



MUNICIPAL EMERGENCY MANAGEMENT PLAN (MEMP)

Adopted:

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FOREWORD

The Municipal Emergency Management Plan (MEMP) was developed and implemented by The Municipal District of Foothills No.31 with the clear objective of increasing municipal capacity to manage impacts from any present hazards, whether natural or human induced. The aim of any emergency plan is to reduce risk to people, property and the environment with the primary focus being on preserving and protecting life safety.

The MEMP allows elected officials, municipal administration and other partner agencies in our community to prepare calmly and realistically for likely emergency events. It further aids in predetermining the resources and the equipment that will be needed to manage an emergency and identifying processes for ensuring these resources are deployable in an organized, efficient manner.

The MEMP in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency response and recovery activities. It must be flexible enough to adapt to a broad spectrum of potential emergency events and be supported with organizational and public awareness, regular training and exercising, constant relationship development with partners and neighbouring communities and ongoing review and revision.

It is important to note that the success of any emergency management plan or program is contingent on an understanding that hazards do exist and the risks from these hazards are real. A local authority's ability to respond and recover successfully during an emergency is directly related to the work that is put in to preparedness and recovery between events.

The MEMP is a critical tool that will be used to guide and structure the Municipal District of Foothills emergency management programs and activities. Recognizing that we are not able to anticipate every emergency, we are committed to identifying hazards, planning for and/or mitigating against potential impacts and reducing community vulnerability by increasing capacity and resources for responding to and recovering from emergency events, regardless of cause, size or magnitude.

ACKNOWLEDGEMENTS

The M.D. of Foothills Emergency Management Program acknowledges the following agencies as aiding the development of this MEMP through the provision of documents, templates, support for review and additional subject matter expertise:

- City of Red Deer
- Justice Institute of British Columbia, Emergency Management Division
- Alberta Emergency Management Agency

ACRONYMS

AEA	Alberta Emergency Alert
AECC	Alternate Emergency Coordination Centre
AEMA	Alberta Emergency Management Agency
DEM	Director of Emergency Management
DRP	Disaster Recovery Program
EAC	Emergency Advisory Committee
ECC	Emergency Coordination Centre
ELP	Electric Light and Power
EM	Emergency Management
EMA	Emergency Management Agency
EPI	Emergency Public Information
ESS	Emergency Social Services
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ISP	Incident Support Plan
MAA	Mutual Aid Agreement
MEMP	Municipal Emergency Management Plan
MOU	Memorandum of Understanding
PIO	Public Information Officer
POC	Provincial Operations Centre
RCMP	Royal Canadian Mounted Police
SOLE	State of Local Emergency
SOP	Standard Operating Procedure(s)

DEFINITIONS

All Hazards	An approach that recognizes that actions required for managing emergencies can be generalized, irrespective of the nature of the event. All-hazards emergency planning employs common methodologies that can be modified, as necessary, to fit particular circumstances.
Deputy Director of Emergency Management (DDEM)	A position(s) recommended by the Emergency Advisory Committee and appointed by council to fill the role of Director of Emergency Management in that person's absence.
Director of Emergency Management (DEM)	A position defined in the provincial Emergency Management Act, Section 11.2(2) as Director of the Emergency Management Agency. This position is appointed by council with the recommendation of senior administration and guided municipal policy.
Emergency	Any occasion or instance that warrants action to save lives and protect property, public health and safety and/or the environment.
Emergency Management (EM)	Plans, measures and programs pertaining to the mitigation of, preparedness for, response to and recovery from all hazards, both natural and human induced.
Emergency Management Act	The provincial government legislation pertaining to Emergency Management in Alberta.
Emergency Management Agency (EMA)	The Director, Deputy Director and Chief Administration Officer as well as first responders. Responsible for the direction and control of the MD's response to emergencies including authorizing the taking of any action necessary to respond to and/or recover from an emergency.
Emergency Advisory Committee (EAC)	Is comprised of the Director of Emergency Management, the Deputy Director(s) of Emergency Management, Chief Administration Officer, an appointed member of council, and any other person(s) as deemed appropriate by the Director of Emergency Management. The DEM serves as chairperson. Advise Council on the development and implementation of emergency plans and programs in The M.D. of Foothills. Responsible for reviewing the MEMP and other related plans and programs.
Emergency Coordination Centre (ECC)	A protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities.
Emergency Preparedness	A continuous cycle of planning, training, resourcing, exercising and evaluating to ensure measures are in place to efficiently and effectively respond to and recover from potential impacts from all present hazards.
Emergency Response	Measures undertaken, immediately after an emergency, to save lives and limit impacts on property, the environment and the economy.
Emergency Social Services (ESS)	The provision of services required to preserve the well-being of people affected by an emergency event such as food, lodgings, clothing, personal care, pet care, and psychosocial care.

