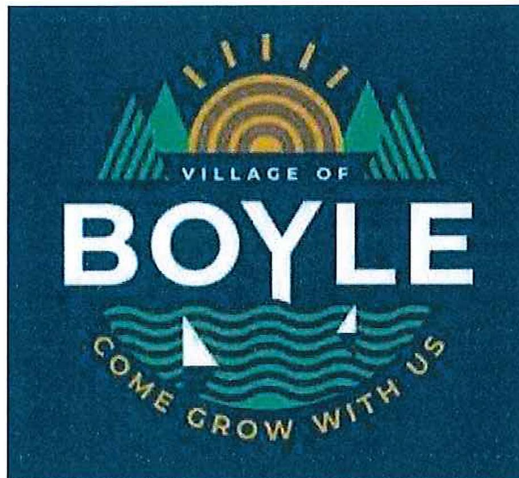
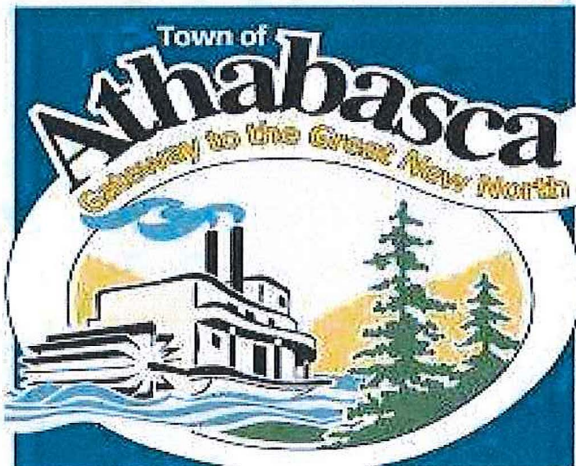
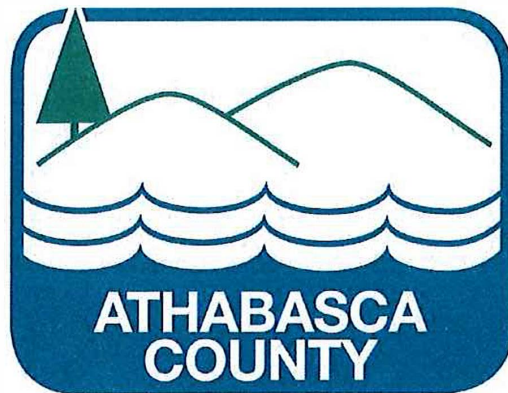
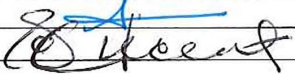


# ATHABASCA REGIONAL



## EMERGENCY RESPONSE PLAN

Approved By	Title	Date
	Chair, Reg. Advisory Comm. INTERIM CAO DIRECTOR OF EMERGENCY MANAGEMENT	August 31, 2023 August 29, 2023

**Disclaimer:**

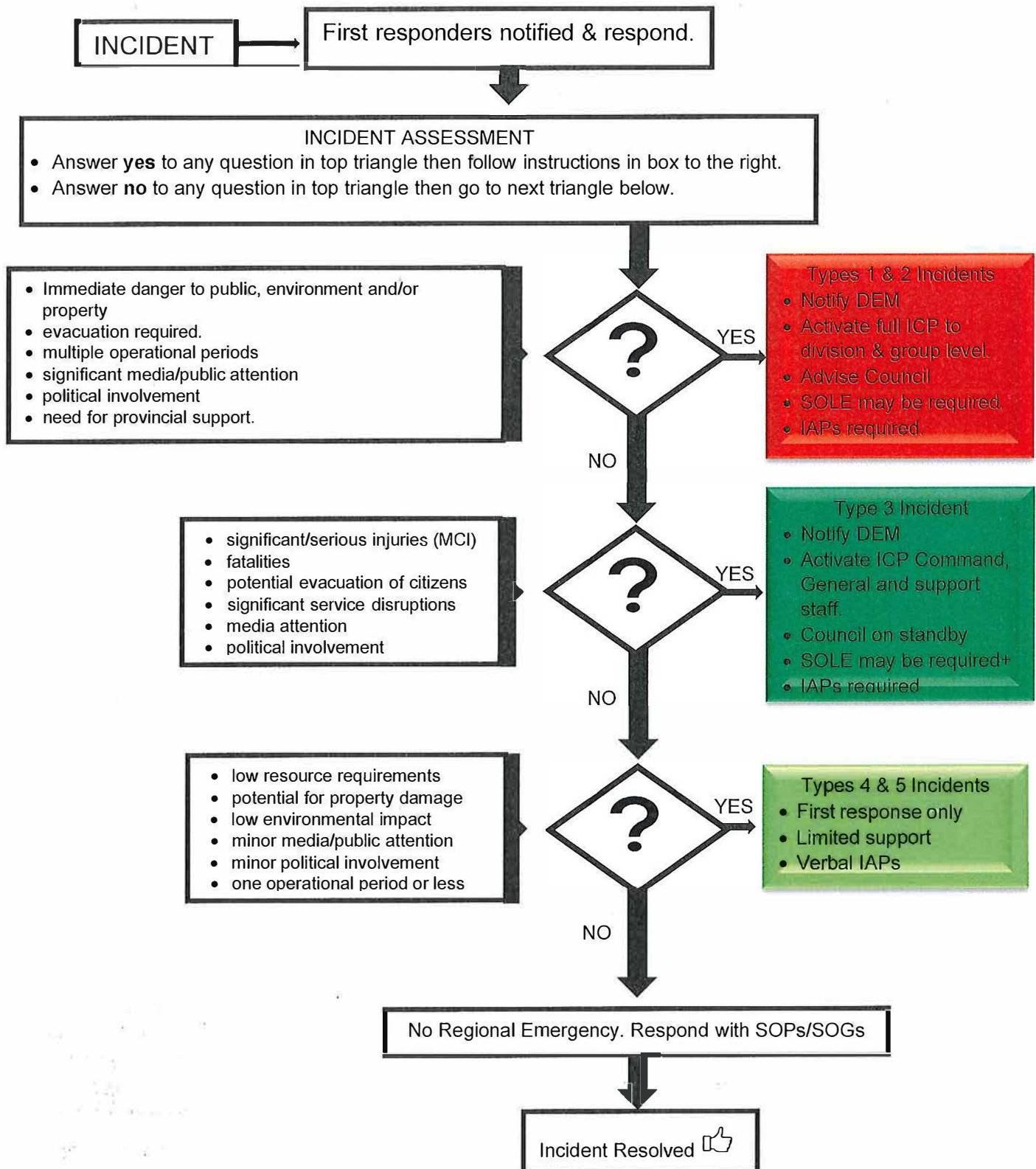
This document has been designed in consultation with the Athabasca Region. The contents and procedures outlined within this document are based on the information, corporate resources and knowledge available at the time of its creation. The document provides guidance to the Athabasca Region on processes and resources available during an emergency event; it does not guarantee or endorse performance by the Athabasca Region.

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## Sec. 1. IMMEDIATE ACTIONS DECISION TREE



## Regional Emergency Contacts

*“In respect for privacy and protection of contact information, the immediate contact personal information is kept confidentially in a separate sealed envelope and will be accessed only in the case of an emergency.”*

### ALL EMERGENCY CALLS TO GO TO 911

POSITION	SURNAME	FIRST NAME	PH 1	PH 2
County DEM	Vincent	Pat	780 675 2273	[REDACTED]
Athabasca DEM	Ramey	Rachel	780 675 2063	[REDACTED]
Boyle DEM	Griffin	Warren	780 689 3643	[REDACTED]

The DEM for the affected community is to be the first contact. If unavailable, one of the other DEMs will be contacted.



FORM 4-1 INCIDENT ACTION PLAN



Incident Briefing (ICS 201)

1. INCIDENT NAME/NUMBER	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH		
5. SITUATION SUMMARY AND SAFETY BRIEFING		
ICS 201 – CAN Page 1 of 4	6. PREPARED BY (Name and Position).	SIGNATURE



## Incident Briefing (ICS 201)

7. CURRENT AND PLANNED OBJECTIVES		
8. CURRENT AND PLANNED ACTIONS, STRATEGIES AND TACTICS		
Time	Actions	
ICS 201-CAN Page 2 of 4	6. PREPARED BY (Name and position)	Signature



## Incident Briefing (ICS 201)

9.CURRENT ORGANIZATION

ICS 201- CAN Page 3 of 4	6. PREPARED BY (Name and Position)	SIGNATURE



**Incident Briefing (ICS 201)**

10 RESOURCES SUMMARY				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
ICS 201- CAN Page 4 of 4	6. PREPARED BY (Name and Position)		SIGNATURE	





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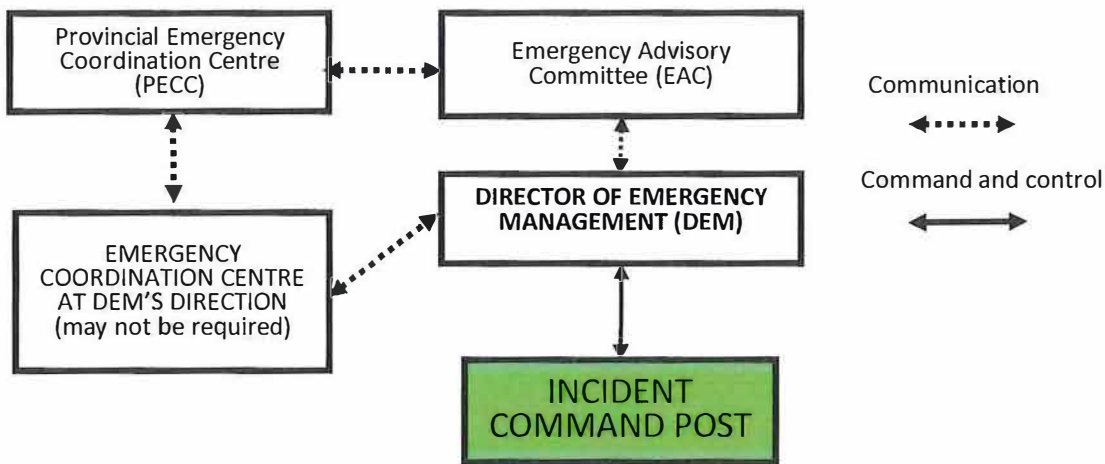
## Sec. 3. ATHABASCA REGION EMERGENCY MANAGEMENT AGENCY (AREMA)

### Overview

This section describes the Athabasca Region Emergency Management Agency (AREMA). The AREMA is responsible for managing response to emergencies that occur within the region. When appropriate the Athabasca Region EMA will coordinate its' activities with other communities **outside the Region** and Government of Alberta agencies. The Athabasca Region EMA has the following elements:

- Emergency Advisory Committee (EAC)
- Director, Emergency Management (DEM)
- Incident Command Post (ICP)

**Figure 3-1 Regional Emergency Response Agency**



*The AREMA is staffed in alignment with the Incident Command System (ICS) and Alberta Emergency Management Agency doctrine. People will be assigned to functional tasks within the AREMA according to the nature of the incident and availability of trained personnel.*

The **Provincial Emergency Coordination Centre (PECC)** is mobilized at the direction of the Managing Director of the Alberta Emergency Management Agency. The PECC supports the AREM by providing **advice** and **access** to Government of Alberta (GOA) resources as required. Terms of reference for the PECC are the purview of the Managing Director of the AEMA.

The **Regional Emergency Coordination Centre (ECC)** is mobilized at the direction of the DEM. This is done if, in the opinion of the DEM the ICP requires support in the form of resources, information or authority.



### 3.1 Elected Officials

#### Overview

The Emergency Advisory Committee (EAC) is made up of elected officials of the communities served by the Regional ERP. That is, the Councils of Athabasca County, the Town of Athabasca and the Village of Boyle. The EAC is supported by employees of the member communities and other resources as required. During an emergency, the EAC has no role. Members of Council of the affected community will respond during an emergency rather than the EAC.

#### Function

During an emergency the Council of the affected community will provide executive oversight of emergency operations undertaken within the boundaries of Athabasca County. The Council of the affected community will:

- **Provide strategic policy direction of emergency operations.**
- Upon the recommendation of the Incident Commander, declare a state of local emergency. (*Reference By-law 02-2019 Sec 71, Regional Emergency Management Bylaw*).
- Liaise with the DEM to stay apprised of the emergency situation.

#### Staffing

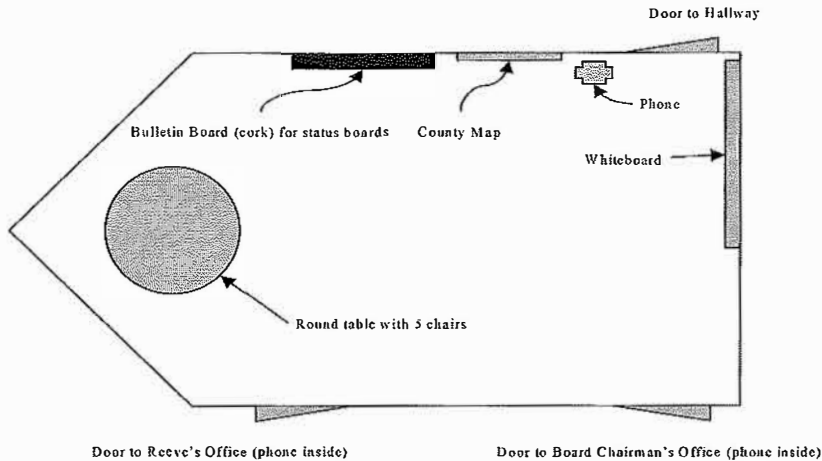
Staff of member communities are assigned to support Council.

POSITION	ASSIGNED
<b>EAC Leader</b>	<b>PRIMARY:</b> Most senior Elected Official available of affected community. <b>SECONDARY:</b> Elected Official of unaffected community that is a member of Athabasca Regional Emergency Management Agency
<b>Legal Representative</b>	Reynolds, Mirth, Richards, Farmer LLP (RMRF)
<b>Communications Advisor</b>	County Communications Coordinator
<b>Committee Liaison</b>	County, Town or Village CAO
<b>Other Councillors</b>	At least on more councillor from affected community.

## Location

When activated Council will assemble in the Councilor's Lounge in the Athabasca County office. The alternate facility is the Village of Boyle Administration Building

**Figure 3-2 Council – County Office Councilor's Lounge**



## Equipment

The following equipment will be available to Council during an emergency

- Status board
- Athabasca Regional Emergency Management plan
- Telephone

## 3.2 Director of Emergency Management (DEM)

### Overview

The DEM is responsible for ensuring that the AREMA responds appropriately to emergencies that occur within the region. In this capacity the DEM may assume the role of Incident Commander or may appoint an Incident Commander during an emergency or crisis.

### Function

The function of the DEM is to provide overall direction to conduct of emergency operations within the area served by the Athabasca Regional Emergency Response Plan.

**Staffing**

The DEM is staffed by:

	<b>Primary</b>	<b>Alternate 1</b>	<b>Alternate 2</b>
<b>DEM</b>	<b>County Chief Administrative Officer (CAO)</b>	Town of Athabasca CAO	Village of Boyle CAO

The DEM may appoint another staff member to be Incident Commander.

