

Town of Mayerthorpe Municipal Emergency Management Plan (EMP)

Revision 01: May 30, 2017

Amendment Log

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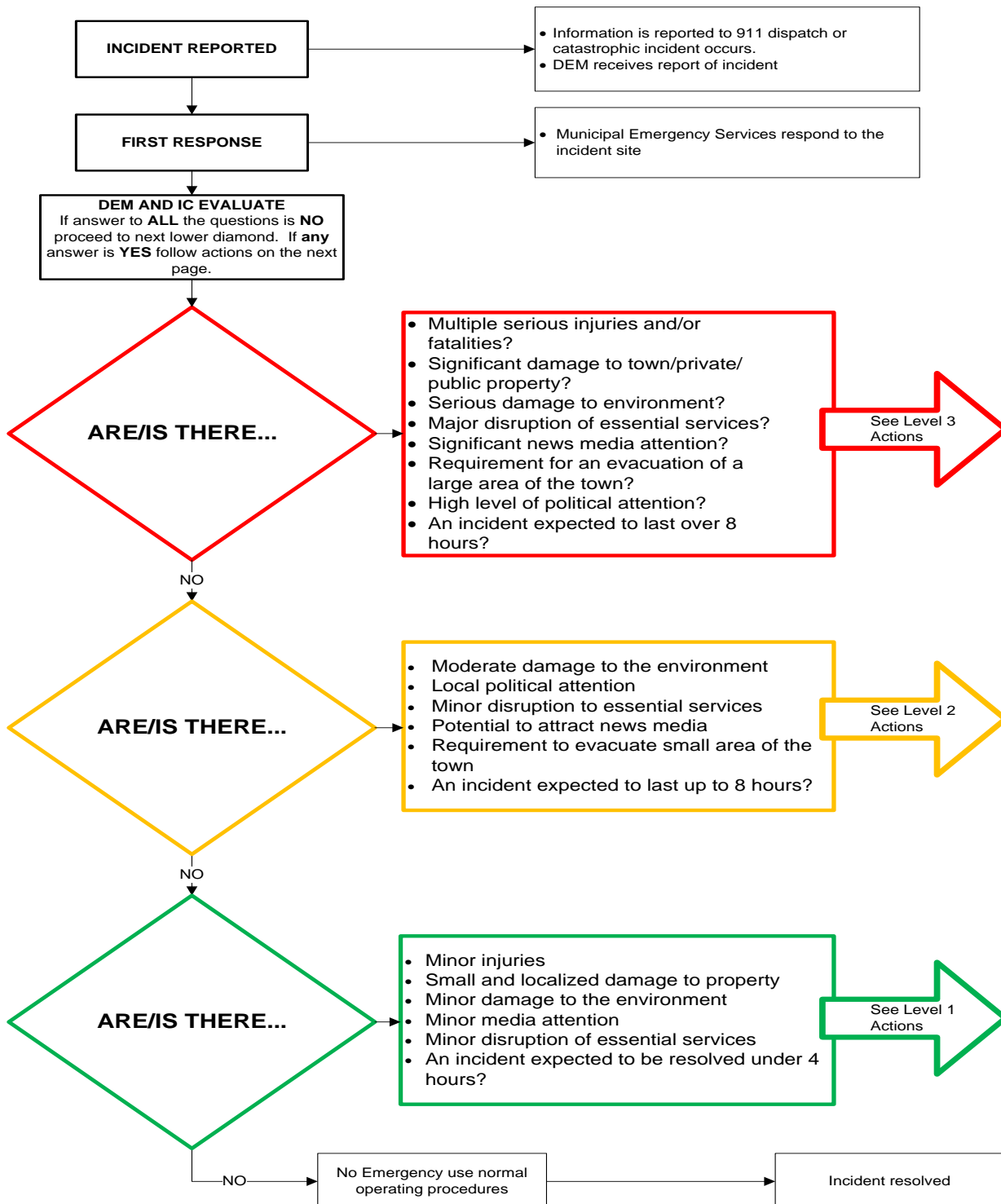
Section 2

Immediate Actions

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2.0 IMMEDIATE ACTIONS

2.1 Immediate Actions Decision Tree





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Immediate Actions

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2.2 Immediate Actions by Level

LEVEL 3	ACTIONS	DONE	TIME
IC	<ul style="list-style-type: none"> Notify your Service Chief (Fire, Police, or EMS) and/or Deputy. 		
IC	<ul style="list-style-type: none"> Notify your Dispatcher and/or 911 centre. 		
IC	<ul style="list-style-type: none"> Request immediate assistance from Mutual Aid. 		
Service Chief	<ul style="list-style-type: none"> Notify the Director of Emergency Management (DEM) or assigned. 		
DEM	<ul style="list-style-type: none"> Initiate call out to ECC members. 		
DEM	<ul style="list-style-type: none"> Determine the need to Declare a State of Local Emergency and complete necessary forms in Appendix A. 		
ECC members	<ul style="list-style-type: none"> Report to ECC (primary or alternate) as directed by DEM. 		

LEVEL 2	ACTIONS	DONE	TIME
IC	<ul style="list-style-type: none"> Notify your Service Chief (Fire, Police, or EMS) and/or Deputy 		
IC	<ul style="list-style-type: none"> Notify your Dispatcher and/or 911 centre. 		
IC	<ul style="list-style-type: none"> Request assistance from Mutual Aid, as required. 		
Service Chief	<ul style="list-style-type: none"> Notify the Director of Emergency Management (DEM) or assigned. 		
DEM	<ul style="list-style-type: none"> Determine if ECC needs to be activated. 		
DEM	<ul style="list-style-type: none"> Initiate call out to ECC members. 		
DEM	<ul style="list-style-type: none"> Determine a need to Declare a State of Local Emergency and complete necessary forms in Appendix A. 		
ECC members	<ul style="list-style-type: none"> Report to ECC (primary or alternate) as directed by DEM. 		

LEVEL 1	ACTIONS	DONE	TIME
IC	<ul style="list-style-type: none"> Notify your Service Chief (Fire, Police, or EMS) and/or Deputy 		
Service Chief	<ul style="list-style-type: none"> Notify the Director of Emergency Management (DEM) or assigned. 		
DEM	<ul style="list-style-type: none"> Remain on standby to support IC if required. 		



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Immediate Actions

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2.3 ECC Activation

This plan may be activated in part or in whole:

1. On a declaration of a State of Local Emergency by those authorized to do so in accordance with the Municipal Emergency Management By-Law. (Appendix A: Declaration of a State of Local Emergency)
2. On a declaration of a Provincial State of Emergency by the Lieutenant Governor in Council in accordance with Section 18 of the Emergency Management Act.
3. When NO declared state of emergency exists:
 - a. by the Director of Emergency Management; or
 - b. by the Mayor, or Committee of the Local Authority.

2.4 Initial Actions

Emergency Services:

The first actions when an alarm emergency is reported are to be taken by Local Emergency Services. Detailed duties and responsibilities for Emergency Services are listed in Section 5 – Roles and Responsibilities.

Upon notification of an emergency situation, the following actions will take place:

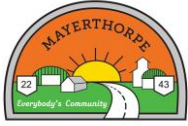
- Emergency services respond to the affected area as required.
- The first Emergency Service on scene will assess the emergency.
- The lead for the Primary Emergency Service on scene will assume Incident Commander (IC) responsibilities.
- An Incident Command Post (ICP) will be established by the Lead Emergency Service Incident Commander.
- Other service resources are activated based on evaluation of incident.
- Immediate actions and control measures will be initiated within the scope of their responsibilities.
- The Incident Commander will contact the Director Emergency Management, recommending if the ECC needs to be activated or not and confirm the level of emergency.

Authority – Other:

- If 9-1-1 is not contacted, the following officials have the authority to contact the Director of Emergency Management and request the activation of the ECC:
 - Mayor or alternate
 - Chief Administrative Officer or alternate
 - Fire-Rescue Officer
 - RCMP Staff Sergeant or alternate
 - AHS

ECC Staff Call Out:

- The Director of Emergency Management will direct a call out to ECC staff members. The actual calling may be delegated to someone else, and conducted by telephone. It is the responsibility of



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ECC staff to contact their staff as required. Alternates will be called if a primary ECC member cannot be contacted.

ECC Setup:

- Upon call out and notification of a Level 2 or 3 emergency situation affecting the Town of Mayerthorpe, personnel will report to the ECC, sign in and follow the instructions in the checklists in Section 5.

ECC Conduct:

After the ECC is set up and the ECC Director will:

- Facilitate the initial briefing. This briefing should be short and outline the situation (5-7 minutes maximum), soliciting pertinent details from all ECC members.
- Conduct a planning meeting to:
 - Confirm goals, establish immediate objectives and assign tasks.
 - Develop an ECC action plan with support of the Planning and Operations Section Chiefs.
 - Determine and/or confirm notifications that have been or need to be made, and who will make them.
 - Confirm information management and documentation processes that will be used by the ECC.
- Remind the ECC staff to update the status boards, as required.
- Provide a time for the next update briefing.

Declaration of State of Local Emergency:

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.

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 Mayerthorpe's Municipal Emergency Management Bylaw, the following Council member(s) is/are authorized to declare alone:

- **Mayor**
- **Deputy Mayor**

In their absence, any two council members are required to sign.

2) Fill out Declaration of State of Local Emergency 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.



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3) Make public announcement of declaration.

Use the forms in Appendix A or similar format and make the declaration public and/or post it in public domain through the Information Officer.

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

Fax to: 780-000-000 or 780-000-0000 or provide copy to AEMA Field Officer.

Note: Should the declaration be terminated by Council (see form in Appendix A) 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.

Forms for declaration and termination of a State of Local Emergency can be found in Appendix A.

2.5 ECC Setup

First person in the ECC will begin setup of the command centre. The following activities will be initiated as soon practical:

Initial Actions Checklist: (please complete and check off as completed)

- ☐ Establish communications with the Incident Commander and responding agencies.
- ☐ Begin to fill out Initial Emergency Information Form (Appendix B).
- ☐ Set up phones, computers, and other equipment, as per layout (Figure 2-1 ECC Layout).
- ☐ Ensure adequate quantities of emergency plans and copies of staff assignments are present.
- ☐ Gather information about the incident to pass on to the Director of Emergency Management upon arrival.
- ☐ Setup and begin to fill out information on Status Boards (Incident Status, Staffing, Resource)
- ☐ Open a Time and Event Log.
- ☐ Ensure that maps, stationery, etc., are accessible.
- ☐ Establish security for the ECC.
- ☐ Begin call out to ECC members as directed by Director of Emergency Management.

Ongoing Actions Checklist: (please complete and check off as completed)

- ☐ Provide a quick update for the staff as they arrive and ensure they sign in using the Staffing Board.
- ☐ Remind incoming staff to:
 - ✓ Read the Incident Status Board.
 - ✓ Finish setting up their workstations.
 - ✓ Begin to fill out personal Time and Event Log
- ☐ Ensure food and refreshments are available.



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Primary ECC

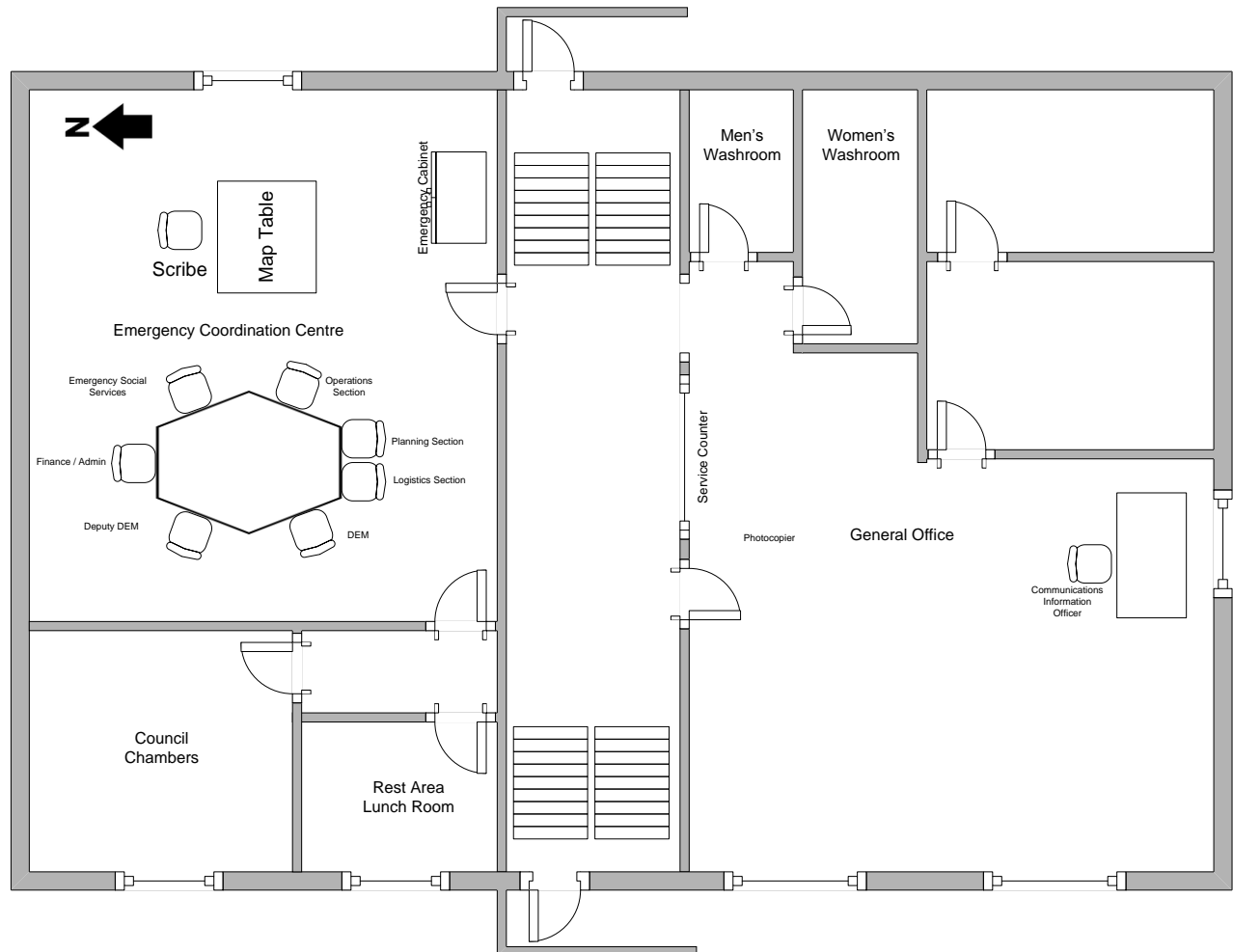


Figure 2-1 ECC Layout



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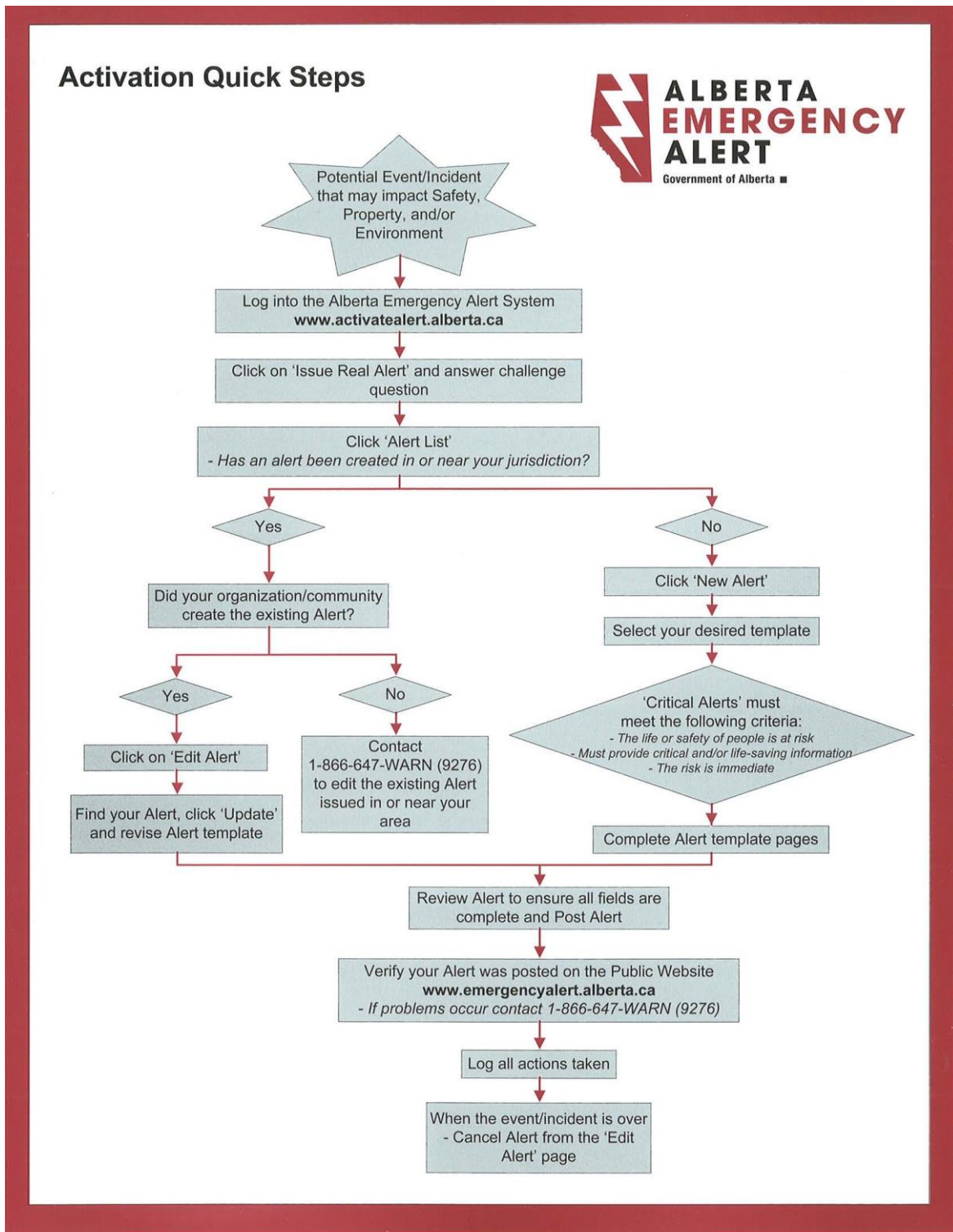


Figure 2-2 Emergency Alert System Activation



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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 centres, where people should evacuate to, phone numbers/web addresses of additional information

Instructions for the Public:

Keep it short and simple

Alert Area

Where is the emergency, who is affected

Your Agency

Who the public can contact to get more information

Once this form is COMPLETE, call 1-866-647-WARN (9276) to issue your critical alert.

