

## AGENDA

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Municipal Emergency Management Committee Meeting  
7 P.M. Thursday, February 27, 2014  
Town of Taber Council Chambers

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- 1) Call to Order
- 2) Additions/Deletions
- 3) Review of the Minutes from the January 17, 2013 meeting of the Municipal Emergency Management Committee
- 4) New Business

	Topics:
a.	Emergency Management Committee Introduction and Review of Past Meeting Minutes
b.	Review of Emergency Management Bylaw a. Annual review required
c.	Brief Overview of Emergency Management Structure (PowerPoint) <ul style="list-style-type: none"><li>• Town of Taber Involvement in the Intermunicipal Emergency Plan and the Role of the Protective Services Committee (See attached PSC minutes from July 28, 2011)</li></ul>
d.	Overview of Emergency Management Planning Process (PowerPoint with attached paper)
e.	Emergency Management Timeline (past events and near future) and Goals
g.	Requests for Committee <ol style="list-style-type: none"><li>1. Approval of structured walk through of an exercise with EOC personnel prior to March 21</li><li>2. Approval of use of grant funds to complete exercise on March 21, using an experienced facilitator. The amount is \$1000 and has been budgeted.</li><li>3. As the Town of Taber has adopted the intermunicipal emergency plan, approval to provide the Town's current emergency management information to the Regional Director of Emergency Management, and retain the remainder of the original plan for information only</li><li>4. Schedule next meeting allowing sufficient time to review the municipal emergency plan document and make recommendations to forward to the Protective Services Committee (next meeting March 27, 2014)</li></ol>

- 5) Close of Meeting

MINUTES OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, JANUARY 17, 2013, AT 7:00 PM.

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PRESENT: Mayor Ray Bryant  
Councillor Randy Sparks  
Councillor John Papp

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, CA, Director of Corporate Services  
Mike Bos, Fire Chief  
Chris Livingstone, Deputy Fire Chief

**ORDER**

G. Birch called the meeting to order at 7:01 PM.

He said that the Committee had never met and there was no appointed Chair. The Committee members discussed this and noted that the Mayor was on the Committee. Councillor Papp suggested that the Mayor should chair the Committee and Councillor Sparks agreed.

Mayor Bryant assumed the position of Chair, given the consent of the other members.

**ADOPTION OF THE AGENDA**

Mayor Bryant inquired if there were any additions or deletions to the Agenda, and advised that there were none.

**DELEGATIONS - NONE**

**ADOPTION OF MINUTES - NONE**

**BUSINESS ARISING FROM THE MINUTES - NONE**

**NEW BUSINESS****A) Roles and Responsibilities:**

G. Birch led a review and discussion of Bylaw 4-2011 that establishes the Municipal Emergency Management Committee. Mr. Birch clarified that this Bylaw would not apply for most emergencies, even large ones. Instead, it is intended to apply to what might be termed disasters, where the normal municipal emergency response is overwhelmed. The Committee then discussed the roles of the various parties referenced in the Bylaw, how a state of local emergency is declared and how it is ultimately ended, and the function of the emergency operations centre which would normally be located in the Town's Fire Hall building.

M. Bos clarified that the Municipal Emergency Management Agency (MEMA) referenced in the Bylaw is the group that would attend the emergency operations centre in event of a major emergency (disaster). It was also noted that the Town's Bylaw 4-2011 echoes the wording of Alberta's Emergency Management Act in some places.

**B) Roles and Responsibilities:  
Appointment of Director of Emergency Management  
Appointment of Deputy Director of Emergency Management  
Setting Times for Regular Review of the Municipal  
Emergency Management Plan**

G. Birch noted that the Committee does not have to know the specific details of the Plan, but should understand it and the concept of its operation. The task-specific envelopes contained in the Plan were referenced.

**NEW BUSINESS – CONT'D**

- B) Roles and Responsibilities:  
Appointment of Director of Emergency Management  
Appointment of Deputy Director of Emergency Management  
Setting Times for Regular Review of the Municipal  
Emergency Management Plan – Cont'd**

The Plan is to be reviewed once per year, as per the Bylaw 4-2011. The Committee decided that a checklist for review may be worthwhile. It was noted that the Committee and Council would approve the Plan in concept, but the Plan itself would be an ongoing work in progress. For example, as people leave the Town and the Agency members need to be replaced, the Plan does not need to go to Council each time.