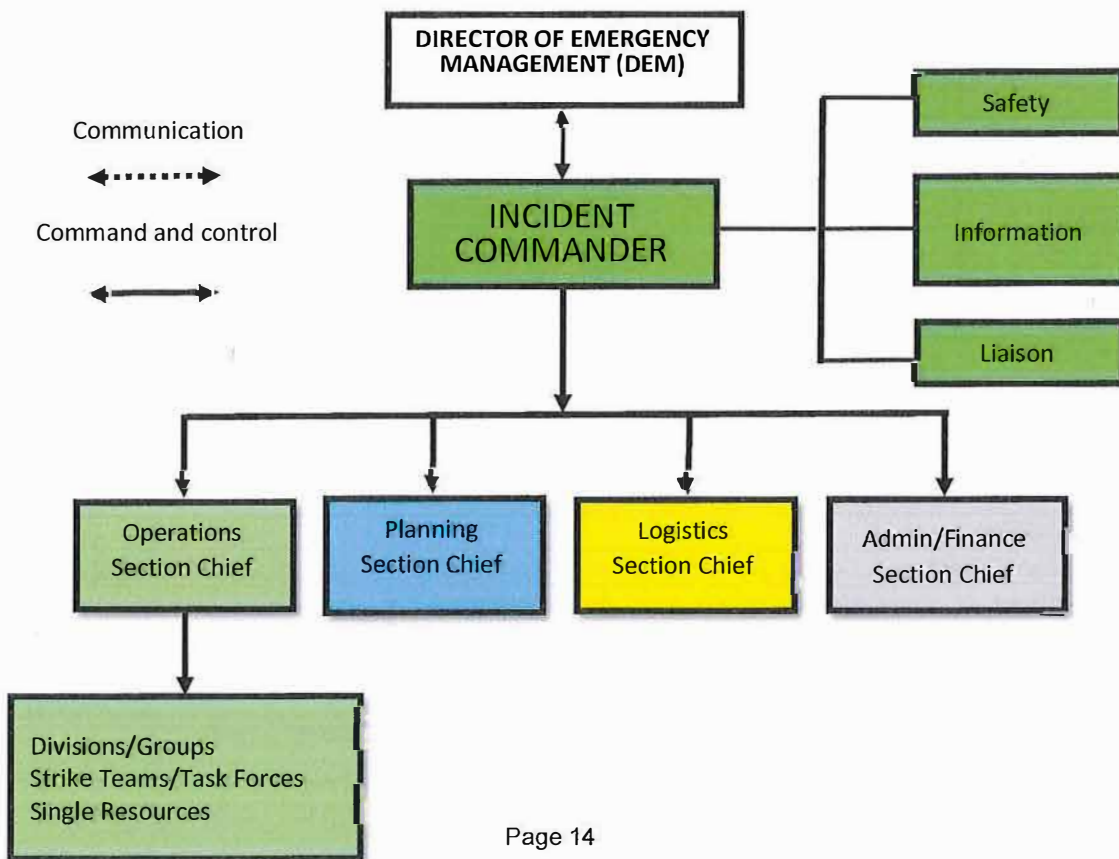
**3.3 Incident Command Post (ICP)**

**Overview**

The Incident Command Post is the focal point from which command and control of response operations is exercised during an emergency.

The ICP may be activated in the field for Type 4 and 5 emergency events. The formal ICP facility in the Athabasca County office will be activated for Type 1, 2 or 3 emergencies.

**Figure 3-3 Incident Command Post**  
(Positions may vary by incident type and size)



## Function

Manage tactical and strategic response to any emergency or crisis situation occurring within the boundaries of the Region. The ICP is organized following the principles of the Incident Command System (ICS).

All activity carried out by the responding resources deployed to the emergency situation are controlled by the Incident Commander who operates in the ICP. This includes but is not limited to:

- Firefighting
- Rescue
- Emergency medical care/casualty evacuation.
- Requests for additional resources.
- Security of the emergency site.
- Evacuation of public from the immediate danger area.
- Resource staging and deployment.
- Providing updates to the Council.

The ICP will:

- Direct response operations by
  - ✓ Providing resources
    - Personnel
    - Equipment
    - Intelligence
- Provide strategic planning support to the Operations Section Chief
- Maintain executive control over emergency operations
- Coordinate information between the incident management team and media
- Communicate with government agencies and other organizations that may become involved in emergency operations.
- Provide regular updates to Council of affected community

## Staffing

The ICP will be staffed in accordance with the provisions of the Local Authorities Emergency Management Regulations and the Incident Command System.

POSITION	PRIMARY	1 <sup>st</sup> ALTERNATE	2 <sup>nd</sup> ALTERNATE
<b>Incident Commander</b>	County DEM	Town of Athabasca DEM	Village of Boyle DEM
<b>Command Staff</b>			
<b>Liaison Officer</b>			
<b>Information Officer</b>	County Communications Coordinator		County Executive Assistant
<b>Safety Officer</b>	County Health & Safety Coordinator		County Emergency Services Administrative Assistant
<b>General Staff (Section Chiefs)</b>			
<b>Operations Section Chief (Field Command)</b>	Director, Finance of primary responding agency <b>OR</b> as assigned by DEM		



ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

<b>Deputy Operations Section Chief</b>	County Fire Chief	County/ Town CPO
<b>Planning</b>	Director, Planning & Development	
<b>Logistics Section Chief</b>	Public Works Manager	Village Public Works Superintendent
<b>Admin/Finance Section Chief</b>	County Director Corporate Services	Town CFO

Additional staff from the following areas will be assigned to the respective Sections, Divisions/Groups, Branches etc within the ICP as required.

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>➤ <b>Planning</b></li> <li>❖ Public Works</li> <li>❖ Utilities</li> <li>❖ ESS</li> <li>❖ Industry</li> <li>❖ Health Agencies</li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Operations</b></li> <li>❖ Fire</li> <li>❖ Rescue</li> <li>❖ Law Enforcement</li> <li>❖ Emergency Medical Services</li> </ul> | <ul style="list-style-type: none"> <li>➤ <b>Logistics</b></li> <li>❖ Agriculture</li> <li>❖ Community Services</li> <li>❖ Public Works</li> <li>➤ <b>Finance/Administration</b></li> <li>❖ Corporate Services</li> <li>❖ CAO Office</li> </ul> |
|--|--|--|

**Location**

**Type 4 & 5 events:** The ICP may be established in the field close enough to the scene of the emergency to facilitate command and control. However, the ICP will be placed at a safe distance from any hazards represented by the emergency. That is, gas release, fire, explosion. The first emergency vehicle to arrive at the scene of the emergency will serve as the ICP. Another vehicle or alternate facility may be designated the ICP as response to the event evolves.

**Type 1, 2 & 3 events.** The ICP will be established in the Council Chambers in the County office in Athabasca when mobilized. In the event that the County office Council Chambers are not available the Administration Building in the Village of Boyle will serve as the ICP location.

**Equipment**

**Field ICP (Type 4 & 5 events)**

The ICP is equipped with the following:

- Radios
- Maps
- Regional Emergency Response Plan
- Pre attack/fire plans (*confirm existence of such plans*)
- Incident Command vest (Green)
- Refreshments
- First Aid kit

### Primary ICP (Type 1, 2 & 3 events)

The equipment for the ICP located in the County office is found in or is readily available. Equipment is stored at the County office in the Westwing Meeting Room – County Administration building, and in a Rubbermaid box in the Boyle Village office:

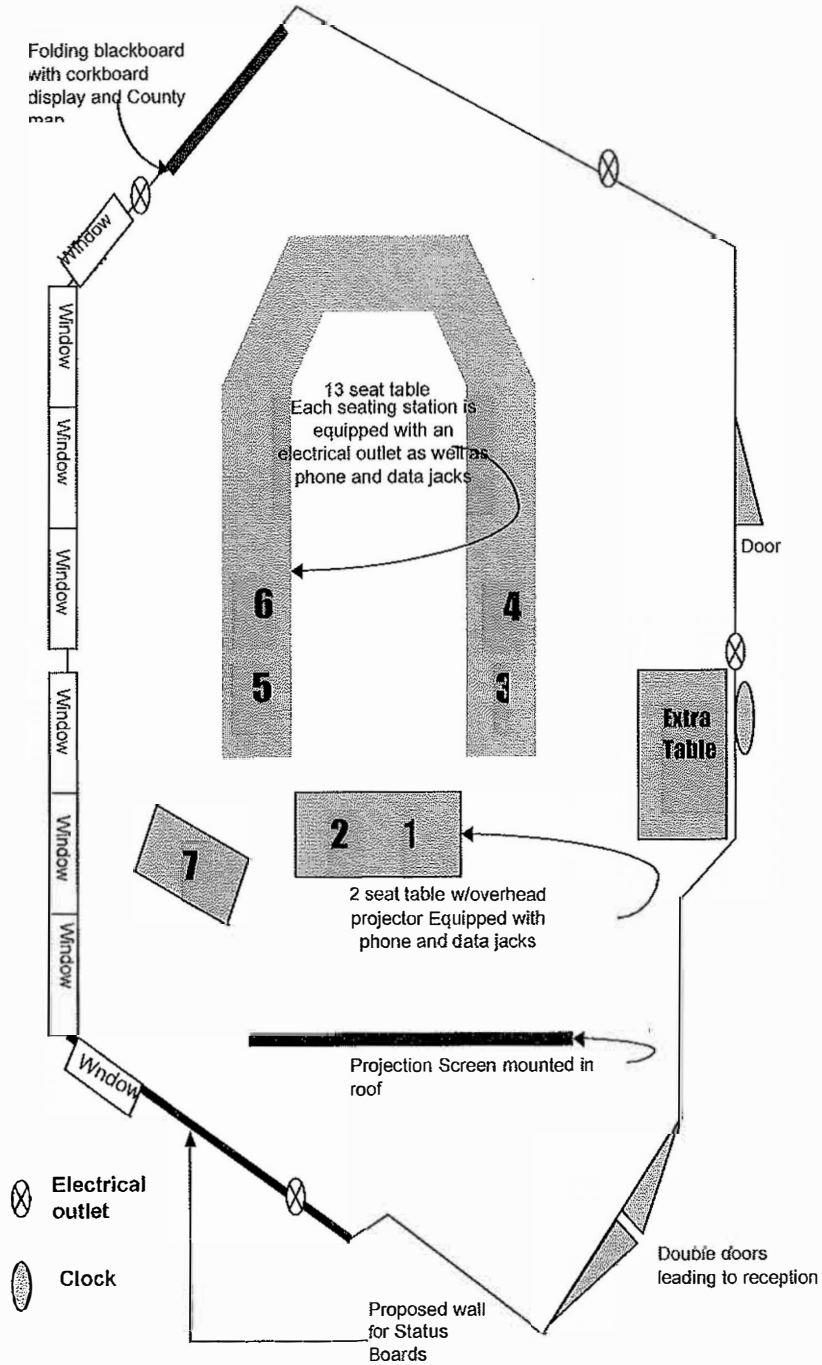
- Regional Emergency Management Plan
- Copies of any other plans in support
  - ❖ Schools
  - ❖ Hospitals
  - ❖ Senior's Lodges
  - ❖ Utilities
  - ❖ Pandemic
  - ❖ etc.
- Whiteboard or flip charts on easel or electronic easel
- Status Boards (wall space for displays)
- Laptops and Printer
- Access to fax machine and photocopier
- Battery powered clock and radio
- Television/PVR
- Digital projector and screen
- Telephones and/or Cell phones (batteries / chargers), stationery supplies
- Mapping (county, town maps, street maps, neighbours) paper and digital versions.
- Copies of Mutual Aid Agreements
- Emergency power for lights and electrical outlets
- Vests and name plates for various ECC positions
- Hand-held radios

### Set up

The following procedure is to be followed when setting up the Regional ICP in the County Office or Boyle Village Office. The first person to arrive at the ICP will:

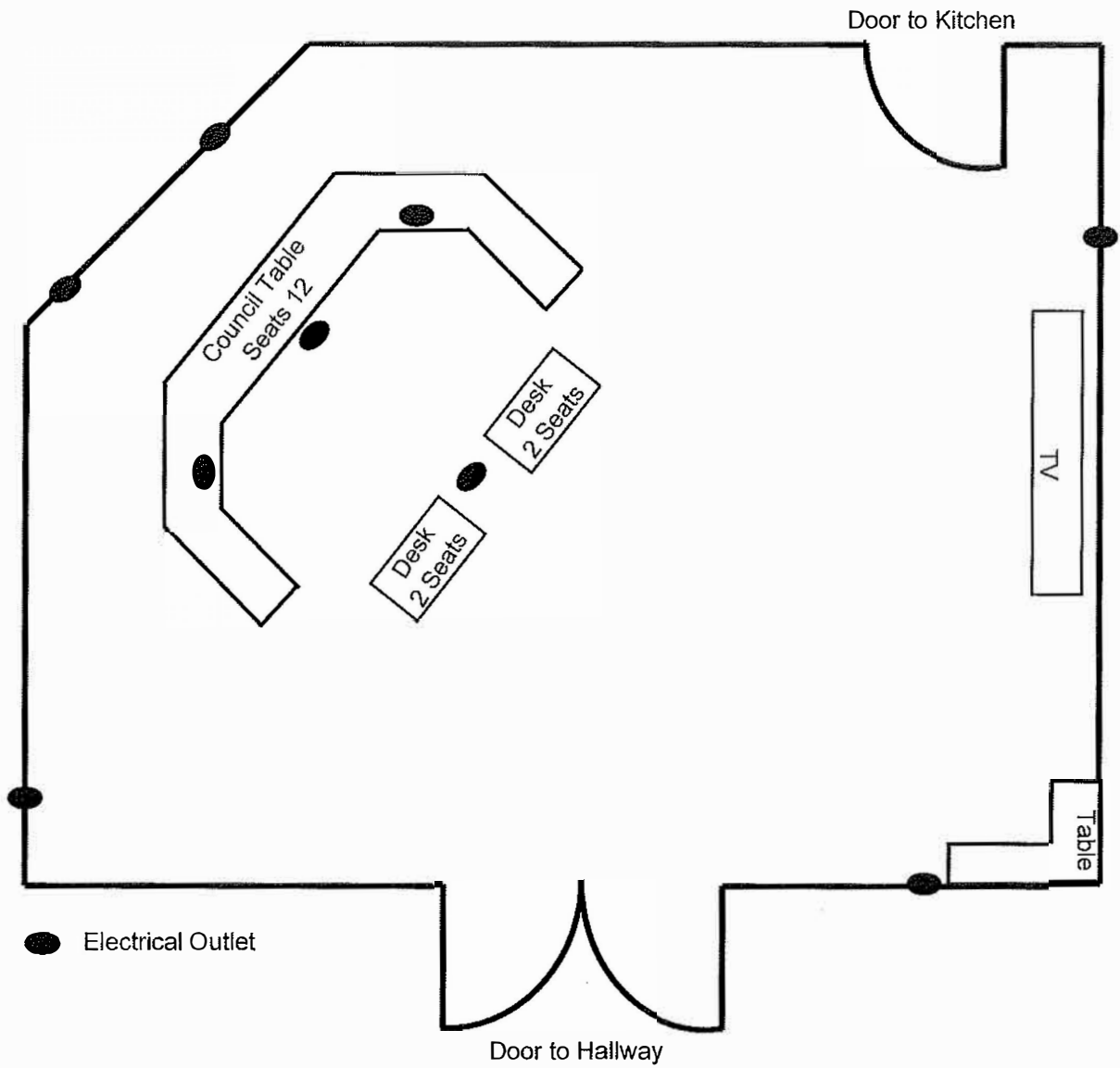
- ***Establish communication with field***
- Check-in
- Open a time and event log
- Set up display boards, workstations and phones
- Fill in Event Status board
- Brief arriving ICP members
- Ensure all ICP members record their arrival time
- Complete Activity Log 214

Figure 3-4 Primary ICP – County Council Chambers



ECC Director(1) Liaison(2) Planning Section Chief(3) Operations Section Chief (4)  
 Logistics Section Chief(5) Admin/Finance Section Chief(6) Information Officer(7)

Figure 3-5 Alternate ICP – Village of Boyle Administration Building





## Sec. 4. ROLES & RESPONSIBILITIES

### Overview

Personnel tasked with staffing the Athabasca Regional Emergency Management Agency are identified in this section of the manual. Roles and Responsibilities describe what is expected of each person assigned to their respective positions.