Figure 2-3 Critical Alert Message



Section 3

Specific Response Plans

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3.0 SPECIFIC RESPONSE PLANS

3.1 Public Evacuation or Shelter-In-Place

Overview

Should an incident escalate, or have the potential to escalate, to the point where the safety of the public may be impacted, the ECC Director will determine in consultation with the other agencies, as necessary, which course of action is best to protect the health and safety of the public.

Dependent on incident details, there are two methods of securing the public's safety. They are **evacuation** or **shelter in place**. There are a number of possible emergency situations that could necessitate the need to issue an evacuation order or shelter in place direction. The following are some examples (not all inclusive):

- Extreme weather – flooding, hurricanes and tornadoes
- Loss of Utilities for an extended period of time
- Hazard material release to the atmosphere or the environment that may pose a serious health risk to the public
- Forest fires that may threaten residential or commercial properties
- Structural fires impacting or with the potential to impact the safety of human life.

Authority

The ECC Director, in consultation with the Incident Commander, will determine the need to evacuate or shelter in place. The Town of Mayerthorpe must still be prepared to evacuate individuals, even if it concludes that shelter in place is a safe option. The Lieutenant Governor in Council has authority to order people to evacuate an area. If the Lieutenant Governor in Council declares that residents must be evacuated, then the ECC Director will have to comply.

Decision Tree and Considerations

Evacuation is considered the best approach if the time available and the means to effect the evacuation is favourable. Sheltering in place offers an effective alternate approach. When dealing with the potential exposure to an airborne hazardous material release, the benefits of sheltering in place is that once a person moves from outdoors to indoors, there are no indoor concentration fluctuations (e.g. it is the absence of peak concentrations that dramatically reduces the risk of fatality to people sheltering indoors).

There are a number of factors the Incident Commander and the ECC Director must assess in making their determination. The Decision Tree in Figure 3-1 can be used to consider whether to evacuate or to shelter in place when dealing with a potential hazardous material release as necessary. The list below can be referenced when considering what actions to take to support evacuation or shelter in place.



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Procedure

The Incident Commander responsibilities:

- Assess the situation and the need for an evacuation or sheltering in place.
- If there is a need to evacuate or shelter in place, the Incident Commander will make the recommendation to the ECC.
- Evacuate the immediate area if there is a safety risk to the public.
- In an immediate evacuation, the Incident Commander will request support from the ECC.

The ECC Director responsibilities:

- Assess the recommendation from the Incident Commander and confirm if an evacuation or shelter in place is required.
- Request that the Mayor (or designate) initiate the Alberta Emergency Alert System to advise residents on the following (as a minimum):
 - The situation.
 - To leave the area immediately.
 - The location of collection points and Reception Centre(s).
 - The transportation available.
 - To wait at the Reception Centre until advised that it is safe to return to the area.

The Information Officer responsibilities:

- Upon direction from the ECC Director, will make a request to the radio and television stations to broadcast an Emergency Evacuation and/or Shelter In Place message.
- The Emergency Evacuation Advisory in Appendix A should be used to prepare a statement to residents.

If the decision is to have the public shelter in place, the guidelines in the advisory in Appendix A can be used as a reference when providing guidance to the public. Elements of the text within these guidelines can be included when sending messages to the public via the Alberta Emergency Alert System.

Reception Centre and Collection Point Locations

In the event an area must be evacuated, Reception Centres will be established outside the impact zone of the emergency as required. The Reception Centre is a place which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required. The ESS representative in the ECC is responsible for coordinating activation, staffing, and operation of reception centres within the Town of Mayerthorpe.

Collection Points are pick-up points for those needing transportation to the Reception Centres. Collection Points are confirmed by the Planning and Logistics Section Chiefs in the ECC.

For information on the Reception Centres refer to the Emergency Socials Services Manual.



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Registration and Inquiry

Refer to ESS Plan

Services and Facilities

Accommodations, food services, and social services will be arranged for those who are lodged at Reception Centres. When possible, people will be grouped together to be able to provide the best possible service.

Counselling Services

The Community Services representative will ensure Critical Incident Stress Debriefing (CISD) counselling services are available at the Reception Centre.

Security

The ESS representative will work with the Logistics and Operations Section Chief to ensure proper security is available for the Reception Centres.



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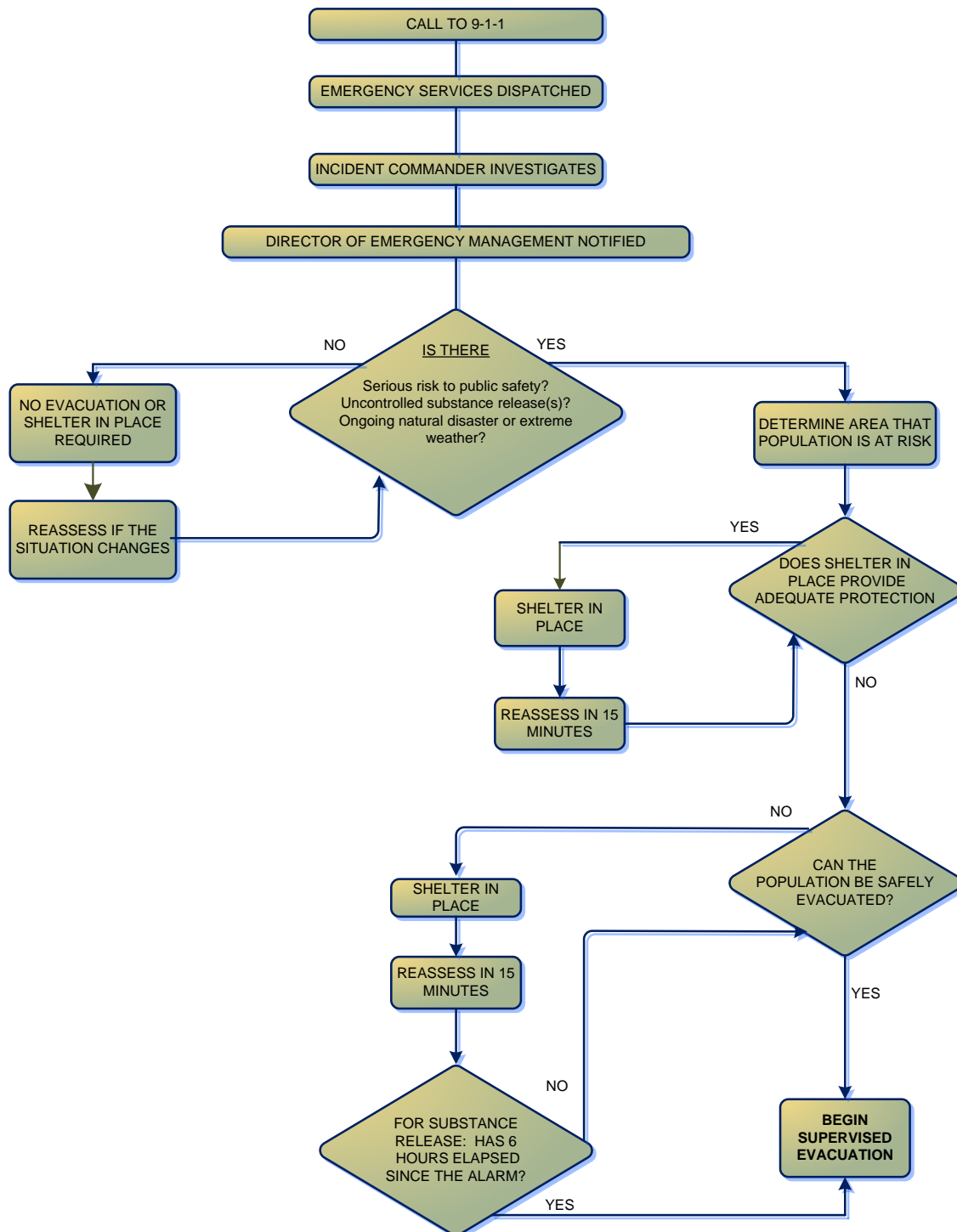


Figure 3-1 Evacuation Shelter-In-Place Decision Tree



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Specific Response Plans

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3.2 Crisis Communications

Overview

The purpose of Crisis Communications is to:

- Carry out liaison with the media
- Answer enquiries from town staff, residents, and members of the general public
- Disseminate general information about the incident to town staff, residents and members of the general public

Responsibility / Spokespersons

Public Information is the responsibility of the Town of Mayerthorpe Information Officer. The Information Officer acts as the point of contact for media during an incident within the town.

The Mayor (or designate) is the spokesperson for the Council. The Mayor (or designate) will always consult with the Public and Media Information Officer prior to speaking with the media or the public.

Media Procedures

The Public and Media Information Officer is the primary point of contact for the media during an emergency situation. Any town personnel approached by the media will direct them to the Public and Media Information Officer, located in the ECC, or if established, the Public and Media Information Room.

Specific guidelines are as follows:

- Schedule the first media conference as soon after the event as possible
- Set media guidelines regarding accessibility to information, length of question periods, conference/briefings, site tours, etc.
- Ensure good communication with frequent "updates" on your bulletin board or white board
- Ensure a messenger is available to assist media whenever possible
- Provide controlled, safe escort to media to the site, sending small groups at a time if necessary
- Monitor print and electronic coverage
- Ensure the whereabouts of the spokespersons are known
- Ensure to consider language capabilities, including French, as necessary
- Provide the media with honest, non-speculative answers based on the '5 W's'.

Guidelines for Media Liaison

In addition to the Key Guidelines for Spokespersons, below is a list of 'do's' and 'don'ts' for interacting with the media.

DO:

1. Show the Town's ability and willingness to respond to the emergency.
2. Show compassion for people before concern for equipment, operations, and production.
3. Say that you don't know if you don't know an answer.
4. Prepare written notes prior to any interviews or media briefings.
5. Ensure that information you are releasing is consistent with what other organizations are releasing.
6. Conduct joint briefings as much as possible.



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7. Keep notes of all questions asked by reporters and public during interviews and briefings.

DO NOT:

1. Answer a question if you don't know the answer.
2. Get personal with reporters or public. Remain professional and objective at all times.
3. Provide names of injured or deceased persons until they have been released to the public.
4. Speculate about future effects of the emergency or spill.
5. Engage in casual conversation with reporters. Nothing is ever "off the record."

Good Practices

Tell the reporters where they can safely get pictures/video of the site. If it is safe, show them what is being done to contain the emergency and let them take photos/video of our actions.

Always assume that TV cameras and microphones are on and possibly recording your words, actions, and expressions. Be conscious that this may embarrass you and the Town. Be serious; any attempt at humour will invariably fail with some readers, viewers, or listeners.

Tips for Interviews and Briefings

Any person assigned to speak on behalf of Town of Mayerthorpe must be as well prepared as possible. The following tips will help in this regard:

- Prepare yourself mentally for the interview or briefing.
- Stay relaxed. You are the expert.
- Have your media relations' objectives ready. Your media relations objectives should be to provide the following information:
 - The actions you are taking to contain the emergency.
 - Whether the situation is a danger to the community.
 - Information about the emergency.
- Bridge questions to your media relations objectives at every opportunity.
- Try to anticipate questions that may be asked, and prepare answers for them.
- Talk to the real audience. The real audience is the people at home, not the reporter or the camera crew.
- State the most important facts first: Who; What; When; Where; Why; How

General Message

If a Town staff member is confronted by the media he/she should know what to say when directing them to the Public and Media Information Officer.

An example statement to be given to the media during an emergency is as follows:

"The Town of Mayerthorpe Municipal Emergency Management Plan has been activated to deal with the problem. If you would like any more information please contact our Information Officer at the following number 780-786-2416."



Section 3

Specific Response Plans

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3.3 Mutual Aid Support

Overview

If additional resources are required to assist the Town of Mayerthorpe in response to an emergency, Mutual Aid partners can be contacted for their support.

The Town of Mayerthorpe has a mutual aid agreement with the Lac Ste. Anne County, County of Barrhead, Town of Onoway, Alberta Beach and the surrounding Summer Villages. If Mutual Aid is requested, the Town will provide support as long as it does not expose itself to undue risk. If providing aid, the Town will always retain enough resources for emergency response.

The Town of Mayerthorpe can request or provide support in the following situations:

- ECC facility or personnel are unavailable or at risk.
- Support is required for evacuation, setup and operations of reception centres.
- Specific equipment is required that may not be available locally.

Requesting Support

When assistance is required, the Requesting Party DEM will:

- Contact the Assisting Party ECC Director / Director of Emergency Management (DEM).
- Explain the nature of the emergency and the specific request.
- Confirm with the Assisting Party DEM the resources available for deployment.
- Confirm the destination for the resources to be deployed to.
- Document the date, time, and resources requested from the Assisting Party.

Providing Support

When a request comes the Assisting Party DEM will:

- Document all the necessary information using the Mutual Aid Request Form in Appendix E
- Confirm the person/municipality making the request.
- Confirm the type of support requested.
- Confirm the location on where to deploy the resources.
- Contact the CAO to confirm the deployment of the resources.
- Call back to the Requesting Party DEM to advise him/her of the support being deployed.
- Ensure the coordination of Mutual Aid resources until they reach the emergency site, whereupon the Requesting Party Incident Commander will coordinate the resources on site.
- Document all actions taken.

Contact Information

Contact information for requesting support mutual aid from surrounding municipalities can be found in Section 6.

Formal Mutual Aid agreements and supporting documentation is found in Appendix E: Mutual Aid Agreements.



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3.4 Request for Federal or Provincial Assistance

Overview

When requesting external support other than Mutual Aid, the Town of Mayerthorpe will provide as much information about the emergency as possible. This information will assist external agencies in their planning. As a minimum, the following information should be provided:

- A detailed description of the emergency
- What resources are requested
- Expected length that resources are required for

Contact Information

Contact numbers for Provincial and Federal agency support agencies are located in Section 6 – Resources of this Municipal Emergency Management Plan.

Provincial Support

Requests for support from the Province of Alberta are to be made through the Alberta Emergency Management Agency (AEMA). If the AEMA representative is in the ECC, that person may be the primary point of contact.

If the AEMA cannot be reached, the RCMP is to be contacted.

Federal Support

Requests for support from the Government of Canada are also to be made through AEMA.

3.5 Mass Casualty Incident

Overview

The Town of Mayerthorpe ECC will assist and support a Mass Casualty Incident (MCI) that is beyond the capabilities of Medical and Fire Services.

Criteria

An MCI may exist when:

- There is difficulty in providing adequate numbers of ambulance and fire personnel to contend with the incident within an acceptable time frame.
- The number of casualties requiring hospital and pre-hospital care is impossible to fulfil with “normal on duty” emergency staff.
- Town of Mayerthorpe is unable to appropriately evaluate and stabilize casualties with life threatening or potentially life threatening conditions

An MCI will involve an overwhelming number of casualties. This situation may require assistance from:

- Public Works
- Engineering and Planning (transportation)
- Mutual Aid Partners



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Procedure

Upon notification of an MCI, ECC activation procedures will take place, and Mutual Aid Partners notified.

During an MCI, the Town of Mayerthorpe must attempt to provide:

- Resources for transportation of non-life-threatening casualties away from the incident site
- Public Works equipment and personnel resources
- Notification to the public that an MCI has occurred

Command and Control

The Incident Commander will control the MCI incident with assistance from all services (police, fire, EMS). EMS Crews will control the triage of all casualties.

All incoming assistance on scene will be reported to the Incident Commander at the Incident Command Post as to assignments.

3.6 Wildfire Response

Overview

In the event an uncontrolled brush or forest fire is endangering populated areas, threatening lives, or causing extensive damage to property, the Town of Mayerthorpe will activate the ECC and Mutual Aid Assistance as required.

Requesting assistance

It would be likely that external support would be required to support a response to a wildfire. Requests are made through Alberta Emergency Management Agency to Alberta Sustainable Resource Development. Contact information for these organizations is found in Section 6 – Resources.

Assistance can also be sought from Mutual Aid partners. Details and contact information can be found in Section 6 - Resources.

The ECC Operations Section Chief will support the Director of Emergency Management in making the request, identifying the information that external resources would need to know prior to arriving to assist.

Alerts/Warnings

Whenever a fire is about to reach a populated area, the Alberta Emergency Alert System may be used. If there is sufficient time prior to a fire reaching a populated area, then other means will be employed to give advance warning to people.



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3.7 Natural Disaster – Severe Weather

Overview

In a natural or severe weather disaster the Town of Mayerthorpe will activate its emergency response organization to deal with the impacts of the disaster on the Town. The extent of the response from the Town will depend on the impact to the Town.

Warning

Severe weather watches and warnings are issued by Environment Canada and are usually passed to the public through radio and television stations.

The Town of Mayerthorpe can send warning messages using the Alberta Emergency Alert System as well. These messages must be approved by the DEM, Assistant DEM or Appointed Agent.

It is also the Town's responsibility to ensure that all essential services are warned of any impending severe weather to be able to allow them to effectively prepare themselves.

The ECC must be functional throughout any period of extreme weather, and be prepared to advise residents to evacuate or shelter in place as necessary (see Figure 3-1 Evacuation and Shelter in Place Decision Tree).

Response

The Town ECC must support any response required as a result of extreme weather or natural disaster. The response may include requesting mutual aid and any other external assistance that may be required.

Whenever possible, planning should take place in as far advance as possible of extreme weather.

Severe Thunderstorm

Tornadoes are violent local storms with winds of tremendous speeds that can reach 320 - 640 kph. The individual tornado appears as a rotation, funnel shaped cloud, which extends toward the ground from the base of a thundercloud. It varies from gray to black in color. These small short-lived storms are the most violent of all atmospheric phenomena and over small areas are the most destructive. The Weather Bureau still cannot give much advance warning or pinpoint the area in which a tornado will strike. What can be done is to offer categories of weather watch, which assists those individuals who must prepare to initiate planning.

Weather warnings are issued under the following terms:

- Severe Thunderstorm warning - Indicates the possibility of frequent lightning and/or damaging winds greater than 80 kph, hail and/or heavy rain.
- Severe Thunderstorm Watch - Indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail and winds greater than 110 kph.

