



## **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 1, 2021 AT 4:30 PM.

### **MOTION**

#### **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: March 2, 2020 **X**

#### **4. BUSINESS ARISING FROM THE MINUTES**

#### **5. ACTION ITEMS**

ITEM No.5.1 Setting Regular Meeting Dates for 2021 **X**

ITEM No.5.2 Red Cross Agreement **X**

ITEM No.5.3 Community Emergency Management Program (CEMP) Updated **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 1, 2021**

**Subject:**

Minutes of the Municipal Emergency Management Committee: March 2, 2020

**Recommendation:**

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on March 2, 2020, 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 March 2, 2020, 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 FIRE HALL BUILDING, ON MONDAY, MARCH 2, 2020, AT 4:30 PM.

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**Members**

Garth Bekkering  
Jack Brewin  
Joe Strojwas

**Alternate Member**

Andrew Prokop

**Chief Administrative Officer**

Cory Armfelt

**Staff**

Raeanne Keer  
Steve Munshaw

**CALL TO ORDER**

Chair Brewin called the meeting to Order at 4:30 PM.

**ADOPTION OF THE AGENDA**

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

RES. 1/2020

MOVED by Councillor Bekkering 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: September 17, 2019

RES. 2/2020            MOVED by Councillor Strojwas that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on September 17, 2019, as presented.

CARRIED UNANIMOUSLY

## BUSINESS ARISING FROM THE MINUTES

None.

## ACTION ITEMS

### 1) Setting Regular Meeting Dates for 2020

C. Armfelt stated that this is an opportunity for the Municipal Emergency Management Committee to review dates to be set in advanced for Regular Meetings, and therefore creating an opportunity for public participation and attendance, to create transparency, and to be in accordance with Section 195 of the *Municipal Government Act*.

RES. 3/2020            MOVED by Councillor Bekkering that the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2020 to be the 1<sup>st</sup> Monday on a quarterly basis, as being March, June, September, and December.

CARRIED UNANIMOUSLY

## **ACTION ITEMS – CONT'D**

### **2) Mutual Aid Fire Control Agreement**

Chief S. Munshaw, of the Taber Fire Department, stated that since 2015 the Town of Taber has held a Mutual Aid Fire Control Agreement with Ministry of Agriculture and Forestry for mutual aid when a fire or emergency is beyond the capability of the responding fire department, and could be used to provide additional equipment or personnel, if available.

S. Best, representative from Alberta Agriculture and Forestry, reviewed the proposed Mutual Aid Fire Control Agreement, and the Mutual Aid Fire Control Plan to the Committee.

The Committee discussed the proposed agreement, and control burns in the Taber area.

RES. 4/2020      MOVED by Councillor Strojwas that The Municipal Emergency Management Committee supports Council in signing the Mutual Aid Fire Control Agreement; and,

Supports the CAO signing the Mutual Aid Fire Control Plan, subsequent to Council passing a motion in support for the Mutual Aid Fire Control Agreement.

CARRIED UNANIMOUSLY

### **3) Emergency Services Building Update**

Chief S. Munshaw presented an update to the Committee on the status of the Emergency Services Building capital project, and stated that representatives from MPE Engineering Ltd. And VHL Construction are in attendance to provide additional information if required.

The Committee discussed \$300,000.00 contingency, and inquired about the adjustment listed for the "Upstairs Renovation".

## **ACTION ITEMS – CONT'D**

### **3) Emergency Services Building Update – CONT'D**

P. Goertzen, of MPE Engineering Ltd., stated that the original tender did not include renovating the upstairs living quarters, but some repairs upgrades were done to ensure there was minimal work that would need to be done in the future.

The Committee inquired how much of the contingency was still available.

P. Goertzen stated that approximately \$32,000.00 was still available. The Committee inquired about warning lights to be installed on 50<sup>th</sup> Avenue.

Chief S. Munshaw confirmed that both traffic and pedestrian warning lights were to be installed in the area.

RES. 5/2020      MOVED by Councillor Strojwas that the Municipal Emergency Management Committee accepts the Emergency Services Building Update for information purposes.

CARRIED UNANIMOUSLY

### **DELEGATIONS**

None.

### **MEDIA INQUIRIES**

None.

### **CLOSED SESSION**

None.

**OPEN SESSION**

None.

**CLOSE OF MEETING**

RES. 6/2020

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

CARRIED UNANIMOUSLY AT 4:46 PM

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Municipal Emergency Management Committee Request for Decision

**Meeting Date: March 1, 2021**

**Subject:**

Setting Regular Meeting Dates for 2021

**Recommendation:**

That the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2021 to be the 1<sup>st</sup> Monday on a quarterly basis, as being March, June, September, and December.

**Background:**

From 2017 through 2020 the Municipal Emergency Management Committee met following the same recommended guidelines and on an ad hoc basis. Administration is requesting that the Committee review the need to set dates in advance for Regular Meetings to create an opportunity for public participation and attendance, to create transparency, and to be in accordance with Section 195 of the *Municipal Government Act*.

**Legislation / Authority:**

*Municipal Government Act*, Section 195.

**Strategic Plan Alignment:**

No Strong Alignment

**Financial Implication:**

None.

**Service Level / Staff Resource Implication:**

Time commitment on behalf of the Committee and staff.



**Justification:**

To keep the Committee informed on a regular basis, and be in accordance with the *Municipal Government Act*, Section 195.

**Alternative(s):**

The Municipal Emergency Management Committee could choose to meet on a different day and/or frequency.

That the Municipal Emergency Management Committee could refer this to another meeting.

The Municipal Emergency Management Committee could choose to hold meetings on an ad hoc basis at the call of the Chair.

**Attachment(s):** None.

**APPROVALS:**

**Originated By:**

Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



## Municipal Emergency Management Committee Request for Decision

**Meeting Date: March 1, 2021**

**Subject:**

Red Cross Agreement

**Recommendation:**

The Municipal Emergency management Committee supports the Director of Emergency Management to sign the Red Cross support Agreement and move forward for Council's approval.

**Background:**

The Town of The Town has been in a contract with Red Cross since 2015. The Last contract with the Canadian Red Cross was signed in 2018 and expired December 31, 2020. Although the agreement has expired, a Conversation with the Canadian Red Cross was held regarding the contract ending, they agreed to continue to provide the same service during this shoulder time. The new contract has been forwarded to the Town for signing. The Canadian Red Cross Society is part of the largest humanitarian network in the world, the International Red Cross and Red Crescent Movement. This network includes the International Committee of the Red Cross (ICRC), the International Federation of Red Cross and Red Crescent Societies (Federation) and 192 National Red Cross and Red Crescent Societies dedicated to improving the situation of the most vulnerable throughout the world.

**Legislation / Authority:**

MGA

Part 1 Purposes, Powers and Capacity of Municipalities

Municipal Purposes

3. The Purpose of a municipality are

- b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,
- c) to develop and maintain safe and viable communities



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**Strategic Plan Alignment:**

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

**Financial Implication:**

There has been a change to the fee structure from the old contract, which was \$2,300.00 annually. The financial contribution to the Canadian Red Cross will be \$2,500.00 for the first year of the term, \$2,600.00 for the second year of the term and \$2,700.00 for the third year of the Term. The Operational budget for 2021 identifies the change no amendments are required.

**Service Level / Staff Resource Implication:**

The service level for the Town of Taber will not change. This agreement allows the Emergency Management Agency to request resources which we may not have, or to supplement our own, lending assistance to better care for our citizens during an emergency.

**Justification:**

The Town of Taber has previously chosen the Canadian Red Cross to provide Emergency Social Services functions. Collaborations and partnerships is in alignment with our Strategic Plan.

**Alternative(s):**

The Council of the Town of Taber may choose not to engage in an agreement with the Canadian Red Cross. The Town's Emergency Social Services Section of the Emergency Management Agency would need to find more staff/volunteers to operate for longer periods during emergencies.

**Attachment(s):** 2021 Red Cross Agreement  
2018 Red Cross Agreement

**APPROVALS:**

**Originated By:**  
Steve Munshaw

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



# EMERGENCY RESPONSE SERVICES AGREEMENT

This Agreement is made as of December 31, 2020 between:

**TOWN OF TABER a corporation incorporated under the laws of Canada having its office located at 4900A 50 St, Taber AB, T1G 1T1**  
 (“Entity”)

and

**THE CANADIAN RED CROSS SOCIETY,**  
a not-for-profit corporation and registered charity incorporated under the laws of Canada,  
having its head office in Ottawa, Ontario  
 (“CRC”)

## WHEREAS:

- A. CRC is recognized as an auxiliary to government in providing protection and assistance to victims of disasters and has the resources and mandate to assist in the provision of disaster preparedness, relief and recovery.
- B. The Entity is responsible for safeguarding and protecting the health, safety and security of its citizens as well as the protection of property before, during and after an emergency or a disaster in accordance with the Alberta Emergency Management Act (the “Acts”).
- C. In addition to providing the emergency response and recovery services as set out above, at the request of the Entity and should the CRC accept such an activation in accordance with this Agreement, the CRC may also, upon its own discretion, provide additional supports with public funds as the CRC has the mandate to assist in the provision of emergency relief in its role as auxiliary to public authorities.
- D. Finally, the Entity recognizes that the CRC may be activated by one or more municipalities pursuant to a municipal funding relief and recovery agreement, following a declaration of a state of emergency, and in such a circumstance, the Entity and the CRCS commit to working together to support affected populations in coordination with local authorities and in accordance with the terms and conditions set out herein as they relate to coordination, not service activation and reimbursement.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein, the Entity and CRC (each, a “Party” and together, the “Parties”) agree as follows:

## 1. INTERPRETATION

1.1 In this Agreement:

- a) **“Agreement”** means this agreement, its schedules and all instruments supplemental hereto or in amendment or confirmation hereof; **“herein”**, **“hereof”**, **“hereto”**, **“hereunder”** and similar expressions shall mean and refer to this Agreement and not to any particular Article, Section, subsection or other subdivision; and **“Article”**, **“Section”**, **“subsection”** or other subdivision of this Agreement shall mean and refer to the specified Article, Section, subsection or other subdivision of this Agreement;
- b) **“Business Day”** means a day on which CRC's offices are open for operations and excludes Saturday, Sunday and any other day which is a statutory or legal holiday in Canada;
- c) **“Calendar Day”** means all days in a month, including weekends and holidays.
- d) **“CRC Personnel”** means staff and volunteers who are affiliated with CRC.
- e) **“Duty Officer”** means a person designated by CRC as the point of contact for Notification of an Emergency in accordance of Schedule “D” of this Agreement.
- f) **“Eligible Expenses”** means training and emergency response costs incurred in the provision of Services (as that term is defined below) and the costs the Entity agrees to reimburse the CRC for when activated in accordance with the Eligible Costing Schedule.
- g) **“Emergency”** means an urgent and critical situation, or impending situation, of a temporary nature caused by an accident, an intentional act, the forces of nature or other causes that constitutes a present or imminent danger to persons, property, or the environment. This applies to all Response Levels.
- h) **“Emergency-Affected Person”** means any person whose life is disrupted during an Emergency identified in a Notification. Emergency-Affected Persons include individuals affected in their homes, individuals who must be evacuated on an emergency basis as a preventive measure, and individuals who are required to comply with quarantine measures.
- i) **“Emergency Operations Centre” or “EOC”** means the incident command system that may be activated during an Emergency in the Entity to coordinate between ministries, agencies, and organizations to coordinate response efforts and resources.
- j) **“Emergency Site”** means any location used to provide Services to Emergency-Affected Persons, and may include reception centers and group lodging.

- k) **“Emergency Support Services”** or **“ESS”** means a community-based provincial emergency response program which provides short-term temporary services for Emergency-Affected Persons to help people begin to re-establish themselves as quickly as possible after an Emergency. ESS are typically available for 72 hours.
- l) **“Force Majeure”** means an unforeseen circumstance distinct from the Emergency triggering the Services, though a Force Majeure may directly or indirectly result from such an Emergency, which prevents a Party from performing its obligations under this Agreement, despite such Party’s reasonable preparedness and reasonable business efforts. Force Majeure may include act of God, fire, flood, war, terrorism, strikes or labour difficulties or governmental enactment.
- m) **“Geographic Area”** means the geographic area covered by the incorporated Entity of Town of Taber.
- n) **“Notify”**, **“Notified”** or **“Notification”** means a process of informing CRC of the existence and circumstances of an Emergency and requesting Services, as set out in Schedule “D” of this Agreement.
- o) **“Personal Information”** means recorded information about an identifiable individual other than contact information.
- p) **“Record”** and **“Records”** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.
- q) **“Response Levels”** means the nature and scale of an Emergency as determined by a CRC, measured against the Acts, which drives a different activation mechanism, mandate and reimbursement scheme for a response to an Emergency, as further defined in Section 4 of this Agreement. are:

**Within the Scope of a Local Emergency**

**Level 1: Personal Disaster Response** - A small localized event, with unlikely further impacts such as contagion, for example impacting up to 25 people.

**Level 2: Local Response** – A significant event, with unlikely further impacts such as contagion, impacting 25-500 people within one municipality or district, in this case the Geographic Area.

## **Likely Within the Scope of an Emergency at a Provincial Level**

**Level 3: Regional/Provincial Response** - A major emergency impacting 500-10,000 people in more than one municipality or a larger geographic area

**Level 4: Major Response** – A major emergency impacting up to 100,000 people in a very large area or more than one Entity.

**Level 5: Catastrophic Response.** – A major emergency with overwhelming devastation impacting more than 100,000 people and a wide geographic area.

- r) **“Services”** means the emergency services to be provided in the Geographic Area to Emergency-Affected Persons by CRC under this Agreement, as more particularly set out in Schedule “A”. CRC Personnel may deploy outside the Geographic Area pursuant to a mutual aid agreement entered into by one or more Entities subject to availability and at the sole discretion of CRC. For the avoidance of doubt, “Services” does not include the CRC activities described in Section 2.2 or 7.3 of the Agreement.
- 1.2 **Preamble.** The preamble is incorporated herein by reference and is deemed to be an integral part of this Agreement.
- 1.3 **Schedules.** This Agreement includes all of the Schedules annexed to it (listed below), the terms and conditions of which are expressly incorporated herein and form a part hereof:
- Schedule “A” – Description of Services
  - Schedule “B” – Payment and Reporting Schedule
  - Schedule “C” – Eligible Costing
  - Schedule “D” – Notification Protocol
  - Schedule “E” – Fundamental Principles
- 1.4 **Gender.** Any reference to any gender shall include all genders and words used herein importing the singular number only shall include the plural and *vice versa*.
- 1.5 **Headings.** The division of this Agreement into Articles, Sections, subsections and other subdivisions and the insertion of headings are for convenience of reference only and shall not affect, nor be utilized in the construction or interpretation of, this Agreement.

## **2. PURPOSE OF AGREEMENT**

- 2.1 The purpose of this Agreement is to establish parameters for collaboration between the Entity and CRC, including cost recovery for the provision of Services, to ensure mitigation/preparedness, response, recovery and resiliency assistance in the event of an

Emergency. CRC will provide aid to Emergency-Affected Persons in accordance with its role and capacity as outlined in this Agreement.

- 2.2 Nothing in this Agreement shall prevent CRC from providing humanitarian assistance to citizens of the Entity, in an Emergency or otherwise, on its own initiative and at its own expense, separate and apart from this Agreement, provided that in doing so CRC does not compromise the performance of its obligations hereunder. CRC may fundraise for such purposes.

### **3. TERM**

- 3.1 The right to request Services under this Agreement shall commence on January 01, 2021 and shall expire on December 31, 2023 , unless terminated earlier in accordance with the provisions of this Agreement (the “**Term**”).
- 3.2 The Entity recognizes that the CRC is required to build capacity to meet the terms and conditions and to provide the Services as set out herein. The capacity to offer delivery of all the Services, at the standards set out herein, will occur no earlier than ninety (90) days from the signing of this Agreement, at a mutually agreed upon date as set out in a operational plan. During this transition, CRC will endeavor to support the Entity in the provision of Services to the best of its ability.
- 3.3 **Renewal Planning.** The Parties shall endeavour to meet at least six (6) months prior to the expiry of this Agreement to discuss and negotiate a new agreement.

### **4. OBLIGATIONS OF CRC**

#### **4.1 Preparedness.**

- a) CRC will recruit, select and train a volunteer-based workforce to have ready-to-respond CRC Personnel available to deliver the Services set out in Schedule A.
- b) CRC will stock and maintain supplies and logistics capacity as required to provide the Services; and
- c) CRC will participate in Entity-led emergency preparedness exercises, activities and/or meetings, as mutually agreed upon from time to time.

#### **4.2 Emergency Response.**

- a) This Agreement is applicable to the provision of Services for Response Levels 3-5 where the Entity has declared a State of Emergency pursuant to the Acts.
- b) The CRC will provide the Services as set out in Schedule ‘A’ on behalf of the Entity for Levels 3-5 if retained pursuant to the Notification Protocol and

mutually agreed between the Parties, and the CRC will bill in accordance with Schedule “C”. In the case that the CRC would need to bring in additional surge capacity this would be subject to approval for cost recovery. The Services and costing are set out in Schedule “A” however, activation may require a subsequent negotiation on coordination, costing and a further agreement may be required if it diverges from the terms set out herein.

- c) This Agreement will apply upon (i) Notification by the Entity; and (ii) the agreement by the CRC to activate, at which time CRC will supply the requested Services in response to an Emergency (subject to the terms and conditions set out herein).
- d) CRC will communicate and coordinate with the Entity regarding the provision of Services during the Emergency; and
- e) CRC will ensure that CRC Personnel and equipment are clearly identified with the CRC’s logo, where possible.

#### 4.3 **Limitation.**

- a) The Parties understand that CRC’s workforce may rely on volunteers, and recognize that the availability of personnel may be reduced in exceptional circumstances despite the reasonable efforts of CRC.
- b) At any time during an Emergency, CRC may give notice that it will withdraw, reduce or limit its services in the event conditions are such that CRC is unable to provide Services without compromising the health or safety of CRC Personnel.
- c) CRC shall endeavour to keep the Entity informed and to coordinate with the Entity with respect to any anticipated or actual limitations on its provision of Services.
- d) In the case of a Level 4 and 5 event, or concurrent events, the CRC reserves the right to limit the Services offered as set forward in Schedule A.

### 5. **OBLIGATIONS OF THE ENTITY**

#### 5.1 **Preparedness.**

- a) To ensure an efficient and robust emergency response, the Entity will inform its staff and intra-governmental counterparts of CRC’s role, including taking reasonable steps to document and recognize the role of CRC in any relevant emergency or other plans.

- b) The Entity will invite CRC to participate, as appropriate, in Entity-led exercises, activities and/or meetings focusing on emergency preparedness.
- c) The Entity will designate locations as Emergency Sites to be used by CRC in an Emergency response, and will provide CRC with a list of such designated Emergency Sites from time to time, or at the latest as soon as possible upon Notification of an Emergency.
- d) The Entity will be responsible for ensuring that any licenses, approvals or permits necessary to operate the Emergency Sites are obtained.

## 5.2 Emergency Response

- a) The Entity may call on the assistance of CRC pursuant to this Agreement in the event of an Emergency;
- b) Where the Entity calls on CRC pursuant to the above subparagraph, the Entity shall request that CRC provide Services to Emergency-Affected Persons by issuing a Notification, using the protocol as described in Schedule “D”.
- c) Where the Entity believes an Emergency is or may be imminent, the Entity may request that the CRC go on “stand by” to be ready to respond if the Emergency occurs (“**Stand By**”). Stand By requests shall be made using the Notification protocol described in Schedule “D”.
- d) The Entity will communicate and coordinate with CRC and will keep CRC informed of information relevant to its role in providing Services, including sharing in a timely and comprehensive manner data to inform the delivery of services (as described in Schedule “D”), if available and as applicable.
- e) The Entity will provide appropriate liaison services between the CRC and any other emergency response agencies, if needed.
- f) The Entity will give public recognition of the role played by the CRC in emergency responses.

## 6. REPORTING

- 6.1 CRC shall report to the Entity as set out in Schedule “B”.
- 6.2 For activities funded under this Agreement, the CRC shall keep and maintain in accordance with generally accepted accounting standards books, records and accounts

relating to this Agreement and the cost of the Services and shall, upon reasonable notice, provide to the Entity these documents to examine, audit and make copies.

## **7. FINANCIAL SUPPORT**

- 7.1 **Annual Financial Support for Preparedness.** To enable CRC to build and maintain its capacity to discharge its responsibilities under this Agreement, the Entity agrees to make an annual contribution to CRC of \$2,500 first year of the Term, \$2,600 second year of the Term, and \$2,700 third year of the Term. In the first year, the annual contribution rate will be prorated based on the number of months remaining between the date that the Agreement comes into force and December 31. The annual contribution will be due within ninety (90) Calendar Days of the date of that the Agreement comes into force, and in each March thereafter, upon invoice by CRC.
- 7.2 **Cost Recovery for Emergency Response Services.** CRC will seek reimbursement from the Entity for Eligible Expenses, including administrative costs, in relation to the provision of Services in accordance with Schedule “C”. This includes expenses relating to volunteers and direct assistance to Emergency-Affected People.
- 7.3 All expenses incurred outside of Schedule “C” where the CRC is specifically authorized by the Entity to incur the expense shall also be reimbursed by the Entity.
- 7.4 To better assist Emergency-Affected Persons, CRC may organize fundraising campaigns and the allocation of any fundraising revenues shall be in CRC’s sole and absolute discretion.

## **8. INDEMNITY**

- 8.1 Each Party shall indemnify and save harmless the other Party, its employees, volunteers, subcontractors, and agents from any loss, damage, claim, cost or expense, including legal fees, that the other Party may incur pursuant to any third-party claim, demand, action, charge, complaint, prosecution or other proceeding that may be made against or affect the indemnified Party to the extent arising from:
- a) the indemnifying Party’s breach of this Agreement; or
  - b) a wrongful or negligent act or omission on the part of the indemnifying Party, or of its employees, volunteers, subcontractors, agents, or others for whom it is in law reasonably responsible, in the performance of this Agreement or the rendering of the Services.
- 8.2 The indemnified Party shall promptly notify the indemnifying Party of any claim covered by this section; shall allow the indemnifying Party to conduct and control, at the indemnifying Party's sole cost and expense, the defence of such claims and any related settlement negotiations; shall afford all reasonable assistance to the indemnifying Party



(at the indemnifying Party's sole cost and expense); and shall make no admission prejudicial to the defence of such claims.

## **9. INSURANCE**

- 9.1 During the period of assistance, each party shall maintain its own unemployment insurance and workers' compensation insurance coverage, or equivalent, as required by law, for its employees and volunteers, as applicable, and shall require the same from its local emergency response agencies.
- 9.2 To the extent permitted by law, each party shall be responsible for any and all claims, demands, suits, actions, damages, and causes of action related to or arising out of or in any way connected with its own actions or omissions, and those of its employees, in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each Party shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement commercial general liability insurance, public officials liability, and law enforcement liability, as applicable, covering all acts and omissions of its councilors, subcontractors, officers, directors, partners, agents, employees and volunteers in respect of loss by, injury to or death of third parties (including, in the case of the Entity, CRC Personnel), arising from the acts or omissions of such Party in connection with this Agreement. This insurance coverage:
- a) will be TEN MILLION DOLLARS (\$10,000,000 CDN) per occurrence with an aggregate limit of not less than TEN MILLION DOLLARS (\$10,000,000 CDN),
  - b) will include the other Party as an Additional Insured;
  - c) and (iii) will contain a Cross Liability and Severability of interest clause. Each Party shall promptly deliver, upon request, certificates of insurance throughout the Term.
- 9.3 Each Party shall maintain computer security and privacy liability insurance in an amount appropriate for the sensitive information it will collect and store under the performance of the Agreement including defence costs. The policy shall extend to include the intentional, fraudulent or criminal acts of the Party, its agents or employees. The policy shall expressly provide, but not be limited to, coverage for the following perils:
- a) unauthorized use/access of a computer system;
  - b) defence of any regulatory action involving a breach of privacy;
  - c) failure to protect confidential information from disclosure; and
  - d) notification costs, whether or not required by law.
- 9.4 Each Party shall obtain and maintain crime/employee dishonesty insurance in an amount not less than TWO MILLION DOLLARS (\$2,000,000), covering the dishonest acts of a Party's employees and agents, acting alone or in collusion with others, and including third party coverage, with the other Party included as a loss payee.
- 9.5 Each Party shall also obtain and maintain insurance against liability for bodily injury and property damage caused by owned or rented vehicles and used during the period of and in

connection to the operations arising from this Agreement, including a passenger hazard in the amount of TWO MILLION DOLLARS (\$2,000,000.00) per claim. If a Party's emergency response utilizes services from a local emergency response agency that is a private or volunteer-based entity with response vehicles titled in the entity's name, the Party utilizing such services shall be responsible for guaranteeing that the entity has the automobile liability coverage as outlined in this section.

- 9.6 Each Party shall provide the other Party with at least thirty (30) days written notice of its intention to decrease, cancel or not renew the policy.
- 9.7 Notwithstanding anything to the insurance requirements above, the Parties may maintain a self-insurance program for all or any part of the foregoing liability risks, provided such self-insurance policy in all material respects complies with the requirements applicable to the requirements set forth in clause 9.
- 9.8 Depending on this size/quantum of event under this Agreement, the Parties agree that the above insurance terms set forth in clause 9 may require revision to accurately reflect scope and risk of the activities performed under this Agreement.

## 10. TERMINATION

- 10.1 Either Party may terminate this Agreement for convenience upon 60 days written notice; however, all costs related to a scale down of Services, which may take longer than 60 days during an active response, shall be Eligible Expenses.
- 10.2 Either Party may terminate this Agreement immediately for cause if the other Party is in breach of a material provision of this Agreement and such breach has not been cured in a reasonable time following written notice to such other Party or is by its nature incapable of being cured. A reasonable time shall be thirty (30) days or such other time as is reasonable in the circumstances.
- 10.3 On termination:
  - a) The Entity shall pay any financial obligations (i) incurred prior to termination and (ii) for all Services performed, including costs to the CRC to wind down Services, which may extend beyond the date of termination.
- 10.4 **Survival.** Provisions of this Agreement which are expressly or impliedly intended to remain in force after termination shall do so, including without limitation the provisions regarding retention of records, indemnity, financial obligations upon termination, confidentiality, privacy and intellectual property.

## 11. NOTICE

- 11.1 Contractual notices, requests, demands, or other communications (collectively called “**Notices**”) hereunder shall be given in writing by personal delivery, by postage prepaid registered mail, or by email. **Requests and communication regarding the activation and provision of Services or Stand By (Notification) are not governed by this Section but are governed by the protocol set out in Schedule “D”.** The address of each Party for contractual Notice shall be as follows,

### **CRC:**

Jennifer McManus, Vice President  
Canadian Red Cross  
Alberta and Northwest Territories  
1305 11Ave SW  
Calgary, AB T3C 3P6  
jenn.mcmanus@redcross.ca

### **Town of Taber:**

Gary Scherer, Acting CAO,  
Acting DEM  
Town of Taber  
4900A 50<sup>th</sup> St  
Taber, AB T1G 1T1  
gary.scherer@taber.ca

or at such subsequent address given by such Party to the other Party by Notice in writing from time to time.

- 11.2 All Notices shall be deemed to have been received when delivered by hand or transmitted by email or, if mailed, ten (10) Business Days after the day of the mailing thereof, excluding any time during which the normal mail service is interrupted by strikes or other irregularities.

## 12. CONFIDENTIALITY AND DATA PROTECTION

- 12.1 “**Confidential Information**” means any information or material that relates to a Party’s business and affairs, including CRC client lists and information related to the suspension or termination of this Agreement, which is identified as confidential at the time of disclosure or that a reasonable person would consider, from the nature of the information or the circumstances of disclosure, to be confidential. Confidential Information does not include information that (i) is in the public domain at the time of its communication; (ii) is independently developed by each Party; (iii) entered the public domain through no fault of the receiving Party subsequent to communication with the other Party; (iv) is in possession of the receiving Party free of any obligation of confidence at the time it was communicated to the receiving Party; or (v) is communicated to the receiving Party by a third party under no legal obligation to maintain the confidentiality of the information.
- 12.2 Each Party shall not disclose the other Party’s Confidential Information without express written consent or unless required by law, nor make use of the other Party’s Confidential Information except in the performance of this Agreement. Each Party shall protect the other Party’s Confidential Information from transfer or disclosure by the same measures

that it uses to protect its own confidential information, but in any event by not less than reasonable measures. Where disclosure is required by law, prior to disclosure, the Parties will discuss the legal requirement and jointly determine amount and type of Confidential Information, if any, which must be disclosed in order to comply with the law.

- 12.3 **“Personal Information”**. During the performance of this Agreement, each Party may collect, have access to or receive Personal Information which may include information that identifies or could identify Emergency-Affected Persons, including but not limited to (i) names of all family members, (ii) primary residence address, (iii) emergency address (where evacuation orders are in place); and (iv) contact phone number. In no event may either Party sell, license, lease or trade such Personal Information to any third party, nor disclose it except when necessary for the performance of each Parties’ obligations, or the exercise of each Parties’ rights, under the Agreement. All Personal Information that is collected, accessed, used, stored and/or disclosed by a Party in connection with this Agreement shall be handled in strict compliance with all applicable Canadian federal, provincial and foreign privacy and data protections laws. Without limiting the generality of the foregoing, the CRC must, in relation to Personal Information that is collected, accessed, used, stored and/or disclosed on behalf of the Entity in connection with the Services described in Section 4.2(b) and (c) of the Agreement comply with the requirements of Albert *Freedom of Information and Protection of Privacy Act* (“FOIP” act), which are applicable to the CRC as a service provider in connection with such Services, including any applicable order of the Office of the Information & Privacy Commissioner for Alberta under FOIP. The CRC acknowledges that it is familiar with the requirements of FOIP governing Personal Information that are applicable to it as a service provider.
- 12.4 **Access to Information Requests**. The Parties acknowledge they may be subject to access to information legislation. Where such a request is received, the other Party shall be notified and given sufficient time and opportunity to object with regard to their own Confidential Information in writing prior to the release of any information, in accordance with and as permitted under the applicable legislation.
- 12.5 Without limiting the generality of section 12.3 above, the CRC shall establish, and maintain, records of all Emergency-Affected Persons who are registered. These records shall include, for each person, as provided, (i) names of all family members, (ii) primary residence address, (iii) emergency address (where evacuation orders are in place); and (iv) contact phone number if available. Records will also include supporting documentation, the basis for assistance, and payment amounts. Such records will be in the CRC’s care, custody and control. If requested, the CRC may provide an export of the anonymized records to the extent permitted by applicable laws.

### 13. INTELLECTUAL PROPERTY

- 13.1 The Red Cross emblem consists of a red cross on a white background and is universally recognized as a symbol of protection and neutrality. The Canadian Red Cross Society

Logo is the Red Cross emblem plus the phrase “Canadian Red Cross” or “Croix-Rouge canadienne”, as set out in CRC’s graphic standards.

13.2 The Entity may not use the logo, name or emblem of CRC without CRC’s prior review and written approval. Use of the emblem alone is strictly prohibited.

13.3 **Intellectual Property and Copyright.** Each Party shall own exclusively all information and material created or prepared by it in its performance of this Agreement. For greater clarity, CRC retains the intellectual property rights, including, copyright and exclusive right of use for its own service provision methods, document templates, emergency management training techniques and all materials related to these functions.

## 14. FORCE MAJEURE

14.1 The interpretation of the contractual rule of Force Majeure under this Agreement shall take into account that this Agreement is intended to be performed in circumstances of Emergency. The Parties confirm that the performance of their obligations is intended to be provided in such circumstances, and any failure of performance shall be assessed in that context.

14.2 Neither Party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to Force Majeure and the Party has promptly notified the other Party of the Force Majeure circumstance. In the event of a Force Majeure, the Parties shall consult with one another on the appropriate action to be taken, which may include temporary suspension of certain provisions of this Agreement for the duration of the Force Majeure, or termination of this Agreement. Suspension of any provision of this Agreement shall be reviewed on a periodic basis but at least once every three (3) months. If the force majeure condition continues for more than sixty (60) days, either Party may terminate this Agreement upon written notice to the other Party.

## 15. GENERAL PROVISIONS

15.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and, except as expressly set out herein, supersedes all other or prior agreements, understandings, negotiations and discussions, whether oral or written, between the Parties in respect of the subject matter.

15.2 **Amendments.** This Agreement may be amended only by written instrument executed by the Parties.

15.3 **Media Communications.** No Party shall make any press release, public announcement or other public commentary relating to this Agreement, the Services or the other Party without prior consultation with and the approval of the other Party. As part of the preparedness activities undertaken by the Parties, the Parties will endeavor to develop a

communication strategy to be applied during an emergency event, which will set out the specific roles and responsibilities of each Party with respect to external communications.

- 15.4 **Fundamental Principles.** The Parties shall carry out this Agreement in accordance with the Fundamental Principles of the International Red Cross and Red Crescent movement, attached hereto as Schedule “E”.
- 15.5 **Relationship of the Parties.** The relationship of CRC to the Entity in performing the Services under this Agreement is that of independent entities, and nothing in this Agreement is to be construed as creating an agency, partnership or joint venture relationship between CRC and the Entity.
- 15.6 **Assignment.** This Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors and permitted assigns. CRC may, in its discretion, subcontract the performance of Services, which shall not affect CRC’s responsibility for the performance of its obligations under this Agreement.
- 15.7 **Dispute Resolution.** The Parties shall make reasonable efforts to settle by negotiation, with or without the assistance of a mediator, any dispute that arises as a result of any claim or controversy in connection this Agreement.
- 15.8 **No Waiver.** No waiver by any Party of any breach by the other Party of any of its obligations hereunder shall be a waiver of any subsequent breach of the same or any other obligation, nor shall any forbearance in seeking a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.
- 15.9 **Severance.** Any provision of this Agreement which is, or becomes, illegal, invalid or unenforceable shall be severed to the extent of such illegality, invalidity or unenforceability and shall not affect or impair the remaining provisions.
- 15.10 **Time is of the Essence.** Time shall be of the essence in all provisions of this Agreement.
- 15.11 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument.
- 15.12 **Governing Law.** This Agreement shall be interpreted in accordance with, and governed by, the laws of the Entity where the Entity is located and the federal laws of Canada applicable therein, excluding conflict of law provisions.

**IN WITNESS WHEREOF** each of CRC and the Entity have caused this Agreement to be signed and delivered by its duly authorized representative:

**For the CRC:**

**For the Entity:**

\_\_\_\_\_

\_\_\_\_\_

Name (print): \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE "A"**  
**DESCRIPTION OF SERVICES**

**Core Principles**

CRC operates in accordance with the Fundamental Principles. In addition, CRC recognizes that every action must be considered with a focus on the individual, family and community; that success is dependent on participation and community engagement in all aspects of work; and that every community is unique. Therefore, CRC will remain flexible to changing circumstances and responsive to new learning. CRC commits:

- to build and execute programs in collaboration with government actors and key stakeholders;
- that programs will recognize community capacity, assets and resilience, and will respect community priorities, culture and customs, acknowledging that people and communities are the decision makers for their recovery and rebuilding efforts;
- to hold itself accountable to both those CRC seeks to assist and those from whom the organization accepts resources;
- that programs will strive to not only meet basic needs but also reduce future vulnerabilities; and
- CRC will strive to not duplicate assistance and its programming is designed to avoid duplication

CRC can provide the following Services under this Agreement, upon request by the Entity:

- Registration
- Relief Support and Direct Financial Assistance
- Safety and Wellbeing
- Support to Re-Entry
- Support to Self Recovery
- Transitional Shelter/Lodging and Housing Repair and Reconstruction
- Capacity Building/Disaster Risk Reduction
- Donation Management
- Volunteer Management
- Coordination of Organizations Offering Assistance

Further services may be provided subject to discussion and mutual agreement.

### **FULL LIST OF SERVICES**

Generally programs in the relief and early-recovery phases make use of volunteers, while programs in the recovery phase are delivered by CRC staff and through partnerships.

When applicable, services will also be provided to support those who have evacuated outside of Entity.

#### **Client-Facing Emergency Response Services**

Program Name	Relief During Evacuation	Support to Return Home and Recovery
Registration	X	
Relief Support and Direct Financial Assistance	X	X
Safety and Wellbeing	X	X
Community Partnerships Program	X	X
Support to Small Business	X	X
Support to Re-Entry		X
Support to Self Recovery		X



Transitional Shelter/Lodging and Housing Repair and Reconstruction		X
Capacity-Building/Disaster Risk Reduction		X
Donation Management	X	X
Volunteer Management	X	X
Coordination of Organizations Offering Assistance	X	X

<b>Registration</b>	
Phase(s):	Relief During Evacuation Only

Evacuations are chaotic, separating families and forcing people to flee their homes at short notice without adequate food, clothing or medications/personal supplies. Digital registration is the foundation of an effective and cost-efficient operation, revealing who has been affected and where they have evacuated to. CRC is able to provide the following services under this heading:

- Registration
  - Register households through a digital online registration portal, by phone through a contact centre, or in-person through community outreach
- Communication
  - Support two-way communication with the affected population through a contact centre, social media monitoring, and SMS and e-mail using Emergency-Affected Persons' contact information provided during registration
- Family Reunification
  - Support the reunification of families separated by the disaster, including inquiries about well-being
- Data Management
  - Manage the verification and eligibility assessment for registrants
  - Manage data quality to ensure non-duplication of records
  - Support the understanding of the human impact of the disaster through mapping and analytics of registrants, including current location and demographics, as well as using data collected through surveys of Emergency-Affected Persons and other sources as available

<b>Relief Support and Direct Financial Assistance</b>	
Phase(s):	Relief During Evacuation Only

Evacuations take a heavy financial toll on households as time goes on, especially for families with pre-existing vulnerabilities. When combined with Registration (Program 1 above), CRC is

able to provide the following services and activities in the area of Relief Support and Direct Financial Assistance:

- Financial Assistance
  - Provide defined amounts of financial assistance to each affected household to assist with food, clothing, shelter and other basic needs once evacuees have been verified and confirmed to be eligible
  - Provide alternate arrangements for households unable to accept e-transfers
  - **Note:** CRC will provide additional supplementary financial assistance to vulnerable households deemed eligible on a case-by-case basis, funded from CRC monies
- Emergency Support Services Support with Local Authorities
  - CRC volunteers will provide support to evacuees within host communities, including at shelters and reception centres, in conjunction with local authorities to support the provision of Emergency Social Services, including food, clothing, lodging and personal services

<b>Safety and Wellbeing</b>	
Phase(s):	Relief During Evacuation Onwards

Emergencies create and exacerbate a range of issues impacting individual, family and community wellbeing, and such issues present themselves at different stages of the emergency continuum, from relief to recovery. Safety and Wellbeing (SWB) addresses the psychosocial needs of those affected and contributes to individual and community capacity and resiliency in the areas of mental health and psychosocial support (MHPSS).

In close collaboration with key stakeholders, including but not limited to the provincial and regional Health Authorities, Ministry of Health Disaster Psychosocial (DPS), CRC can support the following services and activities for Emergency-Affected Persons while they are displaced, at re-entry and continuing through longer-term recovery:

- Promotion of and Support for Networks Addressing Safety, Protection and Wellbeing
  - Support efforts and activities identified through the relevant Regional Health Authorities and Ministry of Health
  - Support community-based structures that provide hotlines, crisis lines or direct services
  - Support recognized training initiatives to build local capacity to support recovery efforts
  - Education campaigns and awareness-raising initiatives
- Support for Community Outreach
  - Support community outreach to facilitate emotional support and appropriate service referrals
- Support for Community Resilience Building
  - Partner with social profits, NGOs and government to address needs of special populations in different stages of the recovery process

<b>Community Partnerships Program</b>	
Phase(s):	Relief During Evacuation Onwards

Recognizing CRC’s commitment to support community capacity, assets and resilience and reduce future vulnerabilities (as articulated in the Core Principles), a community grants program provides an opportunity for the community to identify projects, activities, and events supporting the recovery process. The Program is closely coordinated with key stakeholders to ensure that the views of government, community service providers, local residents and businesses are considered when approving projects. The program can support the following areas of assistance:

- Emergency Relief
  - Meeting the immediate needs of impacted populations through individual and community-based support
- Community Strengthening
  - Initiatives to that bring community together and promote networks of support and community connectedness
- Safety & Wellbeing
  - Services that address individual wellbeing and protection and strengthen formal and informal psychosocial support structures and networks
- Indigenous Programming
  - Support that meets the unique recovery needs and priorities of impacted Indigenous communities
- Disaster Risk Reduction
  - Support for small-scale, community-identified activities that would not be covered under Program 8 but which will supplement it by helping to mitigate and prepare for future fire and other emergencies

<b>Support to Small Business</b>	
Phase(s):	Relief During Evacuation Onwards

Accelerating business and economic recovery is crucial to rebuilding local communities. This program aims to stimulate local economy by assisting small business owners and, in turn, boosting employment in fire-affected areas. The Program is closely coordinated with key stakeholders such as government Ministries, Community Futures and other economic development agencies. CRC can provide or support the following areas of assistance:

- Business Recovery Support
  - Support with registration for, key information about and referrals to available services, assistance and resources for small business owners affected by the disaster
- Emergency Assistance Payments
  - Work to provide financial assistance for small business owners, including farmers, guide outfitters and ranchers
- Other Services May Include:
  - Promote linkages through referrals to available business counselling, mentoring and support services;

- Provide business counselling and mentoring services
- Fund the replacement of livelihood tools and materials
- Support events that directly support the business community
- Make additional education and training opportunities available to small business owners

<b>Support to Re-Entry</b>	
Phase(s):	Support to Return Home and Recovery Only

Working in close collaboration with the authorities and the Entity, CRC is able to provide the following services to support re-entry:

- Assessment and Planning Support
  - Working in close coordination with the authorities and the Entity, assess evacuee needs and intentions with regards to re-entry, allowing for more effective planning and minimizing unnecessary expenditure
- Transportation
  - If/where required by the local authorities, CRC works in close coordination with the relevant authorities to arrange for transportation back to their community for evacuees without transportation
- Re-Entry Registration
  - Manage staggered re-entry (e.g. street by street) through re-entry registration and validation
- Re-Entry Assistance
  - Provide re-entry cash support and clean up kits for evacuees returning home
- Referrals
  - Further develop the CRC’s pre-existing referral network to provide clear and accessible information on a case by case basis and referral to other organizations best able to assist

<b>Support to Self-Recovery</b>	
Phase(s):	Support to Return Home and Recovery Onwards

Building on the support provided in Program 1 during the relief phase (Relief Support and Direct Financial Assistance), Support to Self-Recovery considers the unique needs of each individual household as they enter the early recovery phase, and promotes existing capacities and provides appropriate assistance to individuals and families to help them to rebuild and meet their needs.

Key activities may include:

- Case Management
  - Provide culturally sensitive case management to all evacuees to ensure a complete understanding of household needs and capacities, and support them through access to CRC services and other support networks
  - Provide outreach services to support the portion of the population who may be unable to access services directly
- Service Delivery

- Provide registrants with direct assistance
- Fund additional assistance for eligible households in line with CRC assistance guidelines. This may include financial assistance for basic needs including food, clothing, shelter and personal items.
- Referrals
  - Promote community connectedness through a comprehensive referral network for services and assistance

<b>Transitional Shelter/Lodging/Housing Repair and Reconstruction</b>	
Phase(s):	Transition/Early Recovery Onwards

In some recovery events housing is a core area of support. In close collaboration with the authorities, BC Housing, Indigenous Services Canada and other key stakeholders and in coordination with existing programs, CRC can provide the following shelter assistance for those planning to return home as well as those who are not able (or choose not) to return home. While the type of assistance provided is based on need and capacity, including lack of insurance or inadequate insurance coverage, it may include the following components:

- Assistance for Immediate Housing Needs
  - Provide assistance to support eligible households with housing and housing-associated costs, including but not limited to rent, mortgage payments, and temporary accommodations, depending on the particular household requirements
- Assistance based on Vulnerability
  - Provide additional assistance for eligible households (depending on insurance status), including replacement of household contents and other support
- Housing Repair and Reconstruction
  - Provide assistance to support eligible households with housing repair and reconstruction costs, including but not limited to construction supplies, down payment and other rebuilding costs
- Other
  - Debris removal, outbuildings, building permits, and other transitional shelter support as required

<b>Capacity-Building/Disaster Risk Reduction</b>	
Phase(s):	Support to Return Home and Recovery Onwards

This program will work in close coordination with existing local and provincial government programs to ensure that Disaster Risk Reduction best practices are incorporated into the other streams of programming. The program will also designate specific resources to support capacity building at the household, community and regional level. Under this stream of programming, CRC can provide/support the following areas of assistance:

- Support to Building Local Capacity
  - Work in conjunction with local and regional authorities to augment the resources available for ‘fire or flood smart’ repairs and reconstruction, as most individuals will find that they have insufficient insurance coverage

- Through community planning, identify key mitigation and preparedness priorities and support a range of activities to mitigate the impact of future emergencies
- Personal / Family / Community Preparedness Education
  - Coordinate with existing and planned preparedness activities led by local authorities and the Entity to provide supplementary preparedness education to households and communities in high-risk areas, including vulnerable communities, as requested

**Non-Client-Facing Emergency Response Services**

CRC may be able to provide the following additional Services, at the request of the Entity. These Services will be provided only where appropriate and where funding (as applicable) exists, upon mutual agreement of the Parties.

<b>Donation Management</b>	
Phase(s):	Evacuation Onwards

In times of emergency, businesses may want to contribute to the provision of assistance to Emergency-Affected Persons. Donation management aims to coordinate in-kind corporate donations to avoid duplication and waste and to ensure timely, accurate and effective distribution.

Service delivery may include:

- Call Centre: Establishing a call centre to accept donations
- Outreach Activities: Reaching out to businesses with respect to donations
- Donation Distribution: Distributing donations according to beneficiary needs

<b>Volunteer Management</b>	
Phase(s):	Evacuation Onwards

In times of emergency, residents may want to spontaneously volunteer their time through CRC to help Emergency-Affected Persons. It is crucial to coordinate these volunteer offers for the safety of volunteers and beneficiaries and the effectiveness of relief efforts.

Service delivery may include:

- Call Centre: Establishing a call centre to accept volunteer offers
- Online Registration: Establishing online volunteer registration via the CRC website
- Police Check: Conducting police background checks of new volunteers
- Orientation: Providing orientation sessions to provide information to volunteers about the response and work to be done

<b>Coordination of Organizations Offering Assistance</b>	
Phase(s):	Evacuation Onwards

Local organisations, including other voluntary sector agencies, have valuable resources that, when used in a coordinated manner, can improve the coverage, cost-efficiency and timeliness of assistance for Emergency-Affected Persons. CRC can work with these agencies to ensure resources are deployed in a complementary way, increasing effectiveness and minimizing the risk of duplication.

Service delivery may include:

- **Inventory of Resources:** Establishing a list of local community groups and their specific service offerings
- **Coordination Mechanism:** Establishing coordination mechanisms such as meetings or conference calls

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## SCHEDULE “B” REPORTING SCHEDULE

CRC will make reasonable efforts to provide the following reporting with respect to the Services. All reports shall be provided to the Entity contact person as per the Notification Protocol unless otherwise directed. Where payment is requested, reports will include invoices.

### PROVISION OF PROVINCIAL EMERGENCY SUPPORT SERVICES

These provisions may be superseded by an emergency-specific agreement, where applicable.

Report	Content	Timing	Entity Response
<b>Preparedness</b>			
Annual Report	Narrative report on capacity development and preparedness activities (personnel, equipment, supply stocks, exercises); invoice for annual contribution.	April of each year	Within 30 days of receipt
<b>Emergency Responses</b> (to be completed)			
Response Report	Narrative and statistical report on services provided to emergency-affected persons for Level 2+ response.	Within 30 days following end of response operations.	Not required.



**SCHEDULE “C”  
ELIGIBLE COSTING RULES**

**ACTIVATION AND REIMBURSEALBE COSTS**

The CRC will incur all direct aid expenses in accordance with its eligible costing rules.

Where Services are activated by the Entity, the CRC will seek reimbursement from the Entity for all direct costs incurred in relation to the provision of the Services.

For greater clarity, the CRC shall be permitted to bill all direct costs incurred for the performance of the Services including, but not limited to, personnel, travel, sub-contractor and direct aid costs in accordance with its own policies and procedures.

The CRC shall also charge an overhead costing rate of 12 percent against all direct costs incurred.

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## **SCHEDULE “D” NOTIFICATION PROTOCOL**

The Parties designate the individuals identified below as their respective contacts in relation to the activation of Services or Stand By:

**CRC:**

**Duty Officer: 1-888-800-6493**

The CRC Duty Officer phone number provides 24/7 response capability and a single point of contact to the Entity, other partners, Emergency-Affected Persons, CRC personnel and the public.

**Entity:**

**Gary Scherer, Acting CAO, Acting DEM**

**Phone: 403-634-6365**

**Email: gary.scherer@taber.ca**

**Preferred means of communication: call/text**

**Alternate means: email**

Either Party may change its designated contact by written notice to the other Party.

To activate the Services for the Entity or place CRC on Stand By, the Entity shall make a request to the CRC contact indicated above and shall provide information about the Emergency or anticipated Emergency as set out below to facilitate the deployment of appropriate personnel and resources (Notification).

In the absence of Notification, CRC shall not be obligated to provide Services; however, if CRC receives notice directly from an affected community or otherwise becomes aware of a situation which may warrant the deployment of Services, CRC may contact the Entity and seek approval for the activation of Services. Furthermore, this Agreement does not restrict the ability of CRC to provide aid on its own initiative and at its own expense, outside of this Agreement.

When requesting or approving the activation of Services, or when requesting that CRC go on Stand By, the Entity shall provide the following information, to the extent applicable and available:

- i. the nature and location of the Emergency;
- ii. the time the Emergency occurred;
- iii. the number of affected people (if known);
- iv. any current or possible evacuation, and the expected duration of the evacuation operation;
- v. emergency services on scene;

- vi. the Services (per Schedule “A”) that are requested; and
- vii. the location of Emergency Sites or other locations where Services are needed or will be delivered;
- viii. any identified threats or hazards to the affected population or to CRC Personnel;
- ix. location of affected vulnerable populations, such as long-term care facilities or hospitals;
- x. any special instructions, limitations or risks; and
- xi. Entity liaison officer name(s) and contact information (if different from the Notification contact listed in this Section).

In order to enable the CRC to determine the eligibility of disaster-affected people, specific datasets will be required from the Entity in order to ensure the efficient, equitable and transparent delivery of digital assistance services. This data may include:

- i. data on the boundaries of impacted areas and/or evacuation boundaries, including geospatial polygons where available;
- ii. point data and/or address information for impacted residences;
- iii. information regarding the status of essential services such as hydro, water, heat, etc. within the relevant areas; and
- iv. relevant statistics related to the population, demographics, or other sociologically significant indicators of an affected community.

Data sets shall be conveyed in a machine-readable format (e.g. as raw data, not as a PDF). Where the datasets contain personal information they shall be transferred using encryption or a secure file transfer protocol site (FTP).

## **SCHEDULE “E” FUNDAMENTAL PRINCIPLES**

- Humanity** The International Red Cross and Red Crescent Movement, borne of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
- Impartiality** The Movement makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- Neutrality** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.
- Independence** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- Voluntary Service** It is a volunteer relief movement not prompted in any manner by desire for gain.
- Unity** There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
- Universality** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

## EMERGENCY RESPONSE SERVICES AGREEMENT

This Agreement is made as of Nov. 5, 2018 between:

**TOWN OF TABER** a corporation incorporated under the laws of Canada having its office located at 4900A – 50 Street, Taber, Alberta, T1G 1T1  
("Entity")

and

**THE CANADIAN RED CROSS SOCIETY,**  
a not-for-profit corporation and registered charity incorporated under the laws of Canada,  
having its head office in Ottawa, Ontario  
("CRC")

### WHEREAS:

- A. The Entity is responsible for safeguarding and protecting the health, safety and security of its citizens, including provision for basic needs, shelter and emergency relief, in accordance with applicable legislation;
- B. CRC is officially recognized as an auxiliary to public authorities in providing protection and assistance to emergency-affected persons, and has the resources and mandate to assist in the provision of emergency relief; and
- C. The Entity and CRC wish to enter into an agreement for the provision of emergency response services in the case of an emergency;

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein, the Entity and CRC (each, a "Party" and together, the "Parties") agree as follows:

### 1. INTERPRETATION

#### 1.1 In this Agreement:

- a) "**Agreement**" means this agreement, its schedules and all instruments supplemental hereto or in amendment or confirmation hereof; "**herein**", "**hereof**", "**hereto**", "**hereunder**" and similar expressions shall mean and refer to this Agreement and not to any particular Article, Section, subsection or other subdivision; and "**Article**", "**Section**", "**subsection**" or other subdivision of this Agreement shall mean and refer to the specified Article, Section, subsection or other subdivision of this Agreement;
- b) "**Business Day**" means a day on which CRC's offices are open for operations and excludes Saturday, Sunday and any other day which is a statutory or legal holiday in Canada;

- c) **“Calendar Day”** means all days in a month, including weekends and holidays.
- d) **“CRC Personnel”** means staff and volunteers who are affiliated with CRC.
- e) **“Emergency”** means an urgent and critical situation, or impending situation, of a temporary nature caused by an accident, an intentional act, the forces of nature or other causes that constitutes a danger to persons or property. Emergencies include Major Incidents and Minor Incidents.
  - i) **“Major Incident”** means an event that disrupts the lives of more than 25 people or causes substantial damage to more than 10 dwelling units, or a Minor Incident the response to which has exceeded 72 hours in duration. A Major Incident may be of long duration and requires a large number of resources and enhanced or specialized response capacity, and/or may involve multiple sites.
  - ii) **“Minor Incident”** means an event that disrupts the lives of 25 or fewer people or causes substantial damage to 10 or fewer dwelling units, and which has a response duration of no more than 72 hours. A Minor Incident is of short duration, is resolved with routinely available response capacity and generally involves a single site.
- f) **“Emergency-Affected Person”** means any person whose life is disrupted during an Emergency identified in a Notification. Emergency-Affected Persons include individuals affected in their homes, individuals who must be evacuated on an emergency basis as a preventive measure, and individuals who are required to comply with quarantine measures.
- g) **“Emergency Site”** means any location used to provide Services to Emergency-Affected Persons, and may include reception centers and shelters.
- h) **“Force Majeure”** means a circumstance in the context of a response to an Emergency which prevents a Party from performing its obligations under this Agreement, despite such Party’s reasonable preparedness and reasonable business efforts. Force Majeure may include act of God, fire, flood, war, terrorism, strikes or labour difficulties or governmental enactment.
- i) **“Large-Scale Emergency”** means, generally but without restriction, an Emergency which creates more than 10,000 Emergency-Affected Persons, or where the Preliminary Estimated Budget exceeds \$2 million.
- j) **“Notify”, “Notified” or “Notification”** means a process of informing CRC of the existence and circumstances of an Emergency and requesting Services, as set out in Schedule “D” of this Agreement.

JM AP  
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- k) “Services” means the emergency services to be provided to Emergency-Affected Persons by CRC under this Agreement, as more particularly set out in Schedule “A”.

1.2 **Preamble.** The preamble is incorporated herein by reference and is deemed to be an integral part of this Agreement.

1.3 **Schedules.** This Agreement includes all of the Schedules annexed to it (listed below), the terms and conditions of which are expressly incorporated herein and form a part hereof:

- Schedule “A” – Description of Services
- Schedule “B” – Eligible Costing Rules
- Schedule “C” – Payment and Reporting Schedule
- Schedule “D” – Notification Protocol
- Schedule “E” – Fundamental Principles

1.4 **Gender.** Any reference to any gender shall include all genders and words used herein importing the singular number only shall include the plural and *vice versa*.

1.5 **Headings.** The division of this Agreement into Articles, Sections, subsections and other subdivisions and the insertion of headings are for convenience of reference only and shall not affect, nor be utilized in the construction or interpretation of, this Agreement.

## 2. PURPOSE OF AGREEMENT

2.1 The purpose of this Agreement is to establish parameters for collaboration between the Entity and CRC to ensure the provision of humanitarian assistance in the event of an Emergency. CRC will provide aid to Emergency-Affected Persons in accordance with its role and capacity as outlined in this Agreement.

2.2 Nothing in this Agreement shall prevent CRC from providing humanitarian assistance to citizens of the Entity, in an Emergency or otherwise, on its own initiative and at its own expense, separate and apart from this Agreement, provided that in doing so CRC does not compromise the performance of its obligations hereunder. CRC may fundraise for such purposes.

2.3 In the event of a Large-Scale Emergency, the Parties may meet to consider additional or alternate services to be provided, including recovery services as described in Schedule “A”, Section D.

## 3. TERM

3.1 The right to request Services under this Agreement shall commence on January 1, 2018, and shall expire on December 31, 2020, unless terminated earlier in accordance with the provisions of this Agreement (the “Term”).

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3.2 **Renewal Planning.** The Parties shall endeavour to meet at least six (6) months prior to the expiry of this Agreement to discuss and negotiate a new agreement.

#### 4. OBLIGATIONS OF CRC

##### 4.1 Preparedness.

- a) CRC will recruit, select and train a volunteer-based workforce so as to have ready-to-respond CRC Personnel available to deliver the Services. Depending on the circumstances and extent of an Emergency, CRC may also deploy personnel from other provinces or from its international network to respond to an Emergency;
- b) CRC will stock and maintain supplies and logistics capacity as required to provide the Services;
- c) CRC will participate in Entity-led emergency preparedness exercises, activities and/or meetings, as mutually agreed from time to time; and
- d) CRC may perform additional preparedness activities, including preparedness workshops for Entity residents as set out in Schedule "A" as agreed upon with the Entity;

##### 4.2 Emergency Response.

- a) Upon Notification by the Entity, CRC will supply the requested Services in response to an Emergency;
- b) CRC will communicate and coordinate with the Entity, and will keep the Entity apprised of the provision of Services during the Emergency; and
- c) CRC will ensure that CRC Personnel are clearly identified with CRC's logo.

##### 4.3 Limitation.

- a) The Parties understand that CRC's workforce is comprised principally of volunteers, and recognize that the availability of personnel may be reduced in exceptional circumstances despite the reasonable efforts of CRC;
- b) At any time during an Emergency, CRC may give immediate notice that it will withdraw, reduce or limit its services in the event conditions are such that CRC is unable to provide Services without compromising the health or safety of CRC Personnel; and



- c) CRC shall endeavour to keep the Entity informed and to coordinate with the Entity with respect to any anticipated or actual limitations on its provision of Services.

## 5. OBLIGATIONS OF THE ENTITY

### 5.1 Preparedness.

- a) To ensure an efficient and robust emergency response, the Entity will inform its staff and intra-governmental counterparts of CRC's role, including taking reasonable steps to document the role of CRC in any relevant emergency or other plans;
- b) The Entity will invite CRC to participate, as appropriate, in Entity-led exercises, activities and/or meetings focusing on emergency preparedness;
- c) The Entity will designate locations as Emergency Sites to be used by CRC in an Emergency response, and will provide CRC with a list of such designated Emergency Sites from time to time, or at the latest as soon as possible upon Notification of an emergency situation; and,
- d) The Entity will be responsible for ensuring that any licenses, approvals or permits necessary to operate the Emergency Sites are obtained;

### 5.2 Emergency Response

- a) The Entity may call on the assistance of CRC pursuant to this Agreement in the event of either a Minor Incident or a Major Incident.
- b) Where the Entity calls on CRC pursuant to the above subparagraph, the Entity shall request that CRC provide Services to Emergency-Affected Persons by issuing a Notification, using the protocol as described in Schedule "D";
- c) Where the Entity believes an Emergency is or may be imminent, the Entity may request that the CRC go on "stand by" to be ready to respond if the Emergency occurs ("Stand By"). Stand By requests shall be made using the Notification process described in Schedule "D";
- d) The Entity will communicate and coordinate with CRC, and will keep CRC informed of information relevant to its role in providing Services, including sharing in a timely and comprehensive manner data to inform the delivery of services (as described in Schedule "D"), if available and as applicable.

## 6. REPORTING

- 6.1 CRC shall report to the Entity as set out in Schedule "C".

- 6.2 CRC shall keep and maintain in accordance with generally accepted accounting standards complete and accurate books, records and accounts relating to this Agreement and the cost of the Services and all expenditures and shall, upon reasonable notice, provide to the Entity these documents to examine, audit and make copies. CRC shall retain records for seven (7) years following the last year to which the records relate.
- 6.3 **Records of Emergency-Affected Persons.** When registration services are provided, CRC shall establish, maintain, and retain records of all Emergency-Affected Persons who are registered. These records shall include, for each person, as provided, (i) names of all family members, (ii) primary residence address, (iii) emergency address (where evacuation orders are in place); and (iv) contact phone number if available. With the exception of Non-Disclosed Files as provided for in the privacy provisions herein, CRC shall share this information with the Entity, as appropriate and applicable in order to facilitate the response to the Emergency and the provision of Services. After the conclusion of the Emergency, CRC shall, on request, deliver to the Entity a record of all Emergency-Affected Persons to whom Services were provided, excepting Non-Disclosed Files. In the event that the CRC is able to employ its own technology for the purpose of digital means of registration, CRC shall endeavor to share the records with the Entity on a routine basis from the outset of the operation.
- 6.4 The Entity shall use any records provided by CRC only for the purposes of Emergency response, and shall store and submit such records in accordance with all applicable privacy legislation, and in accordance with the privacy provisions herein.

## 7. FINANCIAL SUPPORT

- 7.1 **Annual Financial Support for Preparedness.** To enable CRC to build and maintain its capacity to discharge its responsibilities under this Agreement, the Entity agrees to make an annual contribution to CRC of \$2,300 CDN each year of the Term. The annual contribution will be due within thirty (30) Calendar Days of the date of that the Agreement comes into force, and on each anniversary thereafter, upon invoice by CRC. The contribution will increase each year by the provincial rate of inflation, which shall be calculated based on the year-on-year increase in the provincial Consumer Price Index as published by Statistics Canada at the time the invoice is issued.
- 7.2 **Cost Recovery for Emergency Response Services.** In the event CRC is Notified and provides Services in response to a Major Incident, or is placed on Stand By:
- a) CRC will be reimbursed by the Entity for costs incurred in accordance with Schedule "B"; and
  - b) CRC will submit invoices for reimbursement accompanied by supporting information and reporting in accordance with Schedule "C", and the invoices will be paid by the Entity pursuant to the timelines set out therein.



- 7.3 For greater clarity, CRC will not seek reimbursement under this Agreement for Services provided in response to a Minor Incident.
- 7.4 To better assist Emergency-Affected Persons, CRC may organize fundraising campaigns if its resources are insufficient to meet projected needs. Fundraising will be conducted and the funds raised will be used in accordance with the standards of CRC. The Entity will not be invoiced for expenses which are covered by fundraising, but fundraising shall not otherwise affect the Parties' obligations under this Agreement. The allocation of any fundraising revenues shall be in CRC's sole and absolute discretion.

## 8. INDEMNITY

- 8.1 Each Party shall indemnify and save harmless the other Party, its employees, volunteers, subcontractors, and agents from any loss, damage, claim, cost or expense, including legal fees, that the other Party may incur pursuant to any third party claim, demand, action, charge, complaint, prosecution or other proceeding that may be made against or affect the indemnified Party to the extent arising from:
- a) that Party's breach of this Agreement; or
  - b) a wrongful or negligent act or omission on the part of the indemnifying Party, or of its employees, volunteers, subcontractors, agents, or others for whom it is in law reasonably responsible, in the performance of this Agreement or the rendering of the Services.
- 8.2 The indemnified Party shall promptly notify the indemnifying Party of any claim covered by this section; shall allow the indemnifying Party to conduct and control, at the indemnifying Party's sole cost and expense, the defence of such claims and any related settlement negotiations; shall afford all reasonable assistance to the indemnifying Party (at the indemnifying Party's sole cost and expense); and shall make no admission prejudicial to the defence of such claims.

## 9. INSURANCE

- 9.1 Each Party shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement commercial general liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties (including, in the case of the Entity, CRC Personnel), arising from the acts or omissions of such Party in connection with this Agreement. This insurance coverage will be to a limit of at least ten million dollars (\$10,000,000 CDN) per occurrence, or such lesser amount as is approved by the other Party; will include the other Party as an Additional Insured; and will contain a Cross Liability and Severability of interest clause. Each Party shall promptly deliver, upon request, certificates of insurance throughout the Term.
- 9.2 Each Party shall ensure that its policies of insurance referenced above are endorsed to provide thirty (30) days written notice to the other Party in the event of cancellation by the

insurer. Each Party shall provide the other Party with at least thirty (30) days written notice of its intention to cancel or not renew the policy.

- 9.3 Each Party shall require and ensure that any subcontractors it engages in connection with this Agreement also comply with the terms of this Section, and shall bear the risk if they do not.

