



## Emergency Management Plan

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- The City of Edmonton Office of Emergency Management
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- The City of Red Deer Municipal Emergency Management
- Strathcona County Emergency Management
- Town of High River Municipal Emergency Management Branch



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## **1.0 INTRODUCTION**

The City of St. Albert (the City) municipal Emergency Management Plan provides a framework for how the City conducts its comprehensive emergency management program. Recognizing the City has limited internal resources, the plan also provides guidance on how the entire community can work together to create a more resilient City in response to the impacts of a major emergency or disaster. There are numerous agencies, other levels of government, the private sector, non-government organizations and community volunteers that have the willingness and expertise to support the City during all phases of emergency management.

The municipal Emergency Management Plan is intended to increase the capacity of our community to manage the impacts of an event, whether natural or human induced. Outlining authority, methodology and responsibility, the document is a used to guide elected officials, municipal administration and other partner agencies.

Planning for emergencies is an on-going and continual process reflecting the ever-changing nature of the community. The municipal Emergency Management Plan reflects that dynamic planning process and is reviewed annually. The plan is an all-hazards plan based on relevant legislation, best practices and professional standards.

### **1.1 Assumptions**

This plan includes the following assumptions:

- Emergency procedures will be documented for employees to use during emergencies. Employees will receive training on the use of these procedures and participate in an exercise program to maintain proficiency.
- The Incident Commander(s) will have authority to coordinate on-scene response activities during an emergency/disaster situation in conjunction with the Emergency Operations Centre and the Director of Emergency Management.
- Emergency responders, such as the Fire Services, Emergency Medical Services and the RCMP, will be available to provide the required level of first responder assistance during most incidents. It is also assumed that these agencies will coordinate efforts, in conjunction with City of St. Albert's Director of Emergency Management (DEM) or delegate, to manage the emergency in a collaborative and effective manner.
- Established mutual aid agreements will be used if required.

## 1.2 Purpose and Scope

The purpose of the municipal Emergency Management Plan is to provide guidance on emergency operations, organizational structure, roles and responsibilities and the coordination of resources necessary to execute the effective management of emergencies that are outside the scope of normal operations in the City of St. Albert. This plan, with its supporting documents, was developed as an all-hazard plan to address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.

### **This plan is intended to:**

- Provide for prompt coordination of the City's resources when the consequences of an emergency or disaster and subsequent recovery are outside the scope of normal operations.
- Outline legislated and delegated authorities during an emergency;
- Document the roles and responsibilities of internal, external and support agencies during all phases of an emergency;
- Detail how the municipal Emergency Management Plan will be enacted and maintained.

The municipal Emergency Management Plan applies to members of the Local Authority, the Emergency Management Agency and any contractors and/or sub-contractors authorized by the Emergency Management Agency.

## 1.3 Legislated Authority

The municipal Emergency Management Plan is created under the authority of the following:

- Province of Alberta Emergency Management Act, R.S.A. 2000, c. E-6.8; and
- The City of St. Albert Emergency Management Bylaw 06/2017

## 1.4 Activation

The municipal Emergency Management Plan may be activated in part or in whole:

- By the Director of Emergency Management or designate when an emergency situation occurs that requires a coordinated and controlled response by City departments or agencies.
- On declaration of a State of Local Emergency in accordance with the City of St. Albert municipal Emergency Management Bylaw.
- On declaration of a Provincial State of Emergency in accordance with the Province of Alberta Emergency Management Act.

## 1.5 Confidentiality

The Freedom of Information and Privacy Act does not apply to the supporting documentation used for the purpose of preparing for or administering the municipal Emergency Management Plan as per section 17.1 (2) of the Emergency Management Act.

## 1.6 Plan Distribution

The municipal Emergency Management Plan is available electronically on the City's website.

## 1.7 Plan Components

There are a number of reference documents and plans that contain information and procedures that support emergency management activities depending on the nature of the emergency. These include:

Hazard, Risk and Vulnerability Assessment

This document is the foundation for all subsequent emergency plans within the City. It is an analysis and ranking of the risks: natural, human and technological, that may impact the City of St. Albert. Each risk is ranked based on the probability of its occurrence and the severity of its impact.

Emergency Operations Centre Plan

This plan provides instructions on the activation, response activities and demobilization of the Emergency Operations Centre (EOC). The plan includes checklists of typical tasks for each position within the EOC and is reviewed annually.