The Committee decided that the next meeting will be set at the call of the Chair, based on the recommendation of the Director of Emergency Management that the draft Municipal Emergency Management Plan is done, with the target to be March 4, 2013 at 6:00 PM.

The Plan should be sent out about a week ahead of time to the Committee members for review.

- RES.16/13 MOVED by Councillor Sparks that the Committee recommend to Council that Mike Bos be appointed to the position of Director of Emergency Management.

CARRIED UNANIMOUSLY

- RES.17/13 MOVED by Councillor Sparks that the Committee recommend to Council that Dale Culler be appointed to the position of Deputy Director of Emergency Management.

CARRIED UNANIMOUSLY

**NEW BUSINESS – CONT'D****C) Review of the Draft Municipal Emergency Plan**

The Draft Plan has been updated largely by Kerry Van Ham in late 2013. It needs to be reviewed and refined by the Director, Deputy Director and others. Mike Bos will ask Sherry Hansen to assist in this regard to meet the March 4, 2013 target.

The purpose of the March 4, 2013 meeting will be to discuss plan finalization in terms of Bylaw 4-2011.

**D) Emergency Centre Kit (ECK)**

The emergency kit that supposedly was within the Town, thought to include items associated with administering and documenting operational functions during a disaster, cannot be located. Administration is exploring options to replace it. It was noted that the Town will need to make up its own small kits; specific to various emergency operation centre functions, and those could be placed in rubber containers.

**E) Alberta Emergency Management Agency (AEMA)**

The Committee asked M. Bos to invite Mark Murphy, the Alberta Emergency Management Agency (AEMA) Field Officer, Southern Region, to attend the March 11, 2013 Council meeting for information and discussion purposes prior to the draft Municipal Emergency Management Plan being presented to Council. The Plan could then be recommended to Council on March 25, 2013.

It was also noted that there may be a need to have emergency passes. M. Bos and C. Livingstone will look into this.

**MEDIA INQUIRIES - NONE****CLOSED SESSION - NONE****OPEN SESSION - NONE**

13/2013

January 17, 2013

**CLOSE OF MEETING**

RES.18/13 MOVED by Councillor Sparks that this Municipal Emergency Management Committee Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 8:23 PM

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

13/2013

January 17, 2013

**TOWN OF TABER**  
**BYLAW NO. 4-2011**

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, TO APPOINT AN EMERGENCY MANAGEMENT COMMITTEE AND TO ESTABLISH AND MAINTAIN A MUNICIPAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS the Council of the Town of Taber is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said *Emergency Management Act*.

NOW THEREFORE the Council of the Town of Taber enacts as follows:

**1.0 NAME OF BYLAW**

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

**2.0 DEFINITIONS**

In this Bylaw:

<b>"Act"</b>	means the <i>Emergency Management Act</i> , Chapter E-6.8, Revised Statutes of Alberta 2000;
<b>"Council"</b>	means the municipal council of the Town of Taber;
<b>"Disaster"</b>	means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
<b>"Emergency Management Committee"</b>	means the committee established under this Bylaw;
<b>"Emergency"</b>	means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
<b>"Minister"</b>	means the Minister charged with administration of the <i>Act</i> ;

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**BYLAW NO. 4-2011**

**"Municipal Emergency Management Agency"** means the agency established under the Bylaw;

**"Municipal Emergency Plan"** means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster and includes the Intermunicipal Emergency Services Plan adopted as part of the Regional Emergency Management Framework Agreement with the Municipal District of Taber, the Town of Vauxhall, and the Village of Barnwell;

**3.0 GENERAL**

**3.1** There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.

**3.2** There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the *Act*. This does not include the power to declare, renew or terminate a state of local emergency, nor the powers contained in Section 4.4 of this Bylaw.

**3.3** Council shall:

- a) by resolution, appoint three members to serve on the Emergency Management Committee;
- b) provide for the payment of expenses of the members of the Emergency Management Committee;
- c) by resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Taber;
- e) approve the Town of Taber's emergency plans and programs; and
- f) review the status of the Municipal Emergency Plan and related plans and programs at least once a year.