DEFINITIONS (Cont.)

Evacuation	Organized, phased and supervised dispersal of people from dangerous, or potentially dangerous areas.
Hazard	Any potential source of damage, harm or adverse effects on people, property, the environment and/or the economy.
Incident Commander (IC)	Within Incident Command System (ICS), the person responsible for all aspects of an emergency response including developing incident objectives, managing incident operations, directing the application of resources and ensuring safety of all persons involved in response efforts.
Incident Command System (ICS)	A standardized on scene emergency management concept specifically designed to allow users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.
Local Authority	Municipal Council of The Municipal District of Foothills No.31.
Mitigation	Efforts made, in advance of an emergency event, to reduce or eliminate the potential impacts of a present hazard on people, property, the environment and/or the economy. Mitigation measures can be either structural (dykes, levees, floodways, etc.) or non-structural (building codes, planning, capacity building, etc.).
Recovery	The coordinated process of supporting individuals, communities and organizations impacted by emergency events in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.
Risk	The chance or probability that people, property, the environment and/or the economy will experience an adverse effect if exposed to a hazard.
State of Local Emergency (SOLE)	Means a resolution or order of a local authority under Section 21 of the Emergency Management Act.
Vulnerability	The concept that links the relationship that people have with their environment to social forces and institutions and cultural values. The extent to which a community can be affected by the impact of a hazard, usually measured in relation to the presence of resources and capacity which serve to increase community resilience.

GUIDING PRINCIPLES

VISION

To make the Municipal District of Foothills No.31 a safe and secure place for residents, businesses and visitors.

CORE VALUES

- **Courage:** Biased towards action, innovation and thoughtful risk taking in the face of uncertainty.
- **Teamwork:** Earning and demonstrating trust while working with others towards shared goals.
- **Passion:** Taking pride in our work to improve public safety.
- **Service:** Providing world class public safety services by working collaboratively with all partners.
- **Accountability:** Staying proactive, setting clear goals and taking responsibility for decisions.

ROLES AND RESPONSIBILITIES

Under the leadership and guidance of Council, the Municipal District of Foothills No.31 will establish and maintain a Municipal Emergency Management Agency (EMA) that defines goals and objectives of the municipal emergency management program. The EMA creates and maintains plans and procedures based on hazard-analysis to achieve the mission statement objectives in coordination and cooperation with neighbors, industry and agencies that are active in the municipality.

PURPOSE, GOALS & MISSION

PURPOSE

The purpose of this Municipal Emergency Management Plan (MEMP) is to ensure that The M.D. of Foothills is, at all times, prepared to direct and control the response to an emergency event and all subsequent recovery efforts in accordance with Section 11 of the provincial Emergency Management Act (hereby referred to as “The Act”).

The MEMP is intended to:

- Outline authorities for developing, activating and maintaining plans and programs; and
- Document roles and responsibilities of individual departments and employees in relation to emergency management; and
- Provide for prompt coordination of The M.D. of Foothills resources when emergency response and recovery operations are undertaken in relation to an emergency event; and
- Document the procedures for activating, managing and deactivating The M.D. of Foothills primary Emergency Coordination Centre (ECC), and any alternate ECC facilities; and
- Ensure compliance with The Act.

GOALS

1. Increase safety and resilience for individuals and communities.
2. Enhance cross-government and stakeholder coordination.
3. Build internal capacity.
4. Enhance ability to manage large scale and catastrophic events.

MISSION

To achieve emergency management capacity in the Municipal District of Foothills No.31 for the prevention, planning, response and recovery of all emergencies in a pro-active, operations-focused manner based on standards, policies and continuous improvement in cooperation and coordination with all stakeholders and partners.

AUTHORITY

COMING INTO FORCE

The M.D. of Foothills MEMP was developed under the authority of the Director of Emergency Management (DEM) in accordance with Municipal Emergency Management Bylaw (hereby referred to as “The Bylaw”) and in consultation with the Emergency Advisory Committee (EAC) .

The MEMP was brought into force with the approval of the M.D. of Foothills Council.