**NOTE:** This manual does not provide details on the roles and responsibilities of individual field response agencies.

### 4.1 Council of Affected Community

#### 4.1.1 Leader

<b>ASSIGNED</b>	Chief Elected official for Affected Community
<b>1<sup>st</sup> ALTERNATE</b>	Any other Elected Official from Affected Community
<b>2<sup>nd</sup> ALTERNATE</b>	Elected Official from other community that is a member of Athabasca Regional Emergency Management Agency

#### ROLES

- ✓ Coordinate activities of elected officials

#### RESPONSIBILITIES

- Liaise with DEM as required. There is no interaction with the ICP
- Support communication between AREMA and affected communities
- Assess Legal/Financial/Political issues related to emergency
- Authorize declaration of a State of Local Emergency if required
- Announce declaration of a State of Local Emergency
- Liaise with senior Provincial Government Officials and Elected Representatives
- Serve as spokesperson for Region if required
- Ensure written records of all Council activities are maintained

#### 4.1.2 Legal Representative

<b>ASSIGNED</b>	Contract Legal Counsel for County
<b>ALTERNATE</b>	N/A

**ROLE** Monitor legal issues related to emergency or crisis

#### RESPONSIBILITIES

- Advise Council on legislative and contractual issues applicable to emergency situation
- Assess Community's legal standing regarding causes and impacts of emergency and resultant response operations

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- Advise Council & ICP on declaring a State of Local Emergency
- Prepare State of Local Emergency declaration
- Advise and provide input to Council on decision to continue or terminate State of Local Emergency
- Advise Council on legal issues that may arise post emergency
- Maintain written records of all Legal activities

### 4.1.3 Information Officer

**ASSIGNED** County Communications Coordinator  
**ALTERNATE** Executive Administrative Assistant – affected community

#### ROLE

- ✓ Monitor Media and Public communications
- ✓ Advise and support Public Information Officer on communications issues

#### RESPONSIBILITIES

- Advise elected officials of media and information issues
- Support the ECC Information Officer during emergency operations
- Support the ECC Information Office post emergency

### 4.1.4 Liaison

**ASSIGNED** DEM – County Chief Administrative Officer  
**ALTERNATE** Chief Administrative Officer of Town of Athabasca or Village of Boyle.

**ROLE** Serve as link between elected officials and ECC.

#### RESPONSIBILITIES

- Advise Council on provisions of Regional Emergency Response Plan
- Monitor ECC activities
- Provide Council with updates on emergency response operations
- Schedule Council briefings by Incident Commander
- Advise Council on long term issues related to post emergency recovery
- Maintain written records of all liaison activities with Council

## 4.2 Incident Command Post

### 4.2.1 Incident Commander

**ASSIGNED** County Director of Emergency Management (DEM) or designate  
**ALTERNATE 1** Town of Athabasca DEM  
**ALTERNATE 2** Village of Boyle DEM

**ROLE** Direction and control of Region's response to major emergencies

#### RESPONSIBILITIES

- Manage response action of the Incident Command Post by ensuring that:
  - ❖ ICP is staffed appropriately
  - ❖ Status boards and information displays are kept current
  - ❖ Briefings are conducted
  - ❖ Written records of all ICP activities are kept
- Establish overall goals/objectives of response operations
- Direct that Incident Action Plan(s) are developed
- Approve Incident Action Plan
- Maintain communication with field responders
- Provide strategic guidance to Operations Section Chief
- Keep Council informed of:
  - ❖ Status of emergency operations
  - ❖ Requirement for declaration of a State of Local Emergency (SOLE)
- Direct that an ECC be established if required
- Approve release of information from AREMA
- Brief relief Incident Commander. Briefing should include:
  - ❖ Incident status
  - ❖ Actions in progress
  - ❖ Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency
- In consultation with field responders determine when incident has been rendered safe
- Declare and announce termination of emergency response operations
- Ensure initiation of post emergency operations including
  - ❖ Preservation of documents and records
  - ❖ Debrief Council, ICP and ECC (if established) operations
  - ❖ Reporting/Cost accounting/Insurance/Legal
  - ❖ Replenish supplies
- Communication with Community members and Regulators

## 4.2.2 Operations Section Chief – General Staff

**ASSIGNED** Senior officer of primary responding agency.  
**ALTERNATE** As assigned by Incident Commander or DEM

**NOTE:** *The most senior representative of the first response agency arriving at the emergency site will serve as the Operations Section Chief until a formal assignment to this role is made by the Incident Commander*

**ROLE** Manage and control all field response operations

### RESPONSIBILITIES

- Establish operations section
  - ❖ Organize, assign and supervise on site resources
  - ❖ Establish Branches, Divisions, Groups, Strike Teams and Task Forces as required
  - ❖ Establish and maintain unity of command
  - ❖ Maintain span of control
- Develop their portion of the incident action plan
- Maintain communications with field responders
- Provide input into overall Incident Action Plan
- Align tactical Incident Action Plan(s) with the overall Incident Action Plan once it has been developed by the ICP
- Implementation of the field elements of the Incident Action Plan(s)
- Ensure all responding agencies actions achieve incident objectives
- Communicate resource information to ICP
  - ❖ Requirements
  - ❖ Consumption
- Brief incoming Ops Section Chief at shift change. Briefing should include:
  - ❖ Incident status
  - ❖ Actions in progress
  - ❖ Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency
- Ensure a written record of field response operations is maintained

### 4.2.3 Planning Section Chief – General Staff

**ASSIGNED** Director, Planning & Development

**ALTERNATE** Not assigned

**ROLE** Prepare and maintain Incident Action Plan(s)

#### RESPONSIBILITIES

- Obtain approval for IAP from Incident Commander
- Brief operations supervisors on IAP
- Provide support and advice to the Incident Commander
- Assign ICP scribe/historian
- Maintain record of resource status
- Maintain and display situation status
- Develop alternative strategies
- Prepare the demobilization plan
- Provide primary location for technical information
- Expand section units as needed to meet the needs of the situation
- Brief incoming Planning Section Chief at shift change. Briefing should include:
  - ❖ Incident status
  - ❖ Planned activities
  - ❖ Actions in progress
- Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency
- Planning section units are
  - ❖ Resources
  - ❖ Situation
  - ❖ Documentation
  - ❖ Demobilization
- Initiate post emergency planning

#### 4.2.4 Logistics Section Chief – General Staff

**ASSIGNED:** Public Works Manager

**ALTERNATE:** Boyle Public Works Superintendent

**ROLE:** Provide resources and services required to support incident response activities

##### RESPONSIBILITIES:

- Provide input into development of overall Incident Action Plan
- Contract for and purchase goods and services needed to sustain response operations
- Provide workspace and equipment for ECC staff if ECC is activated
- Activate needed additional staffing to complete tasks
- Establish mechanisms for delivery of resources and services to incident site
- Ensure a written record of Logistics Section activities is maintained
- Activate Logistics units as required
- Logistics units are:
  - ❖ Communications Services
  - ❖ Medical Services
  - ❖ Food Services
  - ❖ Supply Support
  - ❖ Facilities Support
  - ❖ Ground Support
- Brief incoming Logistics Section Chief at shift change. Briefing should include:
  - ❖ Incident status
  - ❖ Actions in progress
  - ❖ Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency

#### 4.2.5 Finance/Administration Section Chief – General Staff

**ASSIGNED:** County Director of Corporate Services

**ALTERNATE:** Town of Athabasca CFO

**ROLE:** To monitor incident related costs and administer necessary procurement contracts

##### RESPONSIBILITIES

- Provide input into development of Incident Action Plan
- Provide admin support staff for ICP as required

- Perform admin support duties as required
- Time keeping, personnel and equipment
- Monitor time spent on duty by ECC personnel
- Advise Incident Commander of need to change personnel due to their extended stay in ICP
- Develop processes for compensation for injury or damage
- Ensure a record of Finance/Administration Section is maintained
- Establish Finance/Administration units as required
  - ❖ Procurement
  - ❖ Time
  - ❖ Cost analysis
  - ❖ Compensation/Claims
- Contract negotiation and monitoring
- Brief incoming Finance/Administration Section Chief at shift change. Briefing should include:
  - ❖ Incident status
  - ❖ Actions in progress
  - ❖ Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency

#### 4.2.6 Liaison Officer

**ASSIGNED:** Not Assigned  
**ALTERNATE:** Not Assigned

**ROLE:** Serve as interface between assisting and cooperating agencies and outside stakeholders

#### **RESPONSIBILITIES:**

- Establish and maintain contact between Regional Emergency Management Organization and agencies/organizations engaged in responding to the emergency
- Convey issues and concerns expressed by engaged agencies/organizations to the Incident Commander
- Provide input regarding involvement of engaged agencies/organizations to the Planning Section Chief for incorporation into the IAP
- Provide updates of Regional Emergency Response Organization activities to agencies/organizations engaged in responding to the emergency
- Advise Public Information Officer of issues/concerns identified by agencies/organizations engaged in responding to emergency that may have affect the Region's media/public relations
- Brief incoming Liaison officer at shift change. Briefing should include:
  - ❖ Incident status



- ❖ Actions in progress
- ❖ Outstanding issues and concerns identified by agencies/organizations engaged in responding to emergency.
- Ensure a written record of all Liaison activities is kept

#### 4.2.7 Information Officer – Command Staff

**ASSIGNED:** County Communications Coordinator

**ALTERNATE:** Executive Assistant

**ROLE:** Provide information management information on behalf of the ICP, interacting with media, stakeholders and internal information sharing

#### RESPONSIBILITIES:

- Monitor media commentary of response operations
- Media commentary may be via:
  - ❖ Radio
  - ❖ Television
  - ❖ Social Media
  - ❖ Print
- Establish separate public information facility in proximity to the ICP.
- Provide input into IAP
- Prepare information for release to the media and public
- Release information to the media and public as approved by Incident Commander
- Coordinate release of information to the media and public with other agencies.
- When possible, establish a single information centre for all agencies involved in response operations
- Ensure work space, equipment, telephones and staffing readily available
- Prepare regional spokesperson for media briefings and/or public meetings. This to include briefing notes
- Serve as host/moderator at media briefings and public meetings
- Coordinate meetings and VIP tours of ICP and incident site once they are approved by Incident Commander
- Provide for safety of media and VIPs during tours of incident site
- Respond to special requests for information
- Ensure a written record of Public Information activities is maintained

#### 4.2.8 Safety Officer – Command Staff

**ASSIGNED:** County Health & Safety Coordinator

**ALTERNATE:** County Emergency Services Administrative Assistant

**ROLE:** Develop and recommend measures for assuring personnel safety

**RESPONSIBILITIES:**

- Monitor operations to identify safety problems
- Coordinate operational safety with Incident Commander and Section Chiefs
- Coordinate emergency responder health and safety issues
- Monitor health and safety of ICP staff
- Assess/anticipate hazardous and unsafe situations
- Provide input to development of Incident Action Plan
- Provide advice on appropriate protective equipment to be employed
- Work through Liaison Officer to coordinate safety measures with assisting agencies
- Work through chain of command to correct unsafe situations
- Intervene directly to stop unsafe acts if personnel are in imminent life-threatening danger. This will only be done in situations of extreme danger
- Remain on duty until all aspects of emergency operations have been terminated
- Maintain a written record of all Safety Officer activities

## **Sec. 5. MOBILIZING EMERGENCY RESPONSE ORGANIZATION**

### **Overview**

The Athabasca Regional Emergency Response Plan will be implemented in response to one of the (5) five Types (Levels) of emergency defined in the Incident Command System. The Incident Command Post is mobilized when the Athabasca Regional Emergency Response Plan is implemented.

The ICP may be deployed into the field for Type 4 or 5 incidents. This would be in the form of an emergency services vehicle. Type 4 and 5 emergencies are low level events for which response can be managed by first response agencies. That is, Fire, EMS, Police, ESS, or Public Works. The role of Incident Commander will be assumed by the senior officer of the primary first response agency on the scene. Support for first responders may be provided by County, Town or Village administration as required.

The ICP will be mobilized in its' main location at the County Office (or alternate locations) for Type 1, 2 or 3 emergencies. Types 1, 2 and 3 emergencies are more serious and thus require a higher level of response. In this case the role of Incident Commander will be assumed by the DEM or designate. Assumption of the Incident Command role will only be affected by a formal hand off from the first responder serving in this capacity to the DEM.

### **Definition of an Emergency**

An emergency is defined as a present or imminent event that threatens the safety and health of the public, the environment, and the ability of municipalities in the region to operate safely. The event requires the prompt co-ordination of action and may require special regulation of persons or property.

### **Emergency Types**

The Incident Command System (ICS) doctrine as endorsed by ICS Canada and the Alberta Emergency Management Agency has established five broad categories or Types of emergencies. For the purpose of emergency planning, communities served by the Athabasca Regional Emergency Response Plan have adopted the Incident Command System.

The five event types range from Type 1, most severe to Type 5, least severe. Type 1 Incidents or emergencies require the most robust and aggressive response. Types 4 & 5 emergencies can usually be handled by first responders alone by carrying out tactical response operations. Implementation of the full Athabasca Region Emergency Response Plan is not usually required to respond to Types 4 or 5 emergencies.

As the emergency progresses from a Type 5 to a Type 1 the actions taken for each level incorporate all actions required to address the previous type(s) of Incident. Example.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

Actions taken in a Type 3 Incident will include or supersede all actions taken in the Type 4 and Type 5 incidents.

The criteria and actions associated with each Type of incident are provided as guidelines only. They are provided to assist in decision making and are not hard and fast rules. They are not a substitute for good judgement and experience when evaluating the severity of an emergency and how to respond.

### TYPE 5 INCIDENTS

CRITERIA	EXAMPLES	ACTION
<ul style="list-style-type: none"> <li>• Low level emergency</li> <li>• May be contained in one operational period</li> <li>• No threat to:                             <ul style="list-style-type: none"> <li>✓ public safety</li> <li>✓ environment</li> <li>✓ operations</li> </ul> </li> <li>• No media attention</li> <li>• No public relations concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Small, single house fire</li> <li>• Short term utility interruption</li> <li>• Small chemical spill</li> <li>• One or two vehicle motor vehicle accident with no casualties.</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilize only one or two single resources (Max 6 people)</li> <li>• Verbal Incident Action plan only</li> <li>• Can be handled with Standard Operating Procedures</li> <li>• Regional Emergency Response Plan is <b>NOT</b> Implemented</li> </ul>

### TYPE 4 INCIDENTS:

CRITERIA	EXAMPLES	ACTION
<ul style="list-style-type: none"> <li>• Low level emergency</li> <li>• Can be contained in one operational period during control phase</li> <li>• Minimum threat to:                             <ul style="list-style-type: none"> <li>✓ public safety</li> <li>✓ environment</li> <li>✓ operations</li> </ul> </li> <li>• Local media attention</li> <li>• Public engaged</li> </ul>	<ul style="list-style-type: none"> <li>• Large, multi unit fire (apartment building)</li> <li>• Long term utility interruption</li> <li>• Motor vehicle accident with casualties.</li> <li>• Motor vehicle incident involving hazardous goods</li> </ul>	<ul style="list-style-type: none"> <li>• Several resources required to mitigate incident</li> <li>• Implementation of selected elements of the Regional Emergency Response Plan</li> <li>• Limited support from ECC may be required.</li> <li>• Documented operational briefing provided to all incoming resources (Form 201)</li> </ul>

### TYPE 3 INCIDENTS:

CRITERIA	EXAMPLES	ACTION
<ul style="list-style-type: none"> <li>• Increasing severity</li> <li>• First response resources inadequate to deal with incident</li> <li>• Extends into multiple operational periods</li> <li>• Definite threat to:                             <ul style="list-style-type: none"> <li>✓ public safety</li> <li>✓ environment</li> <li>✓ operations</li> </ul> </li> <li>• Local and provincial media attention</li> <li>• Public engaged</li> </ul>	<ul style="list-style-type: none"> <li>• Large fire in industrial area</li> <li>• Flooding forcing evacuation of large areas of a community</li> <li>• Forest/wildland fire with no residential interface</li> <li>• Public health emergency of short duration e.g. water contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Emergency Response Plan implemented</li> <li>• ECC activated as required</li> <li>• Written Incident Action may be required for each operational period.</li> </ul>

**TYPE 2 INCIDENTS:**

<b>CRITERIA</b>	<b>EXAMPLES</b>	<b>ACTION</b>
<ul style="list-style-type: none"> <li>• Increasing severity</li> <li>• Resources of one community inadequate to deal with incident</li> <li>• Multiple operational periods</li> <li>• Severe threat to:                             <ul style="list-style-type: none"> <li>✓ public safety</li> <li>✓ environment</li> <li>✓ operations</li> </ul> </li> <li>• Local, provincial and national media involved</li> <li>• High degree of public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Widespread utility interruption in multiple communities</li> <li>• Flooding forcing evacuation of large areas of a community for several days</li> <li>• Major forest/wildland fire with residential interface</li> <li>• Chemical release affecting residents of a community or one that damages a major body of water</li> <li>• Large scale public health emergency</li> </ul>	<ul style="list-style-type: none"> <li>• All actions required for a Types 3, 4 &amp; 5 Incidents PLUS</li> <li>• Regional or provincial resources required to mitigate incident</li> <li>• Full ECC activation if required</li> <li>• Written Incident Action required for each operational period.</li> </ul>

**TYPE 1 INCIDENTS:**

<b>CRITERIA</b>	<b>EXAMPLES</b>	<b>ACTION</b>
<ul style="list-style-type: none"> <li>• Increasing severity</li> <li>• Resources of region inadequate to deal with incident</li> <li>• Multiple operational periods</li> <li>• High threat to:                             <ul style="list-style-type: none"> <li>✓ public safety</li> <li>✓ environment</li> <li>✓ operations</li> </ul> </li> <li>• Local, provincial and national media involved</li> <li>• High degree of public engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Prolonged flooding forcing evacuation of large areas of a community for two or more weeks</li> <li>• Major forest/wildland fire with residential interface</li> <li>• Chemical release affecting residents of a community</li> <li>• Large scale public health emergency</li> </ul>	<ul style="list-style-type: none"> <li>• All actions required for a Types 2, 3, 4 &amp; 5 Incidents PLUS</li> <li>• Regional or provincial resources required to mitigate incident</li> <li>• Full ECC activation if required</li> <li>• Declaration of a State of Local Emergency (SOLE) may be made</li> </ul>

**Emergency Assessment**

Initial assessment of the emergency will be made by the senior person of the first responding agency to arrive at the scene. This senior person will assume the role of Incident Commander.