Hazard-Specific Plans  
Underdevelopment

Used in conjunction with the EOC Plan to describe special response considerations, such the need to evacuate or shelter-in-place, as well as identifying agencies that may be required for the response.



Crisis Communications Plan  
Underdevelopment

This plan describes how the City communicates with all of its audiences; internal, external, residents, government, media, etc. during a crisis event. It includes roles and responsibilities, descriptions of different communication tools such as web-based, radio, electronic signs, etc., contingency plans for loss of power or relocation and templates for messages. The plan is used in conjunction with the EOC Plan, but may be activated on its own if there is a situation that requires rapid, coordinated communication to audiences through multiple channels.

Training & Exercise Plan

The plan outlines emergency related training and exercises for key staff and partnering organizations. It is designed to use a building-block approach in which staff are familiarized to and have the opportunity to practice roles and plans in stages that increase in complexity and difficulty. The plan is reviewed annually to create a revolving three-year training and exercise program.

Emergency Social Services Plan

The Emergency Social Services (ESS) Plan is held by Community and Social Development. The plan describes the roles and activities necessary to provide for the basic needs of individuals displaced during an emergency such as food, shelter, clothing and family reunification. This plan supports evacuees until they can return to their homes or longer-term solutions can be found.

Emergency Preparedness  
Communications Plan

This plan, updated annually, outlines the ongoing messaging and activities which are intended to increase public education and awareness about specific hazards as well as general emergency preparedness.

**Business Continuity Plan**  
Underdevelopment

The plan provides a framework for maintaining and, if necessary, restoring critical municipal services during an interruption to regular business function. It identifies critical municipal services, strategies for how to continue these functions in the event of an interruption and the roles and responsibilities within each department's Business Continuity Plan.

**Plans Underdevelopment**

There are a number of areas that will be addressed through planning. These include but are not limited to community recovery and renewal plus animal rescue and reunification.

The following illustration demonstrates how these plans work together to create a comprehensive Emergency Management Program.

### Emergency Management Plan Components



## **2.0 COMPREHENSIVE EMERGENCY MANAGEMENT**

The City of St. Albert is committed to the implementation of a comprehensive emergency management program. Comprehensive emergency management can be defined as the preparation for and the carrying out of all emergency functions necessary to prevent, mitigate, prepare for, respond to and recover from emergencies and disasters caused by all hazards, whether natural, technological, or human caused. This consists of four related components:

- All hazards,
- All impacts,
- All phases and
- All stakeholders.

### **2.1 All Hazards**

As part of its emergency management program, the City conducts a risk assessment of all hazards that may impact the community at least biennially. These are ranked and prioritized based on the severity of impact and the likelihood of occurrence in the Hazard, Risk and Vulnerability Assessment.

### **2.2 All Impacts**

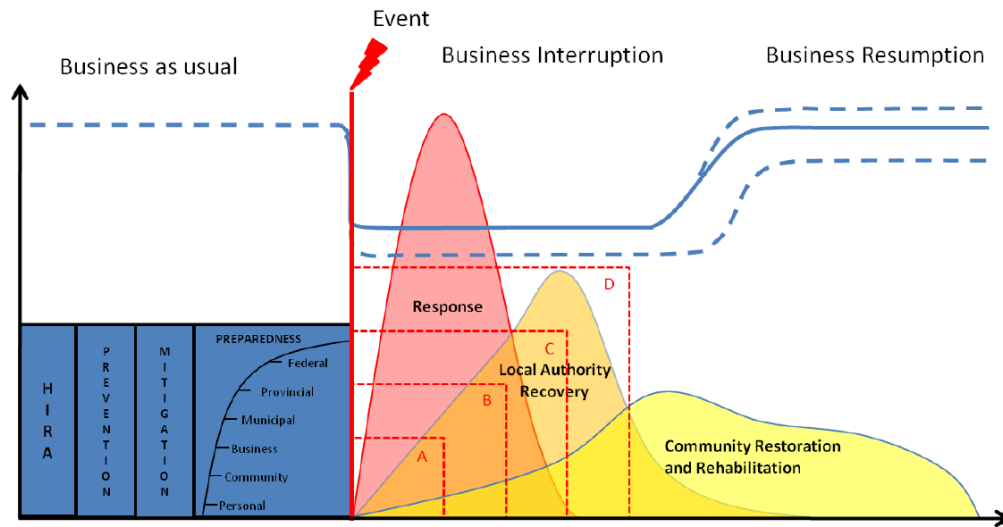
Emergencies and disasters can cut across a broad spectrum in terms of impact on infrastructure, human services, property, the environment and the economy. It is important to assess the interrelation of these when developing mitigation and preparedness strategies to ensure that, where possible, the implementation of a certain activity to protect one aspect of society does not adversely affect another.