## 10. TERMINATION

- 10.1 Either Party may terminate this Agreement for convenience upon 60 days written notice.
- 10.2 Either Party may terminate this Agreement immediately for cause if the other Party is in breach of a material provision of this Agreement and such breach has not been cured in a reasonable time following written notice to such other Party or is by its nature incapable of being cured. A reasonable time shall be thirty (30) days or such other time as is reasonable in the circumstances.
- 10.3 On termination:
- a) CRC shall, in coordination with the Entity, wind down or transfer to another provider the provision of any Services currently in progress; and
  - b) The Entity shall pay any financial obligations (i) incurred prior to termination and (ii) for all Services performed, including costs to the CRC to wind down Services, which may extend beyond the date of termination.
- 10.4 **Survival.** Provisions of this Agreement which are expressly or impliedly intended to remain in force after termination shall do so, including without limitation the provisions regarding retention of records, indemnity, financial obligations upon termination, confidentiality, privacy and intellectual property.

## 11. NOTICE

- 11.1 Contractual notices, requests, demands, or other communications (collectively called "Notices") hereunder shall be given in writing by personal delivery, by postage prepaid registered mail, or by email. **Requests and communication regarding the activation and provision of Services or Stand By (Notification) are not governed by this Section but are governed by the protocol set out in Schedule "D".** The address of each Party for contractual Notice shall be as follows,

**CRC:**

Jennifer McManus, Vice President  
Canadian Red Cross  
Alberta and Northwest Territories  
1305 11 Ave SW

**Contractor:**

Cory Armfelt, CAO, DEM  
Town of Taber  
4900A 50<sup>th</sup> Street.  
Taber, AB, T1G 1T1

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or at such subsequent address given by such Party to the other Party by Notice in writing from time to time.

- 11.2 All Notices shall be deemed to have been received when delivered by hand or transmitted by email or, if mailed, ten (10) Business Days after the day of the mailing thereof, excluding any time during which the normal mail service is interrupted by strikes or other irregularities.

## 12. CONFIDENTIALITY

- 12.1 “**Confidential Information**” means any information or material that relates to a Party’s business and affairs, including CRC client lists and information related to the suspension or termination of this Agreement, which is identified as confidential at the time of disclosure or that a reasonable person would consider, from the nature of the information or the circumstances of disclosure, to be confidential. Confidential Information does not include information that (i) is in the public domain at the time of its communication; (ii) is independently developed by each Party; (iii) entered the public domain through no fault of the receiving Party subsequent to communication with the other Party; (iv) is in possession of the receiving Party free of any obligation of confidence at the time it was communicated to the receiving Party; or (v) is communicated to the receiving Party by a third party under no legal obligation to maintain the confidentiality of the information.
- 12.2 Each Party shall not disclose the other Party’s Confidential Information without express written consent or unless required by law, nor make use of the other Party’s Confidential Information except in the performance of this Agreement. Each Party shall protect the other Party’s Confidential Information from transfer or disclosure by the same measures that it uses to protect its own confidential information, but in any event by not less than reasonable measures. Where disclosure is required by law, prior to disclosure, the Parties will discuss the legal requirement and jointly determine amount and type of Confidential Information, if any, which must be disclosed in order to comply with the law.
- 12.3 **Access to Information Requests.** The Parties acknowledge they may be subject to access to information legislation. Where such a request is received, the other Party shall be notified in writing prior to the release of any information, in accordance with and as permitted under the applicable legislation.

## 13. PRIVACY

- 13.1 Each Party shall act in accordance with their respective privacy policies and applicable privacy laws. To the extent the Parties have differing obligations under applicable privacy legislation, each Party shall take reasonable steps to facilitate the other Party’s compliance.

- 13.2 Each Party will treat as confidential and will not, without the prior permission of the other Party, publish, release or disclose, or permit to be published, released or disclosed, either before or after the expiration of this Agreement, personal information supplied to, obtained by, or which comes to the knowledge of that Party as a result of the Agreement, except insofar as such publication, release or disclosure is necessary for the Party to fulfill its obligations under this Agreement or is required or permitted by law. Registration information provided to CRC is provided in confidence, shall be available or shared with the Entity only through secure file transmission procedures, is provided only for the purposes of Emergency response and providing disaster-related assistance, and shall be used, shared or disclosed by the Entity only for such purposes.
- 13.3 The Entity further acknowledges that certain registrants may request:
- a) That the information they provide to CRC be restricted in its disclosure for personal reasons ("**Restricted Files**"), including that their names and information not be disclosed to others in connection with Registration and/or Family Reunification Services. Upon being advised by CRC, this higher level of confidentiality shall be respected by the Entity; or
  - b) That the information they provide to CRC not be disclosed to the Entity ("**Non-Disclosed Files**"). In these cases, CRC will inform the Entity of the services provided to such persons only in anonymized or aggregated form. The Entity may request further non-identifying information to facilitate reimbursement in accordance with Schedule "B", as necessary.

#### 14. INTELLECTUAL PROPERTY

- 14.1 The Red Cross emblem consists of a red cross on a white background and is universally recognized as a symbol of protection and neutrality. The Canadian Red Cross Society Logo is the Red Cross emblem plus the phrase "Canadian Red Cross" or "Croix-Rouge canadienne", as set out in CRC's graphic standards.
- 14.2 The Entity may not use the logo, name or emblem of CRC without CRC's prior review and written approval. Use of the emblem alone is strictly prohibited.
- 14.3 **Copyright.** Each Party shall own exclusively all information and material created or prepared by it in the performance of this Agreement. For greater clarity, CRC retains the copyright and exclusive right of use for its own service provision methods, document templates, emergency management training techniques and all materials related to these functions.

#### 15. FORCE MAJEURE

- 15.1 The interpretation of the contractual rule of force majeure under this Agreement shall take into account that this Agreement is intended to be performed in circumstances of Emergency. The parties confirm that the performance of their obligations is intended to be

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provided in such circumstances, and any failure of performance shall be assessed in that context.

- 15.2 Neither Party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to Force Majeure and the Party has promptly notified the other Party of the Force Majeure circumstance. In the event of a Force Majeure, the Parties shall consult with one another on the appropriate action to be taken, which may include temporary suspension of certain provisions of this Agreement for the duration of the Force Majeure, or termination of this Agreement. Suspension of any provision of this Agreement shall be reviewed on a periodic basis but at least once every three (3) months. If the force majeure condition continues for more than sixty (60) days, either Party may terminate this Agreement upon written notice to the other Party.

## 16. GENERAL PROVISIONS

- 16.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and, except as expressly set out herein, supersedes all other or prior agreements, understandings, negotiations and discussions, whether oral or written, between the Parties in respect of the subject matter.
- 16.2 **Amendments.** This Agreement may be amended only by written instrument executed by the Parties.
- 16.3 **Media Communications.** No Party shall make any press release, public announcement or other public commentary relating to this Agreement, the Services or the other Party without prior consultation with and the approval of the other Party.
- 16.4 **Fundamental Principles.** The Parties shall carry out this Agreement in accordance with the fundamental principles of the International Red Cross and Red Crescent movement, attached hereto as Schedule "E".
- 16.5 **Relationship of the Parties.** The relationship of CRC to the Entity in performing the Services under this Agreement is that of independent entities, and nothing in this Agreement is to be construed as creating an agency, partnership or joint venture relationship between CRC and the Entity.
- 16.6 **Assignment.** This Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors and permitted assigns. CRC may, in its discretion, subcontract the performance of Services, which shall not affect CRC's responsibility for the performance of its obligations under this Agreement.
- 16.7 **Dispute Resolution.** The Parties shall make reasonable efforts to settle by negotiation, with or without the assistance of a mediator, any dispute that arises as a result of any claim or controversy in connection this Agreement. If the Parties are not able to reach a resolution of all of the matters in dispute after negotiation and/or mediation, the remaining dispute will be finally determined by arbitration in accordance with the provisions of the legislature

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of the province in which the Entity is located, or, at the option of CRC, in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce, by a single arbitrator appointed in accordance with the legislation or those Rules, as the case may be.

- 16.8 **No Waiver.** No waiver by any Party of any breach by the other Party of any of its obligations hereunder shall be a waiver of any subsequent breach of the same or any other obligation, nor shall any forbearance in seeking a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.
- 16.9 **Severance.** Any provision of this Agreement which is, or becomes, illegal, invalid or unenforceable shall be severed to the extent of such illegality, invalidity or unenforceability and shall not affect or impair the remaining provisions.
- 16.10 **Time is of the Essence.** Time shall be of the essence in all provisions of this Agreement.
- 16.11 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument.
- 16.12 **Governing Law.** This Agreement shall be interpreted in accordance with, and governed by, the laws of the province where the Entity is located and the federal laws of Canada applicable therein, excluding conflict of law provisions.

**IN WITNESS WHEREOF** each of CRC and the Entity have caused this Agreement to be signed and delivered by its duly authorized representative:

For the Entity:

For the Canadian Red Cross Society:

  
\_\_\_\_\_

  
\_\_\_\_\_

Name (print): Andrew Rank

Name (print): Jennifer McManus

Title: MAYOR

Title: VP, CRCs AB-NWT

Date: Nov. 8, 2018

Date: December 21, 2018

  
\_\_\_\_\_

\_\_\_\_\_

Name (print): Cory Armbratt

Name (print): \_\_\_\_\_

Title: CAO

Title: \_\_\_\_\_

Date: Nov. 5/2018

Date: \_\_\_\_\_





## SCHEDULE "A"

### DESCRIPTION OF SERVICES

CRC is able to provide the emergency response and relief services set out below (the Services).

The specific Services to be provided will be determined by CRC and the Entity in coordination, with consideration given to the capacity of the Entity, in order to promote efficiency and non-duplication. The provision of Services will be coordinated with government, insurance and other voluntary sector organizations to avoid duplication. CRC will determine the appropriate method of service delivery for the requested Services.

- Preparedness Services
- Registration
- Reception and Information
- Family Reunification
- Lodging
- Food
- Clothing
- Transportation
- Personal Services
- Safety and Wellbeing

Further services may be provided subject to discussion and mutual agreement.

### FULL LIST OF SERVICES

#### A. Preparedness Services

##### **Public Education**

CRC will provide preparedness workshops to residents of the Entity. Location and scheduling will be determined jointly by CRC and the Entity.

#### B. Core Emergency Response Services

These Services will be provided, at the request of the Entity, in response to an Emergency. When provided in response to a Major Incident, these Services will be reimbursed by the Entity as set out in Schedule "B".

##### **Registration**

Registration aims to facilitate family reunification, communication with Emergency-Affected Persons and the fast and accurate provision of direct assistance. Information collected via registration will be shared with the Entity pursuant and subject to the terms of this Agreement.

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Service delivery may include:

- Online Registration: Registration of Emergency-Affected Persons via the CRC web site.
- In-person or CRC Contact Centre or Call Centre: Registration of individuals by CRC field personnel (for example at a reception center) or by phone through a CRC Contact Centre.

### **Reception and Information**

Reception refers to providing a place for people impacted by an emergency to go, where they can receive information and Services, and to managing access to and from the facility. Information refers to providing individuals with information about Services and other assistance available to them, whether from CRC or other agencies, and information about the emergency situation.

Service delivery may include:

- Referral: Referring clients to other organizations or government programs that can assist them.
- Stand-alone Service: Providing Reception and Information as a stand-alone service within a government-led reception centre or shelter.
- Reception Centre: Establishing, staffing, and/or managing a reception centre at an Emergency Site.
- Call Centre: Establishing a call centre to provide information.
- Outreach: Conducting direct outreach to provide information.
- Mass Messaging: Sending electronic communications (email, text message or voice mail) to Emergency-Affected Persons.

### **Family Reunification**

Family Reunification assists in reuniting families by collecting information and answering inquiries regarding the condition and whereabouts of missing persons.

Service delivery may include:

- Online: Providing online means for inquiries and for safe & well messages.
- Phone: Providing access or means to access phone service.
- Internet Access: Providing access or means to internet service.

Persons may request that their information not be shared with others, including through Family Reunification (Restricted Files), for example due to concerns about abusive relationships. Such requests will be respected.

### **Lodging**

This service aims to ensure that individuals are provided with safe, temporary lodging away from an area affected by an Emergency. It also seeks to support individuals' return to their homes.

Service delivery may include:

- Commercial Lodging: Coordinating commercial lodging (e.g. hotel, motel, etc.).
- Congregate Shelter: Establishing, staffing, and/or managing a Congregate Shelter.
- Friends and Family: Support individuals to stay with their family or friends who can offer accommodation.

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## **Food**

This service aims to provide feeding for those who cannot feed themselves, or those without food or food preparation facilities, as well as for volunteers and other response workers. CRC tries to ensure, to the best of its ability and in the circumstances, that food meets the nutrition needs of at-risk groups. Food should also respect the culture of the affected persons.

Service delivery may include:

- Commercial Feeding: Arranging for food via stores, groceries, and/or restaurants.
- Feeding Station: Establishing Feeding Stations at Reception Centers or Congregate Shelters.
- Kitchen/Cafeteria/Catering: Establishing a stationery kitchen, cafeteria, or catering service.
- Bulk Food/Water Distribution: Conducting bulk food and water bulk distribution operations.
- Cooperation with Partners: Coordinating food services via cooperation with partners.

## **Clothing**

Clothing service is designed to provide clothing to persons in need in an Emergency to prevent harm from exposure and to meet clothing needs until normal sources of supply become available.

Service delivery may include:

- Provision of Clothing: Coordinating clothing via agreements with commercial suppliers.
- Detergent/Laundry: Providing for detergent and laundry, to enable individuals to do their own laundry or for laundry to be cleaned by a third party.
- Cooperation with Partners: Arranging clothing distribution via cooperation with partners.

## **Transportation**

Emergencies may require or result in the evacuation of individuals from their homes, for short or long periods of time. Emergency-Affected Persons may lose access to their regular means of transport due to the Emergency, and may require assistance to pay for unplanned transport expenses. Transportation service aims to provide assistance to facilitate mobility for Emergency-Affected Persons.

Service delivery may include:

- Provision of Means: Providing means to either acquire fuel, bus, train or subway tickets or cab fare.
- Direct Provision: Providing transport through contracted companies, such as chartered buses.

## **Personal Services**

Personal services provide immediate personal assistance to people dealing with physical, social, or emotional problems created by or aggravated by an Emergency. This service also provides assistance to meet the functional requirements of clients such as children, dependent adults, and mobility-impaired adults.



Service delivery may include:

- Personal and Hygiene Products: Providing hygiene kits or the means to acquire hygiene products.
- Baby supplies: Providing the means to acquire baby supplies such as diapers and ointment.
- Prescriptions: Providing the means to renew necessary medical prescriptions.
- Special Mobility Aids: Providing means to acquire special mobility aids necessary for healthy living.
- Personal Services and Health Care: Providing the means to fulfill basic support and medical aid requirements, including to acquire eye glasses, hearing aids, or dentures or referral to professional health services.

Note that while CRC provides assistance in the form of the Services, CRC does not assume the care of unaccompanied minors or dependent adults.

### **Safety and Wellbeing**

Safety and Well-Being (SWB) takes into account, in the provision of the Services, an understanding of safe and supportive environments in all aspects of service delivery; assigning the highest priority to creating opportunity for beneficiaries to benefit from activities that address their well-being. In major emergencies SWB may be delivered by designated SWB volunteers, but there is also an increasing effort within CRC to ensure that all volunteers are oriented to the foundational concepts of SWB in service provision.

Service delivery may include:

- Protection: Creation and maintenance of safe environments for impacted populations.
- Accountability: Beneficiary accountability through feedback mechanisms.
- Community Engagement: Promotion or coordination of networks addressing safety, protection and wellbeing; promotion of community resilience in support of populations of focus.
- Activity Delivery: Activities and programming approaches that support populations of focus, for example: Child-Friendly Spaces; Female-Friendly Spaces; and Youth Engagement.

### **Digital Assistance**

In recognition of the increasing size and impact of emergencies and the movement of affected populations outside the immediate service delivery area, CRC is increasingly building capacity to provide the relief and recovery services through digital means. Used at the sole discretion of CRC, and currently employed mainly for Large-Scale Emergency operations, digital service delivery may include online registration (through a web portal), the issuance of financial assistance through electronic means (such as e-transfer), mass messaging and surveying of affected populations for the purpose of planning, and other tools. This form of service provision entails significant “behind the scenes” effort to manage the accuracy of information and facilitate access for non-digital populations (such as elderly individuals, who may prefer to register in person). There may be additional costs associated with digital service provision, and it may not be technically feasible in all circumstances.

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### **C. Other Emergency Response Services**

In Large-Scale Emergencies, when funding is available either through a public fundraising appeal or through additional government funds, CRC may be able to provide the following additional Services, at the request of the Entity. These Services will be provided only where appropriate and where funding (as applicable) exists, upon mutual agreement of the Parties.

#### **Donation Management**

In times of emergency, businesses may want to contribute to the provision of assistance to Emergency-Affected Persons. Donation management aims to coordinate in-kind corporate donations to avoid duplication and waste and to ensure timely, accurate and effective distribution.

Service delivery may include:

- Call Centre: Establishing a call centre to accept donations.
- Outreach Activities: Reaching out to businesses with respect to donations.
- Donation Distribution: Distributing donations according to beneficiary needs.

#### **Volunteer Management**

In times of emergency, residents may want to spontaneously volunteer their time through CRC to help Emergency-Affected Persons. It is crucial to coordinate these volunteer offers for the safety of volunteers and beneficiaries.

Service delivery may include:

- Call Centre: Establishing a call centre to accept volunteer offers.
- Online Registration: Establishing online volunteer registration via the CRC website.
- Police Check: Conducting police background checks of new volunteers.
- Orientation: Providing orientation sessions to provide information to volunteers about the response and work to be done.

#### **Coordination of Organizations Offering Assistance**

Local organisations, including other voluntary sector agencies, have valuable resources that, when used in a coordinated manner, can improve the coverage, cost-efficiency and/or timeliness of assistance for Emergency-Affected Persons. CRC can work with these agencies to ensure resources are deployed in a complementary way, increasing effectiveness and minimizing the risk of duplication.

Service delivery may include:

- Inventory of Resources: Establishing a list of local community groups and their specific service offerings.
- Coordination Mechanism: Establishing coordination mechanisms such as meetings or conference calls.



#### **D. CRC Recovery Program**

In Large-Scale Emergencies, when funding is available either through a public fundraising appeal or through additional government funds, CRC may be able to provide the following additional recovery services in addition to those listed in the previous sections. An effective recovery program increases the ability of individuals and communities to recover from the current Emergency while also developing the ability to resist and recover from future Emergencies.

**Delivery of the recovery services set out in this Section would require and be subject to one or more separate agreements to be negotiated and concluded between the Parties. The short summary below is provided for informational purposes; the services in this Section do not form part of the Services covered by this Agreement.**

##### **Support to Self-Recovery**

Support to Self-Recovery considers the unique needs of each individual household throughout their recovery, and promotes existing capacities and provides appropriate assistance to individuals and families to help them rebuild and meet their needs. Support to Self-Recovery may also include the two following sub-programs:

##### **Support for Re-Entry**

Depending on the size of the evacuation and extent of damage, coordinating a phased re-entry can be complex and sensitive. Working in close collaboration with the authorities, CRC is able to draw on its experience and expertise to support re-entry of evacuated or displaced persons.

##### **Shelter**

In some recovery events housing is a core area of support. In close collaboration with the authorities and existing programs, CRC can provide shelter assistance for those planning to return home as well as those who are not able (or choose not) to return home. This may include assistance with housing-related costs, such as rent, debris removal, or content replacement. It may also include support for reconstruction or rebuilding of severely damaged or destroyed homes.

##### **Community Partnerships**

Embodying the CRC's commitment to recognize community capacity, assets and resilience and to reduce future vulnerabilities, a Community Partnerships Program provides an opportunity for the community (including existing organizations, Indigenous communities and local government) to identify projects, activities, and events to support the recovery process. The Program is closely coordinated with key stakeholders to ensure that the views of government, community service providers, local residents and businesses are considered when approving projects.

##### **Support for Small Businesses and Indigenous Cultural Livelihoods**

Small businesses are key to supporting recovery in communities after an Emergency. This program provides eligible small businesses with financial assistance to support uninsured losses incurred as a result of the Emergency, and educational opportunities to build capacity for future events.

**Capacity Building / Disaster Risk Reduction**

This program works in close coordination with existing local and provincial government programs to ensure that Disaster Risk Reduction best practice is incorporated into the other streams of recovery programming, as well as designating specific resources to support capacity building at the household, community and regional level.

JM AP  
CA

## SCHEDULE "B"

### ELIGIBLE COSTING RULES

#### Emergency Response Services

Costs incurred for the provision of Services requested in response to a Major Incident, and costs incurred when the Entity places CRC on Stand By, shall be eligible for reimbursement. Examples of the types of costs CRC incurs, and the corresponding costing rates, are set out herein.

Whenever possible, within the context of emergency response, CRC will favour a competitive process for the procurement of goods, assets and services that enhances access, transparency, competition and fairness and results in best value.

**For Minor Incidents, CRC will provide Services in accordance with this Agreement, but shall not seek reimbursement for such assistance.** An incident which begins as a Minor Incident but becomes a Major Incident due to the number of Emergency-Affected Persons or the response duration shall be subject to reimbursement as a Major Incident.

#### A. Direct Aid

Direct aid expenses include the cost of supplies, materials and services provided to beneficiaries, as well as the cost of direct financial assistance. The amounts invoiced will be the actual and reasonable costs of the purchase of direct aid, which shall not exceed the fair market value of the goods and services, and the costs of financial assistance. The cost of any items donated to CRC will not be charged to the Entity.

Some frequently used emergency supplies which may be expensed include:

- Cots
- Cot cleaning and repacking
- Blankets
- Hygiene kits
- Plush Toys
- Clean-up kits

#### Direct Financial Assistance to Emergency-Affected Persons

CRC will invoice for reimbursement the expenses of providing direct financial assistance to Emergency-Affected Persons, including financial assistance for food, lodging, clothing, personal services and transportation, pursuant to CRC's standards for response assistance. The current version of CRC's standards are available upon request. These standards are amended from time to time and are subject to change.

Jay CA



## **B. Logistics**

Logistics expenses include the costs of transporting, storing and distributing direct aid to beneficiaries. The eligible costing rate for logistics shall be the actual and reasonable costs of transportation, storage and distribution of supplies and services, including as applicable rental fees, per kilometre usage for CRC vehicles, maintenance expenses, insurance expenses and, in the event of loss or damage, insurance deductibles. These costs shall not exceed the fair market value of the services and expenses.

## **C. Equipment and Inventory (Capital Assets)**

This category encompasses the actual and reasonable costs of the purchase, rental or maintenance of capital assets purchased or used for the purpose of providing the Services, in each case to the extent used for the provision of the Services and provided that such costs do not exceed the fair market value of the assets or services.

Inventory and capital assets purchased for the provision of the Services are owned by CRC and will be the property of CRC upon the conclusion of the response.

## **D. Expenses Related to Personnel**

**Salary.** CRC will first and foremost endeavor to use unpaid volunteers. Salaries for paid personnel required by CRC to carry out the Services will be expensed. Where only a percentage of an individual's time is dedicated to the Services, this will be reflected in the invoice. Personnel expenses include:

- i. **Direct Salaries:** Sums paid by CRC to staff as regular salary, excluding overtime pay and bonuses, in accordance with CRC pay scales. Rates shall be in accordance with local laws and practices, including local market rate of remuneration.
- ii. **Benefits:** In accordance with CRC policies, cost of benefits as follows:
  - a. **Time-off benefits:** Salary for allowable days for the following paid absences: statutory holidays, annual vacation and sick leave; and
  - b. **Paid benefits:** Actual sums paid by CRC for paid benefits including CRC's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, pension plans and other mandatory government benefits.
- iii. **Overtime:** Overtime, incurred and paid in accordance with CRC's policies, will be expensed, provided it is required for the delivery of the Services.

#### **E. Expenses Related to Travel and Living Expenses**

Travel and living expenses for CRC personnel may be expensed where they are required for the provision of Services, such as personnel who are required to travel to the affected area or community.

- i. **Per Diem.** Per Diems in accordance with CRC policies, available upon request.
- ii. **Travel.** Expenses actually incurred relating to flights, trains, cabs, buses, fuel and or living expenses; the cost of housing during the response; and mileage expenses in accordance with CRC policies, which are available upon request.

#### **F. Subcontractors**

The eligible costing rate for subcontractors or sub-grantees shall be the actual and justifiable cost of such services.

Subcontractors shall be arm's length, and subcontractor rates or amounts shall not exceed the fair market value of the work done.

#### **G. Administration**

Upon billing for Major Incidents, CRC will charge a flat administrative fee of 12% of the eligible costs for the Emergency to cover overhead expenses incurred by CRC that cannot be directly attributed to the provision of specific Services.

These expenses may include, for example, the costs associated with facilities; general managerial and administrative support; executive oversight; and legal and/or information services resources including systems, web-hosting, financial auditing, etc. These elements are an essential part of providing a professional and accountable service delivery, but are not dedicated to any one operation. The administrative fee allows the CRCS to obtain cost recovery for the strains put on its normal operations, which are not necessarily distinctly traceable.

#### **H. Records**

CRC will retain appropriate records to support all expenses invoices. These records may include, as applicable:

- HR, time management and payroll records for staff
- Purchase orders, invoices, receipts and subcontractor contracts
- Procurement records for tenders, RFP/RFQs, due diligence on costing (including justification of fair market rate) and sole sourcing forms; and
- Inventory listings with identification of current location

*Jay AP*  
*CA*



## SCHEDULE "C"

### PAYMENT AND REPORTING SCHEDULE

CRC will make reasonable efforts to provide the following reporting with respect to the Services. All reports shall be provided to the Entity contact person for contractual notices. Where payment is requested, reports will include invoices.

These provisions may be superseded by an emergency-specific agreement, where applicable.

Report	Content	Timing	Entity Response
<b>Preparedness</b>			
Annual Report	Narrative report on capacity development and preparedness activities (personnel, equipment, supply stocks, exercises); invoice for annual contribution.	Within 30 Calendar Days after each anniversary date of the Agreement.	Payment of annual contribution within 30 Calendar Days of receipt of invoice.
<b>Emergency Response: Major Incident with estimated response cost less than \$500,000, or Stand By request which does not become an Emergency response</b>			
Report for Response	Narrative and financial report on Services delivered and expenditures on Services in respect of the Emergency, or on Stand By expenses incurred; invoice for reimbursement.	Within 60 Calendar Days of the end of the delivery of Services in respect of the Emergency.	Payment of reimbursement within 30 Calendar Days of receipt of invoice.
<b>Emergency Response: Major Incident with estimated response cost more than \$100,000</b>			
Operational Service Delivery Plan and Preliminary Estimated Budget of the Response	Preliminary operational budget and service delivery plan for the Emergency (preliminary estimates may be subsequently amended).	Within three (3) to seven (7) Business Days of receipt of Notification, depending on the scale and complexity of the operation.	Written confirmation of approval within three (3) Business Days of receipt.  The Parties may discuss pre-payment of a portion of the budget.
Interim Financial Report(s)	Financial report on actual expenses to date for the Emergency, in accordance with	As agreed upon at the time of submission of the Preliminary Response Budget.	Payment of reimbursement within 30 Calendar Days of receipt of invoice.

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	Schedule "B", based on the approved budget; invoice for reimbursement.		
Final Report for Response	Narrative and financial report on Services delivered and expenditures on Services in respect of the Emergency; invoice for reimbursement.	Within 60 Calendar Days of the end of the delivery of Services in respect of the Emergency.	Payment of reimbursement within 30 Calendar Days of receipt of invoice.

*JY AP*  
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## SCHEDULE "D"

### NOTIFICATION PROTOCOL

The Parties designate the individuals identified below as their respective contacts in relation to the activation of Services or Stand By:

**CRC: 24 Hour Disaster Assistance Line 1-888-800-6493**

Melissa Fougere, Senior Manager Disaster Management, Alberta and Northwest Territories

**Phone: 587-340-3976**

**Email: [melissa.fougere@redcross.ca](mailto:melissa.fougere@redcross.ca)**

**Preferred means of communication: call/text**

**Alternate means: email**

**Entity:**

Cory Armfelt, CAO, DEM

**Phone: 403-942-4291**

**Email: [corv.armfelt@taber.ca](mailto:corv.armfelt@taber.ca)**

**Preferred means of communication: call/text**

**Alternate means: email**

Either Party may change its designated contact by written notice to the other Party.

To activate the Services or place CRC on Stand By, the Entity shall make a request to the CRC contact indicated above and shall provide information about the Emergency or anticipated Emergency as set out below to facilitate the deployment of appropriate personnel and resources (Notification).

In the absence of Notification, CRC shall not be obligated to provide Services; however, if CRC receives notice directly from an affected community or otherwise becomes aware of a situation which may warrant the deployment of Services, CRC may contact the Entity and seek approval for the activation of Services. Furthermore, this Agreement does not restrict the ability of CRC to provide aid on its own initiative and at its own expense, outside of this Agreement.

When requesting or approving the activation of Services, or when requesting that CRC go on Stand By, the Entity shall provide the following information, to the extent applicable and available:

- iii. the nature and location of the Emergency;
- iv. the time the Emergency occurred;
- v. the number of affected people (if known);
- vi. any current or possible evacuation, and the expected duration of the evacuation operation;
- vii. emergency services on scene;
- viii. the Services (per Schedule "A") that are requested; and

*July AP  
CA*

- ix. the location of Emergency Sites or other locations where Services are needed or will be delivered;
- x. any identified threats or hazards to the affected population or to CRC Personnel;
- xi. location of affected vulnerable populations, such as long-term care facilities or hospitals;
- xii. any special instructions, limitations or risks; and
- xiii. city liaison officer name(s) and contact information (if different from the Notification contact listed in this Section).

In Large-Scale Emergencies, specific datasets may be required from the Entity, depending on the assistance that is requested from CRC, in order to ensure the efficient delivery of digital assistance services. This data may include:

- xiv. data on the boundaries of impacted areas and/or evacuation boundaries, including geospatial polygons where available;
- xv. point data and/or address information for impacted residences;
- xvi. information regarding the status of essential services such as hydro, water, heat, etc. within the relevant areas; and
- xvii. relevant statistics related to the population, demographics, or other sociologically significant indicators of an affected community.

Data sets shall be conveyed in a machine-readable format (e.g. as raw data, not as a PDF). Where the datasets contain personal information they shall be transferred using encryption or a secure file transfer protocol site (FTP).



## SCHEDULE "E"

### FUNDAMENTAL PRINCIPLES

- Humanity** The International Red Cross and Red Crescent Movement, borne of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
- Impartiality** The Movement makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
- Neutrality** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.
- Independence** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
- Voluntary Service** It is a volunteer relief movement not prompted in any manner by desire for gain.
- Unity** There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
- Universality** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

## Municipal Emergency Management Committee Request for Decision

**Meeting Date: March 1, 2021**

**Subject:**

Community Emergency Management Program (CEMP)

**Recommendation:**

The Municipal Emergency Management Committee accepts the Town of Taber's updated 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

On October 14, 2020, Alberta Emergency Management Agency performed a Community Emergency Management Program (CEMP) review. Overall, they were very pleased with the Town of Taber's Emergency Management Program. They did offer a few suggestions for improvement.

They suggested we could improve our evacuation and re-entry plans. During the discussion it was decided to re-format our plan to follow the new template provided by the Province of Alberta.





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Attached you will find the updated CEMP Emergency Plan with the following areas of change:

1. Introduction – added content
2. Administration – added 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. Reception Center – Added content to this section
8. Pets/Livestock – Added this content
9. Crisis Communication Plan – Added this content
10. Re-entry plan – Added this content
11. Short term Recovery Plan – Added this content
12. Post incident Reporting – Added content to this section
13. 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 Deputy Fire Chiefs job description.

**Service Level / Staff Resource Implication:**

The Emergency Plan review is part of the Deputy 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):** Current Municipal Emergency Plan  
Community Emergency Management Program (CEMP) DRAFT

**APPROVALS:**

**Originated By:**  
Steve Munshaw

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

TOWN OF TABER

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# *Municipal Emergency Plan*

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02/01/2021



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## Preamble

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### Purpose

The purpose of this plan is to provide a prompt and coordinated response to emergencies affecting the municipality.

### Application & Concept

**This plan is not designed to replace existing procedures for dealing with normal emergencies in the municipality.** Following the initial emergency response, an on-site assessment will be conducted by the emergency services first responders. When it is determined that the emergency is beyond that of a normal response, they will (in consultation with other agencies as appropriate) determine the extent of the response that will be required to deal effectively with the emergency, and notify the municipality accordingly.

### Authority

The Town of Taber Municipal Emergency Plan is issued by Local Authority under the authority of:

the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8 with amendments in force as of May 12, 2020.

the Town of Taber Municipal Emergency Management By-Law # 19-2019 dated October 15, 2019.

Local Authority Resolution dated 584/2019, 585/2019 and 587/2019 dated October 15, 2019.

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## Municipal Emergency Plan Layout

The development and maintenance of the Municipal Emergency Plan (MEP) is the responsibility of the Director of Emergency Management and the Emergency Management Agency. The plan is organized as follows:

Part 1 Emergency Preparedness

Part 2 Emergency Response

Part 3 Business Continuity

Part 4 Post Response

Appendices

# Part 1 Emergency Preparedness

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**PLANNING**

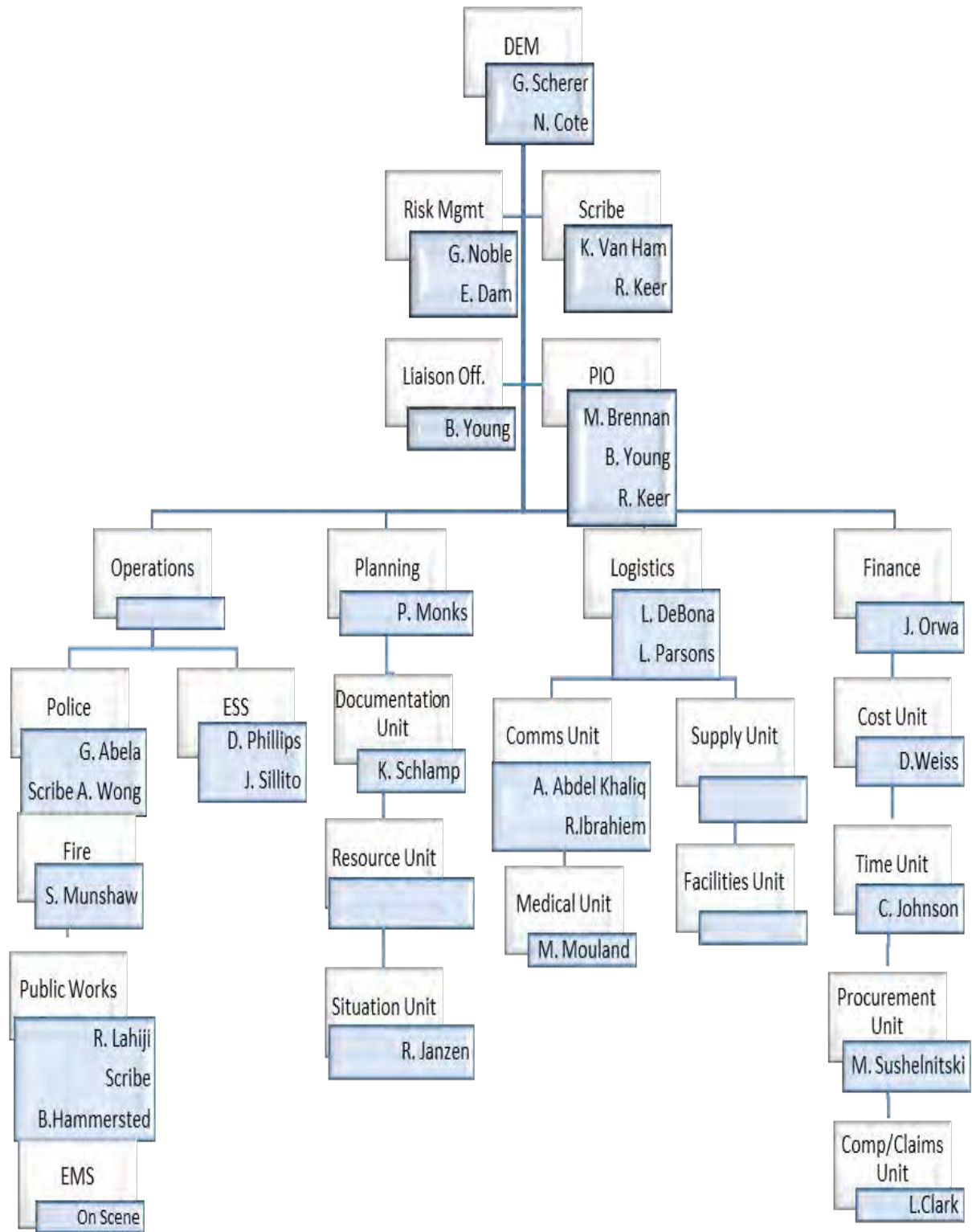
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<b>Kattie SCHLAMP</b>	Documentation Unit Leader Resource Unit Leader	403-223-5500 ext 6009 403-223-5500 ext	403-308-1252	<a href="mailto:Kattie.schlamp@taber.ca">Kattie.schlamp@taber.ca</a>

**LOGISTICS**

<b>Lisa DEBONA</b>	Logistics Section	403-223-5500 ext 5439	403-795-8734	<a href="mailto:Lisa.debona@taber.ca">Lisa.debona@taber.ca</a>
<b>Louise PARSONS</b>	Alternate Logistics Section Supply Branch	403-223-5500 ext 6012 403-223-5500 ext	403-200-8115	<a href="mailto:Louise.parsons@taber.ca">Louise.parsons@taber.ca</a>
<b>Alaa Abdel Khaliq</b>	Communication Unit Leader	403-223-5500 ext 6011	403-393-1553	<a href="mailto:al@taber.ca">al@taber.ca</a>
<b>Ramez Ibrahiem</b>	Backup Communications	403-223-5500 ext 6006	431-336-4871	<a href="mailto:ramez.ibrahiem@taber.ca">ramez.ibrahiem@taber.ca</a>
<b>Marnie MOULAND</b>	Medical Unit Leader Facilities Unit Leader	403-223-5500 ext 5547 403-223-5500 ext	403-634-7647	<a href="mailto:Marnie.mouland@taber.ca">Marnie.mouland@taber.ca</a>

**FINANCE**

<b>John Orwa</b>	Finance Section	403-223-5500 ext 6005	403-308-6438	<a href="mailto:John.orwa@taber.ca">John.orwa@taber.ca</a>
<b>Donna Weiss</b>	Cost Unit Leader	403-223-5500 ext 6001	403-330-7598	<a href="mailto:Donna.weiss@taber.ca">Donna.weiss@taber.ca</a>
<b>Carrie JOHNSON</b>	Time Unit Leader	403-223-5500 ext 5510	403-308-2764	<a href="mailto:Carrie.johnson@taber.ca">Carrie.johnson@taber.ca</a>
<b>Megan Sushelnitski</b>	Procurement Unit Leader	403-223-5500 ext 5503	403-892-3968	<a href="mailto:apclerk@taber.ca">apclerk@taber.ca</a>
<b>Lorraine CLARK</b>	Comp/Claims Unit Leader	403-223-5500 ext 5529	403-331-9144	<a href="mailto:Lorraine.clark@taber.ca">Lorraine.clark@taber.ca</a>



## Village of Barnwell

<u>COUNCIL</u>	<u>Position</u>	<u>Phone</u>	<u>Cell</u>	<u>Email</u>
Delbert Bodnarek	Mayor	403-223-9269	403-393-3352	
Robin Hanson	Councillor	403-223-9132	403-382-0644	
Kent Bullock	Councillor	403-223-4839	403-915-3096	
Deb Hansen	Councillor	403-223-4107	403-330-4834	
Ian Matheson	Councillor	403-223-4445	403-701-6461	

### SUPPORT STAFF

Brian Schafer	DEM		403-654-7438	
Joe Bruyere	DDEM		403-715-2598	
Wendy Bateman	DDEM ALT	403-223-4018	403-635-0344	Wendy.bateman@barnwell.ca
	Scribe			
	Risk Management			
	Alternate Risk Management			
	Liaison Officer			
	Alternate Liaison Officer			
	Public Info Officer			
	Alternate Public Info Officer			

### OPERATIONS

	Police Chief			
	Fire Chief			
Don McCrae	Public Works	403-223-8852	403-635-0345	
Peter Yunick	Alternate Public Works	403-223-4171	403-892-8171	

### ESS

	Emergency Social Services			
	Emergency Social Services			

### PLANNING

	Planning Section			
	Alternate Planning Section			
	Documentation Coordination			
	Alt. Documentation Coordination			

### LOGISTICS

	Logistics Section			
	Alternate Logistics Section			
	Supply Branch			
	It Branch			
	It Branch			

### FINANCE

	Finance Section			
	Alternate Finance			

## MD of Taber

Merrill Harris	Reeve	403-223-2841		403-634-0462
John Turcato	Division 2			403-634-1591
Brian Brewin	Division 3	403-655-2463		403-380-0701
Tamara Miyanaga	Division 4	403-223-4573		403-308-6538
Jennifer Crowson	Division 5			403-308-8610
Murray Reynolds	Division 6	403-739-3783		403-634-8449
Leavitt Howg	Division 7			403-622-1408
<b>Arlos Crofts</b>	<b>CAO</b>	<b>403-223-1466</b>	<b>403-223-3541</b>	<b>403-634-2720</b>
<b>Brian Schafer</b>	<b>DEM</b>		<b>403-654-4359</b>	<b>403-654-7438</b>
<b>Joe Bruyere</b>	<b>DDEM</b>			<b>403-715-2598</b>
<b>Kirk Hughes</b>	<b>DDEM ALT</b>		<b>403-223-3541</b>	<b>587-220-4813</b>
<b>Joanne Bronsch</b>	<b>Public Information / scribe</b>	<b>403-223-3391</b>	<b>403-223-3541</b>	
<b>Candice Robison</b>	<b>Alternate Public Information / scribe</b>	<b>403-223-0597</b>	<b>403-223-3541</b>	
<b>Dale Grant</b>	<b>Site Safety</b>	<b>403-223-3460</b>		<b>403-634-2634</b>
<b>RCMP</b>	<b>RCMP</b>		<b>403-223-4447</b>	
<b>Jeremy Wickson</b>	<b>Public Works</b>		<b>403-223-3541</b>	<b>403-634-2713</b>
	<b>Emergency Site Manager</b>			
	<b>Alternate Emergency Site Manager</b>			
<b>Bryan Badura</b>	<b>Social Services Manager</b>	<b>403-223-9670</b>	<b>403-223-3541</b>	<b>403-634-4131</b>
<b>Candice Robison</b>	<b>Emergency Lodging</b>	<b>403-223-0597</b>	<b>403-223-3541</b>	
<b>Bryce Surina</b>	<b>I.T</b>	<b>403-634-2733</b>	<b>403-223-3541</b>	
<b>Dean Parker</b>	<b>Alternate I.T</b>	<b>403-892-7543</b>	<b>403-223-3541</b>	
<b>Bryan Badura</b>	<b>Chief Financial Officer</b>	<b>403-223-9670</b>	<b>403-223-3541</b>	<b>403-634-4131</b>
<b>Sherry Crombez</b>	<b>Alternate Chief Financial Officer</b>		<b>403-223-3541</b>	<b>403-892-4870</b>



## Evacuation Plans

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### General

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

### Alert / Order / Rescind

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

(2) The Director will issue a warning to the public to evacuate and then coordinate evacuation operations.

(3) The Director will action the Level 1, 2, or 3 Emergency Response, and alert Emergency Management Agency members, and mobilize those as required; determine if all or any part of the municipality needs to be evacuated and, if so, in what order; recommend to elected officials to declare a state of local emergency, if necessary; advise the Directors of Emergency Management in neighbouring communities intended to receive evacuees to activate their Reception Centre Plans. Also provide the expected numbers and times of arrival for evacuees;

alert all surrounding schools, the Regional Health Authority, institutions, etc.;

assess need for mutual aid assistance (**Reference - AEA**); and

notify Alberta Municipal Affairs, Emergency Management Alberta at 1-800-272-9600 (24 hours);

notify all parties when the emergency has been mitigated and public safety has been restored and the evacuation will be rescinded.

### Collection Areas

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(1) For purposes of evacuation, the municipalities are divided into five areas with a collection point designated for each:

TABER:

Area	One	Co-op Grocery Parking Lot 4926 46 Ave Taber, AB
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		Ph: 403 223 5749
Area	Two	Central School 5412 54 St Taber, AB Ph: 403 223 2170
Area	Three	Ken McDonald's Sports Park 7301 50 St Taber, AB

(2) Evacuees are advised to report to the collection centres before transport to designated reception centres.

## Transportation

---

(1) 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.

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

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

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

## Schools

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

## Institutions

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Evacuation of patients or residents from Health Care Centres, Long Term Care Centres and Seniors' Homes will be supported by the municipal emergency plan. Institutions such as:

Taber Hospital  
Good Samaritan Linden View  
Clearview Lodge

## Security

---

To ensure the evacuation is complete:

(1) Security and safety checks of vacated premises will be performed by those emergency services responsible.

- (2) During an evacuation, road blocks into the area will be maintained by the Police, supplemented by designated volunteer assistance, as required.
- (3) Access to an evacuated area will be restricted to persons in possession of "Official Emergency Passes."
- (4) Evacuees may be allowed to return during the event, and will be escorted by security until the operation is complete.
- (5) Only when the area is determined to be safe will the Director of Emergency Management **Rescind** the evacuation order and allow the evacuees to return.

## Residential Evacuation Advice Checklist

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### Preparation

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

- alert all family members, immediately;
- maintain constant knowledge of whereabouts of all family members;
- private motor vehicles should be prepared and fuelled;
- emergency supplies should be readied; and
- secure or prepare to secure your home on departure.

### Equipment

---

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

- protective clothing - clothing appropriate to the weather conditions; such as a parka, winter jackets, overcoat, rain gear, boots, gloves, etc. and extra functional clothing for an extended stay;
- emergency equipment - first aid kit, flashlights, portable radios, batteries, basic tools, matches, candles, etc.;
- personal items - medications, money, personal papers, identification, etc.; and
- emergency food and water - basic utensils, dry foods, high energy snacks, etc.

### [Optional Items](#)

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

bedding - sleeping bags, extra blankets, camp cots, or air mattresses;

Camping or portable furniture - lawn chairs, camp stoves, cooking utensils, etc.;

Recreational materials - books, cards, games, portable TV's, handheld video games, etc.

### [Prohibited Items](#)

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

### [Pets](#)

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

### [Security](#)

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

### [Medications/Drugs](#)

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

## Emergency Response Plans

### Municipal Support To Health Care Centre Emergency Plan

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#### General

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

#### Casualty Transport Vehicles - Volunteer

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- (1) The Director of Emergency Management will coordinate arrangements for Casualty Transport Vehicles with the Emergency Medical Services (Ambulance).
- (2) Volunteers must be registered and provided with full instructions before they proceed with their task.
- (3) Coordination of casualty movement from site will be under the direction of the Emergency Medical Services (Ambulance).

#### Stretchers and Blankets

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- (1) 8 cots/stretchers and a minimum 8 up to the number needed of blankets are stored at the ambulance bay of the Taber Health Centre (Taber Hospital).

#### Casualty Transfer - Health Care Centre

---

Volunteer stretcher bearers are required to meet the ambulances and Casualty Transport Vehicles as they arrive at the health care centre, 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 Centre / Casualty Information Centre

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

#### Traffic Control - Health Care Centre

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

### [On-Site Assistance](#)

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

### [Public Utilities](#)

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

### [Communications](#)

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

site (ambulance/health care centre-radio);

municipality (telephone/messenger); and

Casualty Information Centre (telephone/messenger)

## [Municipal Support To Long Term Care Centre Emergency Plan](#)

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### [General](#)

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In the event the Taber Health Centre Long Term Care Centre needs to evacuate the residents, the municipality will provide support as follows and as provided for in the Taber & District Health Centre Emergency Response Plan:

### [Evacuation](#)

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

### [Emergency Services](#)

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Request for additional municipal emergency resources from administration will be directed to the Director of Emergency Management.

### On-Site Operations

---

Police, fire, and ambulance will assume their normal functions and, provide:

traffic control;  
security for facility and holding area;  
care for injured;  
assist with the evacuation; and  
auxiliary emergency communications

### Municipal Support

---

The Director of Emergency Management or designate will:

arrange for a temporary evacuee holding area at Taber Community Centre to be managed by the Reception Centre Manager;

8 cots/stretchers and a minimum 8 up to the number needed of blankets stored at the ambulance bay of the Taber Health Centre (Taber Hospital) to be picked up by the Transportation Coordinator and delivered to the Long Term care center;

public information and news releases will be coordinated by the Public Information Officer and the Director of Emergency Management; and

arrange for auxiliary transport vehicles for evacuees, if required.

### Municipal Support To Seniors' Home Emergency Plan

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#### General

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

#### Evacuation

---

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

#### Emergency Services

---

Request for additional municipal emergency resources from administration will be directed to the Director of Emergency Management.

### [On-Scene Operations](#)

---

Police, fire and ambulance will assume their normal functions and, provide:

traffic control ;  
security for facility and holding area;  
care for injured;  
assist with the evacuation; and  
auxiliary emergency communications.

### [Municipal Support](#)

---

The Director of Emergency Management or designate will:

arrange for a temporary evacuee holding area at Taber Community Centre to be managed by Reception Centre Manager or as identified by the Seniors Home Administration;

8 cots/ stretchers and minimum 8 up to the number needed of blankets stored at ambulance bay of the Taber Health Centre (Taber Hospital) to be picked up by Transportation Coordinator and delivered to the Seniors Home;

public information and news releases will be coordinated by the public information officer and the Seniors Home administrator; and

arrange for auxiliary transport vehicles for evacuees, if required.

### [Municipal Support To School Emergency Plan](#)

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#### [General](#)

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In the event the Horizon School Division or Holy Spirit School Division implements their emergency plan, the municipality will provide support as follows:

#### [Additional Emergency Services](#)

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Requests for emergency services, above the normal police, fire, and ambulance services, will be directed to the Director of Emergency Management.

### [On-Scene Operations](#)

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On-scene operations will follow the Level 1, 2, or 3 Emergency Response procedure.

## Municipal Support

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In coordination with school administration, the Director of Emergency Management will:

establish communication links with school administration and site operations;

arrange for auxiliary transportation;

establish an evacuee holding area at Taber Community Centre to be managed by Reception Centre Manager; and

8 cots/stretchers a minimum 8 up to the number needed of blankets stored at the ambulance bay of the Taber Health Centre (Taber Hospital) to be picked up by the Transportation Coordinator and delivered to the school.

## Flood Response Plan

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### General

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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 Centre, Edmonton:

Main telephone is 780-427-6278, during normal office hours after office hours

Emergency number is 780-427-8173

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 municipal Public Works department will be responsible for maintaining liaison with Alberta Environment River Forecast Centre, 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 municipality, 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. (**Reference - Part 2 - Alert/Warning**)

"Flood Warning": municipal officials are informed, and residents in the low level areas are to be advised accordingly. These persons are to be advised to take appropriate measures to avoid flood damage and consider evacuation where deemed necessary. (**Reference - Part 3.1 - Evacuation Plan**) **Note:** A list of the names and telephones of the residents in flood plain areas should be attached to this section.

### [Volunteer Assistance](#)

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All volunteers will be directed to report to Emergency Operations Centre (EOC) where they will be registered before being assigned to an emergency function.

### [Evacuation](#)

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Evacuation of any part of the municipality will be carried out in accordance with the provisions of the evacuation plan and reception centre plan. (**Reference - Part 3 - 3.1 & 3.2**)

## [Emergency Social Services Plans](#)

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### [General](#)

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- (1) Local conditions or conditions in neighbouring municipalities may result in an evacuation being carried out and it may be necessary to establish a Reception Centre(s) to meet the immediate emergency needs of the evacuees.
- (2) Although it is not expected that evacuees would require assistance for a lengthy period, the possibility of providing shelter and assistance for an extended stay should not be discounted.
- (3) Details for accessing the necessary resources will be dealt with by Council and the Director of Emergency Management.

### **Procedures**

### [Reception Centres](#)

---



(1) Reception Centre(s) will be activated by the Director of Emergency Management or the designated Emergency Social Services Manager to provide for the immediate needs of evacuees.

(2) Primary Reception Centre(s) will be at:

<u>Name of Building</u>	<u>Capacity</u>	<u>Contact</u>	<u>Phone No.</u>
<u>Taber Community Centre</u>	<u>300</u>	<u>Marty Planger</u>	<u>403 223 5500x5544</u>

(3) Alternate Reception Centre(s) will be at:

<u>Name of Building</u>	<u>Capacity</u>	<u>Contact</u>	<u>Phone No.</u>
<u>Taber Exhibition Grounds</u>	<u>400</u>	<u>Amanda Valgardson</u>	<u>403 223 9539</u> <u>403 382 9656c</u>

(4)

<u>Name of Building</u>	<u>Capacity</u>	<u>Contact</u>	<u>Phone No.</u>
<u>Vauxhall Community Complex</u>	<u>450</u>	<u>Cris Burns</u>	<u>403 654 2174</u> <u>403 654 7489c</u>

### **Reception Centre Kit**

A Reception Centre Kit containing registration forms, inquiry forms, signage, portable loudspeaker and other supplies is stored at the Town of Taber Fire Hall.

A Reception Centre Kit can be accessed by contacting Alberta Municipal Affairs, Alberta Emergency Management Agency at 1-866-618-2362 (24 hours).

### **Reception Centre Services**

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

#### [Registration & Inquiry Service](#)

---

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

Central Registry & Inquiry will be set up at the Civic Centre to process all registrations and handle inquiries about missing family members. Telephone communications will be arranged and the phone number for the public to contact the Central Registry & Inquiry will be publicized.

Registration & Inquiry forms are stored at the Town of Taber Fire Hall. Additional forms can be obtained by contacting Alberta Municipal Affairs, Emergency Management Alberta at 1-800-272-9600 (24 hours).

### Casualty Information Centre

---

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

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

#### **Public Information**

- (1) News releases to the public and news media will be coordinated by the Public Information Officer. Media will not be allowed in the health care centre or Casualty Information Centre.
- (2) A Casualty Information Centre will be located at Taber Community Centre for public information inquiries.

### Emergency Clothing Service

---

Emergency clothing needs may be met by contacting the following:

<u>Agency/Organization</u>	<u>Contact</u>	<u>Phone No.</u>
<u>Canadian Red Cross- Lethbridge</u>	<u>-</u>	<u>403 327 7117</u>
<u>Salvation Army Community and Family Services-Lethbridge</u>	<u>-</u>	<u>403 328 2860</u>

Minimum 8 up to the number needed of blankets are stored at the Taber Hospital and may be accessed by contacting the Taber Hospital at 403 223 7211.

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

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

### 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 7106c

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.

## [Emergency Lodging Service](#)

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
Econo Lodge/Taber Motel	Arvin Singh	403 223 8911 403 915 8000c

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 Stand1000	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.

## 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

## 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
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## Emergency Social Services Functions

The following Emergency Social Service functions have been assigned:

<u>Position</u>	<u>Name</u>	<u>Number</u>	<u>Alternate</u>	<u>Number</u>
Reception Centre Manager Taber	Dawn Phillips	403 382 9521	Jeremy Sillito	403 892-3323
Registration & Inquiry Coordinator				

## Alberta Family & Social Services Assistance

A Director of Emergency Management, who anticipates a need for provincial government involvement in the delivery of Emergency Social Services, may make arrangements with the District Office 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 co-ordinated.

District Office Managers who are not appointed by a municipality 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 Director of Emergency Management.

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

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

## Supplies and Additional Services

Arrangements will be made with local merchants to provide supplies to support the needs of the Reception Centre(s). They will be obligated to submit statements to the Director of Emergency Management concerning methods of payment, amounts of supplies needed, etc. (**Reference - Part 2 - Municipal Administration**)

## Resource Lists

<b>Emergency Management Agency</b>				
<b>Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Fax/Cell</b>
Gas	ATCO Taber	223-9632	403-310-5678	223-1221 (f)
	24hr Emergency	1-800-511-3447		
	Bow River Gas	654-2233		
Power	Fortis Alberta	310-WIRE (9473)		
	Equs REA - 24 hr	888-565-5445		
Water/ Wastewater	Taber Irrigation	223-2148		223-2924 (f)
	Bow River Irrigation	654-2111		654-4197 (f)
	SMRID	328-4401		328-4460 (f)
Telephone Company	Telus Customer Relations	310-1000		
Alberta Environment	Forest/Wildfire	310-FIRE (3473)		
	Environmental Emergencies	1-800-222-6514		
	Flood Forecasting	780-427-8173		
Alberta Government	Health Link Alberta	811	866-408-5465	
AEMA	Bill Seymour Gary Dzioba	403-382-4006 403-382-5222		587-583-3600 587-594-4211
Alberta Human Services	Income Support Contact Center 24hr	866-644-5135		780-422-9681
Family &Community Support Services	Taber	223-7230		
	Vauxhall	654-2232		
	Lethbridge	388-6666		
	Coaldale	345-3000		345-1311
Environmental Health	CHR	223-7230		223-8733 (f)
Rail Companies	CN Rail	1-800-665-0581		
	CP Rail	1-800-795-7851		
Provincial Operation Center	POC	1-866-618-2362		
Others				



<b>Emergency Equipment and Supplies</b>				
<b>Service</b>	<b>Organization</b>	<b>Contact</b>	<b>Business</b>	<b>Residence</b>
Hardware Supplies (Hand Tools, Power Saws, Generators, Lights)	Prime Rentals	Gerald Schell	223-4577	795-6003
	Stampede Crane	24 hr	320-8117	
	Home Hardware		223-1122	
	NAPA		223-3561	
Emergency Power	MD Gravel Trailer	Jeremy Wickson	223-3542	634-2713
	MD Welder		223-3142	
	MD Power Plant		223-3142	
	Rivers Electric	On Call Person	223-4522	
	Prime Rentals	Gerald Schell	223-4577	795-6003
	Tarpon Energy	Dan Arnold	223-4415	634-3741
Emergency Lighting	Rivers Electric	On Call Person	223-4522	
Sour Gas Detection Equipment (H2S)	Triwell	24 hr Service	223-3292	
	Well Tech	Jeff Lockhart	223-4244	634-2753
		Brandon Harker	223-4244	634-4060
Barricades/Markers	MD of Taber	Jeremy Wickson	223-3541	634-2713
	Town of Taber	Gary Scherer	223-5551	634-6365
	Volker Stevin	24 hr	1-888-877-6237	
Water Trucks	TWH Oilfield Service	On Call Dispatch	223-4717	
	Cam & Sues	Cam	223-3101	382-9337
	MD of Taber	Jeremy Wickson	223-3542	634-2713
Heavy Equipment	MD of Taber	Jeremy Wickson	223-3542	634-2713
	Town of Taber	Gary Scherer	223-5551	634-6365
	George Miller Exc.	Tim Miller	223-9545	
Vac Trucks	DLT Vac & Steam Services	Michael Boulay	223-1320	635-1711
Pumps				
Blankets (amount)				
Sandbags...Etc...				

<b>Medical</b>			
<b>Services/ Organization</b>	<b>Contact/Location</b>	<b>Business</b>	<b>Residence</b>
<b>Medical Personnel (Doctors, Nurses, Medical Examiner)</b>			
Taber Medical Clinic	Taber	223-3525	
Taber Hospital	Taber	223-7211	
Lethbridge Hospital	Lethbridge	403-388-6111	
<b>Environmental Health (Public Health) Nurses</b>			
Chinook Health Region		223-7230	
	On Call Inspector	388-6111	
<b>Critical Incident Stress Debriefing (CISD) Mental Health</b>			
Mental Health Clinic	Taber – Maria Fabbri	223-7244	393-7932
Taber Fire Department	Chaplain – Clarence Bos	223-1825	382-9107
<b>Medical Supplies (Drug Stores, Malls, Veterinarian)</b>			
Johnson's Drugs	Taber - Craig Jensen	223-2900	715-5649
	Taber - Dave Wright	223-2900	308-6799
Pharmasave	Taber - Bob Bullock	223-3114	635-6305
<b>Self-Contained Breathing Apparatus</b>			
Kost Fire & Safety	Taber - Irene Volk	223-1500	548-5534
MD of Taber	Brian Schafer 24 hr	654-7438	

<b>Cont...Medical</b>			
<b>Services/ Organization</b>	<b>Contact/Location</b>	<b>Business</b>	<b>Residence</b>
<b>Ambulance (Local/Regional)</b>			
Taber Emergency Services	Taber	911	
Vauxhall Emergency Services	Vauxhall	911	
<b>Emergency Air Ambulance</b>			
<small>**Volunteer Casualty Transportation - Listed under Volunteer Supports Services</small>			
STARS	Emergency Link Centre	1-888-888-4567	
	Taber Police Services	911	223-8991
	Taber Emergency Services (Fire)	911 (223-6010)	223-5500 ext. 5442/5455
Taber Medical Clinic	Taber	223-3525	
Vauxhall Medical Clinic	Vauxhall	654-2456	
<b>Vet Clinic</b>			
Buffalo Head	Dr. Heather Smith	223-9584	330-3602
Taber Animal Clinic	Dr. Nick VanGeest	223-2474	330-6442
<b>Kennels</b>			
Taber Animal Clinic	Dr. Nick VanGeest	223-2474	330-6442
Town of Taber	Gary Scherer	223-5551	634-6365

<b>Transportation</b>			
<b>Services/ Organization</b>	<b>Contact/Location</b>	<b>Business</b>	<b>Residence</b>
<b>Vans/Buses/Taxis</b>			
Taber Handi Bus	Krista Douglas 24 hr Paul Primeau 24 hr Bus Driver Cell Day time	330-8649 715-7223 403-360-3025	
Grab a Cab	Bonnie Fehr	223-2203	360-9772
Bobs Taxi	Bob Peters	635-5438	
Legacy Dodge	After Hours – Matthew Lauinger	223-3434	391-8270
<b>School Buses</b>			
First Student	Cara Gross	223-5670	308-7884
	Shop	223-5671	
Horizon School Division	Cheryl Shimbashi Wilco Tymensen	223-3547 ext 126	403-360-7008
<b>Air Services/Airports/Float Planes/Helicopters</b>			
MD of Taber Airport – South	Tom Kinniburgh	223-8245	382-1089
Kinniburgh Spray Services	Shaun Kinniburgh	223-8245	795-8245
MD of Taber Airport - North	Vauxhall – Brian Schafer	654-7438	
	Derick Krizan	634-2720	
	Jason Bullock	634-4429	
<b>Air Services/Airports/Float Planes/Helicopters</b>			
MD Mechanic	Stephen Bostock	223-3142	330-7725
Triad Services	Brain Holstien	223-3838 (shop)	892-8385
Geereart Mechanical	John Geereart	223-8744	223-1681 (f) 308-3156

<b>Con't...Transportation</b>			
<b>Services/ Organization</b>	<b>Contact/Location</b>	<b>Business</b>	<b>Residence</b>
<b>Heavy Equipment &amp; Trucks</b>			
Cascade Energy Services	24 hr	223-4566	
TWH Oilfield Services	Shane Hall 24 hr	223-4717	
Glimar Crane Services	Lethbridge	327-6511	
CEM Heavy Equipment	Jennifer Valgardson	223-4683	308-0372
Western Tractor	Mitch Ponich	223-3588	634-2934
Rocky Mountain Equipment	Malcolm Milne	223-2333	331-1519
Robertson Implements	Ben Matthews	223-4437	915-7870
Horizon Implements	Ben Schapendonk	223-8928	715-8871
Legacy Dodge	Lynn Lucy	223-3434	587-447-5829
McDonald's Chev	Jim McDonald	223-3556	382-7286
George Miller Excavating	Tim Miller Wade Miller	223-9545 24 hr	635-0129 634-4123
Porter Tanner	Benson Porter	223-2277	634-0358
G. Wiebe Excavating	Gord Wiebe	317-3117	382-7563
McNiven Excavating	Joe McNiven	654-2440	654-7777
Ground Tech Enterprise	Sam De Vlieger 24 hr	634-3646	
F. Miller Excavating	Bob Miller	654-2064	330-9360
Southern Excavating	Mo Just 24 hr	634-3616	

<b>Utilities /Industry</b>			
<b>Services/ Organization</b>	<b>Contact/Location</b>	<b>Business</b>	<b>Residence</b>
<b>Utilities</b>			
ATCO Gas	Bob McPhillips - Emergency 1-800-511-3447	223-9632	892-2579 634-7611
Bow River Gas Coop	On Call	654-2233 Office	654-2239 24 hrs
Forty Mile Gas Co-op	24 hr Emergency	526-7718	
EQUUS	24 Hr Emergency	888-565-5445	
Fortis Alberta	24 hr Emergency	310-WIRE (9473)	
<b>Industry</b>			
CP Rail Emergency Manager Road Op.	24 hr Emergency	800-716-9132	
CP Police Service	24 hr Emergency	800-551-2553	
<b>Pipeline</b>			
Inter Pipeline	Mike Stevens -24 hr 800-666-8520	223-7300	317-9788
Trans Canada Transmission	24 hr Emergency	888-982-7222	
<b>Irrigation Districts</b>			
BRID	654-2111	654-2552 (After)	654-4197 (f)
TID	Barry Jensen	223-2148	330-1070
SMRID	24 Hrs Emergency	328-4401	328-4460 (f)



<b>Mutual Aid Assistance</b>				
<b>Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Alternate</b>
<b>Municipality: County of Newell - 9 Rural Fire Department</b>				
Mayor/Reeve	Molly Douglas	362-3266	641-2562	
Municipal Administrator	Kevin Stephenson	362-3266	794-2325	888-361-7921(f)
Director of Emergency Manag.	Keith Martin	794-2297		501-8805(c)
	Brooks-Kevin Swanson	362-2331		363-4330(c)
	John Nesbitt	362-3266		
Fire Chief	Keith Martin	794-2297		501-8805 (c)
Other	RCMP Brooks	794-4400		794-4464 (After)
<b>Municipality: Cypress County</b>				
Reeve	Richard Oster	526-2888		
Municipal Administrator	Doug Henderson	526-2888		878-9423
Director of Emergency Manag./Fire Chief	John Belanger	526-2888		587-253-0749
Director Public Works	Curtis Richter	526-2888		548-0914
Other	RCMP - Redcliff	548-2222		
<b>Municipality: County of Forty Mile</b>				
Reeve	Steve Wikkerink	867-3530	545-6947	952-1963
Municipal Administrator	Dale Brown	867-3530	867-3896	647-7351
Director of Emergency Manag.	Stewart Payne	867-3530		647-7674
Fire Chief	Dustin McGarry	867-3530		647-7675
Other	RCMP - Bow Island	545-2784		

<b>Con't...Mutual Aid Assistance</b>				
<b>Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Alternate</b>
<b>Municipality: County of Warner</b>				
Reeve	Ross Ford		344-3053	406-470-2137
Municipal Administrator	Shawn Hathaway	642-3635		647-4079
Director of Emergency Manag.	Shawn Hathaway	642-3635		647-4079
Fire Chief	Dave Nilsson	222-2447	222-2346	635-7241
Other	RCMP - Taber	223-4446		
<b>Municipality: County of Lethbridge</b>				
Reeve	Lorne Hickey	328-5525		403-315-3880
Municipal Administrator		328-5525		
Director of Emergency Manag.	Darryl Beaton	328-5525		380-1591
Fire Chief	Darryl Beaton	328-5525		380-1591
Other	RCMP – Coaldale	345-5552		
EM Team	24 hrs	911		

<b>Environment Canada Weather Information Numbers</b>		
<b>Town</b>	<b>English</b>	<b>Francais</b>
Banff	(403) 762-2088	(403) 762-9319
Calgary	(403) 299-7878	(403) 299-7837
Coronation	(403) 578-2664	
Edmonton City	(780) 468-4940	(780) 495-2145
Edmonton Rural	(780) 462-7120	
Edson	(780) 723-4070	
Fort McMurray	(780) 743-3868	
Grande Prairie	(780) 539-6631	(870) 538-0012
Jasper	(780) 852-3185	
Lethbridge	(403) 382-3068	(403) 320-5014
Lloydminster	(780) 875-7709	
Medicine Hat	(403) 526-0483	
Red Deer	(403) 342-7474	
Rocky Mountain House	(403) 845-3183	
Slave Lake	(780) 849-3046	

# Part 2 Emergency Response

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# Emergency Response Notification Procedure

## Emergency Management Response Procedure

### EMERGENCY MANAGEMENT RESPONSE CHART

**EMERGENCY**

#### **FIRST RESPONDER DECISION TO NOTIFY MUNICIPALITY OF EVENT?**

1. Is there a need or potential need to evacuate residents beyond the site?
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 event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

If YES to any one question

NO to all questions

NOTIFY MUNICIPALITY BY CALLING  
DEM or Deputy DEM at 947 4291 or 317 0558  
If no contact, call AEMA ARRC at 1-866-618-2362

Proceed with  
Standard First Responder Procedures  
and call mutual aid if necessary.