A size up or assessment of the situation will be conducted to establish the Emergency Type. The Emergency Type may be increased or decreased as the situation evolves. The Incident Commander will ensure that assessment will be conducted and updated throughout response operations. The severity of emergencies may increase or decrease over time and the classification of Emergencies will be adjusted accordingly. A good guideline in classifying emergencies is to over-react. It is easier to scale back an emergency response operation than to incrementally increase it.

## **Notifications**

In most cases the initial notification of an emergency will be via a call to 911 from a member of the public. Based on the information received from the caller the 911 dispatcher will notify the appropriate emergency service.

In the event of a Type 4 or 5 emergency the service chief of the responding agency will notify the DEM of the affected community on the next business day following the emergency. The Athabasca county DEM or alternate must be notified immediately when a Type 1, 2 or 3 emergency occurs.

Notification of an emergency may also be received by means of an alert by the Alberta Emergency Alert mobile phone app, by a direct call from the Alberta Emergency Management Agency, Environment Canada, Law Enforcement or other sources. Any official of the region that is in receipt of such a notification will immediately contact the DEM of the affected community and the region.

## **Mobilizing Regional Emergency Response Agency**

Upon notification of an emergency the DEM will direct the activation of the Athabasca Region Emergency Response Agency appropriate to the type of emergency.

Activation of staff assigned to the EAC and ICP will be by means of a call out initiated by the DEM. The first ECC staff member contacted is responsible for contacting the rest of the staff on the Regional Emergency Response Agency callout list. The caller will:

- Advise the person contacted that an emergency has occurred
- Direct that person to proceed to the ECC or ICP as quickly and safely possible
- Record the name of the person contacted
- Record the time that this person is contacted
- In the event that the primary person assigned to an ECC or ICP position cannot be contacted the caller will proceed to the alternate.
- Upon completion of their calls, report the results of the calls to the DEM.
- Report to the ICP

## **Sec. 6. SPECIFIC FUNCTION PLANS**

### **6.1 Declaration of a State of Local Emergency (SOLE)**

#### **Conditions**

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

- Need for extraordinary legal authority

Should the need to declare a state of local emergency arise procedures to be followed are identified by Part 2 of the Emergency Management Act (Revised Statutes of Alberta 2000 Chapter E-6.8).

#### **Procedure**

1. Complete a Declaration of a State of Local Emergency as per local bylaw (see form on next page).
2. Ensure the Declaration is recorded in the Municipal Minute book.
3. Complete a public announcement form; following the Declaration of a State of Local Emergency (see form 6-1).
4. Publish the public announcement by such means considered most likely to make the Declaration known to the population of the area affected. (See form 6-2)
5. Forward a copy of the official declaration to the Minister responsible for the Alberta Emergency Management Agency, via Alberta Municipal Affairs. (See Section 7.1.8 of this plan for numbers)
6. Should the Declaration be terminated by Council, or be renewed by Council, the Minister must be notified.
7. The declaration may be cancelled by the Minister.
8. If the declaration has not been cancelled it will lapse after seven (7) days. If the disaster is pandemic in nature it may be in place for 90 days without renewal.







## 6.2 Emergency Social Services (ESS)

### Overview

Providing for the physical, mental and spiritual well being of people affected by an emergency is a critical responsibility of the Athabasca Region Emergency Management Agency. (AREMA). The AREMA has developed a functional, Emergency Social Services Plan designed to accomplish this goal. The ESS plan is an addendum to the Athabasca Region Emergency Response Plan (RERP). With this arrangement the resources of the Region can be mobilized to support ESS operations efficiently and effectively.

### ESS Functions

The ESS Organization has 6 primary functions. They are

1. Housing
2. Feeding
3. Clothing
4. Registration & Enquiry
5. Personal Services
6. Pet Care

### ESS Organization

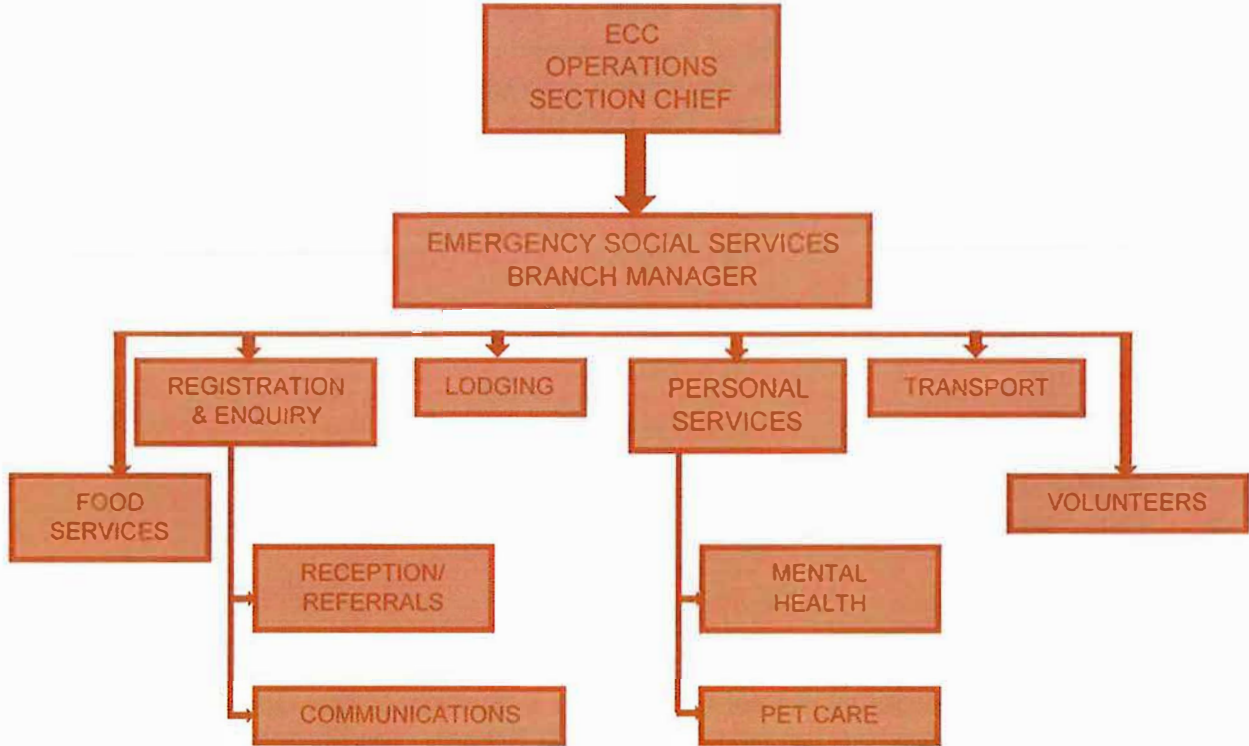
In most situations Emergency Social Services is a Branch of the Operations Section. There may be situations when the head of the ESS Branch may be appointed to the role of Operations Section Chief. This would be when operations require providing ESS alone (Housing, Feeding, Clothing, Registration & Enquiry, Personal Services, Pet Care).

The ESS Branch is organized as follows:

- ESS Branch Manager
  - ✓ Registration and Enquiry/Reception/Referrals
  - ✓ Communications
- ❖ Food Services
- ❖ Lodging
- ❖ Personal Services
  - ✓ Mental Health
  - ✓ Pet Care
- ❖ Transportation
- ❖ Volunteer Coordination

**Figure 6-1 Emergency Social Services Organization Chart**

Depending on the nature and size of the emergency, all roles may not be filled.



## 6.3 Information Management

### Purpose

The purpose of the Public Affairs/Media Relations Plan is to:

- Provide guidance to those acting as a liaison with the media.
- Offer direction to those who answer Inquiries from Municipal staff, residents, media and members of the general public.
- Act as a mechanism to disseminate general information to Municipal staff, residents and members of the general public.

### Responsibility/Policy

Public Information is the responsibility of the ECC Information Officer.

### Media Procedures

At the direction of the Incident Commander the Information Officer will respond to the Incident Command Post or the scene of the emergency. Any municipal employee approached by the media will direct them to a Service Chief or a senior municipal employee on site.

*The official spokespeople for the Regional Area Emergency Management Agency are the Information Officer or the Chief Elected Official.*

### Media Statements

If the media confronts a municipal employee, they are to refer all questions to the Information Officer. A suggested statement to give to the media is as follows:

“The Athabasca Regional Emergency Management Plan has been activated to deal with the incident. If you would like any more information please contact our Information Officer at **780 675-2273**”

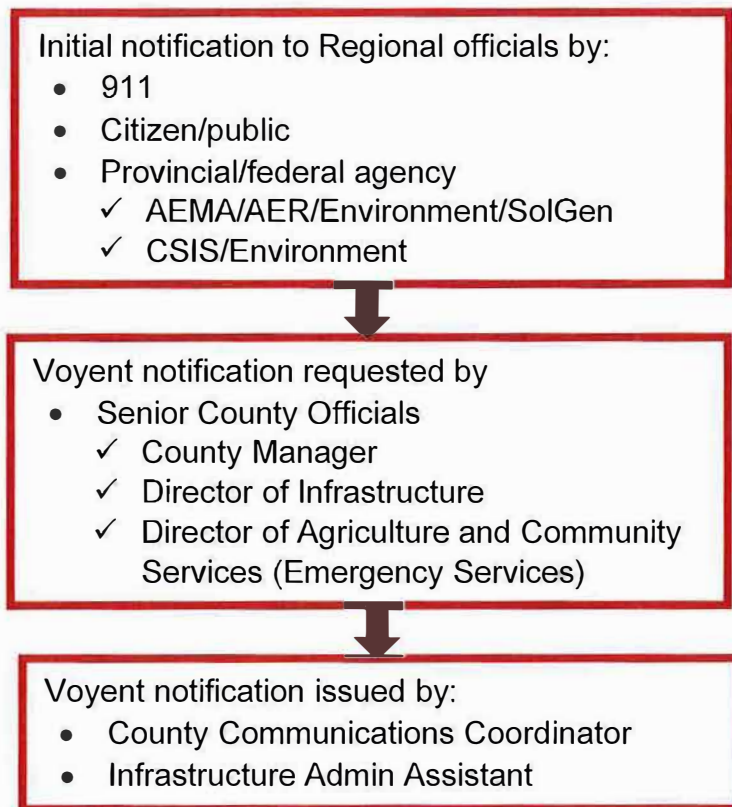
### **Emergency Public Information – Voyent Alert System (County used system) & Alertable (Town and Village used system)**

There are situations when activation of the province wide emergency alert system is not required. To this end the Region has adopted a tool called the Voyent Alert and Alertable as a smart notification system. The system provides the Athabasca Regional Emergency Management Organization the opportunity to send timely customized advisory and critical alerts directly to residents and visitors for events such as critical infrastructure failures, sustained utility outages, drinking water alerts, major fires, floods, severe weather, natural disasters, and other hazards affecting anywhere within the geographical area of the County.

The Voyent system may be used to alert and advise residents during critical incidents or non-critical emergency events. It may also be used to provide targeted, day to day communication services.

The Voyent notification system will be employed as a supplement to the Alberta Emergency Alert system. The two systems together will provide comprehensive, effective means of alerting people of emergency and non-emergency situations.

Notifications on the Voyent system will be initiated through the County. Any resident of the County, Town of Athabasca or Village of Boyle may get the app.



## Alberta Emergency Alerts

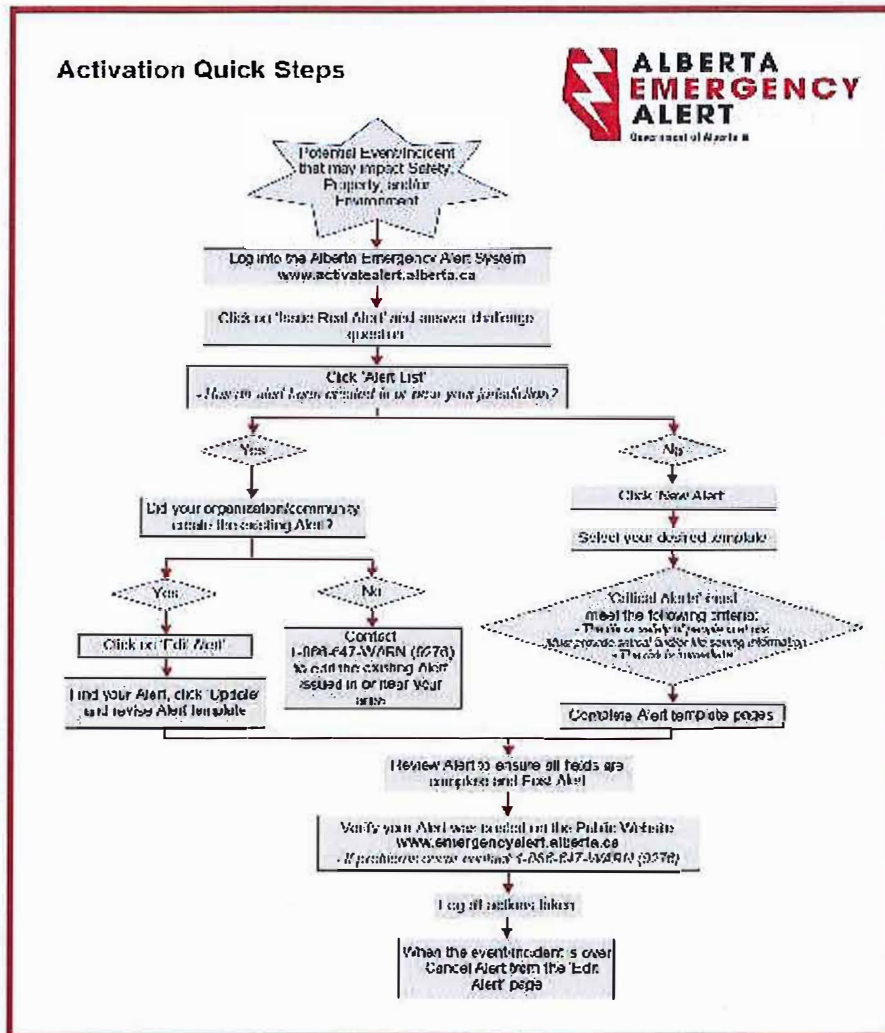
Alberta Emergency Alerts are issued by the communities where a disaster or emergency is occurring. There are three levels of alert;

- Critical Alert – Imminent life threatening danger
- Information Alert – Be aware and be prepared
- Test Alert – System testing in progress

Designated officials in the Athabasca Region are authorized to direct that alerts to the public be issued through Alberta Emergency Alerts. Alerts are broadcast via media such


as radio and television and through personal computers and mobile devices through services such as an Android app, iOS app, Twitter, Facebook, RSS/Atom.