Just as all hazards need to be considered in developing response plans, all impacts and predictable consequences relating to those hazards and planned responses must also be analyzed and addressed.

### **2.3 All Phases**

Emergency management has four distinct phases that often overlap in practice but have specific goals and activities: mitigation, preparedness, response and recovery. The relationship between these phases is demonstrated in the following diagram.

## Emergency Management Phases



### 2.3.1 Hazard Identification & Risk Assessment

The identification of hazards is the first step in developing appropriate mitigation and response plans. Although there are some similarities in how the City reacts to all emergencies, there are also important distinctions addressed in hazard-specific plans.

### 2.3.2 Mitigation

Mitigation consists of those activities designed to reduce the likelihood of an emergency and/or limit the severity or magnitude of the consequences. Prevention and mitigation activities are undertaken before an emergency. Both the City and residents have specific responsibilities for mitigating the damage of an emergency.

City examples: *Minimal development within the 100 year flood plain with levees in the downtown corridor.*

Resident examples: *Preparing for heavy rainfall through lot grading to move water away from house, cleaning private drains and downspouts plus checking to ensure the sump pump is working.*

### 2.3.3 Preparedness

Preparedness activities increase the capacity plus resilience of the City and residents. Preparedness involves a continuous cycle of planning, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during a response. All levels of government, businesses and residents are responsible for preparing for an emergency.

The City of St. Albert incorporates the following preparedness measures into its emergency management program:

- Developing emergency plans;
- Establishing and maintaining mutual aid agreements with key partner agencies;
- Training internal and external response personnel;
- Conducting exercises to reinforce training and test emergency plans;
- Evaluating and assessing effectiveness as part of its continuous improvement;
- Ensuring key response facilities are supplied with the necessary emergency equipment;
- Providing all-hazard education campaigns to residents and business to encourage preparedness at the personal and household level.

*City examples: Emergency Preparedness Guide, preparedness reminders using social media, training exercises and public education events.*

*Resident examples: Preparing a 72-hour preparedness kit; developing a family emergency plan; registering for Alberta Emergency Alert (AEA) and Environment Canada Alerts; staying informed about local hazards.*

### 2.3.4 Response

The City maintains a number of supporting documents that are utilized during a response. Response actions are carried out immediately before, during and after an event for the purpose of saving lives, preventing further impact to the affected area and protecting property and the environment. In order to determine objectives and resource allocation during a response, critical municipal services are provided according to the following priorities:

1. Protect all lives while ensuring the safety of responders;
2. Protect critical infrastructure;
3. Protect property;
4. Protect the environment; and
5. Reduce economic and social losses.

*City examples: Standard operating procedures, municipal Emergency Management Plan, Emergency Operation Centre plan.*

*Resident examples: Following directions provided by local authorities such as evacuation or shelter in place, avoid hazardous areas and utilize 72-hour preparedness kits.*

### 2.3.5 Recovery

Recovery refers to the activities undertaken to restore, rebuild and renew an affected area following an emergency. There are two distinct areas of focus for recovery: municipal service recovery and community recovery and renewal.

#### **Municipal Service Recovery**

The goal of municipal service recovery is to reduce the direct impact to residents by restoring critical municipal services and maintaining public safety.

#### **Community Recovery and Renewal**

Community Recovery is the restoration of the physical, social and economic landscape of the City after a disaster.

## 2.4 All Stakeholders

Comprehensive emergency management relies on all internal and external stakeholders to prepare for, respond to and recover from emergencies and disasters. Effective emergency management requires the coordination and collaboration among all levels of government, the private sector and the general public.

### **3.0 EMERGENCY MANAGEMENT ORGANIZATION**

The City of St. Albert's emergency management program is focused on continuous improvement, with the goal of progressing toward a higher level of emergency preparedness. This entails developing, approving, leading and implementing plans and programs.

The municipal Emergency Management Plan is not designed to replace existing procedures for managing 'routine' incidents in the City. Routine incidents are common occurrences that are managed effectively on a regular basis by Emergency Services and/or City departments.