#### **DEM DECISION TO ACTIVATE EMERGENCY OPERATION CENTER (EOC)?**

1. Immediate EPWS activation for public safety? If “yes” - Activate EPWS now by calling authorized users in the box to the right
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond the site?
4. Prolonged or potentially prolonged disruption of key services and/or utilities?
5. Is public information required or is media interest likely beyond local media?

NO to all  
questions

Proceed with Standard First  
Responder Procedures and call  
mutual aid if necessary.

##### **EPWS Authorized User List:**

Name	Phone	Cell

If YES to any one question

#### **DEM / Deputy DEM activates EOC and delegates as many of these duties as possible**

6. Immediately assembles EOC team, using “EOC Activation Call List” in the box to the right.
7. Gets EOC facility operational.
8. Start first coordination & support procedures.
9. Further immediate action:
  - Identifies and assigns job responsibilities of EOC team members as they arrive.
  - If required, appoints Site Manager and defines site perimeters.
  - If required, suggest to declare “State of Local Emergency”.
  - Facilitates EOC and municipal operations.

**CALL AEMA ARRC at 1-866-618-2362**

#### **EOC Activation Call List:**

Name	Function	Phone
	DEM	
	Dep. DEM	

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**Goal**

In order to respond effectively to all occurring or anticipated emergencies, the DEM, the Deputy DEM or designate must be able to activate the Emergency Management Coordination Procedures as soon as possible. In order to activate these procedures, notification of the municipal EM Agency must be ensured in a timely and predictable manner.

## MUNICIPAL NOTIFICATION PROCEDURE GUIDE

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### **Procedure**

All municipal departments or agencies aware of an occurring or potential emergency, need to ask the following questions to determine the necessity of contacting the DEM, the Deputy DEM or designate:

Is there a need to evacuate residents beyond the site?

Is environmental/property/utility damage or potential damage critical?

Does the incident require more resources than are available locally or through mutual aid?

Will this event likely attract media attention or require public information?

Are regulatory, government, and/or industry agencies required?

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

Contact the DEM

In his/her absence, contact Deputy DEM

In his/her absence, contact AEMA Provincial Operations Center (POC) at 1-866-618-2362

The following information needs to be provided:

What is happening? (e.g. motor vehicle accident, weather event, hazardous material release, etc.)

Where is the exact location of the event happening?

What is the impact or potential impact?

What first actions have been taken?

Is immediate evacuation support or Alberta Emergency Alert (AEA) required?

What additional resources are required?

Other important information?

Who is reporting the incident?

Provide the contact name and number at emergency site.

The DEM or designate will record any notification received and will decide if municipal emergency coordination procedures need to be activated, including opening the EOC.

[Event Report Form for the Director of Emergency Management](#)

**CALLER INFORMATION**

Name of Caller:			
Position:		Agency:	
Location:		Date and Time:	
Call Back Phone Number(s):			

**EVENT INFORMATION**

Type of Emergency and Details:	
Incident Location:	DLS _____ - _____ - _____ - _____ W _____ M
Generic Directions:	
Nature of Incident:	
Municipal Impact:	
What is at Risk:	
Contact at Incident:	
Level of Impact:	
Notifications Requested:	

Additional Information on Reverse

**DEM ACTIONS**

- Ask the following questions to determine if EOC activation is required:  
 Is immediate AEA activation required for public safety? If yes, activate AEA now.  
 Is there an immediate or potential threat to life, environment or property beyond the ability of first responders?  
 Is immediate or potential evacuation of residents beyond site required?  
 Is there prolonged or potentially prolonged disruption of key services or utilities?  
 Is public information required or is media interest likely beyond local media?

If answered yes to any of the above questions, complete the following notification table and activate EOC.



Municipality/Agency	Contact Person	Position	Phone Number(s)	Time Contacted
Town of Taber	Cory Armfelt Nathan Coté	DEM DDEM	942-4291 317-0558	

Date & Time Departed for Event:		Date & Time Arrived at Event:	
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# Emergency Operation Centre Activation

## Municipal EOC Activation Procedure

**Goal:** To coordinate emergency operations effectively, the municipal EM procedures must be activated early and pro-actively. The activation will ensure, that the municipality will support the emergency event first response operations, will coordinate the public safety operations beyond the emergency site, will coordinate the overall agency and government support, public information and media activities, and will ensure first response and critical municipal services are available to those parts of the municipality not immediately affected by the emergency. The activation will also coordinate municipal business continuity and recovery procedures if necessary.

**Procedure:**

1. The decision to activate the municipal EOC is based on the operational criteria of that emergency event, or the potential impact of that event or of the secondary consequences of that event.

The person receiving the event notification will immediately ask the following questions:

- 1. Immediate EPWS activation for public safety? If “yes” -  
    **Activate EPWS now by calling authorized users in box below!**
- 2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
- 3. Immediate or potential evacuation of residents?
- 4. Prolonged or potentially prolonged disruption of key services?
- 5. Is public information required or is media interest likely beyond local media?

2. Should lives be in danger, or potentially in danger and immediate public warning is required, ensure that EPWS is activated by one of the authorized users below:

EPWS authorized users:

Name	Home Phone	Cell Phone	Other contact
Meghan Brennan		587 220 3935	W: 403 223 5500x5508
Dana Bell		403 795 9470	W: 403 223 5500x5226

3. If any of the questions is answered “yes”, the DEM/Deputy/Designate must activate the EOC by facilitating that: see “EOC Activation Procedure Guide”

- a. EOC call list is used to notify EOC staff (see section *insert section #'s*) EOC activation call list)
- b. EOC is opened up
- c. EOC is made operational (see sections *insert section #'s*)
- d. Arriving staff is briefed and EOC functions assigned
- e. Initial notification and EOC procedures are carried out.  
    For further start-up procedures, see EOC Start-Up Procedure Guide” section *insert section #*

4. If immediate evacuation is required, see section (*insert section #*), the “Evacuation Plan” and “Disaster Social Services Plan”.

5. For further EOC operations, see sections *insert section #'s*.

## [EOC Fan-Out Procedure](#)

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EOC activation fan-out procedure is used for initial activation of the EOC. Additional personnel beyond this are called in by Logistics:

The DEM/designate phones the first person listed for each color on the call out list. This person calls the remainder of the names listed within the similar color on the list. When making calls, document each call with initial, time and date.

## [Alberta Emergency Alert \(AEA\)](#)

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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 distribution 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](#)

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

### [Critical Alert](#)

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Critical alerts provide necessary information when there is an immediate and life threatening danger.

### [Information Alert](#)

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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.

## [Steps to Activate Alberta Emergency Alert](#)

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1. Log into the user website. Go to [www.activatealert.alberta.ca](http://www.activatealert.alberta.ca) and enter your user name and password.
2. Click Issue Real Alert and answer the challenge question.
3. Click New Alert on the left menu bar and select the desired template.
4. Complete the alert template by filling in the remaining fields.
  - a. Choose if the alert is a Critical Alert or and Information Alert.
  - b. Choose French or English.
  - c. Adjust the Headline and Description fields.
  - d. Fill in the Additional Details field.

- e. Select applicable instructions.
  - f. When satisfied with the event headline, description and instructions, click Continue.
  - g. Select all the areas/municipalities that are impacted then click Next.
5. Review the Alert message pages and post.
  6. Verify your Alert was posted by visiting [www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca) (public website).

## Steps to Edit an Alert

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1. Click Edit Alert on the left menu bar.
2. Click Update beside your organization's alert.
3. Edit the template fields and the alert coverage area with your new information.
4. Review your revised message and ensure all new information is present in the message.
5. Click yes to post alert.
6. Verify your updated message was posted on the public website at [www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca).

## Steps to Cancel an Alert

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1. Click Edit Alert on the left menu bar.
2. Click Cancel beside your organization's alert.
3. Edit the template fields with your new information.
4. Review your revised message and ensure all new information is present in the message.
5. Click yes to post cancelled alert.
6. Verify your message was cancelled on the public website at [www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca). Your message should move to Alerts Expired in the last 24 hours.

## Initial Response and Assessment Procedure

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### GOAL

To coordinate emergency operations effectively, the municipal EOC must be activated early and proactively and EOC operations must start quickly and effectively. The DEM needs to make an early decision regarding who will assemble in the EOC, activate the fan-out, and ensure the EOC is opened up and operations started.

### PROCEDURES

#### DEM/DDEM/Designate

- The DEM contacts the Site Manager or First Responder Agency Chief, confirms the event notification, receives a situation report and documents the report.
- The DEM makes an initial public safety assessment and facilitates action if necessary (e.g. if AEA activation or an evacuation beyond the site is warranted).
- The DEM briefs arriving EOC staff and begins the first planning cycle as soon as first EOC agencies are operational.
- The Public Information Officer prepares the first media briefing and attends the DEM briefing of elected officials.

#### DEM/DDEM/Agencies/Staff

- EOC is opened up, sign-in procedures are followed and EOC log procedures are started.
- EOC is made operational(e.g. phones and communications are set up, agency tables are set up, agencies start log procedures, center table with maps is set up.
- Initial notification is completed.

#### EOC Agencies/Staff

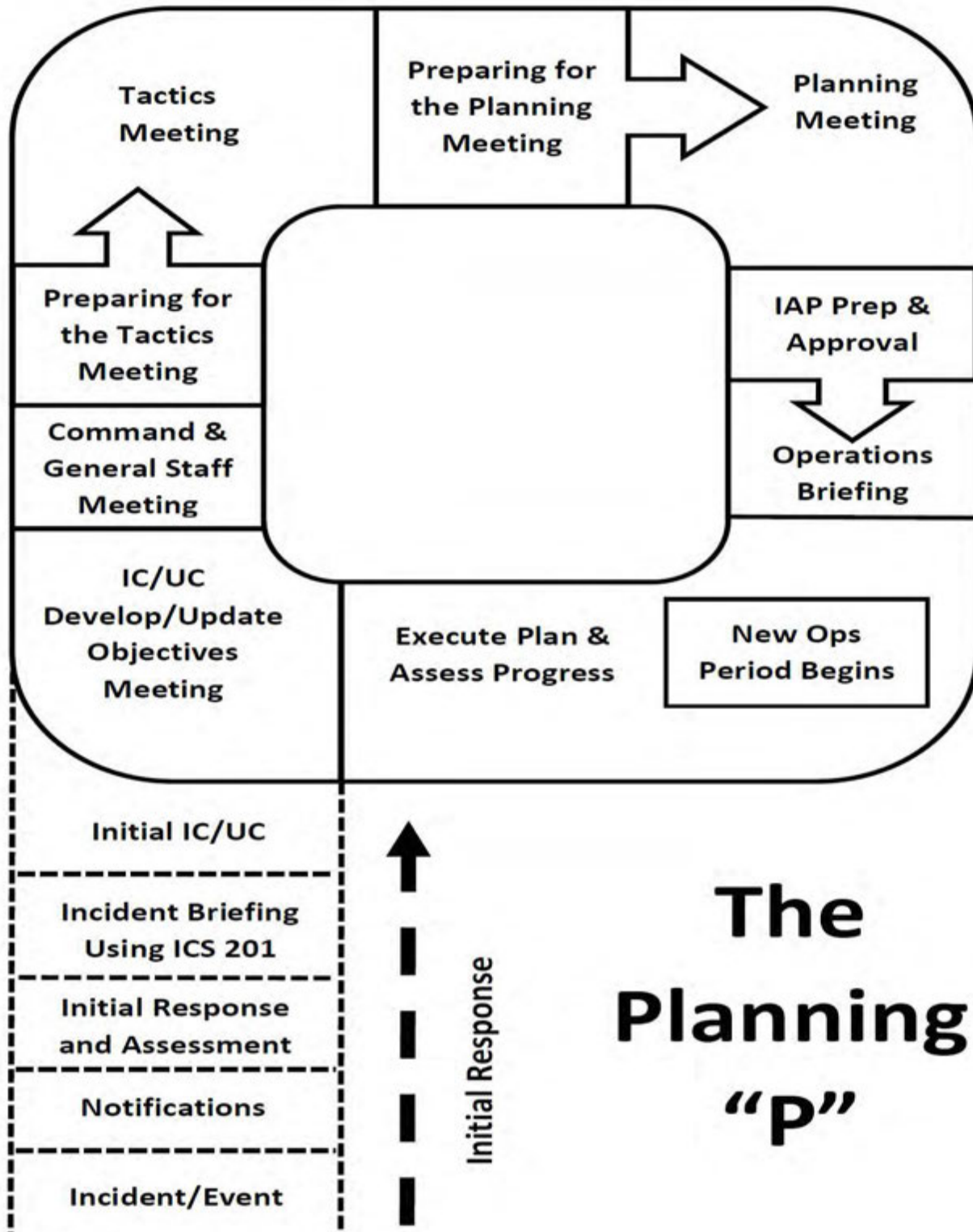
- Initiate contact with respective site agencies and notify contacts. This first contact establishes communication means (e.g. radio, cell phone, other) and site or event contact person. This initial call should confirm that the EOC agency becomes dispatch for resources required by site agencies from this point forward.
- Report to DEM and include in EOC log and agency log.
- Start agency resource list, which resources are at site, which are staged and which are available at what expected time of arrival.

#### DEM/DDEM/Designate

- Confirm or appoint Site Manager, including confirmation of site perimeters.
- Confirm staging area.
- Confirm site support procedures (e.g. highway detours, agency notifications such as government and industry agencies, regulatory agency notifications, etc.).
- Confirm site PIO activities.
- Assess Declaration of State of Local Emergency requirement and request Council members to declare if required.
- Continue with EOC operations and planning cycles.
- Ensure financial procurement procedures are followed.



Emergency Operations Centre (EOC)  
 Planning "P"





**At the Agency Level:**

Agency representative or chief returning from EOC planning cycle should repeat agency responsibilities and tasks to all agency members as the next agency objective, then:

Identify steps to achieve objective(s).

Identify who does what and when.

When steps are completed, report to agency chief.

Agency representative or chief reports completion to operations officer to close the loop.

Within agency and EOC logs, document and log agency resource list.

Communicate with and update agency staff on site.

**DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

Conditions under which a state of local emergency exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency.
- Potential inadequacy of existing legal authority to respond effectively.
- Provision of liability protection for all agencies involved in emergency response.

**Procedure:**

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

**1. Contact authorized Council members to declare.**

According to the Town of Taber municipal 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 Joe Strojwas	403 223 5929	403 330 9267		
Councillor Jack Brewin	403 223 1034	403 634 0880		
Councillor Garth Bekkering	403 223 0259	403 308 4445		
Councillor Carly Firth	403 223 0669	403 394 8113		
Councillor Mark Garner		403 315-2186		
Councillor Louie Tams	403 223 4582	403 382 7237		

**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 declaration into Municipal Register as soon as feasible.

3. *Make public announcement of declaration.*

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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 front door).

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

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

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Fax to: 780-644-7962, Email to [ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca) or provide copy to 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.

**Declaration of a State of Local Emergency**

Whereas an emergency exists in the \_\_\_\_\_ within the Town of Taber  
due to

\_\_\_\_\_  
(enter a description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists  
in the \_\_\_\_\_ within the Town of Taber

Time:

Date:

Signature(s):

**Fax to: Alberta Emergency Management Agency (AEMA)**  
**at 780-644-7962 or Email to [ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca)**

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

“The Council of \_\_\_\_\_

declares that a State of Local Emergency exists or may exist in the

\_\_\_\_\_

(describe affected portion of the municipality)

due to \_\_\_\_\_

\_\_\_\_\_

(enter a description of the nature of the emergency)

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

**Termination of Declaration of  
a State of Local Emergency**

WHEREAS an emergency existed in the \_\_\_\_\_  
of \_\_\_\_\_  
due to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(enter a description of the nature of the emergency)*

The Local Authority, 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax to: Alberta Emergency Management Agency (AEMA)  
at 780-644-7962 of Email to [ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca)**

# Part 3 Business Continuity

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Determine all essential municipal services.

Classify each service into Critical, Vital, Necessary and Desirable municipal services as per definition below.

Determine the minimum number of personnel needed to carry out each service for a duration of six to eight weeks.

For business continuity purposes, assume that primary staff/infrastructure is not available.

For pandemic planning purposes, identify the number of staff available and reduce that number by 35%.

Essential Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Ensuring continuity of local government						
Maintaining Public Safety						
EMS (Ambulance Service)						
Fire						
Police						
Maintaining Utilities						
Heat (Gas)						
Water Treatment / Delivery						
Power (Electrical)						
Sewer						
Waste Management (Garbage)						
(list others)						

Other Services	Critical	Vital	Necessary	Desirable	Minimum Staff #'s	Staff minus 35%
Public Information						
Media Information/Relations						
Public Transportation						
Road Clearance / Maintenance						
Essential Local Retail (e.g. food, gasoline and pharmaceutical)						
Social Services (FCSS)						
(list others)						

### Alternative Planning

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

Can the services be cancelled for the short term?

Can personnel from other services be cross-trained to carry out these tasks?

Can other methods be used to carry out these tasks without compromising safety?

Can these services or functions be performed at a reduced, but safe level of availability?

### Services Categories

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

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



Necessary: These services must be resumed within two weeks.

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

# Part 4 Post Response

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## Post Event Debriefing Agenda

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### **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

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

## Disaster Recovery Plan

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### General

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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 Centre is the most effective method of providing immediate and mid-term services to victims of the disaster.

### Establishment of a Disaster Victims Assistance Centre

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

\_\_\_\_\_ is designated as the Disaster Victims Assistance Centre.  
**(Reference - Part 4 - Disaster Victims Assistance Centre)**

### Disaster Recovery Priorities

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

preparation of a damage and loss assessment for Disaster Recovery Program;

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

debris removal;

resumption of business operations; and

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

### Disaster Recovery Program

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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 or Alberta Municipal Affairs, Emergency Management Alberta in Edmonton (1-800-272-9600, 24 hrs. normal office hours: 780-422-9000) 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.

***Please read all instructions before filling out application***

**Instructions**

Disaster Recovery Programs may be initiated when:

- An event is considered extraordinary
- Insurance is not reasonably or readily available
- The event is wide spread

If you have been adversely impacted by an environmental event and are requesting assistance from the Provincial Government, please include as much detail as possible.

A state of local emergency does not have to be declared in order to receive financial assistance under a Disaster Recovery Program.

Municipalities, First Nations or Government Departments may be eligible for the following:

- Emergency Operations costs directly related to the event
- Repairs to public facilities damaged by the event
- Repairs to infrastructure such as streets, roads, bridges, wharves, docks and water management works
- Repairs to government and public buildings such as schools, hospitals, public libraries and public recreational facilities
- incremental costs incurred in responding to and repairing damage resulting from the event, such as employee overtime; regular salaries of employees are NOT considered an incremental cost

Damage to private property is considered eligible under a Disaster Recovery Program if insurance was not reasonably and readily available.

Damage estimates should include a Residential, Small Business and Institutional component as well as a general estimate of infrastructure damage that has occurred within the Municipal or First Nations boundaries. All estimates must be submitted on this form as soon as possible to the Alberta Emergency Management Agency.

**Municipality, First Nations and Government Department Information**

Legal Name of Municipality, First Nations or Government Department

Mailing Address

Telephone Number (include area code)

Fax Number (include area code)

Name of Chief Elected Official

Name of Administrative Official

Name of Municipal Contact

Title of Municipal Contact

**Event Details**

**Time Frame of Event**

Start Date (mm/dd/yyyy)

Start Time

End Date (mm/dd/yyyy)

End Time

Briefly Describe the Event: (e.g.: type, severity, location, etc.)

**Damage Description** <sup>1</sup> Please provide estimates

Emergency Operations Estimated \$ Amount	General Description:
Infrastructure Damage Estimated \$ Amount	General Description:
Small Business & Institutional Loss Estimated # of Cases	General Description:
Residential Loss Estimated # of Cases	General Description:
Agricultural Loss Estimated # of Cases	General Description:

**Certification**

\_\_\_\_\_  
Chief Elected Official Date

\_\_\_\_\_  
Chief Administrative Official Date

\_\_\_\_\_  
AEMA District Officer Date

<sup>1</sup> Please see reverse side of sheet for explanatory notes

## Explanatory Notes

### Event Details

1. A "State of Local Emergency" does **NOT** need to be declared in order for a Municipality or First Nations to request assistance through a Disaster Recovery Program. Information on fatalities, injuries, evacuees and whether or not a State of Local Emergency was declared are required to understand the scope of the event.
2. In order for an event to be considered for a disaster recovery program, it must be deemed extraordinary as determined by the criteria listed in the Disaster Recovery Regulation (AR 51/84). Municipalities or First Nations should provide as much evidence and documentation as possible regarding the damages resulting from the event.

### Damage Description

1. The general principles governing the assistance available to applicants are:
  - The program is intended to assist with the resumption of people's lives in the wake of a disaster. Disaster Recovery Programs serve as a safety net, providing financial assistance for requirements essential for day-to-day living, but are not intended to provide full compensation for all losses.
  - The maximum compensation allowed for Residential, Small Business and Institutional applications is \$100,000.00.
  - Damaged property can only be restored to pre-event functionality.
  - Only uninsurable losses are eligible for disaster recovery assistance. A property owner who chooses not to insure losses for which insurance was readily and reasonably available, will not be eligible for disaster recovery assistance.
2. *Emergency Operations Estimate.* Provide a general description of the activities involved for which incremental expenses have been incurred, e.g. Emergency Operations Centre or Application Registration Centre. Regular employee expenses are not considered to be incremental.
3. *Infrastructure Damage Estimate.* Provide a general description of the infrastructure damage that has resulted from this event. This can include repairs to health and sanitation facilities, repairs of streets, roads, bridges, wharves, docks and water management works, repairs to government and public buildings and their related equipment, as well as facilities such as schools, hospitals, public libraries and public recreational facilities.
4. *Small Business and Institutional Loss Estimate.* Provide a general description in terms of numbers and scope of businesses and institutions that have been impacted by the event. The definition of an eligible small business is where the owner/operator is the day-to-day manager of the business and derives the majority of his/her income, i.e.: 51% or more, from the business operation. All sources of income are included in determining eligibility.
5. *Residential Loss Estimate.* Provide a general description in terms of numbers and scope of residences that have been impacted by the event. Only the applicant's principal residence is eligible for assistance, and only for uninsurable damage.
6. *Agricultural Loss Estimate.* Provide a general description in terms of numbers and scope of the farms that have been impacted by the event. Eligible applicants must receive the majority of their gross income from farming.

### Assistance

For assistance in completing these estimates, please contact:

- A) Your Alberta Emergency Management Agency District Officer, or
- B) Alberta Emergency Management Agency  
14515-122 Avenue  
Edmonton AB T5L 2W4  
1 (888) 671-1111  
(780) 422-9000

EMA1378 (2008/05)



# Appendix A Hazards Analysis

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# Risk Assessment Worksheet

<b>Municipality:</b> _____ <b>Prepared by:</b> _____	<b>Date:</b> _____ <b>Position:</b> _____				
<b>Rating Procedure:</b> Identify potential emergency or disasters. Assess the probability of occurrence. Determine the impact to life, property, or environment of the municipality. Rate the municipality's ability to respond. Establish planning priorities. Transfer final results to risk assessment table.		<b>Rating:</b>  High Moderate Low Not applicable			
<b>NATURAL</b>	<b>MUNICIPALITY</b>				
	<b>Probability</b>	<b>Impact</b>	<b>Ability to Respond</b>	<b>Planning Priority</b>	<b>Comments</b>
Blizzards/Massive Snowstorms					
Drought					
Major Wind/Hailstorm/Tornado					
Rainfall/Run-off Flooding					
Watercourse Flooding					
Plant Diseases/Pest Infestation					
Animal Diseases					
<b>MAN - MADE</b>	<b>MUNICIPALITY</b>				
	<b>Probability</b>	<b>Impact</b>	<b>Ability to Respond</b>	<b>Planning Priority</b>	<b>Comments</b>
Construction Accidents/Structural Collapse					
Building Explosions					
Major Industrial Accident					
Public Utility Failures					
Major Gas Main Break					
Major Water Main Break					
Water Pollution or Shortage					
Major Fire (urban/rural)					
Forest Fire/Wild Fire					
Envi Contamination/Chem Spills					
Toxic Gas Releases					
Pipeline Explosion					
Oil Spill					
Major Road Accidents (truck/bus)					
Major Rail Accidents					
Airplane Crash					
Public Health Epidemic					
Radiological Accidents					
Evacuation/Reception					
Abnormal Frost/Freeze					
Missing Persons (SAR)					
<b>OTHER:</b>					

## Risk Assessment

Municipality:						Date:
Type	Disaster / Emergency	History	Potential	Planning Priority	Risk Control Measures (Actions / References)	Remarks
Natural						
Man-Made						
Other						

## Risk Assessment Example

Municipality: Taber, Alberta						Date: 02 May 2015
Type	Disaster / Emergency	History	Potential	Planning Priority	Risk Control Measures (Actions / References)	Remarks
Natural	Floods	Seldom	Low	2	Evacuation Plan - Part 3.1 Flood Plan - Part 3.10	Three in last 30 years. Threat has increased recently.
	Blizzards & Heavy Snow	Frequent	High	1	Reception Centre Plan - Part 3.2. Blankets available through Emergency Management Office	3-5 per year, usually causes stranded travelers. Could cause building collapse.
Man-Made	Fires	Frequent	High	1	Fire Plan - Part 3.11, MAA's - Part 4	Current equipment is adequate.
	Explosions	Seldom	Medium	2	Emergency Contact Numbers in MEP	Gas lines and storage tanks. Gasoline rupture 3.5 years ago.
	Gas Leaks	None	High	2	All Oil Companies in area have E.R.P.'s in place	Sour gas fields in area.
	Railway Accidents	One	High	1	Contact #'s for Railway in MEP - Part 2.7 & 2.3.2, fire dept. dispatch responsible to call HAZMAT team	Main line to U.S.A.. Toxic and explosive material carried, heavy traffic flow.
	Road Transport Accidents	Seldom	Medium	2	Police Detachment/Fire Department primary responsibility, DG Support Plan - Part 4	Bypass has alleviated most of problem. School buses at risk crossing railway.
Other	Extended Power Failure	Seldom	Medium	3	Contact #'s listed - Part 2.7: Public Works and Utilities, Utility Failure Plan - Part 3.4	Possible problem in winter. May cause power outages, usually short duration.
	Extended Water Failure	Seldom	Medium	3	Routine matter for Public Works. Utility Failure Plan - Part 3.4	Had to close school a couple of times, due to lack of water.
	Chemical Plant	-----	High	1	Has a well-defined Emergency Response Plan, joint exercise held using MEP and Hospital Plan	Produces highly explosive substances. Plant is on edge of Town. Residences are set back 200 meters.

## Potential Hazards - Detailed Analysis

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This section provides detailed analyses of the effects and potential actions for different types of disasters. The information will assist your planning committee in completing the emergency plan.

Both possible effects and potential actions are listed in an approximate order of significance and/or priority. In most cases, for example, the first crucial steps are to establish an emergency headquarters and communication network.

Use the analyses as a guide, but do not necessarily follow them precisely. The agencies responsible for taking specific actions could vary somewhat from one community to another, depending upon resources and municipal structure. The following analyses should therefore be adapted to suit to your own particular situation.

aircraft crash (urban or rural, outside of airport)

dangerous gases

explosion

fire – major

flood

wild fire (major, in remote area)

tornado or windstorm

extended power failure

transportation – road

transportation – rail

## AIRCRAFT CRASH (URBAN/RURAL) - Outside of Airport

<b>A. Possible Major Effects</b>		
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Explosions	
5.	Damage to property	
6.	Nuclear cargo problems	
7.	International implications	
8.	Special cargo problems	
9.	Sudden hospital requirements	
10.	Disruption of traffic and communications	
11.	Disruption of utilities	
<b>B. Potential Actions</b>	<b>Agency Responsible</b>	
1.	Establish an emergency headquarters	Local government/DEM
2.	Establish adequate communications	Police/DEM
3.	Define a working area and establish a control perimeter	Police
4.	Secure disaster scene for subsequent investigation	Police - Transportation Safety Board
5.	Rescue and fire fighting	Fire
6.	Establish routes for emergency vehicles	Police
7.	Notify hospitals of casualties including type and number	EMS/Police/DEM
8.	Establish temporary morgue	Police/Medical Examiner
9.	Disposition of nuclear or special cargoes	Police/Industry/Radioactive Protection Branch
10.	Establish traffic control	Police - Military if Armed Forces aircraft
11.	Establish crowd control	Police
12.	Eliminate hazards from damaged utilities	Utility Department
13.	Protect property and valuables	Police
14.	Establish a news release system	Airline authorities (if commercial plane)/PIO
15.	Set up an inquiry service	FCSS/ESS
<b>C. Equipment</b>	<b>Source</b>	
1.	Firefighting and rescue equipment	Fire/Industry
2.	Ambulances	Alberta Health Services
3.	Communication equipment	Police/Telephone Co.
4.	Auxiliary lighting	Fire/Public Works/Industry
5.	Barricades	Public Works
6.	Mobile public address equipment	Police/Fire/DEM/Radio Stations

## DANGEROUS GASES

DANGEROUS GASES		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Tendency of people to disperse	
4.	Disruption of traffic	
5.	Explosions and fires	
6.	Hazards to humans and livestock	
7.	Disruption of business and industrial activities	
8.	Evacuation	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an emergency headquarters	Local Government/DEM
2.	Establish adequate communications	Police/Fire/DEM
3.	Rescue and fire fighting	Fire
4.	Determine nature and effects of the gas	Police/EMS/Industry
5.	Warn adjacent areas and define area of risk	Police/Fire/Industry
6.	Evacuate area	Police/Fire/Industry
7.	Eliminate further escape of gases	Engineering/Industry
8.	Notify hospitals and casualties, including number and type	EMS/Police/DEM
9.	Establish temporary morgue	Police/Medical Examiner
10.	Establish a news release system, including instruction to the public	PIO
11.	Establish social services	FCSS/ESS
12.	Establish traffic control	Police
13.	Establish evacuation routes	Police/DEM
14.	Set up an inquiry service	FCSS/ESS
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Ambulances	Alberta Health Services
2.	Firefighting and rescue equipment, including respirators and resuscitators	Fire/Industry
3.	Communication equipment	Police/DEM
4.	Decontaminating equipment	Industry/Fire/DEM
5.	Mobile public address equipment	Fire Department/Police/DEM
6.	Barricades	Public Works
7.	Anti-gas clothing, if necessary	Fire/Industry
8.	Emergency feeding facilities	ESS/DEM

## EXPLOSION

<b>EXPLOSION</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Trapped persons	
4.	Damage to property	
5.	Infrastructure damage - roads and bridges, utilities, buildings	
6.	Fires, explosions and fire hazards	
7.	Escape of gases	
8.	Flooding	
9.	Slides and/or seismic waves	
10.	Dangers to public health	
11.	Evacuation of population and livestock	
12.	Jurisdictional problems	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an emergency headquarters	Local Government/DEM
2.	Mobilize necessary manpower and equipment	Local Government/Canada Employment Centers/DEM
3.	Request outside assistance, including military	Local Government/DEM
4.	Rescue	Fire/Police
5.	Establish adequate communication (internal and external)	Police/DEM
6.	Establish medical facilities	Alberta Health Services
7.	Establish emergency social services	ESS/FCSS
8.	Establish temporary morgue	Police/Medical Examiner
9.	Establish control of population	Police
10.	Coordination and administration of incoming aid	Local Government/DEM
11.	Establish a news release system	Province/PIO
12.	Set up an inquiry service	FCSS/ESS
13.	Eliminate hazards from damaged utilities	Fire/Utility Departments
14.	Establish salvage operations of essential items, if necessary	Police/Fire
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Transportation vehicles	Road/Rail/Air Authorities
2.	Rescue equipment, all types	Fire/Industry
3.	Public service maintenance vehicles	Public Works/Utility Departments
4.	Mobile generators, lighting & commercial equipment	Province/Fire/DEM/Industry
5.	Medical units and supplies	Alberta Health Services
6.	Emergency feeding facilities	ESS/DEM
7.	Piping for emergency repairs to water and sewage facilities	Utility Departments/Industry
8.	Tank cars for drinking water	Utilities/Railways/Industry
9.	Mobile public address equipment	Police/Fire/DEM/Radio Stations



## FIRE – Major

<b>FIRE – Major</b>		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Damage to property	
5.	Sudden hospital requirements	
6.	Disruption of traffic and communications	
7.	Explosions and other hazards	
8.	Collapse of buildings	
9.	Disruption of buildings	
10.	Evacuation	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an emergency headquarters	Local Government/DEM
2.	Establish adequate communications	Police/Fire/DEM
3.	Define a working area and establish a control perimeter	Fire/Police
4.	Secure Emergency site for subsequent investigation	Fire/Police
5.	Rescue and firefighting	Fire
6.	Control panic in firefighting area	Police
7.	Establish routes for emergency vehicles	Police/DEM
8.	Notify hospital of casualties, including number and type	EMS/Police/DEM
9.	Establish temporary morgue, if required	Police/Medical Examiner
10.	Establish traffic control	Police
11.	Establish crowd control	Police
12.	Eliminate hazards from damaged utilities	Fire/Utility Departments
13.	Warning of spread of fire	Police/News Media/PIO
14.	Establish a news release system	Local Government/PIO
15.	Set up an inquiry service	ESS/FCSS
16.	Establish a social service	ESS/FCSS
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Firefighting and rescue equipment	Fire/Industry
2.	Ambulances	Alberta Health Services
3.	Water tankers, i.e. street cleaners	Fire/Public Works/DEM
4.	Relay pumps	Fire/Industry
5.	Communication equipment	Fire/Police/DEM
6.	Auxiliary lighting	Public Works/Fire/Industry
7.	Blankets and food	ESS/DEM
8.	Mobile public address equipment	Police/Fire/DEM/Radio Stations

## FLOOD

FLOOD		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Disruption of community	
2.	Damage to property	
3.	Contamination of normal water supplies	
4.	Casualties	
5.	Evacuation of the population	
6.	Dangers to public health	
7.	Losses to local economy	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Warning of imminence: a) long term b) short term	Provincial Flood Authority Meteorological Services/Police/DEM
2.	Establish an emergency headquarters	Province/DEM
3.	Mobilize necessary manpower and equipment	Province/Canada Employment Centers/DEM
4.	Establish adequate communications	Police/DEM
5.	Establish jurisdiction	Government
6.	Establish traffic control	Police
7.	Establish diking as required	Public Works/DEM
8.	Check stocks of sand and sandbags	Public Works/Province
9.	Eliminate hazards from damaged utilities	Fire/Utility Departments
10.	Protect property and relocate resources where necessary	Police/Fire/Industry
11.	Establish emergency social services	ESS/DEM
12.	Evacuation of personnel, livestock, etc.	ESS/Police/Volunteer Agencies
13.	Storage of furnishings and equipment	Province/DEM
14.	Establish a news release system	Province/PIO
15.	Set up an inquiry service	ESS/FCSS
16.	Establish emergency health facilities	Alberta Health Services
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Transportation	Road/Rail/Air Authorities/DEM
2.	Communication equipment	Province/Police/DEM
3.	Diking equipment	Public Works/Industry
4.	Heavy equipment (bulldozers, etc.)	Public Works/Industry
5.	Auxiliary lighting equipment	Fire/Public Works/Industry
6.	Auxiliary power facilities	Public Works/Industry/DEM
7.	Medical and health supplies	Alberta Health Services
8.	Food and lodging	ESS/DEM
9.	Pumps	Fire/Utility Departments/DEM
10.	Storage facilities for equipment, furnishings and livestock	Province/DEM/Industry
11.	Mobile public address equipment	Police/Fire/DEM/Radio Stations

## WILD FIRE - Major and in Remote Areas

WILD FIRE - Major and in Remote Areas		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties from fire or smoke	
2.	Deaths	
3.	Damage to property	
4.	Disruption of traffic and communications	
5.	Disruption of utilities (power lines, etc.)	
6.	Losses to local economy	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an emergency headquarters	Province/DEM
2.	Control traffic and access routes	Police/DEM
3.	Recruit firefighters	Province/Police/Canada Employment Centers/Fire
4.	Firefighting	Fire/Province
5.	Rescue	Fire/Province
6.	Establish emergency communications	Province/Police/DEM
7.	Establish water points	Fire/Province/DEM
8.	Establish transportation requirements and obtain vehicles	Road/Rail/Air/DEM
9.	Warning of spread of fire	News Media/Province/PIO
10.	Establish a news release system	Province/Local Government/PIO
11.	Establish emergency feeding services	ESS/DEM
12.	Establish first aid posts	EMS/DEM
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Light portable firefighting equipment	Public Works/Fire/Industry
2.	Water bombers	Province
3.	Bulldozers	Province/Industry
4.	Tankers	Province/Industry
5.	Power saws, shovels, axes, back tank and other hand tools for fire suppression	Fire/Province/Industry
6.	Establish emergency feeding services	ESS/DEM
7.	Communications equipment	Fire/Police/DEM

## TORNADO/WINDSTORM

<b>A. Possible Major Effects</b>	
1.	Casualties
2.	Deaths
3.	Disruption of community
4.	Disruption of utilities
5.	Damage to property
6.	Disruption of traffic and communications
<b>B. Potential Actions</b>	<b>Agency Responsible</b>
1.	Warning of imminence Meteorological Service/CBC/Other News Media/PIO
2.	Establish an emergency headquarters Municipal Government/DEM
3.	Establish adequate communications Police/DEM
4.	Define a working area and establish a control perimeter Police/DEM
5.	Establish routes for emergency vehicles Police/DEM
6.	Notify hospitals of casualties, including number and type EMS/Police/DEM
7.	Rescue Fire/Police
8.	Establish a temporary morgue Police/Medical Examiner
9.	Eliminate hazards from damaged utilities Fire/Utility Departments
10.	Establish a news release system Police/DEM/Alberta Municipal Affairs/PIO
11.	Protection of property Police
12.	Establish emergency feeding services ESS/DEM
13.	Establish an inquiry service ESS/FCSS
14.	Provide auxiliary power Fire/Utilities Departments/Industry
15.	Clear debris Public Works
<b>C. Equipment</b>	<b>Source</b>
1.	Rescue equipment Fire/Police/DEM/Industry
2.	Fire equipment Fire
3.	Ambulances Alberta Health Services
4.	Road clearing equipment Public Works
5.	Barricades Public Works
6.	Auxiliary generators Fire/Public Works/Industry
7.	Mobile public address equipment Police/Fire/DEM/Radio Stations

## EXTENDED POWER FAILURE

EXTENDED POWER FAILURE		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties - indirect effects due to lack of power	
2.	Deaths - as above	
3.	Panic - real danger in crowded areas	
4.	Disruption of traffic	
5.	Disruption of utilities	
6.	Trapped persons	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish a headquarters for restoration of power	Power Authorities
2.	Establish a headquarters for emergency services to community	Local Government/DEM
3.	Restore power	Power Authorities
4.	Establish a priority for essential requirements	Local Government/DEM
5.	Control the allocation of auxiliary power	Power Authorities/DEM
6.	Establish a news release system and keep population informed	Power Company Authorities/DEM/PIO
7.	Establish traffic control	Police/Fire
8.	Protection of property by requesting assistance in law enforcement	Police
9.	Establish special assistance to aged, infirm and home patients	ESS/DEM
10.	Establish an inquiry service	ESS/FCSS
11.	Establish adequate emergency communications	Police/DEM
12.	Organize an emergency transportation pool	DEM/Industry
13.	Ascertain the status of water and food and arrange distribution	Alberta Health Services/ESS/DEM
14.	Release trapped persons in electrically operated devices	Fire/Specialists
15.	Assess danger to public health and provide emergency services	Alberta Health Services/Fire
16.	Lack of heat for schools and public buildings	DEM/School Boards
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Auxiliary power	Fire/Public Works/DEM/Industry
2.	Auxiliary heaters	Public Works/DEM/Industry
3.	Mobile public address equipment	Police/Fire/DEM
4.	Auxiliary lighting	Police/Fire/DEM/Industry
5.	Emergency lodging and feeding	ESS/DEM

## TRANSPORTATION - Road

TRANSPORTATION - Road		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires and explosions	
4.	Trapped persons	
5.	Disruption of traffic	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Establish an emergency headquarters	Police/DEM
2.	Establish adequate communications	Police/DEM
3.	Request additional police assistance	Police
4.	Establish routes for emergency vehicles	Police
5.	Request doctors, ambulances, wreckers, fire truck and heavy equipment, as required	Police/Fire/EMS
6.	Notify hospitals of casualties, including number and type	EMS/Police/DEM
7.	Define a working area and establish a control perimeter	Police/Fire
8.	Establish temporary morgue, if required	Police/Medical Examiner
9.	Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	Police/Medical Examiner/Fire
10.	Establish a news release system	Police/EMS/DEM/PIO
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Wrecker/tower equipped with cutting torches	Police/Industry
2.	Firefighting equipment	Fire
3.	Barricades to control traffic	Public Works
4.	Radio test equipment if accident involves radioactive material	Industry/EMS/DEM/Province
5.	Test equipment for dangerous gases, where applicable	Industry/Fire/DEM/EMS

## TRANSPORTATION - Rail

TRANSPORTATION - Rail		
<b>A.</b>	<b>Possible Major Effects</b>	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Disruption of rail traffic	
5.	Disruption of railway communications	
<b>B.</b>	<b>Potential Actions</b>	<b>Agency Responsible</b>
1.	Warn other traffic	Railway Staff/Fire/Police
2.	Establish an emergency headquarters (at scene or divisional point)	Railway Staff/DEM
3.	establish adequate communications	Railway Staff/Police/DEM
4.	Request a relief train	Railway Staff
5.	Give an accurate and complete report of accident	Railway Staff
6.	Request police/fire/ambulance, doctors, and heavy equipment when reporting accident	Railway Staff
7.	Organize rescue parties as required	Railway Staff/Fire/Police/DEM
8.	Notify hospitals of casualties, including number and type	EMS/Police/DEM
9.	Arrange temporary reception area for casualties	ESS/DEM
10.	Dispatch ambulances to ensure proper distribution of casualties	EMS/Police/DEM
11.	Establish control routes for emergency vehicles	Police
12.	Define a working area and establish a control perimeter	Railway Staff/Police/Fire
13.	Establish a temporary morgue	Police/Medical Examiner
14.	Restrict entrance to work area if accident involves dangerous goods	Railway Staff/Police/Fire
15.	Establish a news release system	Railway Company/DEM/PIO
16.	Set up an inquiry service	ESS/FCSS
<b>C.</b>	<b>Equipment</b>	<b>Source</b>
1.	Relief train	Railway Staff
2.	Ambulances	Alberta Health Services
3.	Firefighting equipment	Fire
4.	Heavy recovery equipment, cutting torches	Railway Staff/DEM
5.	Special Equipment for handling Dangerous Goods	Suppliers/Province
6.	Auxiliary Lighting	Police/Fire/DEM/Railway Staff
7.	Mobile public address system	Police/DEM
8.	Emergency feeding facilities	ESS/DEM

Appendix B  
Emergency  
Management Act

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# **EMERGENCY MANAGEMENT ACT**

## Chapter E-6.8

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HER MAJESTY, by and with the advice and consent of the  
Legislative Assembly of Alberta, enacts as follows:

#### **Definitions**

1 In this Act,

- (a) "Agency" means the Alberta Emergency Management Agency referred to in section 3.1(1);
- (a.1) "Cabinet Committee" means the committee of the Executive Council appointed under section 4;
- (b) "declaration of a state of emergency" means an order of the Lieutenant Governor in Council under section 18;
- (c) "declaration of a state of local emergency" means a resolution or order of a local authority under section 21;
- (d) repealed 2007 c12 s3;
- (e) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- (g) "local authority" means
  - (i) where a municipality has a council within the meaning of the *Municipal Government Act*, that council,

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- (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 individual who holds the office of Managing Director of the Agency by virtue of an appointment under section 3.1(2), and includes any individual acting in that capacity;
- (h) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) "municipality" means the area comprising a municipality within the meaning of the *Municipal Government Act* or an improvement district or special area and includes
- (i) the settlement area of a settlement under the *Metis Settlements Act*,
  - (ii) the area comprising a national park where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, and
  - (iii) the area comprising an Indian reserve where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act.

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

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### **Crown bound**

**2** This Act binds the Crown.

1992 c31 s3

### **Proof of authorization**

**3** If the Minister authorizes a person to carry out a power or duty of the Minister under this Act as the Minister responsible for this Act or as a local authority and the authorization

- (a) is made in writing,
- (b) purports to be signed by the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, and
- (c) states that the person named in it is authorized under this section to carry out the power or duty set out in the written authorization,

that written authorization or a copy of it shall be admitted in evidence as proof, in the absence of evidence to the contrary, of that person's authorization to carry out the power or duty without proof of the signature or official character of the Minister.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2

## **Part 1 Administration**

### **Emergency Management Alberta Agency**

**3.1(1)** There shall be a part of the public service of Alberta known as the "Alberta Emergency Management Agency".

(2) In accordance with the *Public Service Act*, there shall be appointed a Managing Director and such officers and employees of the Crown in right of Alberta as the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5

### **Cabinet Committee**

**4** The Lieutenant Governor in Council may appoint a committee consisting of those members of the Executive Council whom the Lieutenant Governor in Council designates to advise on matters relating to emergencies and disasters.

RSA 1980 cD-36 s3

### **Advisory committees**

**5(1)** The Minister may appoint committees as the Minister considers necessary or desirable to advise or assist the Minister, the Cabinet Committee or the Managing Director.

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(2) The members of committees appointed under subsection (1) who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expenses at a rate or rates fixed by the Minister.

RSA 2000 cD-13 s5;2007 c12 s6

### **Regulations**

**6** The Lieutenant Governor in Council may make regulations

- (a) assigning responsibility to departments, boards, commissions or Crown agencies for the preparation or implementation of plans or arrangements or parts of plans or arrangements to deal with emergencies;
- (b) delegating any power or duty of the Minister or the Lieutenant Governor in Council under this Act except
  - (i) a power or duty of the Minister that has been delegated by the Minister,
  - (ii) the power to make regulations, and
  - (iii) the power to make an order declaring a state of emergency;
- (c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;
- (c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations

- 
- (i) prescribing or describing the measures to be taken to reduce or mitigate potential flood hazards that are eligible for the reimbursement of costs, and
  - (ii) governing the procedures applicable to and the proof required for the reimbursement of costs;
- (c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined in the regulations, for which funding has been provided pursuant to a disaster recovery program administered under the regulations;
- (d) governing the sharing of costs incurred by the Government of Alberta or by a local authority in conducting emergency operations;
  - (e) requiring persons
    - (i) who are engaged or may be engaged in any operation,
    - (ii) who are utilizing or may be utilizing any process,
    - (iii) who are using any property in any manner, or
    - (iv) on whose real property there exists or may exist any condition,  
that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard;
  - (f) governing the administration of the Disaster Relief Fund;
  - (g) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;  
2010 c5 s3;2013 c21 s1

### **Subrogation regulations**

**7(1)** The Lieutenant Governor in Council may make regulations establishing that Her Majesty in right of Alberta has a right of subrogation with respect to

- (a) payments of compensation made by Her Majesty in right of Alberta for damage or loss caused by a disaster, or
  - (b) payments made by Her Majesty in right of Alberta for the purpose of sharing costs incurred by a local authority in conducting emergency operations.
- (2) The regulations under this section may define and describe the right of subrogation and may deal with any matter respecting the enforcement of or procedures relating to the right of subrogation.

(3) The regulations under this section may provide that the right of subrogation applies to payments made before November 15, 1993.

1993 c23 s3

**8** Repealed 2011 c13 s3.

### **Powers of Minister**

**9** The Minister may

- (a) review and approve or require the modification of provincial and municipal emergency plans and programs;

- 
- (b) enter into agreements with the Government of Canada or of any other province or territory or any agency of such a government, dealing with emergency plans and programs;
  
  - (c) make surveys and studies of resources and facilities to maintain and provide information necessary for the effective preparation of emergency plans and programs;
  - (d) make surveys and studies to identify and record actual and potential hazards that may cause emergencies;
  - (e) make payments and grants, subject to any terms or conditions that the Minister may prescribe, to local authorities for the purposes of assisting in emergency preparedness and the provision of public safety programs;
  - (f) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
  - (g) conduct public information programs relating to emergency preparedness for and the mitigation of disasters.

RSA 1980 cD-36 s6;1985 c22 s7;1992 c31 s5;1995 c34 s13

#### **Ministerial orders**

**10(1)** The Minister may, by order,

- (a) divide Alberta into various subdivisions for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;
- (b) require local authorities of those municipalities located within a subdivision referred to in clause (a) to prepare integrated plans, procedures and mutual assistance programs to deal with emergencies and to submit them to the Managing Director for review;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies;
- (d) require a person to whom the order is directed and
  - (i) who is engaged or may be engaged in any operation,
  - (ii) who is utilizing or may be utilizing any process,
  - (iii) who is using any property in any manner, or
  - (iv) on whose real property there exists or may exist any condition,  
  
that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

**(2)** The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c12 s8

#### **Municipal emergency organization**

**11** A local authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18;
- (b) shall prepare and approve emergency plans and programs;

- 
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4

#### **Emergency advisory committee**

**11.1(1)** Each local authority shall appoint an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs.

(2) The local authority shall provide for the payment of expenses of the members of the committee.

2010 c5 s4

#### **Emergency management agency**

**11.2(1)** A local authority shall maintain an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

(2) There shall be a director of the emergency management agency, who shall

- (a) prepare and co-ordinate emergency plans and programs for the municipality,
- (b) act as director of emergency operations on behalf of the emergency management agency,
- (c) co-ordinate all emergency services and other resources used in an emergency, and
- (d) perform other duties as prescribed by the local authority.

(3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.

(4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4

#### **Delegation by local authority**

**11.3(1)** Without limiting section 9 of the *Government Organization Act*, a local authority may delegate the local authority's powers or duties under this Act to

- (a) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized in its establishing regulation to exercise that power or duty;
- (b) if authorized by ministerial order, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
- (c) in the case of a summer village and if authorized by ministerial order, another local authority.

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

2010 c5 s4

#### **Disaster Relief Fund**

**12(1)** There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the "Disaster Relief Committee" consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.



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(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

### Recovery of expenditures

**13** When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

### Fees

**14** The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

**15 and 16** Repealed 2010 c5 s5.

### Offence

**17** Any person who

- (a) contravenes this Act or the regulations, or
- (b) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations,

is guilty of an offence and liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

RSA 2000 cE-6.8 s17;2010 c5 s6

### Confidentiality

**17.1(1)** Terms used in this section have the same meaning as is assigned to them in the *Freedom of Information and Protection of Privacy Act*.

(2) The *Freedom of Information and Protection of Privacy Act* does not apply in respect of information in a record that is in the possession of a public body where the information

- (a) is used or to be used for the purpose of preparing or administering a crisis management plan under a regulation under this Act, or
- (b) forms part of a crisis management plan under a regulation under this Act.

2002 c32 s5

## Part 2 State of Emergency

### Declaration of state of emergency

**18(1)** The Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of Alberta in which it exists.

(3) Immediately after the making of an order for a declaration of a state of emergency, the Minister shall cause the details of the declaration to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the declaration.

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(4) Unless continued by a resolution of the Legislative Assembly, an order under subsection (1) expires at the earlier of the following:

- (a) at the end of 28 days, but if the order is in respect of a pandemic influenza, at the end of 90 days;
- (b) when the order is terminated by the Lieutenant Governor in Council.

(5) Repealed 2010 c5 s7.

(5.1) Unless otherwise provided for in the order for a declaration of a state of emergency, where

- (a) an order for a declaration of a state of emergency is made, and
- (b) there is a conflict between this Act or a regulation made under this Act and any other Act or regulation, other than the *Alberta Bill of Rights* or the *Alberta Human Rights Act* or a regulation made under either of those Acts,

during the time that the order is in effect, this Act and the regulations made under this Act shall prevail in Alberta or that part of Alberta in respect of which the order was made.

(6) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s18;2007 c23 s1;2009 c26 s34;2010 c5 s7;  
2011 c13 s3;2013 c21 s1

#### **Powers of Minister in emergency**

**19(1)** On the making of the declaration and for the duration of the state of emergency, the Minister may do all acts and take all necessary proceedings including the following:

- (a) put into operation an emergency plan or program;
- (b) authorize or require a local authority to put into effect an emergency plan or program for the municipality;
- (c) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- (d) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- (e) control or prohibit travel to or from any area of Alberta;
- (f) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Alberta;
- (g) cause the evacuation of persons and the removal of livestock and personal property from any area of Alberta that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (h) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
- (i) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (j) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of Alberta for the duration of the state of emergency;
- (k) authorize the conscription of persons needed to meet an emergency.

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(2) As it relates to the acquisition of real property, subsection (1)(c) does not apply to real property located within a national park or an Indian reserve.

(3) If the Minister acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the Minister in preventing, combating or alleviating the effects of an emergency or disaster, the Minister shall cause compensation to be paid for it.

(4) The Lieutenant Governor in Council may make regulations in respect of any matter mentioned in subsection (1).

(5) On the making of an order under section 18(1), the Managing Director or some other person whom the Minister appoints is responsible for the co-ordination and implementation of any or all necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of the Managing Director or other person appointed.

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8

#### **Termination of state of emergency**

**20(1)** When, in the opinion of the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made, the Lieutenant Governor in Council shall make an order terminating the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1), the Minister shall cause the details of the termination to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the termination order.

RSA 1980 cD-36 s17

#### **Declaration of state of local emergency**

**21(1)** A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

(4) Repealed 2010 c5 s9.

RSA 2000 cE-6.8 s21;2010 c5 s9

#### **Cancellation of declaration of state of local emergency**

**22(1)** The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.

(2) The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.

(3) A declaration of a state of local emergency ceases to be of any force or effect on the making of an order for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality.

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

### **Termination of declaration of state of local emergency**

**23(1)** When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, terminate the declaration of a state of local emergency in respect of that area.

(2) Immediately after

- (a) the passage of a resolution or order terminating a declaration under subsection (1),
- (b) the cancellation by the Minister of a declaration of a state of local emergency, or
- (c) the termination by lapse of time of a declaration of a state of local emergency,

the local authority shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected the contents of the declaration or cancellation or the fact of the termination.

RSA 1980 cD-36 s20;1985 c22 s18

### **Notice provisions do not apply**

**23.1** Where the sole purpose of a meeting of a local authority is to pass a resolution referred to in section 21(1) or 23(1), the notice requirements in sections 194 to 196 of the *Municipal Government Act* do not apply.

2002 c32 s5

### **Powers of local authority**

**24(1)** On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

- (a) cause any emergency plan or program to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration;
- (c) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any part of the municipality affected by a declaration of a state of local emergency.

**(1.1)** If the local authority acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency or disaster, the local authority shall cause compensation to be paid for it.

(2) A local authority, except the local authority of an improvement district, special area, national park or Indian reserve, may, during or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.

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(3) In the case of an improvement district, the Minister responsible for the *Municipal Government Act* and in the case of a special area, the Minister responsible for the *Special Areas Act* may, during or within 60 days after the state of local emergency, borrow any money necessary to pay expenses caused by the emergency including

payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, as the case may be.

RSA 2000 cE-6.8 s24;2010 c5 s10

#### **Dispute re compensation**

**25** If any dispute arises concerning the amount of compensation payable under this Act, the matter shall be determined by arbitration and the *Arbitration Act* applies.

RSA 1980 cD-36 s22

#### **Conscript's employment**

**26** A person's employment shall not be terminated by reason only that the person is conscripted pursuant to section 19(1) or 24(1).

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.

2010 c5 s11

#### **Local authority**

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

2010 c5 s11

#### **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

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Appendix C  
Emergency  
Management Bylaw

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# Town of Taber Emergency Management Bylaw

## TOWN OF TABER 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:

<b>Act</b>	means the <i>Emergency Management Act</i> , Chapter E-6.8, Revised Statutes of Alberta 2000;
<b>Agency</b>	means the Taber Emergency Management Agency appointed under the bylaw;
<b>Bylaw</b>	means the "Emergency Management Bylaw" established by the Municipality;
<b>Chief Administrative Officer</b>	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;
<b>Council</b>	means the Council for the Town of Taber;
<b>Councilor</b>	means the members of Council and includes the Mayor;

**TOWN OF TABER  
BYLAW NO.19-2019**

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

- Emergency Management Committee Members:

  - Alternate Mayor Prokop
  - Councilor Brewin
  - Councilor Bekkering
  - Councilor Strojwas

**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.



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BYLAW NO.19-2019

**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;
- 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.

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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.

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**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.

**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;

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**TOWN OF TABER**  
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- 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;
- 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.

**TOWN OF TABER**  
**BYLAW NO. 19-2019**

**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 15 <sup>th</sup> day of October, 2019
RES. 585/2019	Read a second time this 15 <sup>th</sup> day of October, 2019
RES. 587/2019	Read a third time and finally passed this 15 <sup>th</sup> day of October, 2019

**TOWN OF TABER**

  
\_\_\_\_\_  
**MAYOR**

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

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# Appendix D Agreements

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**Southern Alberta  
Emergency Management  
Resource Sharing  
Agreement**



## **SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT**

**THIS AGREEMENT** made this 1<sup>st</sup> 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 1 (g) of the current *Emergency Management Act, Alberta*.
- l) “*Municipality*” is defined in Section 1 (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 vice-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

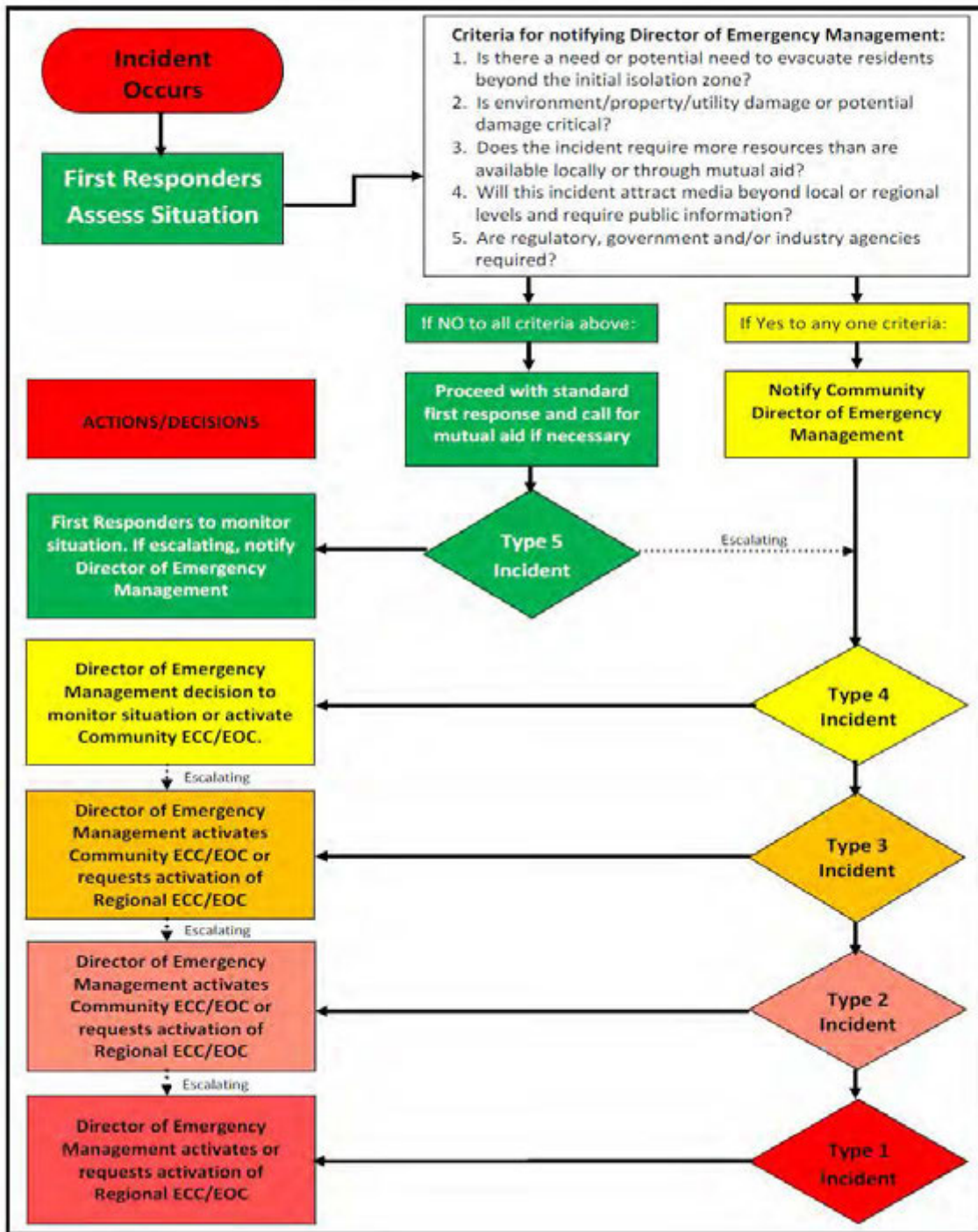
\_\_\_\_\_  
Designated Officer Signature

\_\_\_\_\_  
Date and Time





**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.



September 29, 2017

City Clerk of Lethbridge  
910 - 4<sup>th</sup> Avenue South  
Lethbridge, Alberta T1J 0P6

Emergency Management Coordinator,

Please be advised that at the regular meeting of Council on September 25, 2017 in the council chambers at 4900A - 50<sup>th</sup> Street in Taber, Alberta the following resolution was supported by council:

RES. 371/2017 MOVED by Councilor Brewin that Council supports signing the 2017 Southern Alberta Emergency Management Resource Sharing Agreement and removing the Town of Taber from the 2007 Mutual Aid Agreement.