ACTIVATION & DEACTIVATION

The MEMP will be activated and deactivated at the call of the DEM, or designate.

REVIEW & MAINTENANCE

The M.D. of Foothills MEMP will be reviewed annually, or following an event where the MEMP was activated. This is done under the direction of the DEM and in consultation with the Emergency Management Agency.

MEMP GOVERNANCE

EMERGENCY ADVISORY COMMITTEE (EAC)

The Act, Section 11.1(1), directs that each local authority appoint an Emergency Advisory Committee consisting of members of the local authority, to advise on the development of emergency plans and programs.

Under The Bylaw, Section 7(c), the EAC, made up of the Director of Emergency Management, the Deputy Director(s) of Emergency Management, Chief Administration Officer, an appointed member of council, and any other person(s) as deemed appropriate by the Director of Emergency Management, was established to serve as the Emergency Advisory Committee in accordance with The Act.

EMERGENCY MANAGEMENT AGENCY (EMA)

The Act, Section 11.2 (1), directs the local authority to maintain an Emergency Management Agency (EMA) to act as the agent of the local authority in exercising the local authority's powers and duties in relation to emergency management. The M.D. of Foothills, through The Bylaw, Section 4, established the EMA to meet this legislated requirement.

The Director, Deputy Director(s), Chief Administration Officer, Public Information Officer, first responders and anyone deemed necessary for the response make up the EMA.

DIRECTOR OF EMERGENCY MANAGEMENT (DEM)

As outlined in The Bylaw, Section 9, the Director of Emergency Management is the Director of the Emergency Management Agency (EMA).

The DEM shall:

- Appoint a person to act as the Director in his absence;
- Determine the procedure to be followed by the Agency in its deliberations;
- Act as the Director of emergency operations on behalf of the Agency;
- Ensure the preparation and coordination of emergency plans and programs; and
- Ensure the submission of an annual report to the EMC on the status of emergency plans and programs in the municipality.

DEPUTY DIRECTORS OF EMERGENCY MANAGEMENT

On recommendation of the Emergency Advisory Committee, council will appoint one or more Deputy Director(s) of Emergency Management who shall act in the absence of the DEM.

POLICY CONSIDERATIONS

This MEMP was developed based on the following standards and guidelines:

- Alberta Emergency Management Agency guidelines
- Canadian Standards Association CAN/CSA Z1600

The M.D. of Foothills is committed to striving for compliance and adherence with all recognized emergency management standards and best practices.

CONCEPT OF OPERATIONS

GENERAL

First responders - Police, Fire, Emergency Medical Services and Utilities – are trained to handle many emergency events that occur on a routine basis. As the magnitude of an emergency increases, so will the requirement for additional support from within the M.D. of Foothills.

The response to non-routine emergencies in the M.D. will be managed in accordance with the Municipal Emergency Management Plan (MEMP) and all other related documents.

AUTONOMY OF FIRST RESPONDING AGENCIES

Emergency response agencies (“First Responders”), such as the RCMP and Emergency Services, are mandated to perform specific functions in times of crisis in order to reduce impacts from hazards on people, property and the environment with the primary focus being on preserving and protecting life safety. They act within the scope of their authority and in compliance with various Acts and discipline related standards.

The MEMP is not directive of specific actions in relation to first response. This document acknowledges the autonomy of first responding agencies to act in accordance with their governing legislation, procedures and protocols. The MEMP does not supersede the authorities granted to the RCMP, Emergency Services and other first responding agencies with jurisdictional authorities and responsibilities in relation to emergency response.

ESCALATED RESPONSE CONCEPT

All residents have a certain level of responsibility when it comes to educating themselves and their families in relation to present hazards and the consequences of being unprepared. Individual preparedness helps to limit the number of victims during an emergency event and aids in increasing community capacity to manage crises. Furthermore, proactive actions taken by individuals and families can help to alleviate excess strain on emergency resources, such as first responders and municipal government agencies, in times of adversity.

The M.D. of Foothills is, through The Act, responsible for managing emergencies occurring within municipal boundaries. This involves concerted mitigation, preparedness, response and recovery efforts from not only the Municipal Government but from partner agencies such as utilities, industry, businesses, school boards, Alberta Health Services and Non-Governmental Organizations such as Red Cross, St. John’s Ambulance and the Salvation Army.