Tornado Watch

A Tornado Watch indicates that conditions are right for tornadoes to develop.



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Specific Response Plans

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When A Tornado Watch Is announced:

- The ECC may be mobilized and preparation activity initiated.
- Communications with the weather office will be established and monitoring will commence over public radio channels.
- Tornado watch monitors will be identified to observe sky conditions.
- Communications will be made to residents on the status.

Tornado Warning

Tornado Warning: Means that a tornado has actually been sighted in the area or has been indicated on weather radar. The Alberta Emergency Alert System may be used to warn residents in this situation.

If the Town is impacted by a tornado, the ECC Director will activate the ECC in a safe location. The ECC Director will determine if the primary or alternate location for the ECC has been compromised and advise all ECC personnel where to respond to.

Winter Storms

Winter storms vary in size and intensity. They range from a minor ice storm to a full-blown blizzard. To assist in determining effective emergency planning requirements, the following classifications will be used for types of warning:

- Snow Flurries: Means snow falling for short durations at intermittent periods, which may reduce visibility to less than an eighth of a mile. There may be small accumulations of snow.
- Heavy Snow: Warning given when a snowfall of 10 cm or more is expected in a 12 hour period or a fall of 15 cm or more in a 24 hour period.
- Blizzard Warning: Issued when blizzards of extreme proportions are expected and indicate winds of at least 70 kph, a great density of falling or blowing snow.
- Hazardous Driving: Warning to travelers that driving has been made difficult due to weather conditions. May result in road closures.

During any of the above situations, the ECC Director will make decisions based on conditions.



Section 3

Specific Response Plans

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3.8 Pandemic / Epidemic

Overview

In the event of an international pandemic reaching Alberta, it is likely that the Town of Mayerthorpe would be affected. The Town of Mayerthorpe must be prepared to manage the response to this situation, since approximately 60% of residents would likely be impacted (30% ill, 30% to care for the ill).

Warning and Communications

An international pandemic would likely originate outside of North America, and could take approximately 2-3 months to reach the Town of Mayerthorpe.

The following items are considerations for communication during a pandemic:

- The Town of Mayerthorpe will inform the public of measures that can be taken to protect public health.
- The Town of Mayerthorpe and Alberta Health Services authorities will hold regular conference calls to keep each other informed on the response and progress of the pandemic.
- The media will distribute regular updates and media releases on immunization programs, prevention, and self-care and the status of the public services in the Town.
- Health and safety workers will receive regular updates on the pandemic.
- The internet and conference calls will be used as much as possible

Responsibility

Alberta Health Services will be the lead agency in coordinating the efforts to respond to a pandemic/epidemic emergency.

Alberta Health Services authorities are responsible for the provision of health care needs during a pandemic/epidemic emergency. They are also responsible for providing information on the number of cases, hospitalizations, and deaths from the pandemic, the delivery of vaccines and other and the establishment and maintenance of regional communications.

The Town of Mayerthorpe will set priorities for the maintenance of public safety and other public services such as water and utilities and waste management. They will support Alberta Health Services by providing information to the public on the pandemic/epidemic. If necessary, they will close public buildings.

Authority

The Town of Mayerthorpe must attempt to remain active throughout the period of a pandemic. While staffing will likely be impacted, the ECC must endeavour to ensure Town Council is supported during a pandemic. The ECC does not necessarily have to be physically staffed during a pandemic. If communications can be coordinated through telephone or other means, ECC functions can still be fulfilled.



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Specific Response Plans

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The ECC must collaborate with Alberta Health Services to determine the priority for immunization. The ECC, Town Council, and Town employees should receive immunization as early as possible to be able to continue to function in their respective capacities.

3.9 Power Outage

Overview

If there is a power outage affecting a number of Town residents that extends for a prolonged period of time, the ECC must be activated to assist.

Criteria

If a power outage is longer than 5 hours in duration, and the ECC Director determines that residents may be adversely affected, ECC support will be provided. This duration could be adjusted according to weather conditions.

Response

If the criteria in above is met, the following actions must be considered by the ECC:

- Sending information regarding assistance via the Alberta Emergency Alert System to Town residents.
- Opening the appropriate Reception Centre(s).
- If Reception Centres are opened, to support the ESS representative to provide emergency feeding, emergency clothing, and other personal services.
- Getting additional assistance for Public Works to address the problem.
- Dispatching personnel to go door-to-door to check in on residents.

3.10 Spill or Release

Overview

Highway 43, 22 and the CN rail tracks pose a potential risk for a spill or release impacting the Town of Mayerthorpe. In the event of a spill or release from an incident on Highway 43, on the CN tracks, and/or on a local industrial site, the ECC will be activated to respond to and protect the safety of the Town of Mayerthorpe residents.

Evacuation or Shelter-In-Place

An immediate concern during a spill or release is the safety of the public. While emergency services may evacuate the immediate area of the incident, the ECC will likely have to assist in recommending residents to evacuate or shelter in place.

See Section 3.1 for details on evacuation and shelter in place, and see the decision tree in Figure 3-1 to determine which option to use.

Required Information

If there is a spill or release that may impact the public, the following information must be obtained by the ECC:



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- Type of leak:
 - Size of leak – small discharge of gas or large outflow.
 - Is the gas burning?
 - Is frost apparent at the leak or is a gas cloud forming?
- Location of Leak:
 - Distance from the public and the direction.
 - Distance from a highway and the direction.
 - Section, township, range, etc. if known.
 - Prominent land features nearby, e.g. river, lake, hill.
 - Are there any injuries or deaths?
- Weather – particularly wind direction and velocity
- Surroundings at leak site – proximity of houses and name of residents, other buildings, roads, railroad, power lines, etc.
- Are vapours or a gas cloud forming and drifting toward inhabited buildings?
- Confirm what area has already been evacuated by emergency services
- What occurred to start the leak and what equipment was involved, if any?
- Determine the product or hazardous material involved
- Has any other action been taken?

Response

The ECC must consider the potential actions when there is a spill or a release:

- Confirm from the IC what specific resources may be necessary to assist in the response
- Sending a message via the Alberta Emergency Alert System to Town residents
- Opening Reception Centres for evacuation
- Calling in air monitoring resources
- Calling in contractors as necessary to clean up the spill
- Getting additional assistance for Public Works to address the problem



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4.0 ORGANIZATION / FACILITIES

4.1 Emergency Response Organization - Overview

Overview

The Town of Mayerthorpe Emergency Response Organization (ERO) provides an emergency planning and response capability. The ERO provides the operational resources to support an emergency response. Depending upon the nature of the incident, different elements of the ERO will be mobilized to respond to the emergency.

The Town of Mayerthorpe Emergency Response Organization is made up of three elements:

- Town of Mayerthorpe Council
- Emergency Coordination Centre (ECC)
- Incident Command Post (ICP)

The ERO is responsible for the direction and control of the Town emergency response unless the Government of Alberta assumes direction and control under Section 18 of the Province of Alberta Emergency Management Act.

Functions

The Emergency Response Organization functions are to:

- Provide an effective response to an emergency situation.
- Carry out immediate emergency response activities that are within the capabilities of the Town's training and equipment.
- Mobilize external emergency resources as required.
- Coordinate activities of resources employed in the Town.

The diagram below outlines the Town of Mayerthorpe ERO in relation to levels of government in a situation where the Town is managing a response to a Town emergency.



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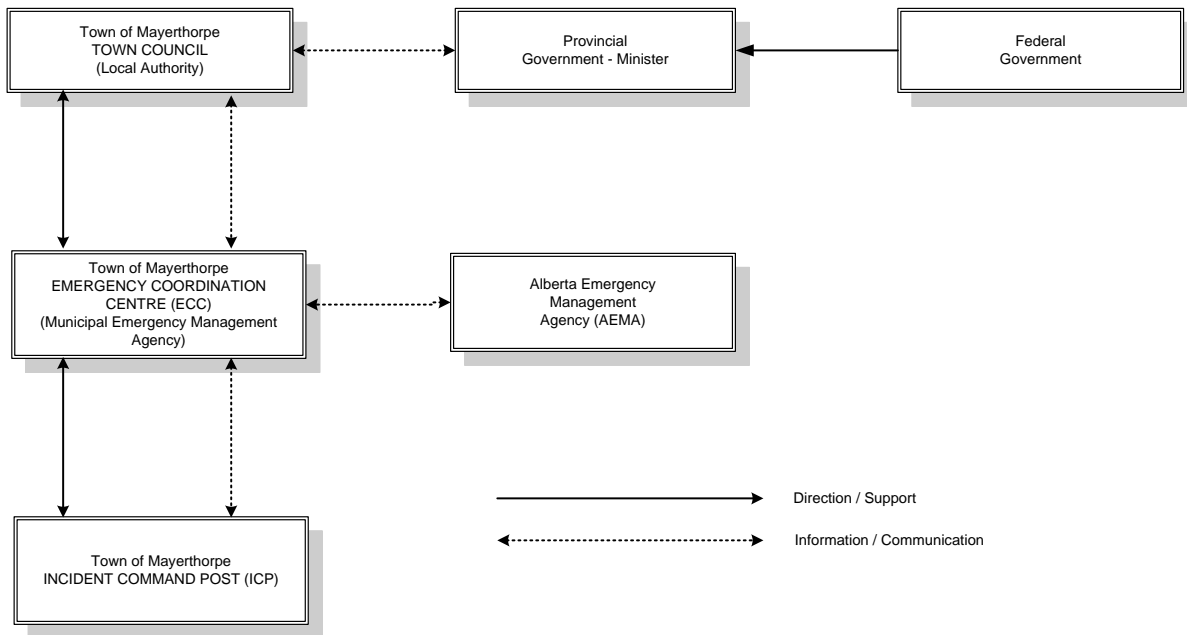


Figure 4-1 Emergency Response Organization (ERO)

Incident Command Post (ICP)

The ICP is the location from which control of the first response activities, personnel, and communications at the emergency site takes place. Emergency Services provide the personnel and equipment to staff the ICP. The ICP is supported by the ECC and can also be supported by mutual aid and contract resources as required.

Emergency Coordination Centre (ECC)

The ECC may be mobilized for any emergency, but will be mobilized when there is a Level 2 or Level 3 emergency (refer to Section 1 for information on the emergency levels). The ECC is organized by functions to support emergency response activities at the ICP.

The Municipal Emergency Management Agency acts as the agent of the Town Council (the Local Authority) to carry out the Town Council's statutory powers. The Director of Emergency Management provides command and control of the ECC as the ECC Director. The individual service chiefs are in command and control of each emergency service required by the incident.



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Town Council

The Town Council functions as the governing authority supporting emergency response activities within the Town. The Town Council provides support to the ECC when the ECC needs additional resources and/or direction.

Government Emergency Response Assistance

Should Town and mutual aid resources be insufficient to deal with the emergency, assistance may be requested from the Provincial and/or Federal Government. The procedure to access these resources is outlined in Section 3 – Specific Response Plans.

4.2 Incident Command Post

Incident Commander

Incident Command takes place from the ICP. The Incident Commander (IC) will coordinate the first response activities, personnel and communications at the emergency site from the ICP. The IC will request personnel and equipment resources as necessary from the ECC.

The IC position is normally filled by the most relevant leader of the primary service involved. For example, if a large fire is taking place, it would be the Fire Chief or senior fire official that assumes the IC role.

Function

The function of the ICP is to provide a command and control location from which the following activities can be managed by the IC and assigned staff:

- Emergency Response Services:
 - Firefighting operations.
 - Rescue, emergency medical care and casualty evacuation.
 - Identification and request for additional resources when necessary.
 - Security of the emergency site.
 - Evacuation of the immediate danger area.
 - Staging and deployment of all mutual aid and other resources.
- Providing situation reports to the ECC.
- Communicating requests for aid to the ECC.
- Advising the ECC of the need to escalate the emergency level of an incident.

Staffing

The IC will identify which functions must be fulfilled at the ICP. These functions, shown at Figure 4-2, are as follows:

- Primary Response Agencies
 - Fire



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- EMS
- RCMP
- Site Support Agencies, as necessary:
 - Mutual Aid
 - Public Works
 - Utilities (EPCOR and Atco Gas)
 - Contractors
 - Industrial Operators
 - AB Environment and Sustainable Resource Development
 - Disaster Social Services

Incident Command Post Organization

The diagram below outlines the agencies that could be present at the ICP, and the hierarchical relationship between agencies. The diagram also describes the relationship between the ICP and ECC.

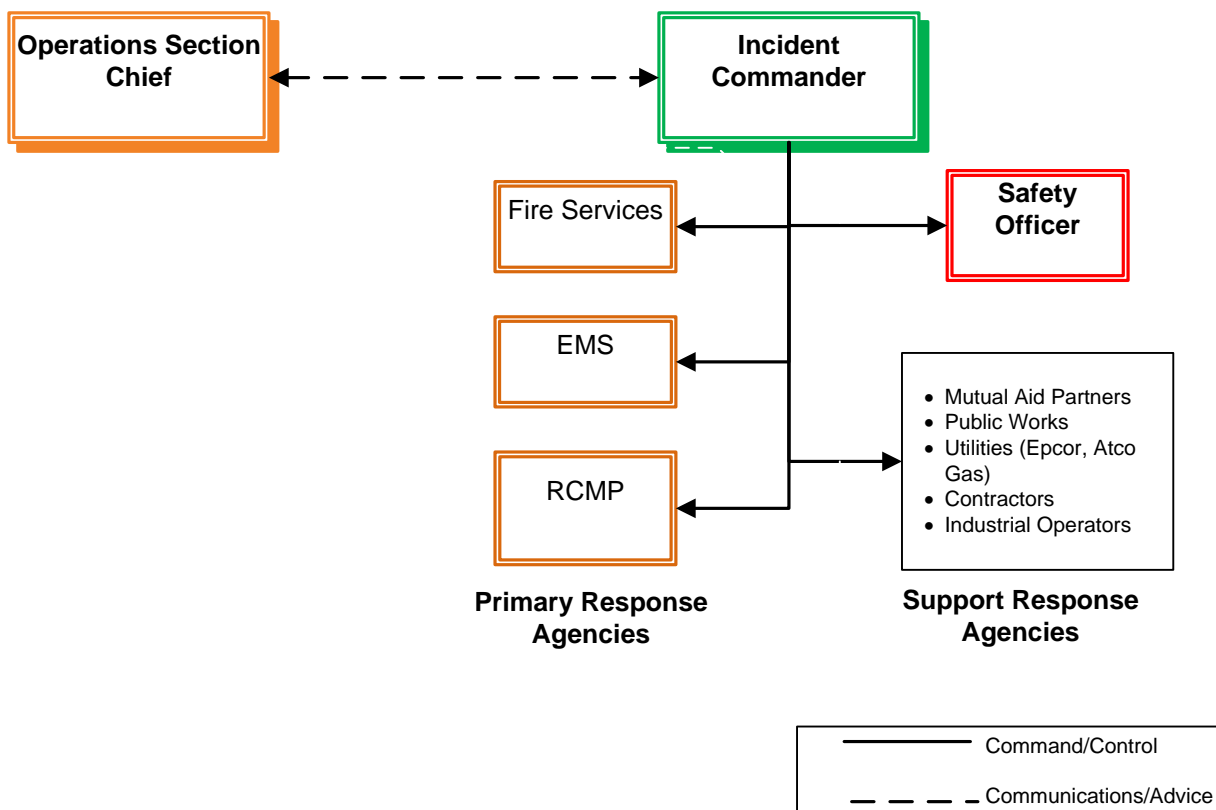


Figure 4-2 Incident Command Post (ICP)



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Location

The location of the ICP cannot be predetermined. When an incident occurs, the ICP will be safely positioned to be able to provide:

- Central control to all response activities on site.
- Close proximity to the incident without being in a dangerous area.
- Communication with the ECC.
- Adequate room to accommodate personnel providing support in the field.

Communication

The ICP will maintain communications with the ECC during any incident. The IC will communicate directly with the **Operations Section Chief** or alternate. Communications are to occur using the following means:

ICP to ECC:

- Primary: Radio
- Alternate: Cell Phone to ECC Land Line Phone
- Alternate: Land Line Phone to ECC Land Line Phone

4.3 Emergency Coordination Centre (ECC)

General

The Director of Emergency Management will activate and maintain an ECC during a Level 2 or Level 3 Emergency. The ECC will provide support to the ICP and seek the assistance of the Town Council when additional support is required.

Function

The ECC will be mobilized to:

- Provide direct support to response activities.
- Provide direction to the IC and emergency response operations.
- Maintain control over an emergency.
- Obtain resources as required to assist with emergency operations.
- Provide public and media relations resources.

Staffing

There are two groups that are involved with staffing the ECC as shown in Figure 4-3: the Core Group and the Support Group. All Core Group positions will be staffed in the ECC during any Level 2 or 3 incidents. All or part of the Support Group positions may be filled according to the Director of Emergency Management's discretion.



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ECC Core Group:

- | | |
|--|------------------|
| • ECC Director | Karen St. Martin |
| • Deputy ECC Director | Kim Connell |
| • Information Officer | Ashley Olsen |
| • Operations Section Chief | TBD |
| • Planning Section Chief | TBD |
| • Logistics Section Chief | Dwight Dawn |
| • Finance and Administration Section Chief | Louise Kormos |
| • Scribe / Historian | Candi Graumann |

ECC Support Group:

- | | |
|--|-----------------|
| • Liaison Officer | TBD |
| • Public Works | Barry Gylander |
| • Emergency Service Chiefs (Fire, EMC, Police) | Randy Schroeder |
| • Industry Representative | As per Incident |
| • Government Agency Representative | As per Incident |

Emergency Coordination Centre Organization

The diagram below outlines the functions that could be present at the ECC. The diagram also describes the relationship between the ICP and ECC.