#### **3.1 Reporting Structure and Governance**

##### **3.1.1 Mayor and Council (Local Authority)**

Under the Emergency Management Act, Section 11 and 11(a):

*“A Local Authority shall, at all times, be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18.”*

##### **3.1.2 Emergency Advisory Committee**

Under the Act, Section 11.1(1):

*“Each Local Authority shall appoint an emergency advisory committee consisting of a member or members of the Local Authority... to advise on the development of emergency plans and programs.”*

As per Section 6 of the City of St. Albert Emergency Management Bylaw, the Emergency Advisory Committee shall consist of the Mayor, at least two (2) other Council members appointed by Council and the City Manager.

##### **3.1.3 Director of Emergency Management**

During an activation of the municipal Emergency Management Plan, the Director of Emergency Management or designate is delegated the authority to manage and coordinate response and recovery to the event.



### **3.1.4 Chief Administrative Officer**

The Chief Administrative Officer (CAO) is the liaison with Council and the administrative head of the municipality. The CAO remains the administrative head even during an activation of the municipal Emergency Management Plan. The CAO provides corporate resources and support where available and within his/her authority to assist the Director of Emergency Management in managing the emergency.

### **3.1.5 Emergency Management Agency**

The Emergency Management Agency is comprised of designated internal personnel and external partners. As per Section 11.2 (1) of the Act, the Agency is the agent of the Local Authority to exercise the powers and duties of the Local Authority. The Director of Emergency Management is the head of the Emergency Management Agency.

As per Section 11 of the City's Emergency Management Bylaw the Emergency Management Agency will, at a minimum, consist of the following:

- a) the Director of Emergency Management;
- b) City staff as appointed to the Agency by the City Manager;
- c) the City's designated Fire Chief or delegate;
- d) the City's designated RCMP Detachment Commander;

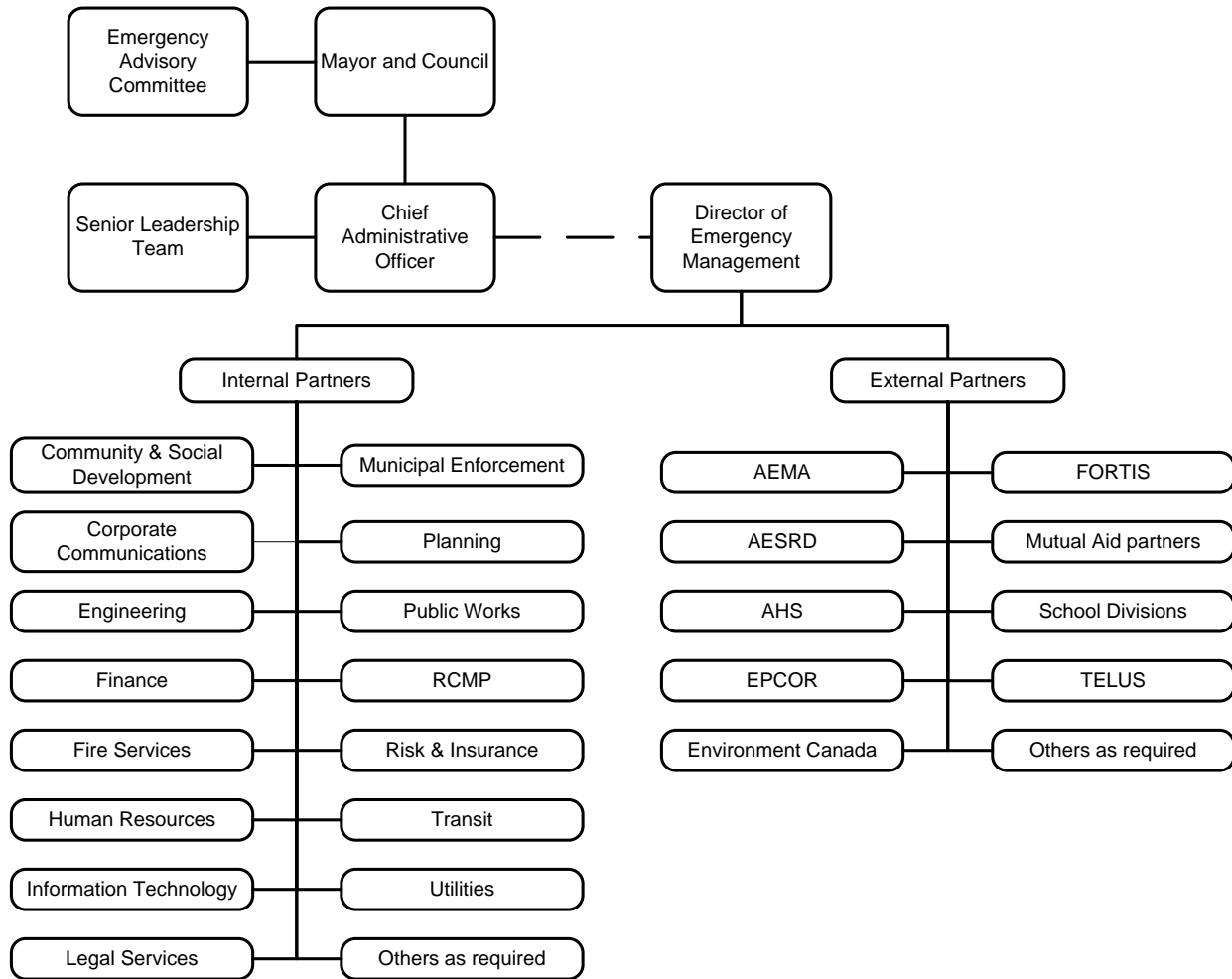
In addition, other organizations may be invited by the Director of Emergency Management to serve as members of the Agency.