If the coping capacities of the M.D. of Foothills are exceeded by the scope and magnitude of an emergency event, additional support can be requested from neighbouring communities, through the enactment of both formal and informal mutual aid. Provincial and Federal resources can also be accessed through predetermined channels, outlined herein.

INCIDENT COMPLEXITY

“Incident complexity” is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to: area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy.

Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources

DETERMINING FACTORS

When determining the incident complexity, the following factors will be considered:

- Number and severity of injuries and fatalities;
- Extent of damage to property, environment or economy;
- Extent of disruption to service provision;
- Potential or existing need for emergency public information/warning measures;
- Level of media and political interest;
- Presence of additional exacerbating factors such as vulnerable populations, etc.
- Requirement for mandatory evacuation on a moderate or large scale.

INITIAL NOTIFICATION PROCEDURE



FIRST RESPONDER DECISION TO NOTIFY MUNICIPALITY OF EVENT?

1. Is there a need or potential need to evacuate residents beyond the site?
2. Is the environment / property / utility damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Will this event likely attract media beyond local media or require public information?
5. Are regulatory, government and / or industry agencies required?



If YES to any one question

NOTIFY MUNICIPALITY by calling DEM or Deputy DEM at
1-888-808-3722.



If NO to all questions

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

DEM DECISION TO ACTIVATE EMERGENCY COORDINATION CENTER (ECC)?

1. Immediate public notification for public safety?
 - If "yes" – Activate Public Notification Procedures
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond the site?
4. Prolonged or potentially prolonged disruption of key services and / or utilities?
5. Is public information required or is media interest likely beyond local media?

NO to all questions:



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

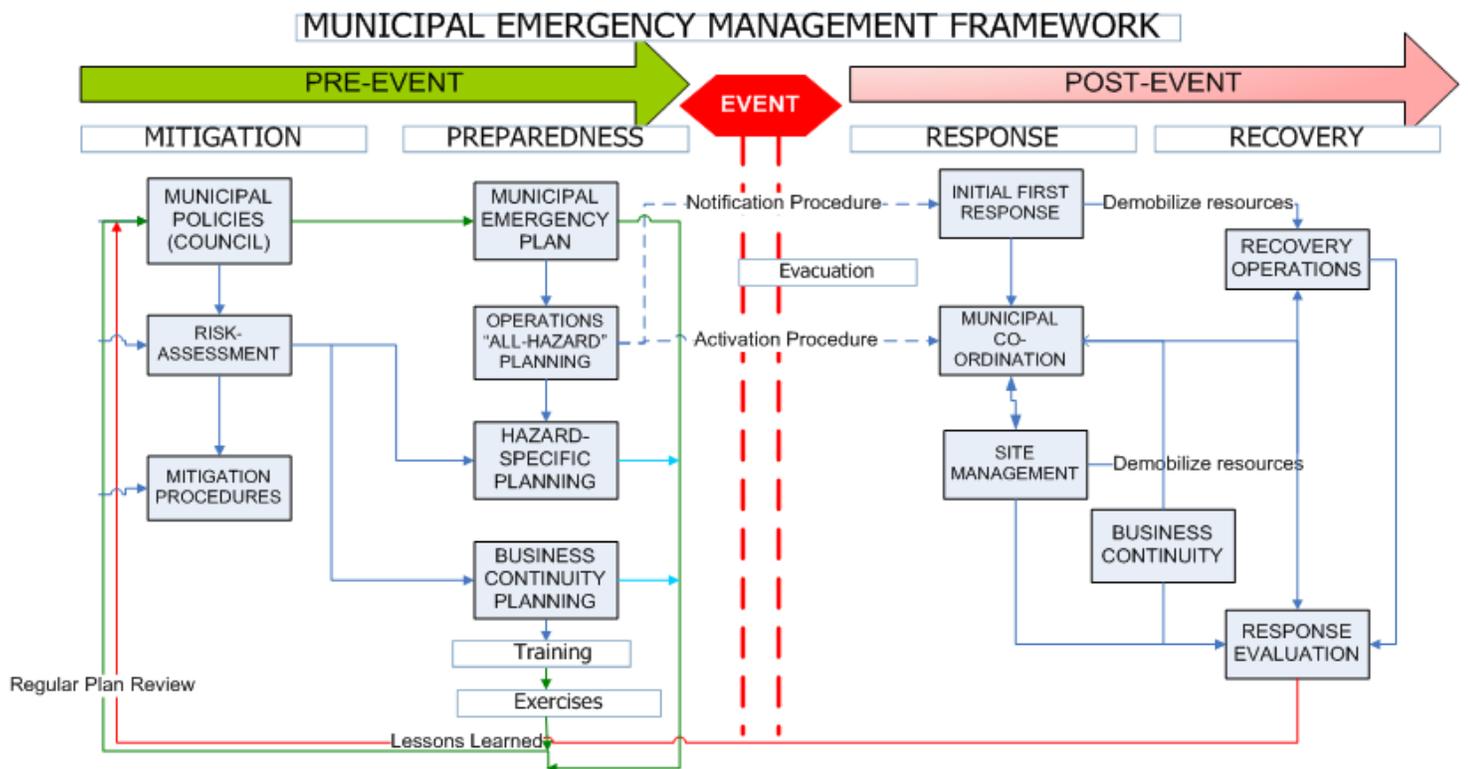


If YES to any one question

DEM / Deputy DEM activates ECC and delegates as many of these duties as possible:

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

MUNICIPAL EMERGENCY MANAGEMENT FRAMEWORK



INCIDENT MANAGEMENT

INCIDENT COMMAND SYSTEM (ICS)

The M.D. of Foothills acknowledges the Incident Command System (ICS) as the recognized standard for incident management and will seek to incorporate ICS into all emergency management plans and programs.

MANAGEMENT BY OBJECTIVES

Under ICS, management by objectives involves four essential steps which are applied to all emergency events, regardless of size or complexity:

- Understand agency policy and direction;
- Establish incident objectives;
- Select appropriate strategies;
- Perform tactical direction including applying tactics that are appropriate to the strategy, assigning appropriate resources and monitoring performance.

STATES OF LOCAL EMERGENCY (SOLE)

GENERAL

The Act, Section 21(1), states that a local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution make a declaration of State of Local Emergency (SOLE).

EXTRAORDINARY POWERS

Declaring a SOLE provides the local authority with extraordinary powers under The Act to take all necessary actions in order to respond to the real or imminent emergency event including:

- Putting emergency plans or programs into operation;
- Acquiring or utilizing any real property considered necessary to prevent, combat or alleviate the effects of an emergency;
- Authorizing or requiring any qualified person to render aid of a type the person is qualified to provide;
- Controlling or prohibiting travel in to, out of or around the Municipal District;
- Providing for the restoration of essential facilities and the distribution of essential supplies and providing, maintaining and coordinating emergency medical, welfare, and other essential services;
- Causing the evacuation of persons and the removal of livestock and personal property from any area that is or may be affected by an emergency and making arrangements for the adequate care and protection of evacuees;
- Authorizing the entry into any building or onto any lands, without warrant, by a person in the course of implementing an emergency plan or program;
- Causing the demolition or removal of trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of an emergency, or to attempt to forestall its occurrence or to combat its progress;
- Procuring or fixing prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the municipality for the duration of the SOLE; and
- Authorizing the conscription of persons needed to meet an emergency.

SOLE (Cont.)

DECLARATION

The Bylaw, Section 10, assigns authority and responsibility for declaring a SOLE to the Reeve. If a SOLE is required for M.D. of Foothills, the DEM will request that the EMA convene to complete the written declaration outlining the nature of the emergency event and the boundaries to which the SOLE will apply.

A declaration requires the signatures of the Reeve, or Deputy Reeve, or at least two members of Council.

The completed resolution will be forwarded to the Minister through the Alberta Emergency Management Agency (AEMA) and the public will be notified.

A declaration of a SOLE lapses after seven days unless the local authority cancels it earlier or requests, through resolution by the EMC, a renewal.

RENEWAL

If, after seven days, an ongoing emergency situation warrants the continuation of the SOLE, the Reeve may, in writing and in consultation with the DEM, pass a resolution to extend the SOLE. The process for renewing a SOLE is the same as the process for initial declaration (See above).

The completed resolution will be forwarded to the Minister through the Alberta Emergency Management Agency (AEMA).

If, after seven days of being in effect, a resolution is not passed, by the EMC, to renew the SOLE, the SOLE lapses and the powers therein expire.