Figure 6 -1 Activation Quick Steps Guide



In the event that a computer with access to the internet is not available an alert may be issued by using Form 6B, shown below.

Figure 6-2 Manual Critical Alert Message Form

	<b>ALBERTA EMERGENCY ALERT</b>	<b>MANUAL CRITICAL ALERT MESSAGE</b>
<b>ONLY FOR USE WHEN <u>NO</u> INTERNET IS AVAILABLE</b>		
Build your message by completing this form. Once this form is COMPLETE, call 1-866-647-WARN (9276) to issue your critical alert.		
<b>Level:</b> Critical – Immediate risk to human life, action must be taken immediately		
<b>Description:</b> What is occurring, what is expected to happen Keep it short and simple	<input type="text"/>	
<b>Detail:</b> OPTIONAL website info E.g. Reception centres, where people should evacuate to, phone numbers/web addresses of additional information	<input type="text"/>	
<b>Instructions for the Public:</b> Keep it short and simple	<input type="text"/>	
<b>Alert Area</b> Where is the emergency, who is affected	<input type="text"/>	
<b>Your Agency</b> Who the public can contact to get more information	<input type="text"/>	
<b>Once this form is COMPLETE, call 1-866-647-WARN (9276) to issue your critical alert.</b>		



## 6.4 Evacuation Procedures

### Overview

Evacuation of all or a portion of one or more communities within the Region may be required in an emergency. Immediate, small scale, limited evacuations may be accomplished by first responders under the direction of the senior officer of the responding agencies. Large scale, long term evacuations will be ordered and coordinated by the ICP.

Evacuations may be carried out in two circumstances:

- Voluntary – Residents are advised to leave the area as a measure to protect their safety. Voluntary evacuation is typically short term
- Mandatory – Evacuation is ordered by local authorities under the provisions of a state of local emergency

### Procedure

Upon receipt of direction to evacuate, authorities will issue the following information to residents and others in the area to be evacuated.

If time is short, the senior officer of the responding emergency service may initiate voluntary evacuation of a limited area of a community. The CAO of the affected community must be advised of this action as soon as possible in order to obtain ratification of the decision to evacuate.

The Information Officer, upon direction from the Incident Commander, will make a request to the local radio station (**Boom 94.1 FM**) Ph. 780 675 5301 email: [info@boom94.1.com](mailto:info@boom94.1.com) to broadcast an Emergency Evacuation statement and/or utilize the Alberta Emergency Alert system for notification to a broader impact area as necessary. Emergency workers may use public address systems and go door-to-door in the affected areas. The evacuation statement will explain the situation, the locations of Reception Centres, Collection Points for each area and available transportation. The Emergency Evacuation Advisory Form (Figure 6-5) may be used to prepare a statement to residents.

- Instructions to leave area immediately
- Proceed to designated Reception Centre
- Register at the Reception Centre
- Wait at the Reception Centre until advised that it is safe to return to the area evacuated
- Ensure Reception Centre staff are informed of how to contact you if you choose to leave the Reception Centre

Upon direction from the Incident Commander the Information Officer will request local radio stations to advise residents to:

- If able, drive to closest Collection Point
- If transportation is required, meet at the designated Collection Points. Residents will be transported by available transportation services to the Reception Centres
- If outside of Village of Boyle or Town of Athabasca, transportation will be provided upon request

## **Reception Centres and Collection Points**

In the event an area must be evacuated, Reception Centres will be established as required to accommodate evacuees.

For evacuation purposes the Region has been divided into three areas: East, West and North. The East section will evacuate to reception centres in Boyle or Grassland centres, the West to the town of Athabasca or alternate, and the North to points in either or both Boyle and Athabasca or as otherwise noted.

**A list of Community Halls is maintained as part of the Registration and Reception Centre Program (RRCP). Athabasca County maintains this list.**

## **Transportation**

The ICP will coordinate transportation services for evacuees as required. The ICP will support evacuation of Schools if required.

In the event that Health Care Facilities, Institutions and Group Homes must be evacuated, staff will:

1. Ascertain the number of ambulatory and stretcher patients.
2. Advise the ICP of the number and type of vehicles required to transport patients. Vehicles may include Ambulances, Public Works Vehicles, School Buses or private vehicles.
3. Send patients requiring hospital care to Hospitals within the Athabasca Region

## Form 6 5 Emergency Evacuation Advisory

This is \_\_\_\_\_  
(name and position)

An emergency exists in the \_\_\_\_\_ of the \_\_\_\_\_  
(Municipality)

For your personal safety, evacuation of \_\_\_\_\_ of \_\_\_\_\_  
state which parts or whole)  
is necessary due to \_\_\_\_\_

The evacuation route to follow is \_\_\_\_\_  
\_\_\_\_\_  
(describe route to avoid danger)

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

Reception Centres are located at:

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

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

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.

**\*NOTE:** Ensure that you bring your medication.

Collection points are located at:

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

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

For additional information, listen to radio \_\_\_\_\_ and \_\_\_\_\_.

**DO NOT BRING PETS TO THE RECEPTION CENTRE(S).  
BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.**

## 6.5 Bomb Threats

### Overview

Receipt of a bomb threat is usually by telephone to individual users during normal working hours. While a threat may be received by mail, it is very uncommon. These procedures apply to chemical/biological threats as well as bomb threats and should be used in the event that municipal property is targeted.

### Telephone Threat

When a bomb threat is received by telephone, the person receiving the call will:

1. **LISTEN.**
2. Be **CALM** and **COURTEOUS**.
3. **DO NOT INTERRUPT** the caller.
4. **OBTAIN** as much **INFORMATION** as you can. (Use the attached **FORM**)
5. **NOTIFY** another person if you can. Preferably do this while the caller is on the line.
6. **NOTE** phone number if it shows up on call display.

### Evaluating the Threat

In general, it has been found that a real bomb threat has several characteristics.

1. It is almost invariably the work of a deranged person.
2. The average number of words in a bomb threat call is 8-17.
3. The bomber, in placing the call tends to prolong the call and be willing to furnish some details as to the location of the device, reasons for calling, etc.
4. The call is frequently repeated.

On the other hand, the prank caller:

1. Tends to be abrupt and hurried in giving the message and seldom can or will provide details regarding the type of device, the location, reasons, etc.
2. Less frequently repeats the call because of the fear of tracing, etc.

All bomb threats, genuine or otherwise, will be documented and reported to the police for follow-up.

### Responding to Threatening Telephone Calls

Any Bomb Threat should be treated as genuine and the following actions must be taken.

1. Contact the police.
2. Search the premises, the extent and procedure of the search will be determined by the evaluation made by the police.

3. Evacuate building personnel and members of the public to a safe distance.
4. If a bomb is not discovered in the search, wait until the time set for the bomb to detonate has passed.

**If a Bomb is discovered do this:**

- **ISOLATE** the immediate area
- **DO NOT** attempt to **TOUCH, DISARM** or to **MOVE** the **DEVICE**
- **EVACUATE** a larger area immediately
- **ALERT** local emergency services

**Suspicious package**

Whenever a suspicious object is found that cannot be accounted for, it should be reported immediately to the senior administrative person present.

**UNDER NO CIRCUMSTANCES SHOULD  
YOU TOUCH OR TRY TO MOVE THE PACKAGE!**

**DO THIS:**

1. **CHECK** to see if the **OBJECT** can be **ACCOUNTED FOR**
2. **NOTIFY** others in the community
3. **NOTIFY** police
4. **EVACUATE** immediate area of the object
5. **AWAIT** further **INSTRUCTIONS** from the **POLICE**

**Form 6-6 Bomb Threat/Anonymous Call Record**

<b>1 Date</b>			<ul style="list-style-type: none"> <li>• Listen and remain calm</li> <li>• Do not interrupt caller</li> </ul>						
<b>2 Time</b>									
<b>3 Caller's Sex</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<ul style="list-style-type: none"> <li>• Attempt to keep caller talking</li> <li>• Record as much information as you can while call is in progress</li> </ul>						
<b>4 Estimated Age</b>			<ul style="list-style-type: none"> <li>• Signal someone to call Police</li> </ul>						
<b>5 Accent</b>									
<b>6 Threat (Exact Wording)</b>									
<b>7 Questions:</b>	<b>7a What time will the bomb explode?</b>								
	<b>7b Where did you put the bomb?</b>								
	<b>7c What does it look like?</b>								
	<b>7d Why did you plant the bomb?</b>								
	<b>7e Where are you calling from?</b>								
	<b>7f What is your name?</b>								
<b>8 Did caller reveal any identifying particulars? ( e.g. nickname, familiarity with staff, etc.)</b>				Yes	N				
<b>10 Did caller appear familiar with (Community Name) property by description of bomb location?</b>				Yes	No				
<b>11 Details revealed</b>									
<b>12 VOICE:</b>		<b>13 SPEECH:</b>		<b>14 LANGUAGE:</b>		<b>15 MANNER:</b>		<b>16 BACKGROUND SOUNDS:</b>	
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Calm	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Distinct	<input type="checkbox"/> Fair	<input type="checkbox"/> Rational	<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor	<input type="checkbox"/> Irrational	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Foul	<input type="checkbox"/> Coherent	<input type="checkbox"/> Trains	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	<input type="checkbox"/> Use of certain words/phrases	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred		<input type="checkbox"/> Emotional	<input type="checkbox"/> Party Atmosphere
			<input type="checkbox"/> Righteous	<input type="checkbox"/> Music				<input type="checkbox"/> Laughing	<input type="checkbox"/> Voices
			<input type="checkbox"/>	<input type="checkbox"/> Mixed					<input type="checkbox"/> Quiet
				<input type="checkbox"/>					
<b>17 REMARKS:</b>									

**FORM 6-6(continued): Instructions For Completion of Bomb Threat / Anonymous Telephone Call Record**

**\*REMEMBER TO CONTACT YOUR CAO DURING OR IMMEDIATELY AFTER THE THREAT CALL IS COMPLETE AND FOLLOW THEIR INSTRUCTIONS.**

As you ask the questions listed on the report form, attempt to collect all of the impressions and information about the caller that you can. These include such items as male - female, old - adult - teenager, foreign or localized accent, illiterate - intelligent, peculiar personnel speech defect (lisp, stutter, etc.) tone (high, fast, bass, etc.) and temper (angry, vindictive, joking, etc.)

Also listen or note any noticeable or predominant background noise such as heavy traffic, low flying aircraft, trains, construction activity, loudspeakers, cheering crowds, etc.

To the extent possible, write the exact words spoken by the caller in response to these questions immediately while recall is fresh. Note also which line the call is on, and, if possible, whether local or long-distance.

## 6.6 Mass Casualty Incidents (MCI)

### Overview

A Mass Casualty Incident is an event in which the number of people requiring urgent medical care exceeds the capacity of the resources immediately available to on site responders. An MCI will be classified as a Type 1, 2 or 3 emergency.

### Criteria

An MCI may exist when:

1. There is difficulty delivering adequate numbers of ambulance and fire personnel to contend with the incident in an acceptable time frame
2. The number of casualties requiring pre-hospital care is impossible to care for with "normal on duty" emergency staff
3. The Health Agencies are unable to appropriately evaluate and stabilize casualties with life threatening (red) or potentially life threatening (yellow) conditions.

### Procedure

The ICP will direct and support response to an MCI. The Athabasca Region's Municipal Public Works may be required to provide:

1. Equipment and personnel resources
2. Transportation resources

### Command and Control

The senior EMS person on site will assume control of the scene until another person is appointed.

## 6.7 Town of Athabasca Specific Function Plans

Town of Athabasca has no specific function plans that need to be included in the Regional Emergency Response Plan.

## 6.8 Village of Boyle Specific Function Plans

### Boyle School

The Boyle School Crisis Response Plan addresses the following issues.

- Severe allergic reactions
- Medication or substance overdose
- **Kidnapping**



## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- Lockdown procedures
- Administrative lockdown
- Hold and secure lockdown
- Emergency lockdown
- Boyle school safety route map
- Lightning
- **Gas leak**
- Fire drill/evacuating the school
- If you discover smoke or fire
- **Evacuation from the site**
- **Tornados**
- **Hazardous materials spill**
- **Earthquakes**

It is likely that most of the issues identified in this plan will not be so severe as to require response on a regional basis. The emergencies shown in **bold italics** have the potential to require response by regional resources.

## Sec. 7. RESOURCES

### Municipal Resources

#### Overview

**NB: Detailed personal contact information has been deemed private and confidential and is therefore provided via a separate and controlled document. The DEM will provide document to the Incident Commander upon request at the time of an emergency and only for purpose of mitigation of the emergency.**

### Fire Departments **All emergency calls to 911**

COMMUNITY	ADMIN #	CELL
Town of Athabasca	780 675-2063	
Baptiste Lake		
Village of Boyle	780 689-4083	
Caslan	780 689-3911	
Colinton		
Grassland		
Richmond Park	780 675-2604	
Rochester		
Wandering River	780 771-3911	

### Police **All emergency calls to 911**

COMMUNITY	COMMANDER	ADMIN #
Athabasca	Staff Sgt. Mark Hall	780 675-5122
Boyle		780 689-4081

### EMS **All emergency calls to 911**

LOCATION	SERVICE	ADMIN #	CELL
Athabasca	Associated Ambulance Service	780 429 9943	
Boyle	Associated Ambulance Service	780 429 9943	
STARS	Edmonton	800 661 3822	

**Health/Medical Centres/Clinics All emergency calls to 911**

LOCATION	FACILITY	ADMIN PHONE	CELL
Town of Athabasca	Health Care Centre	780 675-6000	
	Aspen Health Services	780 675-2231	
Village of Boyle	Health Care Centre	780 689-3731	
	Silver Birch Medical Centre (Mon – Fri only)	780 689-0003	

**Regional Radio Communications Frequencies**

In addition to the lists of telephone numbers already included in this manual (ECC Call Down List – Section 1, and Emergency Contact Numbers – Section 7), it is important to make note of the wireless communications capabilities of the Region and its resources. Listed below are the frequency allocations for all known wireless broadcast devices used by Municipal Services and Response Agencies.

LOCATION	RECEIVE	TRANSMIT	TONE
Baptiste Fire	151.145	156.150	
Boyle Fire/Rescue	167.910	171.585	88.5
Caslan Fire/Rescue	151.205	156.195	
Colinton Fire/Rescue – Wider Area Repeater	167.355	172.215	162.2
Colinton Fire/Rescue – Local Area Repeater	154.295	158.895	
County Public Works	168.855	169.545	100
Grassland Fire/Rescue	167.415	172.305	77
Richmond Park Fire	169.065	169.065	82.5
Rochester Fire	169.065	169.065	94.8
Town of Athabasca Fire	156.000	157.710	
Wandering River Fire	169.200	169.890	
May Tower T/A	164.385	168.585	123
WR/HWY 63 T/A	169.200	169.200	
County T/A	168.855	168.855	100
Provincial Fire	156.855	156.855	
Provincial Ambulance	158.760	158.760	

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

COUNTY OF ATHABASCA CPO AGENCY		
AFRRCS AGENCY #039	<i>(Bracketed Numbers refer to AFRRCS Talkgroup #'s)</i>	
ZONE/CHANNEL ASSIGNMENTS		
<b>Z1 OPS</b>		<b>Z2 AUX</b>
Parkland Dispatch (3887)	1	AHS1 (941)
Station 1 Wandering River (3888)	2	AHS2 (942)
Local Fire Tac 1 (3889)	3	AHS 3 (943)
Local Fire Tac 2 (3890)	4	AHS 4 (944)
Station 2 Baptiste (5987)	5	AFRRCS SIMPLEX 1
Station 3 Caslan (5988)	6	SIMPLEX 1 (STARS)
Station 4 Colinton (5989)	7	AFRRCS SIMPLEX 3
Station 5 Grassland (5990)	8	AFRRCS SIMPLEX 4
Station 6 Richmond Park (5991)	9	AFRRCS SIMPLEX 5
Station 7 Rochester (5992)	10	AFRRCS01 (870)
Station 8 Boyle (5993)	11	AFRRCS02 (871)
Station 9 Town of Athabasca (4809)	12	AFRRCS03 (872)
Fire Training (4813)	13	AFRRCS 04 (873)
012ATHABASC - CET (713)	14	AFRRCS 05 (874)
435LACLABIC - CET (773)	15	AFRRCS 06 (875)
SIMPLEX 1 (STARS)	16	AFRRCS 07 (876)

**Mutual Aid Partners**

Athabasca County has Mutual Aid Fire Fighting Agreements in place with all surrounding Counties and Municipal Districts. The Village of Boyle, Town of Athabasca and Athabasca County belong to the Borderlands Management Mutual Aid Agreement. A copy of the agreement is held in the Village office. The County and the ALPAC pulp mill have an informal agreement to support each other in emergencies.