During an activation of the municipal Emergency Management Plan, in whole or in part, the Emergency Management Agency shall utilize the Incident Command System to determine roles and functions within the Emergency Operations Centre.

The Plan is based on, but not bound by, the Incident Command System. The overarching philosophy and principles of Incident Command System will be used and we also recognize that we need to adapt or modify our approach based on the local situation, the available resources and the other agencies we may be working with.

The following figure graphically outlines the relationships and authorities of the various parties who may be involved during emergency operations.

### Governance Structure during Emergency Response Operations



## **4.0 STATE OF LOCAL EMERGENCY**

### **4.1 Authority**

The power to declare a State of Local Emergency in accordance with Section 21 of the Act is delegated to Council under Section 14.0 of the City's Emergency Management Bylaw.

### **4.2 Declaration**

Council may, when satisfied that an emergency exists or may exist within the City, declare a State of Local Emergency relating to all or any part of the City. Once a State of Local Emergency is declared Council must:

- identify the nature of the emergency and the area of the municipality in which it exists,
- cause the details of the declaration to be written and published by such means of communication as Council considers is most likely to make it known to the population that is affected by the declaration and,
- forward a copy of the declaration to the Minister of Municipal Affairs.

If the emergency exists seven days after the declaration of the State of Local Emergency, Council may renew it as per Section 17.0 of the City's Emergency Management Bylaw.

### **4.3 Cancellation/Termination**

A State of Local Emergency may be cancelled/terminated under the following circumstances:

- In the opinion of Council, the emergency no longer exists in the area of the City;
- The Minister of Municipal Affairs considers it appropriate, based on the circumstances;
- The Lieutenant Governor in Council declares a state of emergency in the same area of the City; or
- After seven days have elapsed, if the declaration has not been renewed.

- In accordance with Section 20.0 of the City's Emergency Management Bylaw, when a declaration of a state of local emergency has been terminated, Council 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.

#### 4.4 Provincial State of Emergency

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

The City of St. Albert may request that the Government of Alberta declare a provincial state of emergency if the ability of the City to maintain direction and control of an emergency is completely overwhelmed or the need for external resources to support the City has not been met. This request would be made from Council to the Minister of Municipal Affairs.

**Note: The decision to declare a provincial state of emergency is solely the discretion of the Government of Alberta.**

## **5.0 ROLES AND RESPONSIBILITIES**

### **5.1 Mayor and Council (Local Authority)**

#### **5.1.1 Mitigation and Preparedness**

- Appoint members to serve on the Emergency Advisory Committee.
- Review the municipal Emergency Management Plan progress at least once each year.
- Through the budgetary process, provide resources as they see fit to support the emergency management program.
- Participate in appropriate emergency training and exercises.
- Contribute to community education and awareness about local hazards and personal emergency preparedness.

#### **5.1.2 Response**

- The roles and responsibilities of elected officials do not include attendance at the Emergency Operations Centre unless specifically requested by the Director of Emergency Management.
- Support the Director of Emergency Management in the management of the emergency response and provide strategic direction as requested by the Director through the Chief Administrative Officer.
- Declare, renew or terminate a State of Local Emergency as recommended by the Director of Emergency Management.
- Provide advice on the long-term impact of an incident on people, critical infrastructure, the environment, finances, operations, business, industry and reputation.