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**3.4** Council may:

- a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
- b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans, intermunicipal emergency services plans, and programs.

**3.5** The Municipal Emergency Management Committee shall:

- a) review the Municipal Emergency Plan and related plans and programs on a regular basis;
- b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

**3.6** The Municipal Emergency Management Agency shall be comprised of one or more of the following:

- a) Council;
- b) the Director of Emergency Management;
- c) the Deputy Director of Emergency Management;
- d) the Municipal Administrator;
- e) designated officer of the Town of Taber
- f) any other individuals who Council deems necessary in the preparation or implementation of the Municipal Emergency Plan.

**3.7** The Director of Emergency Management shall:

- a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town of Taber;
- b) act as director of emergency operations or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency;
- c) co-ordinate all emergency services and other resources used in an emergency;

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- d) ensure that someone is designated to discharge the responsibilities specified in paragraphs a), b) and c).

**4.0 DECLARATION OF EMERGENCY**

**4.1** The power to declare or renew a state of local emergency under the Act, the powers specified in Section 4.3 of this Bylaw, and the requirement specified in Section 4.6 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or in his/her absence, the Deputy Mayor and any two other members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist make a declaration of a state of local emergency.

**4.2** When a state of local emergency is declared, the Director of Emergency Management or designate making the declaration shall:

- a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
- b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
- c) notify Emergency Management Alberta, as soon as is reasonably practicable.
- d) forward a copy of the declaration to the Minister forthwith.

**4.3** Subject to Section 4.6, when a state of local emergency is declared, the Director of Emergency Management or designate making the declaration may:

- a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
- b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
- d) control or prohibit travel to or from any are of the Town;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;

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- f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town 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;
- g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of the emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs b) through j) in relation to any part of the municipality affected by a declaration of a state of local emergency.

**4.4** When a state of local emergency is declared:

- a) neither Council nor any member of Council; and
- b) no persons appointed by Council to carry out measures relating to emergencies or disasters,

is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

**4.5** Notwithstanding Section 4.4:

- a) Council and any member of Council; and
- b) any person acting under the direction or authorization of Council,

is liable for gross negligence in carrying out their duties under this Bylaw.

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

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- 4.7** A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a) a resolution is passed under Section 4.6;
  - b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - c) the Lieutenant Governor in Council makes an order for a state of emergency under the *Act*, relating to the same area; or
  - d) the Minister cancels the state of local emergency.
- 4.8** When a declaration of a state of local emergency has been terminated, the Director of Emergency Management or designate who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected and shall notify Emergency Management Alberta as soon as is reasonably practicable.

**5.0** Bylaw A-347 is hereby repealed in its entirety.

This Bylaw shall take force and effect upon the final reading thereof.

RES.218/11 **Read** a first time this 12<sup>th</sup> day of September, 2011.

RES.219/11 **Read** a second time this 12<sup>th</sup> day of September, 2011.

RES.221/11 **Read** a third time and finally passed this 12<sup>th</sup> day of September, 2011.

**TOWN OF TABER**



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**MAYOR**



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**CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**

Minutes of the Protective Services Committee held in the M.D. of Taber Council Chambers of the Administration Building at Taber, Alberta on Thursday, July 28, 2011.

Attendance

Those present were:

- |                 |   |
|-----------------|---|
| Brian Brewin    | - Reeve, M.D. of Taber                          |
| Ben Elfring     | - Deputy Reeve, M.D. of Taber                   |
| Derrick Krizsan | - Municipal Administrator, M.D. of Taber        |
| Jon Hood        | - Director of Emergency Services, M.D. of Taber |
| Ray Bryant      | - Mayor, Town of Taber                          |
| John Papp       | - Councillor, Town of Taber                     |
| Rob Cressman    | - Town of Taber                                 |
| Russ Norris     | - Councillor, Town of Vauxhall                  |
| Chris Burns     | - Town of Vauxhall                              |
| Brian Schafer   | - Town of Vauxhall Fire Chief                   |
| Mike Bos        | - Taber Fire Chief                              |
| Robin Hansen    | - Deputy Mayor, Village of Barnwell             |
| Wendy Bateman   | - Municipal Administrator, Village of Barnwell  |
| Alf Rudd        | - Town of Taber Police Chief                    |

Absent: Donald Johnson, Martha Bueckert, Randy Sparks, Del Bodnarek, Barb Miller, Ted Haynes

Resolution No.    Agenda Item #

1.            Call to Order

Brian Brewin called the meeting to order at 7:07 p.m.