CARRIED UNANIMOUSLY

Please acknowledge receipt of this letter via email and/or regular mail.

Best regards,

Steve Swarbrick - Fire Clerk  
[steve.swarbrick@taber.ca](mailto:steve.swarbrick@taber.ca)

As per Steven Munshaw - Fire Chief



**MUTUAL AID AGREEMENT**

**THIS AGREEMENT made effective as of the 1 day of March, 2017.**

**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 March 1, 2017 and shall terminate on March 1, 2020.
- 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 1<sup>st</sup> 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: 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 arrives 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

1

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

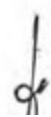
- 11.1. Throughout the Term of this Agreement, each Party, at its own expense, shall acquire and maintain in full force and effect, the following minimum insurance coverage with insurers authorized within the Province of Alberta to issue insurance policies in Alberta:

- 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 supercede 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 written 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  
4900B-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](mailto:vauxhallfirechief@mdtaber.ab.ca)

b. to the Town by delivery to or by postage prepaid mail addressed as follows:

Town of Taber  
4900A 50<sup>th</sup> 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](mailto: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.



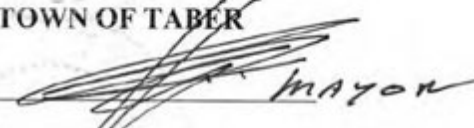
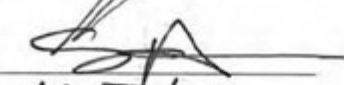
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- 13.9 Each of the Parties from time to time and at all times will do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.
  - 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**

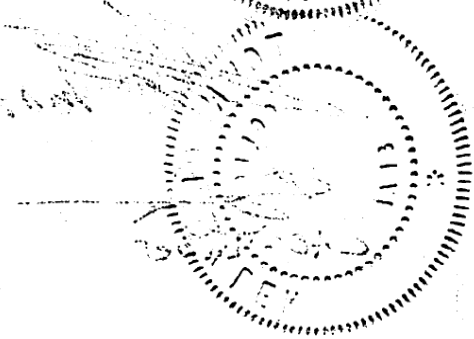
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\_\_\_\_\_

**TOWN OF TABER**

 Mayor  
\_\_\_\_\_  
  
CAO - Taber

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## 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
<b>Enchant</b>											
Engine/Tender	3000	Yes	Yes	No	No	No	No	No	0	No	No
Wildland	130	Yes	No	No	No	No	No	No	2		
Wildland	300	Yes	No	No	No	No	No	No	2		
<b>Grassy Lake</b>											
Engine	900	Yes	No	No	No	No	No	No	3	No	No
Wildland	200	Yes	No	No	No	No	No	No	0		
Rescue		No	No	No	No	No	No	No	3		
<b>Hays</b>											
Engine	1500	Yes	Yes	No	No	No	No	No	5	No	No
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	No		
<b>MD Taber Regional</b>											
Engine	1500	Yes	Yes	No	No	No	No	No	4	No	Yes
Engine	900	Yes	No	No	No	No	No	No	2		
Wildland	300	Yes	No	Yes	No	No	No	No	0		
Wildland	300	Yes	No	No	No	No	No	No	0		
Rescue		No	No	No	Yes	No	No	No	4		
Sierra 4-1		No	No	No	No	No	No	No	0		
<b>Vauxhall Regional</b>											
Engine	900	Yes	No	No	No	No	No	No	4	No	No
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	No	No	4		
Sierra 5-1		No	No	No	No	No	No	No	0		

*dk*



**Schedule "B"**

**Taber Fire Department Fire Service Equipment Available for Mutual Aid Response**

<b>Apparatus</b>	<b>Tank Capacity Gallons</b>	<b>Pump n roll</b>	<b>Spray bars</b>	<b>Portable Pond</b>
<b>Town of Taber</b>				
Engine 6-3	900	No	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

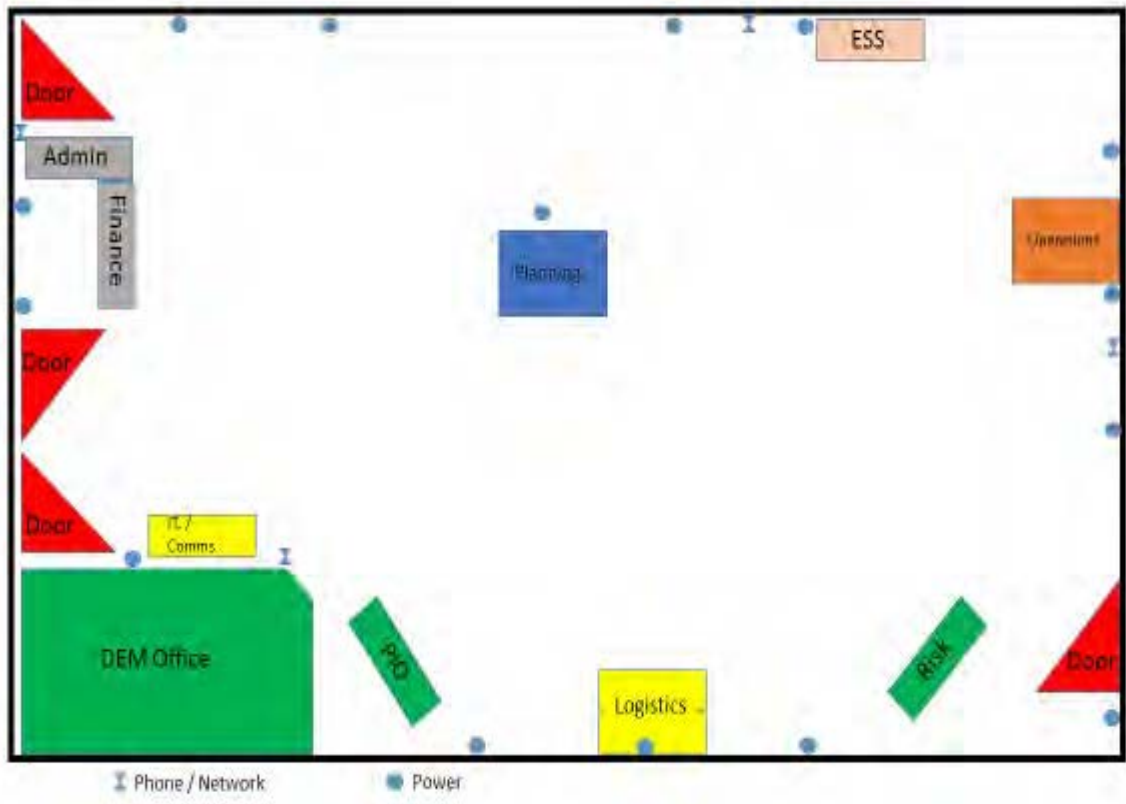
**Other Services Available:**

- 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

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Appendix E  
Emergency  
Operations Centre  
Layout

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Appendix F  
Emergency  
Operations Centre  
Personnel Checklists

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## Checklists

### Generic Activation Checklist

The following checklist pertains to all EOC functions required in a major emergency.

<b>Generic EOC Checklist – For All Functions</b>	
<b>Getting Started:</b>	<p>Check in with the EOC Director or Logistics Section Chief upon arrival at the EOC. Obtain an identification card and vest, if available.</p> <p>If you represent an outside (non-jurisdictional) agency, register with the Liaison Officer.</p> <p>Use the EOC Check-In, Check-Out Form (EOC 511) each time you enter or leave the EOC.</p> <p>Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities.</p> <p>Set up your workstation and review your position checklist, forms and function aids.</p> <p>Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift. Use one Position Log even if you are serving more than one function.</p> <p>Note on your Position Log all ideas you can suggest for improving the contribution of your function and of the EOC overall. These will be considered in the After Action Report.</p> <p>Determine your resource needs, such as a portable radio, computer, phone, stationery, forms, and other reference documents.</p> <p>Participate in any facility/safety orientations, as required.</p>
<b>Before Leaving:</b>	<p>If another person is relieving you, brief them thoroughly before you leave your workstation.</p> <p>Clean up your work area before you leave. Return any communications equipment or other materials to the Logistics Section.</p> <p>Complete all other required forms, reports, and documentation and submit them to the Planning Section prior to your departure.</p> <p>Complete your Position Log, and leave a phone number where you can be reached.</p> <p>Sign the EOC Check-Out procedures. Return to Personnel Unit (in Logistics) to sign out.</p> <p>Be prepared to participate in the EOC After Action Report and formal post-operational debriefs.</p> <p>Make use of EOC stress counseling and debriefings, as needed.</p>

## DEM/DDEM Checklist

<b>EOC Director</b>	
<b>Responsibilities:</b>	<p>The EOC Director provides overall coordination of site support activities to ensure an effective, coordinated and cooperative response. The EOC Director role may be filled by two or more representatives of agencies with jurisdiction.</p> <ol style="list-style-type: none"> <li><b>1. Assess the Situation</b> – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate type and level of EOC coordination.</li> <li><b>2. Support Site(s)</b> – Provide support to Incident Commanders and agencies, and ensure that all actions are coordinated within the established priorities. Approve resource requests, including municipal and other first responders, municipal staff and volunteers.</li> <li><b>3. Develop / Approve Action Plans</b> – Prepare EOC action plans with other EOC members based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.</li> <li><b>4. Inform Others</b> – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group and POC informed.</li> <li><b>5. Manage the EOC Group</b> – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness. Direct the overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.</li> </ol>
<b>Reports To:</b>	Policy Group
<b>Getting Started:</b>	<p>Obtain a briefing from Incident Commander(s) or other person(s) reporting emergency, if available.</p> <p>Mobilize appropriate personnel for the initial activation of the EOC.</p> <p>Select a name for the incident, such as "Jan 6 Snow" or "Downtown Explosion." Keep it short but descriptive.</p> <p>Determine location of the EOC, considering hazards. Communicate EOC location to others.</p> <p>Consider advising AEMA of EOC activation.</p> <p>Greet and orientate arriving EOC members until Logistics Section can be established to assume this function.</p> <p>The EOC Director must be accessible. Select a workstation for yourself and stay there as much as possible so people can find you.</p>



## EOC Director

### Main Checklist:

#### 1. Assess the Situation

Gather Information – Collect information relevant to the emergency situation at hand from a range of sources, in coordination with the Planning Section, if activated.

Assess Situation – Continuously assess the magnitude and severity of current situation and potential for future threat, considering:  
Risks to life, health, environment, and local economy in the community  
Availability of first responders and other human resources  
Assistance available by external agencies

Assess Needs – Perform a rapid needs assessment based on information at hand.

Select EOC Activation – Determine the initial EOC level of activation and operational period. Mobilize appropriate personnel for the initial activation of the EOC. Refer to "EOC Activation Guide."

Mobilize EOC Personnel – Mobilize appropriate personnel for the initial activation of the EOC. Consider the joint activation of EOCs among member municipalities.

#### 2. Support Sites

Establish Communications – Establish communications for regular contact with Incident Commanders.

Support Incident Commanders – Liaise with Incident Commander(s) to determine the demands of the emergency. Provide support to Incident Commanders and agencies, and ensure that all actions are coordinated within the established priorities.

Approve Resource Requests – Approve requests for additional resources, including municipal and other first responders, municipal staff, and local volunteers. Ensure resources are being tracked in the Planning Section.

Release Resources – Coordinate with Incident Commander(s) to release resources from the site, when appropriate.

Anticipate Site Needs – Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements.

## EOC Director

### Main Checklist:

#### 3. Develop / Approve Action Plans

Develop Support Strategies – Consult EOC Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas. Consider support for the following strategies:

- Secure hazard zones
- Search and rescue trapped personnel
- Provide first aid and triage
- Abate hazards
- Notifying public and others of emergency
- Evacuation

Hold Action Planning Meeting – Call at least one Action Planning Meeting in each operational period, and whenever the situation or EOC staff changes significantly. This meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs and other key agency representatives.

Prepare EOC Action Plans – Prepare an initial Action Plan using the attached EOC Action Plan form. Once additional Action Plans are completed by the Planning Section, review, approve and authorize implementation. Assign in writing any delegated powers allowed under a declaration of State of Local Emergency, if any are given.

Monitor Needs – Monitor operations to anticipate problems with meeting objectives. Re-assign initial EOC personnel to new actions, as appropriate.

#### 4. Inform Others

Inform EOC Staff – Hold regular briefings of all municipal EOC participants to keep them informed on status. This briefing should not be longer than 30 minutes, and may include a summary by the Incident Commander or representative.

Inform Policy Group – Keep the Policy Group informed on the incident status, priorities, and objectives. Alert them to any policy issues that may arise in the future.

Inform POC. Establish and maintain contact with adjacent jurisdictions and the PREOC, if one has been established. Keep the POC Director informed.

Inform the Public – Keep the EOC Public Information Officer up to date on new information, as appropriate. Review and approve media releases and other public information materials.

## EOC Director

	<p><b>5. Manage the EOC Group</b></p> <p><u>Select EOC Functions</u> – Determine which EOC functions are needed, matching the needs of the incident.</p> <p><u>Staff the EOC</u> – Appoint EOC members to appropriate functions and post a chart for arriving EOC members. Identify replacements for EOC members for extended operations and ensure there are enough personnel to rotate staff. NOTE: The EOC Director and Section Heads must perform all required functions that are not staffed.</p> <p><u>Set Operational Periods</u> – Designate the operational periods according to the situation and display in a prominent location.</p> <p><u>Ensure EOC Health</u> – Monitor EOC personnel to ensure they attend to their personal needs for food, water, sleep and take regular breaks. Implement a “buddy system” for EOC personnel.</p> <p><u>Monitor Effectiveness</u> – Monitor general staff activities to ensure that all appropriate actions are being taken. Continuously monitor the EOC organizational effectiveness.</p> <p><u>Assume Control of EOC</u> – Direct the overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.</p>
<b>Before Leaving:</b>	<p>Follow Generic Activation Checklist.</p> <p>Deactivate the EOC.</p> <p>Prepare the EOC After Action Report.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• See EOC Activation by Level</li> <li>• See EOC Staff Options</li> <li>• See EOC Contact List</li> <li>• Keeping Leaders Informed</li> <li>• First Hour Guide</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Decision / Approval Log (EOC Form 407)</li> <li>• Position Log (EOC Form 414)</li> <li>• EOC Action Plan (EOC Form 502)</li> <li>• EOC Check-in, Check-out Form (EOC Form 511)</li> <li>• PEP Registration (EOC Form 512)</li> <li>• EOC Incident Record (EOC Form 550)</li> </ul>

## Keeping Leaders Informed

EOC Director

<b>Objective</b>	To keep community leaders informed on the status and progress of the emergency, and to engage them in policy making.																																							
<b>Responsible Position</b>	EOC Director																																							
<b>Contacts</b>	<table border="1"> <thead> <tr> <th data-bbox="414 472 755 520">Person</th> <th data-bbox="755 472 987 520">Work</th> <th data-bbox="987 472 1224 520">Home</th> <th data-bbox="1224 472 1472 520">Cell</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Person	Work	Home	Cell																																			
Person	Work	Home	Cell																																					
<b>Content</b>	<p><b>Threat</b> – When threat began, when impact hit, maps of hazard area. <u>Source</u>: Incident Commander, Scientific Authority</p> <p><b>Damage</b> – Current confirmed information on affected area, number of injuries, number of homes affected, etc. <u>Source</u>: Planning Section Chief</p> <p><b>Response Achievements</b> – Steps that have been taken, objectives achieved. <u>Source</u>: Planning Section Chief</p> <p><b>Cooperation from Other Jurisdictions</b> – Nature and quantity of response support requested and received from external jurisdictions, including adjacent municipalities and the regional district, provincial agencies, non-government organizations. <u>Source</u>: Planning Section Chief</p> <p><b>Future</b> – When it will end. When evacuees will be able to return. Future objectives. <u>Source</u>: Operations Section Chief, Scientific Authority</p> <p><b>Needs</b> – What Policy Group and / or POC can do to support response and future recovery efforts. <u>Source</u>: EOC Staff</p> <p><b>News Media</b> – Status of media relations. Date, time and place of briefing, public meeting, or tour of damaged areas. <u>Source</u>: Information Officer</p>																																							
<b>Frequency of Contact</b>	The EOC Director should re-establish contact with the municipal Policy Group and the POC (if activated) once during each operational period, and at least twice per 24-hour day when the situation changes often.																																							

EOC  
Director**First Hour Guide**

<b>Introduction</b>	This protocol guides the activities of the EOC Director in the initial hour of an emergency. Much of what follows should be tailored to the event at hand.
<b>Set Up</b>	Put on the green vest labelled "DEM Director of Emergency Management." Set up a workstation and review your checklist, forms and function aids. Establish a Position Log (EOC Form 414) to briefly describe the actions you take during your shift, including the time of conversations and actions.
<b>1. Assess the Situation</b>	Obtain a briefing from the Incident Commander(s) or other person(s) reporting emergency, if available. Collect readily available information on the emergency situation from a range of sources. Confirm the location of the EOC, considering known hazards. Select a name for the incident, such as "Jan 6 Snow" or "Gas Explosion." Keep it short but descriptive. Assess the initial magnitude and severity of current situation and potential for future threat.
<b>2. Support Sites</b>	Establish regular communications with Incident Commander(s). Provide immediate support to Incident Commander, if possible.
<b>3. Develop Action Plan</b>	Prepare an initial Action Plan using the EOC Action Plan Form 502.
<b>4. Inform Others</b>	Determine the initial EOC level of activation and operational period (refer to EOC Activation by Level). Mobilize appropriate personnel for the initial activation of the EOC (refer to EOC Staff Options) and communicate the EOC location to others. Establish initial contact with municipal hall, with adjacent jurisdictions, and with the POC, if one has been established. Provide initial information.
<b>5. Manage the EOC Group</b>	Establish an operational period, and set a time for the initial EOC meeting. Greet and orientate arriving EOC members until Logistics Section can be established to assume this function. Determine the need for Unified Command with other agencies in the EOC.

## Deputy EOC Director

<b>Responsibilities:</b>	<p>A Deputy EOC Director may be assigned to assist in managing the EOC group and responsibilities.</p> <ol style="list-style-type: none"> <li><b>1. Assist Information Flow</b> – Ensure the efficient and effective flow of information within the EOC.</li> <li><b>2. Support the EOC Organization</b> – Assist the EOC Director in organizing and supporting the EOC staff, appropriate to the needs of the emergency or disaster.</li> <li><b>3. Assist EOC Director</b> – Support the EOC Director in all aspects of managing the EOC responsibilities, upon request. Assume the role of the EOC Director, if required.</li> <li><b>4. Assist with EOC Action Planning</b> – Assist the Planning Section Chief in preparing for the EOC action planning meetings.</li> <li><b>5. Debrief EOC Personnel</b> – Interview all EOC members as they leave to collect recommendations for improvements. Arrange for stress counseling, as required.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow Generic Activation Checklist. Assist EOC Director in determining initial EOC activation staffing.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assist Information Flow</b>  <u>Assist EOC Functions</u> – Help all activated EOC functions obtain the information required.  <u>Help Planning Section</u> – Assist Planning Section Chief and the Public Information Officer in gathering critical information about the emergency situation.  <u>Liaise with AEMA</u> – Liaise with AEMA to ensure the ongoing exchange of information.</li> <li><b>2. Support the EOC Organization</b>  <u>Assist with EOC Setup</u> – Supervise the set-up of the EOC facilities for the most effective and efficient operations. Ensure that appropriate equipment and supplies are in place.  <u>Assist with EOC Shift Planning</u> – Facilitate shift change and operational decisions with the EOC Director. Coordinate additional EOC staffing needs with Logistics Section, Personnel Unit Coordinator.  <u>Support Administrative Needs</u> – Ensure EOC management staff has sufficient administrative support, including assigning a recorder assigned to the EOC Director from the Documentation Unit.  <u>Assess EOC Staff Health</u> – Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts.</li> </ol>

## Deputy EOC Director

	<p><b>3. Assist EOC Director</b>  <u>Communicate Objectives</u> – Assist EOC Director in communicating priorities, objectives and decisions to all EOC staff and agency representatives.  <u>Perform Special Assignments</u> – Undertake special assignments at the request of the EOC Director.  <u>Identify Issues</u> – Report significant events and any issues of concern to the EOC Director, and advise of your activities on a regular basis.  <u>Fill Role of EOC Director</u> – Assume the role of the EOC Director in his/her absence.</p> <p><b>4. Assist with EOC Action Planning</b>  <u>Help with Planning Meetings</u> – Assist EOC Planning Section Chief with preparations for EOC Action Planning meetings.  <u>Meet with Others in EOC</u> – Participate in EOC Action Planning and Management Team meetings.</p> <p><b>5. Debrief EOC Personnel</b>  <u>Hold Exit Interviews</u> – Conduct exit interviews with all key EOC members, recording their observations and recommendations for improving EOC operations.  <u>Provide Stress Counseling</u> – Arrange for and facilitate critical incident stress debriefs for EOC staff, as required.</p>
<b>Before Leaving:</b>	<p>Assist with the deactivation of the EOC at the designated time, as appropriate.  Assist with the preparation of the EOC After Action Report.  Organize and coordinate staff recognition initiatives (i.e.: thank you letters) for EOC staff.  Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Same as for EOC Director</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Decision / Approval Log (Form EOC 407)</li> <li>• Position Log (Form EOC 414)</li> <li>• EOC Action Plan (Form EOC 502)</li> <li>• EOC Incident Record (Form EOC 550)</li> </ul>



## Public Information Officer

<b>Public Information Officer</b>	
<b>Responsibilities:</b>	<p>Provides overall coordination of information for all public information, media relations and internal information sources for the EOC, in support of the site Incident Commander and site Public Information Officer. Coordinates and supervises all staff assigned as Assistant Public Information Officers and their activities.</p> <ol style="list-style-type: none"> <li><b>1. Gather Information</b> – Collect and verify relevant information on the emergency from a range of sources, both internal and external to the EOC. Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer.</li> <li><b>2. Keep the Public Informed</b> – Implement and maintain an overall public information release program, providing hazard, safety, and general impact information.</li> <li><b>3. Facilitate News Media Relations</b> – Accommodate the news media requirements for accurate information and access to damaged areas, within the bounds of EOC policies.</li> <li><b>4. Provide Internal Information</b> – Keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives.</li> <li><b>5. Manage the EOC Information Function</b> – Create and maintain an organization to serve the information interests of the public.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Determine staffing requirements and make required personnel assignments for the Public Information Section. Assess information skill areas required in the EOC such as message writing, issues management, media briefings, and event planning. Inform every EOC member that all media contacts should be referred to the Public Information Officer, and provide your contact information.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Gather Information</b> <ol style="list-style-type: none"> <li><u>Identify Information Needs</u> – Anticipate the type of information to collect and disseminate, appropriate to the threat at hand and considering:               <ol style="list-style-type: none"> <li>a. Status of threat</li> <li>b. Community elements affected</li> <li>c. Resources available and assigned</li> <li>d. Prognosis for short-term and long term</li> <li>e. Public advisories</li> </ol> </li> </ol> </li> </ol>

## Information Officer

### Main Checklist:

Identify Information Sources – Identify a range of information sources, both internal and external to the EOC. Coordinate with the Planning Section and identify methods for obtaining and verifying significant information as it develops.

Collect Information – Collect and verify relevant information on the emergency. Maintain a Disaster Assistance Information Directory, with numbers and locations to obtain food, shelter, supplies, health services, etc.

Collaborate with Others – Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer. Work with Public Information Officers at Incident Command Post(s), at other EOCs in the region, to ensure consistent information.

### 2. Keep the Public Informed

Prepare Messages – Develop messages to ensure the public receives complete, accurate, and consistent information. Check with the EOC Risk Management Officer for any potential liability or safety concerns. Ensure that announcements, emergency information and materials are prepared for special populations (non-English speaking, hearing impaired, etc.), if required. All information releases must be approved by the EOC Director and copies must be retained.

Establish Call Centre – Develop a public information telephone service or call center to provide information and advice concerning the emergency in the community. Work with the EOC Logistics Section Chief, who will arrange for telephone equipment and services. Ensure that call takers are mobilized to accommodate the needs. Provide call takers with timely and accurate message sheets so they offer only confirmed and approved information.

Set up Community Information Boards – Maintain up-to-date status boards and other references at one or more public information centers, including Reception Centers.

Make Radio and TV Announcements – As approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public through the electronic news media.

Establish a Website – Establish an Emergency Information Website to facilitate public information. Consult with Logistics Section and the District for protocols.

Coordinate Public Information – Establish distribution lists for recipients of public information releases. Include Site Public Information Officers, PREOC Public Information Section, other EOC Public Information Officers, elected officials, Emergency Social Service Groups, and the Call Centre.

## Information Officer

### Main Checklist:

#### 3. Facilitate News Media Relations

Develop Media Briefings – At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences. Promptly provide copies of all media releases to the EOC Director.

Receive Media Calls – Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media calls.

Facilitate Site Visits – Ensure that adequate staff members are available at incident sites to coordinate and conduct media tours of the disaster areas when safe.

Establish Media Center – Establish a Media Information Center near the EOC, as required, providing necessary space, materials, telephones and electrical power. Develop the format for press briefings working with the EOC Director. Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of handout materials.

Monitor the News – Monitor news media broadcasts and written articles for accuracy. Develop follow-up news releases for rumor control; consult with the Risk Management Officer on appropriate wording and actions to take in correcting erroneous information. Keep the EOC Director advised of all major critical or unfavorable media comments.

Coordinate With Others – Coordinate media releases with officials representing other affected emergency response agencies, such as the Ministry of Forests. Arrange for appropriate EOC or agency staff to answer technical questions from members of the media.

#### 4. Provide Internal Information

Keep Responders Informed – Develop information sheets to keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives.

Facilitate EOC Tours – In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.

Coordinate with Others – Liaise with the Information Officers at site(s), other EOCs and the POC and other external agencies. Work with the Liaison Officer to keep external agencies informed on the EOC status and operations.

<b>Information Officer</b>	
	<p><b>5. Manage the EOC Information Function</b></p> <p><u>Select Information Personnel</u> – Appoint available Information staff members to appropriate functions and identify replacements for extended operations. Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.</p> <p><u>Monitor Effectiveness</u> – Supervise all staff assigned as Assistant Public Information Officers and their activities. Monitor the activities of the Public Information staff to ensure appropriate actions.</p> <p><u>Assume Control of the Information Function</u> – Direct the overall collection and dissemination of information, working with other relevant agencies and jurisdictions as required.</p>
<b>Before Leaving:</b>	<p>Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.</p> <p>Assist EOC Director with demobilization procedures and contribute to the recovery planning effort.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Call Center Guide</li> <li>• Informing the Public</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Evacuation Message (EOC Form 420)</li> <li>• Evacuation Instructions (EOC Form 421)</li> <li>• Spokesperson Media Statement (EOC Form 422)</li> <li>• Media Tracking Report (EOC Form 423)</li> <li>• Media Conference Attendance Record (EOC Form 424)</li> <li>• Position Log (EOC Form 414)</li> </ul>

## Liaison Officer Checklist

<b>Liaison Officer</b>	
<b>Responsibilities:</b>	<p>The Liaison Officer is the EOC point of contact for assisting and cooperating agency representatives, and responds to requests or concerns from stakeholder groups.</p> <ol style="list-style-type: none"> <li><b>1. Assist Agency Representatives</b> – The Liaison Officer functions as the point of contact for representatives from other agencies.</li> <li><b>2. Keep External Agencies Informed</b> – Liaise with organizations not represented in the EOC. All media contacts will be handled by the Public Information Officer.</li> <li><b>3. Advise EOC Director on EOC Staffing</b> – Advise EOC Director on adequate EOC structure and staffing. Ensure procedures are in place for directing agency representatives, communicating with elected officials.</li> <li><b>4. Advise on EOC Action Plans</b> – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC.</li> <li><b>5. Lead VIP Tours</b> – Conduct VIP/visitor tours of the EOC facility.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist.            Ensure that an EOC check-in procedure is established immediately for use by all Agency Representatives (Form EOC 511).</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assist Agency Representatives</b>  <u>Greet Agency Representatives</u> – Identify yourself as the point of contact for representatives from other agencies arriving at the EOC.  <u>Advise on EOC Functions</u> – Working with the EOC Director, assist agency representatives in filling all necessary roles and responsibilities within the EOC.  <u>Assist with Access to EOC Equipment and Supplies</u> – Ensure that agency representatives have access to functioning telephone, radio communications, and other EOC equipment.</li> <li><b>2. Keep External Agencies Informed</b>  <u>Establish Communications</u> – Ensure that communications with appropriate external non-represented agencies (such as: Provincial Agencies, utility companies, volunteer organizations, private sector, etc.) are established and recorded (Form EOC 410).  <u>Work With External Agencies</u> – Liaise with local authorities, other EOCs, Provincial and Federal organizations, and other organizations not represented in the EOC. Communicate the EOC Action Plans and Situation Information, and request situation reports from external non-represented agencies and forward to the Planning Section Chief.  <u>Advise the EOC Director</u> – Let the EOC Director know of any critical information and requests from external agencies.</li> </ol>

## Liaison Officer

	<p><b>3. Advise EOC Director on EOC Staffing</b>  <u>Advise on EOC Organization</u> – Work with the EOC Director to ensure the EOC organizational structure meets the situation requirements.  <u>Advise on EOC Staff</u> – Assist the EOC Director in determining appropriate staffing for the EOC. Help identify potential EOC staff members. Provide assistance with shift change activity as required.  <u>Orientate New EOC Staff Members</u> – Upon request, advise all new EOC members on their roles and responsibilities. Provide an overview of ICS and the EOC operations to all untrained personnel.</p> <p><b>4. Advise on EOC Action Plans</b>  <u>Assist with Action Plans</u> – Provide information on external and non-represented agencies to the Planning Section to assist in developing, continuous updating, and implementing Action Plans.  <u>Advise on External Agencies</u> – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC.  <u>Help Set Priorities</u> – With your knowledge of the EOC and external agencies, assist the EOC Director and EOC Group in developing overall EOC priorities. Advise on the capabilities and willingness of external agencies to undertake cooperative actions.</p> <p><b>5. Lead VIP Tours</b>  <u>Lead VIP Tours</u> – Conduct VIP and visitor tours of the affected areas in the community and the EOC, and explain the functions within.  <u>Participate in Media Tours</u> – Working with the EOC Public Information Officer, conduct media tours of EOC facility as requested.</p>
<b>Before Leaving:</b>	<p>Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate.  Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• See EOC Contacts in Annex E</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Contact Log (Form EOC 410)</li> <li>• Position Log (Form EOC 414)</li> <li>• EOC Check-in / Check-out List (Form EOC 511)</li> </ul>

## Risk Management Officer Checklist

<b>Risk Management Officer</b>	
<b>Responsibilities:</b>	<p>The Risk Management Officer assesses the high level risks of the response effort and takes steps to protect organizations from unexpected losses. The RMO monitors and assess hazardous or unsafe situations and ensures EOC safety.</p> <ol style="list-style-type: none"> <li><b>1. Manage Risks</b> – Ensure that good risk management practices are applied throughout the response and recovery organization and that every function contributes to the management of risk. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.</li> <li><b>2. Ensure EOC Safety</b> – Provide advice on safety issues. A Technical Specialist familiar with all aspects of safety and relevant legislation should be appointed to assist.</li> <li><b>3. Ensure EOC Security</b> – Ensure that appropriate security measures have been established to allow only authorized access to the EOC facility and documents.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Manage Risks</b> <ul style="list-style-type: none"> <li><u>Evaluate Damage and Potential Losses</u> – Collect damage and financial loss information, working with the Planning Section Chief.</li> <li><u>Evaluate Liability Exposure</u> – Evaluate situations and advise the EOC Director of any conditions and actions that might result in liability exposure for the municipality, such as improper response or evacuation procedures.</li> <li><u>Advise Response Organizations</u> – Advise members of response organizations regarding options for risk control, during operational meetings and upon request.</li> <li><u>Promote Loss Prevention</u> – Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives.</li> <li><u>Identify Claimants</u> – Identify potential claimants against the District and the scope of their needs and concerns.</li> <li><u>Collect Evidence</u> – Gather and organize evidence that may assist all EOC organizations in managing legal claims, including documentation that may be more difficult to obtain later.</li> <li><u>Interview Witnesses</u> – Conduct interviews and take statements that address major risk management issues.</li> <li><u>Assist Public Information</u> – Assist the EOC Director in reviewing press releases, public alerts and warnings, and public information materials.</li> <li><u>Organize Records</u> – Organize and prepare records for final audit.</li> </ul> </li> </ol>



<b>Risk Management Officer</b>	
	<p><b>2. Ensure EOC Safety</b></p> <p><u>Identify EOC Hazards</u> – Review any hazardous conditions of the facility with the EOC Logistics Section Chief, especially following a seismic event.</p> <p><u>Assist in Acquiring Safety Equipment</u> – Assist EOC Logistics Section Chief in obtaining any special safety equipment or procedures for the EOC.</p> <p><u>Advise EOC Personnel</u> – Provide guidance to EOC staff regarding actions to protect themselves from the emergency event, such as smoke from a wildfire or aftershocks from an earthquake.</p> <p><u>Support Personnel Injury Claim Investigation</u> – Work with the EOC Finance / Administration Section Chief on any EOC personnel injury claims or records.</p> <p><u>Advise on EOC Setup</u> – Monitor set-up procedures for the EOC, ensuring that personnel adhere to proper safety regulations.</p> <p><b>3. Ensure EOC Security</b></p> <p><u>Monitor EOC Security</u> – Establish security checkpoints and EOC facility access, in cooperation with the EOC Logistics Section Chief, and arrange for staff sign-in and identification procedures.</p> <p><u>Improve Security, Where Needed</u> – Address any security issues with the EOC Director, recommending improvements where necessary.</p> <p><u>Secure Documentation</u> – Advise Planning Section on the types of information to collect, the organization of collected information, confidentiality, document security measures taken.</p>
<b>Before Leaving:</b>	<p>Assist the EOC Director in de-activation activities including:</p> <ul style="list-style-type: none"> <li>• Collection of all relevant documents and electronic records</li> <li>• Collection of all material necessary for After Action Report</li> <li>• Security of EOC records</li> </ul> <p>Follow the generic Demobilization Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Documenting Issues</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Documenting

Risk Mgmt  
Officer

<b>Objective</b>	To guide the collection of evidence and other information that can be used to support a defence against potential claims arising from the emergency.
<b>Responsible Position</b>	EOC Risk Management Officer, working with the Documentation Unit, if activated.
<b>Roles and Responsibilities</b>	<p>The Risk Management Officer provides risk management services to the municipality in the following areas, among other duties:</p> <ul style="list-style-type: none"> <li>• Identify and document risk and liability issues, keeping the EOC Director informed.</li> <li>• Gather and organize evidence that may assist the EOC or other agent of the District in legal defence.</li> <li>• Identify potential claimants and the scope of their needs and concerns.</li> <li>• Monitor and report to the EOC Director observations on the public perception of specific issues.</li> </ul>
<b>Victim Information</b>	<ul style="list-style-type: none"> <li>• Interviews with potential claimants</li> <li>• Maps of damaged areas</li> <li>• Names and contact information for all potential claimants</li> <li>• Number of persons placed on evacuation alert – by date</li> <li>• Number of persons evacuated – by date</li> <li>• Number evacuees returned – by Date</li> <li>• Number and description of dwellings, farms, non-profit structures, businesses affected</li> <li>• Number of injuries and fatalities</li> <li>• Number of private properties affected</li> <li>• Photographs of property damage, dated</li> <li>• Sum of losses attributable to incident</li> <li>• Types of land jurisdictions affected</li> </ul>
<b>Incident Command Post (ICP) Information</b>	<ul style="list-style-type: none"> <li>• Action plans – by operational period</li> <li>• Cause of incident</li> <li>• Chronology</li> <li>• Contact information for Incident Commanders, Ops Chiefs, Crews</li> <li>• Emergency analyses</li> <li>• Hazard reduction operations – by date</li> <li>• ICP organization charts</li> <li>• Incident behavior – by date</li> <li>• Incident briefing minutes</li> <li>• Incident objectives – by date</li> <li>• Information fact sheets</li> <li>• Interviews with Incident Commanders, Ops Chiefs, Crews</li> <li>• Logs and notebooks from Incident Commanders, Ops Chiefs, Crews</li> <li>• Maps showing progress of hazard</li> <li>• Photographs, including aerial</li> <li>• Resource requests</li> <li>• Resource tracking reports</li> <li>• Sit reps</li> </ul>

<b>Emergency Operations Centre (EOC) Information</b>	<ul style="list-style-type: none"> <li>• 911 telephone records</li> <li>• Call center records</li> <li>• Contact information for EOC Director, Management Staff, Section Chiefs</li> <li>• Damage assessment, photos</li> <li>• EOC action plans – by operational period</li> <li>• EOC analyses of incident</li> <li>• EOC organization charts</li> <li>• Evacuation Alerts, Orders, All Clears</li> <li>• Expenditure Authorization Forms</li> <li>• Incident objectives – by date</li> <li>• Interviews with EOC Director, Management Staff, Section Chiefs</li> <li>• Logs and notebooks from EOC Director, Management Staff, Section Chiefs</li> <li>• Maps showing progress of hazard</li> <li>• Media articles</li> <li>• Media briefing minutes</li> <li>• Recovery Plan</li> <li>• Re-Entry Plan</li> <li>• Resource requests</li> <li>• Sit reps</li> </ul>
<b>AEMA Information</b>	<ul style="list-style-type: none"> <li>• Evacuation Alerts, Orders, All Clears</li> <li>• Media articles collected</li> <li>• Sit reps</li> <li>• Summary of regional events during the emergency</li> <li>• Resource status reports</li> </ul>
<b>Information from Other Sources</b>	<ul style="list-style-type: none"> <li>• Interviews of observers</li> <li>• Records of support activities by agencies</li> <li>• Weather records – by date</li> </ul>

## Operations Section Chief Checklist

<b>Operations Section Chief</b>	
<b>Responsibilities:</b>	<p>The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.</p> <ol style="list-style-type: none"> <li>1. <b>Maintain Communications</b> – Establish communication links with Incident Command Posts, Emergency Operation Center, and the POC, if activated.</li> <li>2. <b>Participate in EOC Action Planning Meetings</b> – Prepare Section objectives for presentation at EOC action planning meetings, at least once in each operational period.</li> <li>3. <b>Coordinate Response</b> – Direct the coordination of operations in cooperation with other agencies.</li> <li>4. <b>Coordinate Resource Requests</b> – Collect and coordinate resource requests from site(s), working with Logistics and the POC.</li> <li>5. <b>Share Operational Information</b> – Collect and distribute operational information to Planning, Public Information Officer, and other Sections.</li> <li>6. <b>Manage the Operations Section</b> – Establish the appropriate Operations Section Branches or Divisions and continuously monitor organizational effectiveness.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist.</p> <p>Based on the situation, activate appropriate branches and designate Branch Coordinators as necessary:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Police</li> <li>• Ambulance</li> <li>• Health</li> <li>• Emergency Social Services</li> <li>• Environmental</li> <li>• Engineering</li> <li>• Utilities</li> <li>• Others as needed</li> </ul>

<p><b>Main Checklist:</b></p>	<p><b>1. Maintain Communications</b>  <u>Determine Status</u> – Obtain a current communications status briefing from the EOC Logistics Section Chief.  <u>Obtain Equipment</u> – Ensure that there is adequate equipment and frequencies available for the Operations Section. Work with the EOC Logistics Section Chief.  <u>Establish Communications</u> – Establish and maintain communication links (e.g., radio or telephone contact) with the Operations Section in each Incident Command Post, in each activated Reception Center, and with the PREOC Operations.</p> <p><b>2. Participate in EOC Action Planning Meetings</b>  <u>Determine Issues and Objectives</u> – Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for each operational period.  <u>Determine Needs</u> – Based on the known or forecasted situation, determine likely future needs of the Operations Section.  <u>Contribute to Action Plans</u> – Prepare for and participate in EOC Action Planning meetings and other relevant EOC Management Team meetings (See form EOC 401A for Briefing Format).  <u>Determine Strategies</u> – Detail the strategies required for carrying out the objectives of the Operations Section.</p> <p><b>3. Coordinate Response</b>  <u>Implement Objectives</u> – Work closely with each Branch Coordinator in the Operations Section to ensure implementation of all objectives defined in the current Action Plan.  <u>Coordinate Response</u> – Coordinate overall response, resources and event status information.</p> <p><b>4. Coordinate Resource Requests</b>  <u>Coordinate Internal Resource Requests</u> – Ensure that Operations Section branches coordinate all initial resource needs through the Logistics Section.  <u>Coordinate External Resource Requests</u> – Authorize external resource requests and forward extraordinary and critical resource requests to the EOC Director for approval (see form EOC 514). Ensure the proper codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance, including the Task Number and Expenditure Authorization Form Number, if applicable.  <u>Coordinate Mutual Aid Requests, If Required</u> – Forward requests for mutual aid under existing agreements to the EOC Director for consultation with the municipality Policy Group. Requests for assistance should be made by the mayor or council to the local authority providing resources.  <u>Track Costs</u> – Alert the Finance / Admin Section Chief of the request to track costs.</p> <p><b>5. Share Operational Information</b>  <u>Keep Planning Section Informed</u> – Ensure that situation and resource information is provided to the Planning Section as the situation requires, including Branch Status Reports and new incoming incident reports.</p>
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<b>Operations Section Chief</b>	
	<p><u>Keep EOC Director Informed</u> – Brief the EOC Director and other EOC Group members.</p> <p><u>Brief Operations Section</u> – Brief Branch Coordinators and Section Staff periodically on any updated information you may have received.</p> <p><u>Keep POC Informed</u> – Share status information with POC, as appropriate.</p> <p><b>6. Manage the Operations Section</b></p> <p><u>Set Up Section</u> – Ensure that the Operations Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.</p> <p><u>Ensure Appropriate Personnel</u> – Request additional personnel for the section from the Personnel Unit to maintain 24-hour staffing capabilities, as necessary. Coordinate with Liaison Officer regarding the need for Agency Representatives from external organizations.</p> <p><u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.</p> <p><u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Operations Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form EOC 401A).</p> <p><u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.</p>
<b>Before Leaving:</b>	<p>Deactivate branches and any organizational elements when no longer required.</p> <p>Determine demobilization status of operations, and advise EOC Director.</p> <p>Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit in the Planning Section.</p> <p>Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• EOC Briefing Format (Form EOC 401A)</li> <li>• Position Log (Form EOC 414)</li> <li>• Request for Resources or Assistance (Form EOC 514)</li> </ul>

## Fire Branch Coordinator

<b>Fire Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The EOC Fire Branch Coordinator manages fire resource requests in support of Incident Commanders at one or more sites. The Fire Branch does not direct suppression or rescue activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <p><b>Coordinate resources for major structural fire</b> – Coordinate the acquisition of fire / rescue resources, call utilities and allocate crews to sites according to EOC priorities.</p> <p><b>Coordinate hazardous materials response</b> – Coordinate contacts for response personnel and equipment if requested by the Incident Commander.</p> <p><b>Coordinate structural protection during wildland/urban interface fire</b> – Coordinate structural fire resources operating in unified command with the Province.</p> <p><b>Coordinate light and heavy search and rescue</b> – Coordinate search and rescue operations in collapsed structures, including mutual aid.</p> <p><b>Manage the Fire Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Based on the situation, activate the necessary groups within the Fire Branch:</p> <ul style="list-style-type: none"> <li>• Structural Fire Suppression Group</li> <li>• Hazmat Group</li> <li>• Wildland Fire Suppression Group</li> <li>• Search and Rescue Group</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Coordinate Resources for Major Structural Fire</b></p> <p><u>Coordinate Fire Resources</u> – Coordinate fire resources acquired outside mutual aid. The EOC Logistics Section will mobilize and arrange to transport these resources. NOTE: Incident Commanders control response activities at the site of an emergency. Incident Commanders are authorized to request and control structural fire resources available through mutual aid.</p> <p><u>Allocate Resources by Priorities</u> – Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the EOC Director.</p> <p><u>Work with Other EOCs</u> – Coordinate use of area fire suppression resources with the Fire Branch Coordinators at other EOCs.</p> <p><u>Ensure Preservation of Evidence</u> – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity, such as suspected act of terrorism.</p>



<b>Fire Branch Coordinator</b>	
	<p><b>2. Coordinate Hazardous Materials Response</b></p> <p><u>Contact Shippers</u> – If requested by Incident Commander, contact private company suppliers, who are responsible for emergency response plans and the costs of response under the federal Transportation of Dangerous Goods Act, Section 7.</p> <p><u>Alert PEP</u> – Notify PEP for "fan-out" alert of incident and resource requirements, including the Environmental Emergency Response Officer from the Ministry of Water, Land and Air Protection.</p> <p><u>Relay CANUTEC Information</u> – Contact the Canadian Transport Emergency Center (CANUTEC) at Transport Canada and coordinate the exchange of information and instructions to the site, if requested by Incident Commander.</p> <p><u>Access Expertise</u> – Contact POC for permission to access hazardous materials experts and equipment, if requested by Incident Commander.</p> <p><u>Arrange for Technical Specialists</u> – Contact technical specialists if requested by the Incident Commander.</p> <p><b>3. Coordinate Structural Protection During Wildland/Urban Interface Fire</b></p> <p><u>Coordinate Structural Protection Resources</u> – Arrange for and coordinate resources for structural fire protection.</p> <p><b>4. Coordinate Light and Heavy Search and Rescue</b></p> <p><u>Coordinate Urban SAR (search of buildings)</u> – Coordinate light and heavy urban search and rescue efforts in support of site operations. NOTE: All ground and inland waters search and rescue operations are coordinated through the Police Branch.</p> <p><u>Acquire Additional Resources</u> – Contact the POC for assistance with Heavy Urban Search and Rescue, if required.</p> <p><b>5. Manage the Fire Branch</b></p> <p><u>Work with Office of the Fire Commissioner</u> – Liaise with Provincial Fire Commissioner for hazards involving fire and explosion, as required.</p> <p><u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Fire Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</p> <p><u>Report on Status</u> – Forward Fire Branch status reports to the EOC Resource Unit in the Planning Section.</p> <p><u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	<p>Forward any input towards the After Action Report to the Operations Section Chief.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Position Log (EOC Form 414)</li> </ul>

## Police Branch Coordinator

<b>Police Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Police Branch Coordinator manages Police resource requests in support of Incident Commanders at one or more sites. The Police Branch does not direct Police activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> <li><b>1. Enforce Laws During Emergency</b> – Coordinate law enforcement operations to provide for the security of people and property. Request and coordinate Police mutual aid.</li> <li><b>2. Secure Affected Area(s)</b> – Control access to affected areas, secure sites for subsequent investigation, and preserve evidence.</li> <li><b>3. Control Traffic</b> – Coordinate traffic control, and clear routes for emergency vehicles.</li> <li><b>4. Coordinate Ground Search and Rescue</b> – Coordinate ground search and rescue operations within the jurisdiction, including mutual aid. Coordinate services for the deceased with support of Coroner.</li> <li><b>5. Implement Evacuation Orders</b> – Inform affected persons of evacuation alerts and orders, organize the transportation of evacuated persons to safety through Logistics Section, and secure evacuated areas.</li> <li><b>6. Manage the Police Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Based on the situation, activate the necessary units within the Police Branch:</p> <ul style="list-style-type: none"> <li>• Evacuation Unit</li> <li>• Police Operations Unit</li> <li>• Coroner Unit</li> <li>• Search and Rescue Unit</li> </ul>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Enforce Laws During Emergency</b>  <u>Coordinate Site Operations</u> – Coordinate law enforcement operations at one or more sites during a major emergency or disaster.  <u>Arrange for Mutual Aid</u> – Determine the need for and arrange for Police mutual aid.</li> </ol>

## **Police Branch Coordinator**

### **2. Secure Affected Area(s)**

Control Area Access – Establish perimeters and control points around the affected area to control access, if requested by Incident Commander.

Support Investigations – Secure site for subsequent investigation.

Preserve Evidence – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity or negligence.

Secure Marine Access to Area – As appropriate, advise PEP to initiate “Notice to Mariners.”

### **3. Control Traffic**

Control Area Traffic – Working with Incident Commanders, coordinate area-wide traffic control operations during a major emergency.

Keep Emergency Vehicle Routes Open – Upon request of Incident Commanders, clear routes for emergency vehicles.

### **4. Coordinate Ground Search and Rescue**

Coordinate Ground SAR – Coordinate all ground and inland waters search and rescue operations in the jurisdiction. NOTE: Light and heavy search and rescue (digging through buildings) is coordinated through the Fire Branch.

Support Coroner Services – Determine need for Coroner's services, and confirm that the Coroner has been alerted. Ensure Coroner activities are coordinated within the Police Branch of the EOC. Body recovery is a shared responsibility in support of Coroner.

Coordinate Services for Deceased – Coordinate services for the deceased and their immediate families, including notification of next-of-kin and information to family members.

### **5. Implement Evacuation Orders**

Assess Population to Be Evacuated – Prepare map of area to be evacuated, determine number of evacuees, and identify any special considerations.

Identify Evacuation Routes – Prepare a map of evacuation routes, including aquatic / aircraft evacuation points. Working with ESS Director, identify destinations for evacuees.

Implement Evacuation Alerts and Orders – Coordinate the issuance of evacuation alerts and orders to affected persons, as requested by the EOC Director, including door-to-door visits and commercial radio messages.

Coordinate Neighbourhood Evacuation – Deploy personnel to inform residents of alert or evacuation order. Coordinate community groups through the Community Coordinator.

<b>Police Branch Coordinator</b>	
	<p><u>Transport Evacuees</u> – Coordinate the transportation of evacuated persons to safety, as required and in cooperation with EOC Logistics Branch.</p> <p><u>Monitor Evacuation</u> – Sweep evacuated area, if safe to do so. Collect and summarize reports from traffic control points on vehicle numbers leaving evacuated area.</p> <p><u>Secure Evacuated Areas</u> – Coordinate security patrols of evacuated areas to prevent theft and vandalism, where safe to do so. Establish an access permit system to allow temporary access to evacuated areas, if approved by Incident Commander.</p> <p><b>6. Manage the Police Branch</b></p> <p><u>Work with POC</u> – Liaise with the POC for coordination of resources, as required.</p> <p><u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Police Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</p> <p><u>Report on Status</u> – Forward Police Branch status reports to the EOC Resource Unit in the Planning Section.</p> <p><u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	Determine demobilization status of branch units and Police operations. Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b>Aids</b></p> <ul style="list-style-type: none"> <li>• Annex B - Evacuations and Public Warnings</li> </ul> <p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> <li>• Steps in a Legal Evacuation</li> <li>• Evacuation Alert Bulletin</li> <li>• Evacuation Order Bulletin</li> <li>• Shelter-in-Place Bulletin</li> <li>• All Clear Bulletin</li> </ul>

## Ambulance Branch Coordinator

<b>Ambulance Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Ambulance Branch Coordinator manages ambulance resource requests in support of Incident Commanders at one or more sites. The Ambulance Branch does not direct activities at the site, but allocates resources to meet EOC priorities. If two or more EOCs are activated, ambulance resources will be coordinated regionally through the POC.</p> <ol style="list-style-type: none"> <li><b>1. Determine Need for Ambulance Resources</b> – Determine need for ambulance resources among site Safety Officers and other Operations Section Branch Coordinators within the EOC.</li> <li><b>2. Coordinate Ambulance Resources</b> – Determine the availability of ambulance resources in the local area and region, and ensure appropriate resources are identified and mobilized.</li> <li><b>3. Distribute Casualties to Hospitals</b> – Coordinate the transportation of the injured to evenly distribute casualties among medical facilities.</li> <li><b>4. Evacuate Health Care Facilities</b> – Coordinate the transportation of persons evacuated from health care facilities, under the direction of the Incident Commander.</li> <li><b>5. Manage the Ambulance Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Determine Need for Ambulance Resources</b>  <u>Establish Site Communications</u> – Establish and maintain communication with the site(s).  <u>Determine Need to Assist Victims</u> – Determine status and need for ambulance resources. Coordinate with Incident Commanders to ensure adequate resources are available at rescue sites to triage, treat, and transport extricated victims.  <u>Determine Need to Assist First Responders</u> – Liaise with site Safety Officers and other EOC Operation Branch Coordinators to provide ambulance and first aid for responders.</li> <li><b>2. Coordinate Ambulance Resources</b>  <u>Identify Available Resources</u> – Determine the availability of ambulance resources in the operational area and region. Ensure that all available auxiliary ambulance resources are identified and mobilized as required.  <u>Obtain Additional Ambulance Resources, As Needed</u> – Call in crews as required by the emergency.</li> </ol>

## Ambulance Branch Coordinator

	<p><u>Acquire Non-Ambulance Resources</u> – Coordinate with the Logistics Section to acquire non-ambulance transportation, such as local resources for moving the walking wounded, as required or requested.</p> <p><u>Coordinate Regional Resources</u> – Relocate ambulance resources within the region and from elsewhere in province to meet needs.</p> <p><b>3. Distribute Casualties to Hospitals</b></p> <p><u>Coordinate Victim Transportation</u> – Coordinate the transportation of injured victims to appropriate medical facilities as required to ensure casualties are evenly distributed to receiving facilities. Coordinate destinations with the Regional Health Authority and POC.</p> <p><u>Keep Hospitals Informed</u> – Keep hospitals informed of the number of patients to expect.</p> <p><b>4. Evacuate Health Care Facilities</b></p> <p><u>Coordinate Transportation of Medical Evacuees</u> – Coordinate the transportation of evacuated persons requiring medical care from any facility under evacuation alert or order, working with facility administrators.</p> <p><b>5. Manage the Ambulance Branch</b></p> <p><u>Work with POC</u> – Liaise with the POC for coordination of resources, as required.</p> <p><u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Ambulance Branch for the coming operational period. Provide Ambulance Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</p> <p><u>Report on Status</u> – Forward Ambulance Branch status reports to the EOC Resource Unit in the Planning Section.</p> <p><u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Health Branch Coordinator

<b>Health Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Health Branch Coordinator ensures coordination of hospitals, health units, continuing care, mental health and environmental health within the area.</p> <ol style="list-style-type: none"> <li><b>1. Coordinate Preventative Measures in Public Health</b> – The Health Branch Coordinator oversees community efforts to prevent illness from contaminated water or food during the emergency, including inspection of potable water, food delivery, and sewage systems.</li> <li><b>2. Assist with Medical Transportation</b> – Assist in identifying and mobilizing available ambulance resources, including air transportation.</li> <li><b>3. Coordinate Health Care Facilities and Resources</b> – Coordinate health care delivery, including special needs for pharmaceuticals, physically challenged or medically disabled persons, and care for displaced home care clients. Coordinate health care needs at Reception Centers.</li> <li><b>4. Coordinate Additional Health Facilities</b> – Coordinate establishing additional health facilities, such as an advanced treatment center or 200 bed emergency hospitals.</li> <li><b>5. Manage the Health Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist.            Establish communications with Health Authority local EOC, and with Health Branches in other EOCs and at the POC.            Determine capability of Health Authority to treat casualties.            Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance and private / industrial ambulances.            Assess and anticipate health services required to support the situation.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Coordinate Preventative Measures in Public Health</b>  <u>Coordinate Immunization and Epidemic Control</u> – Provide public health measures including epidemic control and immunization programs in consultation with Medical Health Officer.  <u>Monitor Potable Water</u> – Ensure that potable water supplies are inspected and monitored.  <u>Monitor Food Quality</u> – Ensure that food quality is regulated and inspected.  <u>Monitor Sewage Systems</u> – Ensure that sewage systems are operating at acceptable levels.</li> </ol>



## Health Branch Coordinator

### Main Checklist:

Coordinate Health Inspection of Mass Feeding – If mass feeding areas are established, advise Environmental Health Officers on locations for inspection purposes.

Monitor Stress – Consider the need for critical incident stress debriefings for responders and affected persons.

### 2. Assist Ambulance Branch with Medical Transportation

Advise Ambulance – Advise on ambulance resources and medical transport needs.

Assist Ambulance Resources – Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.

Assist Medical Transportation – Assist with the transportation of injured victims and health care personnel to appropriate medical facilities as required or requested.

Assist Acquiring Non-Ambulance Transportation – Coordinate with the Logistics Section to acquire suitable non-ambulance transportation, such as buses for injured.

Assist Medical Air Transportation – Coordinate air transportation with Air Operations Branch.

Assist Distribution of Casualties – Assist the Ambulance Branch Coordinator in ensuring that casualties are evenly distributed to receiving facilities.

### 3. Coordinate Health Care Facilities and Resources

Assist Acquiring Health Supplies – Coordinate with the Logistics Section and the Health Authority to obtain necessary supplies and equipment to support local health emergency response.

Assist Acquiring Pharmaceuticals – Assist with the coordination of pharmaceuticals as required or requested.

Coordinate Support for Disabled – Coordinate and support health services for physically challenged or medically disabled persons.

Assist Other Health Care – Assist with the coordination of other health care resources as required or requested.

Assist Sheltering Home-Care Clients – Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed.

Coordinate Health Services at Reception Centers – Coordinate health care needs at Reception Centers with ESS Branch Coordinator and contact the Health Authority if service delivery cannot be maintained.

<b>Health Branch Coordinator</b>	
	<p><b>4. Coordinate Additional Health Facilities</b>  <u>Coordinate Extra-ordinary Health Facilities</u> – Coordinate moving and establishing advanced treatment center and/or 200 bed emergency hospitals, if needed. The activation and deployment of these units will be determined by the Health Authority and the Ambulance Service. (Note: These units are not small and take time to establish.)</p> <p><b>5. Manage the Health Branch</b>  <u>Work with POC</u> – Liaise with the POC for coordination of regional resources, as required.  <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Health Branch for the coming operational period. Provide Health Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.  <u>Report on Status</u> – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section.  <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Position Log (Form EOC 414)</li> </ul>

## Emergency Social Services Branch Coordinator

<b>Emergency Social Services Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The ESS Branch Coordinator works with volunteer and private agencies in the community to provide food, clothing, shelter and other essential services as required for evacuees, displaced persons, and disaster victims in the affected area.</p> <ol style="list-style-type: none"> <li><b>1. Determine Need for ESS</b> – Determine status of emergency and assess the level of ESS needed with EOC Director.</li> <li><b>2. Acquire ESS Resources</b> – Call-out ESS volunteers, and ensure that other appropriate ESS resources are identified and alerted.</li> <li><b>3. Coordinate Reception Centers and Other ESS Services</b> – Coordinate the delivery of food, clothing, shelter, health and other essential services for disaster victims in the area.</li> <li><b>4. Coordinate Community Health Services</b> – Liaise between the Reception Centers and the Health Authority for the provision of health services.</li> <li><b>5. Manage the ESS Branch</b> – Oversee the development of branch objectives, status reports, and daily expenditures. Liaise with PEP to coordinate regional resources, as required.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Determine Need for ESS</b>  <u>Determine ESS Needs</u> – Determine status of emergency and assess the level of ESS needed.  <u>Identify PEP Task Number</u> – Note PEP Task Number and relay it to all Reception Center Managers.</li> <li><b>2. Acquire ESS Resources</b>  <u>Alert ESS Teams</u> – Initiate call-out to ESS Volunteers and ESS agencies (e.g., Red Cross, Salvation Army) and advise to "stand-by."  <u>Activate Reception Centers</u> – Open one or more Reception Centers, Group Lodgings or other alternate services.  <u>Transport ESS Resources</u> – Coordinate with the EOC Transportation Unit to arrange suitable transportation for ESS volunteers and supplies, as needed. Refer to Annex E for resource contacts.  <u>Coordinate ESS Mutual Aid</u> – Request ESS mutual aid from other communities, if required. Work with Logistics to ensure proper resource request procedures are followed.</li> </ol>

## **Emergency Social Services Branch Coordinator**

### **Main Checklist**

#### **3. Coordinate Reception Centers and Other ESS Services**

Acquire Communications – Work with the EOC Logistics Section Chief to ensure telephone and/or radio communications are established with: 1) Reception Centers, 2) Group Lodging Sites, 3) Other ESS support agencies, and 4) PREOC.

Coordinate Resource Delivery – Coordinate the delivery of food, clothing, shelter, health services, and other essential services for disaster victims. Coordinate ESS resources with local suppliers and private agencies.

Monitor Status of Reception Centers – Determine the status of Reception Centers and any needs for resources. Develop and maintain a status board or other reference that depicts 1) Location of each Reception Center, 2) Name of the Reception Center Manager, 3) Phone and fax numbers for the Reception Center, and 4) Number of persons processed by date and in total.

Authorize ESS Expenditures – Ensure emergency expenses and extensions for ESS are pre-authorized by PEP.

Coordinate Mutual Aid Requests – Facilitate requests for ESS resources from other communities in the region, and/or from the POC, if able to do so. Seek approval from EOC Director before committing ESS resources to another community.

#### **4. Coordinate Community Health Services**

Work with Health Authority – Request Health Authority attendance to support public health services. As a back-up, also contact the Medical Health Officer on call.

Support Health Services at Reception Centers – The ESS Branch Coordinator may work with the Health Branch Coordinator in using Reception Centers as emergency health care facilities.

#### **5. Manage the ESS Branch**

Work with ESS in POC – Coordinate mutual aid resources with regional ESS providers. Liaise with PEP ESS managers for coordination of regional resources, as required.

Set Objectives for Each Operational Period – Prepare objectives for the ESS Branch for the coming operational period. Provide ESS Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.

Report on Status – Forward ESS Branch status reports to the EOC Resources Unit in the Planning Section.