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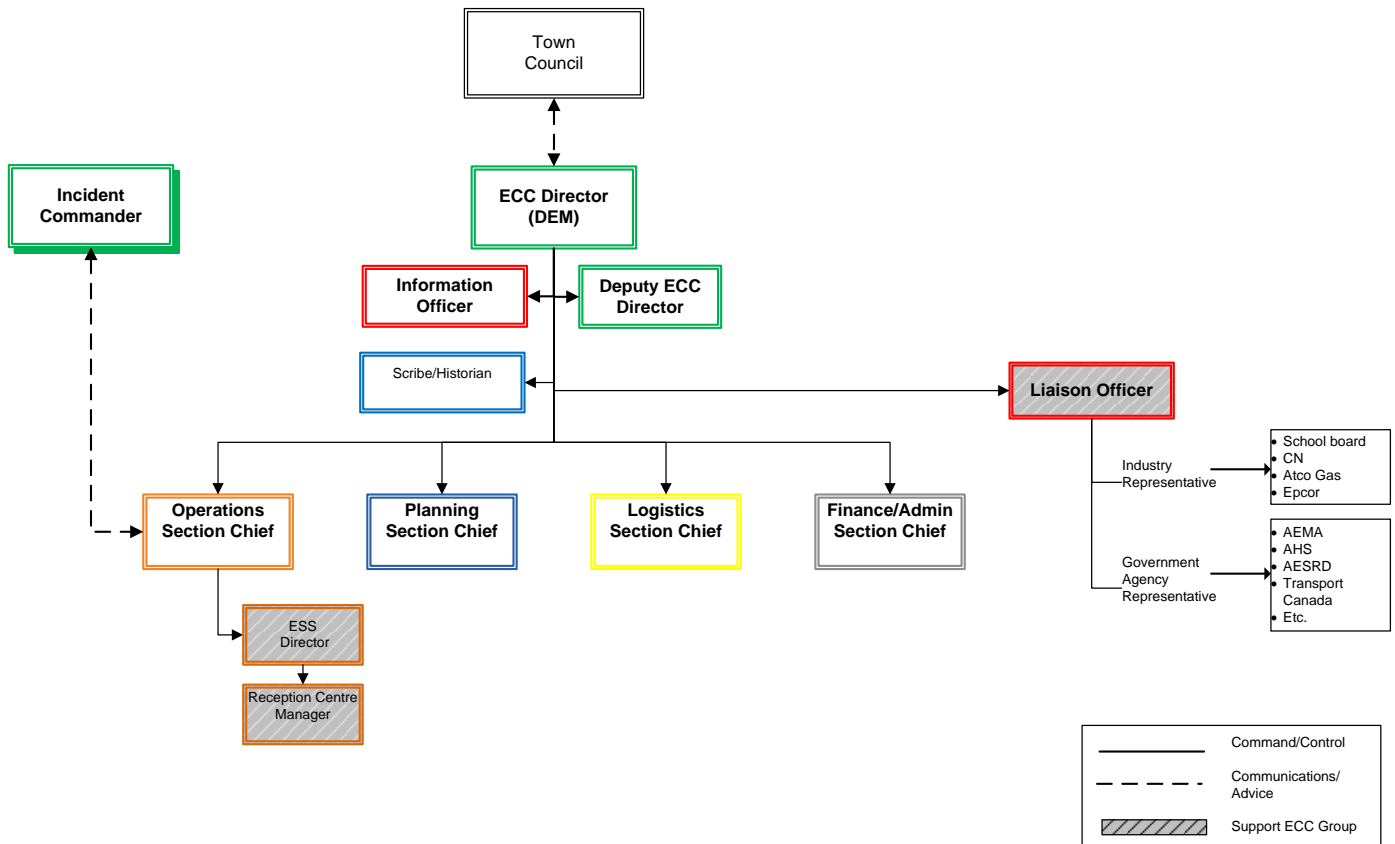


Figure 4-3 Emergency Coordination Centre (ECC)

ECC Location

The primary ECC is located in **Town Council Chambers**.

Should this location be unsuitable due to the nature of the emergency, an alternate site has been designated at the **Ste. Anne Emergency Response Centre**. [BC1]

If that site is unusable, another location would be identified by the Director of Emergency Management.

The ECC may be activated to the degree considered necessary by the Director of Emergency Management.

ECC Equipment

The following equipment, as a minimum, will be made available to the Emergency Coordination Centre:

- Backup power source
- Town of Mayerthorpe Municipal Emergency Management Plan, including any supporting external information that may be of value to ECC members
- Maps of the town and surrounding region
- Whiteboard with dry-erase markers or electronic easel



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- Landline telephones
- Base radio system, compatible with emergency services stations, or portable radios with chargers
- Team Reference Resources – each section has a Roles Specific Kit with specific information and forms to be used in an emergency
- Telephone directories (white & yellow pages)
- Computer
- Access to printer
- Access to fax machine
- Access to photocopier
- Battery-powered radio
- Battery-powered clock
- Access to television
- Media projector and screen
- Batteries and chargers
- Flashlights
- Emergency power for lights and electrical outlets
- Stationery supplies such as pens, pencils, notepads, post-it notes, staplers, rulers, erasers, thumbtacks, log sheets/books, In/Out baskets etc.
- Identification for ECC members, such as vests or name tags
- Incident Status Board
- Notifications Board
- ECC Staffing Board
- Time and Event Logs

Communications

The ECC must remain in constant communications with the ICP and Town Council. The primary means of communications will be as follows:

ECC to ICP:

- Primary: Radio
- Alternate: ECC Land Line Phone to Cell/SAT Phone
- Alternate: ECC Land Line Phone to closest Land Line Phone

ECC to Town Council:

- Primary: Verbal (if Council is adjacent to ECC)
- Alternate: ECC Land Line Phone to Cell Phone
- Alternate: ECC Land Line Phone to Land Line Phone

ECC Setup

The following are priorities when setting up the ECC:

- Establishing communications with the Incident Commander and responding agencies
- Setting up phones, computers, and other equipment
- Ensuring adequate quantities of emergency plans and copies of staff assignments are present
- Gathering information about the incident to pass on to the Director of Emergency Management upon arrival
- Opening a time and event log



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- Ensuring that maps, stationery, etc., are accessible
- Establishing security for the ECC

Security

Access to the ECC must be controlled. The Director of Emergency Management must ensure that ECC staff members are able to conduct their work without interruption or interference. When necessary, the Director of Emergency Management will determine the need and number of personnel required for security purposes and will designate the appropriate services to provide the necessary security for the ECC.

4.4 Town Council

Function

During an emergency, the Town Council will:

- Maintain the continuity of Local Government
- Declare or terminate a State of Local Emergency when necessary
- Liaise with the Director of Emergency Management, Information Officer, Town Officials and other elected councils as required
- Appoint a DEM in absence of the Director or Deputy Director of Emergency Management
- Assess legal/financial/political issues related to emergency
- Liaise with Provincial and Federal Government Officials and Elected Representatives, as required

Note: The Information Officer and DEM will assist the Mayor with media interviews and releases.

Staffing

The Town Council will be staffed by:

- The Mayor
- Councillors
- Administrative Support Staff

Location

When there is an emergency, the Town Council will assemble as required.

4.5 Request for Assistance

Request for assistance

In the event that the emergency requires resources beyond those of the Town, the Director of Emergency Management may request mutual aid assistance from neighbouring municipalities (Refer to Disaster Mutual Aid Agreement in Appendix E), the Province, or the Federal Government.

Requests for Provincial or Federal assistance can be made either by:

- Contacting the Alberta Emergency Management Agency (AEMA) directly. The AEMA Field Officer can provide assistance and guidance in identifying what resources can be accessed.



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- Or
- Directly through the area/region/district offices of the Provincial ministry/agency that normally provide services in the local area.

Emergency Preparedness Canada

The following applies when considering assistance from the Government of Canada:

- Requests for Canadian Forces assistance in dealing with peacetime emergencies will be authorized only by the Premier and the Minister of National Defence. These requests will be directed to the Alberta Emergency Management Agency, for processing and transmission to the Department of National Defence.
- Requests for assistance from other Government of Canada departments and agencies will be directed to the Alberta Emergency Management Agency, for processing and transmission to the Regional Director, Emergency Preparedness Canada.



Section 5

Roles and Responsibilities

MEMP

5.0 ROLES AND RESPONSIBILITIES

5.1 Incident Commander - ICP

ASSIGNED	The Incident Commander is normally the lead of the key responding emergency service or may be assigned by Director of Emergency Management.
LOCATION	Incident Command Post
ROLE	The Incident Commander will assume overall control of the emergency site and co-ordinate the operations of the Emergency Services Leads at the emergency scene as well as any other agencies that respond to the incident site.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Conduct a site assessment of the situation.<input type="checkbox"/> Establish an Incident Command Post.<input type="checkbox"/> Identify a Staging Area, if necessary.<input type="checkbox"/> Take control of the incident site and oversee operations.<input type="checkbox"/> Determine Level of Emergency (1, 2, or 3) in conjunction with the ECC Director.<input type="checkbox"/> Provide initial situation reports to the ECC through the Operations Section Chief, if activated.<input type="checkbox"/> Develop site initial Incident Action Plan (IAP) and communicate to response staff. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide ongoing situation reports to the ECC through the Operations Section Chief.<input type="checkbox"/> Conduct regular briefings for the leads of all responding emergency organizations/agencies.<input type="checkbox"/> Review and update the field IAP and communicate to response personnel.<input type="checkbox"/> Approve requests for additional resources.<input type="checkbox"/> Authorize any site information to be released to the media in consultation with the Public and Media Information Officer at the ECC.<input type="checkbox"/> Keep the other Emergency Services Leads informed of progress made, problems encountered, and assistance required.



Section 5

Roles and Responsibilities

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5.1 Incident Commander - ICP

- ☐ Work with the Safety Officer to ensure all response efforts are carried out in a safe manner.
- ☐ Ensure written records of all emergency operations are maintained.

RECOVERY ACTIONS:

- ☐ Update the ECC, through the Operations Section Chief, on recovery actions taking place at the site.
- ☐ Review and update field IAP and communicate to response personnel.
- ☐ Determine the need to downgrade the emergency level in conjunction with the ECC Director (if the ECC is activated)
- ☐ Provide the all clear to response staff.
- ☐ Conduct a site post incident debriefing.
- ☐ Participate in follow up activities as required.



Section 5

Roles and Responsibilities

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5.2 Safety Officer - ICP

ASSIGNED	As assigned by the site Incident Commander.
LOCATION	Incident Command Post
ROLE	The Safety Officer will ensure tasks as carried out in the safest manner possible.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Assess the incident site for safety issues.<input type="checkbox"/> Ensure responders are wearing the appropriate personal protective equipment given the hazards present.<input type="checkbox"/> Work with Incident Commander to determine a safe location for the Incident Command Post.<input type="checkbox"/> Participate in initial briefing conducted by the Incident Commander. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Liaise with other agency Safety Officers to ensure that all safety matters are being considered and addressed.<input type="checkbox"/> Participate in ongoing briefings conducted by the Incident Commander.<input type="checkbox"/> Advise the Incident Commander on any specific safety requirements at site.<input type="checkbox"/> Advise the Incident Commander of any safety concerns.<input type="checkbox"/> Record information related to safety concerns. <p>RECOVERY ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure written records of all safety related issues are maintained.<input type="checkbox"/> Participate in follow up activities as required. <p>Note: These duties will be assumed by the Incident Commander when there are no other personnel is available.</p>



Section 5

Roles and Responsibilities

MEMP

5.3 ECC Director

ASSIGNED Director of Emergency Management

ALTERNATE

LOCATION Emergency Coordination Centre

ROLE The ECC Director will assume overall responsibility for the management of emergency response and recovery activities for the Town of Mayerthorpe when the ECC is activated.

RESPONSIBILITIES

INITIAL ACTIONS:

- ☐ Assume control of the ECC.
- ☐ Appoint an Incident Commander (IC), if necessary.
- ☐ Obtain an assessment of the incident site situation from the IC.
- ☐ Assess the impact and potential impact of the incident on the Town of Mayerthorpe. Consider :
 - Life Safety
 - Environment
 - Infrastructure
 - Image and reputation of the Town
- ☐ Determine/confirm the level of emergency. (refer to Section 1 of the MEMP)
- ☐ Advise the IC whether or not the ECC will be opened and to what extent.
- ☐ Determine which elements of ECC Core and Support team to activate.
- ☐ Initiate or delegate ECC personnel call out.
- ☐ Conduct initial briefing with ECC staff.
- ☐ Develop an initial ECC Action Plan (EAP).
- ☐ Approve initial media holding statement.

ONGOING ACTIONS:

- ☐ Communicate with the IC (through the Operations Section Chief) and coordinate activities to support IC.
- ☐ Dispatch representatives to assist the IC as necessary.
- ☐ Ensure Alberta Emergency Management Agency is notified of the incident.



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Roles and Responsibilities

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5.3 ECC Director

- ☐ Cooperate with other municipal departments, adjacent municipalities, and other applicable bodies.
- ☐ Initiate mutual aid agreements and coordinate as required.
- ☐ Conduct regular briefings with ECC staff.
- ☐ Update EAP with feedback from all ECC staff and communicate plan to IC and Town Council.
- ☐ Recommend making "Declaration of State of Local Emergency" to Town Council, if necessary.
- ☐ Approve media releases developed by the Information Officer.
- ☐ Ensure messages are completed and distributed through the Information Officer.
- ☐ Review messages to be released via the Alberta Emergency Alert System.
- ☐ Continuously evaluate the situation and confirm priorities to ensure well-being of people, the environment, property, and image.
- ☐ Ensure internal and external notifications to affected stakeholders takes place.
- ☐ Coordinate activities with appropriate external organizations that are impacted.
- ☐ Provide updates to and acquire guidance from the Town Council.

RECOVERY ACTIONS:

- ☐ Review and approve post recovery plan and communicate to ECC personnel.
- ☐ Determine the need to downgrade the emergency level in conjunction with the Incident Commander.
- ☐ Conduct long range planning (EAP, staffing, logistics).
- ☐ Provide the all clear to all ECC personnel.
- ☐ Coordinate post incident debriefings.
- ☐ Ensure records of all ECC activities are maintained.



Section 5

Roles and Responsibilities

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5.4 Deputy ECC Director

ASSIGNED

As identified in Section 1

LOCATION

Note: These duties will be assumed by the ECC Director when there is no Deputy ECC Director available.
Emergency Coordination Centre

ROLE

The Deputy ECC Director will assist the Director in managing emergency response and recovery activities for The Town of Mayerthorpe when the ECC is activated. In the absence of the Director, the Deputy ECC Director assumes command and control of the ECC.

RESPONSIBILITIES

INITIAL ACTIONS:

- ☐ Report to the ECC.
- ☐ Assist in the setup of the ECC.
- ☐ Assist the ECC Director in the call out for the Core and/or Support Team.
- ☐ Ensure the necessary security for the ECC is in place.
- ☐ Ensures required personnel are present in the ECC.
- ☐ Participate in the initial ECC briefing.

ONGOING ACTIONS:

- ☐ Assist the ECC Director with overall management of the ECC.
- ☐ Assists the ECC Director with activities such as briefings, meetings, interviews, etc.
- ☐ Ensures for welfare, health and safety of all ECC staff (i.e. food and refreshments).
- ☐ Monitors the ECC organizational and staff effectiveness and advises the ECC Director on changes or discipline that may be necessary.
- ☐ Assists staff in the ECC with implementation of procedures for gathering and disseminating information.
- ☐ Ensure status boards are updated, as required.
- ☐ Undertakes special assignments at the request of the ECC Director.
- ☐ Document ongoing actions using the personal Time and Event Log.

RECOVERY ACTIONS:

- ☐ Ensure incident documentation is compiled.
- ☐ Maintain a written record of all activities.



Section 5

Roles and Responsibilities

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5.5 Liaison Officer

ASSIGNED

As identified in Section 1

Note: These duties will be assumed by the Deputy ECC Director when there is no Liaison Officer available.

LOCATION

Emergency Coordination Centre

ROLE

The Liaison Officer will be the main point of contact to the ECC from external agencies.

RESPONSIBILITIES

INITIAL ACTIONS:

- ☐ Report and sign in to the ECC.
- ☐ Participate in the initial ECC briefing.

ONGOING ACTIONS:

- ☐ Establish contact with the following agencies, as directed by the ECC Director:
 - Alberta Emergency Management Agency (AEMA)
 - Alberta Health Services (AHS)
 - Alberta Environment and Sustainable Resources
 - Transport Canada
- ☐ Establish contact with industry representative in the area:
 - Canadian National Railway (CN)
 - Atco Gas
 - Etc.
- ☐ Manage and coordinate communications with Cooperating Agencies i.e. Industry representative
- ☐ Keep government agencies and industry updated on the incident status.
- ☐ Monitor incident operations to identify current or ongoing inter organizational issues.
- ☐ Maintain a list of the government agencies and industry contacted.
- ☐ Document ongoing actions using the personal Time and Event Log.

RECOVERY ACTIONS:

- ☐ Communicate the all clear to government agencies and industry, as required.
- ☐ Communicate the all clear to external agencies, as required.
- ☐ Maintain a written record of all activities.



Section 5

Roles and Responsibilities

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5.6 Information Officer

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	Advises the ECC Director in public/media relations and required internal and external communications arising from the emergency.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the ECC.<input type="checkbox"/> Assist in the setup of the ECC, if required.<input type="checkbox"/> Participate in the initial briefing by the ECC Director.<input type="checkbox"/> Draft an initial media holding statement, as required.<input type="checkbox"/> Document initial actions taken using the personal Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Act as a point of contact for public/media during an incident within the Town.<input type="checkbox"/> To develop and implement an internal and external communications strategy to deal with media, stakeholder, and public inquiries.<input type="checkbox"/> Advise the ECC Director on the public affairs implications of the emergency response.<input type="checkbox"/> Participate in ongoing briefings conducted by the ECC Director.<input type="checkbox"/> Provide input to the development of the ECC Action Plan.<input type="checkbox"/> Monitor and document any information on the radio, TV, newspapers, and on the internet related to the incident.<input type="checkbox"/> Determine the need to activate a Media Room to be used in conducting briefings to the media.<input type="checkbox"/> Provide public information support at the emergency site(s) if required.<input type="checkbox"/> Obtain approval from ECC Director for all release of information to the media and public.<input type="checkbox"/> Draft notifications and messages to be released to the public or through Emergency Public Warning System.<input type="checkbox"/> Draft and distribute approved media releases and notices to the public.<input type="checkbox"/> Work with government agencies on the release of information to the general public (i.e. Alberta Health Services, AEMA, AB ESRD)



Section 5

Roles and Responsibilities

MEMP

5.6 Information Officer

- ☐ Work with industry in the development and release of information to the general public (i.e. oil and gas, chemical, transportation, school board)
- ☐ Establish open lines of communications with key stakeholders, residents, municipal staff, local authorities, media, special interest groups, government officials and the general public.
- ☐ Collect and assign resources to manage information needs.
- ☐ Ensure the Spokesperson is properly briefed.
- ☐ Document ongoing actions using the personal Time and Event Log.