2.            Acceptance of Agenda

Resolution No. PS-2011-6

MOVED by Randy Sparks that the agenda be approved as presented.  
CARRIED

3.            Adoption of Minutes – July 22, 2010

Resolution No. PS-2011-7

MOVED by Ben Elfring that the minutes of February 9, 2011 be accepted as printed.  
CARRIED

5.A (i)      New Business – Intermunicipal Emergency Services Plan

The Joint Emergency Services Plan was reviewed.

The Town of Taber indicated that they will adopt the Intermunicipal Emergency Services Plan.  
The Village of Barnwell indicated that they will adopt the Intermunicipal Emergency Services Plan.  
The Town of Vauxhall indicated that they have adopted the Intermunicipal Emergency Services Plan.

The MD of Taber indicated that they have adopted the Intermunicipal Emergency Services Plan.

5.A (ii)      New Business – Appointment of Regional Director of Emergency Management

Resolution No. PS-2011-8

MOVED by Russ Norris to appoint Jon Hood as the Regional Director of Emergency Management.  
CARRIED

5.A (iii)     New Business – Review of Protective Services Committee Terms of Reference

Resolution No. PS-2011-9

MOVED by Robin Hansen to adopt the Terms of Reference with amendment.  
CARRIED

5.A (iv)     New Business – Review of Regional Emergency Management Framework Agreement

Resolution No. PS-2011-10

MOVED by Ben Elfring to accept the Regional Emergency Management Framework Agreement.  
CARRIED

5.A (v)      New Business – Review of Sample Emergency Management Bylaw

A sample of the Emergency Management Bylaw was reviewed.

8            Next Meeting Date

The next meeting date will be set for October 27, 2011 at 7:00 p.m. at the MD of Taber Office.

Resolution No.  
2011-11

9. Adjourn

MOVED by Ben Elfring that the meeting adjourn at 8:12 p.m. CARRIED

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Chairman

\_\_\_\_\_  
Municipal Administrator

## EMD 103 - Emergency Planning

This information was part of a paper completed on emergency planning. It follows industry recommended guidelines on public sector emergency management.

The following is a list of the steps recommended as part of the emergency planning process. Included are some of the reasons why these steps are valid part of the process.

### 1. **Create Authority**

At a municipal level the Emergency Management Act delegates the authority for emergency management to local authorities. This delegation of powers also includes requirements to set up a committee to oversee the preparation and implementation of plans (Emergency Management Act, R.S.A. 2000 c E-6.8).

### 2. **Delegate authority**

The Emergency Management Act of Alberta not only delegates authority, it also prescribes how this authority is to be used (Emergency Management Act, R.S.A. 2000 c E-6.8). The CSA Z1600-08 is targeted at both private and public sector emergency management. It is intended to align with the NFPA 1600, a widely accepted US standard, with the intent of creating aligned standards across borders (Canadian Standards Association, 2008, p. viii). Both the Emergency Management Act and the Z-1600-08 reference the delegation of powers to a single individual who, as a member of the advisory committee, will physically administer the plan (Canadian Standards Association, 2008, p. 3) . This person coordinates the plan and keeps it up to date (Canadian Standards Association, 2008, p. 3).

### 3. **Analyze hazards, risks, and vulnerabilities**

The purpose of this step is to rate risks using two variables; the likelihood of an event occurring and the impact of an event occurring. The intent is to plan for risks and apply resources to the highest rated risks under which an entity has authority over (Province of British Columbia).

### 4. **Identify and implement mitigation strategies**

Mitigation flows from the risk analysis. As threats are identified, strategies may be developed to address the threats prior to an event occurring (Kuban, 1996, p. 136). While mitigation is considered a phase of emergency management, the planning process uncovers opportunities for mitigation, which in turn may affect the plan.