Support Financial Objectives – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

## Emergency Social Services Branch Coordinator

<b>Before Leaving:</b>	<p>Determine demobilization status of ESS services (e.g. closing of reception centers, group lodging, volunteer center, registration sites, etc.) and the deactivation of the ESS Headquarters and advise the Operations Section Chief.</p> <p>Coordinate the transition of ESS services and recovery unit to ensure follow-up and/or continued services are provided to disaster victims. Ensure all Registration and Inquiry documentation are secured by the Red Cross, and all referral forms for ESS services are archived by PEP or the ESS Headquarters.</p> <p>Collect all other completed ESS paperwork from all the ESS service centers, and deliver to the Documentation Unit for appropriate storage. Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• ESS Reception Centre Group Lodging Situation Report (EOC Form 417)</li> <li>• ESS Situation Report (EOC Form 418)</li> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Position Log (EOC Form 414)</li> </ul>

## Environmental Branch Coordinator

<b>Environmental Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Environmental Branch Coordinator assists site activities designed to protect the environment and coordinates local and regional response to hazardous spills, waste disposal issues, and other environmental concerns.</p> <ol style="list-style-type: none"> <li><b>1. Assess Situation and Identify Needs</b> – Gather information on environmental issues, damage and threats. Determine priorities for environmental assistance with the sites and the EOC Operations Section Chief.</li> <li><b>2. Acquire Environmental Resources</b> – Determine the availability of resources for environmental protection in the area, and ensure all resources are identified and mobilized.</li> <li><b>3. Coordinate Environmental Resources</b> – Coordinate local response to hazardous spills, waste disposal, working with local and provincial environment officials and the private sector.</li> <li><b>4. Manage the Environmental Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assess Situation and Identify Needs</b> <ul style="list-style-type: none"> <li><u>Communicate with Site</u> – Establish and maintain communication with the site(s) and determine status and need for environmental protection.</li> <li><u>Collect Information</u> – Gather information on environmental issues, damage and threats. Forward to Situation Unit.</li> <li><u>Identify issues</u> – Assess and anticipate environmental concerns and recommended responses in support of the emergency situation.</li> <li><u>Identify Requirements</u> – Determine the scope and priority of environmental assistance required in consultation with the EOC Operations Section Chief and other Branch Coordinators.</li> </ul> </li> <li><b>2. Acquire Environmental Resources</b> <ul style="list-style-type: none"> <li><u>Assess Resources</u> – Determine the status and availability of resources for environmental protection in the operational area.</li> <li><u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required.</li> <li><u>Assess Waste Disposal Options</u> – Determine the status and availability of waste storage and disposal facilities in the area.</li> <li><u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required.</li> </ul> </li> </ol>

## Environmental Branch Coordinator

	<p><b>3. Coordinate Environmental Resources</b></p> <p><u>Coordinate Resources</u> – Assist and/or coordinate local response to hazardous spills, waste disposal, working with regional and provincial environment officials and the private sector.</p> <p><u>Coordinate Haz Mat Response</u> – Coordinate hazardous materials response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials.</p> <p><u>Collaborate with Others</u> – Liaise with Min. Water, Land and Air Protection and regional Health Authority to assist and consult with exposure to hazardous materials and impacts on water and air resources.</p> <p><b>4. Manage the Environmental Branch</b></p> <p><u>Work with POC</u> – Coordinate mutual aid resources with Environmental Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Operations Centre (POC) for coordination of local resources, as required.</p> <p><u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Environmental Branch for the coming operational period. Provide Environmental Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</p> <p><u>Report on Status</u> – Forward Environmental Branch status reports to the EOC Resource Unit in the Planning Section.</p> <p><u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	<p>Forward any input towards the EOC After Action Report to the Operations Section Chief.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Position Log (EOC Form 414)</li> </ul>



## Engineering Branch Coordinator

<b>Engineering Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Engineering Branch Coordinator manages resource requests in support of Incident Commanders at one or more sites. The Engineering Branch does not direct assessment or repair activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> <li><b>1. Assess Situation and Identify Needs</b> – Gather information on damage and threats to public facilities, infrastructure systems, and public works. Assess the extent of damage and recommend repairs.</li> <li><b>2. Acquire Engineering Resources</b> – Identify the availability of resources for engineering operations in the area, and ensure that required resources are identified and mobilized.</li> <li><b>3. Coordinate Engineering Resources and Projects</b> – Coordinate engineering operations at the sites, including removing debris, maintaining emergency access routes, advising on safety of structures, and coordinating repair projects according to priorities set by EOC.</li> <li><b>4. Manage the Engineering Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Based on the situation, activate the necessary groups within the Engineering Branch:</p> <ul style="list-style-type: none"> <li>• Damage/Safety Assessment Group</li> <li>• Roads and Bridges Group</li> <li>• Public Works Group</li> </ul>
<b>Main Checklist:</b>	<p><b>1. Assess Situation and Identify Needs</b></p> <p><u>Communicate with Site</u> – Establish and maintain communication with the site(s) and determine status and need for engineering support.</p> <p><u>Collect Information</u> – Gather information on damage and threats to public facilities. Forward information to the EOC Situation Unit.</p> <p><u>Assess Damage</u> – Survey all infrastructure systems and public works, such as local roads, bridges, water supply systems, sewer systems, and public buildings within the area.</p> <p><u>Identify Needs</u> – Assess the extent of damage and recommend courses of action for repair. Support damage and safety assessments carried out by the Situation Unit in the EOC Planning Section for both public and private facilities.</p>

## Engineering Branch Coordinator

	<p><b>2. Acquire Engineering Resources</b>  <u>Assess Resources</u> – Determine the status and availability of resources for engineering operations in the area.  <u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required.  <u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required. Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the EOC Director.</p> <p><b>3. Coordinate Engineering Resources and Projects</b>  <u>Supply Fire Suppression Water</u> – Coordinate water supply for fire suppression with Fire Branch Coordinator.  <u>Maintain Road Access</u> – Maintain emergency traffic routes.  <u>Assess Buildings</u> – Advise on structural safety of buildings and structures.  <u>Remove Debris</u> – Coordinate debris removal services as required.  <u>Repair Public Works</u> – Coordinate repair projects to maintain public buildings and infrastructure, according to priorities set by the EOC. Assist and/or coordinate engineering projects to prevent further damage or repair damage.</p> <p><b>4. Manage the Engineering Branch</b>  <u>Work with POC</u> – Coordinate mutual aid resources with Engineering Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Operations Centre (POC) for coordination of resources, as required.  <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Engineering Branch for the coming operational period. Provide Engineering Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.  <u>Report on Status</u> – Forward Engineering Branch status reports to the EOC Resource Unit in the Planning Section.  <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Utilities Branch Coordinator

<b>Utilities Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The EOC Utilities Branch Coordinator synchronizes support for the repair of various utilities, including both public and private organizations. The Utilities Branch does not direct repair of utilities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> <li><b>1. Report on the Situation</b> – Gather information on damage and threats to utilities, and report on the extent of damage and time required for repairs.</li> <li><b>2. Acquire Utility Resources</b> – Identify the availability of resources for utilities in the area, and ensure that required resources are identified and mobilized.</li> <li><b>3. Coordinate Utility Repair</b> – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during repairs. Distribute available resources according to priorities set by EOC.</li> <li><b>4. Manage the Utilities Branch</b> – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</li> </ol>
<b>Reports To:</b>	EOC Operations Section Chief or EOC Director
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<p><b>1. Report on the Situation</b></p> <p><u>Liaise with Utility Providers</u> – Establish and maintain communications with the utility providers in the affected area. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to attend the EOC. Liaise with other utility representatives not present in EOC, and survey all utility systems.</p> <p><u>Collect Information</u> – Gather information on damage and threats to utilities. Determine the extent of damage to utility systems in the affected area.</p> <p><u>Assess Damage</u> – Report on the extent of damage and time required for repairs.</p> <p><u>Identify Water Contamination Concerns</u> – Keep the Health Authority informed of any community threats regarding water contamination issues.</p>

## Utilities Branch Coordinator

	<p><b>2. Acquire Utility Resources</b>  <u>Assess Resources</u> – Identify the availability of resources for utilities in the area.  <u>Mobilize Resources</u> – Ensure that available resources are identified and mobilized.  <u>Acquire Resources</u> – Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.</p> <p><b>3. Coordinate Utility Repair</b>  <u>Set Priorities</u> – Survey all utility systems, and provide restoration priorities to providers.  <u>Allocate Resources</u> – Distribute available resources according to priorities set by EOC.  <u>Coordinate Resources</u> – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during utility repairs.</p> <p><b>4. Manage the Utilities Branch</b>  <u>Work with POC</u> – Coordinate mutual aid resources with Utilities Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Operations Centre (POC) for coordination of resources, as required.  <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Utilities Branch for the coming operational period. Provide Utilities Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.  <u>Report on Status</u> – Forward Utilities Branch status reports to the EOC Resource Unit in the Planning Section.  <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
<b>Before Leaving:</b>	Determine demobilization status of the Utilities Branch and utility operations in the area, and advise the EOC Operations Section Chief. Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Logistics Section Chief Checklist

<b>Logistics Section Chief</b>	
<b>Responsibilities:</b>	<p>The Logistics Section Chief coordinates the provision of personnel, facilities, services, equipment, and material in support of the site Incident Command Post and the EOC. Unless delegated to Logistics Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> <li><b>1. Provide Telecommunication and Information Technology Services</b> – Support use of telecommunication and information technology in EOC.</li> <li><b>2. Support EOC Operations</b> – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.</li> <li><b>3. Supply Equipment and Material Resources to Sites</b> – Coordinate all requests for resources from initiation to delivery to support Incident Commanders. Track and account for all resources.</li> <li><b>4. Coordinate Personnel</b> – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.</li> <li><b>5. Arrange Transportation</b> – Coordinate transportation requests in support of response operations.</li> <li><b>6. Manage the Logistics Section</b> – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist.            Establish EOC-to-site communications with Incident Commanders.            Set up radio and headphones in the EOC.            Based on the situation, activate branches/units within the section as needed and designate Branch and Unit Coordinators for each element:</p> <ul style="list-style-type: none"> <li>• Information Technology Branch               <ul style="list-style-type: none"> <li>○ Communications Unit</li> <li>○ Computer Systems Unit</li> </ul> </li> <li>• EOC Support Branch               <ul style="list-style-type: none"> <li>○ Facilities Unit</li> <li>○ Security Unit</li> <li>○ Clerical Unit</li> </ul> </li> <li>• Supply Unit</li> <li>• Personnel Unit</li> <li>• Transportation Unit</li> </ul>

## Logistics Section Chief

### Main Checklist:

#### 1. Provide Telecommunication and Information Technology Services

Activate EOC Communications – Support use of information technology in EOC. Establish and maintain EOC telephone, fax, and radio communications. Establish communications with the Logistics Section at the POC, if activated.

Support Media Center Communications – Establish communications at media center, working with the Information Officer.

Support Reception Center Communications – Establish communications at Reception Centers with the ESS Branch Director.

#### 2. Support EOC Operations

Supply EOC Materials – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.

Supply EOC Security – Arrange for and manage EOC security for all areas, working with the Risk Management Officer.

Provide Clerical Services – Coordinate secretarial and clerical services for use in the EOC.

#### 3. Supply Equipment and Material Resources to Sites

Determine Spending Authority – Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section. Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all required procedures.

Receive Resource Requests – Coordinate all requests for resources from initiation to site delivery. Validate resource requests from Incident Commanders prior to acting on a request.

Fill Resource Requests – Locate or acquire equipment, supplies, and facilities. Work with Operations Section Chief to establish priorities for resource allocation. Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction.

Track Resources – Ensure that all resources are tracked and accounted for, working with the Planning Section Resource Unit.

#### 4. Coordinate Personnel

Receive Personnel Requests – Coordinate requests for EOC personnel, and assign available personnel appropriate with their training and qualifications.

Fill Personnel Requests – Acquire and assign personnel with the appropriate qualifications. Support site requests for personnel, accounting for priorities among all sites.

Coordinate Volunteers – Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests. Develop systems to manage convergent volunteers.

<b>Logistics Section Chief</b>	
	<p><b>5. Arrange Transportation</b>  <u>Fill Transportation Requests</u> – Coordinate transportation requests in support of response operations.</p> <p><b>6. Manage the Logistics Section</b>  <u>Set Up Section</u> – Ensure that the Logistics Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.  <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities.  <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.  <u>Participate in Action Planning Meetings</u> – Collect objectives from Logistics Branches prior to Action Planning meetings. Participate in Action Planning Meetings, using EOC Form 401A).  <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.</p>
<b>Before Leaving:</b>	<p>Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit.  Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• ICS Overview</li> <li>• EOC Communications</li> <li>• EOC Food Plan</li> <li>• EOC Inventory</li> <li>• Resource Requests</li> <li>• Convergent Volunteers</li> <li>• Welcome to the EOC</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• EOC Shift Schedule (EOC Form 503)</li> <li>• Transportation Plan (EOC Form 507)</li> <li>• EOC Staff Food Plan (EOC Form 508A)</li> <li>• EOC Staff Lodging Plan (EOC Form 508B)</li> <li>• Communications Log (EOC Form 509)</li> <li>• Check-in, Check-out (EOC Form 511)</li> <li>• PEP Registration (EOC Form 512)</li> <li>• Facility/Equipment Inventory for EOC (EOC Form 523)</li> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Position Log (EOC Form 414)</li> </ul>



<b>EOC</b>	<b>Communication Options</b>
<b>Voice – Public Switched Telephone</b>	Telephone – Including speaker phone
	Telephone Conference
	Cellular Phone
	Satellite Phone
	MSAT
	GlobalStar
	Iridium
<b>Voice Radio</b>	Amateur Radio – Voice
	Commercial Radio
	Inter-municipal Radio
	MSAT – Dispatch Radio
	Telus – Mike
<b>Pager</b>	Alphanumeric
	Cellular – Short Message Service (SMS)
	Numeric
	Pager
<b>Electronic Data Exchange</b>	Amateur Radio – packet data
	Electronic Mail
	Facsimile
	IP Servers – World Wide Web – FTP
<b>Broadcast – One Way</b>	Broadcast Radio
	Broadcast Television
	Satellite – VSAT
	Weather Radio
<b>Interactive</b>	Interactive Internet – Instant Messaging
	Interactive Internet – Video & VOIP
	Video Conference – ISDN
<b>Messenger</b>	Canada Post
	Courier

## EOC Food Plan

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Daily	Day	Breakfast	Lunch	Dinner
Tea Hot water Coffee Decaf	Mon	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Deli Platter Meats, Cheeses, Breads Veggie Tray Fruit Salad Cookies	Meat/Cheese Ravioli (VEG) Spinach Ravioli Steamed Veggies Bread
Milk Fruit Juices Water Sodas	Tues	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Soup – 1 meat stock (VEG) 1 veg stock green Salad Corn Bread Brownies	BBQ Chicken (VEG) Baked Beans Green Salad French Bread
Pretzels Fresh Fruit Hard candy	Wed	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Deli Platter Meats, Cheeses, Breads Veggie Tray Fruit Salad Cookies	Beef or Chicken Enchiladas (VEG) Beans Tortillas Green Salad
	Thurs	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Chef Salad Veggie Tray Rolls Fruit Salad Cookies	Meat Lasagna (VEG) Veg Lasagna Green Salad French Bread
	Fri	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Soup – 1 meat stock (VEG) 1 veg stock Green Salad Corn Bread Brownies	Pizza (VEG) Veggie Pizza Green Salad Fruit Salad
	Sat	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Del Platter Meats, Cheeses, Breads Veggie Tray Fruit Salad Cookies	Spaghetti w/meat sauce (VEG) meatless sauce Green Salad French Bread
	Sun	Bagels, Muffins & Croissants, Fruit Tray, Yogurt, small individual cereals	Chicken/Beef Burritos (VEG) Bean Burritos Green Salad Chips/Salsa Fruit	BBQ Ribs/Chicken (VEG) Baked Beans Green Salad French Bread

**Potential Suppliers:**

## EOC Inventory

Logistics
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<b>Objectives</b>	<p>Provincial policy allows 100% reimbursement to local governments for replenishing stocks of emergency supplies as long as records confirm inventory prior to the emergency.</p> <p>To maximize financial assistance, the municipal Emergency Program will maintain a list of EOC stocks of supplies, materials and equipment.</p>			
<b>Responsibility</b>	The Emergency Program Coordinator is responsible for maintaining the EOC Inventory.			
<b>Category / Inventory Item</b>	<b>On Hand</b>	<b>Location</b>	<b>Required</b>	<b>Est. Cost</b>
<b>Food and Water</b>				
Emergency rations, 24 cans food, soups				
Bottled water, 48 bottles @ 500 ml each				
<b>Office Supplies</b>				
Chalk for chalkboard, 1 box				
Envelopes, 9 1/2 x 12, 500				
Fax machine toner, paper or ribbons, 2				
File cards, 3x5, multi-color, 100				
In-box trays, 15				
Manila file folders, 100				
Paper pads, 20 pads, 8 1/2 x 11				
Pencils, 30				
Pens, ballpoint, 30				
Pens, dry erase, 10				
Pens, flipchart, 10				
Pens, high-lighter, 10				
Photocopier paper, 2 reams				
Photocopier toner, 2				
Post-it notes (multi-color)				
Push-pins, 100				
Staplers and staples, 6				
Storage boxes to hold supplies, 6				
Three-hole punches, 5				
VCR tapes, blank, 10				
<b>Equipment</b>				
Amateur radio equipment				
Cable TV and VCR, 1				
Chalkboard, 1				
Corkboards, 1				

## EOC Inventory

Logistics
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Dry-Erase boards, 2				
Fax machines, 2, one incoming and one outgoing				
Filing Cabinets, 2 legal size four-drawers				
Flip charts and flipchart stands, 2				
Photocopier, 1				
Telephones, 25				
<b>Other</b>				
Inventory Verified by: (Name) _____				
Date Verified: _____				

## Resource Requests

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<b>Objective</b>	To obtain and coordinate material goods, equipment, and personnel required to assist response objectives.
<b>Responsible Position</b>	EOC Logistics Section Chief will advise others on proper procedures.
<b>Using Local Resources First</b>	Under ICS, the local authority is responsible for using local resources to fill their needs to the greatest extent possible, including any mutual aid that may be available.
<b>Requesting Resources from the PREOC</b>	<p>Use Resource Request Form 514 and procedures to ensure that critical requests are not lost.</p> <p>The requesting authority is responsible for ensuring that each Resource Request Form includes the justification for the request, as well as all other pertinent information and signatures.</p>
<b>Resource Tracking</b>	<p>The EOC Planning Section tracks resources coordinated through the EOC.</p> <p>Resource tracking should allow the EOC Director to determine the current status of all resource requests, the EOC sections assigned responsibility for action, and the details of any action planned or taken.</p>
<b>Critical Resources</b>	The EOC Director can designate a specific resource as a “critical resource” if it is in demand by multiple sites or agencies and there is a limited number of such resources available. All requests for “critical resources” must be approved by the EOC Director.
<b>Resource Costs</b>	<p>The EOC will track costs.</p> <p>For Resource Requests with financial impacts, the EOC should ensure the Task Number and the Expenditure Authorization Form Number are noted on the Resource Request Form and on all invoices.</p>

## Convergent Volunteers

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<b>Introduction</b>	A <b>convergent volunteer</b> is an individual who arrives at an emergency facility or disaster scene without a specific request from, or an affiliation with, an emergency service agency.
<b>Objective</b>	To obtain and manage convergent volunteers required to assist response objectives.
<b>Responsible Position</b>	EOC <b>Logistics Section Chief</b> or Personnel Branch Coordinator, if activated
<b>Screen Volunteers</b>	<ul style="list-style-type: none"> <li>• Establish facility for screening spontaneous volunteers, with primary facilities at the Community Centre. Reception Centers may also receive and register convergent volunteers.</li> <li>• Ensure each potential volunteer completes and signs an “Emergency Volunteer Application” form.</li> <li>• Interview the applicant and check identification to verify information on Application.</li> <li>• Determine suitability of applicants (acceptable, or unacceptable) and inform applicants of their status.</li> <li>• File completed application forms alphabetically by last name.</li> </ul>
<b>Assign Volunteers to Tasks</b>	<ul style="list-style-type: none"> <li>• Match acceptable volunteers with needs identified for EOC or site.</li> <li>• Process and oversee the fulfillment of requests for personnel.</li> <li>• Ensure each volunteer signs the Task Registration Sheet.</li> <li>• If the volunteer will work in the EOC, orientate the volunteer to the work environment, including safety procedures.</li> </ul>
<b>Support Volunteers</b>	<ul style="list-style-type: none"> <li>• Identify a respite center where volunteers can receive supplies, food, and anticipated stress counselling.</li> <li>• Consult with and act as a resource to volunteers regarding personnel problems.</li> <li>• Investigate grievances and manage other personnel action involving volunteers.</li> </ul>
<b>Demobilizing Volunteers</b>	<ul style="list-style-type: none"> <li>• Meet with volunteers to orally debrief them following their period of service. Follow the “Demobilization” checklist.</li> <li>• Ensure proper disposition of volunteer records and files after operation.</li> <li>• Arrange for the proper follow-up and thanking of volunteers assigned through the EOC.</li> </ul>

## Convergent Volunteers

Logistics
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<b>Terminating an Assignment</b>	<p>While the large majority of volunteers will provide excellent service, the EOC may encounter an unwanted or unruly volunteer. The EOC Director shall be informed immediately of the issues at hand and be given the opportunity to interview the volunteer. The <b>EOC Director has the sole authority</b> for deciding if the volunteer should continue providing services, be re-assigned to other duties, or should be terminated.</p>
<b>Injury of a Volunteer</b>	<p>Volunteers are afforded <b>workers' compensation coverage</b> through the Worker's Compensation Act. Any person who has volunteered for emergency services work and has registered using EOC Form 512 is offered coverage as an "Emergency Services Worker."</p> <p>"Emergency Services Worker" means that there is no pay or wages, and the work is authorized.</p> <p>A critical factor to ensure prompt coverage is that any reports of injury or death are mentioned in the EOC log immediately, and a WCB Form 7 is submitted to the Workers' Compensation Board within three days of a claim of injury.</p>
<b>Loss of Volunteer's Personal Property</b>	<p>The Province of Alberta may provide <b>reimbursement</b> for the repair or replacement of personal property of a volunteer lost or damaged during an approved task.</p>



## Emergency Volunteer



Event:	Task #:
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### Personal Information

<b>Name:</b>			
<b>Home Mailing Address:</b>			
<b>Phone Numbers:</b>	Home:	Work:	Cell:
<b>Email Address:</b>			
<b>Employment Information:</b>	Title:		Employer:
<b>Emergency Contact Information:</b>	Name:	Phone No.	
	Name:	Phone No.	
<b>Describe any restrictions on your activities:</b>	Physical:		
	Medical:		
<b>Are you currently charged with or have you ever been convicted of a felony offence?</b>	Yes No		
<b>If yes, please explain.</b>			

### General Availability

<b>Time of Day</b>	AM	PM					
<b>Days of Week</b>	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>Do you have personal transportation?</b>	Yes	No	If yes, describe:				
<b>Are you willing and able to do manual labour without injury?</b>	Yes		No				

### Skills & Qualifications

<b>Licenses/Professional Certifications:</b>	
<b>Professional Background:</b>	
<b>Education Background:</b>	
<b>Computer Skills:</b>	
<b>Prior Disaster Response Experience:</b>	

## Emergency Volunteer



<b>Other Skills:</b>	Accounting / Finance / Bookkeeping Administrative / Secretarial Civil Servant (Police, Firefighter, etc) Computer Customer Service Food Service (Food Safe Certificate?    YES    NO) Health Services (Doctor, Nurse, EMT) Human Resources (interviewing, recruiting, etc.) Management Media Relations Mental Health Counsellor / Social Worker Radio Operator Technical (e.g., IT professional) Trade: _____ Transportation (Professional Truck / Bus Driver) Other: _____
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### Volunteer Agreement

<b>1</b>	I verify that the information included in this application is complete and true. Emergency program officials are authorized to check police records for my background.
<b>2</b>	I understand my assignment may be terminated if I have provided any false or incomplete information, or at any time by the decision of the EOC Director.
<b>3</b>	I agree to represent the municipality in all activities I undertake during emergency response and recovery, and to disclose to my supervisor any personal interests.
<b>4</b>	I agree to respect the rights, property and confidentiality of emergency workers and individuals affected by disaster.
<b>5</b>	I understand that the government of Alberta offers me liability protection under the Emergency Program Act, except in the case of gross negligence or not acting in good faith.

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Logistics Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Welcome to the EOC

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<b>Introduction</b>	If you are new to the Emergency Operations Centre (EOC), this bulletin contains important information you need to know. See also the <b>Generic EOC Checklist</b> for reminders of steps to take as you get started and before you leave the EOC.
<b>Registration</b>	Before beginning work at the EOC, be sure to first register using the <b>Task Registration Form</b> (EOC Form 512), available from the Logistics Section. This provides you with important injury and liability protection.
<b>Daily Sign In</b>	The EOC Director is responsible for the whereabouts of all active EOC members. Make sure you sign in to and out of the EOC each time you enter or leave the building, using the <b>Check-in, Check-out List</b> (EOC Form 511), maintained by the Logistics Section.
<b>EOC Orientation</b>	You should receive an orientation to the Emergency Operations Centre through your supervisor or, if you are representing an outside agency, through the EOC Liaison Officer.
<b>EOC Identification</b>	Obtain an identification badge from the Logistics Section and a function coloured vest from your Section Chief.
<b>Your Function</b>	<p>If you are a member of the EOC, you have been assigned to fulfill a specific function. It is important that you concentrate fully on the set of activities designed for that function and to avoid straying into responsibility areas of others. This will help reduce duplication and confusion. If you see something that needs doing, advise your Section Chief.</p> <p>Obtain a <b>checklist of actions</b> to consider from your supervisor. You may have to adapt these actions to fit the demands of the situation at hand.</p> <p>At times, you may be asked to fill two or more functions in the EOC. While it may be tempting to combine these functions under a new title, this can lead to confusion and make it difficult to hand one or more functions to new personnel who may relieve you.</p>
<b>Supervision</b>	Every person working within the EOC structure reports to <b>only one supervisor</b> . Find your function on the EOC organization chart (see the Planning Section) and make sure you know your supervisor. Meet with your supervisor to confirm your duties and expectations.
<b>Authority</b>	While you hold a position within the Emergency Operations Centre, you <b>act on behalf of the municipality</b> , the local authority with jurisdiction.

## Welcome to the EOC

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<b>Confidentiality</b>	While you are working at the EOC on behalf of the municipality, you are bound to respect the confidentiality of any information you encounter. This means that you are expected to <b>prevent the release of information</b> to unauthorized persons outside the EOC, unless approved by your supervisor. Discuss any confidentiality concerns you may have with the EOC Director.
<b>Safety</b>	<p>Your safety and the safety of others should be your first priority. While the EOC should contain no unusual hazards, pay attention to possible threats. You cannot assist those affected by the emergency if you are ill or injured.</p> <p><b>Take these precautions:</b></p> <ul style="list-style-type: none"> <li>• Do not hurry through physical tasks. Think it through.</li> <li>• Drink plenty of fluids.</li> <li>• Take breaks at regular intervals throughout the day.</li> <li>• Watch your stress level. Make use of EOC stress counselling and debriefings that may be offered. Arrange with another EOC member to monitor each other for stress.</li> </ul> <p><b>Alcohol is not permitted</b> in the EOC. All EOC members are encouraged to avoid consuming alcohol throughout the emergency response period.</p> <p><b>Smoking is not allowed</b> in the EOC building. Outdoor areas will be designated for smoking.</p>
<b>WCB Insurance</b>	Once you have registered using the PEP Task Registration Form and while you are working on behalf of the EOC, <b>you qualify for WCB coverage</b> in case you are injured.
<b>Liability Protection</b>	<p><b>exempts EOC staff from liability</b>, including members of a local authority and volunteers, who are authorized to carry out emergency measures. There are two exceptions to this rule:</p> <ol style="list-style-type: none"> <li>1) If the person was grossly negligent, or</li> <li>2) The person was not acting in good faith.</li> </ol>
<b>Work Hours</b>	The demands of the emergency may require the EOC to operate 24 hours a day, 7 days a week for an extended period. However, you will not be expected to work more than <b>12 hours during each 24-hour period</b> . If you feel uncomfortable with your work hours at any time, discuss the issue with your supervisor.

## Information Technology Branch Coordinator

<b>Information Technology Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Information Technology Branch Coordinator ensures the EOC has access to radio, telephone, and other communication means, as well as computer resources and services, as required.</p> <ol style="list-style-type: none"> <li><b>1. Establish and Maintain EOC Telephone and Fax Communications</b> – Provide telephone and fax services to EOC staff. Establish a toll-free Public Information Line or Call Centre, if required.</li> <li><b>2. Establish and Maintain EOC Radio Communications</b> – Mobilize and coordinate amateur radio resources to augment primary communication systems as required.</li> <li><b>3. Establish Telecommunications at Media Center</b> – Provide necessary telecommunications when the Public Information Officer establishes a Media Information Center.</li> <li><b>4. Establish Communications at Reception Centers</b> – Establish telephone and radio communications at Reception Centers, and assign volunteer radio operators to external locations as required.</li> <li><b>5. Support Use of Information Technology in EOC</b> – Establish computer, printer, Internet access, and email addresses for key EOC functions.</li> </ol>
<b>Reports To:</b>	EOC Logistics Section Chief
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Based on the situation, activate the necessary units within the Information Technology Branch:</p> <ol style="list-style-type: none"> <li>1. Communications Unit</li> <li>2. Computer Systems Unit</li> </ol> <p>Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.</p> <p>Issue Communications Operational Instruction (COI), containing information specific to the emergency operation and the communication resources available to the EOC. Update the various components periodically, as needed.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Establish and Maintain EOC Telephone and Fax Communications</b>  <u>Supply EOC Telephone and Fax Connections</u> – Ensure telephone and fax resources and services are provided to EOC staff, as required.  <u>Support Call Centre</u> – Provide necessary telephone equipment and service if and when the Public Information Officer establishes a toll-free Public Information Line or Call Centre.</li> </ol>

## Information Technology Branch Coordinator

### Main Checklist:

Post Communications Status Board – Create and maintain a telephone and radio communications status board, and assign telephone numbers to EOC functions.

### 2. Establish and Maintain EOC Radio Communications

Set up EOC Radio Communications – Mobilize and coordinate amateur radio resources to augment primary communication systems as required.

Link with Sites and POC – Ensure that a radio communications link is established with Incident Commander(s) and the Provincial Operations Centre (POC), if established.

Provide Communications Personnel – Ensure that adequate communications operators are available for 24-hour coverage. Develop a shift schedule. Ensure that technical personnel are available for radio communication equipment maintenance and repair.

Document EOC Communications System – Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event.

### 3. Establish Telecommunications at Media Center

Support Media Communications – Provide necessary telecommunications when the Public Information Officer establishes a Media Information Center.

### 4. Establish Communications at Reception Centers

Support Reception Center Communications – Assist ESS Branch Director with telephone and radio communications at Reception Centers.

Assign External Radio Personnel – Assign volunteer radio operators to external locations as required.

### 5. Support Use of Information Technology in EOC

Assess EOC Computer Needs – Determine computer requirements for all activated EOC functions.

Establish EOC Computer Capabilities – Establish computer, printer, Internet access, and email systems for the following functions, as directed by Logistics Section Chief:

- EOC Director
- Information Officer
- Planning Section Chief
- Finance/Admin Section Chief
- Others, as directed.

Train EOC Users – Inform all EOC Sections/Branches/Units regarding the use of information technology.

<b>Information Technology Branch Coordinator</b>	
	<p><u>Troubleshoot EOC Systems</u> – Ensure that computer technical personnel are available for equipment and application program maintenance and repair.</p> <p><u>Track Expenses</u> – Inform the EOC Support Branch Coordinator of any purchases or acquisitions of computer equipment.</p> <p><u>Maintain Status Board</u> – Create and maintain an Information Technology status board.</p>
<b>Before Leaving:</b>	<p>Ensure that all expenditures and financial claims have been coordinated through the Finance / Admin Section.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• EOC Communications</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>



## EOC Branch Coordinator

<b>EOC Support Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The EOC Support Branch Coordinator ensures that EOC facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.</p> <ol style="list-style-type: none"> <li><b>1. Manage EOC Facilities</b> – Secure access to and manage all EOC facilities. Coordinate utilities, including provision of electricity, heat, water, and waste removal.</li> <li><b>2. Manage EOC Equipment and Supplies</b> – Acquire and distribute office supplies, equipment, and refreshment required by EOC personnel.</li> <li><b>3. Manage EOC Security</b> – Ensure adequate measures are taken to secure all EOC facilities from access by un-authorized persons.</li> <li><b>4. Provide EOC Clerical Support</b> – Arrange for and supervise clerical staff for the EOC.</li> </ol>
<b>Reports To:</b>	EOC Logistics Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<p><b>1. Manage EOC Facilities</b></p> <p><u>Identify EOC Facility Needs</u> – Determine facilities and furnishings required for effective operation of the EOC, working with the EOC Director.</p> <p><u>Access Non-Owned Facilities</u> – Secure legal access and use of non-owned facilities through contract, working with the Purchasing Unit and the Risk Management Officer.</p> <p><u>Manage EOC Utilities and Maintenance</u> – Coordinate EOC utilities, including provision of electricity, heat, water, and waste removal. Arrange for continuous maintenance of acquired EOC facilities. Where the EOC is powered by one or more generators, ensure a ready supply of fuel, oil, replacement parts (spark plugs), and operations manual for the equipment.</p> <p><u>Clean and Repair EOC Facilities Prior to Return</u> – Ensure all buildings, floors, and workspaces are returned to their original state when no longer needed.</p>

<b>EOC Support Branch Coordinator</b>	
	<p><b>2. Manage EOC Supplies</b>  <u>Furnish EOC</u> – Provide furniture, supplies, and materials necessary to configure the EOC facilities in a manner adequate to accomplish the mission.  <u>Arrange EOC Refreshments</u> – Ensure adequate and nutritious food and refreshment is provided to EOC staff. Arrange for and supervise food-catering services for EOC staff.  <u>Maintain EOC Inventory</u> – Maintain an inventory list of items used by the EOC in response and recovery.  <u>Maintain EOC Facilities Status Board</u> – Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.</p> <p><b>3. EOC Security</b>  <u>Support EOC Safety</u> – Working with the Risk Management Officer, ensure all EOC structures are safe for occupancy and that they comply with appropriate regulations and bylaws.  <u>Support EOC Security</u> – Secure access to EOC facilities. Ensure adequate measures are taken to secure all EOC facilities from access by un-authorized persons. Manage facility keys to limit off-hours access to essential EOC personnel.</p> <p><b>4. EOC Clerical Support</b>  <u>Manage Clerical Support for EOC</u> – Arrange for and supervise clerical staff for the EOC.</p>
<b>Before Leaving:</b>	As facilities are vacated during demobilization, coordinate with the facility manager to return the EOC facility to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• EOC Food Plan</li> <li>• EOC Inventory</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Supply Branch Coordinator

<b>Supply Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Supply Branch Coordinator oversees the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels.</p> <ol style="list-style-type: none"> <li><b>1. Meet Site Requests for Equipment and Supplies</b> – Identify the number and type of resources required, where they are needed and the person or unit that should receive the supplies.</li> <li><b>2. Acquire Resources</b> –Oversee the acquisition and allocation of supplies and materiel not normally provided through mutual aid or normal agency channels.</li> <li><b>3. Coordinate the Delivery of Supplies</b> – Coordinate delivery of supplies and materiel as required.</li> <li><b>4. Coordinate with Finance/Admin</b> –Ensure that all required purchase documents and procedures are completed and followed, working with the Finance/Admin Section.</li> </ol>
<b>Reports To:</b>	EOC Logistics Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Identify Site Needs for Equipment and Supplies</b>  <u>Receive Resource Requests</u> – Process incoming site requests for equipment and supplies. Identify the number and type of resources required, where they are needed and the person or unit that should receive the supplies.  <u>Identify Priorities</u> – Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area. Determine if the item can be provided without cost from another jurisdiction or through the POC.</li> <li><b>2. Acquire Resources</b>  <u>Locate Resources</u> – Acquire equipment, supplies, and facilities. Determine if requested types and quantities of supplies and materials are available in inventory or from the area. Oversee the acquisition and allocation of supplies and materiel not normally provided through mutual aid or normal agency channels.  <u>Estimate Arrival Time</u> – Determine the estimated time of arrival of supplies, and advise the requesting parties accordingly.</li> <li><b>3. Coordinate the Delivery of Supplies</b>  <u>Arrange to Supply Supplies</u> – Supply material and equipment resources to sites. Coordinate delivery of supplies and materiel as required.</li> </ol>

<b>Supply Branch Coordinator</b>	
	<p><u>Coordinate Delivery</u> – Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.</p> <p><u>Maintain Status Board</u> – Working with the Resource Unit, maintain a status board or other reference depicting supply actions in progress and their current status (See EOC 515).</p> <p><b>4. Coordinate with Finance/Admin</b></p> <p><u>Determine Spending Authority</u> – With the Logistics Section Chief, determine level of purchasing authority for the Logistics Section. Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all required procedures. Seek approval from the Finance/Admin Section Chief for orders exceeding the purchase order limit before completing the order.</p> <p><u>Facilitate Contracts</u> – If vendor contracts are required for specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.</p> <p><u>Control Costs</u> – Identify high-cost resources that could be demobilized early, and advise other Section Chiefs.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Resource Requests</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> <li>• Request for Resource or Assistance (Form EOC 514)</li> </ul>

## Personnel Branch Coordinator

<b>Personnel Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Personnel Branch Coordinator provide personnel resources as requested in support of the EOC and Site Operations. Responsible for Identifying, recruiting, and registering staff and volunteers as required.</p> <ol style="list-style-type: none"> <li><b>1. Support Site Requests for Personnel</b> – Coordinate requests for site personnel, accounting for priorities among all sites. Acquire and assign personnel with the appropriate qualifications.</li> <li><b>2. Support EOC Personnel Requests</b> – Coordinate requests for EOC personnel, and assign available personnel appropriate with their training and qualifications. Coordinate with EOC Director or Deputy EOC Director.</li> <li><b>3. Coordinate Volunteers</b> – Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests. Develop systems to manage convergent volunteers.</li> </ol>
<b>Reports To:</b>	EOC Logistics Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Support Site Requests for Personnel</b> <p><u>Receive Requests for Site Personnel</u> – Process incoming site requests for personnel support. Identify the number of personnel required, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.</p> <p><u>Acquire Site Personnel Resources</u> – Acquire personnel resources in support of site(s) from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers.</p> <p><u>Transport Personnel to Site</u> – Coordinate with Transportation Unit to meet personnel requirements for transportation to the site. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.</p> <p><u>Maintain Personnel Status Board</u> – Maintain a status board or other reference to keep track of incoming and assigned personnel resources. NOTE: Personnel safety briefings will be provided by the site Incident Commander or Safety Officer.</p> </li> <li><b>2. Support EOC Personnel Requests</b> <p><u>Receive Requests for EOC Personnel</u> – Coordinate all requests for EOC personnel. Identify the number of personnel required, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.</p> <p><u>Acquire EOC Personnel</u> – Acquire EOC personnel from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers.</p> </li> </ol>

<b>Personnel Branch Coordinator</b>	
	<p><u>Maintain EOC Personnel Status Board</u> – In conjunction with the Documentation Unit, develop a large poster-size EOC organization chart depicting each activated function. Upon check in, indicate the name of the person occupying each function on the chart. Post the chart where it is accessible to all EOC personnel.</p> <p><u>Receive and Orientate EOC Personnel</u> – Check in all incoming EOC personnel (See Form EOC 511 and Form PEP Task Reg. 512). Coordinate with the Deputy EOC Director and Risk Management Officer to ensure EOC incoming personnel have EOC badges, checklists, vests, and safety briefing upon check-in.</p> <p><u>Manage EOC Shift Schedules</u> – Develop shift schedules.</p> <p><u>Accommodate EOC Personnel</u> – Arrange accommodation for out-of-town personnel. Coordinate with ESS Branch, Supply Unit, and Purchasing Unit.</p> <p><u>Manage EOC Stress Counselling</u> – In coordination with the Risk Management Officer, determine the need for crisis counselling for both site and EOC emergency workers, including volunteers. Acquire mental health specialists, as needed.</p> <p><b>3. Coordinate Volunteers</b></p> <p><u>Liaise with Volunteer Agencies</u> – Establish communications with volunteer agencies and other organizations that can provide personnel resources.</p> <p><u>Register Volunteers</u> – Register convergent volunteers, as required, using Form EOC 511 and Form PEP Task Registration Form 512.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Convergent Volunteers</li> <li>• Welcome to the EOC</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> <li>• EOC Check-in / Check-out List (Form EOC 511).</li> <li>• PEP Task Registration (Form EOC 512)</li> </ul>

## Transportation Branch Coordinator

<b>Transportation Branch Coordinator</b>	
<b>Responsibilities:</b>	<p>The Transportation Branch Coordinator arranges for the acquisition or use of required transportation resources in support of site activities and the EOC Action Plan.</p> <ol style="list-style-type: none"> <li><b>1. Determine Transportation Needs and Limitations</b> – Coordinate transportation needs with other EOC personnel, and determine the status of transportation routes in the community.</li> <li><b>2. Acquire Transportation Resources</b> – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources.</li> <li><b>3. Coordinate Transportation Services</b> – Coordinate the delivery of transportation resources to sites.</li> <li><b>4. Develop a Transportation Plan</b> – Develop a Transportation Plan to support the EOC Action Plan.</li> </ol>
<b>Reports To:</b>	EOC Logistics Section Chief
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Obtain from the EOC Director a copy of the ERRP Resource Contact Appendix.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Determine Transportation Needs and Limitations</b>  <u>Identify Needs</u> – Coordinate transportation needs with Supply and Personnel Units, Operations Section Branches, Information and Liaison Officers.  <u>Receive Transportation Requests</u> – Coordinate site requests for transportation services, accounting for priorities among all sites. Coordinate EOC requests for transportation.  <u>Assess Transportation Routes</u> – Routinely liaise with the Situation Unit to determine the status of transportation routes in and around the area.</li> <li><b>2. Acquire Transportation Resources</b>  <u>Identify Resources</u> – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources.  <u>Acquire Transportation Resources</u> – Establish contact with local transportation agencies and schools to determine availability of transportation resources. Acquire transportation resources with the appropriate qualifications.</li> <li><b>3. Coordinate Transportation Services</b>  <u>Deliver Transportation</u> – Coordinate the delivery of transportation resources to sites.  <u>Maintain Status Board</u> – Maintain a status board or other reference to keep track of available and assigned transportation resources.</li> </ol>



<b>Transportation Branch Coordinator</b>	
	<p><b>4. Develop a Transportation Plan</b></p> <p><u>Prepare Transportation Plan</u> – Develop a Transportation Plan to support the EOC Action Plan, working with other EOC personnel. Consider the elements identified as "Suggested Items for a Transportation Plan."</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Planning Section Chief Checklist

<b>Planning Section Chief</b>	
<b>Responsibilities:</b>	<p>The Planning Section Chief provides overall collection, evaluation and dissemination of all information concerning the incident, and oversees efforts to understand the current situation, predict further events and damages, and to prepare EOC action plans. Unless delegated to Planning Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> <li><b>1. Assess the Situation</b> – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic Situation Reports.</li> <li><b>2. Prepare EOC Action Plans</b> – Chair EOC action planning meetings in each operational period. Prepare and distribute EOC Action Plans.</li> <li><b>3. Track Resources</b> – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid.</li> <li><b>4. Keep Records</b> – Document and maintain paper and electronic files on all EOC activities.</li> <li><b>5. Plan for EOC Demobilization</b> – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.</li> <li><b>6. Anticipate Future Events</b> – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to EOC Director.</li> <li><b>7. Plan for Recovery</b> – Initiate recovery efforts and develop plans for short-term and long-term recovery appropriate to the needs.</li> <li><b>8. Coordinate Technical Specialists</b> – Provide technical support services to EOC sections and branches as required.</li> <li><b>9. Manage the Planning Section</b> – Establish the appropriate Planning Section Units and continuously monitor organizational effectiveness.</li> <li><b>10. Prepare After Action Report</b> – Coordinate the assembly of "EOC lessons learned" from contributions from EOC staff and from outside agency representatives.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Based on the situation, activate units within the Planning section as needed and designate Coordinators for each unit:</p> <ul style="list-style-type: none"> <li>• Situation Unit</li> <li>• Damage Assessment Unit</li> <li>• Resources Unit</li> <li>• Documentation Unit</li> <li>• Advanced Planning Unit</li> <li>• Demobilization Unit</li> <li>• Recovery Planning Unit</li> <li>• Technical Specialists Unit</li> </ul>

## Planning Section Chief

### Main Checklist:

Refer to checklists in the following sections for more details on each function.

#### 1. Assess the Situation

Collect Information – Collect, analyze, and display situation information. Meet with Operations Section Chief; obtain and review any major incident reports. Consider providing a Planning Liaison to the Operations Section.

Prepare EOC Situation Report – Produce an EOC Situation Report for approval by the EOC Director with each operational period. Distribute EOC Situation Report to EOC Sections, or POC prior to the end of each operational period.

Display Information – Ensure that all status boards and other displays are kept current and that posted information is neat and legible. Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.

Communicate with POC – Liaise with the POC Planning Section, if activated, and coordinate Situation Report requirements with them.

#### 2. Prepare EOC Action Plans

Advise Section Chiefs – Ensure EOC Section Chiefs provide their objectives prior to each Action Planning meeting.

Prepare Action Plan – Prepare an EOC Action Plan for each operational period, based on objectives developed by each EOC Section.

Prepare for Action Planning Meeting – In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Situation Reports, etc.)

Chair Action Planning Meetings – Chair the EOC Action Planning meetings approximately two hours before the end of each operational period.

Document Meetings – Following the meeting, send approved Action Plan (see form EOC 502) to the Documentation Unit for distribution prior to the next operational period.

#### 3. Track Resources

Track Site Resources – Track the type and status of resources assigned through the EOC to Incident Commanders.

Track EOC Resources – Track the type and status of resources assigned to the EOC.

## Planning Section Chief

### Main Checklist:

#### 4. Keep Records

Document EOC Records – Document and maintain files on all EOC activities.

Archive Files – Maintain files on all EOC activities and provide reproduction and archiving services for the EOC, as required.

#### 5. Plan for EOC Demobilization

Plan to Staff EOC – Prepare a staffing plan for the EOC that addresses the anticipated activation levels for the coming operational periods, working with the EOC Director.

Prepare Demobilization Plan – Prepare a plan for EOC demobilization.

#### 6. Anticipate Future Events

Consider Future Events – Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC.

Prepare Plans – Develop plans and report, as required.

#### 7. Plan for Recovery

Assess Needs – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services.

Control Donations – Issue public messages to control unsolicited donations of unwanted goods.

Develop Recovery Plan – Prepare a community recovery plan.

#### 8. Coordinate Technical Specialists

Manage Technical Specialists – Provide and manage technical services, such as environmental advisors and other technical specialists to all EOC sections, as required.

#### 9. Manage the Planning Section

Set Up Section – Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.

Ensure Appropriate Personnel – Request additional personnel for the section from the Logistics Section as necessary to maintain 24-hour staffing capabilities, as necessary.

Ensure Documentation – Ensure that all section personnel maintain their individual position logs and other paperwork as required.

<b>Planning Section Chief</b>	
	<p><u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Planning Branch prior to each Action Planning meeting. Lead Action Planning Meetings, using EOC Briefing Format (Form EOC 401A).</p> <p><u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.</p> <p><b>10. Prepare After Action Report</b></p> <p><u>Develop After Action Report</u> – In consultation with Section Units and EOC Management Team, prepare the EOC After Action Report.</p>
<b>Before Leaving:</b>	<p>Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections.</p> <p>Deactivate units when no longer required.</p> <p>Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit.</p> <p>Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate.</p> <p>Follow the Generic "Before Leaving" Checklist.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Action Planning</li> <li>• Damage Assessment</li> <li>• EOC Documentation</li> <li>• EOC Situation Status Board</li> <li>• Mapping</li> <li>• Recovery Planning</li> <li>• Resource Status Board</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• EOC Management Team Briefing Agenda (EOC Form 401)</li> <li>• Briefing Format (EOC Form 401A)</li> <li>• Position Log (EOC Form 414)</li> <li>• Damage Assessment (EOC Form 415)</li> <li>• After the Disaster (EOC Form 425)</li> <li>• EOC Situation Report (EOC Form 501)</li> <li>• EOC Action Plan (EOC Form 502)</li> <li>• Request for Resources or Assistance (EOC Form 514)</li> <li>• Personnel, Resource Planning Worksheet (EOC Form 515)</li> <li>• Resources Status (by Type) (EOC Form 516)</li> <li>• Resource Status (by Location) (EOC Form 517)</li> <li>• EOC Major Incident Record (EOC Form 550)</li> </ul>

## Action Planning

Planning  
Section

<b>Planning Process</b>	<p>Five primary steps should be followed in sequential order to ensure comprehensive action planning:</p> <ol style="list-style-type: none"> <li>1. Understand the current situation.</li> <li>2. Establish objectives, strategies, and priorities.</li> <li>3. Develop an EOC Action Plan for the next operational period.</li> <li>4. Evaluate the Action Plan to anticipate what will happen following implementation.</li> <li>5. Obtain appropriate approvals.</li> </ol> <p>The Planning Section Chief ensures that objectives for each section are completed, collected and posted before the next Action Planning meeting.</p>
<b>The Planning Meeting</b>	<p>The Planning Section Chief identifies the EOC functions and agency representatives required for current action planning. Participants should include the EOC Director, Management Staff, Section Chiefs, and key agency representatives essential to the challenges at hand.</p> <p>There should be at least one action planning meeting in each operational period.</p> <p>EOC Management Team members should prepare for planning meetings by completing Form 401A in advance, addressing these topics:</p> <ul style="list-style-type: none"> <li>• Objectives accomplished</li> <li>• Objectives for next operational period</li> <li>• Needs to meet objectives</li> <li>• Issues EOC members should know</li> </ul>
<b>Plan Components</b>	<ol style="list-style-type: none"> <li>1. Listing of objectives to be accomplished (should be measurable).</li> <li>2. Statement of strategy to achieve the objectives. Identify if there is more than one way to accomplish the objective, and which way is preferred.</li> <li>3. Statement of current priorities related to objectives.</li> <li>4. Assignments and actions necessary to implement the strategy.</li> <li>5. Operational period designation - The time frame necessary to accomplish the actions.</li> <li>6. EOC functions to be activated to support the assignments. (Also, later action plans may list organizational elements that will be deactivated during or at the end of the period.)</li> <li>7. Logistical or other technical support required.</li> </ol>

## Action Planning

Planning  
Section

<b>Action Plan Form (EOC 502)</b>	<p>The initial EOC Action Plan may be an oral statement of objectives by the EOC Director, presented in the first hour following EOC activation.</p> <p>Once the EOC is fully activated, EOC Action Plans should be written using Form EOC 502 to record the EOC objectives and priorities. The plan will be prepared based on information obtained at the planning meeting.</p>
<b>Action Plan Approval</b>	<p>The EOC Director is responsible for approving the Action Plan for each operational period. This is done in consultation with the EOC Management Staff to ensure accuracy of the current situation and timelines for actions to be taken.</p>
<b>Plan Distribution</b>	<p>The Planning Section Chief determines who requires a copy of the Action Plan. As a minimum, copies should go to each function that plays a role in implementing objectives, as well as to the Documentation Unit in Planning and to the POC.</p> <p>The Planning Section Chief establishes a documentation file for incident or EOC action plans. The documentation file will consist of the action plans and any supporting documentation.</p> <p>The Planning Section Chief establishes procedures for distributing the Action Plan without delay. Ensure that EOC Director approves the Action Plan prior to distribution.</p>
<b>Plan Implementation and Evaluation</b>	<p>Once approved, the EOC Management Staff and Section Chiefs will assume responsibility for implementing their respective portions of the Action Plan. This includes monitoring and evaluating progress of the plan.</p>
<b>EOC Briefings</b>	<p>Briefings provide EOC staff, external agencies and the media with vital information they need to function effectively and efficiently. Information shared at a briefing can help clarify and validate situations so that appropriate decisions can be made. Attendance may be limited to maintain EOC operations during the briefing.</p> <p>EOC briefings can be held to:</p> <ul style="list-style-type: none"> <li>• Orientate personnel to the EOC facility and equipment,</li> <li>• Review policies and operational guidelines,</li> <li>• Keep staff informed as to the current situation, and</li> <li>• Approve action plans and Situation Reports.</li> </ul> <p>The Planning Section Chief should chair EOC briefings at set times.</p> <p>The Planning Section Chief should document minutes from the briefings, obtain approval by the EOC Director, and distribute minutes to the Management Staff and Section Chiefs, who are then responsible for informing their staff about the EOC Briefing.</p>



## Damage Assessment

Planning  
Section

<b>Objective</b>	<p>To gather damage information following a major emergency or disaster. This information is essential to support the following objectives:</p> <ol style="list-style-type: none"> <li>1. Prepare preliminary damage assessment reports.</li> <li>2. Assess total damages, including insured and uninsured losses.</li> <li>3. Assess and prioritize needs of affected area for deploying human and material resources.</li> </ol>
<b>Responsible Position</b>	<p>EOC Planning Section Chief, working with Risk Management Officer.</p> <p>In collaboration with other agencies, such as:</p> <ul style="list-style-type: none"> <li>• Office of the Fire Commissioner</li> <li>• Safety Codes Council</li> <li>• Ministry of Environment</li> <li>• Health Authority</li> </ul>
<b>Damage Assessment Unit</b>	<p>If required, the Planning Section Chief will assemble a Damage Assessment Unit under the supervision of a Unit Coordinator.</p> <p>Members of the Damage Assessment Unit will consist of qualified municipal employees or local volunteers registered with PEP.</p> <p><b>The Damage Assessment Unit will be under the control of the Incident Commander while at the site at all times to ensure personnel safety.</b></p> <p>Damage Assessment Unit Coordinator <u>responsibilities</u> include:</p> <ul style="list-style-type: none"> <li>• The safe operation of damage assessment teams.</li> <li>• Form teams to assess damage to public and private property.</li> <li>• Assign teams to the areas to be surveyed and coordinate the surveys with other groups, e.g., utilities.</li> <li>• Compile all team reports and provide this information to the EOC Planning Section Chief.</li> <li>• Assist Information Officer in explaining to evacuees why Damage Assessment team can enter area but residents cannot, citing the safety measures being taken by the Damage Assessment Unit and temporary nature of damage survey.</li> </ul> <p>Damage Assessment Unit <u>objectives</u> may include:</p> <ul style="list-style-type: none"> <li>• Map damaged and survived properties.</li> <li>• Assess infrastructure damage and hazards.</li> <li>• Identify and map potential staging areas for cleanup.</li> <li>• Identify environmental concerns, such as hazardous materials.</li> <li>• Obtain photographic evidence, if possible, of damaged properties by address, owner.</li> <li>• Match photos with maps.</li> <li>• Estimate dollar losses, if possible.</li> <li>• Identify and map hazards, e.g., danger trees, poles, downed wires.</li> <li>• Assemble safety information for returning residents.</li> </ul>

## Damage Assessment

Planning  
Section

<b>Safety Protocols</b>	<ul style="list-style-type: none"> <li>• Assess potential sites for VIP visits.</li> <li>• Ensure safety of Damage Assessment Team.</li> <li>• Identify possibility of human or animal remains.</li> <li>• Assess security requirements for returning residents.</li> <li>• Identify residents who did not evacuate the area.</li> </ul>
<b>Recording Damage Information</b>	<p>The Damage Assessment Team will record damage using:</p> <p><b>Form</b> – Damage Assessment forms (EOC Form 415) are located in the EOC and available to the Damage Assessment Unit.</p> <p><b>Maps</b> – Ideally, the Damage Assessment Unit will create a map of the impact area of an event to assist both with damage assessment and with future risk assessment. Such information can be transferred to aerial photographs or topographic maps.</p> <p><b>Photos</b> – Damage Assessment Unit members should take digital photos of damaged areas, noting the location, direction of view, time and date each photo is taken. The team will take video footage, if possible.</p> <p><b>Aerial Photos</b> – As weather conditions and resources permit, aircraft may be used to photograph and document impact areas and damage conditions. Request aircraft resources through POC.</p>
<b>Reporting and Dissemination of information</b>	<p>The Damage Assessment Unit Coordinator shall deliver all damage information only to the EOC Planning Section Chief. All damage information should remain confidential until affected residents are notified, as directed by the EOC Director.</p>
<b>Transition to Recovery</b>	<p>Note that all damage information will likely guide the recovery effort. All aspects of the damage assessment shall be made available to members of the Recovery Task Force assembled and directed by the municipality.</p>

## EOC Documentation

Depending on the type of incident, collect and archive the following information:

### From EOC Director, Management Staff

- Media Reports
- Media Releases
- Flipcharts
- Declaration of Local Emergency
- Policies
- Records of Decisions

### From Operations Section

- Resource Requests
- ESS Situation Reports
- Site Situation Reports
- Evacuation Alerts, Orders, All Clear

### From Planning Section

- Situation Reports
- EOC Action Plans
- Maps Showing:
  1. Evacuated Areas
  2. Damage Assessment
  3. Response Action
  4. Hazard Progression Over Time
- EOC Organization Charts
- Damage Assessment Reports
- Minutes from all EOC meetings
- Reports from Technical Specialists

### From Logistics Section

- Communications Plan
- EOC Shift Schedules
- EOC Facility Diagram
- Resource Requests
- Contact Lists
- Resource Status Lists
- Equipment / vehicle use records
- Radio Messages

### From Finance / Admin Section

- Timesheets
- Contracts
- Claims, complaints, suggestions
- Payment records
- Any Accident Reports
- EOC expenditure records

### From all EOC members

- Position Logs
- Internal Messages
- Any Electronic Files
- Photographs

In addition, collect copies of all records from Incident Command Posts

### Collect EOC Documents

- Meet with the EOC Director to confirm what materials should be maintained.
- Remind EOC members to mark every document with the date and time, and PEP Task Number.
- Collect records from each active EOC function daily.

### Organize and Secure Documents

- Collect, organize and file all completed event or disaster related documents.
- Arrange for dedicated filing cabinets, ones that can be locked and are fire resistant. Prepare file folders to reflect contents.

## EOC Situation Status Board

Depending on the type of incident, Status Board information should include the following information:

Information As of Date, Time:	EOC Name:	EOC Director:	PEP Task # :
Event Name:	Event Type, Location:		Local Emergency Declared (Y,N)
<b>Losses and Expenditures</b>			Info Sources:
Number of Homes Damaged / Destroyed:	Estimated Value of Community Losses (\$):	EOC Total Expenditures to Date:	
<b>Utilities Damage</b>			Info Sources:
Number of Residents without Water Service:	Number of Residents without Power Service:	Number of Residents without Sewer Service:	
<b>Transportation Damage</b>			Info Sources:
Roads Closed or Partially Blocked:	Bridges Closed or Partially Blocked:	Marinas Closed or Blocked:	
<b>Number of Persons Affected</b>			Info Sources:
Evacuated:	Injured:	Deceased:	
<b>Areas in Evacuation</b> (Description of Area)			Info Sources:
On Alert::	Evacuated:	Returned:	
<b>Reception Centers</b> (Location / Number of Evacuees)			Info Sources:
Centre #1:	Centre #2:	Centre #3:	
<b>Response Actions</b> (Type of Action, Location)			Info Sources:
e.g., Flood Protection:	Search and Rescue:	Firefighting:	
<b>Resources Assigned</b> (Number, Kind, Type)			Info Sources:
Personnel:	Equipment:	Aircraft:	

## Mapping

Planning  
Section

<b>Objective</b>	To guide the acquisition and development of maps in the EOC for use in site command and site support.
<b>Responsible Position</b>	EOC Planning Section Chief, or Technical Specialist assigned to the Situation Unit in the Planning Section
<b>Base Map Contents</b>	<ul style="list-style-type: none"> <li>• Administrative boundaries (municipal, native reserves, regional district, parks, Crown and federal land)</li> <li>• Centerlines of public roads</li> <li>• Lakes and streams</li> <li>• Landmarks</li> <li>• Property boundaries</li> <li>• Topographic contour lines (20 m contours)</li> </ul>
<b>Maps of Hazardous Areas</b>	<ul style="list-style-type: none"> <li>• Flood zones</li> <li>• Hazardous materials (1 km radius for facilities, 1 km corridor for routes)</li> <li>• Landslide / mudslide (impact and runout zones)</li> <li>• Major structural fire, toxic smoke (1 km radius for facilities)</li> <li>• Watersheds</li> <li>• Wildfire (Interface zones)</li> </ul>
<b>Maps of Vulnerable Populations</b>	<ul style="list-style-type: none"> <li>• Central business district</li> <li>• Drug treatment centers</li> <li>• Homes for the elderly, others with special needs</li> <li>• Health care facilities</li> <li>• Jails</li> <li>• Key businesses</li> <li>• Mental health facilities</li> <li>• Nursing homes</li> <li>• Parks (where people may stay overnight)</li> </ul>
<b>Maps of Vulnerable Infrastructure, Public Works</b>	<ul style="list-style-type: none"> <li>• Bridges</li> <li>• Major roadways</li> <li>• Power transmission lines, fixed power facilities</li> <li>• Communications towers, facilities</li> <li>• Water delivery lines</li> <li>• Water sources (for fire suppression, such as ponds, lakes)</li> <li>• Water towers</li> </ul>
<b>Maps of Responder Facilities</b>	<ul style="list-style-type: none"> <li>• Ambulance stations</li> <li>• EOC and alternates</li> <li>• ESS Reception Centers</li> <li>• Fire halls</li> <li>• Fixed Incident Command Posts (in communities)</li> <li>• Police department, RCMP detachments</li> <li>• SAR bases</li> <li>• Public works yards</li> </ul>

## Mapping

Planning  
Section

<b>Evacuation Support Maps</b>	<ul style="list-style-type: none"> <li>• Air evacuation points</li> <li>• Areas to patrol for security</li> <li>• Barricade locations for traffic control</li> <li>• Egress routes for different hazards (e.g., flood, wildfire)</li> <li>• Logging roads, back roads</li> <li>• Potential safe zones (as for flood, wildfire)</li> <li>• Potential security control points for evacuated areas</li> <li>• Transportation assembly points</li> </ul>
<b>Photographs</b>	<ul style="list-style-type: none"> <li>• Ortho-photos, black and white (0.5m pixel resolution)</li> <li>• Other available photos of damage areas</li> </ul>

## Recovery Planning

Planning  
Section

<b>Introduction</b>	<p>Community recovery considers the immediate actions needed to plan for recovery among community members, including individuals and families, business owners, farm owners, non-profit organizations, and community groups.</p> <p>Recovery includes conscious and collective actions to limit losses and reduce suffering among those affected by a disaster. This includes attention to the economic and psycho-social recovery for the community and its inhabitants.</p>
<b>Objective</b>	To develop a Recovery Plan.
<b>Responsible Position</b>	<p>EOC Planning Section Chief, Recovery Unit Coordinator if assigned.</p> <p>In collaboration with other agencies, such as:</p> <ul style="list-style-type: none"> <li>• Municipal and Regional Utilities</li> <li>• Members of the Provincial Integrated Recovery Council, such as Canadian Red Cross and Salvation Army</li> <li>• Local service clubs, volunteer organizations</li> </ul>
<b>Recovery Unit</b>	<p>If required, the Planning Section Chief will form a Recovery Unit under the supervision of a Unit Coordinator. Members of the Recovery Unit will consist of qualified municipal employees or local volunteers registered with PEP using EOC Form 512.</p> <p>Recovery Unit Coordinator responsibilities include:</p> <ul style="list-style-type: none"> <li>• <u>Assess Situation</u> – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services, mental and public health, and the socio-economic fabric.</li> <li>• <u>Control Donations</u> – Issue early public messages to control unsolicited donations of unwanted goods.</li> <li>• <u>Prepare Community Recovery Plan</u> – Prepare a written community recovery plan for the incident, including recommendations for organization and functions.</li> </ul> <p>Recovery Unit <u>objectives</u> may include:</p> <ul style="list-style-type: none"> <li>• Identify the need for recovery coordination.</li> <li>• Set out recovery objectives.</li> <li>• Identify the appropriate initial structure for recovery.</li> <li>• Identify the stakeholders willing to commit to recovery effort.</li> <li>• Identify the locations of initial facilities, such as a Recovery Centre.</li> <li>• Develop early recovery messages, including donations.</li> </ul> <p>The Recovery Unit may recommend a separate Recovery Task Force as soon as people are evacuated or serious damage to homes, infrastructure or businesses is realized. The Recovery Task Force typically operates from a facility other than the EOC to avoid overcrowding and confusion.</p>



## Recovery Planning

Planning  
Section

### Support from other EOC Functions

In addition to the Recovery Unit, other functions in the EOC should support recovery planning. Some samples include:

**Information Officer** – The EOC Information Officer may coordinate early recovery messaging, such as the need for certain types of donations and the nature of the recovery effort under development. As with every aspect of emergency management, communication of the recovery program is vitally important, and it begins in the EOC with the Information Officer.

**Emergency Social Services Branch** – The ESS Branch in the EOC Operations Section supports evacuations and re-entry during response by establishing Reception Centers or arranging other accommodations. Among many other roles, ESS personnel inform evacuees and disaster victims about recovery issues, and provide continuity of care during the transition from response to recovery. Of particular interest to recovery planning, Reception Centers identify potential clients by name, address, and how they may be contacted for further information.

While recovery is not the sole responsibility of Emergency Social Services, ESS staff can reduce the time lag in the provision of recovery support by conducting “needs assessment” interviews in cooperation with the community Recovery Task Force.

**Situation Unit** – The Planning Section performs a rapid damage assessment following a disaster, including an initial summary of the geographic area of impact, magnitude of damage, and approximate time required for response. These are important facts for recovery planning, and will usually provide enough information to estimate the approximate resources required.

The POC may activate a Recovery Branch Coordinator to assist with recovery planning and access to regional, national, and international support organizations.

### Tracking Recovery Costs

All recovery planning activities that occur within the EOC may be funded at 80 percent for eligible items.

