

# ***EMERGENCY MANAGEMENT***

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**Title: Municipal Emergency Management**

**Policy: EM 001**

**Section: Emergency Management**

**ACCOUNTABILITY:** To make the County of Paintearth No. 18 a safe and secure place for residents, businesses, industry and visitors.

**POLICY STATEMENT:** To achieve emergency management capacity in the County of Paintearth that prevents, plans for, responds to and recovers from all emergencies in a pro-active, operations-focused manner based on standards and policies; and strives for continuous improvement in cooperation and coordination with all stakeholders and partners.

**ROLES & RESPONSIBILITIES:** Under the leadership and guidance of Council, the County will establish and maintain a municipal emergency management agency that will define goals and objectives of the municipal emergency management program, and will create and maintain plans and procedures based on hazard-analysis to achieve the mission statement objectives in coordination and cooperation with neighbours, industry, and agencies that are active in the municipality.

The County will follow Bylaw 691-20 and its amendments hereto and will task the overall leadership of Emergency (EM) Management to the Director of Emergency Management (DEM) as indicated in the bylaw and subsequent policies.

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**Reference: Former Policy 1500**

**Administrative Responsibility: Director Emergency Management**

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**Title: Municipal Director of Emergency Management (DEM) Policy: EM 002**  
**Section: Emergency Management**

**ACCOUNTABILITY:** In order to ensure that the position of the DEM, as the most important planning and operational function in municipal emergency management, is based on operational requirements, the County of Paintearth No. 18 emergency plan shall include a direction of which function within the municipality shall be the preferred choice of Council appointments to that position. This direction shall also outline a transition procedure that is to be followed whenever possible in the event, that a DEM leaves his/her position. If so required, this Policy shall be included in the job description of municipal staff.

**PROCEDURE**

The Director of Emergency Management (DEM) for the County of Paintearth No. 18:

- 1) shall be conferred on the position of Director of Community Services;
- 2) shall be responsible for the overall development, management, operation and leadership of the County Municipal Emergency Plan (MEP);
- 3) shall be familiar with and/or trained in the various roles of the County Emergency Management Team Structure and ensure the required training resources and opportunities are available to all staff within the EMT;
- 4) shall be one of the positions authorized to utilize the Alberta Emergency ALERT System;
- 5) shall ensure that all County policies and bylaws are reviewed on a regular basis and updated as required;
- 6) shall enact or enforce any or all County emergency policies or any or all portions of the County bylaw for emergency management or the Disaster Services Agency;
- 7) shall be provided a County vehicle with PW radio and cell phone enabling access 24 hours in the event of emergencies; and
- 8) shall have a section of duties and practices incorporated within the job description for the titled position.

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**Title: Municipal Notification of Emergencies**

**Policy: EM 003**

**Section: Emergency Management**

**ACCOUNTABILITY:** In order to ensure timely and effective emergency management in the County of Paintearth, municipal notification of emergencies shall be proactive, shall be practiced by all municipal and first response agencies, and shall be developed as part of the municipal emergency plan in coordination with all agencies that respond to an emergency or may become aware of an emergency.

Secondly, the notification of the public and provincial agencies by the County of Paintearth shall be performed in a timely and effective manner using means prescribed under Provincial enactments.

**PROCEDURE:** The Director of Emergency Management shall establish, distribute and exercise these municipal notification procedures contained as part of the attached Emergency Response Guide.

The First Responding Agencies would include the RCMP, Local Fire Departments, and Emergency Medical Services and would be encouraged to retain a copy of the Emergency Response Guide in each and every vehicle for reference.

The Director of Emergency Management will notify the District Officer of AEMA upon any significant events requiring provincial attention or impacting areas of provincial jurisdiction.

The use and activation of the Alberta Emergency ALERT System authorized for the Director of Emergency Management, Deputy Director of Emergency Management, Information Officer, and Chief Administrative Officer or designate of the County.

The declaration of a State of Local Emergency (SOLE) may be made (upon the recommendation by the DEM or Deputy DEM) by the Reeve or Deputy Reeve or by a committee of at least three Council Members.

The County will also notify residents through its own ALERT App – VOYENT ALERT.

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**Reference: Former Policy 1510**

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**Title:** Activation of Municipal Emergency Coordination Centre (ECC)      **Policy:** EM 004  
**Section:** Emergency Management

**ACCOUNTABILITY:** In order to ensure timely and effective emergency management in the County of Paintearth No. 18, the activation of the municipal ECC to facilitate the emergency coordination procedures shall be proactive, shall be practiced in real events, shall be developed as part of the municipal emergency plan, and shall be based on event criteria. The Director of Emergency Management shall establish and exercise these municipal activation procedures as part of the emergency plan.

**PROCEDURE:** The ECC activation assessment and procedures are contained within the Emergency Response Guide as well as a staff call out list for full or partial activation as per the attached Emergency Management Team structure.

Attending First Response agencies may be requested to supply personnel to the ECC at the discretion of the DEM.

The responsibility of activating the ECC lies with the DEM or Deputy DEM or, in the absence of both, a designated Municipal Representative which shall be a member of the senior management team from either Administration or Public Works.

The responsibility for maintaining the list lies within the Director of Emergency Management.

The ECC shall be located within the County Administration Building located 01 Crowfoot Drive, TR 374 & HWY 12.

The setting up and operation of the ECC will be the responsibility of the ECC manager as identified within the EMT structure.

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**Title: Business Continuity**

**Policy: EM 005**

**Section: Emergency Management**

**ACCOUNTABILITY:** To ensure that vital and necessary municipal services are provided, when infrastructure and/or staff are not available to deliver normal municipal services, the County of Paintearth Emergency Plan shall include a Business Continuity Plan that categorizes all general municipal services and identified which services are critical, vital, necessary or desired, and addresses contingencies to resume disrupted services within a reasonable time frame. These vital services shall include delivery of emergency response services and emergency operation center functions, including considerations for ECC secondary infrastructure and replacement equipment.