### 5. **Delegate roles**

Roles and responsibilities need to be defined prior to the incident. CSA Z1600-08 (2008) requires roles, titles, and responsibilities to be assigned to management functions within an incident management system (p. 8). These roles are key in the management of the event.

### 6. **Develop response plans and procedures**

Auf der Heide (1989) states plans and procedures should be developed based on what people will probably do as compared to what the administrators feel people should do (p. 26). By organizing plans along this line, the planning is more realistic and more likely to achieve the desired result.

### 7. **Develop a communications plan**

Kuban (1996) suggests emergency planning should include communication aspects such as a

public information officer to inform the public, public warning systems to alert the public, and a communications system to link the EOC to the site and affected organizations (pp. 138-140).

**8. Identify and evaluate resources**

Auf der Heide (1989) suggests that a lack of resources available for the disaster plan may be a reason why disaster plans are not put into effect (p. 27). It for this reason the CSA Z1600-08 (2008) requires maintaining a list of necessary resources (p. 7).

**9. Publish and share the plan**

Auf der Heide (1989) gives several scenarios which highlights the importance of sharing the plan with stakeholders (p. 28). Without this sharing the plan becomes what Auf der Heide (1989) terms "paper plan syndrome" where the plan appears to meet the intended purpose of preparedness but is not usable as others will be unaware of it (p. 23).

**10. Educate on, train for, and test the plan**

Auf der Heide (1989) states that testing the plan is required for a plan to work as the process of testing the plan will uncover areas of weakness (p. 29). The CSA Z1600-08 (2008) also specifies training for plan users to build the skill set required to work within the plan (p. 10). This step speaks toward building capacity for functional use of the plan in an emergency.

**11. Build a business continuity plan**

By maintaining critical services during an event, organizations become more efficient throughout the event. The impact of the event is minimized with business continuity planning and recovery time and cost is lessened (Government of Canada, 2013)

**12. Review and revise the plan on a regular basis**

Kuban (1996) suggests a key planning point is to make changes to the plan based on real life use of the plan (p. 143). Despite following all the proper steps, the plan may no longer be appropriate due to changes in technology, geography, or changing risks.

Auf der Heide (1989) states that benefits accrue through the planning process regardless of the final product. Collaboration between stakeholders builds relationships and firms up support for a common plan. These relationships become invaluable during the course of an event (p. 30). A Guide to Business Continuity Planning, published by Public Safety Canada, also cites continuity planning as a way of building trust and status with stakeholders by being proactive (Government of Canada, 2013). It is reasonable to assume that the process of planning itself would have this effect on those observing or a part of an organization.

### **Outcomes or Benefits of the Planning Process**

The most significant benefits or outcomes of the planning process are:

- Establishing relationships with other responders and other organizations ahead of time adds efficiency to the response, builds trust, encourages sharing of information and helps develops an understanding and awareness of others jurisdictions and area or expertise.
- Planning strengthens the overall response to the disaster with having an all-encompassing plan with critical information readily accessible.



- Participants have a shared goal and therefore have a willingness to share information, resources and develops professional and mutual respect that contributes efficient problem solving and response.
- Contributes to future collaboration, reduction of future loss and buy-in to the plan.

## Works Cited

Auf der Heide, E. (1989). *Disaster Response: Principles of Preparation and Coordination*. Retrieved 01 20, 2014, from Centre for Excellence in Disaster Management and Humanitarian Assistance: [http://www.coe-dmha.org/Media/Disaster\\_Response\\_Principals.pdf](http://www.coe-dmha.org/Media/Disaster_Response_Principals.pdf)

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Kuban, R. (1996). *The Canadian Fire Officer's Guide to Emergency Management*. Calgary: Pedragon Publishing Ltd.

Province of British Columbia. (n.d.). *Hazard Risk and Vulnerability Analysis*. Retrieved 01 18, 2014, from Emergency Management BC: <http://embc.gov.bc.ca/em/hrva/toolkit.html>

## **Overview of Emergency Management Planning Process**

### **A look back on the Municipal Emergency Plan**

November 30, 2012- DEM completed Alberta Emergency Alert training

January 27, 2013 – Emergency Management Committee meeting (agenda and minutes attached)

January 31, 2013- DEM met with Mark Murphy, AEMA Field Officer, to discuss next steps

March 11, 2013- Mark Murphy scheduled to do information session for council at council meeting, unfortunately was unable to make it.