As with response costs, all recovery expenditures must be clearly documented, noting:

- The cost amount of the item
- The date the materials or service was used
- Evidence of the purpose of the goods or services in recovery

## Resource Status Board

Depending on the type of incident, Status Board information should include the following information:

Information as of Date, Time:		EOC Name:		EOC Director:		PEP Task # :	
Event Name:		Event Type, Location:				Local Emergency Declared (Y/N)	
Agency /Group	Number Available	Number Assigned	Number Out of Service	Number Required	Critical Resource (Y/N)	Comments	
Fire Services							
Fire Structural Firefighters							
Structural Fire Apparatus							
Wildland Firefighters							
Wildland Apparatus							
Aircraft Fixed Wing							
Rotary Wing							
Police Services							
Police Staff							
Police Vehicles							
Search and Rescue Services							
SAR Staff							
Vehicles							
Vessels							
Ambulance Services							
BCAS Paramedics							
Ambulances							
ESS							
ESS Staff							
Engineering / Public Works							
Staff							
Vehicles							
Equipment							
EOC Staff							
Public Information Officer							
Call Centre Staff							

## Situation Unit Coordinator

<b>Situation Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Situation Unit Coordinator collects and organizes information on the incident status, damage, and response. Responsible for the evaluation, analysis, and display of information for use by EOC personnel.</p> <ol style="list-style-type: none"> <li>1. <u>Collect Information</u> – Collect situation reports from site(s) and all active functions of the EOC.</li> <li>2. <u>Assess Damage</u> – Oversee the collection of damage information. Prepare Damage Assessment reports for distribution to EOC and POC.</li> <li>3. <u>Organize Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information. Arrange for secure storage of collected information.</li> <li>4. <u>Analyze Information</u> – Oversee the analysis of all incident or disaster related information.</li> <li>5. <u>Distribute / Display Information</u> – Prepare maps, status boards, and status reports to report current information.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<p><b>1. Collect Information</b></p> <p><u>Liaise with Site</u> – Request that the Situation Unit Coordinator at the site Incident Command Post provides regular situation reports using (Form ICP 209). If required, place field observers in key locations (e.g., Incident Command Post) to facilitate the flow of information to the EOC Situation Unit.</p> <p><u>Collect EOC Information</u> – Collect status information from each active EOC Section and Management Staff Officer on a regular basis.</p> <p><b>2. Assess Damage</b></p> <p><u>Collect Damage Information</u> – Oversee the collection of damage information. Some information may be confidential until victims have been notified. Obtain photographic and video documentation of damage. Determine the need for field damage observers.</p> <p><u>Identify Victims</u> – Identify victims and evaluate the nature and extent of damage caused by the event. Identify the type of primary and secondary losses from the event.</p> <p><u>Document Damage</u> – Prepare a Damage Assessment (Form EOC 415). Ensure copies go to Risk Management Officer, Recovery Unit, and Documentation Unit.</p> <p><u>Assist Recovery Effort</u> – Cooperate with the Recovery Organization in assessing damage.</p>

## Situation Unit Coordinator

	<p><b>3. Organize Information</b>  <u>Organize Collected Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information.  <u>Archive Information</u> – Arrange for secure storage of collected information.</p> <p><b>4. Analyze Information</b>  <u>Evaluate Information</u> – Determine or estimate the following:  Geographic extent, fatalities, injuries, households damaged, businesses damaged, transportation damage, infrastructure damage, and other interpretations of collected information.</p> <p><b>5. Distribute / Display Information</b>  <u>Display Information</u> – Prepare maps, status boards, and other displays contain current and accurate information. Ensure that adequate EOC members are assigned to maintain all information displays.  <u>Distribute Situation Reports</u> – Ensure that situation status reports are disseminated to EOC staff and to the POC. Coordinate with the Documentation Unit for Plan distribution and reproduction as required. Oversee the preparation and distribution of the EOC Situation Report (Form EOC 501).  <u>Support Information Release</u> – Meet with the Public Information Officer to coordinate access to current information.</p>
<b>Before Leaving:</b>	Follow the Generic “Before Leaving” Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• EOC Situation Status Board</li> <li>• Damage Assessment</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> <li>• Damage Assessment (Form EOC 415)</li> <li>• EOC Situation Report (EOC 501)</li> </ul>

## Resource Unit Coordinator

<b>Resource Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Resource Unit Coordinator works with the Incident Command Post in preparing resource status information, charting the current status and location of resources, and maintaining displays of resource information.</p> <ol style="list-style-type: none"> <li><b>1. Collect Resource Information</b> – Collect resource information from active functions of the EOC.</li> <li><b>2. Organize Resource Information</b> – Create organizational schemes for collected resource information to facilitate sharing of status details.</li> <li><b>3. Distribute / Display Resource Information</b> – Prepare status boards and resource status reports to share up-to-date information.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist. Set up a Resource Tracking Board (see sample).
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Collect Resource Information</b>  <u>Identify Critical Resources</u> – Obtain list of known critical resources from Planning Section Chief or EOC Director. Obtain copies of critical resource requests from the Logistics Section.  <u>Liaise with Operations Section</u> – Coordinate with Operations Section to collect and centralize resource status information. Note: The Resource Unit only tracks resources, it does not obtain or supply them.</li> <li><b>2. Organize Resource Information</b>  <u>Identify Resources</u> – Use EOC Form 516 to identify resource kind and type, and whether they are Available, Assigned, or Out-of-Service.  <u>Monitor Resource Requests</u> – As resource requests are received in Logistics, post the request on a status board and track the progress of the request until filled.  <u>Track Resources</u> – Track the progress of resource requests until filled. Coordinate closely with the Operation Section Branches and Logistics Section units, particularly Supply, Personnel, and Transportation.</li> <li><b>3. Distribute / Display Resource Information</b>  <u>Create Status Board</u> – Develop and maintain resource status boards and/or other tracking display systems. See Resource Status Board sample.  <u>Keep Requestors Informed</u> – Assist EOC Operations and Logistics in notifying parties of the status of their resource requests, especially where there may be delays. It is not necessary to track mutual aid resources unless they are ordered through the Logistics Section.</li> </ol>

<b>Resource Unit Coordinator</b>	
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"><li>• Resource Status Board (Sample)</li></ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"><li>• Position Log (Form EOC 414)</li></ul>

## Documentation Unit Coordinator

<b>Documentation Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Documentation Unit Coordinator maintains accurate and complete incident files, and stores both paper and electronic files for legal, analytical, and archival purposes.</p> <ol style="list-style-type: none"> <li><b>1. Collect EOC Documents</b> – Collect records from each active EOC function daily.</li> <li><b>2. Take Meeting Minutes</b> – Record proceedings of all EOC briefings and meetings.</li> <li><b>3. Copy and Distribute Reports and Plans</b> – Reproduce and distribute approved EOC reports and plans.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	<p>Follow the Generic "Getting Started" Checklist. Set up and maintain document reproduction services for the EOC. Obtain at least one camera, preferably one digital and one video camera.</p>
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Collect EOC Documents</b>  <u>Identify Materials to Collect</u> – Meet with the EOC Director to confirm what EOC materials should be maintained as official records. See suggestions, attached.  <u>Collect Documents</u> – Collect records from each active EOC function daily. Collect, organize and file all completed event or disaster related documents.  <u>Collect Position Logs</u> – Refer to EOC Organization Chart to ensure that you receive position logs from each activated function. Remind EOC members to mark appropriate documents with the date and time.</li> <li><b>2. Take Meeting Minutes</b>  <u>Record Minutes</u> – Take minutes at all EOC briefings and meetings.  <u>Photograph Important Information</u> – Photograph whiteboards (time and date), and other important information generated at the EOC.</li> <li><b>3. Copy and Distribute Plans and Reports</b>  <u>Distribute EOC Reports and Plans</u> – Reproduce and distribute approved Situation Reports and EOC Action Plans. Keep extra copies of reports and Plans available for special distribution, as required.  <u>Photocopy and Produce Documents</u> – Provide document production services to EOC staff.</li> </ol>



<b>Documentation Unit Coordinator</b>	
	<p><b>4. Organize and Secure Documents</b></p> <p><u>Store Documents</u> – Arrange for dedicated filing cabinets, preferably ones that can be locked and are fire resistant. Prepare file folders to reflect contents.</p> <p><u>Secure Documents</u> – Ensure security of EOC records, working with Risk Management Officer.</p>
<b>Before Leaving:</b>	<p>Follow the Generic "Before Leaving" Checklist.</p> <p>Arrange to return photocopying equipment.</p> <p>Process all photographs and ensure they are properly labelled.</p>
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• EOC Documentation</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Advanced Planning Unit Coordinator

<b>Advanced Planning Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Advanced Planning Unit Coordinator assesses available information to determine potential future impacts of the event or disaster, particularly issues that might influence overall EOC priorities and objectives.</p> <ol style="list-style-type: none"> <li><b>1. Review Available Information</b> – Review the current reports, plans, and meet with the EOC members to determine the future direction and outcomes of the event or disaster.</li> <li><b>2. Identify Approaching EOC Issues</b> – Identify potential response and recovery issues likely to occur within the next 36 to 72 hours.</li> <li><b>3. Recommend EOC Objectives</b> – Recommend EOC objectives in response to approaching issues.</li> <li><b>4. Prepare Plans</b> – As request by the Planning Section Chief, prepare plans for implementation by the Operations Section, e.g., Evacuation of neighbourhoods in high risk areas.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Review Available Information</b>  <u>Review Information</u> – Review available situation reports, status reports, action plans, and other significant documents.  <u>Liaise with EOC Managers</u> – Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or disaster.</li> <li><b>2. Identify Approaching EOC Issues</b>  <u>Identify Potential Future Implications</u> – Determine potential future impacts of the event, issues that might affect EOC priorities.  <u>Identify Issues</u> – Identify potential response and recovery related issues likely to occur within next 36 to 72 hours.</li> <li><b>3. Recommend EOC Objectives</b>  <u>Brief EOC Members</u> – Provide periodic briefings to the EOC Director, Management Staff, and General Staff on approaching issues.  <u>Distribute Advanced Plan</u> – Submit an Advanced Plan to the Planning Section Chief for review and approval prior to briefings with the EOC Director and Management Team.  <u>Advise on Recovery Transition</u> – Recommend a transition strategy to the EOC Director when EOC activity shifts to recovery.</li> </ol>

<b>Advanced Planning Unit Coordinator</b>	
	<p><b>4. Prepare Plans</b>  <u>Develop EOC Plans</u> – Work with Operations and other EOC staff, as needed to develop plans for meeting EOC objectives.            Discuss draft plans with others to ensure all key elements are addressed, including resource requirements and action assignments.            Review all plans with the Planning Section Chief and, where requested, with the Management Staff and EOC Director.            Prepare copies and distribute plans according to requirements.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Demobilization Unit Coordinator

<b>Demobilization Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Demobilization Unit Coordinator looks ahead to demobilization of the EOC personnel, facility, and equipment resources to ensure that movement is orderly, safe, and cost-effective.</p> <ol style="list-style-type: none"> <li><b>1. Monitor the Need for EOC Resources</b> – Monitor the current situation, and consult with EOC members regarding the need for EOC resources.</li> <li><b>2. Prepare Demobilization Plan</b> – In consultation with the EOC Director and others, prepare a plan to demobilize EOC resources.</li> <li><b>3. Facilitate Demobilization Plan</b> – Assist EOC members in completing all requirements before leaving the EOC.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Monitor the Need for EOC Resources</b>  <u>Assess Opportunity to Demobilize</u> – Identify opportunities to demobilize EOC resources. Monitor the current situation, including EOC Action Plans, Situation Reports, and resource assignment lists.  <u>Liaise with EOC Managers</u> – Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director regarding the need for EOC resources.</li> <li><b>2. Prepare Demobilization Plan</b>  <u>Prepare Demobilization Plan</u> – Prepare a draft Demobilization Plan at least once during each operational period for as long as EOC functions are formally staffed. Finalize the Demobilization Plan for approval by the EOC Director.  <u>Discuss Demobilization</u> – Circulate the draft Demobilization Plan to the Planning Section Chief, EOC Director, and EOC Management Team for review.</li> <li><b>3. Facilitate Demobilization</b>  <u>Implement Demobilization</u> – Initiate the Demobilization Plan for the EOC as approved by the EOC Director.  <u>Ensure Demobilized Staff Submit Information</u> – Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC.</li> </ol>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b>Forms</b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Recovery Unit Coordinator

<b>Recovery Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Recovery Unit Coordinator develops a Recovery Plan, identifying the need for recovery, the recovery objectives, the appropriate initial structure, the players, the location of initial recovery facilities, and early recovery messages.</p> <ol style="list-style-type: none"> <li><b>1. Assess Situation</b> – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services, mental and public health, and the socio-economic fabric.</li> <li><b>2. Control Donations</b> – Issue public messages to control unsolicited donations of unwanted goods.</li> <li><b>3. Prepare Recovery Plan</b> – Prepare a written plan advising on priorities for recovery of public infrastructure, and continuity of public services.</li> <li><b>4. Prepare Community Recovery Plan</b> – Prepare a written community recovery plan for the incident, including recommendations for organization and functions.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Assess Situation</b>  <u>Determine Immediate Recovery Needs</u> – Assess the need for immediate reconstruction efforts, such as utility restoration and debris removal.  <u>Determine Long-Term Recovery Needs</u> – Assess the need for long-term recovery actions required to restore and recover public and private infrastructure, property, mental and public health, and the socio-economic fabric.</li> <li><b>2. Control Donations</b>  <u>Issue Public Messages</u> – Initiate public messages to request donations in the form of cash until specific needs can be identified. Work with the Public Information Officer to ensure this message is released as soon as possible.</li> <li><b>3. Prepare Recovery Plan</b>  <u>Develop Facilities Repair Plan</u> – Prepare a written plan advising on the actions required by priority for recovery of roads, potable water systems, sewers systems, hospitals, and other infrastructure to pre-emergency conditions.  <u>Develop Business Continuity Plan</u> – Prepare a written plan advising on the activation of the Business Continuity Plan for the continuation of public services by the District.</li> </ol>

<b>Recovery Unit Coordinator</b>	
	<p><b>4. Prepare Community Recovery Plan</b></p> <p><u>Access Victim Information</u> – Assist ESS Reception Centers in collecting evacuee information and sharing data with the Recovery Organization.</p> <p><u>Develop Community Recovery Plan</u> – Formulate a community recovery plan for the incident, including recommendations for:</p> <ul style="list-style-type: none"> <li>• Recommended Functions</li> <li>• Priority of Efforts</li> <li>• Support Requirements</li> <li>• Coordination Requirements</li> <li>• Reporting Requirements</li> </ul>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Recovery Planning</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Technical Specialist Unit Coordinator

<b>Technical Specialist Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Technical Specialist Unit Coordinator establishes the work specifications for and assigns technical specialists to the EOC based on requests from management or general staff.</p> <ol style="list-style-type: none"> <li><b>1. Identify Specialists</b> – Locate specialists in subjects that may be needed during response and recovery to the emergency event.</li> <li><b>2. Manage Technical Specialists</b> – Assign specialists within the EOC organization and monitor their organizational effectiveness.</li> </ol>
<b>Reports To:</b>	EOC Planning Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Identify Specialists</b>  <u>Inventory Technical Specialists</u> – Maintain inventory of technical specialists, such as meteorologists, fire behaviour specialist, geologists, or engineering experts for multiple incident sites.  <u>Confirm Availability</u> – Ensure that qualified specialists are available in the areas required by the particular event or disaster. Coordinate with the Logistics Section to ensure that technical staff are located.</li> <li><b>2. Manage Technical Specialists</b>  <u>Orient Technical Specialists</u> – Ensure each technical specialist is given an orientation to the EOC and receives instructions on completing a Position Log (EOC Form 414).  <u>Collect Contact Information</u> – Obtain a contact information (e.g., business card) from each specialist, if possible.  <u>Assign Technical Specialists</u> – Assign technical staff to assist the EOC sections in coordinating specialized areas of response or recovery.</li> </ol>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>



## Finance/Administration Section Chief

<b>Finance / Administration Section Chief</b>	
<b>Responsibilities:</b>	<p>The Finance / Administration Section Chief provides overall administrative and financial services to sites and the EOC, including financial and cost analysis, billing, accounting, filing, and invoice preparation. Unless delegated to Finance / Admin Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> <li><b>1. Record Personnel Time</b> – Collect and process on-duty time for all EOC personnel, including volunteers and agency representatives. Ensure uninterrupted payroll for all employees.</li> <li><b>2. Coordinate Purchasing</b> – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts.</li> <li><b>3. Coordinate Compensation and Claims</b> – Process workers' compensation claims within a reasonable time.</li> <li><b>4. Record Costs</b> – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation.</li> <li><b>5. Manage the Finance / Admin Section</b> – Establish the appropriate Finance / Admin Section Units and continuously monitor organizational effectiveness.</li> </ol>
<b>Reports To:</b>	EOC Director
<b>Getting Started:</b>	<p>Obtain the Task Number, if available, from the EOC Director.  <b>Advise all personnel, contractors, service providers, and volunteers that they should track their time and costs.</b>            Follow the Generic "Getting Started" Checklist.            Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place. This Section will need a computer (e.g., laptop), spreadsheet program (e.g., Excel), and several small solar calculators to manage financial records. Based on the situation, activate Units within Section, as needed, and designate Unit Coordinators for each element:</p> <ul style="list-style-type: none"> <li>•Time Unit</li> <li>•Purchasing Unit</li> <li>•Compensation and Claims Unit</li> <li>•Cost Unit</li> </ul>

## **Finance / Administration Section Chief**

### **Main Checklist:**

#### **1. Record Personnel Time**

Record Time Sheets – Collect and record on-duty time for all EOC personnel, including volunteers and District representatives. Note: Use the same time sheet forms used in non-emergency times, if possible.  
Forward Time and Expenses for Processing – Forward timesheets and expense forms to the appropriate municipal office for prompt processing for District employees.

#### **2. Coordinate Purchasing**

Determine Spending Limits – In consultation with EOC Director determine spending limits, if any, for Logistics, Operations and Management Staff.

Lead EOC in Financial Procedures – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures.

Prepare EAFs – To confirm assumptions about eligibility for provincial financial assistance, submit Expenditure Authorization Forms (EOC Form 530) to AEMA on behalf of the EOC Director and with his or her signature.

Pay for Acquisitions – Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner.

#### **3. Coordinate Compensation and Claims**

Process WCB Claims – Ensure that workers' compensation claims resulting from the response are processed within a reasonable time.

Document Potential Legal Claims – Document any claims or threats of claims from disaster victims.

#### **4. Record Costs**

Develop Cost Record System – Maintain all financial records throughout the event or disaster.

Inform EOC Group on Response Costs – Keep the EOC Director, Management Team, Section Chiefs, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.

Submit Cost Summaries to AEMA – Ensure that all documentation and local government financial assistance paperwork is accurately maintained and submitted to AEMA.

Maintain Cost Status Board – Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

<b>Finance / Administration Section Chief</b>	
	<p><b>5. Manage the Finance / Admin Section</b></p> <p><u>Set Up Section</u> – Ensure that the Finance / Admin Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.</p> <p><u>Ensure Appropriate Personnel</u> – Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities, as necessary.</p> <p><u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.</p> <p><u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Finance / Admin Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form EOC 401A).</p> <p><u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with other EOC Sections.</p>
<b>Before Leaving:</b>	Follow the Generic “Before Leaving” Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <ul style="list-style-type: none"> <li>• Expenditure Authorization</li> <li>• Daily Expense Reports</li> <li>• Tracking Response Costs</li> </ul> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (EOC Form 414)</li> <li>• Internal Message (EOC Form 416)</li> <li>• Expenditure Authorization Form (EOC Form 530)</li> <li>• EOC Daily Expenditures (EOC Form 532)</li> <li>• Expenditures - Event Totals (EOC Form 534)</li> <li>• Payroll Timesheets</li> <li>• Request for Resources or Assistance (EOC Form 514)</li> </ul>

<b>Expenditure Authorization</b>		Finance/Adm in Section
<b>Objective</b>	To confirm if the Province will reimburse specific response expenses.	
<b>Responsible Position</b>	The EOC Finance / Admin Section Chief, working with the EOC Director and the Logistics Section Chief, prepares the proper documentation requesting expenditure authorization from the Province.	
<b>Guidelines</b>	<p>Prepare and submit one or more <b>Expenditure Authorization Forms (EAF)</b> to AEMA. Use <u>EOC Form 530</u>, which includes step-by-step instructions.</p> <p>The EOC need not submit an EAF for every expenditure. The EOC Director may approve expenditure items that are clearly eligible for financial assistance. Refer to the “Tracking Response Cost” protocol for guidance on eligibility.</p> <p>However, the EOC Director may wish to confirm questionable expenditures, especially high-cost items that the municipality may not be able to absorb.</p> <p><b>It is most critical to explain the reason for each expenditure category, and there is room for this on the EAF.</b></p> <p>If circumstances require an increase in the estimate, the EOC should prepare an addendum to the EAF and seek authorization through the POC.</p> <p>One additional record would help the EOC manage response expenses within the limits of authorization. The Finance / Admin Section of the EOC should prepare a spreadsheet that tracks actual costs in each of the approved categories and compares it with the approved EAF budget.</p> <p>This spreadsheet serves two purposes: 1) It logs the approved EAFs, and 2) It provides an overview of expenditures to date for the EOC and AEMA.</p>	
<b>Follow-up Tasks</b>	Once an EAF has been authorized by AEMA, the EOC is assured the province will reimburse to the dollar limit identified <b>for eligible items</b> , as long as the <b>proper documentation</b> is provided with the claim.	

## Daily Expense Reports

Finance/Admin Section

<b>Introduction</b>	Decision-makers in the EOC and among the Policy Group will want to make response decisions with full knowledge of the daily and cumulative costs to date. Likewise, the POC will monitor EOC costs that the province may be expected to reimburse.
<b>Objective</b>	To assemble estimates of daily and cumulative response costs authorized through the EOC, and to communicate this information to key decision-makers.
<b>Responsible Position</b>	EOC Finance / Admin Section Chief
<b>Daily Amounts</b>	<p>The Finance / Admin Section Chief prepares a daily expense report and submits it to the EOC Director. The <b>Daily Expense Report</b> (EOC Form 532) is recommended for this purpose.</p> <p>Additional tips on preparing the daily expense report include:</p> <ul style="list-style-type: none"> <li>• Enter each expense item to a daily expenditure spreadsheet.</li> <li>• Make a photocopy of each invoice and relevant paper work and file the invoice with its Expenditure Authorization Form, if there is one.</li> <li>• Send original invoices to the municipal Treasurer for payment.</li> </ul> <p>The Finance / Admin Section Chief advises all personnel, contractors, service providers, and volunteers to track time and costs, and include the PEP Task Number, time, and date on each document.</p>
<b>Overtime for Paid Staff</b>	<p>The EOC Finance / Admin Section Chief should also maintain a daily overtime spreadsheet to estimate overtime payments. Consider these tips on procedures:</p> <ul style="list-style-type: none"> <li>• Log the information (i.e., classification, pay rate, type of work schedule) into a daily overtime master spreadsheet for each EOC staff member, regardless of source agency.</li> <li>• Ensure all EOC staff complete and submit a daily timesheet.</li> <li>• Each EOC Section Chief submits the completed timesheet for each shift at the end of their shifts.</li> <li>• Enter all staff time to the “master” spreadsheet template provided. Calculate the cost of overtime (daily) for each employee.</li> <li>• For missing timesheet information, use the EOC Check In/Check Out Sheet to obtain information or obtain the staffing schedules.</li> </ul>
<b>Event Totals</b>	With the daily totals, the Finance / Admin Section Chief records the total cost amount committed to the entire event to date. The <b>Expenditures Event Totals</b> (EOC Form 534) serves this purpose.

## Tracking Response Costs

Finance/Admin Section

### Introduction

Under the *Emergency Management Act*, the Town may be able to receive financial assistance for eligible emergency response costs incurred during an emergency.

### EOC Steps

The Finance / Admin Section at the EOC undertakes four activities to assist with later claims for response costs, including:

- 1. Obtain a Task Number** – The EOC Director has likely obtained the Task Number for the event. Advise all personnel, contractors, service providers, and volunteers that they should track their time and costs, and include the Task Number and date on each document they produce.
- 2. Document Rationale for Response Expenditures** – The Finance / Admin Section ensures documentation is prepared that verifies several aspects of each cost item:
  - The cost amount of the item
  - The date the materials or service was used
  - Evidence of the purpose of the goods or services

Provide clear receipts and invoices, and reference any supporting documentation. The Finance / Admin Section, working with Logistics, records the purpose for each response expenditure at the time of commitment.
- 3. Submit Expenditure Authorization Forms** – When required, the Finance / Admin Section Chief may check assumptions about response cost eligibility, especially when dealing with large cost items. Prepare an Expenditure Authorization Form (EOC Form 530) to AEMA to confirm eligibility of response costs. If circumstances later require an increase in the estimate, the Finance / Admin Section Chief should prepare an addendum using Form 530. This must be filed for submission for assistance.
- 4. Submit Daily Expense Reports** – The Finance / Admin Section prepares a daily expense report and files for future submission for assistance, using EOC Form 532. Additional tips include:
  - Enter each expense item in a daily expenditure spreadsheet.
  - Make a photocopy of each invoice and relevant paper work and file the invoice.
  - Send originals to the District financial officer for payment.

With the daily totals, the Finance / Admin Section also records the total cost amount committed to the entire event to date, using EOC Form 534.

If multiple governments are working together in a coordinated response, each requires a separate financial tracking system for response claims.

## Tracking Response Costs

Finance/Ad  
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<b>Response Cost Eligibility</b>	<p>Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies.</p> <p>Response may begin before impact if early information warns of an imminent event, and may continue as long as the event is in progress or the imminent threat exists.</p> <p>Eligibility criteria include the following:</p> <p><b>Type of Event</b> – Most disasters caused by natural hazards may be considered for financial assistance, including floods, severe winter storms, landslides, mudslides, and wildfire.</p> <p><b>Event Size or Magnitude</b> – The province may not provide financial assistance for small events that generate few costs. Minor floods or snow storms, for example, would not automatically trigger provincial assistance for response costs. If in doubt, contact AEMA for advice.</p> <p><b>Contract and Equipment Rates</b> – There are limits on the service contracts and equipment rental rates eligible for financial assistance from the province. These rates are published in the “Blue Book - Equipment Rental Rate Guide,” available from: <a href="http://www.arhca.ab.ca">www.arhca.ab.ca</a> .</p> <p>Verify the eligibility of rates outside this range with PEP.</p> <p><b>Nature of Expenditure</b> – Only response expenses and staff time over and above normal day-to-day costs are eligible for assistance. Eligibility pertains to response costs for efforts needed to preserve public safety related to a specific event, including:</p> <ul style="list-style-type: none"> <li>• Site Costs</li> <li>• Emergency Operation Centre Costs</li> <li>• Emergency Social Service Costs</li> </ul>
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## Time Unit Coordinator

<b><i>Time Unit Coordinator</i></b>	
<b>Responsibilities:</b>	<p>The Time Unit Coordinator tracks, records, and reports all on-duty time for personnel, including hired and contracted individuals working during the event or disaster.</p> <ol style="list-style-type: none"> <li><b>1. Establish Time Unit Procedures</b> – Determine procedures for recording EOC personnel time, and establish a file for each EOC employee, volunteer, and agency representative.</li> <li><b>2. Collect Time Reports</b> – Gather and / or update time reports from all EOC personnel, and ensure accuracy of records.</li> <li><b>3. Submit Time Records to District Treasurer</b> – Submit personnel time records, travel expense claims and other related forms for employees to the District Treasurer.</li> </ol>
<b>Reports To:</b>	EOC Finance / Admin Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Establish Time Unit Procedures</b>  <u>Develop Time-Keeping Method</u> – Determine methods for recording EOC personnel time, working with the Finance / Admin Section Chief. Use your jurisdiction's regular payroll time sheets, where possible.  <u>Create Employee Records</u> – Establish a file for each employee or volunteer to maintain a fiscal record for as long as the person is assigned to the EOC. Refer to completed Registration forms (see EOC 512) from the Personnel Unit for the identity of all EOC personnel.  <u>Advise Supervisors about Personnel Records</u>– Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.</li> <li><b>2. Collect Time Reports</b>  <u>Assemble Time Records</u> – Initiate, gather, or update time reports from all EOC personnel, including volunteers and agency representatives assigned to each shift.  <u>Verify Time Records</u> – Check time records to ensure they are accurate and prepared according to policy.  <u>Track Overtime Costs</u> – Maintain a daily overtime spreadsheet to estimate overtime payments for municipal staff. Log the information (i.e., casual or full-time employee, pay rate, type of work, regular hours per day, days per week) into a daily overtime master spreadsheet so that overtime is evident.</li> </ol>

<b>Time Unit Coordinator</b>	
	<p><u>Collect Overtime Records</u> – Ensure all municipal staff daily complete a timesheet called the “daily salary spreadsheet.” Submit the completed timesheet for each shift, or staff members may submit individual timesheets at the end of their shifts. For missing timesheet information, consult the EOC’s “Check In/Check Out Sheet” (EOC Form 511) or obtain the staffing schedules from EOC supervisors.</p> <p><b>3. Submit Time Records to SRLD Treasurer</b>  <u>Submit Staff Records for Payment</u> – Submit personnel time records, travel expense claims and other related forms for employees to the District Treasurer.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> <li>• Payroll Timesheets</li> <li>• Position Log (Form EOC 414)</li> </ul>

## Purchasing Unit Coordinator

<b><i>Purchasing Unit Coordinator</i></b>	
<b>Responsibilities:</b>	<p>The Purchasing Unit Coordinator provides administrative services pertaining to all matters involving purchase, hire, contract, rental and leases of resources through the EOC.</p> <ol style="list-style-type: none"> <li><b>1. Establish Purchasing Procedures</b> – Determine Purchasing policies and procedures for your jurisdiction, including the approved processes for contracting.</li> <li><b>2. Coordinate Contracts</b> – Oversee the development and maintenance of all contracts initiated through the EOC for purchase, lease, or rent of acquired resources.</li> <li><b>3. Submit Purchasing Records to Cost Unit</b> – Forward costs and payment schedules to Cost Unit for processing of all EOC contracts.</li> </ol>
<b>Reports To:</b>	EOC Finance / Admin Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Establish Purchasing Procedures</b> <ul style="list-style-type: none"> <li><u>Confirm Purchasing Authorization</u> – Review emergency purchasing procedures and policies of the municipality, including the identity of EOC personnel authorized to commit the District to a contract.</li> <li><u>Advise EOC Personnel on Purchasing Procedures</u> – Ensure that all EOC personnel know the approved processes for purchasing, including contracting procedures.</li> <li><u>Obtain Contract Forms</u> – Obtain approved contract forms for use in all EOC purchasing.</li> </ul> </li> <li><b>2. Coordinate Contracts</b> <ul style="list-style-type: none"> <li><u>Review Contracts</u> – Review all EOC contracts to ensure they identify the scope of work, specific site locations, and any requirements for insurance. Verify contract costs with pre-established vendor contracts and/or agreements, or consult the Blue Book for accepted provincial rates for equipment.</li> <li><u>Negotiate Contracts</u> – Negotiate rental and lease rates not already established, or purchase price with vendors as required. Coordinate with Supply Unit and Operations Section on all matters involving the need to purchase, hire, contract, rent or lease. Obtain concurrence from the Finance/Administration Section Chief.</li> <li><u>Report Unethical Business Practices</u> – Report vendors engaged in unethical business practices, such as inflated prices or rental rates for their merchandise or equipment during disasters, to the EOC Director.</li> </ul> </li> </ol>

<b><i>Purchasing Unit Coordinator</i></b>	
	<b>3. Submit Purchasing Records to Cost Unit</b> <u>Forward Contracts for Payment</u> – Forward costs and payment schedules to District Treasurer for processing of all EOC contracts.
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<u>Aids</u>  <u>Forms</u> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Compensation and Claims Unit Coordinator

<b>Compensation and Claims Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Compensation and Claims Unit Coordinator oversees the investigation of injuries and claims arising from damage to property and/or equipment. Responsible for maintaining a file of injuries and illnesses associated with the event or disaster including results of investigations.</p> <ol style="list-style-type: none"> <li><b>1. Manage Equipment Loss or Damage Claims</b> – Coordinate investigation and resolution of claims of equipment loss or damage due to response activities.</li> <li><b>2. Manage Injury Claims</b> – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe.</li> <li><b>3. Manage Private Property Loss or Damage Claims</b> – Record all claims of public property loss or damage, and explore options for loss control and mitigation of hazards.</li> <li><b>4. Submit Claim Summaries to Cost Unit</b> – Forward summary of claim estimates to Cost Unit for processing.</li> </ol>
<b>Reports To:</b>	EOC Finance / Admin Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Manage Equipment Loss or Damage Claims</b> <p><u>Receive Equipment Claim Information</u> – Receive and record claims of loss or damage to response equipment operating on behalf of the EOC or jurisdiction. Consult with the Risk Management Officer on all claims of equipment loss or damage.</p> <p><u>Gather Information</u> – Investigate equipment damage claims to determine cause and application under the contract, taking photographs where appropriate to document damage. Obtain copies of relevant contracts from the Purchasing Unit Coordinator.</p> <p><u>Track Equipment Damage Claims</u> – Maintain a chronological log of equipment damage claims reported during the event.</p> </li> </ol>

<b>Compensation and Claims Unit Coordinator</b>	
	<p><b>2. Manage Injury Claims</b>  <u>Receive Injury Claims</u> – Receive and record all reports of injuries associated with the response effort. Establish a separate file for each reported incident.  <u>Investigate Injury Claims</u> – Where injuries occur to District employees or EOC volunteers, ensure all injury claims are investigated as soon as possible.  <u>Prepare WCB Forms</u> – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe.  <u>Track Injury Claims</u> – Maintain a chronological log of injuries and illnesses reported during the event.</p> <p><b>3. Manage Private Property Loss or Damage Claims</b>  <u>Receive Damage Claims</u> – Receive and record all reports of private property loss or damage claims associated with the incident, working with the Damage Assessment prepared by the EOC Situation Unit. Consult with the Risk Management Officer on all claims of public property loss or damage, and explore options for loss control and mitigation of hazards.  <u>Investigate Damage Claims</u> – Ensure all private property claims are investigated as soon as possible.  <u>Track Damage Claims</u> – Maintain a chronological log of private property damage reported during the event.</p> <p><b>4. Submit Claim Summaries to Cost Unit</b>  Forward summary of claim estimates to Cost Unit for processing.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

## Cost Accounting Unit Coordinator

<b>Cost Accounting Unit Coordinator</b>	
<b>Responsibilities:</b>	<p>The Cost Accounting Unit Coordinator collects all cost data, performs cost effectiveness analyses, develops cost estimates, and makes cost-saving recommendations.</p> <ol style="list-style-type: none"> <li><b>1. Acquire Cost Data</b> – Collect cost documentation daily from sites and EOC sections.</li> <li><b>2. Create and Maintain Cost Records</b> – Prepare and maintain a cumulative cost report for the event or disaster, accounting for all costs and losses incurred by the local government.</li> <li><b>3. Coordinate Financial Assistance for Jurisdiction</b> – Coordinate all financial assistance efforts with agencies offering emergency response support.</li> </ol>
<b>Reports To:</b>	EOC Finance / Admin Section Chief
<b>Getting Started:</b>	Follow the Generic "Getting Started" Checklist.
<b>Main Checklist:</b>	<ol style="list-style-type: none"> <li><b>1. Acquire Cost Data</b>  <u>Advise EOC Sections on Cost Records</u> – Ensure that each EOC Section is documenting response cost information from the onset of the event. Advise staff of Disaster Financial Assistance rules and the importance of documentation.  <u>Assemble Cost Records</u> – Collect cost documentation daily at the end of each shift. Assist Incident Commander(s) and Branch Coordinators in obtaining cumulative cost totals for the event on a daily basis.  <u>Summarize Costs</u> – Compute costs for use of equipment owned, rented, donated or obtained through aid, working with the Purchasing Unit. Meet with the Documentation Unit Coordinator and review EOC position logs, journals, all status reports and Action Plans to determine additional financial assistance items that may have been overlooked.</li> <li><b>2. Create and Maintain Cost Records</b>  <u>Prepare Daily Expense Reports</u> – Prepare and maintain a daily expense report (using EOC Form 532) for the event or disaster, accounting for all costs and losses incurred by the local government.  <u>Maintain Cumulate Costs</u> – Prepare and maintain a cost report to provide cumulative analyses, summaries, and total emergency related expenditures for the local jurisdiction.  <u>Organize Cost Records</u> – Organize and prepare records for final audit.</li> </ol>



<b>Cost Accounting Unit Coordinator</b>	
	<p><b>3. Coordinate Financial Assistance for District</b></p> <p><u>Confirm Task Number</u> – Ensure that there is a task number for the incident.</p> <p><u>Identify Sources of Financial Assistance</u> – Coordinate all financial assistance with agencies offering emergency response support. Contact the PEP Recovery Office for assistance and guidance.</p> <p><u>Assemble Cost Records</u> – Working with the EOC Documentation Unit, organize and prepare cost records for submission to provincial organizations.</p>
<b>Before Leaving:</b>	Follow the Generic "Before Leaving" Checklist.
<b>Function Aids:</b>	<p><b><u>Aids</u></b></p> <p><b><u>Forms</u></b></p> <ul style="list-style-type: none"> <li>• Position Log (Form EOC 414)</li> </ul>

Council responsibilities during an emergency:

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	Authorize "Declaration of State of Local Emergency"
	Approve extraordinary emergency response measures
	Conduct media information and briefings
	Conduct public information sessions if required
	Host dignitaries and officials
	Receive regular updates during event
	Be involved in executive decisions or senior event management
	<b>Do not micro-manage EOC!</b>

Appendix G  
Emergency  
Operations Centre  
Forms

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## Annex D – Forms and Templates

### Numerical Listing:

EOC 401	EOC Management Team Briefing Agenda
EOC 401A	EOC Briefing Format
EOC 407	Position Decision/Approval Log
EOC 410	Contact Log
EOC 412	Radiogram (Radio Message Form)
EOC 414	Position Log
EOC 415	Damage Assessment
EOC 416	EOC Internal Message Form (3 Part Form)
EOC 417	ESS Reception/Centre/Group Lodging Situation Report
EOC 418	ESS Situation Report
EOC 420	Evacuation Message (Sample)
EOC 421	Evacuation Instructions (Sample)
EOC 422	Spokesperson Media Statement (Sample)
EOC 423	Media Tracking Report (Sample)
EOC 424	Media Conference Attendance Record (Sample)
EOC 425	After the Disaster (Sample Release)
EOC 501	EOC Situation Report
EOC 502	EOC Action Plan
EOC 503	EOC Shift Schedule
EOC 507	Transportation Plan
EOC 508A	EOC Staff Food Plan
EOC 508B	EOC Staff Lodging Plan
EOC 509	Communications Log
EOC 511	Check-in, Check-out List
EOC 512	PEP Task Registration Form
EOC 514	Request for Resources or Assistance
EOC 515	Personnel Assignments and Resource Planning Worksheet
EOC 516	Resource Status (By Type)
EOC 517	Resource Status (By Location)
EOC 523	Facility/Equipment Inventory for EOC
EOC 530	EOC Expenditure Authorization Form
EOC 532	EOC Daily Expenditures
EOC 534	EOC Expenditures – Event Totals
EOC 550	EOC Major Incident Report

**ICS Form Master on Thumb Drive:**

ICS 201	Incident Briefing
ICS 202	Incident Objectives
ICS 203	Organization Assignment
ICS 204	Assignment List
ICS 205	Radio Communications Plan
ICS 206	Medical Plan
ICS 208	Safety Message / Plan
ICS 209	Incident Status Summary
ICS 213	General Message
ICS 214	Activity Log
ICS 215	Operational Planning Worksheet
ICS 221	Demobilization Checklist
ICS 309	Communications Log



Event::	Date:	Meeting Time:	Function:
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Objectives Accomplished:

Objectives for Next Operational Period:

Unmet Needs:

Issues the EOC Should Note:





Event::	Date:	Meeting Time:	Function:
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<b>Agency:</b>	<b>Agency:</b>
Contact Name:	Contact Name:
Title:	Title:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Pager:	Pager:
After Hours Phone:	After Hours Phone:
Fax:	Fax:
Email:	Email:
Location:	Location:

<b>Agency:</b>	<b>Agency:</b>
Contact Name:	Contact Name:
Title:	Title:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Pager:	Pager:
After Hours Phone:	After Hours Phone:
Fax:	Fax:
Email:	Email:
Location:	Location:

<b>Agency:</b>	<b>Agency:</b>
Contact Name:	Contact Name:
Title:	Title:
Business Phone:	Business Phone:
Cell Phone:	Cell Phone:
Pager:	Pager:
After Hours Phone:	After Hours Phone:
Fax:	Fax:
Email:	Email:
Location:	Location:

# Radiogram (Radio Message Form)

EOC 412

Shaded Area for Message Clerk or Radio Operator Use Only

Number	Precedence (Circle one)	HX	Station of Origin	Check	Place of Origin	Time Filed hh:mm	Date Filed mm/dd
	<b>E</b> mergency <b>P</b> riority <b>W</b> elfare <b>R</b> outine						

To (Addressee Name)	Originator is responsible for area inside <b>bold lines</b> (Please Print-Capital Letters Only)
Phone (optional)	

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

From (Sender Name)
Title (If any)
Phone (optional)

Received From:

Call sign	Time hh:mm	Date mm/dd
Operator	Frequency	Method

Sent To:

Call sign	Time hh:mm	Date mm/dd
Operator	Frequency	Method



**Building Description**

1. Property Owner Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Property ID Number: \_\_\_\_\_

4. Community: \_\_\_\_\_

5. Property Owner Contact/Phone: \_\_\_\_\_

7. Number of stories above ground: \_\_\_\_\_ below: \_\_\_\_\_

6. Type of Construction

R Wood frame                      R Manufactured

R Steel frame                      R Masonry

R Concrete frame                R Other: \_\_\_\_\_

8. Building Type

Footprint

Damage Extent

Main structure footprint: \_\_\_\_\_ m x \_\_\_\_\_ m

R Total    R Major    R Minor    R None

Outbuilding footprint: \_\_\_\_\_ m x \_\_\_\_\_ m

R Total    R Major    R Minor    R None

Outbuilding footprint: \_\_\_\_\_ m x \_\_\_\_\_ m

R Total    R Major    R Minor    R None

Outbuilding footprint: \_\_\_\_\_ m x \_\_\_\_\_ m

R Total    R Major    R Minor    R None

Other footprint: \_\_\_\_\_ m x \_\_\_\_\_ m

R Total    R Major    R Minor    R None

9. Occupancy Type

R Primary Residence

R Seasonal Residence

R Personal Vehicle

R Agricultural

R Industrial

R RV

R Commercial

R Institutional

R Boat

R Government

R Utilities

R Equipment

R Other \_\_\_\_\_

10. Other Losses

R Other \_\_\_\_\_

**Hazard Evaluation**

**Other Hazards**

11. Observed Hazards

R Chimney, parapet, or other falling hazard

R Danger Trees

R Ash pits

R Open Wells or Septic Tanks

R Propane tanks

R Hazardous Materials

R Downed Power Lines

R Trip Hazards

R Sharp Hazards

R Rockfall or Landslide

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Inspection Time (24 hr): \_\_\_\_\_



Message From:	EOC Function:	Date:	Time:
To:	Subject:		

Message:

Reply From:	EOC Function:	Date	Time:
-------------	---------------	------	-------

Reply:

Message From:	EOC Function:	Date:	Time:
To:	Subject:		

Message:

Reply From:	EOC Function:	Date	Time:
-------------	---------------	------	-------

Reply:

(Obtain from ESS Director)

(Obtain from ESS Director)

Event:	Date:	Time:
--------	-------	-------

**This is** \_\_\_\_\_  
*(rank/title name)*

**From the** \_\_\_\_\_  
*(agency/dept)*

**A** \_\_\_\_\_  
*(size/intensity of incident)*

**Incident has occurred/is occurring in/at** \_\_\_\_\_  
*(location)*

**Because of the potential danger to life and health** \_\_\_\_\_  
*(the authority)*

\_\_\_\_\_ **everyone within** \_\_\_\_\_  
*(has/have)*      *(ordered/recommended)*      *(# blocks/kilometers/meters)*

**of that area to** \_\_\_\_\_  
*(evacuate/shelter-in-place)*      *(immediately/as soon as possible)*

**This message will be repeated. Specific instructions and locations for help will be given.**

**If you are in the following areas, you** \_\_\_\_\_  
*(must/should)*      *(leave the area/get inside a building)*

\_\_\_\_\_ **The areas involved are as follows:**  
*(immediately/as soon as possible)*

\_\_\_\_\_ *(Northern Boundary: street, highway or other significant geographical point)*

\_\_\_\_\_ *(Eastern Boundary: street, highway or other significant geographical point)*

\_\_\_\_\_ *(Southern Boundary: street, highway or other significant geographical point)*

\_\_\_\_\_ *(Western Boundary: street, highway or other significant geographical point)*

**Listen to your local radio stations for further information.**

Prepared by (Information Officer):	Approved by (EOC Director):
Time Approved:	Date Approved:



Event:	Date:	Time:
--------	-------	-------

The (Local Authority) Emergency Program or Emergency Operations Centre is urging residents affected by the recent (disaster – whatever it is) to be prepared to evacuate if ordered to do so by emergency officials in your area.

If you have to evacuate:

- Take an emergency survival kit with you.
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- If you are instructed to do so, shut off water, gas and electricity.
- Make arrangements for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went. If you have a mailbox, you can leave the note there.
- If you are evacuated, register with the local ESS emergency reception center (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

Media Contact:	Name:	Phone:
Local Authority	Web Address:	

Event:	Date:	Time:
--------	-------	-------

**My name is:** \_\_\_\_\_ **My position is:** \_\_\_\_\_

**This is the information I can give you so far:**

**At** \_\_\_\_\_ **on** \_\_\_\_\_ **a(n)**  
*(time: am/pm)* *(day of the week and date)*

\_\_\_\_\_ **occurred at**  
*(fire, flood, explosion, earthquake, chemical spill, etc)*

\_\_\_\_\_ **in** \_\_\_\_\_  
*(location)* *(local authority/jurisdiction)*

**Information on number injured and fatalities is (not) known at this time.**

**Emergency response procedures to protect the public, responders and the environment is underway. The** \_\_\_\_\_ **has been** \_\_\_\_\_  
*(facility or location)* *(shut down/cordoned off/evacuated).*

**The cause of the** \_\_\_\_\_ **is currently under investigation.**  
*(fire, explosion, chemical spill)*

**No estimate of damage is available at this time. As information becomes available, the** \_\_\_\_\_ **Emergency Operations Centre will issue additional reports.**  
*(local authority)*

**Any further inquiries should be directed to** \_\_\_\_\_  
*(name and title)*

**at** \_\_\_\_\_ **and telephone number** \_\_\_\_\_  
*(location)* *(telephone number)*

Prepared by (Public Information Officer):	Approved by (EOC Director):
Time Approved:	Date Approved:





Event:	Date:	Time:
--------	-------	-------

Having just experienced the shock and pain of a disaster, you will be very busy for the next few days or weeks. Caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filing claim forms may occupy the majority of your time. As the immediate shock wears off, you will start to rebuild and put your life back together. There are some normal reactions we may all experience as a result of a disaster. Generally, these feelings don't last long, but it is common to feel let down and resentful many months after the event. Some feelings or responses may not appear until weeks or even months after the disaster. Some common responses are:

- Irritability/Anger
- Sadness
- Fatigue
- Headaches or nausea
- Loss of appetite
- Hyperactivity
- Inability to sleep
- Lack of concentration
- Nightmares
- Increase in alcohol or drug consumption
- Fear of storms

Many victims of disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favourite hobby. Getting away from home for a day or a few hours with close friends can help.
- Pay attention to your health, to good diet and adequate sleep. Relaxation exercises may help if you have difficulty sleeping.
- Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and to have fun.
- If stress, anxiety, depression, or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.

Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of recovery.

Media Contact:	Name:	Phone:
Local Authority	Web Address:	

**EOC SITUATION REPORT**  
 (Items in **BOLD** must be completed: **NO RED INK**)

From (Local Authority): \_\_\_\_\_

<b>1. FORM PREPARED:</b> _____ MM/DD/YY HH:MM		<b>2. FOR OPERATIONAL PERIOD</b> FROM: _____ MM/DD/YY HH:MM TO: _____ MM/DD/YY HH:MM		<b>3. THIS REPORT:</b> † INITIAL † UPDATE † FINAL		<b>4. EVENT NAME:</b>  EOC EVENT NUMBER: _____	
<b>5. EOC DIRECTOR NAME:</b>		<b>6.</b>	<b>7.</b>	<b>8. EVENT TYPE:</b>		<b>9. EVENT GENERAL LOCATION:</b>	
<b>10. EVENT STARTED:</b> DATE _____ MM/DD/YY TIME _____ 24 HR		<b>11. CAUSE:</b>		<b>12. AREA(S) INVOLVED:</b>		<b>13. PEP TASK NUMBER:</b>	
<b>14. LOCAL EMERGENCY DECLARED?</b> † YES † NO † ANTICIPATED † CANCELLED		<b>15.</b>	<b>16.</b>	<b>17. CURRENT THREAT(S):</b>		<b>18. CONTROL PROBLEMS:</b>	
<b>19. ESTIMATED LOSSES:</b> RESIDENTIAL: \$ BUSINESS: \$ INFRASTRUCTURE: \$ TOTAL: \$		<b>20. ESTIMATED SAVINGS:</b> \$ COMMENTS:		<b>21. NUMBER OF SERIOUS INJURIES:</b>  <b>FATALITIES:</b>		<b>22. EVACUATION:</b> † ALERT † ORDERED † ALL CLEAR  RECEPTION CENTRES CURRENTLY OPEN? † YES † NO HOW MANY? _____	
<b>23. NUMBER EVACUATED:</b> _____ KINDS OF EVACUEES (E.G., RESIDENTS, HOSPITALS, ANIMALS, ETC.):		<b>24. CURRENT WEATHER:</b> MAX WIND SPEED _____ KPH  WIND DIRECTION, FROM: _____ (E.G., NW)  MAX TEMP: _____ C. MIN HUMIDITY: _____ %		<b>25. FORECAST WEATHER (24 HR):</b> MAX WIND SPEED _____ KPH  WIND DIRECTION, FROM: _____ (E.G., NW)  MAX TEMP: _____ C. MIN HUMIDITY: _____ %		<b>26. EOC EXPENDITURES THIS OPERATIONAL PERIOD:</b> \$ _____	
<b>27. ESTIMATED TOTAL EXPENDITURES:</b> \$ COMMENTS:		<b>28. PROGNOSIS:</b> † NO CHANGE † WORSENING † IMPROVING COMMENTS:		<b>29. MUTUAL AID NEEDED NEXT OPERATIONAL PERIOD?</b> † YES † NO FROM WHAT SOURCE: NEXT OPERATIONAL PERIOD FROM: _____ MM/DD/YY HH:MM TO: _____ MM/DD/YY HH:MM  KIND(S) (E.G., EOC PERSONNEL, RADIOS - SPECIFY NEEDS):		<b>30. ADDITIONAL PROVINCIAL RESOURCES NEEDED NEXT OPERATIONAL PERIOD?</b> † YES † NO KIND(S) (E.G., TEAMS, RECEPTION CENTRES):  RESOURCE REQUEST FORM SENT TO PREOC † YES † NO	

SEE REVERSE FOR INSTRUCTIONS ON COMPLETING THIS FORM

**31. EOC RESPONSE / RECOVERY ACTION PLAN**  
 (LIST GOALS, OBJECTIVES AND THE ACTIONS TO BE TAKEN):

Empty box for EOC Response / Recovery Action Plan.

**32. REMARKS:**

Empty box for Remarks.

**33. FORM PREPARED BY**

\_\_\_\_\_  
 (PRINT YOUR NAME)

**34. APPROVED BY EOC DIRECTOR:**

DATE: \_\_\_\_\_ TIME \_\_\_\_\_  
 MM/DD/YY HH:MM  
 \_\_\_\_\_  
 (SIGNATURE OF EOC DIRECTOR)

**35. SIT REP SENT:**

DATE: \_\_\_\_\_ TIME \_\_\_\_\_  
 MM/DD/YY HH:MM  
 † TO PREOC AT FAX: 952-4972  
 † TO POLICY GROUP AT FAX: \_\_\_\_\_  
 † TO OTHER \_\_\_\_\_  
 AT FAX: \_\_\_\_\_

**Additional Sheets Attached?**

† NO † YES (Number of pages attached = \_\_\_\_\_ )

**GENERAL INSTRUCTIONS FOR FORM EOC 501**

Completion of the EOC Situation Report will be as directed by the Provincial Operations Centre (POC). EOCs must send the EOC Situation Report at least every 24 hours, or more often to match your operational periods. Status Reports should be sent by facsimile. The first Report should be from the start of the operation up to 20:00 hrs. (or earlier) of the first day of operations. An additional EOC Situation Report may be sent if there are significant changes in the situation.

1. Enter date and time report completed.
2. Indicate the Operational Period covered by the report. Use 24 hour clock
3. Check appropriate space.
4. Provide event name and event number given to incident by EOC.
5. Enter first initial and last name of EOC Director.
6. Reserved.
7. Reserved.
8. Enter type of incident e.g., wildland fire (fuel type), structure fire, hazardous spill, flood, etc.
9. Enter general location of incident/event. Use remarks for additional data if necessary.
10. Enter date (month/day/year) and 24 HR local time incident started (maximum of 8 characters).
11. Enter cause or "under investigation."
12. Enter area(s) involved, e.g. between Main Street and Alder Avenue (Map Grid A4).
13. Enter PEP Task Number if assigned (optional).
14. Enter whether a State of Local Emergency Declaration has been issued OR is anticipated.
15. Reserved.
16. Reserved.
17. Report significant threat to value resources, e.g. structures, watershed, timber, wildlife, etc..
18. Enter control problems, e.g., accessibility, fuels, terrain, weather, tides, structures.
19. Enter estimated dollar value of total damage to date. Include breakdown of damage to residential and business property and other significant infrastructure damage.
20. Enter estimate of values saved (optional).
21. Enter number of deaths or serious injuries that have occurred sincethelastreport.
22. Check appropriate space for evacuation status and reception center/shelter status.
23. Report estimated number of people evacuated sincethelastreport and kinds of evacuations.
24. Indicate current weather conditions at the incident location.
25. Indicate predicted weather conditions for the next operational period.
26. Provide total EOC incident (operational) expenditures to date.
27. Provide estimated total EOC expenditures for entire incident.
28. Enter general prognosis of incident.
29. Indicate whether mutual aid will be required for next operational period. If so, list where mutual aid will be needed, for what operational period, and kinds and types of resources that will be required.
30. Indicate whether Provincial Resources will be required for next operational period. If so, define next operational period, list what kinds and types of resources will be required.
31. Summarize your EOC's current Action Plan; briefly listing priority Goals/Objectives and your response organization's Actions required to meet those Goals/Objectives.
32. The Remarks space can be used to (1) list additional resources not covered in Section 29; (2) provide more information on location in Section 9; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc.
33. This will normally be the Planning Section Chief. Print full name clearly.
34. This must be signed and dated by the EOC Director.
35. Indicate where Situation Report shall be sent. Print clearly.



Event:	Date:	Time:
--------	-------	-------

Situation Summary:	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
--------------------	---

General Response Goals (Check if Applicable)			
<input type="checkbox"/> Protect Responders	<input type="checkbox"/> Protect Public Health	<input type="checkbox"/> Protect Environment	
<input type="checkbox"/> Save Lives	<input type="checkbox"/> Protect Govt. Infrastructure	<input type="checkbox"/> Reduce Social and Economic Losses	
<input type="checkbox"/> Reduce Suffering	<input type="checkbox"/> Protect Property	<input type="checkbox"/> Other	

EOC Objectives for Next Operational Period	Responsible Function	Completion Time:	
		Estimated	Actual

Attachments (Check if Attached):			
<input type="checkbox"/> Organization Chart	<input type="checkbox"/> Flood Fighting Plan	<input type="checkbox"/> Interface Fire Plan	
<input type="checkbox"/> Section Assignment List	<input type="checkbox"/> Transportation Plan	<input type="checkbox"/> Communications Plan	
<input type="checkbox"/> Public Information	<input type="checkbox"/> HazMat Plan	<input type="checkbox"/> Medical Plan	
<input type="checkbox"/> Map	<input type="checkbox"/> Evacuation Plan	<input type="checkbox"/> Other	

<b>NOTE:</b> Action Plan to be distributed to all EOC Section Chiefs.	
Approved by Planning Section Chief:	Approved by EOC Director:

Event:		This Schedule is for:							
		Sun	M	T	W	Th	F	Sat	Date:
Activated EOC Function	00:00 to 08:00								16:00 to 24:00
<b>EOC Director</b>									
Deputy Director									
Risk Management Officer									
Liaison Officer									
Information Officer									
<b>Operations Section Chief</b>									
Fire Branch									
Police Branch									
Ambulance Branch									
ESS Branch									
Environmental Branch									
Engineering Branch									
Utilities Branch									
<b>Planning Section Chief</b>									
Situation Unit									
Resource Unit									
Documentation Unit									
Advance Planning Unit									
Demobilization Unit									
Recovery Unit									
Technical Specialists									
<b>Logistics Section Chief</b>									
Information Technology									
EOC Support									
Supply									
Personnel									
Transportation									
<b>Finance/Admin Section Chief</b>									
Time									
Procurement									
Compensation & Claims									
Cost Accounting									
Prepared by (Logistics Chief):					Approved by (EOC Director):				

Event:	Date:
PEP Task No.:	Time:

Entry No.							
Time of Request							
Agency Requesting							
Number of People /Equip							
Pick-up Point							
Drop-off Point							
Depart Time							
Return Time							
Estimated Travel Time							
Call Sign							
Travel Methods (foot, private vehicle, rental vehicle, bus taxi, helicopter, fixed wing, rail, ferry, boat, other)							
Page ____ of ____							

Prepared by (EOC Transportation Unit Leader)	Approved by (Logistics Section Chief):
--	--

Event:	This EOC Food Plan is for: Sun M T W Th F Sat Date:
--------	--

Meal No.	Meal Type (B/L/D/S)	Meal Date	Meal Time	Menu	Qty	Supplier	Meal Prepared By	Delivered or Pick-Up
1								
2								
3								
4								
5								

B = Breakfast  
 L = Lunch  
 D = Dinner  
 S = Snack

Prepared by (EOC Support Unit Leader):	Approved by (Logistics Section Chief):
Time Approved:	Date Approved:

Event:	Date:	Function:	Name:
--------	-------	-----------	-------

#	Location	Shift 1			Shift 2			Shift 3		
		From	To	#	From	To	#	From	To	#

Comments:

Prepared by (EOC Support Unit Leader):	Approved by (Logistics Section Chief):
Time Approved:	Date Approved:

Event:	PEP Task #:	Date:
Operational Period:	Station ID:	Operator:

Log			
Time	Station ID		Subject
	To	From	

Page \_\_\_ of \_\_\_

Event::	PEP Task No.:	Check-In Location:	Date:
---------	---------------	--------------------	-------

<b>Print Your Name (Last, First)</b>	<b>Agency or Organization You Represent</b>	<b>Assignment: (e.g., EOC Function)</b>	<b>Check-In Time (24 hr)</b>	<b>Check-Out Time (24 hr)</b>
Page ____ of ____	Name of Check-In, Check-Out Supervisor:			

Event:	PEP Task No.:	Region:
Date:	Location of Registration:	

Print Your Name (Last, First)	Your Address	Your Home Telephone Number	Name and Phone Number of Next-of-Kin	Your Signature

Page ____ of ____	Personnel Unit Coordinator Signature: I certify that the persons identified above attended this task. _____ Date: _____
-------------------	--



Event:	Date:	Request No.:
PEP Task No.:	Time:	
Precedence Level:	<b>Emergency</b>	<b>Priority</b> <b>Routine</b>

Staff/Agency Requesting:	
Contact Person's Name and Position:	
Telephone or Contact #:	
Brief description of problem or task to be accomplished:	
Specific Resource Requested and Number Required:	
Potential Substitute:	
Capacity (Size, Voltage, etc.):	
Supporting Equipment, Fuel, Water, Etc.:	
Personnel Required to Operate/Support:	
Transportation Required:	
How Long is Resource Needed:	
Where to Deliver or Report:	
Report to Whom (Name, Title, Agency):	

Resource Request completed by (Name and Position):	
--	--

Resource Request Approved by EOC Operations Chief:	Resource Request Approved by EOC Director:
_____	_____
<i>Name and Signature</i>	<i>Name and Signature</i>
_____	_____
<i>Time and Date</i>	<i>Time and Date</i>

Distribution List:	
EOC Director	Logistics Section
Operations Section	Finance and Administration Section
Planning Section	POC
Other _____	

Response to Resource Request (Completed by Logistics – Supply Unit)			
Resource Available?	Yes	No	# of Resources Deployed:
Request filled by:	_____		Time of Deployment
	<i>(Name and Signature)</i>		
			Estimated Time of Arrival

# Personnel Assignments Resource Planning Worksheet

EOC 515

Event:	Date:
PEP Task No.:	Time:

Request #							
Precedence Level							
Critical Resource Status (Y/N)							
Agency / Location Requesting Resource							
Type of Resource							
# of Resources Requested							
# of Resources Available							
# of Resources Approved							
Time of Deployment							
Location Deployed To							
Arrival Time at Site							
Estimated Time of Use							
Completion Time							
Page ____ of ____							

Distribution List: EOC Director Operations Section Planning Section (Resource Unit)	Logistics Section Finance and Administration Section
--	---

# Resource Status (by type)

EOC 516

Event:	Date:	
PEP Task No.:	Time:	

Kind and Type of Resource	Sites / Locations	Critical Resource Status (Y/N)	Total # of Resource Available	Total # of Resource Assigned	Total # of Resource Out-of-Service	Availability as of Date/Time

Page \_\_\_\_ of \_\_\_\_

Distribution List: EOC Director Operations Section Planning Section Other _____	Logistics Section Finance and Administration Section POC
---	--

Event:	Date:	
PEP Task No.:	Time:	

Site/Location	Type of Resource	Critical Resource Status (Y/N)	Total # of Resource Assigned	Comments	Resource Returned as of Date/Time

Page \_\_\_\_ of \_\_\_\_

<b>Distribution List:</b> EOC Director Operations Section Planning Section Other _____	Logistics Section Finance and Administration Section POC
--	--

Control / Inventory No.	Number of Items	Item Description	Owner	Issued To	Status	Qty	Time	Comments
					Issued			
					Returned			
					Issued			
					Returned			
					Issued			
					Returned			
					Issued			
					Returned			
					Issued			
					Returned			
					Issued			
					Returned			
					Issued			
					Returned			

Page \_\_\_\_ of \_\_\_\_

Form completed by (Name and Position):

Event:	Date:	
PEP Task No.:	Time:	

Requesting Authorized Person / Agency:	
Location:	
Incident Description: (include date, time, location and nature of response activity or service being provided)	
Amount Requested:	
Expenditure Authorized "Not to Exceed"	

Expenditure Request Approved by Finance / Admin Section Chief:	Expenditure Request Approved by EOC Director:
_____	_____
<i>Name and Signature</i>	<i>Name and Signature</i>
_____	_____
<i>Time and Date</i>	<i>Time and Date</i>

Distribution List: EOC Director Operations Section Planning Section Other _____	Logistics Section Finance and Administration Section Originator of Request
---	--

EOC Daily Expenditures	EOC 532
------------------------	---------

Event:	Date:	
PEP Task No.:	Time:	

Time	Payee	Invoice Number	Wages	Travel	Supplies/ Materials	Food	Misc.	Total

Page ____ of ____
-------------------

Daily Expenditures completed by (Name and Position)	
Distribution List: EOC Director Operations Section Planning Section Other _____	
Logistics Section Finance and Administration Section POC	

Event:	Date:	
PEP Task No. :	Time:	

Date	Payee	Invoice Number	Wages	Travel	Materials	Total

Page \_\_\_\_ of \_\_\_\_

EOC Event Totals completed by (Name and Position):	
---	--

Distribution List: EOC Director Planning Section Other _____	Finance and Administration Section POC
---	---



Event:	Date:	Reported By: (name, position, agency)
PEP Task No.:	Time:	

Type of Incident:
Location of Incident:
Description of Incident:
Responding Agencies:

Deaths:	Injuries:
Damage or Potential Damage:	
Situation Forecast:	
Regional/Provincial Support Provided or Required:	
Public Information/Media Requirements:	

Prepared by:

Approved by EOC Director:

\_\_\_\_\_  
*Name and Signature*

\_\_\_\_\_  
*Name and Signature*

\_\_\_\_\_  
*Time and Date*

\_\_\_\_\_  
*Time and Date*

Distribution List EOC Director Operations Section Planning Section Logistics Section Finance/Admin Section Other _____	Deputy Director Risk Management Officer Liaison Officer Public Information Officer POC
--	--



**Community Emergency Management Program**  
**Emergency Plan for the Town of Taber**

DRAFT

**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

# Town of Taber

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## **Town of Taber**

### **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 50<sup>th</sup> St, Taber  
Alberta, Canada  
T1G 1T1*

## **Town of Taber**

### **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 – 19-2019;
- 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:

Town of Taber Municipal Emergency  
Management Committee

```
graph TD; A[Town of Taber Municipal Emergency Management Committee] --> B[Director of Emergency Management]; B --> C[Town of Taber Emergency Management Agency];
```

Director of Emergency Management

Town of Taber Emergency  
Management Agency

## 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

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

### Risk

The lack of clearly communicated notification procedures could result in failure to activate emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could

## **Town of Taber**

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.

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.