## Private Resources

The municipalities maintain an itemized list of private contractors. The list may be obtained from municipal staff.

### 7.1. Provincial/Federal Resources

<i>Position</i>	<i>Name</i>	<i>Phone #</i>	<i>Fax #</i>	<i>Cell #</i>
<b>Emergency Management Alberta</b>	<b>Provincial Emergency Coordination Centre</b>	<b>1-866-618-2362</b>		
Emergency Management Alberta Field Officer	Ian Fox	780 645-6213	780 645-6352	
AEMA Public Safety Division	Ivan Moore	780 427-2732	780 422-1549	
Alberta Emergency Social Services	Reg Fountain			780 910 9476
Dangerous Goods Control Centre Compliance Information Centre (CIC) – part of Alberta Transportation	Control Room	780 422-9600 or 1-800-272-9600	780 427-1044	N/A
Human Resources and Employment (formerly Alberta Family & Social Service)	North East Regional Director Ken Shawchuk	780 623-5283	780 623-5355	N/A
Alberta Environment - Responsible for solid waste management, potable water, wastewater, land fills, water, etc.	Dean Litzenberger	780 623-5236	780 623-5239	
Alberta Oil and Gas Operations Utilities Board – St. Albert Field Centre	On-Call Switchboard	780 460-3800 24 Hrs	780 460-3802	N/A
Alberta Workplace Health and Safety	On-Call Switchboard	1-866-415-8690	780 427-0999	N/A
Alberta Environment – SRD (refer to Fire Control Plan)				N/A
Lac La Biche Forest Protection	623-5245 (310-3473)		780 623-2570	N/A
Pollution ERT	1-800-222-6514		780 427 3178	N/A
River Watch	780 427-6278			N/A

## **Sec. 8. POST INCIDENT RECOVERY**

### **Overview**

Post-incident recovery activities should be initiated as soon as possible, preferably **WHILE RESPONSE OPERATIONS ARE STILL UNDERWAY.**

Actions taken during response operations should be decided, whenever possible, with post-incident recovery in mind.

Recovery operations include:

- Repair of damaged structures
- Restoration of services such as power, heat and communications
- Clearing of access routes
- Remediation

### **Clean up/Repair**

Clean up of the incident site should begin as soon as possible under the direction of the Operations Section Chief.

Should fatalities result, it will be necessary to wait until the police, acting as agents of the Medical Examiner release control of the site.

### **Investigations**

Every emergency involving a fatality, a serious injury, and loss or significant damage to municipal property will be investigated. As soon as possible after an incident, designated personnel will mobilize and depart for the incident site to conduct an investigation into the incident.

**PARTICULAR CARE MUST BE EXERCISED TO ENSURE THAT ALL EVIDENCE IS PRESERVED IN ITS ORIGINAL STATE.**

Where loss or damage to municipal property or loss of revenue has occurred, evidence will not be disturbed until permission has been received from the Insurance Company adjuster or any government agencies involved.

### **Serious Injury/Fatality Investigations**

Following an incident where a fatality or a serious injury has occurred, government agency representatives may be required to conduct investigations into either the extent or cause of the injury/fatality. Regional personnel will cooperate with representatives of Police, Medical Officer of Health, Workplace Safety and Environment. Representatives of these agencies will be required

to present their credentials before being allowed access to the emergency site and any records related to response operations.

Work at the scene of the injury/fatality may not resume until permission to do so has been obtained from the Medical Officer of Health's Office, Police or any provincial/ federal government agency authorized to investigate the incident. Resumption of work may be permitted on a restricted basis to facilitate rescue operations or when failure to resume operations may endanger the lives of others.

### **After Action Reviews (AAR)**

Following any response to an emergency event, the DEM will conduct an After Action Review. The purpose of the AAR is to identify ways in which emergency response plans, training and equipment can be improved. To this end the DEM will interview personnel involved in the response operation and examine records of response activities and other relevant information such as radio transmission records and media interviews.

In some instances, it may be advisable to engage an outside, objective resource to facilitate the AAR. This may be appropriate in the case of a large-scale emergency that resulted in multiple serious injuries/fatalities or one that caused significant damage to the environment, property damage or dislocation of large segments of the population.

The DEM will prepare an AAR report identifying where the response operation was successful and identify areas of improvement. It will contain recommendations for improving emergency response plans, training and equipment as appropriate. The report will be presented to the elected Councils of the Regional partnership.

### **Insurance**

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 Service Chief on the incident scene.

### **Litigation**

A legal firm will be retained to address the issue of post-incident litigation.

The firm will be contacted by the CAO as early as possible following an incident where a community has been threatened or harmed a third party.

Contact names and numbers of legal firms are kept at the municipal offices.

## **Information**

When an incident results in community impacts, it will be necessary to carry out public relations activities. The Incident Commander will be responsible for carrying out all public relations activities. The priority is to demonstrate to the public that municipalities in the Athabasca area are concerned for the safety of its residents and neighbours. Public relations activities may include:

- Clean up of debris
- Meetings to inform the public about the incident's causes and what the community is doing to prevent a recurrence
- Counselling services to personnel and public affected by the incident

## **Employee Assistance**

Employees/residents affected by the incident may experience delayed/long term reactions. These effects may include Post Traumatic Stress Disorder.

The Region or its communities may hold sessions informing residents about the long-term implications of the incident. It is necessary to establish the Region's/Community's position on the issue of job loss and retention of employees as early in the recovery phase of the operation as possible should the emergency involve Regional/Community property.

Critical Incident Stress Debriefings will be initiated for affected employees/residents and their families as required or at the direction of the Incident Commander.

## **Business Resumption**

An emergency may adversely affect regional operations. This effect may be felt for an extended period of time, depending on the severity of the incident. Impairment may be as a result of injury to municipal staff, damage to key facilities or damage to municipal infrastructure.

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

- Replacing municipal staff
- Repairing damaged equipment and structures
- Remediation of critical infrastructure



## **Disaster Recovery Program**

Following any emergency the Provincial Government may authorize a program of financial assistance to the community and individuals affected. While approval of a Disaster Recovery Program is not assured prudence requires that the County be prepared for one. To this end it is important that detailed, accurate records of all activities and expenditures related to responding to the emergency and its' aftermath be kept. Good record keeping will facilitate access to a Disaster Recovery Program.

## **Sec. 9. EMERGENCY PREPAREDNESS**

### **Regional Emergency Management Agency (REMA)**

#### **Membership**

Membership in the Regional EMA is described in the plan and may include:

- a) Director of Emergency Management (or designate) from the Town of Athabasca and the Village of Boyle;
- b) Manager, Administrator, Clerk, other administrative staff member(s);
- c) N.C.O. in Charge, R.C.M.P. or designate;
- d) Public Information Officer or designate;
- e) Public Works Foreman or designate;
- f) Ambulance Service Manager or designate;
- g) Health Unit Manager or designate;
- h) Hospital Director or designate;
- i) School Board Chairman or designate;
- j) Family and Community Support Services Manager or designate;
- k) Representative(s) from the Summer Villages that are members of the Regional Emergency Response Plan
- l) OPTIONAL ADDITION
- m) representative(s) from local industry or industrial associations;
- n) Anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Response Plan.

#### **Function**

To provide guidance and direction to the Regional Emergency Management Agency.

#### **Borderlands Emergency Management Mutual Aid Agreement**

Athabasca County, the Town of Athabasca and the Village of Boyle participate in this agreement.

#### **Responsibilities**

- Prepare and coordinate the Municipal Emergency Management Program
- Review and update the Regional Emergency Response Plan at least once per year or more frequently if required
- Provide training
- Ensure exercises are conducted
- Review results of training, exercises and Regional response to actual emergencies on every occasion

- Report results of review of actual emergencies to Council(s) as soon as possible after conclusion of response operations
- Apply findings of reviews to Regional Emergency Management program with specific emphasis on:
  - ✓ Training
  - ✓ Equipment
  - ✓ Plans
- Maintain records of all training and exercise activities
- Maintain records of responses to emergencies conducted in the Region
- Report results of activities of Regional Emergency Management Program to Council(s) not less than least once per year

## **Training**

### **Overview**

Training is to be provided to all personnel assigned to responsibilities within the Regional Emergency Management Agency. It may be divided into the following categories. Ref. Local Authority Emergency Management Regulation (LAEMR) Summary published November 2018.

### **LAEMR Requirements**

Elected officials - within 90 days of taking official oath or by January 01, 2021.

- Municipal Elected Officials Course

Director of Emergency Management -within 18 months of being appointed or by July 01, 2020

- Basic Emergency Management
- Incident Command System (ICS) 100, 200, 300
- The Director of Emergency Management Course

Municipal Staff - within six months of being identified for this role or by January 01, 2020.

- Basic Emergency Management
- ICS 100

### **Optional training for Emergency Responders**

To supplement the required training the AREMA will endeavor to provide the following training to personnel assigned responsibilities in the Regional Emergency Management Plan.

The following training will be provided as deemed appropriate and necessary and with consideration to availability of budgeting and other resources:

- Basic plan familiarization
- Techniques of managing emergency operations

#### Incident Commanders

- How to run an Emergency Coordination Centre (ECC) - normally called Managing Emergency Operations
- Public and media relations

#### Non Municipal Resources

Joint training with off-site resources will be conducted whenever the opportunity presents itself. Off-site resource personnel will be offered the opportunity to:

- Share emergency response plan information
- Participate in training activities
- Participate in emergency simulations

Personnel will take advantage of opportunities to participate in applicable training conducted by the municipalities. Basic information about methods of conducting municipal response operations will be shared with off-site resources when appropriate

### **Basic Plan Familiarization**

Basic information about the emergency plan is provided to any Athabasca County, Town of Athabasca and Village of Boyle employee who may be affected by an emergency. The training consists of an overview of the plan itself and actions that are expected from the employees. This training is generally no more than one or two hours in duration. Refresher training is to be presented once every two years.

Training will be provided as required to:

- Identified departments
- Emergency Responders
- Contractors
- External stakeholders such as Utility providers, Health authorities, Schools, Churches, Service groups

### **Managing Emergency Operations (MEO)**

One day workshop for staff assigned to the Regional Incident Command Post. It is also appropriate for anyone who may be assigned to work in the Emergency Coordination Centre when it is activated. Workshop participants will receive an overview of the Regional Emergency Response Plan with emphasis on the Emergency Response Agency (ERA), ICS theory, roles and responsibilities, mobilizing the ERA, developing

Incident Action Plans and managing the ICP. All staff assigned with primary or alternate responsibilities in the ICP will attend the MEO workshop.

## **Exercises**

### **Overview**

The following exercises will be conducted by the Regional Emergency Response Agency.

### **Table Top Exercises**

Table top exercises are round table discussions of a potential emergency situation. They are developed to practice elements of the Emergency Response Plan and structured to meet the specific objectives identified. Table top exercises will normally be conducted a minimum of once a year. Should a real emergency occur requiring activation of the Regional Plan, the Planning Team has the option of defining that response to the event will satisfy this exercise requirement.

The Regional Emergency Management Agency will conduct one table top exercise per year.

### **Drills**

Drills are hands on activities that test certain elements of the emergency response system, such as facility evacuation and headcounts. The drills are based on realistic scenarios that could impact communities within the region. 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 telephone and radio. Frequency of drills is a function of the level of proficiency required. A drill for personnel may be co-ordinated with a Full Simulation exercise.

Recommended annually.

### **Functional Exercise**

A functional exercises tests the complete emergency response organization. An actual incident is "staged" and the complete organization is mobilized to deal with it. A simulation centre is used to generate the outside world and community resources are invited to participate in the exercise simulation.

The Athabasca Region will conduct a functional exercise to test specific elements of the Emergency Response Plan approximately every four years.

## **Risk Assessment**

### **Overview**

Threats are divided into three broad categories; natural, man made and technological. Man made hazards can be further divided into urban and rural areas of the community.

The Risk assessment is conducted at a minimum of once per year.

The EAA will conduct a risk assessment of the Region and its' member organizations. The Risk Assessment will identify:

- Events that have the potential to threaten the safety of citizens of the Region
- Events that have the potential to threaten the safety of people in the Region who do not reside in the Region at the time of an emergency
- Events that have the potential to damage the environment
- Events that have the potential to significantly damage or impair infrastructure within the Region
- The likelihood of the above noted events occurring
- The impact of an emergency occurring in the Region will have on safety, the environment or the ability of the Region to function safely

The Risk Assessment will be updated to reflect changes in the Region's risk profile no less than once per year.

### **Hazardous Materials Storage**

The most recent details of hazardous material stored throughout the region is updated, maintained and referenced by the Emergency Management Agency in the event of an emergency.

## **Sec. 10. PLAN ADMINISTRATION**

### **Purpose of Regional Emergency Response Plan**

The Athabasca Regional Emergency Response Plan has been developed to provide a structure and processes for rapid, effective decision making during an incident that threatens the safety of people and the environment in the region.

### **Plan Authority**

The Regional Emergency Response Plan is issued under the authority the of the Town of Athabasca Bylaw 006-2022, Athabasca County Bylaw 011-2022, Village of Boyle Bylaw 06-22 and the Alberta Emergency Management Act Revised Statutes of Alberta 2000 Chapter E6.8 Current as of September 01,2020.

Athabasca County, Town of Athabasca and Village of Boyle will operate a Regional Municipal Emergency Management Agency for the purpose of managing the Regional Emergency Response Plan. Athabasca County, Town of Athabasca and Village of Boyle will collaborate with the other communities in the County in developing a Regional Emergency Response Plan. Lac La Biche, Westlock and Athabasca Counties currently have written Emergency Response agreements in place.

Athabasca County also has mutual aid agreements in place with all surrounding Counties.

### **Distribution List**

The Athabasca Regional Emergency Response Plan is available electronically on the County website. Electronic copies of the REMP are available on the websites of all the communities that are part of the Regional Emergency Response Organization. Copies of the plan may be downloaded and printed at any time. These are referred to a "uncontrolled copies". As such the Region is not responsible for the accuracy or currency of information contained in these plans once they are printed by the person who has accessed them electronically.

The Region has issued a number of official printed "controlled copies" of the Regional Emergency Response Plan. An updated, printed copy of the plan will be distributed to all manual holders on the same date each year. These copies of the plan are up to date as of the issue date. Holders of individual, official plans are responsible to ensure that plan updates issued by the Emergency Management Advisory Agency are inserted into their copies of the plan document. Copies of the previous year's plan will be recovered from the manual holders at the same time.