March 11, 2013 – M. Bos and D. Culler appointed at Town Council to DEM and DDEM positions, respectively.

March 20, 2013 – Emergency Management Agency Meeting consisting of internal and external stakeholders

April 15-18, 2013 – Town of Taber hosted the following courses

- Alberta Emergency Alert
- Disaster Social Services Course
- Registration and Inquiry Course
- Emergency Operations Centre Workshop
- Including People with Disabilities in Emergency Plans Workshop

April 24, 2013- DEM completed Public Information Officer Course in Lethbridge

May 9, 2013 – Protective Services Meeting with Reception Centres and Mutual Aid on the agenda

May 27, 2013 – Mark Murphy did session for council in lieu of March 11, 2013 regarding emergency management responsibilities

July 16, 2013 – Discussed emergency operations centre roles and eoc battle boxes at management meeting. Role descriptions were initially handed out.

August 29, 2013- Protective Services Meeting- Grant application approved and Red Cross agreement held for information

September 26, 2013 – Applied for Joint Regional Training Grant for Emergency Management exercises (we received the grant, approx.. \$3500)

November 12, 2013 – Mark Murphy completed condensed Elected Officials training at Town Council

November 13, 2013 – DEM instructed a 2 hour course to Town of Taber management team (at management meeting) on Incident Command within the EOC

December 17, 2013 – Introduced Hazards Analysis concept to management group at management meeting

December 23, 2013 – met with Dale Culler, DDEM, to discuss strategies to move forward on the Emergency Management planning

January 5, 2014 – DEM working on Public Sector Emergency Management training from NAIT

January 14, 2014 – went over emergency management roles and responsibilities at management meeting. Roles were confirmed and descriptions were handed out. Everyone made aware of emergency plan location and roles in plan.

January 17, 2014 – met with Mark Murphy, meeting minutes are attached

January 28, 2014 – Management Team Meeting- discussed battle boxes, table top exercise and gave everyone a training plan to follow prior to the March 21 test.

February 13, 2014 – Attended Brownlee session regarding emergency management

February 20, 2014 – the Municipal Emergency Plan document has been updated twice since last year and revised to include detailed roles.

February 21, 2014 – Meeting regarding regional municipal emergency plan with Jon Hood and Mark Murphy

February 27, 2014 – Meeting with Red Cross regarding services and cooperative efforts

March 14, 2014 (proposed) – structured walkthrough of an exercise using the base EOC staff. Structured walkthrough focuses on the **processes** to follow in the EOC to create and manage objectives.

March 21, 2014 (proposed) – facilitated exercise

#### **Outcomes to date**

- Emergency Management Agency meeting completed. This meeting generated a lot of feedback from stakeholders including utility companies, hospital, senior's centres, schools, etc. This feedback was placed into the plan.
- EOC staff is assigned. They have been given the basic body of knowledge on their roles to use during an exercise
- Self directed and facilitated training opportunities have been provided at length to most EOC staff. In summary:
  - Facilitated sessions in April 2013 were very successful and well attended
  - Out of Town opportunities have been very poorly attended with people cancelling out of sessions. The Alberta Emergency Alert and Public Information Officer sessions, although publicized and necessary for us, had no attendees other than the DEM.
  - Self directed training is successful with some and not others. While I am aware one or two have completed some courses, I have not received certificates yet to confirm.

- Basic supplies have been placed into plastic boxes for use in an event
- The Town has two grants to use for this years training. One is specific to the Town and the other is Regional.
- A small scale test of the EOC staff is tentatively scheduled for March 21, with a structured walkthrough prior suggested to occur on or about March 14.
- A joint emergency management agency meeting is scheduled April 2 at the Taber Firehall.
- Tentative course dates for Incident Command Systems 100, 200, 300 for November

#### **2014 Recommendations**

- Review the EOC and determine resource requirements for building and equipment
- Pursue training through the Protective Services Committee, for all areas, including Emergency Social Services
- Update the Town of Taber information in the Intermunicipal Emergency plan. Rename the existing plan Town of Taber Plan and save as information.