RECOVERY ACTIONS:

- ☐ Arrange for media and public tours to the site, in conjunction with the Incident Commander and the Operations Section Chief.
- ☐ Participate in post incident debriefings.
- ☐ Work with government agencies and industry agencies in the development and release of information once the emergency is in the recovery phase.
- ☐ Arrange for follow up town hall meetings to keep the residents updated on the recovery efforts.
- ☐ Maintain a record of all newspaper articles, radio and television broadcasts, and media briefings.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.7 Operations Section Chief

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	Act as the primary contact from the field Incident Commander to the ECC. The Operations Section Chief is responsible for supporting activities focused on the reduction of the immediate hazard, establishing situational control, and restoration of normal operations.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Report to the ECC. <input type="checkbox"/> Assist in the setup of the ECC, if required. <input type="checkbox"/> Participate in the initial briefing conducted by the ECC Director. <input type="checkbox"/> Establish communications with the site Incident Commander. <input type="checkbox"/> Document initial actions taken using the Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate information and activities of the responding agencies <ul style="list-style-type: none"> ○ Fire services ○ Police Services ○ Emergency Medical Services ○ Public works <input type="checkbox"/> Coordinate / establish emergency power services. <input type="checkbox"/> Coordinate / establish emergency water supplies. <input type="checkbox"/> Coordinate / establish emergency sanitation facilities. <input type="checkbox"/> Coordinate / establish transportation resources, liaising with transportation companies as necessary. <input type="checkbox"/> Coordinate traffic management with other agencies as required. <input type="checkbox"/> Work with the Logistics Section Chief in acquiring the necessary resources requested by the field. <input type="checkbox"/> Work with the Logistics Section Chief to support the setup and operations of the Reception Centres as required. <input type="checkbox"/> Update ECC Director on all field activities. <input type="checkbox"/> Forward any resource requests to the Logistics Section Chief. <input type="checkbox"/> Update ECC Director on activities and requests from the emergency services representatives (fire, police, EMS and public works).



Section 5

Roles and Responsibilities

MEMP

5.7 Operations Section Chief

- ☐ Provide input into the development of the ECC Action Plan.
- ☐ Update the ECC on the field Incident Action Plan.
- ☐ Participate in the ECC briefings conducted by the ECC Director.
- ☐ Update the Incident Status Board.
- ☐ Document actions taken using the personal Time and Event log.

RECOVERY ACTIONS:

- ☐ Participate in the post incident briefing.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.8 Emergency Social Services Director

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	To coordinate all Social Services Reception Centre activities during an emergency situation
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the ECC.<input type="checkbox"/> Assist in the setup of the ECC, if required.<input type="checkbox"/> Participate in the initial briefing conducted by the ECC Director.<input type="checkbox"/> Establish communications with the Reception Centre Manager and Staff.<input type="checkbox"/> Document initial actions taken using the Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Advise the ECC Director on matters pertaining to the services required.<input type="checkbox"/> If it is necessary for the Director of Social Services to be at the emergency site he/she must ensure a service representative is at the Emergency Coordination Centre.<input type="checkbox"/> Maintain contact with the Reception Centre Manager(s).<input type="checkbox"/> Maintain communication with the Health Authority.<input type="checkbox"/> Establish an Emergency Reception Centre at an appropriate local facility.<input type="checkbox"/> Establish an Emergency Volunteer Centre at an appropriate facility.<input type="checkbox"/> Establish an Emergency Donations Centre at an appropriate facility (ies).<input type="checkbox"/> Coordinate temporary commercial accommodation arrangements.<input type="checkbox"/> Liaise with Children's Services or Human Resources & Employment if additional assistance is required.<input type="checkbox"/> Ensure timely procurement of resources required for emergency response.<input type="checkbox"/> Maintain a record of Social Services resources.<input type="checkbox"/> Maintain liaison with other Services on matters of mutual concern.



Section 5

Roles and Responsibilities

MEMP

5.8 Emergency Social Services Director

- ☐ Keep the ECC Director informed of current activities and the state of resources of the Social Services.
- ☐ Prepare memoranda for the Information Officer recording any important operational decisions made and/or action taken concerning Social Services.
- ☐ Prepare respective portion of Situation Reports.
- ☐ Participate in Incident Action Planning.
- ☐ Attend regular briefings with other ECC personnel.
- ☐ Participate in post incident debriefings.
- ☐ Participate in follow up activities as required.
- ☐ Manage all inquiries about families.
- ☐ Maintain written records of all Social Services activities.

RECOVERY ACTIONS:

- ☐ Participate in the post incident briefing.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.9 Reception Centre Manager

ASSIGNED	As identified in Section 1
LOCATION	Reception Centre
ROLE	Responsible for overall coordination of reception centre activities and providing connectivity to Emergency Coordination Centre when activated.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond immediately to the Reception Centre and determine operational status. <input type="checkbox"/> Establish a workspace to operate from. <input type="checkbox"/> Establish communication with immediate supervisor (ESS Branch Director at ECC or Ops Section Chief or ECC Director) to obtain latest briefing. <input type="checkbox"/> Determine resource needs, such as people, equipment, phones, checklist copies and other reference documents. <input type="checkbox"/> Ensure that Reception Centre Kits are available and accessed. <input type="checkbox"/> Obtain other supplies, equipment and any required forms. <input type="checkbox"/> Determine appropriate Stage of activation based on known situation (e.g., are 20 workers needed or 40 etc.). <input type="checkbox"/> Ensure that the appropriate personnel for the initial activation of the Reception Centre are called out. <input type="checkbox"/> Ensure that facility is inspected for safety hazards and that any safety issues are promptly rectified. <input type="checkbox"/> Establish a Reception/Referral process at the Reception Centre. <input type="checkbox"/> Ensure that Command Staff functions - Information, Liaison, and Safety - are carried out and staffed as required in consultation with ECC and at appropriate location. <input type="checkbox"/> Determine which staff functions are needed. <input type="checkbox"/> Create and post a chart with names of people responsible for the functions activated. <input type="checkbox"/> Ensure workstations are designated and set up. <input type="checkbox"/> Ensure ESS signs are posted in appropriate locations throughout the centre. <input type="checkbox"/> Ensure that internal and external communication links are operational (e.g., cell phones, handheld radios etc.)



Section 5

Roles and Responsibilities

MEMP

5.9 Reception Centre Manager

- ☐ Conduct an initial briefing (if practical) for Reception Centre staff before the centre is opened to evacuees.
- ☐ Schedule the initial Action Planning meeting.
- ☐ Advise ESS Director and Reception Centre staff that the Reception Centre is able to receive evacuees.

ONGOING ACTIONS:

- ☐ Maintain liaison/contact with the ECC (ESS Branch Director).
- ☐ Maintain Time and Event Log in chronological order describing actions taken during the shift.
- ☐ Maintain a receptionist position to answer all incoming telephone calls to the Reception Centre.
- ☐ Ensure regular Action Planning meetings are conducted.
- ☐ Ensure that Operational Periods are established.
- ☐ Once Action Plans are completed review, approve and authorize implementation.
- ☐ Conduct periodic briefings with the Staff to ensure Reception Centre priorities and objectives are current and appropriate.
- ☐ Monitor Reception Centre Staff activities to ensure that all appropriate actions are being taken.
- ☐ Provide information for press releases and other public information materials communicated by the Information Officer.
- ☐ Review and approve Situation Reports, Action Plans, Media Releases, exceptional resource requests etc. being forwarded to the ECC as required.
- ☐ Provide direction and support to Reception Centre Staff as required.
- ☐ Ensure ongoing monitoring of facility operations to ensure worker and evacuee safety.
- ☐ Ensure that appropriate worker care is implemented.
- ☐ Request assistance from ESS Support Organizations through proper channels (e.g., ECC), if needed.
- ☐ Brief replacement for the next shift and identify outstanding action items or issues

RECOVERY ACTIONS:



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Roles and Responsibilities

MEMPHIS

5.9 Reception Centre Manager

- ☐ Authorize Reception Centre demobilization of services when they are no longer required.
- ☐ Identify and complete any open actions still pending.
- ☐ Ensure that all required forms, reports and other documentation are completed prior to demobilization.
- ☐ Deactivate assigned position and close logs when authorized by the ESS Director.
- ☐ Ensure the clean-up of all work areas before leaving.
- ☐ Arrange for building review with facility manager.
- ☐ Ensure that RC Kits are reassembled, restocked and returned to storage.
- ☐ Sign out as required.
- ☐ Leave a forwarding number.
- ☐ Ensure building is closed and locked.
- ☐ Complete Task Report form and forward to ESS Director.
- ☐ Access critical incident stress debriefing as needed.
- ☐ Be prepared to provide input to any post event processes (e.g., debriefs, reports etc.).



Section 5

Roles and Responsibilities

MEMPHIS

5.10 Planning Section Chief

**ASSIGNED
LOCATION**

As identified in Section 1
Emergency Coordination Centre

ROLE

Provide direction and assistance to the ECC on all planning and engineering issues impacting the town.

RESPONSIBILITIES**INITIAL ACTIONS:**

- ☐ Report to the ECC.
- ☐ Assist in the setup of the ECC, if required.
- ☐ Ensure all information systems in the ECC are fully functional.
- ☐ Participate in the initial briefing conducted by the ECC Director.

ONGOING ACTIONS:

- ☐ Report to and advise the ECC Director on all matters pertaining to engineering, water treatment & distribution, sewage treatment & collection, public transit, waste transfer and roads.
- ☐ Collect information from all other sections to include in the ECC Action Plan.
- ☐ Work with the ECC Director on drafting the ECC Action Plan.
- ☐ Post and update information on the ECC Action Plan board.
- ☐ Participate in ongoing briefings conducted by the ECC Director.
- ☐ Obtain necessary town maps for use in the ECC (power, water, treatment, land use zone maps, etc.).
- ☐ Assign an IT and Communications Officer to coordinate communications into the ECC.
- ☐ Document ongoing actions using the personal Time and Event Log.

RECOVERY ACTIONS:

- ☐ Collect information from all other sections to draft up post recovery plan.
- ☐ Develop a post recovery plan to deal with the clean-up and repair of town services (essential and non-essential).
- ☐ Participate in post incident debriefings.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.11 Scribe/Historian

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	Provide administrative support in the ECC.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the ECC.<input type="checkbox"/> Assist in the setup of the ECC, if required.<input type="checkbox"/> Participate in the initial briefing conducted by the ECC Director.<input type="checkbox"/> Open up Master Chronological Log <p>ONGOING ACTIONS:</p> <p>SPECIFIC ADMINISTRATIVE SUPPORT (Historian/Scribe):</p> <ul style="list-style-type: none"><input type="checkbox"/> Document, in chronological order, events as they occur.<input type="checkbox"/> Keep minutes of ECC meetings and briefings.<input type="checkbox"/> Ensure office supplies are replenished as they are consumed.<input type="checkbox"/> Arrange for the gathering of information for use by ECC staff and for future use (video, camera, etc.).<input type="checkbox"/> Post updates/status summaries of major developments.<input type="checkbox"/> Ensure the human resource needs for ECC Staff are met.<input type="checkbox"/> In conjunction with the Logistics Section Chief, ensure food and lodging is arranged for the ECC.<input type="checkbox"/> Request assistance of additional staff as required.<input type="checkbox"/> In conjunction with the Logistics Section Chief arrange for security of ECC if necessary.<input type="checkbox"/> Collect all documentation upon conclusion of the emergency. <p>RECOVERY ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Participate in post incident debriefings.<input type="checkbox"/> Participate in follow up activities as required.<input type="checkbox"/> Gather all documentation and personal Time and Event Logs to archive.



Section 5

Roles and Responsibilities

MEMP

5.12 Logistics Section Chief

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	Support the needs of the incident by procuring or arranging access to equipment, facilities, transportation, supplies, equipment maintenance and fuelling, food service, communications, and medical services for incident personnel.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the ECC<input type="checkbox"/> Assist in the setup of the ECC, if required.<input type="checkbox"/> Obtain necessary equipment to effectively operate the ECC.<input type="checkbox"/> Participate in the initial briefing conducted by the ECC Director.<input type="checkbox"/> Begin filling out the Resource Status Board.<input type="checkbox"/> Document initial actions taken using the personal Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Work with the Finance/Admin Section Chief to procure the necessary equipment and supplies required at the incident site.<input type="checkbox"/> Maintain inventory and accountability of supplies and equipment by utilizing the Resource Status Board.<input type="checkbox"/> Contact local suppliers to try to obtain specific equipment required by the incident site.<input type="checkbox"/> Communicate back to the Incident Commander, through the Operations Section Chief, the status of the resources (en-route, unavailable, and or delayed).<input type="checkbox"/> Update the ECC Director on all Logistic Section activities.<input type="checkbox"/> Monitor ongoing logistical support during the response phase of the emergency.<input type="checkbox"/> Provide advice to the ECC Director regarding logistical aspects for the response phase of the emergency.<input type="checkbox"/> Contact Community Services if there is impact to the general public and there is a requirement to evacuate residents.<input type="checkbox"/> Work with the Operations Section Chief and Community Services to establish a Reception Centre, if required.



Section 5

Roles and Responsibilities

MEMP

5.12 Logistics Section Chief

- ☐ Ensure the Reception Centre has all supplies necessary to receive residents.
- ☐ Work with the Public and Media Information Officer to setup the Media Room.
- ☐ Provide support to the Incident Commander to ensure that the field has the necessary personal protective equipment (PPE) to support emergency operations.
- ☐ Support the incident site operations by ensuring that food, water and the necessary shelter are in place if emergency operations continue for an extended time.
- ☐ Ensure necessary security is in place for all facilities.
- ☐ Provide input into the development of the ECC Action Plan.
- ☐ Participate in ECC briefings.
- ☐ Document ongoing actions taken using the personal Time and Event Log.

RECOVERY ACTIONS:

- ☐ Participate in post incident debriefings
- ☐ Participate in follow up activities as required
- ☐ Monitor ongoing logistical support activities for the recovery phase of the emergency.
- ☐ Provide advice to the ECC Director regarding logistical aspects for the recovery phase of the emergency.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.13 Finance and Administrative Section Chief

ASSIGNED	As identified in Section 1
LOCATION	Emergency Coordination Centre
ROLE	Provide financial and administrative support during the response and recovery phases of the emergency.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the ECC.<input type="checkbox"/> Assist in the setup of the ECC, if required.<input type="checkbox"/> Participate in the initial briefing conducted by the ECC Director.<input type="checkbox"/> Ensure the necessary financial documentation process is in place to capture information in the ECC.<input type="checkbox"/> Call in for additional administrative support, if required.<input type="checkbox"/> Document initial actions taken using the personal Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Work with the Logistics Section Chief to procure the necessary equipment and supplies requested by the field.<input type="checkbox"/> Work with the Logistics Section Chief to monitor all costs associated with the response operations of the emergency.<input type="checkbox"/> Arrange for the appropriate spending authority if extraordinary funds are required and complete purchasing transactions as necessary.<input type="checkbox"/> Manage all contractual agreements with any contractors used during the response operations of the emergency.<input type="checkbox"/> Keep the ECC Director updated on all financial and administration issues and/or concerns.<input type="checkbox"/> Provide input into the development of the ECC Action Plan.<input type="checkbox"/> Participate in the ongoing ECC briefings conducted by the ECC Director.<input type="checkbox"/> Document ongoing actions using the personal Time and Event log. <p>RECOVERY ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Participate in post incident debriefings.<input type="checkbox"/> Participate in follow up activities as required.<input type="checkbox"/> Assess financial impacts of emergency on the community.



Section 5

Roles and Responsibilities

MEMP

5.13 Finance and Administrative Section Chief

- ☐ Ensure all sections have submitted all receipts associated with the response and recovery operations of the emergency.
- ☐ Work with AEMA to apply for Disaster Recovery Assistance, as outlined in the Alberta Regulation 51/94.
- ☐ Work with residents, small business, and agriculture operations to apply for disaster recovery assistance as per the Alberta Regulation 51/94.
- ☐ Maintain written records of all activities.



Section 5

Roles and Responsibilities

MEMP

5.14 Council / Elected Officials

ASSIGNED	The Town of Mayerthorpe Mayor and Councillors
LOCATION	Primary: CAO's Office Alternate: Mayerthorpe Public Library Alternate: Community Services Building
ROLE	Acts as the governing authority supporting emergency response activities within the Town and provides support to the ECC when the ECC needs additional resources and/or direction.
RESPONSIBILITIES	<p>INITIAL ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Report to the Mayor's Office (primary location).<input type="checkbox"/> Get an initial briefing from the ECC Director or designate.<input type="checkbox"/> Document initial actions using the Time and Event Log. <p>ONGOING ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> Receive regular updates from the ECC Director or designate.<input type="checkbox"/> Maintain continuity of the Local Government.<input type="checkbox"/> On recommendation of the ECC Director, declare a State of Local Emergency.<input type="checkbox"/> Ensure the Office of Municipal Affairs has been notified of the emergency.<input type="checkbox"/> Request assistance from senior levels of government when requested by the ECC Director.<input type="checkbox"/> If the Mayor or Deputy Mayor is unavailable, appoint a spokesperson for Council.<input type="checkbox"/> Ensure that Council members are apprised of Mutual Aid actions taken.<input type="checkbox"/> Document ongoing actions using the Time and Event Log. <p>RECOVERY ACTIONS:</p> <ul style="list-style-type: none"><input type="checkbox"/> On recommendation of the ECC Director, declare that a State of Local Emergency to be terminated. <p>Note: The Mayor will be briefed by the Information Officer and the ECC Director prior to briefing the media and/or addressing the residents.</p>



Section 6

Resources / Contacts

MEMP



7.0 RECOVERY

7.1 Post Incident Recovery

Overview

Post incident recovery activities should be initiated as soon as possible. Preferably, these activities should take place while response operations are still underway. Actions taken during response operations should be decided with post incident recovery in mind.

Examples of recovery operations include:

- Repair of damaged property and infrastructure.
- Restoration of essential services such as power, heat, sewer, water and communications.
- Counselling Services.

Priorities

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

- Preparation of a damage and loss assessment
- Restoration of community services (utilities, transportation community support services, schools, institutions, etc.)
- Restoration of essential services
- Resumption of town operations

7.2 Disaster Recovery Program

Overview

Disaster recovery programs provide financial assistance for municipalities and their citizens who incur uninsurable loss and damage as a result of a disastrous event.