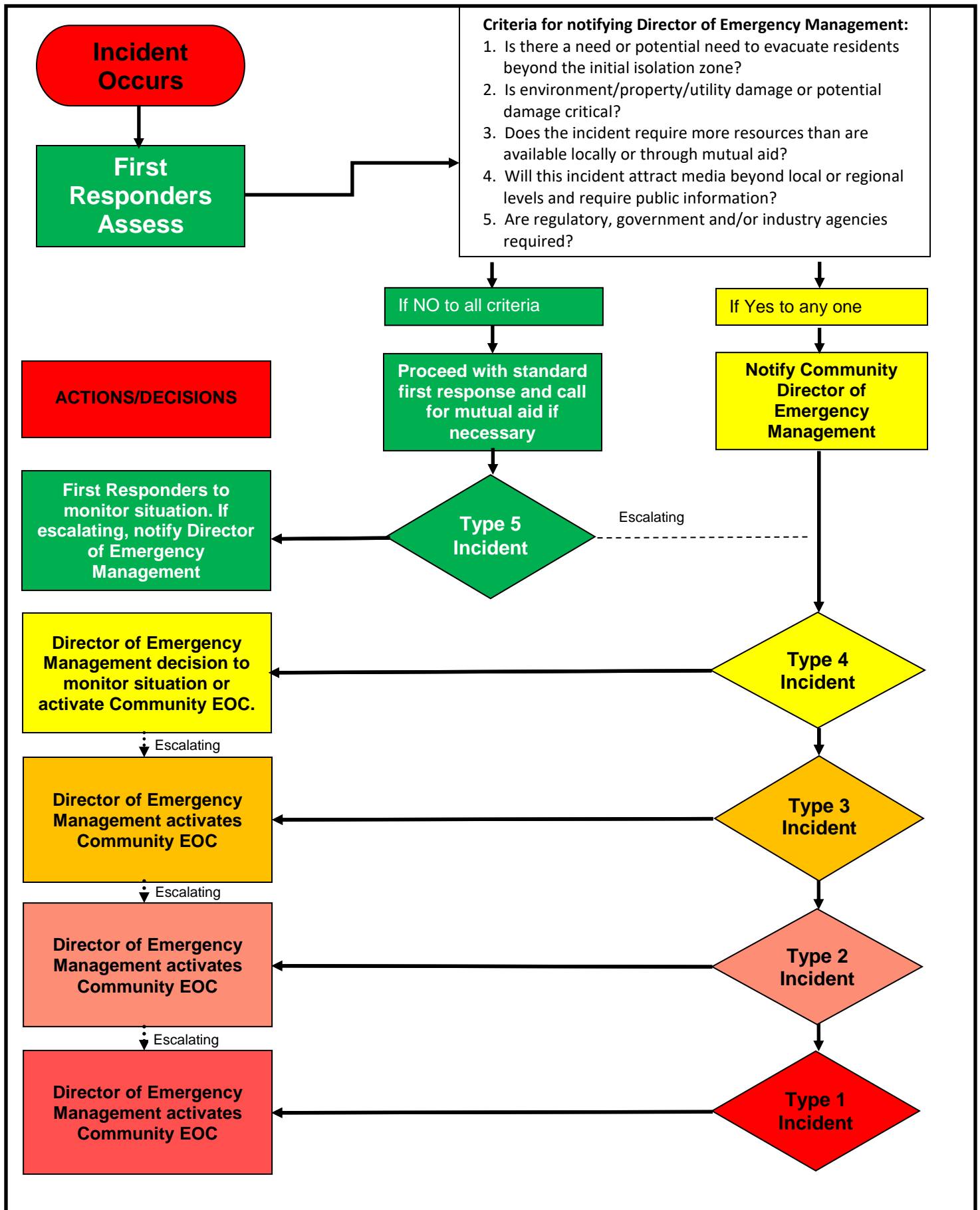
**Town of Taber**

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

## NOTIFICATION/ACTIVATION DECISION CHART



# Emergency Plan for the Town of Taber

## 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

<b>Andrew PROKOP</b>	Mayor	403-223-9348	403-382-0341	<a href="mailto:Andrew.prokop@taber.ca">Andrew.prokop@taber.ca</a>
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<b>Jack BREWIN</b>	Councillor	403-223-1034	403-634-0880	<a href="mailto:Jack.brewin@taber.ca">Jack.brewin@taber.ca</a>
<b>Carly FIRTH</b>	Councillor	403-223-0669	403-394-8113	<a href="mailto:Carly.firth@taber.ca">Carly.firth@taber.ca</a>
<b>Mark GARNER</b>	Councillor		403-315-2186	<a href="mailto:Mark.garner@taber.ca">Mark.garner@taber.ca</a>
<b>Louie TAMS</b>	Councillor	403-223-4582	403-382-7237	<a href="mailto:Louie.tams@taber.ca">Louie.tams@taber.ca</a>
<b>Joe STROJWAS</b>	Councillor	403-223-5929	403-330-9267	<a href="mailto:joe.strojwas@taber.ca">joe.strojwas@taber.ca</a>

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<b>Ben YOUNG</b>	Liaison Officer	403-223-5500 ext 5514	403-308-5877	<a href="mailto:Ben.young@taber.ca">Ben.young@taber.ca</a>
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### OPERATIONS

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<b>Steve Munshaw</b>	Fire Chief	403-223-5500 ext 6016	403-634-7675	<a href="mailto:fire.chief@taber.ca">fire.chief@taber.ca</a>
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### ESS

<b>Dawn PHILLIPS</b>	Emergency Social Services	403-223-5500 ext 6019	403-382-9521	<a href="mailto:Dawn.phillips@taber.ca">Dawn.phillips@taber.ca</a>
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<b>Kattie SCHLAMP</b>	Documentation Unit Leader	403-223-5500 ext 6009	403-308-1252	<a href="mailto:Kattie.schlamp@taber.ca">Kattie.schlamp@taber.ca</a>
	Resource Unit Leader	403-223-5500 ext		

### LOGISTICS

Emergency Plan for the  
**Town of Taber**

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	Supply Branch	403-223-5500 ext		
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	Facilities Unit Leader	403-223-5500 ext		

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**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**

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.

<b>ALBERTA EMERGENCY ALERT AUTHORIZED USERS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Nathan COTÉ	403-223-6024		403-317-0558
Meghan BRENNAN	403-223-6008		403-634-9824
Dana BELL	403-223-6014		403-795-9470

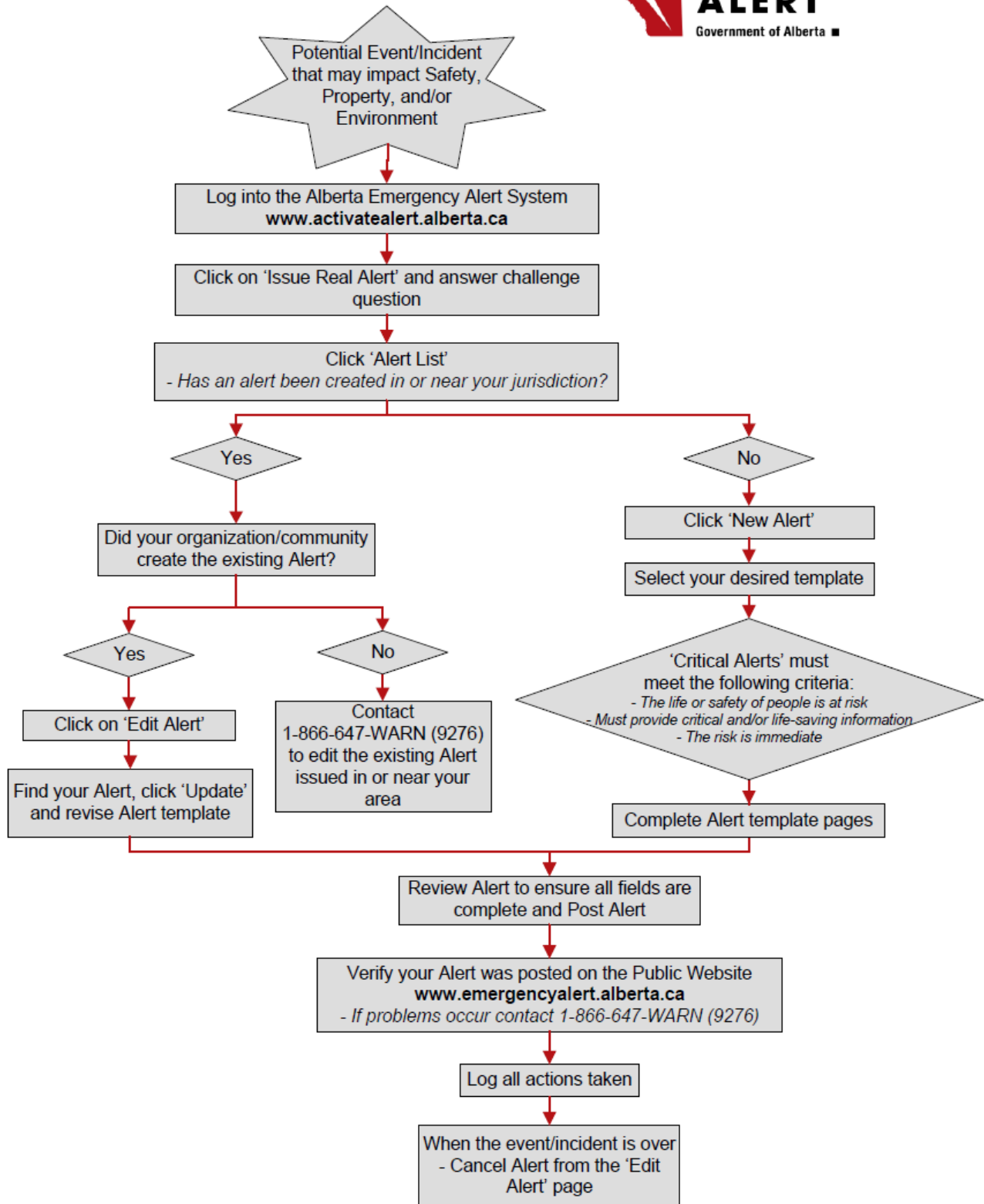


Emergency Plan for the

**Town of Taber**

Raeanne KEER	403-223-5515		403-715-9495
Ben YOUNG	403-223-5514		403-308-5877

## 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.

Emergency Plan for the  
**Town of Taber**

**4 Contacts**

**4.1 First Response Contacts**

<b>EMS</b>	<b>Emergency</b>	<b>Main Office</b>	<b>Fax</b>
Alberta Health Services	911		

<b>FIRE</b>	<b>Emergency</b>	<b>Fire Hall</b>	<b>Fax</b>
Taber Fire Department	911	403-223-6010	403-223-8274
Fire Chief Steve MUNSHAW	403-634-7675	403-223-6016	403-223-8274
Deputy Fire Chief Nathan COTÉ	403-317-0558	403-223-6024	403-223-8274
Fire Prevention Officer Steve SWARBRICK	403-634-3445	403-223-6010	403-223-8274

<b>POLICE</b>	<b>Emergency</b>	<b>Police Station</b>	<b>Fax</b>
<b>Taber Police Services</b>	911	403-223-8991	403-223-5540
Graham ABELA	403-315-3684	403-223-6004	403-223-5540
Howard Kehler	403-795-8991	403-223-5224	403-223-5540
<b>RCMP</b>	403-223-4446	403-223-4447	403-223-4180
Gordon YETMAN	403-584-9572	403-223-4447	403-223-4180
<b>MD of Taber Regional Community Peace Officer Program</b>		403-223-4784	
Henry PETERS	403-892-4826		

<b>Canadian Pacific Rail</b>	<b>Emergency</b>	<b>Business</b>	<b>Fax</b>
CP Rail	1-800-716-9132	1-800-795-7851	

Emergency Plan for the  
**Town of Taber**

CP Rail Police	1-800-716-9132		
Thomas LARSON, Hazmat and Emergency Response Officer	403-703-3585		

**4.2 Public Works**

<b>PUBLIC WORKS STAFF – KEY POSITIONS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
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

<b>FACILITY MAINTENANCE STAFF – KEY POSITIONS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Gary SCHERER	403-223-6017		403-634-6365
Jason WILMS	403-223-4509		403-317-4934
Ryan GILBERTSON	403-223-5557		403-330-8941

<b>SOLID WASTE MANAGEMENT STAFF – KEY POSITIONS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Lisa DEBONA	403-223-5439		403-915-1909
John BROWNING	403-223-5450		403-308-9097

Emergency Plan for the  
**Town of Taber**

Irene IRMLER	403-223-5569		
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**4.3 Utilities / Power**

<b>WATER &amp; WASTEWATER TREATMENT PLANTS STAFF – KEY POSITIONS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Gary SCHERER	403-223-6017		403-634-6365
Chris FLAHERTY	403-223-5802		403-317-3981
Doug BLINDBACK	403-223-5803		403-634-2463

<b>WATER DISTRIBUTION AND COLLECTION STAFF – KEY POSITIONS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Ramin LAHIJI	403-223-5463		403-308-4448
John BROWNING	403-223-5450		403-308-9097
Brent HAMILTON			403-331-9598

<b>UTILITIES / POWER CONTACT INFORMATION</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Cell</b>
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		

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Equus	1-888-565-5445		
Telus	*611	310-1000	

**4.4 Municipal Emergency Management Committee**

<b>MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Councillor Jack BREWIN		403-223-1034	403-634-0880
Councillor Garth BEKKERING		403-223-0259	403-308-4445
Councillor Joe STROJWAS		403-223-5929	403-330-9267
Alternate – Mayor Andrew PROKOP		403-223-9348	403-382-0341

**4.5 Town of Taber Emergency Management Agency**

<b>TOWN OF TABER INTERNAL EMERGENCY MANAGEMENT AGENCY</b>		
<b>Name and Position</b>	<b>Telephone</b>	
	<b>Business</b>	<b>Cell</b>
<b>Town of Taber Acting DEM</b> – Gary SCHERER	403-223-6017	403-634-6365
<b>Town of Taber DDEM</b> – Nathan COTE	403-223-6024	403-317-0558
<b>Master Scribe</b> – Kerry VAN HAM	403-223-5519	403-382-9303

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<b>Backup Scribe</b> – Raeanne KEER	403-223-5515	403-715-9495
<b>Risk Management</b> – Grace NOBLE	403-223-6000	403-894-1276
<b>Backup Risk Management</b> – Erica DAM	403-223-5552	403-915-3698
<b>Liaison Officer</b> – Ben YOUNG	403-223-5514	403-308-5877
<b>Information Officer</b> – Meghan BRENNAN	403-223-6008	403-634-9824
<b>Operations Section Chief</b> – Graham ABELA	403-223-6004	403-315-3684
<b>Operations Section Chief</b> – Steve MUNSHAW	403-223-6016	403-634-7675
<b>Operations Section Chief</b> – Ramin LAHIJI	403-223-5463	403-308-4448
<b>Operations Section Scribe</b> – Brooklyn HAMMERSTED	403-223-6018	403-715-5890
<b>Operations Section Scribe</b> – Arlene WONG	403-223-5225	403-223-0363
<b>Emergency Social Services</b> – Dawn PHILLIPS	403-223-6019	403-382-9521
<b>Backup Emergency Social Service</b> – Jeremy SILLITO	403-223-5554	403-892-3323
<b>Planning Section Chief</b> – Phyllis MONKS	403-223-5524	403-331-4932
<b>Situation Unit Leader</b> – Rob JANZEN	403-223-6003	226-503-4534
<b>Documentation Unit Leader</b> – Kattie SCHLAMP	403-223-6009	403-308-1252
<b>Logistics Section Chief</b> – Lisa DEBONA	403-223-5439	403-915-1909
<b>Backup Logistics Section Chief</b> – Louise PARSONS	403-223-6012	403-200-8115
<b>Communications Unit Leader</b> – Alaa ABDEL KHALIQ	403-223-6011	403-393-1553
<b>Backup Communication Unit Leader</b> – Ramez IBRAHIEM	403-223-6006	431-336-4871



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<b>Medical Unit Leader</b> – Marnie MOULAND	403-223-5547	403-634-7647
<b>Finance Section Chief</b> – John ORWA	403-223-6005	403-308-6438
<b>Cost Unit Leader</b> – Donna WEISS	403-223-6001	403-308-6438
<b>Time Unit Leader</b> – Carrie JOHNSON	403-223-5510	403-308-2764
<b>Procurement Unit Leader</b> – Megan SUSHELNITSKI	403-223-5503	403-892-3968
<b>COMP/Claims Unit Leader</b> – Lorraine CLARK	403-223-5529	403-331-9144

**TOWN OF TABER EXTERNAL EMERGENCY MANAGEMENT AGENCY**

<b>Name and Position</b>	<b>Telephone</b>	
	<b>Business</b>	<b>Cell</b>
<b>RCMP</b> – Gordon YETMAN	403-223-4447	403-584-9572
<b>MD of Taber</b> – Acting Jesse KURTZ		403-654-7438
<b>Taber &amp; District Housing</b> – Tim JANZEN	403-223-2767 ext 7	403-382-7098
<b>Clearview Lodge</b> – Joan HART	403-223-2822 ext 1	
<b>Good Samaritans Linden View</b> – Laurel SYRYDA	403-223-2287	
<b>AEMA</b> – Garry DZIOBA	403-562-3374	587-894-4211
<b>AHS Public Health</b> – Mike SWYSTUN		587-220-2791
<b>AHS Public Health</b> – Danny Lo		403-330-9130
<b>Horizon School Division</b> – Wilco TYMENSEN	403-223-3547	403-360-7008
<b>Taber Hospital</b>	403-223-7211	

<b>CHIEF ELECTED OFFICIAL AND COUNCIL</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Andrew PROKOP		403-223-9348	403-382-0341
Garth BEKKERING		403-223-0259	403-308-4445
Jack BREWIN		403-223-1034	403-634-0880
Carly FIRTH		403-223-0669	403-394-8113
Mark GARNER			403-315-2186
Louie TAMS		403-223-4582	403-382-7237
Joe STROJWAS		403-223-5929	403-330-9267

**4.7 Alberta Emergency Alert Users**

<b>ALBERTA EMERGENCY ALERT AUTHORIZED USERS</b>			
<b>Name and Position</b>	<b>Telephone</b>		
	<b>Business</b>	<b>Residence</b>	<b>Cell</b>
Nathan COTÉ	403-223-6024		403-317-0558
Meghan BRENNAN	403-223-6008		587-220-3935
Dana BELL	403-223-6014		403-795-9470
Raeanne KEER	403-223-5515		403-715-9495
Ben YOUNG	403-223-5514		403-308-5877

**4.8 Federal Government Contacts**

Emergency Plan for the  
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<b>FEDERAL GOVERNMENT 24 HOUR EMERGENCY CONTACT INFORMATION</b>			
Ministries/Agencies/Boards	Contact Information		
	Phone	Fax	Email/Web
Canadian Food Inspection Agency	800.442.2342		<a href="http://www.inspection.gc.ca">www.inspection.gc.ca</a>
Environment Canada Storm Prediction Centre	800.667.8676		<a href="http://www.weatheroffice.gc.ca">www.weatheroffice.gc.ca</a>
National Energy Board	800.899.1265	877.288.8803	<a href="http://www.neb-one.gc.ca">www.neb-one.gc.ca</a> <a href="mailto:info@neb-one.gc.ca">info@neb-one.gc.ca</a>
NAV Canada Notice to Airmen (NOTAM)	866.541.4102	780.890.8593	<a href="http://www.navcanada.ca">www.navcanada.ca</a>
Transport Canada Airspace Restriction Requests CANUTEC (Dangerous Goods)	204.983.5290 613.996.6666	613.954.5101	<a href="http://www.tc.gc.ca">www.tc.gc.ca</a> <a href="mailto:canutec@tc.gc.ca">canutec@tc.gc.ca</a>
Transportation Safety Board	819.997.7887	819.953.7876	<a href="http://www.tsb.gc.ca/eng/index.asp">www.tsb.gc.ca/eng/index.asp</a>

NOTE: Requests for Federal assistance must be made through the Alberta Emergency Management Agency

**4.9 Government of Alberta**

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

**Town of Taber**

**4.10 Community**

<b>Transportation Vans/Buses/Taxis EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
Taber Handi Bus – Krista DOUGLAS	403-330-8649		
Paul PRIMEAU Bus Driver Cell	403-715-7223	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	

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

<b>Transportation Air Services/Airports/Helicopters EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
MD of Taber Airport South – Shaun KINNIBURGH	403-795-8245	403-223-8245	
Kinniburgh Spray Servie – Shaun KINNIBURGH	403-795-8245	403-223-8245	
MD of Taber Airport North –	403-654-7438		

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Acting Jese KURTZ			
Triad Services – Brian HOLSTIEN	403-892-8385	403-223-3838	
Geereart Mechanical – John GEEREART	403-308-3156	403-223-8744	

<b>Transportation Heavy Equipment and Trucks EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
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	
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	

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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		

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

<b>Industry Irrigation EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
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		

<b>Medical Services / Pets Medical Personnel (Doctors, Nurses, Medical Examiner) EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
<b>Taber Health Center</b> – Berva KESLER	403-223-7211		

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Taber Medical Clinic	403-223-3525		
Lethbridge Regional Hospital	403—388-6111		

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

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

<b>Medical Services / Pets Medical Supplies (Drug Stores, Malls) EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
Johnson's Drugs – Craig JENSEN	403-715-5649	403-223-2900	
Dave WRIGHT	403-308-6799		
Pharmasave – Bob BULLOCK	403-635-6305	403-223-3114	

<b>Medical Services / Pets Self Contained Breathing Apparatus EMERGENCY CONTACT INFORMATION</b>			
<b>Organization</b>	<b>Contact Information</b>		
	<b>Emergency</b>	<b>Business</b>	<b>Email</b>
Kost Fire and Safety – Irene VOLK	403-548-5534	403-223-1500	
MD of Taber Regional Fire Service – Acting Jesse KURTZ	403-654-7438		

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

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

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

<b>Emergency Equipment and Supplies EMERGENCY CONTACT INFORMATION</b>				
<b>Equipment</b>	<b>Organization</b>	<b>Contact Information</b>		
		<b>Emergency</b>	<b>Business</b>	<b>Email</b>
Hardware Supplies	Cooper Rentals – Gerald SCHELL	403-795-6003	403-223-4577	



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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	
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	

Emergency Plan for the  
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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	

**4.11 Media**

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

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Lethbridge News Now	403-329-6397		<a href="mailto:news@lethbridgenewsnow.com">news@lethbridgenewsnow.com</a>
Municipal Information Network	450-471-7599		<a href="mailto:News@municipalinfo.net">News@municipalinfo.net</a>
Taber Times – Trevor BUSCH	403-223-2266		<a href="mailto:tbusch@tabertimes.com">tbusch@tabertimes.com</a>
Taber Times – Cole PARKINSON	403-223-2266		<a href="mailto:cparkinson@tabertimes.com">cparkinson@tabertimes.com</a>
Prairie Post – Ryan DAHLMAN	403-328-4411		<a href="mailto:rdahlman@prairiepost.com">rdahlman@prairiepost.com</a>

**4.12 Mutual Aid**

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

## **Town of Taber**

### **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 54<sup>th</sup> 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 50<sup>th</sup> 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.

## **Town of Taber**

### **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

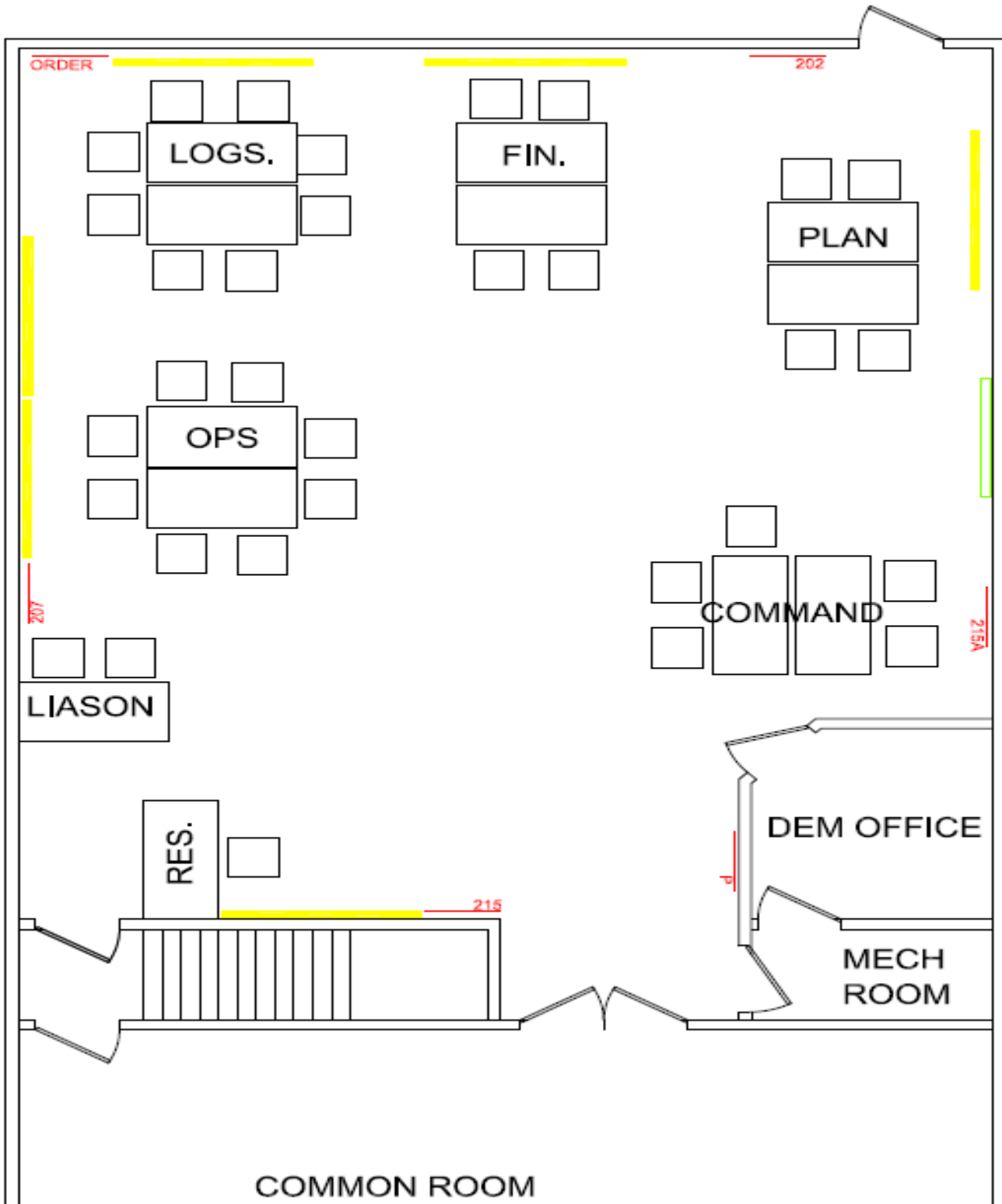
### **5.5.4 Operational Period**

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.

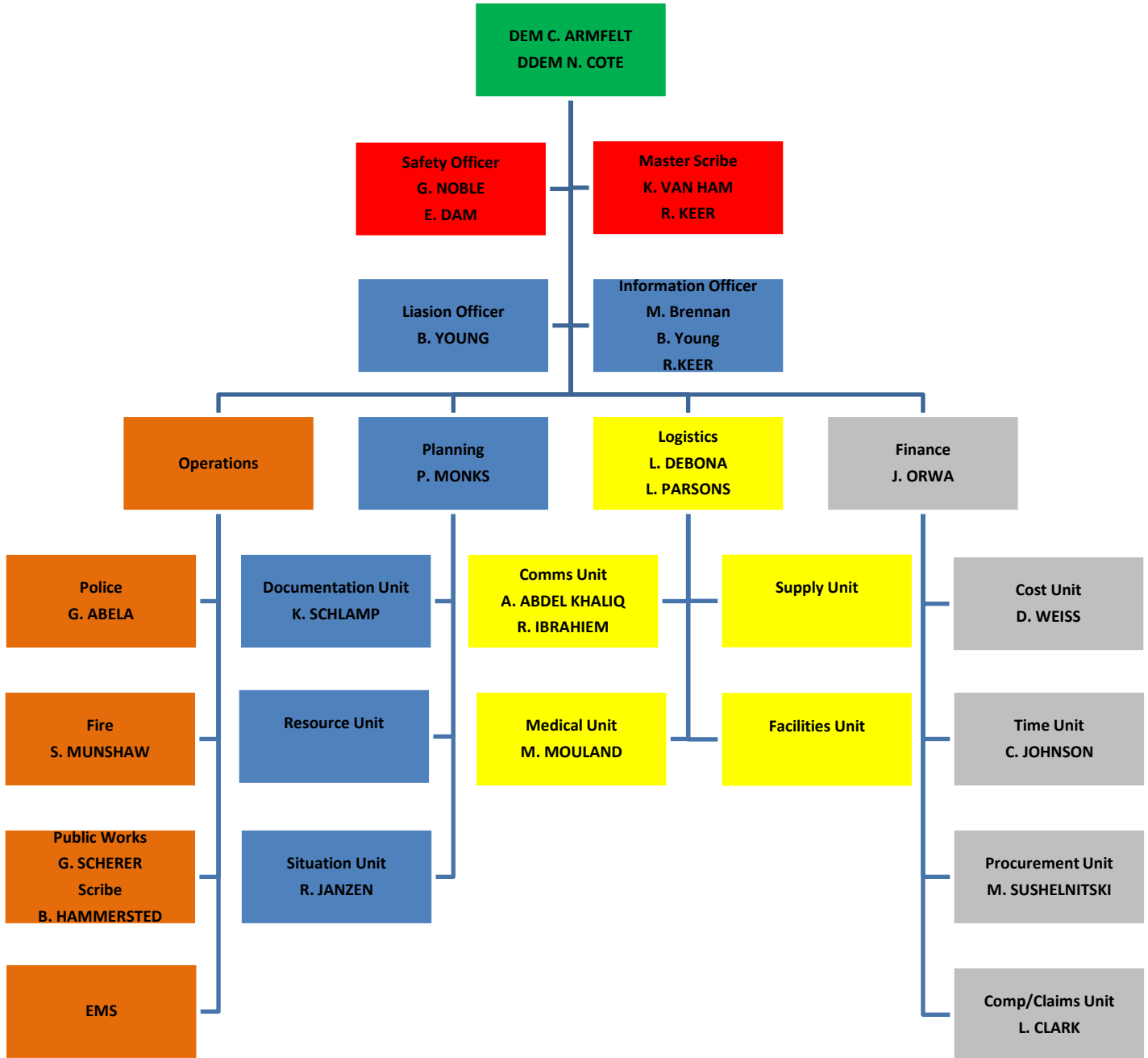
Emergency Plan for the  
**Town of Taber**



**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  
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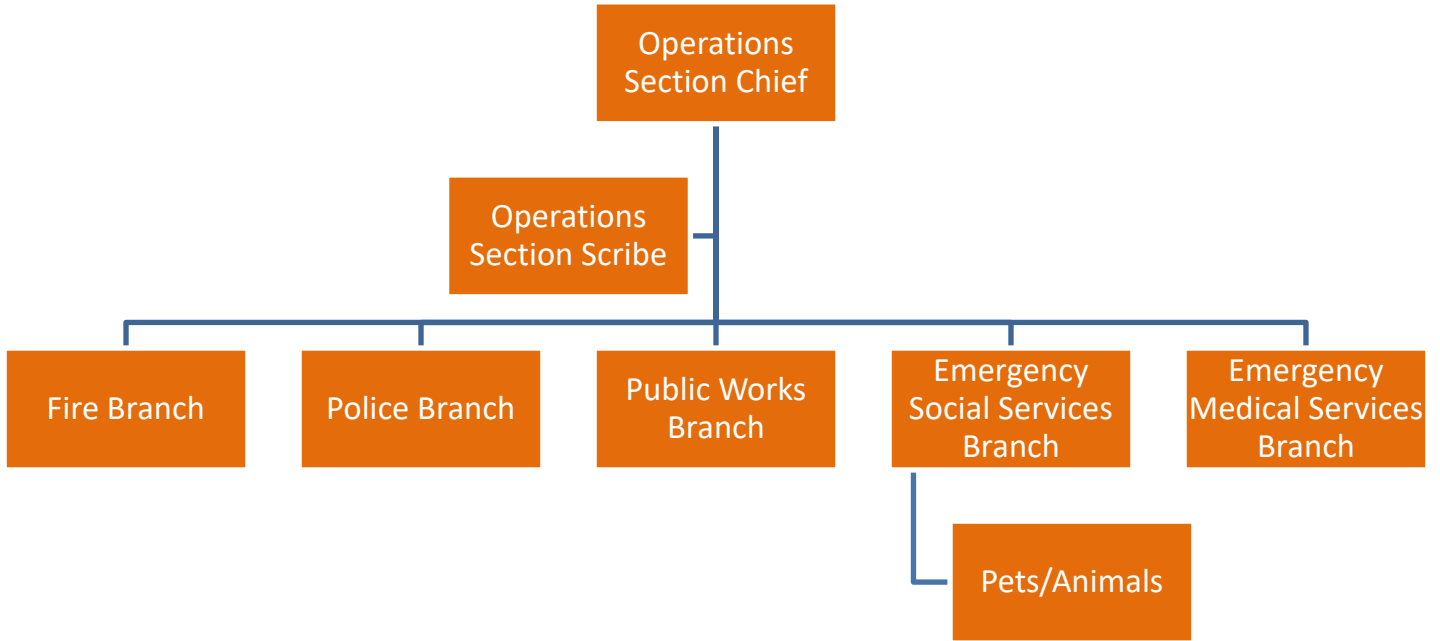
**5.5.7 EOC Personnel Manning**

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**

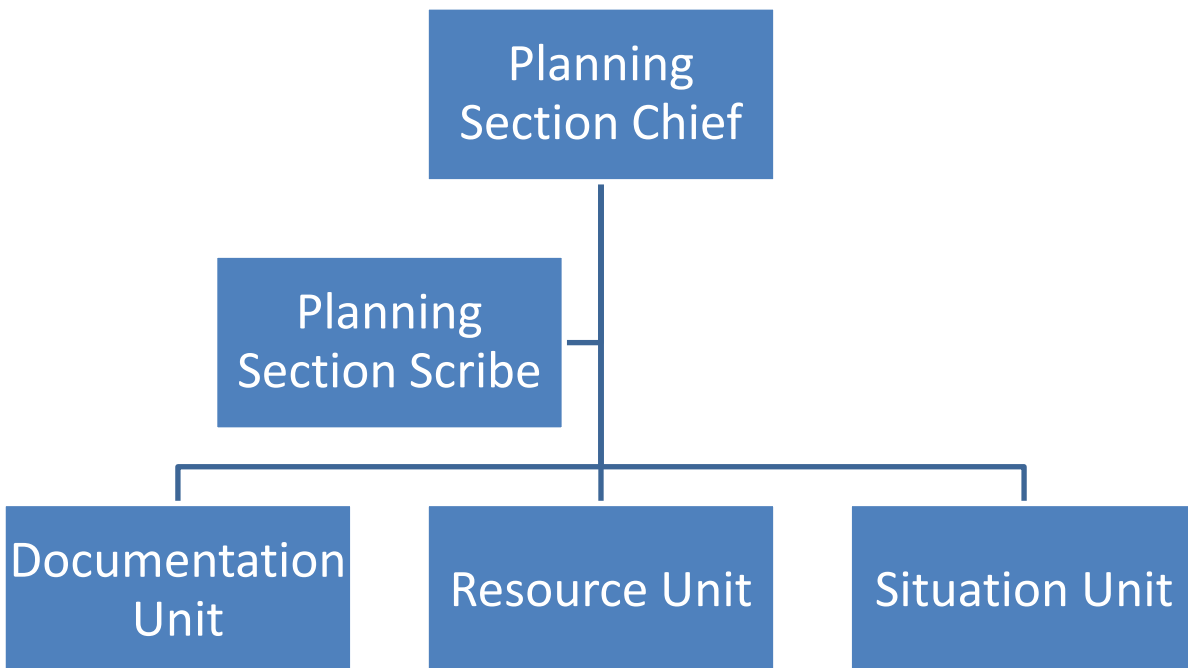
### 5.5.8 Incident Command System – EOC Operations Section



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:

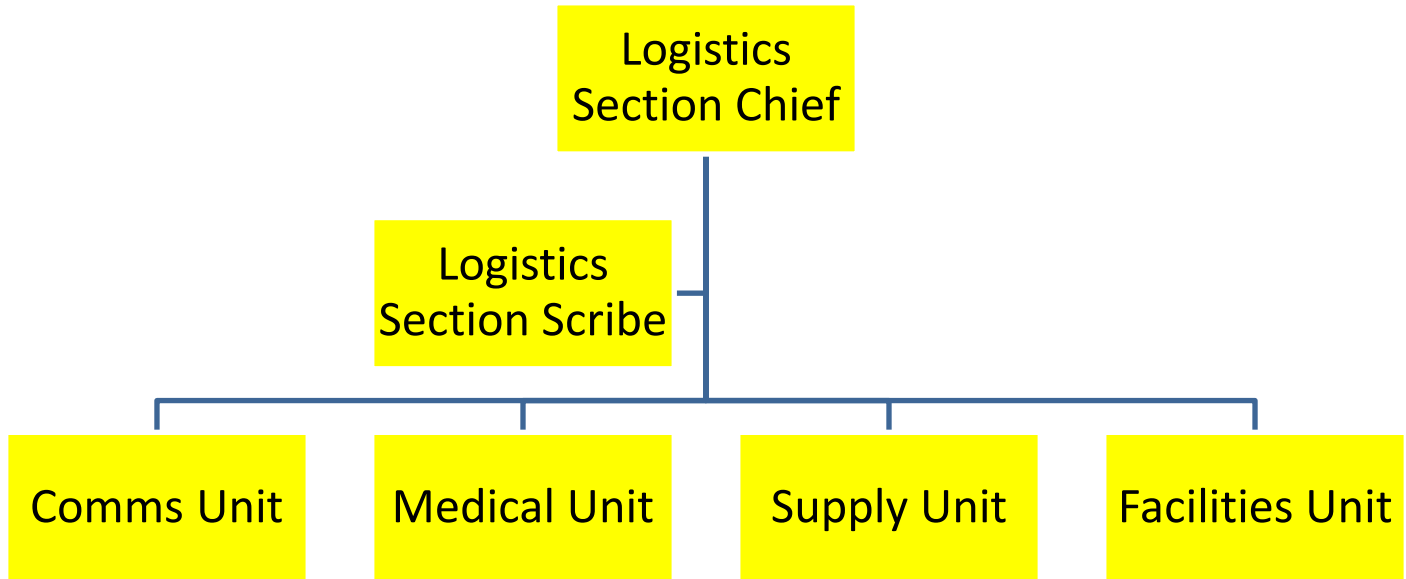


Other ICS specific positions will be filled at the discretion of the DEM.



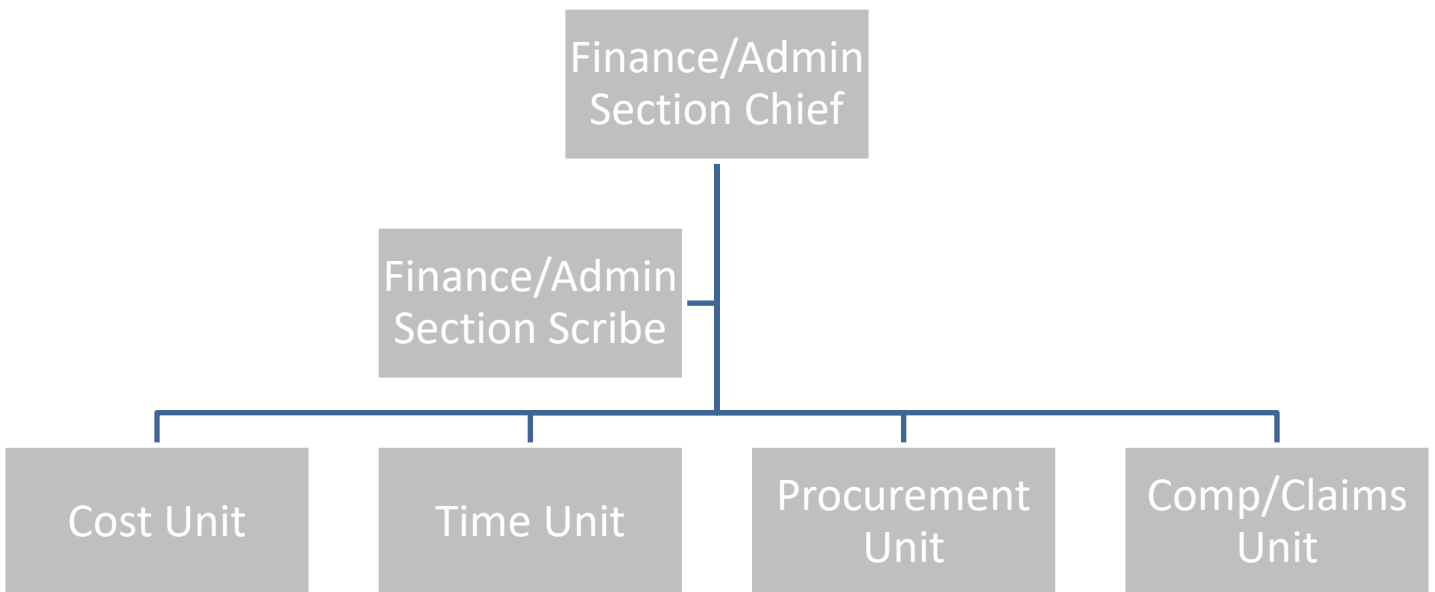
### 5.5.10 Incident Command System – EOC Logistics Section

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

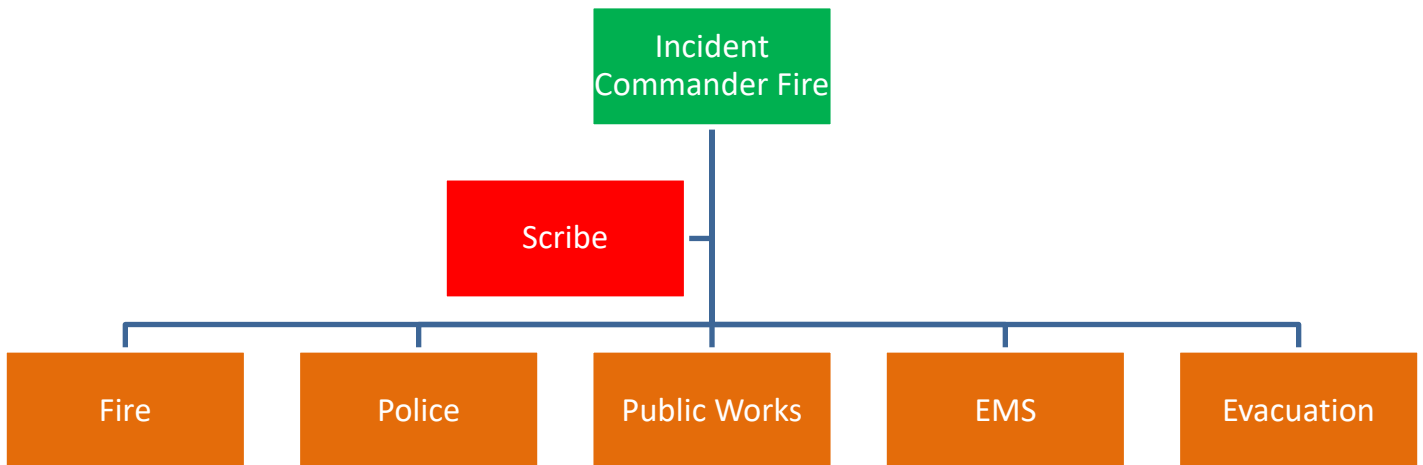
The Fire Department will use ICS as the incident management system at both the EOC and at the incident site. Training on ICS for first responders and EOC personnel will be an on-going effort.

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 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.

### 6.2 Public Works Incidents

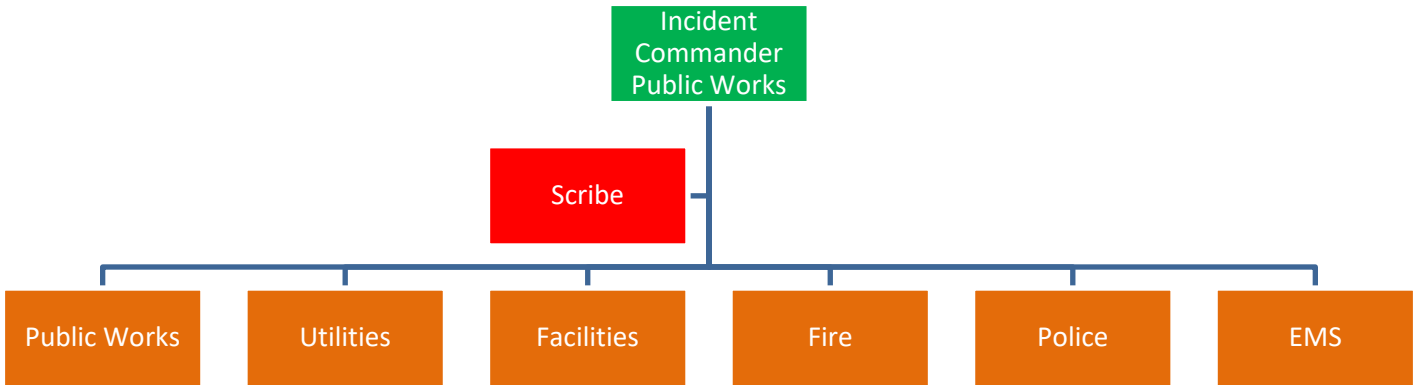
If the incident is one of the following:

1. Flooding – All types
2. Drinking Water Incidents

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

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.

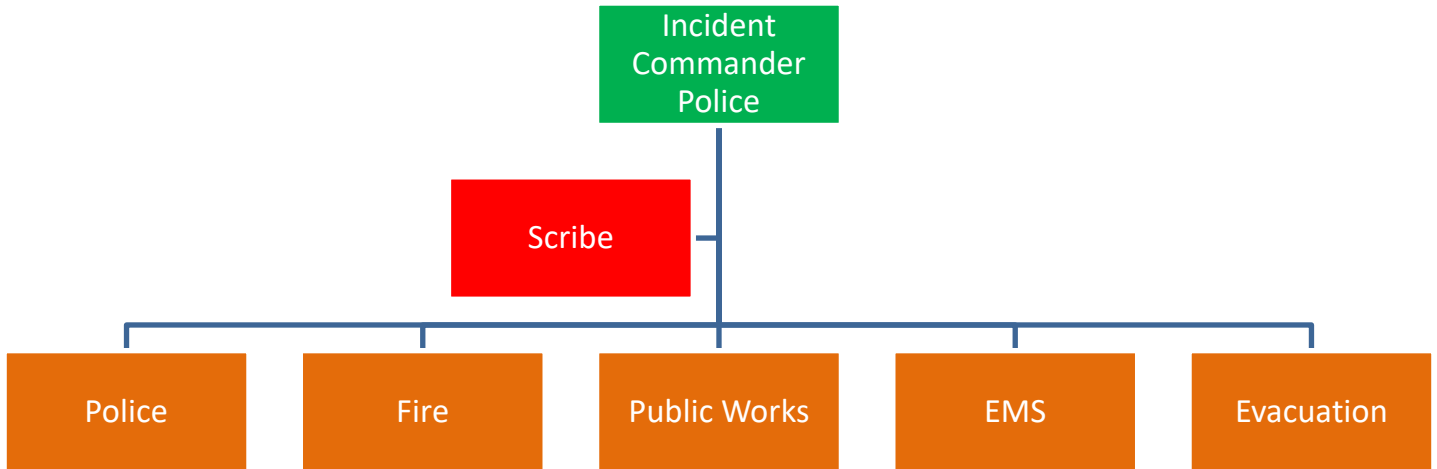
### **6.3 Police Incidents**

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.

### 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		

**Town of Taber**

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 Joe Strojwas	403 223 5929	403 330 9267		
Councillor Jack Brewin	403 223 1034	403 634 0880		
Councillor Garth Bekkering	403 223 0259	403 308 4445		
Councillor Carly Firth	403 223 0669	403 394 8113		
Councillor Mark Garner		403 315-2186		
Councillor Louie Tams	403 223 4582	403 382 7237		

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](mailto: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.

# 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 \_\_\_\_\_

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**“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**

### **8.1 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 50<sup>th</sup> 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 53<sup>rd</sup> Street Taber
3. Vauxhall Community Complex located at 417 4<sup>th</sup> 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:

## Town of Taber

- 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.

- 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.

## **Town of Taber**

- 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:

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**Town of Taber**

- 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.

## 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.**

### **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.

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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**

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  
5412 54 st Taber, AB 403-223-2170
- 3) Ken McDonald's Sports Park  
7301 50 st Taber, AB
- 4) \_\_\_\_\_

### RECEPTION CENTERS

- 1) Taber Community Center
- 2) Alternate: Taber Exhibition Grounds
- 3) Alternate: Vauxhall Community Complex
- 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) (Television Stations) (Social Media)  
(Bring medication, blankets, sleeping bags, personal items and identification if possible.)

**Town of Taber**

**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: \_\_\_\_\_

Emergency Plan for the  
**Town of Taber**  
**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:

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.

## **Town of Taber**

- 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

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.

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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

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.



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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.

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:

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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

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.

## **Town of Taber**

### **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

Emergency Plan for the

## **Town of Taber**

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 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**

## **Town of Taber**

### **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 50<sup>th</sup> 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 53<sup>rd</sup> Street Taber
3. Vauxhall Community Complex located at 417 4<sup>th</sup> 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

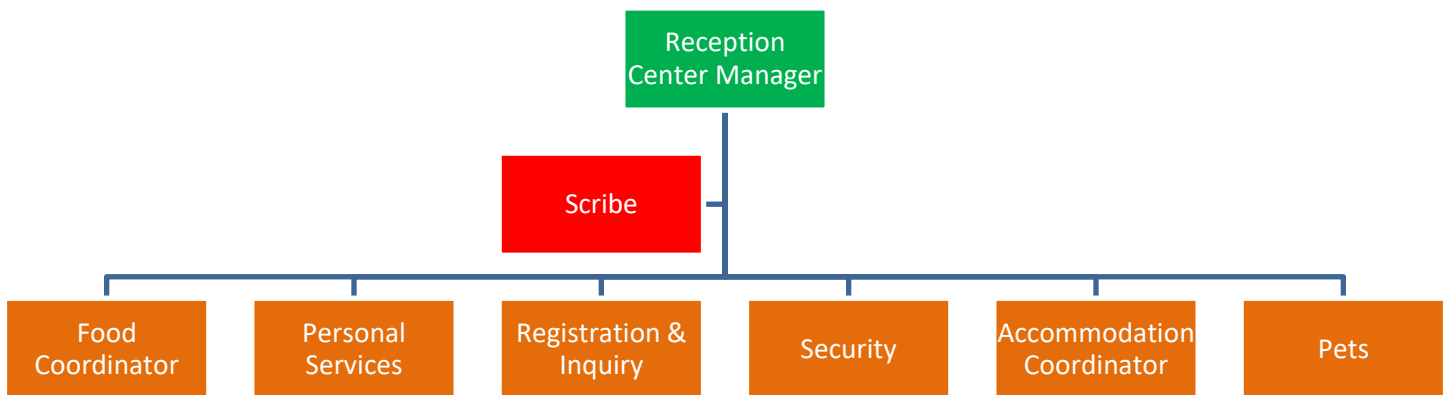
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f) Registration and inquiry

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	Dawn PHILLIPS	403-382-9521	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

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8	Security	Darren Hill	403-894-0506	Town of Taber
9	Pets	Travis Grant	403-308-7237	Town of Taber

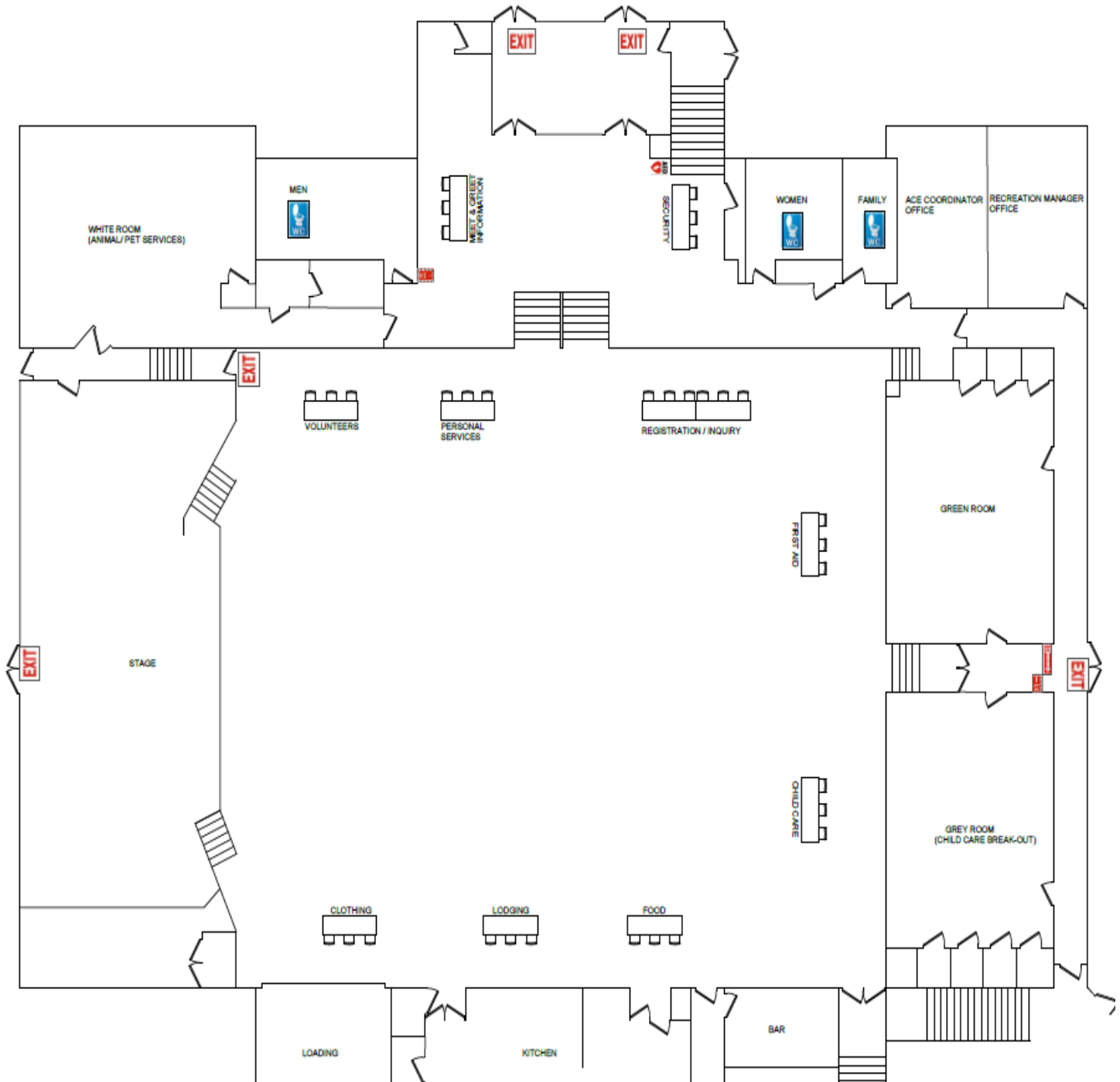
Additional positions will be filled as directed by the Reception Center Manager and may include the following:

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:

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

## 9.8 Reception Center Equipment

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:

- Tables and Chairs.
- 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.
- ESS identification:



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- 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.

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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

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		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
		403 223 8911
Econo Lodge/Taber Motel	Arvin Singh	403 915 8000c

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,

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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.

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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**

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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.

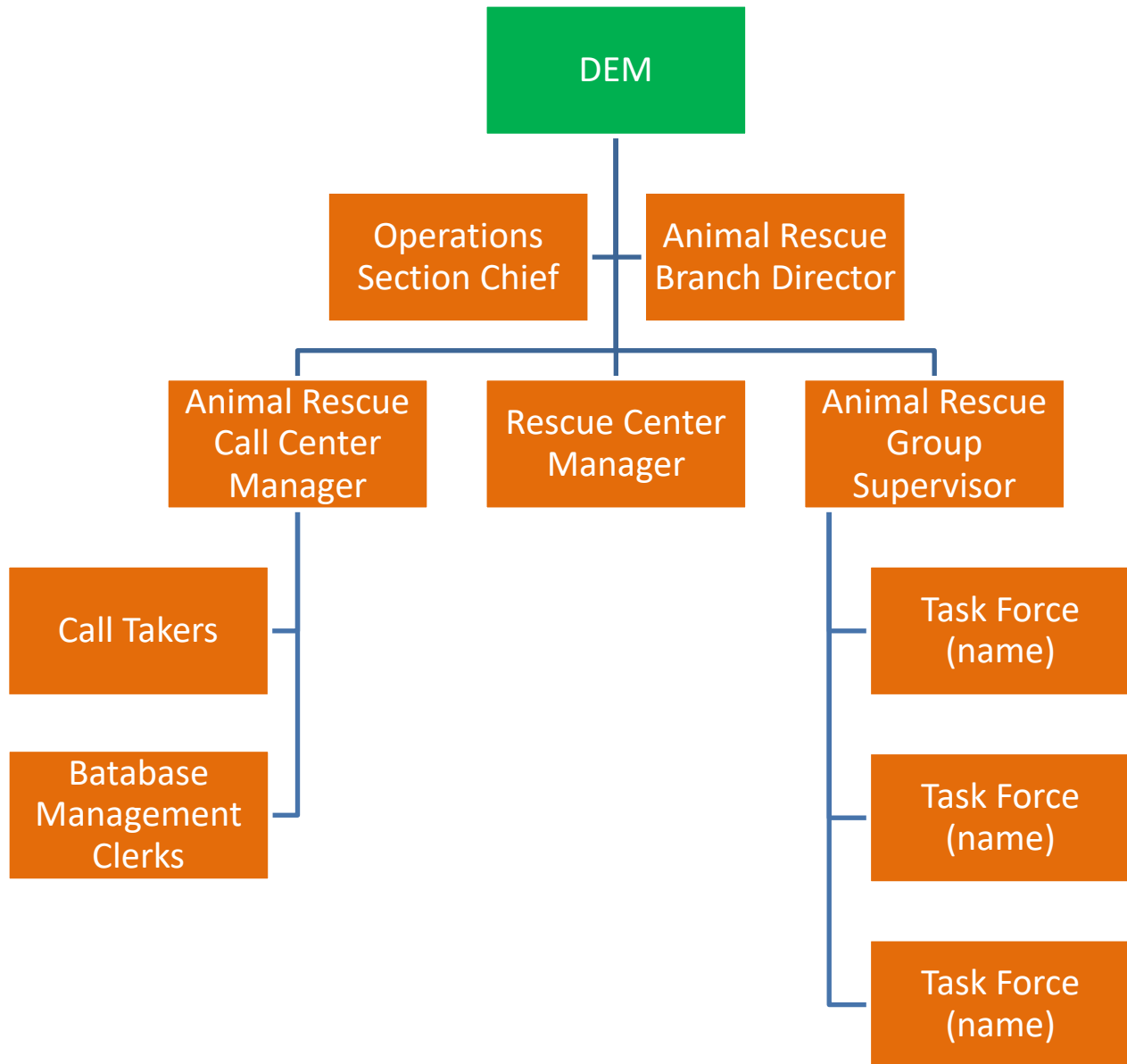
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- b. The situation is not going to deteriorate.
  - c. It will not be detrimental to the health of the animal.
3. Upon arrival at an address:
- a. Confirm the address and review the assignment (number/types of animals, extraction/maintain in place).
  - 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.
4. 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.

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- 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
2	Alternate Information Officer	Ben YOUNG	403-308-5877
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

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

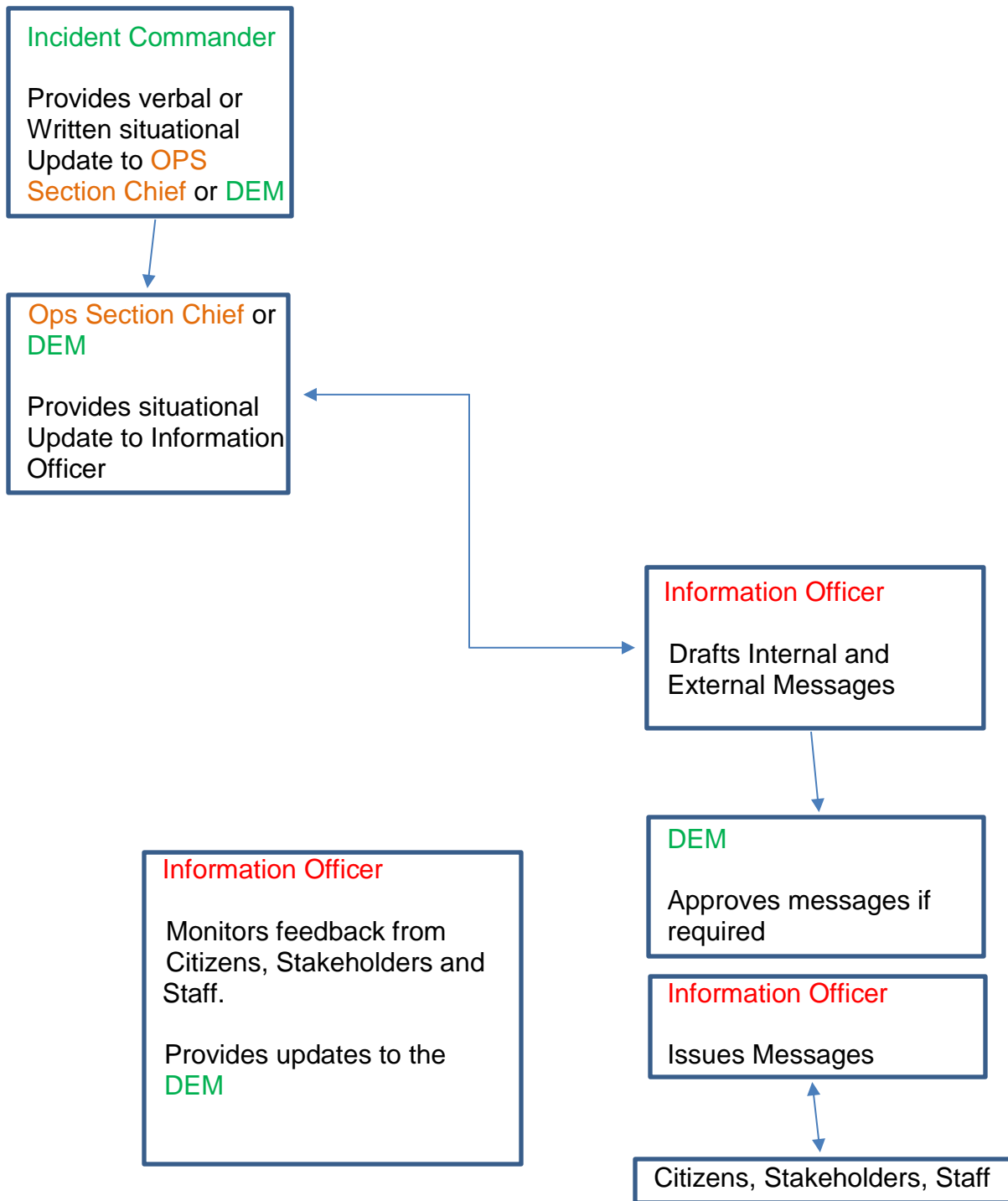
#### ***11.4 Team Activation***

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.