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**FIGURE 10-1 PLAN DISTRIBUTION LIST** P- Print, D – Digital

COPY#		LOCATION	ISSUED TO	CONTACT INFO
1.	P/D	Athabasca County Council Chambers	CAO/DEM	Ph. 780-675-2273 Email <a href="mailto:cao@athabascacounty.com">cao@athabascacounty.com</a>
2.	P/D	Athabasca Town Council Chambers	CAO	Ph. 780-675-2063 Email <a href="mailto:rachel@athabasca.ca">rachel@athabasca.ca</a>
3.	P/D	Boyle Village Council Chambers	CAO	Ph. 780-689-3643 Email <a href="mailto:warren@boylealberta.com">warren@boylealberta.com</a>
4.	P/D	AEMA Field Office	Ian Fox	Ph. 780 645-0180 Email: <a href="mailto:ian.fox@gov.ab.ca">ian.fox@gov.ab.ca</a>
N/A	D	Mewatha Village Office	Administrator	Ph. 780-239-7323 Email <a href="mailto:bancroftkim@hotmail.com">bancroftkim@hotmail.com</a>
N/A	D	Island Lake South Village Office	Administrator	Ph. 780-239-7323 Email <a href="mailto:bancroftkim@hotmail.com">bancroftkim@hotmail.com</a>
N/A	D	Island Lake Village Office	Administrator	Ph. 780-967-0271 Email <a href="mailto:svislandlake@wildwillowenterprises.com">svislandlake@wildwillowenterprises.com</a>
N/A	D	Whispering Hills Village Office	Administrator	Ph. 780-239-7323 Email <a href="mailto:bancroftkim@hotmail.com">bancroftkim@hotmail.com</a>
N/A	D	South Baptiste Village Office	Administrator	Ph. 780-938-4141 Email <a href="mailto:southbaptiste@gmail.com">southbaptiste@gmail.com</a>
N/A	D	Bondiss Village Office	Administrator	Ph. 780-675-9270 Email <a href="mailto:edtomaszyk@gmail.com">edtomaszyk@gmail.com</a>
N/A	D	Sunset Beach Village Office	Administrator	Ph. 780-239-7323 Email <a href="mailto:bancroftkim@hotmail.com">bancroftkim@hotmail.com</a>
N/A	D	West Baptiste Village Office	Administrator	Ph. 780-675-3900 Email <a href="mailto:viviandriver@mcsnet.ca">viviandriver@mcsnet.ca</a>
N/A	D	Athabasca RCMP	Administration	Ph. 780-675-5122 Email <a href="mailto:kathabasca@rcmp-grc.gc.ca">kathabasca@rcmp-grc.gc.ca</a>
N/A	D	Boyle RCMP	Administration	Ph. 780-689-4081 Email <a href="mailto:nancy.hupka@rcmp-grc.gc.ca">nancy.hupka@rcmp-grc.gc.ca</a>
N/A	D	Alberta Health Services	Administration	Ph. 780-675-5219 Email <a href="mailto:jan.piliszanski@ahs.ca">jan.piliszanski@ahs.ca</a>
N/A	D	Greater North Foundation	CAO	Ph. 780-675-9660 Email <a href="mailto:Shirley.surgenor@gnfoundation.ca">Shirley.surgenor@gnfoundation.ca</a>
N/A	D	Aspen View School Division	Communications	Ph. 780-675-7080 Email <a href="mailto:ross.hunter@asperview.org">ross.hunter@asperview.org</a>
N/A	D	Northern Lights School Division	Safety Coordinator	Ph. 780-623-4414 Email <a href="mailto:Andrew.snook@nlsd.ab.ca">Andrew.snook@nlsd.ab.ca</a>
N/A	D	Alberta Pacific Forest Industries	Health & Safety	Ph. 780-525-8000 Email <a href="mailto:HandS@alpac.ca">HandS@alpac.ca</a>
N/A	D	Athabasca Regional Multiplex	Facilities Manager	Ph. 780-675-2967 Email: <a href="mailto:multiplexfacilities@athabasca.ca">multiplexfacilities@athabasca.ca</a>
N/A	D	Athabasca University	Health & Safety Coordinator	Ph. 780-675-6100 Email <a href="mailto:dschmidtke@athabascau.ca">dschmidtke@athabascau.ca</a>



## Plan Amendment Process

Amendments to the plan may be made by submitting a request for amendment to the Director of Emergency Management of a community that belongs to the Regional Emergency Management Agency. Submissions are to be submitted in writing and must include the following information.

1. Name of person submitting the amendment request:
2. Date of submission:
3. Position: (Mayor, janitor, citizen)
4. Contact information: (Phone, email, etc.)
5. Relevant section of manual: (eg. Figure 3-5, Boyle Council Chambers)
6. Amendment requested: (eg. Remove drawing of Boyle Council Chambers and replace with main area of Boyle Community Hall). A drawing of the new space would be appropriate.
7. Reason for amendment request: (eg. Boyle Council Chambers renovated and no longer suitable to this purpose.

**Note:** Information must be complete but does not have to be in any particular form.

10.1. List of Amendments/Revisions

FIGURE 10-2 AMENDMENTS/REVISIONS

NUMB	DATE ddmmyy	SEC	SUB SEC	MADE BY	INITIALS
1.	19/09/23	10	10-1 Distribution List	Recording Secretary	AS.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

## Sec. 11. APPENDICES

### A. ATHABASCA COUNTY BYLAW

# ATHABASCA COUNTY BYLAW 011-2022

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## A BYLAW TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.

**WHEREAS** the Council of ATHABASCA COUNTY is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 (current as of September 1, 2020), to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

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

**WHEREAS** Athabasca County, the Village of Boyle & the Town of Athabasca have agreed to work together through a Regional Emergency Management Agency.

**NOW, THEREFORE, THE COUNCIL OF ATHABASCA COUNTY, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This By-law may be cited as the Regional Emergency Management By-law.
2. In this By-law,
  - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
  - (b) "Athabasca Region" refers to the Village of Boyle, Town of Athabasca, Athabasca County, and the summer villages within Athabasca County that possess a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.
  - (c) "Council" means the local authority of the Athabasca County;

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (d) "Disaster" 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;
  - (e) "Regional Emergency Advisory Committee" means the committee established under this By-law;
  - (f) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - (g) "Minister" means the Minister charged with administration of the Act;
  - (h) "Regional Emergency Management Agency" means the agency established under this By-law; and
  - (i) "Regional Emergency Response Plan" means the emergency plan prepared by the Municipal Emergency Management Agency describing municipal actions during the four pillars of emergency management.
3. There is hereby established an Regional Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Regional Emergency Management Agency to act as the agent of the Council to carry out their 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 15 of this By-law. This Agency acts on the behalf of the Village of Boyle, Athabasca County, the Town of Athabasca and all those Summer Villages within Athabasca County possessing a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.
5. Council shall:
- (a) by resolution, appoint the Chief Elected Official and one other member of Council to serve on the Regional Emergency Advisory Committee;
  - (b) provide for the payment of expenses of the members of the Regional Emergency Advisory Committee;
  - (c) by resolution, on the recommendation of the Regional Emergency Advisory Committee, appoint a Director of Emergency Management;
  - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Athabasca County;
  - (e) approve Athabasca County's emergency plans and programs; and
  - (f) review the status of the Regional Emergency Management Program and related plans and programs at least once each year.
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 Regional Emergency Management Agency;
  - (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

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- emergency plans or programs, including mutual aid agreements and/or regional plans and programs;
- (c) On the recommendation of the Regional Emergency Advisory Committee, appoint one or more Deputy Director(s) of the Regional Emergency Management Agency who shall do those things required of the Regional Director of Emergency Management in that person's absence.
7. The Regional Emergency Advisory Committee shall – in addition to the requirements of the LAEMR as a minimum:
- (a) review the Regional Emergency Management Program and related plans annually;
  - (b) advise Council, duly assembled, on the status of the Regional Emergency Management Program and related plans at least once each year;
  - (c) provide guidance and direction to the Regional Emergency Management Agency;
  - (d) represent the local authorities of those Summer Villages within Athabasca County where a Ministerial Order has authorized the delegation of the Summer Village's powers and duties under the Act.
  - (e) elect a committee chair annually at the first meeting of the committee following the Organizational Meetings of the Town of Athabasca, Village of Boyle and Athabasca County.
8. The Regional Emergency Management Agency shall:
- (a) Be chaired by the Regional Director of Emergency Management;
  - (b) Be responsible for the administration of the region's emergency management program;
  - (c) Assist the Regional Director in the creation of emergency plans and programs;
  - (d) Assist the Regional Director in the maintenance of emergency plans and programs;
  - (e) Meet at least annually to discuss mitigation and preparedness strategies and review emergency plans and programs;
  - (f) Meet with the regional advisory committee at least annually to advise the committee on the operational readiness of the region and the status of emergency plans and programs and mitigation strategies. The Regional Director, on their own, may meet with the committee to satisfy this requirement;
  - (g) Utilize the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities.
9. The Regional Emergency Management Agency shall be comprised of one or more of the following:
- (a) the Regional Director of Emergency Management;
  - (b) Director of Emergency Management (or designate) from the Town of Athabasca and the Village of Boyle;
  - (c) Manager, Administrator, Clerk, other administrative staff member(s);

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (d) N.C.O. in Charge, R.C.M.P. or designate;
  - (e) Information Officer or designate;
  - (f) The Fire Chief or designate;
  - (g) The Public Works Foreman or designate;
  - (h) Alberta Health Services (EMS, hospital) representative or designate;
  - (i) Emergency Social Services Director;
  - (j) Anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Plan.
10. The Regional Director of the Emergency Management Agency shall:
- (a) prepare and co-ordinate the Regional Emergency Management Program and related plans for the Athabasca Region;
  - (b) act as director of emergency operations, or ensure that someone is designated under the Regional Emergency Plan to so act, on behalf of the Regional Emergency Management Agency; and
  - (c) authorize and co-ordinate all emergency services and other resources required during an emergency; or
  - (d) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).
11. The command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency shall be used by the Regional Emergency Management Agency. The system will be employed at the Incident Command Post. Positions within the Incident Command Post, based on the Incident Command System, should be clearly assigned to municipal staff. Each position should be assigned to a primary designate, as well as a backup to allow for appropriate relief and replacement.
12. The power to declare or renew a state of local emergency, the powers specified in Section 15 of this By-law, and the requirement specified in Section 16 of this By-law, are hereby delegated to the Chief Elected Official of the affected community, the Deputy Chief Elected Official of the affected community or two councilors of the affected community. This committee may, at any time when it is satisfied that an emergency exists or may exist upon consultation with the Director of Emergency Management or delegate, by resolution, make a declaration of a state of local emergency.
13. When a state of local emergency is declared, the person(s) making the declaration shall:
- (a) ensure that the declaration identifies the nature of the emergency and the area of the County 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; and
  - (c) forward a copy of the declaration to the Minister forthwith.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

14. Subject to Section 16, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following:
- (a) cause the Regional 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 County;
  - (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 County;
  - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the County 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 County for the duration of the state of local emergency;
  - (j) authorize the conscription of persons needed to meet the needs of the emergency in a capacity they are competent to provide; and
  - (k) authorize any persons at any time to exercise, in the operation of the Regional 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.
15. 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,
- are liable for anything done or omitted to be done in good faith while carrying out a power or duty under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
16. When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, the local authority shall, by resolution, terminate the declaration.

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

17. 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 16;
  - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (c) a period of ninety days has lapsed since it was declared if the stated reason for the declaration is a pandemic situation, unless it is renewed by resolution; or
  - (d) the Minister cancels the state of local emergency.
18. When a declaration of a state of local emergency has been terminated, the local authority 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.
19. Bylaw 022-2019 and any amendments thereto are hereby repealed.
20. That this bylaw shall take effect on the date of the third and final reading.

**READ A FIRST TIME** this \_\_\_\_ Day of \_\_\_\_\_, 2022, A.D.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
COUNTY MANAGER

**READ A SECOND TIME** this \_\_\_\_ Day of \_\_\_\_\_, 2022, A.D.

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
COUNTY MANAGER

**READ A THIRD TIME AND FINALLY PASSED** this \_\_\_\_ Day of \_\_\_\_\_, 2022, A.D.

\_\_\_\_\_

\_\_\_\_\_



## B. TOWN OF ATHABASCA BYLAW

### BYLAW 006-2022

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**BYLAW 006-2022 BEING A BYLAW OF THE TOWN OF ATHABASCA, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.**

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- WHEREAS** Council is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 (current as of September 1, 2020), to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and
- WHEREAS** it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act; and
- WHEREAS** the Town of Athabasca, Athabasca County & the Village of Boyle have agreed to work together through a Regional Emergency Management Agency to carry out preparedness activities;



**NOW THEREFORE, THE COUNCIL OF THE TOWN OF ATHABASCA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

#### SHORT TITLE

1. This Bylaw may be cited as the "Regional Emergency Management Bylaw".

#### DEFINITIONS AND INTERPRETATION

2. (1) In this Bylaw:
  - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000.
  - (b) "Athabasca Region" refers to the Town of Athabasca, Athabasca County, the Village of Boyle, and the Summer Villages within Athabasca County that possess a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.
  - (c) "Council" means the Mayor and Councillors of the Town of Athabasca for the time being elected.
  - (d) "Disaster" 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.
  - (e) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
  - (f) "LAEMR" means the Local Authority Emergency Management Regulation.

   
CAO Mayor

# ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

## BYLAW 006-2022

- (g) "Minister" means the Minister charged with administration of the Act.
- (h) "Regional Emergency Advisory Committee" means the committee established under this Bylaw.
- (i) "Regional Emergency Management Agency" means the agency established under this Bylaw.
- (j) "Regional Emergency Response Plan" means the emergency plan prepared by the Municipal Emergency Management Agency describing municipal actions during the four pillars of emergency management.

### ADMINISTRATION

- 3. This bylaw hereby establishes a Regional Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
- 4. This bylaw hereby establishes a Regional Emergency Management Agency to act as the agent of the Council to carry out their 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 15 of this Bylaw. This Agency acts on the behalf of the Town of Athabasca, Athabasca County, the Village of Boyle and all those Summer Villages within Athabasca County possessing a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.
- 5. Council shall:
  - (a) by resolution, appoint the Chief Elected Official and one other member of Council to serve on the Regional Emergency Advisory Committee;
  - (b) provide for the payment of expenses of the members of the Regional Emergency Advisory Committee;
  - (c) by resolution, on the recommendation of the Regional Emergency Advisory Committee, appoint a Director of Emergency Management;
  - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Athabasca;
  - (e) approve the Town of Athabasca's emergency plans and programs; and
  - (f) review the status of the Regional Emergency Management Program and related plans and programs at least once each year.


  
CAO


  
Mayor

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

BYLAW 006-2022

6. Council may:
- (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Regional Emergency Management Agency; and
  - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid agreements and/or regional plans and programs.
  - (c) on the recommendation of the Regional Emergency Advisory Committee, appoint one or more Deputy Director(s) of the Regional Emergency Management Agency who shall do those things required of the Regional Director of Emergency Management in that person's absence.
7. The Regional Emergency Advisory Committee shall – in addition to the requirements of the LAEMR as a minimum:
- (a) review the Regional Emergency Management Program and related plans annually;
  - (b) advise Council, duly assembled, on the status of the Regional Emergency Management Program and related plans and at least once each year;
  - (c) provide guidance and direction to the Regional Emergency Management Agency;
  - (d) represent the local authorities of those Summer Villages within Athabasca County where a Ministerial Order has authorized the delegation of the Summer Village's powers and duties under the Act.
  - (e) elect a committee chair annually at the first meeting of the committee following the Organizational Meetings of the Town of Athabasca, Athabasca County and the Village of Boyle.
8. The Regional Emergency Management Agency shall:
- (a) be chaired by the Regional Director of Emergency Management;
  - (b) be responsible for the administration of the region's emergency management program;
  - (c) assist the Regional Director in the creation of emergency plans and programs;
  - (d) assist the Regional Director in the maintenance of emergency plans and programs;
  - (e) meet at least annually to discuss mitigation and preparedness strategies and review emergency plans and programs;
  - (f) meet with the advisory committee at least annually to advise the committee on the operational readiness of the region and the status of emergency plans and programs and mitigation

  
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Mayor

# ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

## BYLAW 006-2022

- strategies. The Regional Director, on their own, may meet with the committee to satisfy this requirement;
- (g) utilize the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities;
9. The Regional Emergency Management Agency shall be comprised of one or more of the following:
- (a) the Regional Director of Emergency Management;
  - (b) Director of Emergency Management (or designate) from the Town of Athabasca and the Village of Boyte;
  - (c) Manager, Administrator, Clerk, other administrative staff member(s);
  - (d) N.C.O. (Non-Commissioned Officer) in Charge, R.C.M.P. or designate;
  - (e) Information Officer or designate;
  - (f) The Fire Chief or designate;
  - (g) The Public Works Foreman or designate;
  - (h) Alberta Health Services (EMS, hospital) representative or designate;
  - (i) Emergency Social Services Director;
  - (j) Anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Plan.
10. The Regional Director of the Emergency Management Agency shall:
- (a) prepare and co-ordinate the Regional Emergency Management Program and related plans for the Athabasca Region;
  - (b) act as director of emergency operations, or ensure that someone is designated under the Regional Emergency Plan to so act, on behalf of the Regional Emergency Management Agency; and
  - (c) authorize and co-ordinate all emergency services and other resources required during an emergency; or
  - (d) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).
11. The command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency shall be used by the Regional Emergency Management Agency. The system will be employed at the Incident Command Post. Positions within the Incident Command Post, based

  
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# ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

## BYLAW 006-2022

on the Incident Command System, should be clearly assigned to municipal staff. Each position should be assigned to a primary designate, as well as a backup to allow for appropriate relief and replacement.