**PROCEDURE:** Senior management shall meet at least annually to discuss and review municipal operations as critical, vital, necessary or desired and adopt plans to implement contingencies in the event of a major disruption.

The Business Continuity Plan and worksheet shall remain on record with and be annually updated by the DEM.

As the ECC is operated from within the Administration Building, an administrative function of Business Continuity will be identified within the Emergency Management Team structure.

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**Reference: Former Policy 1520**

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**Title: Emergency Site Management (ESM)**

**Policy: EM 006**

**Section: Emergency Management**

**ACCOUNTABILITY:** In order to ensure that the response to all emergencies is effective, Incident Command System (ICS) procedure shall be part of the County of Paintearth Emergency Management Program.

**PROCEDURE:** The DEM will appoint an Incident Commander before, as, or when:

- 1) mutual aid is activated;
- 2) government regulatory agencies arrive at an emergency;
- 3) industry resources are called in;
- 4) the ECC is activated;
- 5) complex or large emergencies require site coordination.

The Incident Commander may be (in order of priority depending upon the scale of the event):

- 1) senior member of public works management;
- 2) the highest-ranking member of a responding Fire Department;
- 3) an attending member of the RCMP;
- 4) another individual so appointed by the DEM.

When the ECC is activated, the DEM will confirm/reappoint the Incident Commander.

The appointment of the Incident Commander should include the perimeters of the emergency site, for which the Incident Commander has operational and jurisdictional authority. All operations within this perimeter are the responsibility of the Site Manager, all operations outside the site perimeter and all support functions for the site are the responsibility of the ECC. Multi-jurisdictional situations may result in joint command.

Should the emergency not be restricted to a site, be it multiple or widespread, the activated ECC will support the overall emergency response within the County and may appoint required units, etc.

The County will provide ICS training opportunities for those employees possibly tasked with the emergency management roles. In order to facilitate a clear working relationship with the DEM and EOC, opportunity to attend EOC training session will also be of benefit and available.

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**Reference: Former Policy 1525**

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**Title: Post Emergency Event Review and Assistance**

**Policy: EM 007**

**Section: Emergency Management**

**ACCOUNTABILITY:** In order to ensure, after all those emergencies that require activation of the EOC, all participating agencies review the overall event response, a debrief procedure shall be included in the County of Paintearth Emergency Plan, that requires a debrief meeting of all agencies involved soon after the emergency is concluded. Further critical incidence stress debriefing assistance shall be made available to those involved in traumatic experiences or experiences beyond what their normal workplace exposure may entail.

**PROCEDURE:** The meeting shall be recorded, lessons learned documented and follow-up recommendations reported to Council during the next Council update by the DEM. The procedure also shall require municipal agencies involved in the event response to do a formal, internal agency debrief and to document agency recommendations and follow-up.

In order to ensure early and complete emotional and mental recovery of all people involved in and impacted by an emergency, the County emergency plan shall include post emergency event procedures. These procedures shall promote and outline municipal resources and services to offer stress debriefing and counseling services to those that have been impacted by an emergency, and those that have been responding to the emergency on behalf of the County, including all volunteers.

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**Reference: Former Policy 1530**

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**Title: Training and Exercises**

**Policy: EM 008**

**Section: Emergency Management**

**ACCOUNTABILITY:** In order to ensure, that all functions outlined in the County of Paintearth Emergency Plan are carried out in an effective and efficient manner, a training and exercise plan shall be included in the MEP.

**PROCEDURE:** This plan shall:

- 1) include a list of all personnel carrying out EM functions including contingencies;
- 2) identify training requirements for each function and shall list training opportunities for each, in yearly cycles.
- 3) Ensure staff in EM roles have minimum ICS 200, 300 preferred, DEM and DDEM have 400.

Exercises shall be scheduled regularly in such a way that meets or exceeds the AEMA requirement of annual, biennial or other interval.

Training activities and procedures will be verified through appropriate exercise objectives and exercise formats.

A training and exercise report shall be part of the regular Council update by the DEM/Council Committee.

Funding and time required for emergency training opportunities will be identified and provided for in the annual County budget as per normal budgetary procedures.

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**Reference: Former Policy 1535**

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<b>Title:</b> <b>Animal and Livestock Care</b>	<b>Policy:</b> EM 009
<b>Section:</b> <b>Emergency Management</b>	

**ACCOUNTABILITY:** The County of Paintearth recognizes the threat that emergencies and disasters pose for the various animals in the County. The potential impacts of such events on the care and wellbeing of animals and livestock including farm and/or family pets is a large consideration within the County’s Municipal Emergency Plan.

**PROCEDURE:** County resources (labour and fiscal) will be prioritized during emergency response actions and directed firstly to those areas where human life and safety are threatened or in peril.

The County encourages all residents and farmers with animals in their care to be responsible for, and adequately plan for, their removal or sheltering in the event of an impending disaster predicted to impact their location. The County may initiate and keep a record of farm evacuation plans for use in the ECC should an agricultural evacuation event occur.

The County encourages all residents to adequately insure their livestock and farm income livelihood against events of natural or human caused disaster.

The County supports the Fire Smart program and encourages all farms and residences to mitigate fire related threats to their buildings, livestock and property.

The County will make available any County lands or property that is deemed suitable, proximate, and safe for the temporary staging of relocated or evacuated livestock.

Where reception centers have been established, the County may support the nearby placement and reconnection of family animals and pets to the extent of the resources available.

The County has in place and will follow their Livestock Emergency Response Plan (LERP)

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