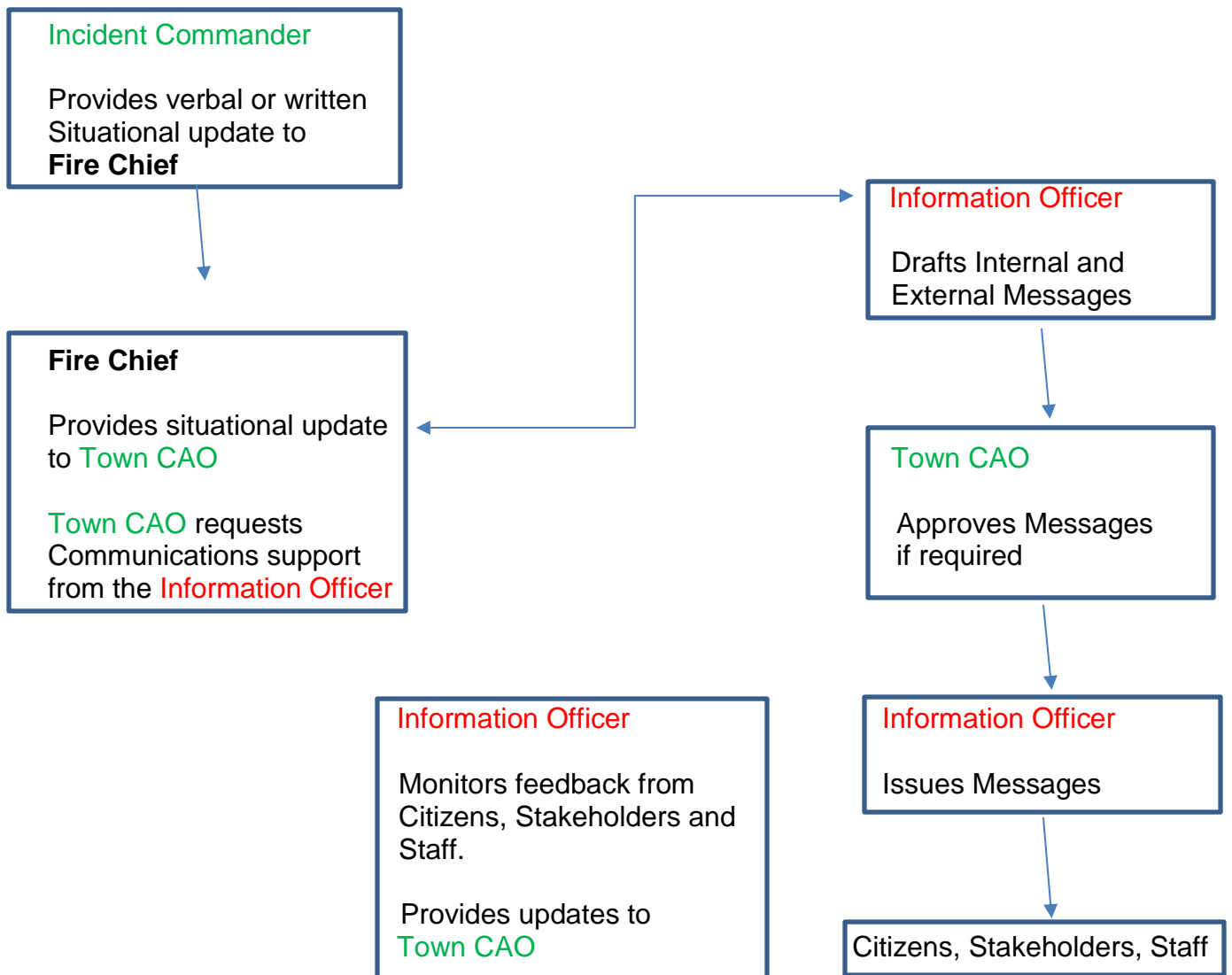
#### ***11.5 Communication Approval Process***

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



**EOC IS NOT ACTIVATED – Incident Type 4 or 5**



**11.6 Key Stakeholder List**

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

<b>Internal</b>	<b>External</b>
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 50<sup>th</sup> 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

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

#### 2. HAZMAT – Road/Rail

<b>Key Message 1: What is happening</b>	<b>Key Message 2: What you want the public to do about it</b>	<b>Key Message 3: Explain what your organization is doing about it</b>
Train Derailment containing flammables/hazardous material	<ul style="list-style-type: none"> <li>• Location of derailment</li> <li>• Type of gas, liquid, material contained in the cars</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Departments and Operations crews are responding</li> </ul>

Emergency Plan for the  
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	<ul style="list-style-type: none"> <li>• Who is responding (Fire, CP Rail, etc.)</li> <li>• Stay clear of the area</li> <li>• What roads are blocked/closed</li> <li>• Evacuation of residents within XXX km of the site</li> <li>• Where do evacuees go</li> <li>• Contact number to call with questions, 911 if emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation Center set up or in the process of being set up</li> <li>• Frequent updates will be provided on Social media feeds</li> </ul>
Train Derailment, NO flammable or hazardous material, roads impacted	<ul style="list-style-type: none"> <li>• Location of derailment</li> <li>• Commodity type in the cars</li> <li>• Who is responding (Fire, CP Rail, etc.)</li> <li>• Stay clear of the area</li> <li>• What roads are blocked/closed</li> <li>• Contact number to call with questions, 911 if emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Departments and Operations crews are responding</li> <li>• Frequent updates will be provided on social media feeds</li> </ul>

**3. Wind Storms/Tornado**

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

<b>Key Message 1: What is happening</b>	<b>Key Message 2: What you want the public to do about it</b>	<b>Key Message 3: Explain what your organization is doing about it</b>
Overland Flooding	<ul style="list-style-type: none"> <li>• What areas are impacted</li> <li>• What roads are blocked or unsafe</li> <li>• Contact # if house will be impacted</li> <li>• Contact number to call with questions, 911 if emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring situation and crews are blocking roads as they become impassable</li> <li>• Frequent updates will be provided on social media feeds</li> </ul>

**Town of Taber**

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

<b>Name</b>	<b>Website</b>	<b>Twitter</b>	<b>Facebook</b>
Town of Taber	<a href="http://www.taber.ca/">http://www.taber.ca/</a>	@TownofTaber	<a href="https://www.facebook.com/TownofTaber/">https://www.facebook.com/TownofTaber/</a>

## **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

Safe for Citizens to return?

**NO!**

### **Level 2: Emergency Response and Business resumption only:**

Includes health inspectors, animal control, enforcement, insurance adjusters, telephone, cable T.V., authorized non-government organizations (Red Cross, Mennonite relief, etc.)

**Approving Authorities:**

**DEM and IC**

Safe for Citizens to Return?

**YES**

### **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 to enter an impacted area.

## **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

## **Town of Taber**

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

Emergency Plan for the

## **Town of Taber**

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.

## **Town of Taber**

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

Emergency Plan for the

## **Town of Taber**

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

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**

Emergency Plan for the  
**Town of Taber**

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**



## 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.

### 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:	

Emergency Plan for the

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	Business	Residence	Cell
Call Back Phone Number(s)			

# 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**

# Town of Taber

## 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)

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

If you are unable to attend a reception center to register, please register by contacting the reception center  
( \_\_\_\_\_ ), \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ )  
(Phone) (Email) (Social Media)

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

For additional information listen to local community broadcast / social media  
( \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ )  
(Radio Stations) (Television Stations) (Social Media)  
(Bring medication, blankets, sleeping bags, personal items and identification if possible.)

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

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:

- 9) Go indoors and tune your radio or television to a local station, or access your Community's social media website(s).
- 10) Close all windows, doors and vents.
- 11) Turn off your furnace, air conditioners and exhaust fans.
- 12) Seal a room with duct tape and plastic sheets.
- 13) Prepare for a possible evacuation.
- 14) Continue to listen to the radio, television and/or social media website(s) for further instructions and keep phone lines free.
- 15) Notify absent household members that they are not to approach the area until notified.
- 16) 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.
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**

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*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

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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**

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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).
  
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

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- 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**

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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

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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.
  
- 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.

Emergency Plan for the

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- 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**

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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**

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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.
  
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

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- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns

6. Gather continuing information:
- Equipment time – Ground Support Unit Leader and Operations Section
  - Personnel time – Crew Leaders, Unit Leaders, and individual personnel
  - Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section
  - Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader
  - Arrival and demobilization of personnel and equipment – Planning Section
  - Daily incident status – Planning Section
  - Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader
  - Status of supplies – Supply Unit Leader and Procurement Unit Leader
  - Guidelines of responsible agency – Incident Business Advisor, local administrative personnel
  - Use agreements – Procurement Unit Leader and local administrative personnel
  - What has been ordered? – Supply Unit Leader
  - Unassigned resources – Resource Unit Leader and Cost Unit Leader

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

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants
  - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment
  - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place
  - Distribute time-keeping forms to all Sections-ensure forms are being completed correctly

12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

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- 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**

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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**

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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**

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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.
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.

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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**

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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.
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

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- 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.
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

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- 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.
- 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**

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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**

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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.
14. Document all activity.



## **Scribe Position Checklist**

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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.

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**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"> <li>▪ Section</li> <li>▪ Branch</li> <li>▪ Division/Group</li> <li>▪ Unit</li> </ul> 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 Resource Unit Leader	* Part of IAP – see IAP

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
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
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	Any message originator	Intended person

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
		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.		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  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

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FORM #	TITLE	DESCRIPTION / PURPOSE	PREPARED BY	COMPLETION FLOW
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



<b>1. Incident Name:</b>	<b>2. Operational Period to be covered by IAP (Date/Time):</b>	<b>From:</b>	<b>To:</b>
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**3. Approved by:**

I/C SPOKESPERSON \_\_\_\_\_

U/C \_\_\_\_\_

U/C \_\_\_\_\_

U/C \_\_\_\_\_

## 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
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_

<b>4. Prepared by:</b>	<b>Date/Time</b>
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Emergency Plan for the  
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ICS 200A – IAP Weather Forecast (ICS 200A)

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

Emergency Plan for the  
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ICS 201 – Incident Briefing

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**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.

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

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<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**7. Current and Planned Objectives:**

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

Time:	Actions:

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

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<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
<b>9. Current Organization</b> (fill in additional organization as appropriate):		

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

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<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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<b>10. Resource Summary:</b>					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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<b>6. Prepared by:</b> 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"> <li>• Date, Time</li> </ul>	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"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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"> <li>• Time</li> <li>• Actions</li> </ul>	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> <li>• Incident Commander(s)</li> <li>• Liaison Officer</li> <li>• Safety Officer</li> <li>• Public Information Officer</li> <li>• Planning Section Chief</li> <li>• Operations Section Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Enter on the organization chart the names of the individuals assigned to each position.</li> <li>• 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.</li> <li>• If Unified Command is being used, split the Incident Commander box.</li> <li>• Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>



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- Finance/Administration Section Chief
  - Logistics Section Chief
- 

<b>10</b>	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

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**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.

Emergency Plan for the  
**Town of Taber**  
 ICS 202 – Incident Objectives

<b>1. Incident Name:</b>	<b>2. Operational Period:</b>	Date from:	Date to:
		Time from:	Time to:
<b>3. Objective(s):</b>			
<b>4. Operational Period Command Emphasis:</b>			
<b>5. General Situational Awareness</b>			
<b>6. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Approved Site Safety Plan(s) Located at:</b>			
<b>7. Prepared by: Name:</b>	Title: (If other than Planning Section Chief)	Signature:	
<b>8. Approved by Incident Commander:</b>	Signature:	Date/Time:	IAP Page #:
Name:			

## 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 <b>SMART</b> . ( <b>S</b> pecific, <b>M</b> easurable, <b>A</b> ction-oriented, <b>R</b> ealistic and <b>T</b> 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.

Emergency Plan for the  
**Town of Taber**  
 ICS 203 – Organization Assignment

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>		Date from:	Date to:
				Time from:	Time to:
<b>3. Incident commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		<b>Branch</b>			
PIO		Branch Director			
Liaison Officer		Deputy			
<b>4. Agency/Organization Representatives:</b>			Division/Group		
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		<b>Branch</b>			
		Branch Director			
		Deputy			
<b>5. Planning Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Br. Dir.			
Director					
Supply Unit					
Facilities Unit		<b>8. Finance/Administration Section:</b>			
Ground Support Unit		Chief			
<b>Service Branch</b>		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
<b>9. Prepared by: Name:</b>		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



## 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.

**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.

Item #	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident
2	Operational Period	Enter the start date (month/day/year) and time (24 hour clock) and end date and time for the operational period to which the form applies
3	Branch / Division / Group	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group and Staging Area (e.g. "Branch 1", "Division D", "Group 1A") in large letters for ease of reference
4	Operations Personnel	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s) and Division/Group Supervisors
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	Resource Identifier	The identifier is a unique way to identify a resource (e.g. ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined)
	Leader	Enter resource leader's name
	# of Persons	Enter total number of persons for the resource assigned, including the leader
	Contact (e.g. phone...)	Enter primary means of contacting the leader or contact person. Be sure to include the area code when listing a phone number.
	Reporting location...	Provide special notes or directions specific to this resource. If required, add notes to indicate: 1) specific location/time where the resource should report or be dropped off/picked up; 2) special equipment and supplies that will be used or needed; 3) whether or not the resource received briefings; 4) transportation needs; or 5) other information
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, drop off or pick up points, or other important information
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).

**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.

Emergency Plan for the  
**Town of Taber**  
 ICS 204A – Assignment List Attachment

<b>1. Incident Name:</b>	<b>2. Operational Period:</b> Date from: _____ Date to: _____ Time from: _____ Time to: _____	<b>3. Branch:</b>  <b>Division:</b>  <b>Group:</b>  <b>Staging Area:</b>
<b>4. Operations Personnel:</b>		
Name	Contact Numbers	
Operations Section Chief: _____	_____	
Branch Director: _____	_____	
Division/Group Supervisor: _____		
<b>5. Strike Team / Task Force / Resource Identifier</b>	<b>6. Leader</b>	<b>7. Assignment Location</b>
<b>8. Work Assignments Special Instructions (if any):</b>		
<b>9. Special Equipment / Supplies Needed for Assignment (if any):</b>		
<b>10. Special Environmental Considerations (if any):</b>		
<b>11. Special Site-Specific Safety Considerations (if any):</b>		
<b>12. Other Attachments (as needed):</b>		
<input type="checkbox"/> Map <input type="checkbox"/> Shoreline Cleanup Assessment Team Report <input type="checkbox"/> Weather forecast <input type="checkbox"/> _____		
<b>Other Attachments:</b>		
<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"/>	
<b>9. Prepared by:</b> Name: _____ Title: _____ Date/Time: _____		
Signature: _____  (If other than Resource Unit)		IAP Page #:



## 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
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.

Emergency Plan for the  
**Town of Taber**  
 ICS 205 – Communication Plan

<b>1. Incident Name:</b>		<b>2. Date/Time Prepared:</b> Date: Time:		<b>3. Operational Period:</b> Date From:                  Date To: Time From:                  Time To:	
<b>4. Incident communication information:</b>					
ICS Position	Name (Last, First)	Phone	Radio Channel / Talk Group	Other Method (s) of Contact	
<b>5. Special Instructions:</b>   					
<b>6. Prepared by (Communications Unit Leader):</b> Name:				Date/Time:	
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"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	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"> <li>• Incident Assigned Position</li> <li>• Name</li> <li>• Primary and Secondary Numbers</li> <li>• Other Method(s) of Contact (pager, email, radio, etc.)</li> <li>• Remarks</li> </ul>	Enter the communications methods assigned and used for personnel by their assigned ICS position.  Enter the ICS organizational assignment.  Enter the name of the assigned person.  For each assignment, enter primary and secondary contact number(s) to include area code, etc. If applicable, include the radio channel and frequency,  Enter miscellaneous information concerning how to contact the assigned personnel
5	Special Instructions	Enter any special instructions or other emergency communications needs.
6	Prepared by <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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.

**Notes:**

- If additional pages are needed, use a blank ICS 205 and repaginate as needed.
- The ICS 205 serves as part of the IAP.

Emergency Plan for the  
**Town of Taber**  
 ICS 205A – Communication List

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>	<b>Date from:</b>	<b>Date to:</b>
			<b>Time from:</b>	<b>Time to:</b>
<b>3. Basic Local Communications Information:</b>				
Incident Assigned Position	Name (alphabetized)	Method(s) of Contact (Phone, pager, cell, etc.)		
<b>4. Prepared by</b> (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.

Emergency Plan for the  
**Town of Taber**  
 ICS 206 – Medical Plan

<b>1. Incident Name:</b>		<b>2. Operational Period:</b>		Date from:	Date to:	
				Time from:	Time to:	
<b>3. Incident Medical Aid Stations:</b>						
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	
<b>4. Transportation (indicate air or ground):</b>						
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	
<b>5. Hospitals:</b>						
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
<b>6. Special Medical Emergency Procedures:</b>						
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.						
<b>7. Prepared by (Medical Unit Leader) Name:</b>				<b>Signature:</b>		
<b>8. Approved by (Safety Officer):</b>		<b>Signature:</b>		<b>Date/Time:</b>		<b>IAP Page #:</b>
Name:						

## Completion Instructions

**Purpose:** The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals and medical emergency procedures.

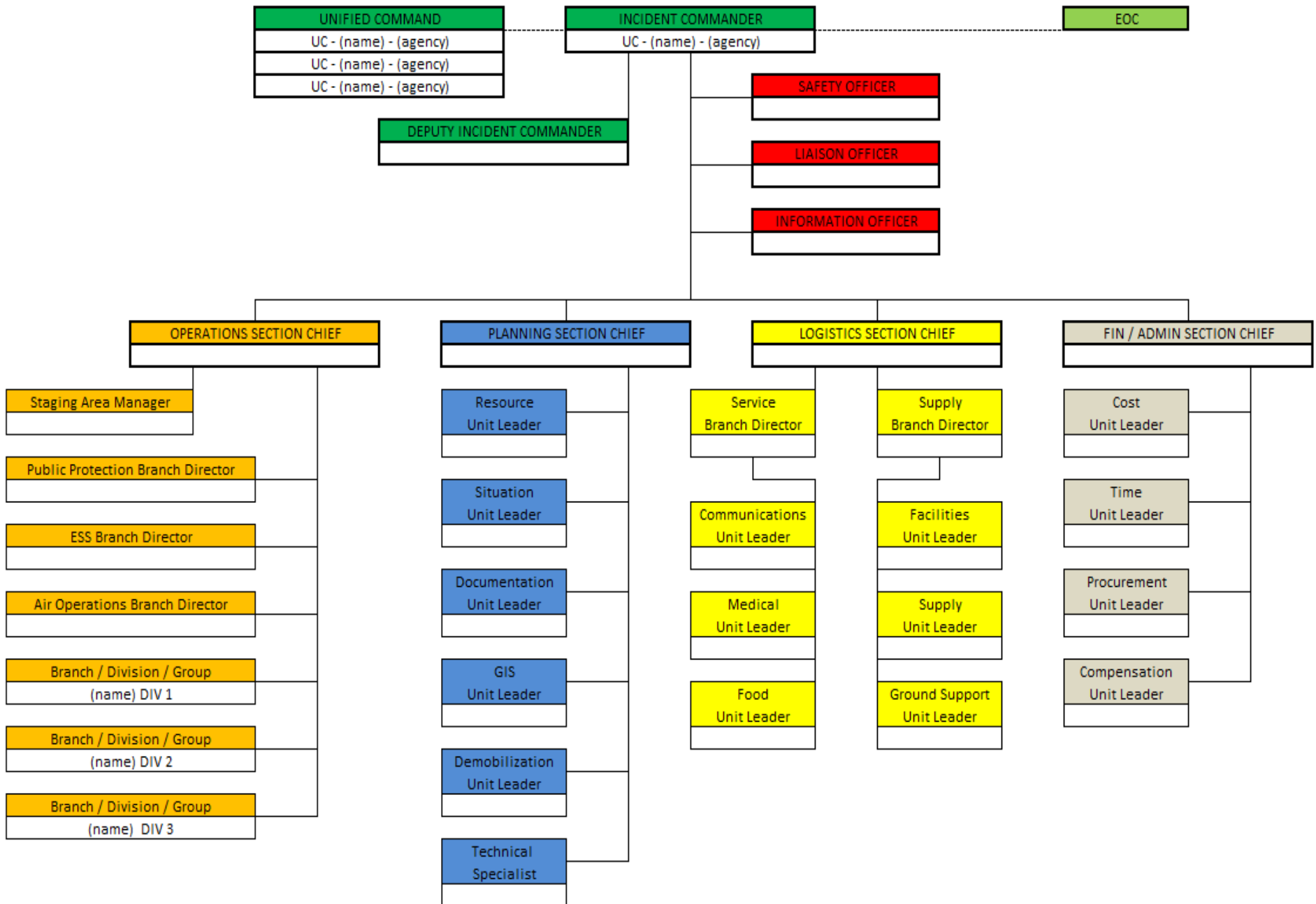
**Preparation:** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

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.

Emergency Plan for the  
**Town of Taber**  
 ICS 207 – Organizational Chart







## 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.

Emergency Plan for the  
**Town of Taber**  
 ICS 209 – Status Summary

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>		
<b>*3. Report Version</b> (check one box): <input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final Rpt # (if used) _____		<b>*4. Incident Commander(s) &amp; Agency or Organization:</b>		
<b>5. Incident Management Organization:</b>		<b>*6. Incident Start Date/time:</b> Date: _____ Time: _____ Time Zone: _____		
<b>7. Current Incident Size or Area involved</b> (use unit label – e.g. “sq mi”, “city block”):	<b>8. Percent (%) Contained:</b>  Completed:	<b>*9. Incident Definition</b>	<b>10. Incident Complexity Level:</b>	<b>*11. For Time Period:</b> From Date/Time:  To Date/Time:

**Approval & Routing Information**

<b>*12. Prepared by</b> (Situation Unit Leader) Print Name: Date/Time Prepared:		<b>*13. Date/time Submitted:</b>  Time Zone:
<b>*14. Approved by</b> Print Name: Signature:	ICS Position:	<b>*15. Primary Location, Organization, or Agency Sent to:</b>

**Incident Location Information**

<b>*16. Province:</b>	<b>*17. Municipal Designation:</b>	<b>*18. Municipality Name:</b>
<b>19. Unit or Other:</b>	<b>*20. Incident Jurisdiction</b>	<b>21. Incident Location Ownership</b> (if different than jurisdiction):
<b>22. Longitude</b> (indicate format) <b>Latitude</b> (indicate format)	<b>23. National Grid Reference:</b>	<b>24. Legal Description:</b>
<b>*25. Short Location or Area Description</b> (List all affected areas or a reference point):		<b>26. UTM Coordinates:</b>
<b>27. Note any electronic geospatial data included or attached</b> (indicate data format, content and collection time information and labels):		

**Incident Summary**

<b>*28. Significant Events for the Time Period Reported</b> (Summarize significant progress made, evacuations, incident growth, etc.):				
<b>29. Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Res.			
	F. Non-res./Comm.			
	Other Minor Structures			
	Other			

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<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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**Additional Incident Decision Support Information**

<b>*31. Public Status Summary:</b>	A. # This Reporting Period	B. Total # to Date	<b>*32. Responder Status Summary:</b>	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					
<b>N. Total # Civilians (Public) Affected</b>			<b>N. total # Responders Affected</b>		

<b>33. Life, Safety &amp; Health Status/Threat Remarks:</b>	<b>*34. Life, Safety &amp; Health Threat Management:</b>	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:**

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

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<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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***Additional Incident Decision Support Information (cont.)***

<p><b>38. Projected Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</b> 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:</p> <p><b>12 hours:</b> <b>24 hours:</b> <b>48 hours:</b> <b>72 hours:</b> <b>Anticipated after 72 hours:</b></p>
<p><b>39. Critical Resource Needs</b> 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:</p> <p><b>12 hours:</b> <b>24 hours:</b> <b>48 hours:</b> <b>72 hours:</b> <b>Anticipated after 72 hours:</b></p>
<p><b>40. Strategic Discussion: Explain the relation of overall strategy, constraints &amp; current available information to:</b></p> <ul style="list-style-type: none"><li>1) critical resource needs identified above,</li><li>2) the Incident Action Plan (IAP) and management objectives and targets,</li><li>3) anticipated results.</li></ul> <p><b>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</b></p>
<p><b>41. Planned Actions for Next Operational Period:</b></p>
<p><b>42. Projected Final Incident Size/Area</b> (use unit label – e.g., “sq mi”):</p>
<p><b>43. Anticipated Incident Management Completion Date:</b></p>
<p><b>44. Projected Significant Resource Demobilization Start Date:</b></p>
<p><b>45. Estimated Incident Costs to Date:</b></p>
<p><b>46. Projected Final Incident Cost Estimate:</b></p>
<p><b>47. Remarks</b> (or continuation of any blocks above – list block number in notation):</p>

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**Incident Resource Commitment Summary**

<b>48. Agency or Organization:</b>	<b>49. Resources</b> (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):										<b>50. Additional Personnel</b> in assigned to a resource:	<b>51. Total Personnel</b> (includes those associated with resources – e.g. aircraft or engines – <i>and</i> individual overhead):
<b>52. Total Resources</b>												

<b>53. Additional Cooperating and Assisting Organizations Not Listed Above:</b>
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## 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-

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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	<b>Required.</b> 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	<b>Required.</b> 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)...	<b>Required.</b> Enter both the first and last name of the Incident Commander (IC). If the incident is under a Unified Command (UC), list all ICs by first initial and last name, separated by a comma, including their organization (e.g. L. Burnett – SCES, R. Domanski – Strathcona RCMP, C. Taylor – St. Paul FD)
5	Incident Management Org.	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 IMT, a UC, a UC with IMT, etc. This block should not be completed unless a recognized incident management organization is assigned.
*6	Incident Start Date/Time	<b>Required.</b> This is always the start date and time of the incident (not the report date and time or operational period). Always use the standard of month/day/year and 24 hour clock.
7	Current Incident Size...	Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square kilometers, etc.). Enter the total area involved for incident complexes in this block and list each sub-incident and size in Remarks (Block 47).  Indicate that the size is an estimate, if a more specific figure is not available. Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.  If the incident involves more than one jurisdiction or mixed ownership, agencies/ organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47).  The incident may be one part of a much larger event (refer to introductory instructions under “Preparation”). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management boundaries.



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Item #	Item Title	Instructions
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	<b>Required.</b> 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	<b>Required.</b> Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started.  The time period may include one or more operational periods, based on agency/organizational reporting requirements. Use month/day/year and 24 hour clock to enter start/end dates and times.
<b>Approval &amp; Routing Information</b>		
*12	Prepared by	<b>Required.</b> When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications centre, or another staff person or manager.  Print the name of the person preparing the form; enter the date (month/day/year) and time (24 hour clock) form was prepared. Enter time zone if appropriate.
*13	Date/Time Submitted	<b>Required.</b> Enter the submission date (month/day/year) and time (using the 24 hour clock). Enter the time zone from which the ICS 209 was submitted (e.g. MST).
*14	Approved by	<b>Required.</b> 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,	<b>Required.</b> 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.
<b>Incident Location Information</b>		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Be certain to follow accepted protocols, conventions or standards where appropriate when submitting location information and clearly label all location information.</li> <li>• 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.</li> </ul>		
*16	Province	<b>Required block when applicable.</b> 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	<b>Required block when applicable.</b> 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	<b>Required block when applicable.</b> Enter the name of the municipality where the incident originated. If other municipalities are involved, enter them in Block 25 or 47.

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Item #	Item Title	Instructions
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	<b>Required block when applicable.</b> Enter the jurisdiction where the incident originated (the entry may be general, such as federal, city or province, or may specifically identify agency names such as City of St. Albert, Town of Slave Lake, or SCES).
21	Incident Location Ownership	When relevant (if different than jurisdiction), indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction (i.e. CN has ownership for a train derailment in the jurisdiction of Strathcona County).  This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site (Shell Scotford).
22	Longitude / Latitude	Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data and indicate the format used, as longitude and latitude can be derived from various sources and shown in various formats (i.e. if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds").
23	National Grid Reference	Enter the National Grid reference where the incident originated if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data. <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)	<b>Required.</b> List all affected areas as described in instructions for Blocks 16-24 above, <b>or</b> summarize a general location, <b>or</b> list a reference point for the incident (e.g. the "southern third of Alberta", or "within a 5 mile radius of Sherwood Park).  This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. Other location information may also be listed here if needed or relevant for incident support (e.g. base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.
27	Note any electronic geospatial data included...	Indicate whether and how geospatial data is included or attached. Utilize common and open geospatial data standards.  <b>Warning:</b> 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.  <b>Note:</b> 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).  <b>Note:</b> Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc.  <b>Note:</b> 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.  <b>Note:</b> Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.

**Incident Summary**

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Item #	Item Title	Instructions
*28	Significant Events...	<p><b>Required.</b> Describe significant events that occurred during the period being reported in Block 6. Examples include:</p> <ul style="list-style-type: none"> <li>• Road closures</li> <li>• Evacuations</li> <li>• Progress made and accomplishments</li> <li>• Incident command transitions</li> <li>• Repopulation of formerly evacuated areas and specifics</li> <li>• Containment</li> </ul> <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>B. # Threatened (72 hrs)            Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.</p> <p>C. # Damaged            Enter the number of structures damaged by the incident.</p> <p>D. # Destroyed            Enter the number of structures destroyed beyond repair by the incident.</p> <p>E. Single Residences            Enter the number of single dwellings/homes/units impacted in Columns 30B-D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).</p> <p>F. Nonresidential ...            Enter the number of buildings or units impacted in Columns 30B-D. This includes any primary structure used for nonresidential purposes, excluding other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.</p> <p>Other Minor Structures            Enter any miscellaneous structures impacted in Columns 30B-D not covered in 30E-F above, including any minor structures such as booths, sheds, or outbuildings.</p> <p>Other            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>

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Item #	Item Title	Instructions
		<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><b>Note: Do not estimate any fatality information</b></p> <p><b>Note:</b> 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><b>Note:</b> Do not complete this block if the incident covered by the ICS 209 is <b>not directly responsible</b> for these actions (such as evacuations, sheltering, immunizations, etc) <b>even if they are related to the incident.</b></p> <ul style="list-style-type: none"> <li>• Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> <li>• 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.</li> </ul> <p><b>Note:</b> When providing an estimated value, denote in parenthesis: “est.”</p> <p><b>Handling Sensitive Information</b></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>
A. #	This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
B. Total #	to Date	Enter the total number of individuals impacted in each category for the entire duration of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.
C. Indicate Number of	Civilians (public) below	For lines 31D-M below, enter the number of civilians affected for each category. Indicate if numbers are estimates, for those blocks where this is an option. Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
D. Fatalities		Enter the number of <b>confirmed</b> 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.

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Item #	Item Title	Instructions
	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.
<b>*32</b>	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><b>Note: Do not estimate any fatality information or responder status information.</b></p> <p><b>Note:</b> 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><b>Note:</b> 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><b>Handling Sensitive Information</b></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 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> <p>A. # This Reporting Period</p> <p>Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).</p> <p>B.Total # to Date</p> <p>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> <p>C. Indicate Number of Responders below</p> <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> <p>D. Fatalities</p> <p>Enter the number of <b>confirmed</b> responder fatalities. See information in the “Distribution” section and for Block 32 regarding sensitive handling of fatality information.</p>

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Item #	Item Title	Instructions
	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, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
	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.
<b>33</b>	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>
<b>*34</b>	Life, Safety and Health Threat Management	Note any details in Life, Safety and Health Status/Threat Remarks (Block 33) and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41 or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C-P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health and safety.
	E. Mass Notifications In Progress	<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.

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Item #	Item Title	Instructions
J. Evacuation in Progress	K. Shelter in Place in Progress	Check if there are active evacuations in progress in relation to this incident. Check if there are active shelter in place actions in progress in relation to the incident
L. Repopulation in Progress	M. Mass Immunization in Progress	Check if there is an active repopulation in progress related to this incident. Check if there is an active mass immunization in progress related to the incident.
N. Mass Immunization Complete	O. Quarantine in Progress	Check if a mass immunization effort has been completed in relation to this incident. 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.
<b>35</b>	Weather Concerns (Synopsis of current predicted weather; discuss related factors that may cause concern)	Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. Include current and/or predicted weather factors and the timeframe for predictions. Include relevant factors such as: <ul style="list-style-type: none"> <li>• Wind speed (label units, such as kph)</li> <li>• 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”).</li> <li>• Temperature (label units, such as C)</li> <li>• Relative humidity (label %)</li> <li>• Watches</li> <li>• Warnings</li> <li>• Tides/Currents (if applicable)</li> <li>• Any other weather information relative to the incident, such as flooding, tornados, etc.</li> </ul>
<b>36</b>	Projected Incident Activity, Potential Movement, Escalation or spread and influencing factors during the operational period and in 12-, 24-, 48-, 72 timeframes and anticipated after 72 hrs	Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. Discuss incident potential relative to values at risk or values to be protected (such as next human life) and the potential changes to those as the incident changes.  Include an estimate of the acreage or area that will likely be affected. If known, provide the above information in 12, 24, 48 and 72 hour timeframes, and any activity anticipated after 72 hours.
<b>37</b>	Strategic Objectives...	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).
<b>38</b>	Current Incident Threat Summary and Risk Information...	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.
<b>39</b>	Critical Resource Needs...	List the specific critical resources and numbers needed in order of priority. Be specific as to the need. Use plain language and common terminology for resources and indicate resource category, kind and type (if available or known) to facilitate incident support.  If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified fro each timeframe. Listing critical resources by the time they are needed gives incident support personnel a “heads up” for short-range planning and assists the ordering process to ensure these resources will be in place when they are needed.

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Item #	Item Title	Instructions
		<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"> <li>• <b>24 hrs:</b> 3 Type 2 firefighting helicopters, 2 Type 1 Disaster Medical Assistance Teams.</li> <li>• <b>48 hrs:</b> Mobile Communications Unit (Law/Fire)</li> <li>• <b>After 72 hrs:</b> 1 Type 2 Incident Management Team (IMT)</li> </ul> <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><b>Do not use this block for non-critical resources.</b></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.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• "The current IMT will transition out to a replacement IMT"</li> <li>• "Continue to review operational/engineering plan to facilitate removal of the partially collapsed west bridge supports"</li> <li>• "Continue refining mapping of the recovery operations and damaged assets using GPS"</li> <li>• "Initiate removal of unauthorized food vendors"</li> </ul>
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> <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>



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Item #	Item Title	Instructions
46	Projected Final Incident	<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"> <li>• By size (e.g. 35 acres in Strathcona County)</li> <li>• 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)</li> </ul> <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>
<p><b>Incident Resource Commitment Summary (Page 4)</b></p>		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>		
<p><b>For Summarizing:</b></p>		
<ul style="list-style-type: none"> <li>• 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:             <ul style="list-style-type: none"> <li>○ Group Province, local, county, city or federal responders together under such headings, or</li> <li>○ 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).</li> </ul> </li> <li>• On a large incident, it may also be helpful to group similar categories, kinds or types of resources together for this summary.</li> </ul>		
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"> <li>• 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.</li> </ul>

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Item #	Item Title	Instructions
		<ul style="list-style-type: none"> <li>• For example:               <ul style="list-style-type: none"> <li>○ <i>Resource:</i> Type 2 helicopters...3/8 (indicates 3 aircraft, 8 personnel)</li> <li>○ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel)</li> </ul> </li> </ul> <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"> <li>• For example:               <ul style="list-style-type: none"> <li>○ <i>Resource:</i> Type 2 helicopters...3/8 (indicates 3 aircraft, 8 personnel)</li> <li>○ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel)</li> </ul> </li> </ul> <p><b>Note:</b> 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><b>Note:</b> 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><b>Warning:</b> Do not simply add the numbers across! The number of Total Personnel for each row should include <b>both</b>:</p> <ul style="list-style-type: none"> <li>• The total number of personnel assigned to each of the resources listed in Block 49, and</li> <li>• The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.</li> </ul>
52	Total Resources	<p>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.</p>
53	Additional Cooperating And Assisting Organizations Not listed Above	<p>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.</p> <p>Do not repeat any resources counted in Blocks 48 – 52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).</p>

**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

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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.



## 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"> <li>• Available – indicates resource is available for incident use immediately</li> <li>• Assigned – indicates resource is checked in and assigned a work task on the incident</li> <li>• 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)</li> </ul>
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.
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

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Check-in Location</b> (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	<b>4. Start Date/Time</b> Date: Time:
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**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											

<b>17. Prepared by:</b> Name:	ICS Position:	Signature:	Date/Time:
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**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", show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the ST.
	ST or TF	Use to indicate whether the resource is part of a Strike Team (ST) or Task Force (TF)
6	Order Request #	the order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-in	Enter check-in date (month/day/6year) and time (24 hour clock)



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<b>8</b>	Leader's Name	For equipment, enter the operator's name. For STs or TFs, enter Team leader's name. Leave blank for single resources.
<b>9</b>	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders in this count.
<b>10</b>	Incident Contact Information	Enter available contact information (e.g. radio frequency, cell phone number, etc.) for the incident.
<b>11</b>	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
<b>12</b>	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)
<b>13</b>	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g. bus, engine, personal vehicle)
<b>14</b>	Incident Assignment	Enter the incident assignment at time of dispatch.
<b>15</b>	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
<b>16</b>	Demobilized	Enter the date and time that the resource has been demobilized.
<b>17</b>	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.

Emergency Plan for the  
**Town of Taber**  
 ICS 211E – Equipment Check In

<b>1. Incident Name</b>	<b>2. Operational Period (Date/Time)</b>  From: _____ To: _____	<b>3. Check-in Location</b> <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	
						IN	OUT
					<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"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
COMMENTS:					<input type="checkbox"/>		

<b>11. Prepared by:</b> Name: _____	Signature: _____	Date / Time: _____	<b>12. Date / Time Sent to Resources Unit:</b> _____
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## 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.

Emergency Plan for the  
**Town of Taber**  
 ICS 211P – Personnel Check In

<b>1. Incident Name</b>		<b>2. Operational Period (Date/Time)</b> From: _____ To: _____		<b>3. Check-in Location</b> <input type="checkbox"/> Command Post <input type="checkbox"/> Other check in <input type="checkbox"/> Staging Area    -----		
<b>Personnel Check-in Information</b>						
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"/>		
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				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>10. Prepared by:</b> Name: _____			Signature: _____		Date / Time: _____	
<b>11. Date / Time Sent to Resources Unit:</b>						

## 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.

1. **Message No.**

**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:

## 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".





## 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.
<b>Requester Completes:</b>		
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	<b>Requested:</b> date/time resource is needed; <b>Estimated:</b> 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
<b>Logistics Section Completes:</b>		
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
<b>Finance/Administration Section Completes:</b>		
16	Order placed by	Indicate who the order was placed by and provide Finance Order Number if applicable
17	Reply / Comments from Finance	Enter any additional notes or comments pertaining to the financial aspect of the resource request
18	Finance Section Signature	Applicable Finance/Administration Section personnel signs to indicate Finance/Administration Section approval
19	Date/Time	Enter date (month/day/year) and time (24 hour clock) of Finance/ Administration Section approval

**Town of Taber**

**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

<b>Tactical</b>	<b>Non-Tactical</b>
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. <b>Yes:</b> RESL reassigns resource, keeps a copy and forwards original to LSC for further distribution <b>No:</b> RESL returns form to LSC (SPUL) for ordering	LSC determines if resource is on site and available. <b>Yes:</b> LSC reassigns resource, keeps a copy and forwards original as applicable <b>No:</b> 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.



## 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.

Emergency Plan for the  
**Town of Taber**

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												
			Required												
			Have												
			Need												
<b>11. Total Resources Required:</b>												<b>6. Prepared by:</b>			
<b>12. Total Resources Have on Hand:</b>												Name			
<b>13. Total Resources Need to Order:</b>												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

**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.





## 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.

# Town of Taber

## 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	<b>Animal / Plant</b>
▶ 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

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

### 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
▶ 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)

Emergency Plan for the  
**Town of Taber**  
 ICS 216 – Communication Requirements

1. Incident Name				2. Date		3. Time	
4. Branch		5. Agency		6. Operational Period		7. Tactical Frequency	
8. Division / Group		8. Division / Group		8. Division / Group		8. Division / Group	
9. Agency		9. Agency		9. Agency		9. Agency	
ID No.	Comm. Requirements	ID No.	Comm. Requirements	ID No.	Comm. Requirements	ID No.	Comm. Requirements
10. Prepared by 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.



## 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.

**Distribution:** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

- Notes:**
- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
  - Enlarge to 11 x 17 for use as a wall chart





Emergency Plan for the  
**Town of Taber**

Resource Status Card Crew/Team ICS Form 219-2				Resource Status Card Crew/Team ICS Form 219-2			
PR/Unit		LDW:	No. Pers:	Order No:		PR/Unit	
Agency	Cat/Kind/Type		Name/ID No.		Agency	Cat/Kind/Type	
<b>Front</b>				<b>Back</b>			
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			
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Weight:		Incident Location		Time	
Method of Travel <input type="checkbox"/> AOV <input type="checkbox"/> POV <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			
Home Base:				Note			
Departure Point:				Incident Location		Time	
ETD:		ETA		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			
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other				Note			
Date/Time Ordered:				Incident Location		Time	
Remarks				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			
				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)			

Emergency Plan for the  
**Town of Taber**

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.		
<b>Front</b>				<b>Back</b>					
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					
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			Time		
Remarks				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		
Prepared by:				Prepared by:					
Date/Time:				Date/Time:					
ICS 219-3 Engine (Rose)				ICS 219-3 Engine (Rose)					

Emergency Plan for the  
**Town of Taber**

Resource Status Card Helicopter ICS Form 219-4			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Front</b>			
Date/Time Checked in:			
Pilot Name:			
Home Base:			
Departure Point			
ETD		ETA	
Date/Time Ordered:			
Remarks			
Prepared by:			
Date/Time:			
ICS 219-4 Helicopter (Blue)			

Resource Status Card Helicopter ICS Form 219-4			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Back</b>			
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			
Prepared by:			
Date/Time:			
ICS 219-4 Helicopter (Blue)			

Emergency Plan for the  
**Town of Taber**

Resource Status Card Personnel ICS Form 219-5		
PR/Unit	Name	Position/Title
<b>Front</b>		
Date/Time Checked in:		
Name:		
Primary Contact Information		
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Weight:	
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		
Prepared by:		
Date/Time:		
ICS 219-5 Personnel (White)		

Resource Status Card Personnel ICS Form 219-5		
PR/Unit	Name	Position/Title
<b>Back</b>		
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		
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)		

Emergency Plan for the  
**Town of Taber**

Resource Status Card Fixed Wing ICS Form 219-6			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Front</b>			
Date/Time Checked in:			
Pilot Name:			
Home Base:			
Departure Point:			
ETD:		ETA:	
Destination Point:			
Date/Time Ordered:			
Manufacturer:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-6 Fixed Wing (Orange)			

Resource Status Card Fixed Wing ICS Form 219-6			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Back</b>			
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			
Prepared by:			
Date/Time:			
ICS 219-6 Fixed Wing (Orange)			

Emergency Plan for the  
**Town of Taber**

Resource Status Card Equipment (i.e. Dozer) ICS Form 219-7			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Front</b>			
Date/Time Checked in:			
Leader Name:			
Primary Contact Information			
Resource ID No.(s) or Name(s)			
Home Base:			
Departure Point			
ETD:		ETA:	
Date/Time Ordered			
Remarks			
Prepared by:			
Date/Time:			
ICS 219-7 Equipment [i.e. Dozer] (Yellow)			

Resource Status Card Equipment (i.e. Dozer) ICS Form 219-7			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Back</b>			
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			
Prepared by:			
Date/Time:			
ICS 219-7 Equipment [i.e. Dozer] (Yellow)			

Emergency Plan for the  
**Town of Taber**

Resource Status Card Misc. Equip/Task Force ICS Form 219-8			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Front</b>			
Date/Time Checked in:			
Leader Name:			
Primary Contact Information			
Resource ID No.(s) or Name(s)			
Home Base:			
Departure Point			
ETD:		ETA:	
Date/Time Ordered			
Remarks			
Prepared by:			
Date/Time:			
<b>ICS 219-8 Misc. Equipment/Task Force (Tan)</b>			

Resource Status Card Misc. Equip/Task Force ICS Form 219-8			
PR/Unit	LDW:	No. Pers:	Order No:
Agency	Cat/Kind/Type		Name/ID No.
<b>Back</b>			
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			
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:			
<b>ICS 219-8 Misc. Equipment/Task Force (Tan)</b>			

Emergency Plan for the  
**Town of Taber**

Resource Status Card Generic ICS Form 219-10				Resource Status Card 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.		
<b>Front</b>				<b>Back</b>					
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					
Prepared by:				Prepared by:					
Date/Time:				Date/Time:					
ICS 219-10 Generic (Light Purple)				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	Gray (to be used only as label cards for T-Card racks)
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
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)

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## ICS Form 219-2 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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.
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

Emergency Plan for the  
**Town of Taber**

**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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	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

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## ICS 219-3 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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
<b>CARD BACK</b>	
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"> <li>• Assigned – assigned to the incident</li> <li>• 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</li> <li>• O/S Pers – out of service for personnel reasons</li> <li>• Available – available for assignment at the incident</li> <li>• O/S Mech – out of service for mechanical reasons</li> <li>• ETR – estimated time of return</li> </ul>
Notes	Enter any additional information pertaining to the resource's current location or status
Prepared by	Enter the name of the person preparing the form.

## ICS 219-4 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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 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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource'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 219-5 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
PR/Unit Name	Enter the province and/or unit identifier (3-5 letters) used by the authority having jurisdiction. Enter the individual's first initial and last name
Date/Time Checked In Name	Enter date (month/day/year) and time of check-in (24 hour clock) to the incident 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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource'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 219-6 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource'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 219-7 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource's current location or status
Prepared by	Enter the name of the person preparing the form.



## ICS 219-8 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource'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

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

## ICS 219-10 Completion Instructions

Item Title	Instructions
<b>CARD FRONT</b>	
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
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
<b>CARD BACK</b>	
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"><li>• Assigned – assigned to the incident</li><li>• 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</li><li>• O/S Pers – out of service for personnel reasons</li><li>• Available – available for assignment at the incident</li><li>• O/S Mech – out of service for mechanical reasons</li><li>• ETR – estimated time of return</li></ul>
Notes	Enter any additional information pertaining to the resource'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

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 ICS 220 – Air Operations Summary

<b>1. Incident Name</b>			<b>2. Operational Period (Date/Time)</b>			<b>3. Sunrise: Sunset:</b>	
<b>4. Remarks</b> (safety notes, hazards, air operations special equipment, etc.)			<b>5. Ready Alert Aircraft</b>			<b>6. Temporary Flight Restriction Number:</b>	
			Medivac: New Incident:			Altitude: Center Point:	
			<b>8. Frequencies:</b>	<b>AM</b>	<b>FM</b>	<b>9. Fixed-Wing</b> (category/kind/type, make/model, N#, base)	
			Air / Air Fixed Wing			Air Tactical Group Supervisor Aircraft:	
<b>7. Personnel</b>	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				
<b>10. Helicopters</b> (use additional sheets as necessary):							
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks	
<b>11. Prepared by:</b> Name:		Position/Title:		Signature:		Date/Time:	



## 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 by7 indicating the designators of the helicopters and fixed-wing aircraft 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.

Emergency Plan for the  
**Town of Taber**  
 ICS 221 – Demobilization Checkout

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>3. Planned Release Date/Time:</b> Date: _____ Time: _____	<b>4. Resource or Personnel Released:</b>	<b>5. Order Request Number:</b>	
<b>6. Resource or Personnel:</b> 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)			
<b>LOGISTICS SECTION</b>			
	<b>Unit/Manager</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<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		
<b>FINANCE/ADMINISTRATION SECTION</b>			
	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>OTHER SECTIONS/STAFF</b>			
	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>PLANNING SECTION</b>			
	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
<b>7. Remarks:</b>   			
<b>8. Travel Information:</b>			
Estimated Time of Departure: _____		Room Overnight <input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination: _____		Actual Release Date/Time: _____	
Travel Method: _____		Estimated Time of Arrival: _____	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact info while traveling: _____	
Number: _____		Area/Agency/Region Notified: _____	
<b>9. Reassignment Information:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
<b>11. Prepared by (Demobilization Unit)</b> Name: _____	Signature: _____		Date/Time: _____

## 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 or resource being released.
6	Resource or Personnel  Logistics Section Finance/Administration Section Other Section/Staff Planning Section	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.).  The Demobilization Unit Leader will check the box to the left of those Units requiring the resource to check out. The identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g. transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information Room Overnight  Estimated time of departure  Actual Release Date/Time  Destination  Estimated Time of Arrival  Travel Method  Contact Information While Traveling Manifest / Number Area/Agency/Region Notified	Enter the following travel information:  Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning to home base and/or unit.  Use this section to enter the resource's or personnel's estimated time of departure (24 hour clock).  Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (24 hour clock).  Use this section to enter the resource's or personnel's destination.  Use this section to enter the resource's or personnel's estimated time of arrival (24 hour clock).  Use this section to enter the resource's or personnel's travel method (e.g. POV, air, etc.).  Use this section to enter the resource's or personnel's contact information while traveling (e.g. cell phone, radio frequency, etc.).  Use this section to indicate whether  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.

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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.

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**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.

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**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.



# Town of Taber

## ICS 222 – Incident Weather Forecast Request

<b>1. Incident Name</b>			<b>2. Requesting Agency</b>			<b>3. Request Date/Time</b>		
<b>4. Location (Lat/Long and/or Township/Section/Range)</b>								
<b>5. Aspect/Exposure</b>			<b>6. Elevation (Top/Bottom)</b>			<b>7. Drainage Name</b>		
<b>8. Project Size</b>			<b>9. Fuel Type</b>			<b>10. Contact Person or Incident Commander</b>		
<b>11. Send Forecast by</b> <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Both Fax and Email						<b>12. Phone Number(s)</b>		
<b>13. Fax Number(s)</b>						<b>14. Email address(es)</b>		
<b>15. On Site Weather Observations</b>								
		Temp		Wind Dir/Spd				
Time	Elev	Dry	Wet	20 ft	Eye Level	RH	DP	Remarks
<b>16. Forecast Elements</b>								
<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				
<b>17. Forecast Periods</b>								
<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				
<b>18. Comments / Remarks</b>								

## Completion Instructions

<b>Item #</b>	<b>Item Title</b>	<b>Instructions</b>
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 is requested.
<b>5 through 15</b>		Enter information as applicable.
<b>16 through 17</b>		Indicate ( <input checked="" type="checkbox"/> ) as applicable.
18	Comments/Remarks	Enter any additional information as deemed applicable and appropriate.

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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.

<b>Item #</b>	<b>Item Title</b>	<b>Instructions</b>
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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**Town of Taber**  
 ICS 225 – Incident Personnel Performance Rating

<b>1. Name:</b>		<b>2. Incident Name:</b>			<b>3. Incident No.:</b>	
<b>4. Home Unit Name / Address:</b>				<b>5. Incident Agency / Address:</b>		
<b>6. Position Held on incident:</b>		<b>7. Date(s) of Assignment</b> From: to:		<b>8. Incident Complexity Level</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		<b>9. Incident Definition</b>
<b>10. Evaluation</b>						
<b>Rating Factors</b>	<b>N/A</b>	<b>1 – Unacceptable</b>	<b>2</b>	<b>3 – Met Standards</b>	<b>4</b>	<b>5 – Exceeded Expectations</b>
<b>11. Knowledge of the job/professional competence:</b> 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"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs and value of work.
<b>12. Ability to obtain performance / results</b> 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"/>	Maintained optimal balance among quality, quantity and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
<b>13. Planning/ Preparedness</b> 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"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
<b>14. Using Resources</b> 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"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
<b>15. Adaptability/Attitude</b> Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities or unexpected obstacles.	<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. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<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 pressure and ambiguity into constructive forces for change.
<b>16. Communication Skills</b> Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.	<input type="checkbox"/>	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.

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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
<b>17. Ability to Work on a Team</b> 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. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
<b>18. Consideration for Personnel / Team Welfare</b> 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 and timely recognition, both formal and informal.
<b>19. Directing Others</b> 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 and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
<b>20. Judgment/ Decisions under stress</b> 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, an understanding of political processes and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
<b>21. Initiative</b> 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 when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decision-making.
<b>22. Physical Ability for the Job</b> 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 at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
<b>23. Adherence to Safety</b> 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.
<b>24. Remarks:</b>						
<b>25. Rated Individual:</b>		Signature:			Date/Time:	
This rating has been discussed with me.						
<b>26. Rated by:</b>				Signature:		
Name:				Date/Time:		
Position:						

## 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) ( <b>from</b> month/day/year <b>to</b> month/day/year) the individual was assigned to the incident
8	Incident Complexity Level	Indicate the level of complexity for the incident (ICS rating from 1 to 5)
9	Incident Definition	Enter a general definition of the incident (i.e. tornado, wildfire, bridge collapse, parade, etc.)
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed
	N/A	Duty did not apply
	1 – Unacceptable	Does not meet minimum requirements; deficiencies/improvements needed must be identified in remarks.
	2 – Needs improvement	Meets some or most of the requirements; identify improvement needed in remarks.
	3 – Met Standards	Satisfactory; subordinate meets all requirements of the individual elements
	4 – Fully Successful	Subordinate meets all requirements and exceeds one or several of the requirements of the individual element.
	5 – Exceeded Expectations	Superior performance; subordinate consistently exceeds the performance requirements.
11	Knowledge of the Job/ Competence	Ability to acquire, apply and share technical and administrative Professional knowledge and skills associated with description of duties (includes operational aspects such as airmanship, SAR as appropriate).
12	Ability to obtain Performance/ Results	Quality, quantity, timeliness and impact of work
13	Planning / Preparedness	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT)
14	Using Resources	Ability to manage time, materials, information, money and people (i.e. all IMT components as well as external publics).
15	Adaptability / Attitude	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities or unexpected obstacles.
16	Communication Skills	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability to Work on a Team	Ability to manage, lead and participate in teams, encourage cooperation and develop esprit de corps.
18	Consideration for Personnel/ Team Welfare	Ability to consider and respond to others' personal needs, capabilities and achievements; support for and application of work-life concepts and skills.

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19	Directing Others	Ability to influence or direct others in accomplishing tasks or missions.
20	Judgment / Decisions under Stress	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop and seek responsibility without guidance and supervision.
22	Physical ability for the job	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	Adherence to safety	Ability to invest in the IMT's 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.



Emergency Plan for the  
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 ICS 226 – Message Log

1. Incident Name		2. Date	3. Operational Period	4. Location ICP <input type="checkbox"/> EOC <input type="checkbox"/>
Initial Message				Reply
5. Time Originated	6. Message #	7. Message Subject		8. Date/Time Received

## 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.

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 ICS 228 – Incident Cost Worksheet

<b>1. Incident Name:</b>		<b>2. Date:</b>		<b>3. Operational Period</b> From: To:	
<b>Item</b>	<b>Number</b>	<b>Estimated Cost</b>	<b>TOTALS</b>		
I. Engine Costs (All Agencies / All Types)					
<b>4. Engines</b>					
II. Hand Crew Costs (All Agencies)					
<b>5. Agency Crews</b>					
<b>6. Pick-up Labor Crews</b>					
<b>7. Custodial Agency Personnel</b>					
III. Dozer Costs					
<b>8. Agency Owned (All agencies/types)</b>					
Dozers					
Tenders					
Transports					
<b>9. Rentals</b>					
Dozers					
Tenders					
Transports					
IV. Aircraft Costs					
<b>10. Air Attack / Airtanker Coord Ships</b>					
<b>11. Airtankers</b>					
<b>12. Recon</b>					
<b>13. Helicopters (Agency Owned)</b>					
<b>14. Helicopters (hired)</b>					
<b>15. Gallons Retardant</b>					
V. Overhead / Staff Costs (All Agencies)					
<b>16. Command Staff</b>					
<b>17. Operations Section Staff</b>					
<b>18. Planning Section Staff</b>					
<b>19. Logistics Section Staff</b>					
<b>20. Finance Section Staff</b>					
VI. Miscellaneous					
<b>21. Field Kitchen or Caterer</b>					
<b>22. Reefer Vans</b>					
<b>23. Shower Units</b>					
<b>24. Trash Collection</b>					
<b>25. Rental Support Vehicles</b>					
<b>26. IR Aircraft</b>					
<b>TOTAL ESTIMATED COSTS FOR OPERATIONAL PERIOD</b>					
<b>27. Prepared by (Cost Unit)</b>		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.

<b>Item #</b>	<b>Item Title</b>	<b>Instructions</b>
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).
<b>4 through 27</b>		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.

Emergency Plan for the  
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 ICS 230 – Meeting Schedule

<b>1. Incident Name:</b>	<b>2. Operational Period</b> Date from:		Date to:	
	Time from:		Time to:	
<b>3. Meeting Schedule (Commonly-held meetings are included)</b>				
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 &amp; 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>	
<b>4. Prepared by (Situation Leader):</b> 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.

Emergency Plan for the  
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 ICS 232 – Resources at Risk Summary

<b>1. Incident Name</b>	<b>2. Operational Period</b>
	From: _____ To: _____

<b>3. Environmentally-Sensitive Areas and Wildlife Issues</b>			
<b>Site #</b>	<b>Priority</b>	<b>Site Name and/or Physical Location</b>	<b>Site Issues</b>

**Narrative**

<b>4. Archaeo-cultural and Socio-economic Issues</b>			
<b>Site #</b>	<b>Priority</b>	<b>Site Name and/or Physical Location</b>	<b>Site Issues</b>

**Narrative**

<b>5. Prepared by:</b> (Environmental Specialist)	<b>Date / Time</b>
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.





## 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/Actions 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 if 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

<b>1. Incident Name:</b>		<b>2. Operational Period</b>		Date from:	Date to:
				Time from:	Time to:
<b>3. Operational Objectives:</b> Command's DESIRED OUTCOME		<b>4. Strategies:</b> HOW to achieve the Desired Outcomes		<b>5. Tactics / Work Assignments:</b> WHO, WHAT, WHERE, and WHEN	
<b>A.</b>		<b>A1</b>		<b>A1.1</b>	
				<b>A1.2</b>	
		<b>A2</b>		<b>A2.1</b>	
				<b>A2.2</b>	
		<b>A3</b>		<b>A3.1</b>	
				<b>A3.2</b>	
<b>B.</b>		<b>B1</b>		<b>B1.1</b>	
				<b>B1.2</b>	
		<b>B2</b>		<b>B2.1</b>	
				<b>B2.2</b>	
		<b>B3</b>		<b>B3.1</b>	
				<b>B3.2</b>	
<b>C.</b>		<b>C1</b>		<b>C1.1</b>	
				<b>C1.2</b>	
		<b>C2</b>		<b>C2.1</b>	
				<b>C2.2</b>	
		<b>C3</b>		<b>C3.1</b>	
				<b>C3.2</b>	
<b>6. Prepared by</b> (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 (i.e. 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 the task(s) to be accomplished, where, when and with what (WHO, WHAT, WHERE, and WHEN).
<b>Repeat Steps 3-5 until all of the operational objectives have been completely outlined. Add additional form pages as needed.</b>		
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).

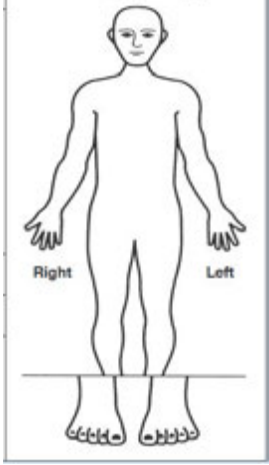
**Distribution:** The ICS Form 234 will be posted and reviewed at the Tactics Meeting (if completed beforehand) and the Planning Meeting, and will form part of the Situation and Status Displays (poster format). An 8 ½ x 11" size copy will be provided to the Documentation Unit to form part of the incident documentation package.

Emergency Plan for the  
**Town of Taber**  
 ICS 237 – Incident Mishap Reporting

<b>1. Incident Name:</b>	<b>2. Operational Period</b> Date from: _____ Time from: _____	Date to: _____ Time to: _____
--------------------------	---	----------------------------------

<b>3. Name(s) of Injured/ Involved Personnel:</b>	<b>4. Nature of Mishap</b> <input type="checkbox"/> Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss – Injury <input type="checkbox"/> Near Miss - Property	<b>5. ICS Role</b>
---	---	--------------------

**6. Narrative of Mishap:**

<b>7, Nature of Injury:</b>	<p><b>Circle part injured</b>          Please check:  <input type="checkbox"/> Front    <input type="checkbox"/> Back</p> <div style="text-align: center;">  </div>
-----------------------------	--

**8. Nature of Property Damage / Estimated Costs**

<b>9. Prepared by</b> (Safety Officer) Name: _____	Signature: _____	Date/Time: _____
---	------------------	------------------

## 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
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.



## Completion Instructions

**Purpose:** The Communications Log (ICS 309) provides for a process to document significant radio messages and transmissions at a radio base station. The information documented by the 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	Time transmission/reception was made (24 hour clock)
	From	
	<ul style="list-style-type: none"> <li>• Call Sign/ID</li> <li>• Msg #</li> </ul>	<ul style="list-style-type: none"> <li>• Call sign or identification of the message being received or sent from</li> <li>• Include the corresponding number matching the message in the "message" column</li> </ul>
	To	
	<ul style="list-style-type: none"> <li>• Call Sign/ID</li> <li>• Msg #</li> </ul>	<ul style="list-style-type: none"> <li>• Call sign or identification of the message being received or sent to</li> <li>• Include the corresponding number matching the message in the "message" column</li> </ul>
	Message	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.



Emergency Plan for the  
**Town of Taber**

**18 Mutual Aid**

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

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

## 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

#### Office Consolidation

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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

	<b>Alta. Reg.</b>	<i>Amendments</i>
<b>Emergency Management Act</b>		
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

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- (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:



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- (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.

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(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),

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- (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

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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







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**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

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**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.

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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:

<b>Act</b>	means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
<b>Agency</b>	means the Taber Emergency Management Agency appointed under the bylaw;
<b>Bylaw</b>	means the "Emergency Management Bylaw" established by the Municipality;
<b>Chief Administrative Officer</b>	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;
<b>Council</b>	means the Council for the Town of Taber;
<b>Councilor</b>	means the members of Council and includes the Mayor;

**TOWN OF TABER**  
**BYLAW NO. 19-2019**

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

## TOWN OF TABER

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- a) Advise Town Council on the development and status of plans and programs on an annual basis;
- 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.

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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.

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- 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.

## 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;

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- 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;
- 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 15 <sup>th</sup> day of October, 2019
RES. 585/2019	Read a second time this 15 <sup>th</sup> day of October, 2019
RES. 587/2019	Read a third time and finally passed this 15 <sup>th</sup> day of October, 2019

TOWN OF TABER

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER (C.A.O)





# SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

**THIS AGREEMENT** made this 1<sup>st</sup> 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 Section 1 (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 vice-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: \_\_\_\_\_.

\_\_\_\_\_  
Designated Officer      Designated Officer Signature      \_\_\_\_\_ Requesting

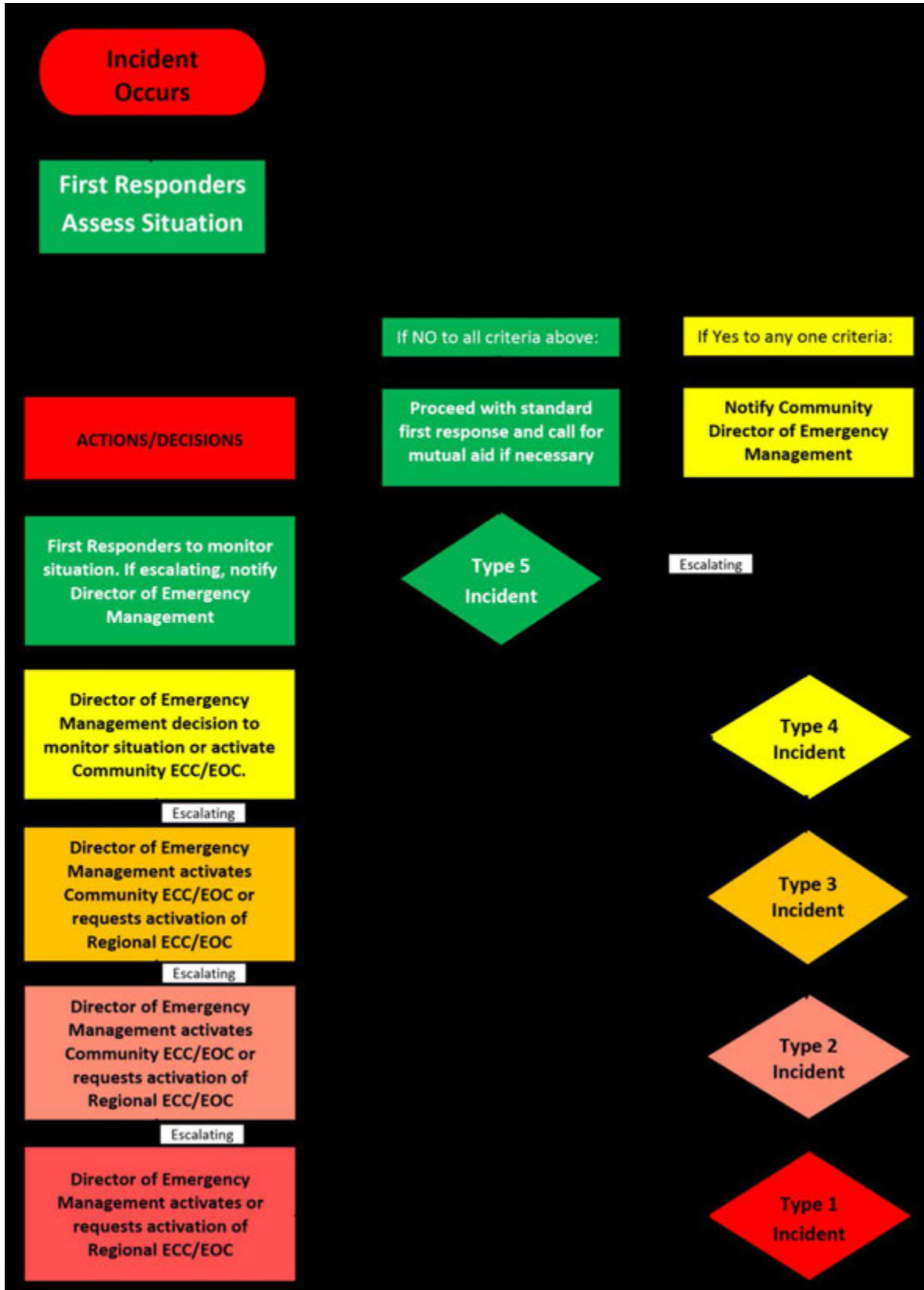
\_\_\_\_\_  
Date and Time

**APPENDIX D - Parties to this Agreement**

<b>APPENDIX D: Parties to this Agreement</b>				<b>As of November 16, 2020</b>
<b>Municipality or First Nation</b>	<b>Emergency Contact</b>	<b>Contact Information</b>	<b>Council Resolution</b>	<b>Resolution Date</b>
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)	<u>403-625-9760</u> <u>jason@claresholm.ca</u>	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)	<u>403-892-0223</u> <u>firechief@coalhurst.ca</u>	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)	<u>403-553-4425, 403-715-4137,</u> <u>l.gillingham@fortmacleod.com</u>	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)	<u>403- 824-3555, 403-634-7671</u> 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)	<u>cao@village.longview.ab.ca</u>	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 1<sup>st</sup> 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 TIG IT2

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 50<sup>th</sup> st  
Taber, AB TIG IT2

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



REEVE CAO

TOWN OF TABER



MAYOR



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
<b>Enchant</b>										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		
<b>Grassy Lake</b>										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		
<b>Hays</b>										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		
<b>MD Taber Regional</b>										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		
<b>Vauxhall Regional</b>										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
<b>Town of Taber</b>				
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

# Glossary

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### 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, 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.