Sec 6(1) of Alberta Regulation 51/94, Disaster Recovery Regulation states that:

“A local authority or the Government of Alberta may apply to the Director for compensation for costs incurred in conducting emergency operations.”

It further states that the province may provide disaster recovery assistance to residents, small business, agriculture operations, and provincial and municipal governments if the event meets the criteria as outlined in the regulation.

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

- Advise the AEMA Field Officer or Alberta Municipal Affairs (1-800-000-0000, 24 hours, Normal hours: (780) 000-0000) of your request for recovery assistance.



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- Collect all available information as to the extent of the problem, including the cause, the number of people, homes, businesses and public property affected and in what manner. Record all costs related to emergency operations.

Assist Alberta Municipal Affairs, Emergency Management Branch, and other government departments in the collection of information and registration if a program is announced.

7.3 Reporting

Overview

All emergencies shall be followed-up with the necessary authorities in order to:

- Ensure public safety
- Satisfy legal requirements
- Satisfy insurance requirements

The nature of the emergency event will dictate the extent to which external and internal reporting is required following an emergency.

The Director of Emergency Management, in conjunction with ECC members, will determine the type of reporting that is required and will assign responsibility for these reports to various municipal departments or individuals.

As a courtesy, all agencies originally contacted are also contacted following an incident to formally indicate to them that their commitment to the incident has been fulfilled.

Internal Reporting

In all emergency events for which the ECC has been activated, the Director of Emergency Management is responsible for coordinating the preparation of an after-action report. A draft of the after-action report should be submitted to the Town Council no later than 6 weeks after the emergency. The final report shall be submitted to the Emergency Management Advisory Committee together with a list of recommendations.

Government Reporting

If, as the result of an incident or emergency, reports are required by government regulations, they will be promptly prepared and submitted to the appropriate level of supervision for approval prior to submission to the government agency.

Other Reporting

Depending on the nature and consequences of the incident, other reports may be required/requested. Examples include:

- Situation reports for AEMA.
- Reports to the Worker's Compensation Board.
- Benefit Plan/Insurance Claims (employees and 3rd parties).



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- Utilities Companies.

7.4 Post Incident Investigations

General

Emergencies must be investigated to ensure that every effort is made to identify and correct underlying causes. In every emergency involving a fatality, serious injury, and loss or significant damage to property, ECC members will either provide assistance with or take charge of the incident investigation.

Particular care must be exercised to ensure that all evidence is preserved in its original state. Where loss or damage to property, or loss of revenue has occurred, evidence will not be disturbed until permission has been received from a Claims Adjuster, the Insurance Company adjuster and/or any government agencies involved.

Insurance companies and Government agencies may wish to conduct investigations of their own into an incident. Once they have shown their credentials, they must be accompanied by either a duly authorized Town official or an appropriate designated contact to the location.

Incident investigations will be initiated as soon as possible following an incident. For every incident that has resulted in, or which might have resulted in an injury, an initial investigation will be initiated within one working day. Formal investigations will be completed promptly thereafter. Where possible, the investigation will be carried out by the representative who is familiar with the type of incident involved. The Town may provide investigators and witnesses to be available to cooperate as necessary.

Non-conformance is to be investigated and corrective/ preventive actions are to be taken accordingly. Investigations into non-conformance will:

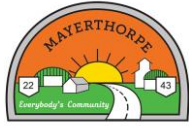
- Evaluate the adequacy of existing procedures.
- Review all relevant information, including staff observations, prevailing instructions, records and data.

Determine root cause(s) by systematic work process input/output analysis, which may include such things as unavoidable equipment failure, lack of preventive maintenance, insufficient staff resources or training and ineffective implementation of requirements.

7.5 Public Relations

General

When an incident results in significant impact to stakeholders, including the public, industry, government and the media, it will be necessary to take proactive steps to keep these groups apprised of developments related to the event and recovery actions, and to work with them to assess their needs and abilities to contribute to recovery efforts.



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The priority is to minimize the impact of the incident on stakeholders and to demonstrate to stakeholders that the Town is concerned for the safety and interests of all stakeholders through the provision of timely and accurate information on:

- Recovery activities.
- The effects on municipal services and operations.
- Expected timetable for restoration of municipal operations, and if appropriate.
- Actions that the Town is taking to prevent a recurrence.
- Provision of counselling services to Town residents, staff and the general public affected by the incident.

Stakeholder engagement activities may include:

- Determining with stakeholders the extent of their needs and their ability to contribute to solutions.
- Other stakeholder consultations.

Public affairs activities may include:

- Preparation of public service announcements and media releases.
- Media briefings.
- Site tours for media after situation has been deemed safe by Incident Commander.
- Other public meetings with key stakeholders.

All Town personnel and service providers must be cognizant of the fact that the actions they take during and after an incident reflect on the image of the Town of Mayerthorpe and so they must act accordingly.

7.6 Employee and Volunteer Assistance

Employees

Town of Mayerthorpe staff affected by an incident may experience delayed/long term reactions. These effects may include:

- Loss (may be real or perceived).
- Critical Incident Stress.

A program of sessions to inform staff about the long term implications of the incident will be instituted.

All personnel involved in response for an emergency will participate in Critical Incident Stress Debriefing. EMS, RCMP, and Fire Department staff will be debriefed by their respective Critical Incident Stress Debriefing resources.



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Volunteers

The Alberta Workers' Compensation Board BoD Resolution 98/03/13 March 24, 1998 includes a provision whereby benefits under the Act may be extended to volunteers engaged in work related to an emergency.

The following procedure should be followed:

- Ensure all volunteer emergency workers are registered when they start their emergency tasks (see Volunteer Worker Registration Form).
- In the event that 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 Town as the "employer" -- should be forwarded to:

Alberta Municipal Affairs
Alberta Emergency Management Agency
16th Fl., Commerce Place
10155 – 102 Street
Edmonton, ABT5J 4L4

Attention: Managing Director

7.7 Litigation

General

The AMSC Insurance, Brownlee LLP, or RMRF Barristers Solicitors will address the issue of post incident litigation.

The Solicitor will be contacted by the Director of Emergency Management as early as possible following an incident where Town actions have or may potentially threaten or harm a third party.

7.8 Insurance

General

Insurance companies and government agencies may wish to conduct investigations of their own into an incident. Once they have shown their credentials they will be accompanied by the appropriate ECC representative or Town official to the incident scene.



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MEMP

7.9 Business Continuity

General

An emergency may adversely affect Town operations. This effect may be experienced for an extended period of time, depending on the type and severity of the incident. Impairment may be as a result of damage to key facilities, damage to town infrastructure, or injury to Municipal staff.

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

- Replacing Town staff.
- Repairing damaged Town equipment and structures.
- Clearing routes.

In addition, the Town of Mayerthorpe has a Business Continuity Plan to deal with an epidemic or pandemic event. The activation of this plan will be based on the confirmation of an epidemic or a potential pandemic situation as reported by the World Health Organization.



Section 8

Prevention, Mitigation, Preparedness

8.0 PREVENTION, MITIGATION, PREPAREDNESS

8.1 Purpose

Overview

The Municipal Emergency Management Plan (MEMP) is designed to assist the Town's emergency management system (including emergency response personnel) in managing resources during a disaster or emergency event in order to:

- Minimize injury to persons
- Minimize damage to or destruction of property
- Protect the environment
- Promote a rapid return to a normal way of life
- Disseminate relevant, accurate, and timely information to the public
- Assess current and emerging risks

The Town of Mayerthorpe will respond to emergencies affecting public safety. It is committed to having the structures, plans, and resources in place for effective emergency response, and to maintaining optimal co-operation with service providers, emergency responders, and other key stakeholders such as business owners and government agencies.

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

This plan is not designed to replace existing procedures for dealing with normal emergencies in the Town of Mayerthorpe. 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.

8.2 Emergency Advisory Committee

As per the Emergency Management Act, RSA 2000, Chapter E-6.8 an Emergency Advisory Committee has been designated for the Town of Mayerthorpe. The purpose/mandate of the Emergency Advisory Committee is to review the plans and programs of the Emergency Management Agency.

8.3 Emergency Management Agency

Emergency response and recovery planning will be carried out by the Emergency Management Agency. The team consists of the following members:

- Director of Emergency Management (DEM)
- Deputy DEM
- Chief Administrative Officer



Section 8

Prevention, Mitigation, Preparedness

The team will update the Municipal Emergency Advisory Committee annually on disaster and emergency planning. The team will also liaise with the appropriate emergency response agencies to ensure effective emergency planning.

The Director of Emergency Management (DEM) will chair the Emergency Management Agency and determine additional membership as required.

The Emergency Management Agency is responsible for developing and maintaining the Municipal Emergency Management Plan (MEMP).

8.4 Function of the Emergency Management Agency

The Emergency Management Agency serves only as a “planning body” to provide direction and management of the MEMP. The Agency will:

- Review and update the MEMP.
- Ensure the MEMP functions in concert with regional Emergency Management Plans (Lac Ste. Anne County), Provincial regulations (Government Emergency Management Regulation, Emergency Management Act, Disaster Recovery Regulation), and with the emergency plans of local organizations (industry).
- Disseminate information on the MEMP as necessary to:
 - Emergency Service Providers
 - Mutual Aid Partners
 - Industrial Partners
 - The Public
 - Alberta Emergency Management Agency
- Liaise with outside agencies and surrounding municipalities which may have a role in emergency response within the Town.
- Develop familiarization training for users of the MEMP.
- Arrange training on the operation of the MEMP.
- Plan and execute exercises to validate the MEMP.
- Review applicable exercises and incident reports.
- Ensure appropriate procedures are in place for the protection of the public, such as alerting, evacuation, and shelter in place.
- Review actual emergency events, as soon as practical, after the event. Examine the incident and all facets of the response to it. This review shall include:
 - An audit of the actual response versus the response plan
 - The identification of areas of the response system requiring improvement
 - A plan to implement recommended improvements
- Meet a minimum of once every six months.
- Prepare and deliver an annual report on emergency planning activities for presentation to the Town of Mayerthorpe Emergency Advisory Committee.
- Identify critical infrastructure that needs to be considered during an incident, and create contingency plans to protect that infrastructure.



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Prevention, Mitigation, Preparedness

8.5 Hazards and Risk Analysis

Overview

Effective emergency response planning is dependent on knowledge of the types of situations that could result in emergencies affecting the Town of Mayerthorpe. Determining the risk that these hazards pose should dictate the emergency preparedness priorities for the Town and whether hazard specific response protocols or procedures need to be developed.

A standing agenda item at Agency meetings will be the required assessment of emerging risks. These emerging risks should be checked against the contents of the MEMP to determine if specific response procedures will need to be developed.

Hazard analysis refers to a qualitative assessment of the risks present in the Town. By identifying and acknowledging potential risks, appropriate steps can be taken to plan and prepare for them.

These hazards were identified by: discussions with key Town officials, considering historical data, comparing data with surrounding communities. The threats are divided into Natural and Man-Made Hazards. Appendix C includes the Risk Assessment Worksheet that was used to identify the overall risk for each hazard.

Natural

The natural hazards that may threaten the safety of the Town and its residents are shown on the following table:

HAZARD	LIKELIHOOD OF OCCURRENCE	IMPACT	RISK RATING
1. Blizzards/Massive Snowstorms/Ice Storms	3	4	12
2. Extended Cold Weather (-38 for 1 week +)	3	4	12
3. Extended Hot Weather (+38 for 1 week +)	3	4	12
4. Tornado (F3 category) or Severe Windstorm	3	4	12
5. Pandemic / Infectious Disease Outbreak	3	4	12
6. Drinking Water Emergency / Water contamination	2	5	10
7. Forest Fire / Wildfire	3	3	9
8. Drought	2	4	8
9. Watercourse Flooding	2	2	4
10. Plant Disease / Pest infestation	1	1	1
11. Animal Disease	1	1	1



Section 8

Prevention, Mitigation, Preparedness

Man Made

Man made hazards are those associated with human activities which can lead to emergency situations impacting the safety of people, property or the environment. Those that may occur within the vicinity of the Town are shown on the following table.

HAZARD	PROBABILITY OF OCCURRENCE	IMPACT ON TOWN	OVERALL RISK
1. Major Road Accident (Truck/bus) non-TDG (MVA)	5	5	25
2. Hazardous Material Transportation Accident- TDG	3	4	12
3. Major Fire/Building Explosion	3	3	9
4. Loss of Power	3	3	9
5. Loss of Natural Gas e.g. Major Gas Line Break	3	3	9
6. Major Industrial Accident - with offsite impacts (e.g. gas release)	3	3	9
7. Train Derailment	2	4	8
8. Loss of Water e.g. major water main break	2	3	6
9. Pipeline spill or release (oil or gas)	1	3	3
10. Aircraft Crash	1	1	1
11. Active Shooter Incident	2	2	4
12. Directed threats against key infrastructure	1	1	1

8.6 Training Program

Overview

To be effective, the emergency response organization must be trained. Training is a continuous process and must be provided at the appropriate level for:

- Emergency Coordination Centre (ECC) personnel
- First responders
- Elected officials
- Town staff not directly charged with emergency response duties.

The Town of Mayerthorpe will conduct a training program for designated staff consisting of the following basic elements:

- Municipal Emergency Plan Familiarization
- Basic Incident Command System Training
- Managing Emergency Operations
- Public and Media Crisis Communications Training



Section 8

Prevention, Mitigation, Preparedness

The Agency will identify training and resources needed to provide the necessary skills for those individuals tasked with various duties in emergency response. Where necessary, specialized training will be organized for people fulfilling specific job functions identified in the MEMP. The Agency shall also ensure that a system is put in place to maintain records that will cover emergency response training activities.

Refresher training should be conducted at least once a year. This will ensure that the basic skills and knowledge required for effective emergency response are maintained.



Section 8 Prevention, Mitigation, Preparedness

MEMP Familiarization

Basic information about the MEMP is provided for all Town of Mayerthorpe employees who may be directly involved in emergency response activities. The training consists of an overview of the plan itself and actions that are expected from Town employees.

This training is generally no more than one-half day in duration and shall be provided for any employees and/or Town of Mayerthorpe contract staff that may have to work in the ECC. Refresher training is to be presented to employees once per year.

Training can also be provided for the following groups as required:

- Industrial/Commercial partners
- Utility providers
- Emergency Medical Services
- Schools
- Churches
- Volunteer service groups

Basic Incident Command Training (ICS 100)

Training description:

This training session presents the principles and terminology of the Incident Command System (ICS). This training will equip personnel with enough knowledge on ICS to enable them to work effectively with emergency services personnel.

Who should participate: Personnel required to respond to the scene of the emergency (i.e. public works, Information Officers, ESS personnel)

Managing Emergency Operations Training (ECC)

Training description:

This one day workshop presents techniques and theories for managing an emergency operations centre. Personnel assigned to the ECC will learn about and review the following:

- Goal and objective setting
- Developing and implementing incident action plans
- Roles and responsibilities
- Managing information flow
- Decision making during emergency operations

A table top exercise and communications drill are conducted to enable participants to practice the theories presented during the workshop.

Who should participate? All personnel that have to fulfil a role in the EOC.



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Prevention, Mitigation, Preparedness

MEMP

Crisis Communications Training

Training description:

Discussions will involve a definition of crisis communication, what role the crisis team in the ECC plays, the importance of having a well-prepared crisis communication team during an emergency, the role the media will play in a crisis, how the public is impacted during a crisis, and issue management - identifying a crisis before it occurs.

Who should participate? Personnel designated with the responsibility of managing communications with the public or media will be provided with this specialized training appropriate to their assigned duties.

Public and Media Relations Training

This training provides personnel with the basic public/media relations do's and don'ts in an emergency situation. This training also describes the Town's policy on handling media/public relation issues. It will also provide personnel with the tools and the information on where to forward any inquiries that may be received either face to face or by telephone.

Who should participate?: Any personnel that could potentially be approached by the media or general public

External Resources Training

Joint training with external resources, contractors, and/or mutual aid partners will be conducted whenever the opportunity presents itself. Personnel from these areas will be offered the opportunity to:

- Tour the Town
- Review the Municipal Emergency Management Plan
- Participate in training activities
- Participate in emergency simulations

Personnel may be given the opportunity to take advantage of opportunities to participate in applicable training conducted by the Town. Contractors/external resources may be given the opportunity to review basic information about the layout of the Town and methods of conducting response operations deemed applicable to this MEMP.

Volunteer Service Groups

Volunteer Service Groups with mutual aid agreements will receive basic emergency response training required for their respective area of service from their own service groups. When practical, they should be afforded opportunities to participate in training and exercise activities with the Town. All training for these groups will be provided by Emergency Social Services Group.



Section 8 Prevention, Mitigation, Preparedness

8.7 Exercise Program

Overview

Exercises are intended to accomplish a number of purposes. They are as follows:

- Validate the MEMP
- Increase familiarity with the MEMP
- Increase confidence in the MEMP
- Identify opportunities to improve MEMP and supporting plans
- Test equipment
- Test procedures and protocols
- Develop working relationships with other emergency response organizations

A program of validating the MEMP will be established in the form of various types of exercises and an annual audit initiated by the Agency. For each exercise conducted, a report will be generated identifying the objectives of the exercise, important observations, and recommendations arising from the exercise. Exercises will be scheduled and carried out on a regular basis.

Table Top Exercises

These exercises are usually a two to three hour round table discussion of how potential emergencies will be responded to. They are developed to practice elements of the Municipal Emergency Management Plan and structured to meet the specific objectives identified. The Agency will ensure these exercises are conducted as identified in the Section 8.8 Training, Exercise, and Maintenance Milestones.

Command Post or ECC Drills

Drills are hands-on activities that test a certain element of the emergency response system, such as evacuation. Drills are based on a realistic scenario that could impact the Town. Drills will involve activating personnel to manage the described emergency. Personnel will be required to respond to an evolving emergency event run in real time. Stimuli for the events of the exercise will be scripted and simulators will provide the inputs to the organization via prompt cards, face-to-face communications from exercise controllers, telephone, and radio. A greater frequency of drills will increase proficiency.

A drill for ECC personnel will be conducted a minimum of once per year. These drills may be coordinated with a full simulation exercise.

Full Scale Simulations

Full simulations test the complete emergency response organization. An actual incident is staged and the complete organization is mobilized to manage it. A simulation centre is used to generate simulated interaction with the outside world. Community resources are invited to participate in the exercise simulation.