In consultation and coordination with the Emergency Operations Centre through the Director of Emergency Management:

- Keep the community informed of the situation.
- Serve as spokesperson(s) for the emergency.
- Engage with other levels of government for financial and resource support.
- Provide briefings to other levels of government.

- Authorize major expenditures as required.

## **5.2 Emergency Advisory Committee**

The Emergency Advisory Committee is responsible for providing advice to Council on emergency management plans for the City of St. Albert. These plans and programs are managed and implemented by the Emergency Management Agency.

### **5.2.1 Mitigation and Preparedness**

- Advise Council annually on matters pertaining to the City's emergency management program and the Emergency Management Plan.

## **5.3 Chief Administrative Officer**

During activation of the municipal Emergency Management Plan, the Chief Administrative Officer remains the administrator responsible for the City of St. Albert. The Chief Administrative Officer will provide the necessary corporate resources to assist the Director of Emergency Management in managing the event.

### **5.3.1 Mitigation and Preparedness**

- Work with the Director of Emergency Management to ensure emergency plans, programs and measures are developed based on the Hazard Risk and Vulnerability Assessment.
- Sign mutual aid agreements to increase local capacity.
- Participate in training and exercises.
- Contribute to corporate employee education and awareness with reference to local hazards and personal emergency preparedness.

### **5.3.2 Response**

- Act in a strategic advisory capacity with Mayor and Council.
- Maintain communication with and assist Mayor and Council as required.
- Provide available City resources to the Director of Emergency Management in support of the emergency response and recovery.

- Work with the Director of Emergency Management on determining recovery/renewal priorities and the transition from response to recovery.
- Maintain essential and non-essential services outside of the incident site.

## **5.4 Director of Emergency Management**

### **5.4.1 Mitigation and Preparedness**

The Director of Emergency Management is responsible for the following activities, as described in Section 11.2 (2) of the Act:

- Prepare and co-ordinate emergency plans and programs for the municipality;
- Act as director of emergency operations on behalf of the Emergency Management Agency;
- Perform other duties as prescribed by the Chief Administrative Officer.

### **5.4.2 Response**

- Activate the Emergency Operations Centre Plan and determine which members of the Emergency Management Agency are required to support the Emergency Operations Centre.
- Ensure on an ongoing basis that Mayor and Council and the Chief Administrative Officer are advised of the emergency situation and the response actions taken by the Emergency Management Agency or the Emergency Operations Centre.
- Recommend a declaration, renewal and/or termination of a State of Local Emergency.
- Direct emergency operations consistent with the Act and with the Emergency Management Plan.
- Coordinate all emergency services and other resources.
- Determine if existing City and mutual aid resources are sufficient for the response. Work with the Provincial Operations Centre to secure additional resources if required.
- Work with the Chief Administrative Officer and Council on determining recovery/renewal priorities and the transition from response to recovery.

- Serve as spokesperson(s) for technical information for the emergency.

## **5.5 Emergency Management Agency**

The Emergency Management Agency acts as the appointed agent of the City (Local Authority) in exercising the Local Authority's powers and duties under Act. The Director of Emergency Management is the head of the Emergency Management Agency.

Members, either external or internal, must have the capacity to make decisions on behalf of their service to support the Agency.

### **5.5.1 Mitigation and Preparedness - Internal Members**

- Participate in exercises and ensure personnel are trained in emergency management plans and procedures.
- Prepare and maintain emergency related equipment if applicable.
- Recommend risk reduction, mitigation and preparedness measures to the Director of Emergency Management and/or direct supervisors.
- Support annual updates of business response or recovery plans for their respective department.

### **5.5.2 Response**

- At the request of the Director of Emergency Management, report to the Emergency Operations Centre.
- Conduct emergency response operations under the direction of the Director of Emergency Management. If at the Incident Command Post, receive direction from the Incident Commander.

## **5.6 External Coordination**

The City of St. Albert will work with other jurisdictions, organizations and levels of government on emergency management priorities.

### **5.6.1 External Agency Representatives**

Agency Representatives are individuals from organizations that are assisting with response operations in coordination with the City of



St. Albert. As integrated members of the Emergency Operations Centre, they will follow the communication protocols within the Emergency Operations Centre.