12. The power to declare or renew a state of local emergency, the powers specified in Section 15 of this Bylaw, and the requirement specified in Section 16 of this Bylaw, are hereby delegated to the Chief Elected Official of the affected community, the Deputy Chief Elected Official of the two Councilors of the affected community. This committee may, at any time when it is satisfied that an emergency exists or may exist upon consultation with the Director of Emergency Management or delegate, by resolution, make a declaration of a state of local emergency.
13. When a state of local emergency is declared, the person(s) 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; and
  - (c) forward a copy of the declaration to the Minister forthwith.
14. Subject to Section 16, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following:
  - (a) cause the Regional 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;

  
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Mayor

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**BYLAW 006-2022**

- (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 local emergency;
  - (j) authorize the conscription of persons needed to meet the needs of the emergency in a capacity they are competent to provide; and
  - (k) authorize any persons at any time to exercise, in the operation of the Regional 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.
15. 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, are liable for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
16. When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, the local authority shall, by resolution, terminate the declaration.
17. 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 16;
  - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (c) a period of ninety days has lapsed since it was declared if the stated reason for the declaration is a pandemic situation, unless it is renewed by resolution; or
  - (d) the Minister cancels the state of local emergency.

   
CAO Mayor



ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

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18. When a declaration of a state of local emergency has been terminated, the local authority 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.

BYLAW 02-03 AND ANY AMENDMENTS THERETO ARE HEREBY REPEALED.

THIS BYLAW SHALL TAKE FULL FORCE AND EFFECT UPON DATE OF FINAL READING.

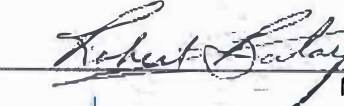

READ FOR A FIRST TIME THIS 7<sup>th</sup> DAY OF JUNE, A.D. 2022.

  
MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER

READ FOR A SECOND TIME THIS 21<sup>st</sup> DAY OF JUNE, A.D. 2022.

  
MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER

READ FOR A THIRD AND FINAL TIME THIS 21<sup>st</sup> DAY OF JUNE, A.D. 2022.

  
MAYOR  
  
CHIEF ADMINISTRATIVE OFFICER

  
CAO  
  
Mayor

## **C. VILLAGE OF BOYLE BYLAW**

### **Village of Boyle BY-LAW 06-22**

**BY-LAW 06-22 BEING BYLAW OF THE VILLAGE OF BOYLE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.**

**WHEREAS** the Council of the VILLAGE of BOYLE is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000 (current as of September 1, 2020), to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

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

**WHEREAS** the Village of Boyle, Athabasca County & the Town of Athabasca have agreed to work together through a Regional Agency to carry out preparedness activities;

**NOW, THEREFORE, THE COUNCIL OF THE VILLAGE OF BOYLE, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

21. This By-law may be cited as the Regional Emergency Management By-law.
  
22. In this By-law,
  - (j) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;
  - (k) "Athabasca Region" refers to the Village of Boyle, Town of Athabasca, Athabasca County, and the summer villages within Athabasca County that



ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

possess a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.

- (l) "Council" means the local authority of the Village of Boyle;
- (m) "Disaster" 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;
- (n) "Regional Emergency Advisory Committee" means the committee established under this By-law;
- (o) "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
- (p) "Minister" means the Minister charged with administration of the Act;
- (q) "Regional Emergency Management Agency" means the agency established under this By-law; and
- (r) "Regional Emergency Response Plan" means the emergency plan prepared by the Municipal Emergency Management Agency describing municipal actions during the four pillars of emergency management.

23. There is hereby established an Regional Emergency Advisory Agency to advise Council on the development of emergency plans and programs.

24. There is hereby established a Regional Emergency Management Agency to act as the agent of the Council to carry out their 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 15 of this By-law. This Agency acts on the behalf of the Village of Boyle, Athabasca County, the Town of Athabasca and all those Summer Villages within Athabasca County possessing a Ministerial Order authorizing the delegation of Emergency Management Act powers and duties to Athabasca County.

25. Council shall

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (g) by resolution, appoint the Chief Elected Official and one other member of Council to serve on the Regional Emergency Advisory Committee;
  - (h) provide for the payment of expenses of the members of the Regional Emergency Advisory Committee;
  - (i) by resolution, on the recommendation of the Regional Emergency Advisory Committee, appoint a Director of Emergency Management;
  - (j) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Village of Boyle;
  - (k) approve the Village of Boyle's emergency plans and programs; and
  - (l) review the status of the Regional Emergency Management Program and related plans and programs at least once each year.
26. Council may
- (d) by By-law borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Regional Emergency Management Agency; and
  - (e) 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 agreements and/or regional plans and programs.
  - (f) On the recommendation of the Regional Emergency Advisory Committee, appoint one or more Deputy Director(s) of Regional Emergency Management who shall do those things required of the Director of Regional Emergency Management in that person's absence.
27. The Regional Emergency Advisory Committee shall – in addition to the requirements of the LAEMR as a minimum;
- (f) review the Regional Emergency Management Program and related plans annually;
  - (g) advise Council, duly assembled, on the status of the Regional Emergency Management Program and related plans and at least once each year;

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (h) provide guidance and direction to the Regional Emergency Management Agency.
- (i) represent the local authorities of those Summer Villages within Athabasca County where a Ministerial Order has authorized the delegation of the Summer Village's powers and duties under the Act.
- (j) elect a committee chair annually at the first meeting of the committee following the Organizational Meetings of the Town of Athabasca, Village of Boyle, and Athabasca County.

28. The Regional Emergency Management Agency shall

- (h) Be chaired by the Regional Director of Emergency Management.
- (i) Be responsible for the administration of the region's emergency management program.
- (j) Assist the Regional Director in the creation of emergency plans and programs.
- (k) Assist the Regional Director in the maintenance of emergency plans and programs.
- (l) Meet at least annually to discuss mitigation and preparedness strategies and review emergency plans and programs.
- (m) Meet with the advisory committee at least annually to advise the committee on the operational readiness of the region and the status of emergency plans and programs and mitigation strategies. The Regional Director, on their own, may meet with the committee to satisfy this requirement.
- (n) Utilize the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency during response activities.

29. The Regional Emergency Management Agency shall be comprised of one or more of the following:

- (k) the Regional Director of Emergency Management;

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (l) Director of Emergency Management (or designate) from the Town of Athabasca and the Village of Boyle;
  - (m) Manager, Administrator, Clerk, other administrative staff member(s);
  - (n) N.C.O. in Charge, R.C.M.P. or designate;
  - (o) Information Officer or designate;
  - (p) The Fire Chief or designate;
  - (q) The Public Works Foreman or designate;
  - (r) Alberta Health Services (EMS, hospital) representative or designate;
  - (s) Emergency Social Services Director;
  - (t) Anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Plan.
30. The Regional Director of the Emergency Management Agency shall
- (a)
  - (e) prepare and co-ordinate the Regional Emergency Management Program and related plans for the Athabasca Region;
  - (f) act as director of emergency operations, or ensure that someone is designated under the Regional Emergency Plan to so act, on behalf of the Regional Emergency Management Agency; and
  - (g) authorize and co-ordinate all emergency services and other resources required during an emergency; or
  - (h) delegate duties and tasks as necessary to ensure conformance with paragraphs (a), (b), and (c).
31. The command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the Regional Emergency Management Agency. The system will be employed at both the Incident Command post. Positions within the Incident Command post and Regional Emergency Coordination Centre, based on the Incident Command System, should be clearly assigned to municipal staff. Each position should be assigned to a primary designate, as well as a backup to allow for appropriate relief and replacement.

32. The power to declare or renew a state of local emergency, the powers specified in Section 15 of this By-law, and the requirement specified in Section 16 of this By-law, are hereby delegated to the Chief Elected Official of the affected community, the Deputy Chief Elected Official of the affected community, or two councillors of the affected community. This committee may, at any time when it is satisfied that an emergency exists or may exist upon consultation with the Director of Emergency Management or delegate, by resolution, make a declaration of a state of local emergency.
- (b)
33. When a state of local emergency is declared, the person(s) making the declaration shall
- (d) ensure that the declaration identifies the nature of the emergency and the area of the Village in which it exists;
  - (e) 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; and
  - (f) forward a copy of the declaration to the Minister forthwith.
34. Subject to Section 16, when a state of local emergency is declared, the local authority making the declaration may do all acts and take all necessary proceedings including the following;
- (l) cause the Regional Emergency Plan or any related plans or programs to be put into operation;
  - (m) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - (n) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - (o) control or prohibit travel to or from any area of the Village;

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

- (p) 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 Village;
  - (q) cause the evacuation of persons and the removal of livestock and personal property from any area of the Village 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;
  - (r) 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;
  - (s) 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;
  - (t) 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 Village for the duration of the state of emergency;
  - (u) authorize the conscription of persons needed to meet an emergency; and
  - (v) authorize any persons at any time to exercise, in the operation of the Regional 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.
35. When a state of local emergency is declared,
- (c) neither Council nor any member of Council, and
  - (d) no person appointed by Council to carry out measures relating to emergencies or disasters, are liable for anything done or omitted to be done in good faith while carrying out a power or duty under this By-law, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

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36. When, in the opinion of the local authority declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, the local authority shall, by resolution, terminate the declaration.
37. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (e) a resolution is passed under Section 17;
  - (f) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (g) a period of ninety days has lapsed since it was declared if the stated reason for the declaration is a pandemic situation, unless it is renewed by resolution; or
  - (h) the Minister cancels the state of local emergency.
38. When a declaration of a state of local emergency has been terminated, the local authority 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.
- (c)
39. Bylaw 01-2003 and any amendments thereto are hereby repealed.
40. **This By-Law comes into force on the day it is finally passed.**

READ A FIRST TIME THIS \_\_\_ DAY OF \_\_\_\_\_, 2022, A.D.

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MAYOR – COLIN DERKO

ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

CAO – WARREN GRIFFIN

READ A SECOND TIME THIS \_\_\_ DAY OF \_\_\_\_\_, 2022, A.D.

\_\_\_\_\_  
MAYOR – COLIN DERKO

\_\_\_\_\_  
CAO – WARREN GRIFFIN

READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_ DAY OF \_\_\_\_\_, 2022,  
A.D.

\_\_\_\_\_  
MAYOR – COLIN DERKO

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CAO – WARREN GRIFFIN



## GLOSSARY OF TERMS

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

**Agency Administrator/Executive:** The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Assessment:** The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision making.

**Assignment:** Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** The orderly line of authority within the ranks of the incident management organization.

**Check-In:** The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

**Chief:** The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** The staff who report directly to the Incident Commander, including the Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

**Command Vehicle:** A designated truck, van, trailer or car designed and equipped to provide a work space and communications capabilities for the Field Commander and staff at the scene of an emergency. Athabasca County has such a vehicle which can be deployed in support of emergency operations within the Region.

**Common Operating Picture:** An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**Common Terminology:** Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Communications:** The process of transmission of information through verbal, written, or symbolic means.

**Complex:** Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents.

**Demobilization:** The orderly, safe, and efficient return of an incident resource to its original location and status.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Director:** The Incident Command System title for individuals responsible for supervision of a Branch.

**Director of Emergency Management (DEM):** Typically municipal level of emergency management

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

**Division:** The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

**Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect the safety, health or welfare of people or to limit damage to property.

**Emergency Coordination Centre (ECC):** An Emergency Coordination Center (ECC) is a pre-designated, secure and controlled location to provide support for onsite responders in the event of an emergency. The ECC provides policy direction to onsite Incident Commanders, coordinates resource requests from the site, and manages all non-site activities, while maintaining business continuity of the local authority. ECCs are crucial to saving lives and property. Effective ECCs coordinate people and resources to handle emergencies, provide incident communications centers with ready access to relevant information, and have the ability to verify new information, as well as facilitate long-term operation.

**Emergency Management/Response Personnel:** Includes Federal, Provincial and municipal governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

**Emergency Preparedness Canada (EPC):** Government of Canada Initiative.

**Emergency Information:** Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

**Environmental Health:** Term referring to the degree that the work environment is safe for employees. It is also called Industrial Hygiene.

**Evacuation:** The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Federal:** Of or pertaining to the Government of Canada.

**Finance/Administration Section:** The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**Function:** One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

**Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazardous Release:** A release of a chemical, in either a liquid or vapor state, that may cause harm to people, animals, or the environment.

**Incident:** An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Base:** The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

**Incident Command:** The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Management Team (IMT):** An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

**Incident Objectives:** Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Information Management:** The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**Information Officer:** A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Intelligence/Investigations:** An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities—or the individual(s) involved—including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

**Interoperability:** Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

**Job Aid:** Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, provincial, territorial, local boundary lines) or functional (e.g., law enforcement, public health).

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

**Logistics:** The process and procedure for providing resources and other services to support incident management.

**Logistics Section:** The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

**Management by Objectives:** A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

**Manager:** Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

**Mitigation:** Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multijurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under a Unified Command.

**Mutual Aid Agreement or Assistance Agreement:** Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**Mutual Aid Plan (MAP):** A formalized agreement between two or more entities (e.g., industrial neighbors, municipal government agencies, provincial government agencies, police, emergency medical services, etc.) to provide assistance to each other (e.g., in the form of specialized equipment and resources) during emergencies.

**Non-governmental Organization (NGO):** An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

**Officer:** The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Information.

**Operational Debriefing:** These are discussions held following a specific activity (e.g., an emergency response or exercise), are focused on it to learn from it (i.e., what went right/wrong and how can the operation be improved?).

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

**Operations Section:** The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

**Planned Event:** A scheduled non-emergency activity (e.g., sporting event, concert, parade, etc.).

**Planning Meeting:** A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

**Planning Section:** The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Portability:** An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

**Pre-Positioned Resource:** A resource moved to an area near the expected incident site in response to anticipated resource needs.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

**Preparedness Organization:** An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, pre-empting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Primary Contact:** The person chiefly responsible for a particular position in the emergency organization; the first person to be called to fill that position during an emergency.

**Private Sector:** Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

**Public Information:** Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed to restore an affected area or community.

**Resource Tracking:** A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Centre.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavourable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at pre-empting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

**Section:** The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

**Sector:** On some large incidents, such as wildland fires, with challenging or difficult terrain and limited access, a Division Supervisor's ability to provide adequate tactical supervision may be exceeded. Divisions may be further sub-divided into Sectors. A Sector is a geographic area within a Division.

**Situation Report:** Confirmed or verified information regarding the specific details relating to an incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. An appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

## ATHABASCA REGIONAL EMERGENCY RESPONSE PLAN

**Staging Area:** Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

**SOP:** Standard Operating Procedures

**Status Report:** Information specifically related to the status of resources (e.g., the availability or assignment of resources).

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

**Supervisor:** The Incident Command System title for an individual responsible for a Division or Group.

**Supporting Agency:** An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

**System:** Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

**Tactics:** The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Specialist:** Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

**Technology Support:** Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

**Threat:** Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**TDG:** Transportation of Dangerous Goods – often used in conjunction with related Acts and Regulations

**Type:** An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

**Unified Approach:** The integration of resource management, communications and information management, and command and management in order to form an effective system.

**Unified Area Command:** Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

**Unified Command (UC):** An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unit Leader:** The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

**Unity of Command:** An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.