Section 8 Prevention, Mitigation, Preparedness

The Town will conduct a full simulation exercise to test specific elements of the MEMP once every three years. This may include participation from outside agencies such as industry, Mutual Aid, contractors, etc.

8.8 Training, Exercise, and Maintenance Milestones

ACTIVITY	Year 1	Year 2	Year 3
<u>Training:</u>			
MEMP Familiarization	X	-	-
Managing Emergency Operations (ECC)	X	-	X
Incident Command System Training	-	X	-
Public and Media Relations Training	X	-	X
Crisis Communications Training	X	-	X
<u>Exercises:</u>			
Communications Drill & ECC setup	-	X	-
Table Top Exercise (Command Post Drill)	X	X	-
Full Scale Exercise	-	-	X
<u>Review & Updates:</u>			
Review of the MEMP	X	X	X
Review of MEMP contact Information (Every 6 months)	2X	2X	2X
<u>Inventory Inspection:</u>			
Emergency Coordination Centre (ECC) Primary and Alternate (Every 6 months)	2X	2X	2X

***Note:** Not all exercises or training have to be completed individually or sequentially. For example, conducting a full scale exercise incorporates other training and exercise activities. It is the Director of Emergency Management's discretion as to what gets covered off.



9.0 ADMINISTRATION

9.1 Purpose of Municipal Emergency Management Plan

The Town of Mayerthorpe is committed to developing, maintaining, exercising, and improving emergency management.

This commitment will be fulfilled through Town staff being familiar with the MEMP and with their associated roles and responsibilities. In the event of an emergency, clearly defined emergency response operations will enable effective management of an incident.

The Town of Mayerthorpe MEMP has been designed to assist personnel in managing operations to minimize impacts causing injury to persons and damage of property. This plan will promote a rapid return to normal operations and will incorporate information from other relevant plans. This MEMP may support neighbouring municipalities, schools, institutes, or serve the exclusive use of Town personnel.

Protecting the health and safety of staff and the public is the priority for emergency response operations of The Town of Mayerthorpe. The MEMP and associated documents will ensure a timely and suitable response to emergencies and disasters.

9.2 Authority and Legislation

The Town of Mayerthorpe Emergency Management Plan is issued by council under the authority of:

- The Province of Alberta Emergency Management Act, RSA 2000, Chapter E-6.8, 2013
- The Town of Mayerthorpe Municipal Emergency Management Agency By-Law #920

Any legislation affecting the Town of Mayerthorpe operations will be referred to and kept in a location that is available for all personnel. Some examples of such legislation are:

- Emergency Management and Civil Protection Act, dated 1990.
- Department of Public Safety and Emergency Preparedness Act, dated 2005.
- Canadian Environmental Protection Act (CEPA).
- Occupational Health and Safety Act.
- Government Emergency Management Regulation.
- Disaster Recovery Regulation



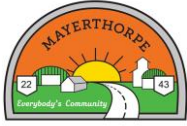
Section 9 Administration

MEMP

9.3 Glossary and Acronyms

Acronyms

AEAS	Alberta Emergency Alert System. A system that is used to notify and pass information to residents in the Mayerthorpe area (see also: Alarms).
AEMA	Alberta Emergency Management Agency. A branch of the Alberta Government Municipal Affairs Ministry. AEMA assists municipalities and counties in the management of Level 2 and Level 3 emergencies.
AER	Alberta Energy Regulator. This quasi-judicial agency of the Provincial government assists in managing the response to any incidents pertaining to the oil and gas industry.
DEM	Director of Emergency Management. The person appointed by Council resolution as the Director of the Municipal Emergency Management Agency.
EAP	ECC Action Plan - An oral or written plan containing objectives reflecting the overall strategy for supporting the Incident Site and dealing with Town wide operational or emergency issues.
ECC	Emergency Coordination Centre. The physical location in the Town where representatives from the Municipal Emergency Response Organization conduct emergency operations.
IAP	Incident Action Plan. 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.
IC	Incident Commander. The IC coordinates the first response activities, personnel, and communications at the emergency site from the Incident Command Post.
ICP	Incident Command Post. The location from which the management of site emergencies will be conducted.
MEMP	Municipal Emergency Management Plan. A documented, structured approach to guiding the Town of Mayerthorpe personnel through the steps of managing response to emergency situations.



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MEMP

Definitions

Alarms:	Warning system put in place to notify people that an emergency has occurred or is about to occur. Can be used to mobilize Emergency Response Organization plus warn people of danger so that they can take steps to protect their own safety.
Bomb Threat:	An action taken by what is usually an anonymous person stating they have placed an explosive device somewhere. The person's purpose is usually to disrupt operations and cause fear.
Briefings:	The means used to pass information to selected groups. Briefings can be used to address members of the Emergency Response Organization, the media, government and the public. Used to facilitate decision making within the Emergency Response Organization.
Chemical Release:	The unplanned discharge of chemicals in liquid, crystal, vapor, solid, or gaseous form.
Communications:	The act of passing information between participants in Emergency Operations to facilitate management of resources. Entails the use of technical means such as telephones and radios, and respects policies and procedures designed to ensure effective passage of information.
Critical Incident Stress:	Psychological effects experienced by people who are involved in an emergency or a disaster.
Declaration of a Local State of Emergency:	A resolution or order of Council to create a legal state of affairs of a temporary nature in which extraordinary action may be taken to address prevailing conditions.
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.
Distribution List:	The list of each numbered copy of the Municipal Emergency Plan. Shows how many authorized copies are in circulation and who has them. Facilitates maintaining the currency of document.
Emergency Coordination Centre:	The physical location in the Town where representatives from the Municipal Emergency Response Organization conduct emergency operations. Also referred to as the ECC.



Section 9 Administration

MEMP

Emergency Operations:	Actions taken to bring an emergency to an end. Descriptions of these actions are usually contained in the Municipal Emergency Plan. The goal of emergency operations is to protect the safety of the community, environment, and infrastructure, as well as to minimize any damage caused by an emergency.
Emergency Response Organization:	A structure that assigns specific duties and responsibilities to all personnel involved in emergency operations.
Emergency Services:	Fire, Police and Emergency Medical agencies that provide protection to the community on an ongoing, daily basis supplemented by other Town departments i.e. Public Works.
Emergency:	A present or imminent event which threatens the health, public safety, and property of people within The Town of Mayerthorpe. Requires the prompt co-ordination of action to protect the health, safety, and welfare of people, or to limit damage to property.
Evacuation:	Movement of people from a hazardous location to safety.
Exercise:	Examination of potential emergency situations for the purpose of evaluating Emergency Response procedures. Also known as drills, simulations or tests. Exercises can be very simple or very complex, depending on the objectives of the exercise.
Hazard Analysis:	Subjective evaluation of factors that will create risk for the Town and what the impact of an occurrence would be.
Hazard:	A condition that exists that has the potential to create danger to the Town and/or its residents.
Hazardous Materials, or Haz-Mat:	Products and materials that can cause injury or death if they come in contact with a living organism. Usually chemical in nature, they can harm people, animals, or vegetation. Harm is caused by means of direct contact, inhalation, or ingestion.
Incident Action Plan	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.



Section 9

Administration

MEMP

Incident:	Any event involving The Town of Mayerthorpe that could, or does, result in an emergency situation.
Level 1 Emergency	An incident in which the municipality has the capability to manage and control the incident utilizing its own resources and expertise. Generally, this is an emergency of short duration (approximately under 8 hours) and low impact to the municipality;
Level 2 Emergency	An incident that requires, in addition to normal emergency services response, municipal support for coordination of on-site operations. It may require assistance of mutual aid partners. Generally, this is an incident of short duration (approximately under 8 hours) and high impact to the municipality;
Level 3 Emergency	An incident that requires level 2 response with additional government support to coordinate emergency activities. Generally, this is an incident of long duration (approximately over 8 hours) and high impact to the municipality;
Local Authority:	The Town Council for The Town of Mayerthorpe. As the Local Authority, the Town Council is responsible for the direction and control of the emergency response (unless the Government assumes direction under Section 18 of the Emergency Management Act).
Mitigation:	To make an emergency situation less intense or severe.
Mobilization:	The process of making the transition from normal operations to emergency response. All resources needed to cope with the emergency situation are called out in this way.
Municipal Emergency Management Agency	Acts as the agent of the local authority to carry out the local authority's statutory powers and obligations under the Province of Alberta Emergency Management Act.
Municipal Emergency Advisory Committee	This committee of Council members is appointed to advise and report to Council on the development of emergency management plans and programs;
Preparedness:	A state of readiness for the emergencies that the Town maintains. Provides the capability to deal with emergencies when they arise.



Section 9 Administration

Resources:	Personnel, equipment, and supplies used in Emergency Operations. Includes the skills and abilities of the people who will carry out Emergency Operations.
Risk Assessment	The document identifying known risks to the Town, the degree of risk perceived and the assigned planning priority.
Simulation:	Same as exercise. A specialized type of exercise.
Town Council:	The Council of The Town of Mayerthorpe under the Municipal Government Act. Also see Local Authority.

9.4 MEMP Review and Update

Overview

The MEMP will be reviewed annually by the Emergency Management Agency (Agency). Details on the Agency are found in Section 8 – Emergency Preparedness. It is ultimately the Director of Emergency Management's responsibility to ensure that the MEMP remains current.

An annual review of the MEMP will be completed no later than March 31 of each year. Manual holders are invited to submit a Revision Request Form to the Agency if they notice that pertinent information is incorrect, incomplete, or omitted. A sample of the Revision Request Form can be found in this section. Items that will be reviewed are:

- Changes to the MEMP
- Changes in Contact Lists
- Changes in hazards

The annual review will take the following into consideration:

- Training
- Exercises
- Actual Incidents

Updates

Any changes identified in the review process will be considered for incorporation into the MEMP. Any needed changes identified during training and exercise activities will also be considered. Changes will be added to each plan copy on the distribution list under the direction of the Agency.

Revision Requests

To initiate changes or add new text material, plan holders should:

- Complete a Revision Request Form (See Form C.5)
- Attach the suggested change(s)
- Submit the request to the Director of Emergency Management



Section 9 Administration

MEMP

The Agency acknowledges, reviews, and considers all material for inclusion in the manual. Originators will be advised of the final disposition of the request. Approved material is published as a revision.

9.5 Distribution

Hard Copies

Copies of the MEMP are distributed according to the following Distribution List. Each copy is numbered and the person responsible for it is shown beside its location. See Distribution List – Hard Copies

Electronic Copies

The MEMP will also be available to Town staff via the intranet. The public will also be able to view a summarized version of the MEMP, less confidential material, on the Town of Mayerthorpe web site.

Distribution List

NAME	POSITION	LOCATION	COPY #
Karen St. Martin	CAO/DEM	USB Stick/Common Drive	1
Kim Connell	Assistant DEM	USB Stick/Common Drive	2
Louise Kormos	ACAO/Finance	USB Stick/Common Drive	3
Randy Schroeder	Fire Chief	USB Stick	4
Dwight Dawn	CPO/Logistics	USB Stick/Common Drive	5
Ashley Olsen	EDB/Communication	USB Stick/Common Drive	6
Joanne St. Martin	FSCC/Recreation DSS	USB Stick/Common Drive	7
Barry Gylander	PWS	USB Stick	8



Appendix A

Declaration of State of Local Emergency

MEMP

A.1 DECLARATION OF STATE OF LOCAL EMERGENCY

Declaration of State of Local Emergency

WHEREAS an emergency exists in

Town of Mayerthorpe

(name of municipality)

due to _____

(enter a description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists

in the (enter name of municipality, or portion of the named municipality)

Time: _____

Date: _____

Signature(s):

Title(s):



Appendix A

Declaration of State of Local Emergency

MEMP

A.2 PUBLIC ANNOUNCEMENT – DECLARATION OF STATE OF LOCAL EMERGENCY

Public Announcement following the Declaration of State of Local Emergency

"The Council of **Town of Mayerthorpe**

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."



Appendix A

Declaration of State of Local Emergency

MEMP

A.3 TERMINATION OF STATE OF LOCAL EMERGENCY

Termination of Declaration of State of Local Emergency

WHEREAS an emergency existed in

Town of Mayerthorpe

(name of municipality)

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 780-422-1549 or 780-427-1044



Appendix A

Declaration of State of Local Emergency

MEMP

A.4 EVACUATION ADVISORY

This is _____
(name and position)

An emergency exists in _____ of the Town of Mayerthorpe.

For your personal safety, evacuation of _____
(state which parts or whole)

is necessary due to _____

Collection points are located at:

Reception Centres are located at:

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

If you require transportation, go to the collection point in your area. If you are evacuating with your own car, please go via the collection point in your area to pick up people without transportation before going to the closest Reception Centre. If you are physically unable to go to the collection point, call _____ to make arrangements for pick up.

The evacuation route to follow is _____

(Describe route to avoid danger)

All evacuees are requested to report and register at the reception centre _____

(State reception centre location)

If you are planning to stay with friends, advise the Reception Centre
(Telephone #: _____)

You will be advised when the emergency has ended, and it is safe to return to your homes. During the period of evacuation, security of your homes and businesses will be provided by the Police.

For additional information, listen to radio/TV _____ and _____.

Indicate whether pets may be brought to the Reception Centre (s). Remind them to bring medication, blankets, sleeping bags and special needs items, if possible.



Appendix B

Forms

MEMP

B.1 INITIAL EMERGENCY INFORMATION FORM

Incident Date	dd	mm	yyyy	Incident Time: (24 Hr. Local Clock)	
Call Date	dd	mm	yyyy	Incident Time: (24 Hr. Local Clock)	
Caller Information:					
Caller's Name/Position/Organization:				Phone Number: ()	
Caller's Present Location				Phone Number: ()	

EMERGENCY INFORMATION:			
(E.G. Date, Time; Product/U.N. Number; Transportation Mode; Who Is Involved? What Is Leaking? Source? Rate?)			
Incident Description:			
Location Of Emergency / Directions To Scene:			
Municipal Address:		Media Involvement: Media Outlet:	<div>_____</div> <div>Yes No</div>
Near Residences? _____ Yes No		Name/Address:	
Are Any People In Immediate Danger? _____ Yes No		Has Anyone Been Sheltered?	<div>_____</div> <div>Yes No</div>
		Has Anyone Evacuated The Area?	<div>_____</div> <div>Yes No</div>
How Many People Were Evacuated/Sheltered?		Where Were They Evacuated To?	
Fatalities: _____ _____ Public _____ Business _____ Contractors Yes No			
Injuries: _____ _____ Public _____ Business _____ Contractors Yes No			
Extent Of Injuries:			

[illegible]



Appendix B

Forms

MEMP

B.2 TIME AND EVENT LOG

Name:		Emergency Response Position:	Date:	Page #:
#	Time	Event / Issue / Contact	Action Taken	Time of Action



Appendix B

Forms

MEMP

B.3 INCIDENT ACTION PLAN

ACTION PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period	5. Prepared By:		
6. Objectives: (Prioritize)		Lead	Required By:
7. Action Items		Assigned :	Required By:
8. Attachments: (if required)			
9. Approved By:			



Appendix B

Forms

MEMP

B.4 MASTER CHRONOLOGICAL LOG

Incident Name:			Operational Period (Date/Time):		
Scribe Name:			Start:		End:
Location of ECC:			Comment:		
REPORT LOG					
Date (mm/dd/yy)	Time (24 clock)	Event	Action/ Decision	By Who (Name/ Position)	



Appendix B

Forms

MEMP

B.5 REVISION REQUEST FORM

TO: Emergency Management Committee
(through the Director of Emergency Management)

Request Date: _____

SECTION NUMBER: _____

SUBSECTION NUMBER: _____

DESCRIPTION OF REVISION: _____

REQUESTED BY: _____

ADDRESS: _____

MANUAL NUMBER: _____

Request Acknowledgment

Approval Date _____

Request Numbered and Logged

Revision number _____

Review Date _____

Revision Date _____

Correspondence Required

Issue Date

Submitted by: _____



Appendix C

Risk Assessment Worksheet

MEMP

C.1 RISK ASSESSMENT WORKSHEET

Ser	THREAT	LIKELIHOOD	IMPACT					IMPACT FINAL	RISK RATING	Risk Control Measures	Remarks
			SOCIAL	ENV	Crit. Services OPS	FINANCIAL	REPUTATION	(use the highest score of any of the 5 impact criteria)	(Risk = likelihood x impact final, HIGHER numeric value = greater risk)		
		0-5	0-5	0-5	0-5	0-5	0-5	0-5	1 -25		
1	Blizzards/Massive Snowstorms/Ice Storms	3	4	3	4	3	3	4	12	Disaster Plan, ECC's on backup natural gas generation, EMX 15 Table Top Exercise. Contractor to clear emergency routes for timely opening of routes, if required.	Snow loads, emergency access. FF preplanning and assess availability of members
3	Extended Cold Weather (-38C for 1 week +)	3	3	3	4	3	3	4	12	Disaster Plan, ECC's on backup natural gas generation, EMX 15 Table Top Exercise. Preplanning with staff at facilities if possible.	Ensure availability of staff to service, additional support for emergency response will be limited. Mutual aid will be limited due to freeze up conditions from distance travelled.
4	Extended Hot Weather (+38C for 1 week +)	3	3	3	4	2	2	4	12	AMS Hospital in town. Rehabilitation measures must be implemented for FF's active at this time.	Extreme heat rapidly effects performance of staff wearing PPE, additional mutual aid for manpower required even for
5	Forest Fire/Wildfire	3	3	4	3	2	3	3	9	Registered with Wildfire Alberta to receive Whitecourt Forest Area notifications, Wildlands Rescue Unit with Pumper. Operational Fire Control agreement should be signed on behalf of Town with AG/FOR, implement residential external sprinkler plan.	Access to fire bomber service. Ensure approved contractor list is available to Fire Service for Fire Guarding if necessary.
6	Tornado (F3 category) or Severe Windstorm	3	4	4	3	4	4	4	12	Registered for Public Weather Alerts, Tornado Watch on Facebook, and Alberta Emergency Alert System	First responders will be effected, mutual aid to the community would be required
7	Watercourse Flooding	2	1	2	1	2	1	2	4	Alberta Rivers app to monitor stream advisories	Minimal risk.



