy Equipment Man Power — Each piece of equipment will be supplied with one operator and the cost for this operator will be included in the rate for the piece of equipment. Additional Heavy Equipment Man Power & General Man Power - At their current rate of pay.

Fire Apparatus — Current year Alberta Transportation rates will be used for all Highway and on non-Highway related calls. Manpower is included in these rates per vehicle.

2. Actual cost of any consumable used such as foam or spill products.

Schedule "B"

Fire Service Equipment Available for Mutual Aid Response

Available MD of Taber Regional Fire Service Apparatus/Equipment

Apparatus	Tank Capacity Gallons	Pump n Roll	Spray Bars	Portable Pond	Vehicle X Tools	Confined Space Certified	Ice/Water Rescue Certified	Rope Rescue Certified	SCBA	Livestock Trailer	Mobile IC Trailer
Enchant										No	No
Engine/Tender	3000	Yes	Yes	No	No	No	No	No	0		
Wildland	130	Yes	No	No	No	No	No	No	2		
Wildland	300	Yes	No	No	No	No	No	No	2		
Grassy Lake										No	No
Engine	1500	Yes	Yes	No	No	No	No	No	3		
Wildland	300	Yes	No	No	No	No	No	No	0		
Rescue		No	No	No	Yes	No	No	No	3		
Hays										No	No
Engine	1500	Yes	Yes	No	No	No	No	No	5		
Wildland	300	Yes	No	No	No	No	No	No	1		
Wildland	300	Yes	No	No	No	No	No	No	0		
Sierra 1-1		No	No	No	No	No	No	No	0		
MD Taber Regional										No	Yes
Engine	900	Yes	Yes	No	No	No	No	Yes	4		
Engine	900	Yes	No	No	Yes	No	No	No	4		
Wildland	300	Yes	No	Yes	No	No	No	No	0		
Wildland	300	Yes	No	Yes	No	No	No	No	0		
Rescue		No	No	No	Yes	No	No	Yes	4		
Rescue		No	No	No	No	Yes	Yes	Yes	4		

Sierra 4-1		No	No	No	No	No	No	No	0		
Vauxhall Regional										Yes	No
Engine	900	Yes	No	No	No	No	No	No	4		
Engine/Tender	3000	Yes	Yes	No	No	No	No	No	1		
Wildland	300	Yes	No	Yes	No	No	No	No	0		
Wildland	300	Yes	No	No	Yes	No	No	No	1		
Rescue		No	No	No	Yes	No	Yes	No	4		
Sierra 5-1		No	No	No	No	No	No	No	0		

Schedule "B"

Taber Fire Department Fire Service Equipment Available for Mutual Aid Response

Apparatus	Tank Capacity Gallons	Pump and Roll	Spray Bars	Portable Pond
Town of Taber				
Engine 6-3	900	No	No	No
Tower 6-4 110' Platform	500	Yes	No	No
Engine 6-5	900	Yes	No	Yes
Wildland 6-7	100	Yes	No	No
Rescue 6-6	No	No	No	No
Command 6-1	No	No	No	No
Command 6-2	No	No	No	No

Other Services Available:

Confined space Tech
 Rope rescue Tech
 Hazmat Tech
 Heavy rescue Tech
 Farm Extrication
 Ice Rescue Tech
 Swift water
 Wildland Fire certified

Fire inspector Level 2
Fire investigator Level 2
Provincial Spill response trailer
Mobile Command Post

19.6 Glossary of Terms

Glossary

Acronyms:

- **CEMP** Community Emergency Management Program
- **CEP** Community Emergency Plan
- **REP** Region Emergency Plan

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.

Certifying Personnel: Process that entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

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: Consists of 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.

Communications/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.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Critical Infrastructure: Essential underlying systems and facilities upon which our standard of life relies.

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 Council resolution 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.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

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 resources in the Operations Section.

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 Operations Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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. (BEM, 2012)

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.

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 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. IMTs are generally grouped in five types.

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. Public 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.

Multiagency 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.

Multiagency 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 operations centres (EOC) and MAC Groups. These systems assist agencies and organizations responding to an incident.

Multijurisdictional 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 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.

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.

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.

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.