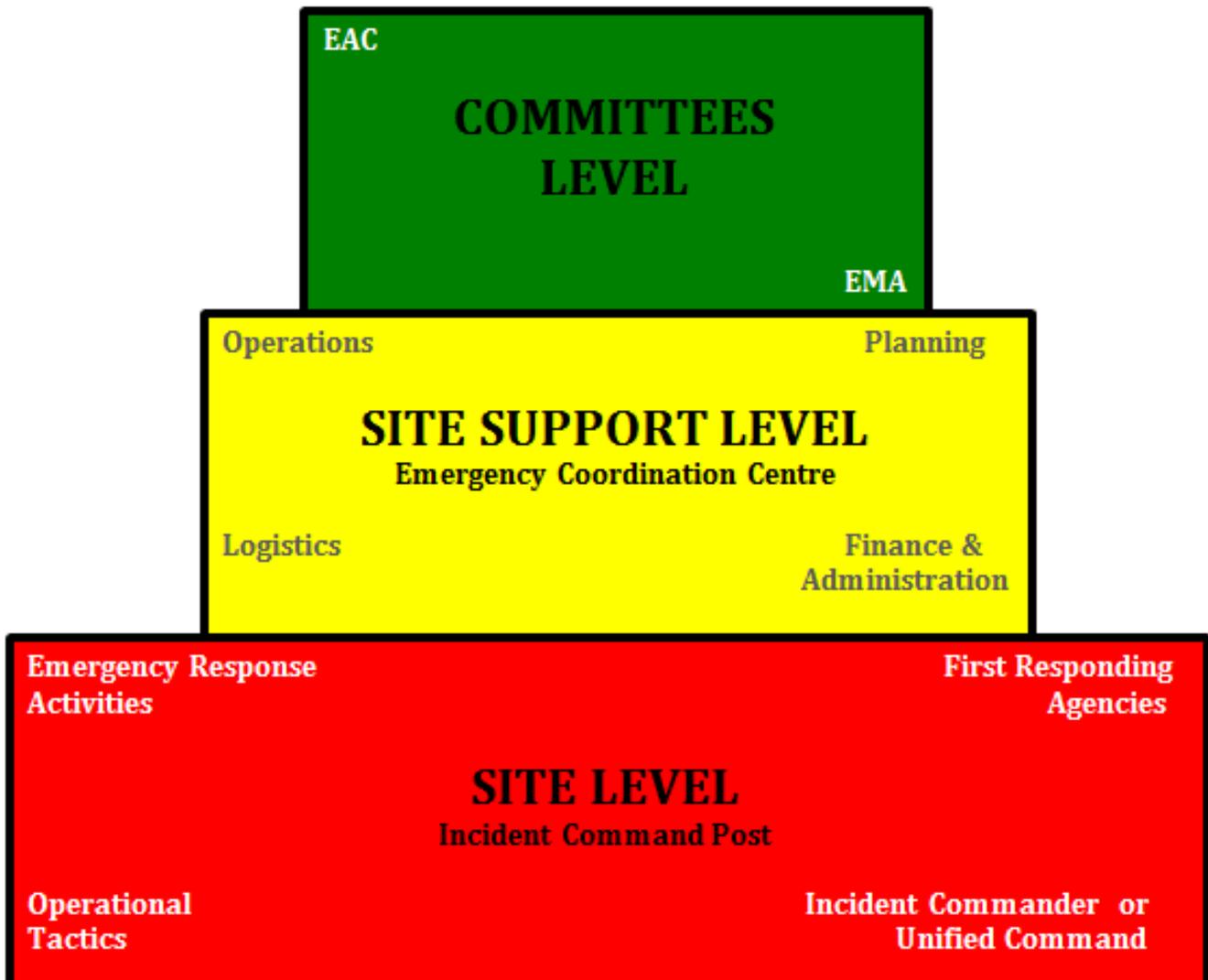
TERMINATION

When an emergency no longer exists within a municipality, as described in the resolution to declare/renew a SOLE, the local authority shall, by resolution, terminate the declaration.

The completed resolution will be forwarded to the Minister through the Alberta Emergency Management Agency (AEMA).

ELEVATED RESPONSE

The elevated response structure for the M.D. of Foothills involves three distinct yet inter-connected levels – Committees, Site Support and Site.



SITE LEVEL

INCIDENT COMMAND POST (ICP)

The ICP is the location from which the Incident Commander (IC) oversees all incident operations. There is only one ICP for each incident or event. Every incident or event will have some form of ICP.

The IC remains at the ICP. The location and details related to the ICP will be disseminated to all agencies involved in emergency response operations.

For detailed information, refer to the Emergency Coordination Centre Manual.