Examples of organizations with agency representatives include but are not limited to the following:

- Alberta Health Services
- Utility providers (e.g. Fortis, ATCO, TELUS, Shaw, etc.)
- Contractors responsible for response priorities (e.g. debris removal, dewatering, street cleaning, etc.)
- Non-governmental organizations (Search and Rescue, HAM Radio, the Salvation Army, the Canadian Red Cross, etc.)

### **5.6.2 Alberta Emergency Management Agency (Provincial Operations Centre)**

The Director of Emergency Management will normally request a representative from the Alberta Emergency Management Agency to be present in the Emergency Operation Centre.

The Agency Representative is responsible for updating the Provincial Operations Centre. Requests to the Provincial Operations Centre should go through the Agency Representative.

Other responsibilities include:

- Acting in a strategic advisory capacity.
- Work with the Liaison Officer to meet requirements of provincial government officials as appropriate.

### **5.6.3 Provincial and Federal Elected Officials**

The Mayor is responsible for providing formal updates to Provincial and Federal elected officials.

### **5.6.4 Government of Alberta**

The City may be required to communicate directly with specific Ministers on response or early recovery operations.

Formal communication should go through the Mayor, or, if unavailable, the Deputy Mayor or other municipal elected official. If no elected officials are available, this communication should go through the Chief Administrative Officer.

### **5.6.5 Government of Canada**

Formal communication to request assistance from the Government of Canada must come from the Government of Alberta. This request shall be made through the Provincial Operations Centre.

If the request is for assistance from the Canadian Forces, this must go from the Government of Alberta to the Government of Canada.

## **5.7 Community Partners**

St. Albert residents, business, schools and community organizations all play a critical role in the City's comprehensive emergency management program. All levels of government rely on the ability of the entire community to prepare for, respond to and recover from an emergency event.

### **5.7.1 Mitigation and Preparedness**

- Stay informed about local hazards and take the necessary steps to prepare at a household, business, or organizational level.
- Stock and maintain emergency preparedness kits.
- Sign up for Alberta Emergency Alerts and Environment Canada Alerts.

Details about how to create emergency kits and how the City communicates preparedness information can be found on the City's website.

### **5.7.2 Response**

- Listen to warnings, advisories and follow directions from emergency officials.
- Avoid hazard areas to protect personal safety and allow for unhindered access by emergency response personnel.

## **6.0 OPERATIONAL FACILITIES**

### **6.1 Emergency Operations Centre (EOC)**

The Emergency Operations Centre is the facility where the necessary coordination takes place to ensure that there is an effective response and recovery. The City has adopted the Incident Command System as its incident management system for major emergencies and disasters. The City does however, acknowledge that it may need to adapt or modify the approach based on the local situation, the available resources and the agencies that may be responding to the incident.

Primary functions of the Emergency Operations Centre include:

- Provision of strategic guidance and support to the Incident Command Post(s) and other subordinate Operational Support Sites in the community;
- Gathering, analyzing, sharing and disseminating information to create a common operating picture;
- Coordinating assistance and resources required to support the response; and
- Developing key messages and coordinating communication between the various stakeholders.

Activities in the Emergency Operations Centre are led and managed by the Director of Emergency Management or designee.

### **6.2 Incident Command Post (ICP)**

The Incident Command Post is situated at or near the scene of an incident and is the location from which the development, coordination and execution of tactical plans occur. The Incident Commander is in charge at the Incident Command Post and is responsible for providing updates to the Operations Section Chief within the Emergency Operations Centre.

### **6.3 Reception Centre**

In the event that an emergency requires the evacuation of residents, a Reception Centre/Evacuation Centre will be established at the request of the Emergency Operation Centre or Incident Command. The primary purpose of the Reception Centre is to preserve the physical and emotional well-being of evacuees affected by an emergency or disaster.

The following services are available as needed:

- Reception Services - meet and greet, registration and inquiry, referral and information
- Essential Services - food, shelter, clothing
- Personal Services – family reunification, medical assistance, mental wellness support, temporary pet care

The location of the Reception Centre(s) will be confirmed during an emergency and communicated to residents.

## 7.0 CONTINUOUS IMPROVEMENT

### 7.1 Training and Exercise

Training and exercise is a critical component of emergency preparedness because it introduces and familiarizes personnel with their role in the event of an emergency. The City offers training that includes but is not limited to the following:

- Incident Command System
- Emergency Operations Centre
- Emergency Social Services

In addition, the City offers other specialized training to provide staff with the tools to be effective during an emergency response. This includes sessions related to stress, personal and community resiliency, etc.