Appendix C

Risk Assessment Worksheet

MEMP

Ser	THREAT	LIKELIHOOD	IMPACT					IMPACT FINAL	RISK RATING	Risk Control Measures	Remarks
			SOCIAL	ENV	Crit. Services OPS	FINANCIAL	REPUTATION	(use the highest score of any of the 5 impact criteria)	(Risk = likelihood x impact final, HIGHER numeric value = greater risk)		
		0-5	0-5	0-5	0-5	0-5	0-5	0-5	1 -25		
8	Drought	2	1	1	4	1	1	4	8	Ration water, by limiting drills, and explore other extinguishing means. Drought increases likelihood of wildfire	extreme drought may limit water access in local or wide spread area. Acquirer may be effected over long periods.
9	Pandemic/Infectious Disease Outbreak	3	4	1	3	1	2	4	12	Pandemic Plan adopted by Town	Dramatically effects first response capability with limited personnel
10	Drinking Water Emergency/Water Contamination	2	3	1	2	3	5	5	10	Water Treatment Plant Supply System Risk Assessment in place, Water Treatment Plant Operational Procedures in place, Water Treatment Safe Work Procedures in place.	
11	Animal Diseases	1	1	1	1	1	1	1	1	Local Veterinary Clinic,	
12	Plant Diseases/Pest Infestation	1	1	1	1	1	1	1	1	Town Policy provides for annual spraying of weeds within corporate limits. Property maintenance bylaw for control on private property.	
13	Major Fire/Building Explosion	3	3	3	1	3	3	3	9	Mayerthorpe Fire Department and fire mutual aid agreements in place. Disaster Mutual Aid agreement in place.	Elevator, Paddle Pastics, UFA Farm Store Chemical Storage
14	Loss of Power	3	3	1	2	2	1	3	9	Town Office and RCL's with natural gas emergency backups, most major seniors facilities, AHS, and large businesses have	
15	Loss of Natural Gas e.g Major Gas Line Break	3	3	1	1	1	1	3	9	Major Release in Town, ECC protocol in place	Key industry players engaged at annual EMA meeting.



Appendix C

Risk Assessment Worksheet

MEMP

Ser	THREAT	LIKELIHOOD	IMPACT					IMPACT FINAL	RISK RATING	Risk Control Measures	Remarks
		0-5	SOCIAL	ENV	Crit. Services OPS	FINANCIAL	REPUTATION	(use the highest score of any of the 5 impact criteria)	(Risk = likelihood x impact final, HIGHER numeric value = greater risk)		
		0-5	0-5	0-5	0-5	0-5	0-5	0-5	1 -25		
16	Loss of Water e.g major water main break	2	3	2	2	2	1	3	6	90% of water mains are rehabilitated.	Large service connections on private property a risk e.g. old hospital property.
17	Major Industrial Accident - with offsite impacts (e.g gas release)	3	3	3	3	1	1	3	9	One manufacturer in Town with little potential impact. Two bulk fuel and two commercial gas stations regulated by Petroleum Association of Alberta.	Hwy 43/Hwy 22 incident potential.
18	Hazardous Material Transportation Accident-TDG	3	3	4	3	3	4	4	12	Mayerthorpe Fire Department Standard Operating Guidelines/Procedures provide for training in TDG.	Hwy 43/Hwy 22 incident potential.
19	Pipeline spill or release (oil or gas)	1	2	3	1	1	1	3	3	Pembina Pipelines Inc, Alliance Pipelines, etc. relocated pipelines so that Town is in outer zone should an spill or release occur.	Major pipeline corridors south of Town, Town in outlying perimeter.
20	Major Road Accident (Truck/bus) non-TDG (MVA)	5	4	1	3	3	4	5	25	Highway 22/43 improved luminars, centre line in median, larger stop signs with flashing lights, large Important Intersection with flashing lights, and line painting on Highway 22. Intersection awareness information session, brochure, and CPO & RCMP educating drivers.	With these measures in place should see improved safety. However, with the Gasoline Alley development increased use of the intersection should be anticipated. The likelihood is strong for major occurrences.
21	Train Derailment	2	2	3	2	1	1	4	8	Trestle to west requires trains to slow down, reduced speed through Town, and ongoing maintenance/replacement of crossings minimizes potential for incident.	CN Rail replaced wooden trestle with steel/concrete trestle, main rail upgraded in 2016, limited HAZMAT exposure on this line reduces environmental risk



Appendix C

Risk Assessment Worksheet

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Ser	THREAT	LIKELIHOOD	IMPACT					IMPACT FINAL	RISK RATING	Risk Control Measures	Remarks
		0-5	SOCIAL 0-5	ENV 0-5	Crit. Services OPS 0-5	FINANCIAL 0-5	REPUTATION 0-5	(use the highest score of any of the 5 impact criteria) 0-5	(Risk = likelihood x impact final, HIGHER numeric value = greater risk) 1 -25		
22	Aircraft Crash	1	1	1	1	1	1	1	1	Mayerthorpe Airport located in Lac Ste. Anne County and AHS Helipad located at Mayerthorpe Healthcare Centre.	
23	Active Shooter Incident	2	2	2	2	2	2	2	4	RCMP Detachment located in Town, Schools have their own on site plans.	
24	Directed threats against key infrastructure	1	1	1	2	1	1	1	1	Wells caps are locked and fenced, Water Treatment Plant locked & alarmed, Town Office alarmed and security cameras Public Works Shop lotcked, key pad access, bars on windows, and security camera's. Lift Station locked and fenced. Lagoon locked.	Fire Station has keypad locks but no alarms. EMS does live in the facility which increases risk if a threat ever occurs.
25									0		



Appendix D

Emergency Management Bylaw

MEMP

D.1 EMERGENCY MANAGEMENT BYLAW

Town of Mayerthorpe
Province of Alberta
Canada

BY-LAW #920

A BY-LAW OF THE TOWN OF MAYERTHORPE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY SERVICES AGENCY

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

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

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

1. This by-law may be cited as the Municipal Emergency Services by-law.

2. In this by-law:

- (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
- (b) "Council" means the Council of the Town of Mayerthorpe;
- (c) "Emergency" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
- (d) "Emergency Services Committee" means the committee established under this by-law;
- (e) "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;
- (f) "Minister" means the Minister charged with administration of the Act;
- (g) "Municipal Emergency Services Agency" means the agency established under this by-law; and
- (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency;
- (i) "Town" means the "Town of Mayerthorpe", a municipal corporation in the Province of Alberta and where the context so requires means the area within the corporate boundaries of the said municipality.

3. There is hereby established an Emergency Services Committee to advise Council on the development of emergency plans and programs.

4. There is hereby established a Municipal Emergency Services Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this by-law.

5. Council shall:

- (a) by resolution, appoint 2 of its members to serve on the Emergency Services Committee;
- (b) provide for the payment of expenses of the members of the Emergency Services Committee;
- (c) by resolution, on the recommendation of the Emergency Services Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
- (d) ensure that emergency plans and programs are prepared to address potential emergencies in the Town;
- (e) approve the Town's emergency plans and programs; and
- (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.



Appendix D

Emergency Management Bylaw

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BY-LAW #920

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6. Council may:
 - (a) by by-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Services Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Emergency Services Committee shall:
 - (a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
 - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
8. The Municipal Emergency Services Agency shall be comprised of one or more of the following:
 - (a) the Director of Emergency Management;
 - (b) the Deputy Director of Emergency Management;
 - (c) the Chief Administrative Officer, Administrator, Clerk or other administrative staff member(s) of the municipality;
 - (d) the Police Chief or designate or the N.C.O. in charge, RCMP or designate;
 - (e) the Fire Chief or designate;
 - (f) the Ambulance Service Manager or designate;
 - (g) the Public Information Officer or designate;
 - (h) the Public Works Foreman or designate;
 - (i) the Community Development Manager or designate;
 - (j) the Health Unit Manager or designate;
 - (k) the Hospital Director or designate;
 - (l) the FCSS/Recreational Director or designate;
 - (m) the School Board Chairman or designate;
 - (n) the Social Services Manager or designate;
 - (o) representative(s) from adjacent communities which have entered into mutual aid agreements;
 - (p) representative(s) from local business or business associations (e.g. Chamber of Commerce, Board of Trade);
 - (q) representative(s) from local industry or industrial associations;
 - (r) representative(s) from local telephone service provider;
 - (s) representative(s) from Alberta Agriculture, Food and Rural Development;
 - (t) representative(s) from Alberta Environment;
 - (u) representative(s) from Alberta Transportation;
 - (v) anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.
9. The Director of Emergency Management shall:
 - (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town;
 - (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Services Agency; and
 - (c) co-ordinate all emergency services and other resources used in an emergency; or
 - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this by-law, and the requirement specified in Section 15 of this by-law, are hereby delegated to a committee comprised of the Mayor, or the Deputy Mayor, alone, or in

January 2008

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Emergency Management Bylaw

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A BY-LAW OF THE TOWN OF MAYERTHORPE IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY SERVICES AGENCY

their absence, any two members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11. When a state of local emergency is declared, the person or persons making the declaration shall:
 - (a) ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected;
 - (c) notify Alberta Emergency Management Agency, as soon as is reasonably practicable; and
 - (d) forward a copy of the declaration to the Minister forthwith.
12. Subject to section 15, when a state of local emergency is declared, the person or persons making the declaration may:
 - (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - (d) control or prohibit travel to or from any area of the Town;
 - (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
 - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
 - (j) authorize the conscription of persons needed to meet an emergency; and
 - (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
13. When a state of local emergency is declared:
 - (a) neither Council nor any member of Council, and
 - (b) no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
14. Notwithstanding Section 13:
 - (a) Council and any member of Council, and
 - (b) any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this By-Law.



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Emergency Management Bylaw

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15. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - (a) a resolution is passed under Section 15;
 - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - (d) the Minister cancels the state of local emergency.
17. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
18. By-Law No. 834/01 passed on February 12, 2001, dealing with the establishment of a Municipal Disaster Services Agency is hereby rescinded.

This By-Law comes into force on the day it is finally passed.

READ a first time this 28th day of January A.D. 2008.

READ a second time this 28th day of January A.D. 2008.

READ a third time this 28th day of January A.D. 2008.


Doug McDermid,
Mayor


Karen St. Martin,
CAO



Appendix F

Policies

MEMP

TITLE: Reserves
POLICY NO.: II - 001
APPROVAL: Council
EFFECTIVE DATE: November 26, 2012
AMENDED DATE: February 25, 2013
August 25, 2014
January 11, 2016
June 27, 2016
REVIEW DATE: November 19, 2012
February 19, 2013
August 18, 2014
December 21, 2015
June 20, 2016
SUPERSEDES POLICY NO.:

POLICY STATEMENT: That Council establishes reserve funds.

PURPOSE: To establish direction of reserves in accordance to Generally Accepted Accounting Principles (GAAP).

PRINCIPLES:

1. Any transfer to and from any reserve must be approved by Council via the budget process, bylaws or Council resolution.
2. The general items that cause a fluctuation in a reserve account are:
 - a. large expenditures that only happen periodically (i.e. large capital projects).
 - b. initiatives or projects that were planned and funded for a particular year but delayed until a future year.
 - c. initiatives or projects that are planned in future years that funds are being accumulated for.
 - d. unanticipated emergency, unbudgeted or over-budgeted expenditures.
3. Descriptions of each reserve provide the purpose of the reserve and any related background information:

DEPARTMENT RESERVES:

- a. Administration Reserve – This reserve is to fund any administration equipment or computer equipment purchased periodically. This reserve may also be utilized to fund any capital expenditures made to the Town Office building.



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Policies

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- b. Bylaw Enforcement Reserve – This reserve is to fund any BEO vehicle purchased periodically. This reserve may also be utilized to fund any projects or initiatives relating to the Bylaw Department.
- c. Cemetery Reserve – This reserve is to fund any projects or initiatives relating to the cemetery.
- d. Culture Reserve – This reserve is to fund any projects or initiatives relating to the library, arts or culture.
- e. Disaster Services Reserve – This reserve is to fund any projects or initiative relating to emergency and disaster management.
- f. Economic Development Reserve – This reserve is to fund any projects or initiatives relating to economic development.
- g. Environmental Reserve – This reserve is to fund any Brownfield projects or initiatives relating to environmental contamination or hazardous waste.
- h. Fire Reserve – This reserve is to fund any capital purchases of various fire equipment or emergency vehicles. This reserve may fund any preventative maintenance required on existing vehicles or equipment (i.e. inspections).
- i. Planning Reserve – This reserve is to fund any projects or initiatives relating to planning, subdivision land use and any other related development.
- j. Public Transit Reserve – This reserve is to fund any projects or initiatives relating to Public Transportation.
- k. Public Works (PW) Reserve – This reserve is to fund the purchase of new or replacement equipment, and major maintenance or capital purchases relating to Town infrastructure (excluding Water and Sewer).
- l. Recreation Reserve – This reserve is to fund any capital expenditures or significant repairs to the Town's recreational facilities. This fund may fund any project or initiatives relating to recreation.
- m. Sewer Reserve – This reserve is to fund budget or major maintenance projects relating to Sewer. This reserve is also to fund any large capital projects or purchases relating to the Town's Sewer infrastructure. This reserve can also fund payments relating to any debentures relating to Sewer infrastructure. Revenue generated from the water infrastructure fees are accumulated and transferred to this reserve.
- n. Solid Waste Reserve – This reserve is to fund any future solid waste extraordinary or unanticipated expenses. This reserve may also fund any project or initiative relating to solid waste, recycle or compost. Revenue generated in excess of expenses is transferred to this reserve annually.



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- o. Water Reserve – This reserve is to fund budget or major maintenance projects related to Water. This reserve is also to fund any large capital projects or purchases relating to the Town's Water infrastructure. This reserve can also fund payments relating to any debentures relating to Water infrastructure. Revenue generated from the water infrastructure fees are accumulated and transferred to this reserve.

NON-DEPARTMENT RESERVES

- a. Emergency Response Centre (ERC) Reserve – This reserve is to fund any capital purchases or major maintenance relating to the ERC building.
- b. Mural Reserve – This reserve is to fund the maintenance and upkeep of the Towns' murals.
- c. Tax Stabilization Reserve - Revenue generated from unrestricted surplus' are accumulated to this reserve. Funds from this reserve will be used for stabilizing budgetary impacts resulting from abnormal costs or other extraordinary items that would result in an overall deficit to the municipal operation.
- d. Traffic Lights Reserve – This reserve is to fund the Town's portion of the traffic light installation at the Highway 43/Highway 22 intersection.

End of Policy.



Appendix F

Policies

MEMP

TITLE: Purchasing
POLICY NO.: II-005
APPROVAL:
EFFECTIVE DATE: March 9, 2009
AMENDED DATE: February 22, 2010
 March 24, 2014
 October 24, 2016
REVIEW DATE: November 19, 2012
 March 17, 2014
 October 17, 2016
SUPERSEDES POLICY NO.:

POLICY STATEMENT: To provide fair and reasonable guidelines for purchasing goods and services.

PURPOSE: To establish management control of municipal expenditures.

PRINCIPLES:

1. Upon approval of the annual operating and capital budget, Administration shall have the authority to purchase within each department's budgeted amount.
2. Purchasing will be conducted in a manner where as many local suppliers as reasonably possible are given an opportunity to participate. Consideration will be given to price, quality and serviceability prior to purchasing commitments being made.
3. Completed purchase orders must be issued for every purchase of a value exceeding \$1,000.00 before GST.
4. Standing purchase orders may be issued to regular suppliers. No purchase of a value of \$1,000.00 before GST or greater may be made on a standing purchase order.
5. For single purchases in value over \$1,000.00, written quotes may be sought from local suppliers, where possible. A record of quotes received should be maintained by the Department Head.
6. For single purchases in value of over \$5,000.00, written quotes shall be sought from local suppliers utilizing a Request for Quotation. A record of quotes received should be maintained by the Department Head.



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Policies

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7. The approval of the Chief Administrative Officer or delegate will be required for any purchases over \$25,000.00 for items included in the annual budget. Department Heads are authorized to approve all single purchases of \$10,000.00 and under.
8. Department Heads shall ensure that Request for Quotation/Request for Proposal for purchases are distributed amongst local suppliers (a firm that is based within the municipal boundaries). Quotes may also be obtained from the Alberta Association of Municipal Districts & Counties (AAMD&C) list of approved suppliers, if applicable.
9. All purchases made via a written contract or agreement are exempt from Clause 3 to Clause 8 above.
10. Unbudgeted Expenditures - When there is a need for additional or redirected expenditures that are not consistent with the budget, a request will be brought forward to Council for approval.

Definitions:

Emergency Expenditure – an occurrence or situation that could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

Unbudgeted Expenditure – an expenditure not included in the operating or capital budget for the year.

- a. If the proposed unbudgeted expenditure is not an emergency in nature and does not exceed \$10,000.00, the Chief Administrative Officer or designate may approve the expenditure.
 - b. If the proposed unbudgeted expenditure is not an emergency in nature, the expenditure must be approved by Council.
11. Factors which may be relevant in awarding tenders include the following:
 - a) Preference for hiring a local contractor whose bid is within five (5%) percent (or \$1,000.00, whichever is lower) of the lowest bid received with the exception of:
 - I. the procurement of goods, services, and construction that fall under New West Partnership Trade Agreement (NWPTA) as follows:
 - i. Goods of \$75,000 or greater;
 - ii. Services of \$75,000 or greater;
 - iii. Construction projects of \$200,000 or greater.
 - II. the procurement of goods, services, and construction that fall under Agreement on Internal Trade (AIT) as follows:
 - i. Goods of \$100,000.00 or greater;
 - ii. Services of \$100,000 or greater;
 - iii. Construction projects of \$250,000 or greater.
 - b) Quality of workmanship;
 - c) Condition of equipment;
 - d) Capability and experience of the operator;
 - e) Starting and completion dates;



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Policies

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- f) Residual/salvage value of the equipment, if purchased;
- g) Amount and quality of work that has been previously carried out by the bidder for the Municipality;
- h) Whether there are any unresolved issues between the bidder and the Municipality;
- i) Warranty.

12. Purchases of the following shall be conducted by way of either Request for Proposal or Request for Tender, upon the recommendation of the Chief Administrative Officer:

- a) Vehicles and other pieces of municipal equipment (subject to availability);
- b) Construction projects estimated to exceed \$50,000.00; and
- c) Other major projects identified by Council or the Chief Administrative Officer or delegate.

13. All tenders will be open to the general public except where circumstances such as time or availability may require invitational tender.

14. An employee who fails to follow the Purchasing policy may have his/her purchasing privileges revoked.

End of Policy.