INCIDENT COMMANDER (IC)

The Incident Commander (IC), located on an emergency site at the ICP, is the highest ranking official representing the agency with jurisdiction for the incident. The IC is responsible for establishing the initial command and control structure on scene.

The initial IC can transfer command for any of the following reasons: A more qualified person assumes command; The incident situation changes over time and a jurisdictional or agency change in command is legally required; It makes good management sense to transfer from an operational perspective; or a turnover of personnel is required as a part of a shift change during a long or extended incident.

For detailed position descriptions, checklists, templates, etc., refer to the Emergency Coordination Centre Manual.

UNIFIED COMMAND (UC)

In ICS, Unified Command (UC) is a unified, team effort which allows all agencies with geographical and/ or functional jurisdictional responsibility for the incident by establishing a common set of incident objectives, strategies and action plans.

UC is accomplished without individual response agencies abdicating or relinquishing agency authority, responsibility or accountability. Rather, implementing a UC allows for common operational tactics to occur while simultaneously respecting the mandated authorities and responsibilities of each responding agency.

The decision to implement a UC will occur through consultation with senior responding officials from the lead operational agencies (Fire, Police, Public Works, Utilities, etc.).

For detailed information, refer to the Emergency Coordination Centre Manual.

EMERGENCY COORDINATION CENTRE (ECC)

GENERAL

The Emergency Coordination Centre (ECC) is the facility within which activities involving specific M.D. of Foothills departments and other partner agencies, working in support of the incident site, take place during non-routine emergency events. The ECC has a support role in prioritization, resource allocation and planning for response actions occurring at the Site level.

The functions performed from the ECC will be divided into five areas:

- Management
- Operations Support
- Incident Related Planning
- Logistics Support
- Finance and Administration

ECC ACTIVATION & DEACTIVATION

Activation of an ECC occurs under the authority of the DEM, or designate, in the event of an emergency impacting (or potentially impacting) the M.D. of Foothills.

When the ECC is activated, the ECC Staffing Model comes into effect and the DEM, or appropriate designate, will serve as the ECC Director for the duration of the activation.

When the ECC Director is confident that the ECC is no longer required in order to coordinate emergency response and recovery operations, the ECC will be deactivated in accordance with the procedure outlined in the Emergency Coordination Centre Manual.

ECC STAFFING

ECC staffing in the event of an emergency will occur in accordance with the Incident Command System as outlined in the Emergency Coordination Centre Manual.

ECC ROLES AND RESPONSIBILITIES

Detailed ECC roles and responsibilities, operational processes and activation/deactivation procedures are outlined in the Emergency Coordination Centre Manual.

ECC LOCATIONS

Primary ECC location is at the Heritage Pointe Fire Station.

Alternate ECC location, several have been identified and will be set up as needed with consideration to the overall situation.

COMMITTEES LEVEL

GENERAL

When the ECC is activated, the role of the Committees Level, which includes the Reeve and Council, the Emergency Advisory Committee (EAC) and the Emergency Management Agency, can be called upon by the ECC Director, or designate, to provide overarching direction.

Examples of areas where this level may be required include the declaration of a SOLE by the Reeve and the formal request for outside support and/or resources through mutual aid or additional levels of government.

The Committees Level is not present in the ECC or on emergency site(s) other than the Emergency Management Agency.

REEVE & COUNCIL DURING EMERGENCIES

In the event of an emergency event impacting the M.D. of Foothills, the Reeve and Council are responsible for the following actions:

- Discharging the roles and responsibilities as defined in The Bylaw, Sections 10, 11, 14 and 16.

EMERGENCY ADVISORY COMMITTEE (EAC) DURING EMERGENCIES

During a real or imminent emergency situation impacting people, property and/or the environment within the jurisdiction of the M.D. of Foothills, the EAC shall:

- Be prepared to assist the EMA in the response; and
- Attend the ECC to fill roles and duties as required.

EMERGENCY MANAGEMENT AGENCY (EMA) DURING EMERGENCIES

In the event of a real or imminent emergency situation impacting people, property and/or the environment within the jurisdiction of the M.D. of Foothills, the EMA will be called upon to attend the ECC to provide support and guidance to the ECC Director or the Deputy ECC Director.

EMERGENCY COMMUNICATIONS

EMERGENCY COMMUNICATIONS PLAN

To ensure that the public is informed about risks or threats to health and safety, information released to the public and media must be factual and descriptive as to what actions are being taken to bring the emergency under control.