Exercises form an important part of the process, as they provide the opportunity to assess the operational readiness of the organization and the effectiveness of various plans. Exercises provide an opportunity to identify areas for improvement, resource requirements and role clarity.

In accordance with Section 13.1 (f) of the Emergency Management Bylaw the City will conduct an emergency training event no less than once annually.

### 7.2 Evaluation

The City shall review the municipal Emergency Management Plan and its components on an annual basis or after every major emergency.

### 7.3 Plan Revisions

The Director of Emergency Management has the operational authority for maintaining all revisions and updates to this plan.

Revision Number	Description of Change	Author	Effective Date
00	Initial Release	Percy Janke - DEM	August 23, 2017

## Appendix A -Glossary

Act	Alberta Emergency Management Act, Revised Statues of Alberta 2000, Chapter E-6.8.
Agency Representative	A person assigned by an agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in the emergency response.
All-Hazards	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.
Council	The Municipal Council of the City of St. Albert.
Director of Emergency Management	The Director of Emergency Management (DEM), appointed by the City Manager, has the overall authority and responsibility for activities of the EOC.
Disaster	An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
Emergency	A present or imminent event outside the scope of normal operations that requires prompt co-ordination of resources to protect the safety, health and welfare of people and to limit damage to property and the environment.
Emergency Advisory Committee (EAC)	A committee established in accordance with section 11.1(1) of the Emergency Management Act.
Emergency Management	Plans and programs pertaining to the mitigation of, preparedness for, response to and recovery from any incident whether natural or human induced.
Emergency Management Agency (EMA)	Members of the agency will act as the agent of Council to carry out statutory powers and obligations of Council under the Act and in accordance with the Emergency Management Bylaw.
Emergency Management Bylaw	Refers to the current version of the City of St. Albert Emergency Management Bylaw.
Emergency Management Program	A continuous cycle of planning, training, resourcing, exercising and evaluating to ensure measures are in place to efficiently and effectively respond to and recover from the impacts of any incident.
Emergency Operations Centre (EOC)	A protected site from which members of the Emergency Management Agency coordinate, monitor and support emergency response and recovery operations.

Emergency Response	Measures undertaken, during an emergency, to save lives and limit impacts on property, the environment and the economy.
Emergency Social Services (ESS)	The provision of services required to preserve the well-being of people affected by an emergency event such as food, clothing, lodging, personal care, pet care and psychosocial care.
Evacuation	Organized, phased and supervised removal of people from dangerous or potentially dangerous areas.
Hazard	Any potential source of damage, harm or adverse effect on people, property, the environment and/or the economy.
Hazard, Risk and Vulnerability Assessment	A systematic assessment of the risks: natural, human and/or technological, that may impact the City of St. Albert. Each risk is ranked based on the probability of its occurrence and the severity of its impact. This document forms the foundation for all emergency plans within the City.
Incident Commander	The person who has the authority to command and control operations at the site of an emergency or disaster.
Incident Command Post (ICP)	The location near the site of the emergency or disaster, from which the coordinated control of the emergency operations is directed by the Incident Commander.
Incident Command System (ICS)	A standardized organizational structure used to command control and coordinate the use of resources and personnel that have responded to the scene of an emergency. ICS is an incident management system.
Local Authority	Mayor and Council of the City of St. Albert as designated by the Act.
Mitigation	Efforts made to reduce or eliminate the potential impacts of a present hazard on people, property, the environment and/or the economy. They can be structural or non-structural such as planning, building codes, etc.
Phases of Emergency Management	The phases of Emergency Management consist of Mitigation, Preparedness, Response and Recovery.
Preparedness	Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain, and improve operational capabilities.
Response	Immediate actions to save lives, protect property and the environment, and meet basic human needs.

Recovery	The coordinated process of supporting individuals, communities and organizations impacted by emergency events in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical well-being.
State of Local Emergency	A resolution or order of a Local Authority under Section 21 of the <i>Emergency Management Act</i> . A declaration of a State of Local Emergency creates a legal state of affairs of a temporary nature so that the Local Authority may take extraordinary actions to deal with the situation at hand.



## **Appendix B – Referenced Acts and Bylaws**

**Emergency Management Act, Revised Statutes of Alberta (2000, c. E-6.8).**

**Emergency Management Bylaw, City of St. Albert Bylaw 06/2017.**