Emergency notification plan will be followed utilizing any means of communication that is available.

ALBERTA EMERGENCY ALERT (AEA)

The AEA is designed to give warnings to Albertans over the radio and the television to take action and protect themselves from emergency events.

This system is activated by authorized users in each local authority who, using their telephone or computer, will deliver vital information regarding a threat to the safety of Albertans.

In the M.D. of Foothills, authorized users have been trained in Emergency Services and Emergency Management.

PROVINCIAL OPERATIONS CENTRE (POC)

The POC is a 24/7 operations centre managed by the AEMA to field calls and inquiries from municipalities, local authorities and other agencies experiencing emergency events requiring provincial assistance.

ADDITIONAL PROCEDURES

EMERGENCY SOCIAL SERVICES (ESS) PLAN

In the event of an emergency, the M.D. of Foothills is committed to supporting impacted residents by making resources available through the provision of Emergency Social Services (ESS).

ESS in the M.D, of Foothills include:

- Reception Centre Management;
- Clothing Services;
- Food Services;
- Personal Services;
- Recreation & Childcare;
- Pet Care;
- Volunteer Services;
- Donations Management & Intake;
- Lodging Services.

Refer to, “The M.D. of Foothills Emergency Social Services Plan” for detailed information on the ESS program.

EMERGENCY FINANCIAL PROCEDURES

During all emergencies, financial activities will occur in accordance with the Municipal accounting procedures.

EMERGENCY PARTNERS & MUTUAL AID

PROVINCIAL GOVERNMENT ASSISTANCE

In the event that the M.D. of Foothills capacity for managing an emergency event is overwhelmed, assistance can be requested from the Government of Alberta.

The Director of Emergency Management, or designate, will request assistance by contacting the POC.

FEDERAL GOVERNMENT ASSISTANCE

Specific resources can be made available from the Government of Canada in the event of an emergency event impacting one or more local authority (eg. – Military Assistance).

To access Federal Government assistance, the Director of Emergency Management, or designate, will contact AEMA through the POC. Federal assistance to Alberta municipalities is coordinated through the Province.

MUTUAL AID AGREEMENTS (MAA)

Outside assistance will be requested in accordance with existing Mutual Aid Agreements (MAA).

PROVINCIAL DISASTER RECOVERY PROGRAM

GENERAL

The Provincial Disaster Recovery Program (DRP) provides financial assistance for municipalities and their citizens who incur uninsurable loss and damage as a result of a disastrous event. A SOLE does not have to be declared in order to receive financial assistance under a disaster recovery program.

ELIGIBILITY

The Disaster Recovery Program (DRP) is administered by the Alberta Emergency Management Agency (AEMA). Alberta Regulation 51/94 of the Alberta Emergency Management Act allows the province to provide disaster recovery assistance to residents, small business, agriculture operations, and provincial and municipal governments if the event meets the criteria as outlined in the regulation:

- The event is considered extraordinary.
- Insurance is not reasonably or readily available.
- There is evidence that the event is wide spread.

EXCLUSIONS

The provincially administered DRP does not include loss or damage that:

- Was reasonably and readily insurable;
- Is recoverable through feasible legal action;
- Is recoverable through another government program;
- Was a pre-existing condition;
- Are nonessential items such as recreational equipment and stereos;
- Is considered an ordinary or normal risk of business, trade, calling or occupation, including loss of income or interest charges; or
- Was incurred by a large business.

RESPONSIBILITY & AUTHORITY

In the event a hazard results in widespread impacts to the M.D. of Foothills residents, small businesses and/or municipal infrastructure, for which insurance is not reasonably or readily available, the Director of Emergency Management is responsible for completing the application for a DRP, ensuring it is signed by the appropriate senior officials and submitting all forms and related documents to the Province.

The M.D. of Foothills is not responsible for the action or inaction of individual residents in relation to their DRP submissions and has no control over whether claims are approved or denied by the Government of Alberta.

TRAINING & EXERCISING

EMERGENCY MANAGEMENT TRAINING

It is acknowledged that the success of any emergency management plan or program is contingent on the comfort and familiarization experienced by those individuals, departments and agencies, both internal and external, involved in making it operational.

For this reason, the M.D. of Foothills will, under the direction of the Director of Emergency Management, ensure that all involved staff and stakeholders are provided with opportunities to undertake training in:

- Basic Emergency Management (BEM);
- Emergency Operations Centre (EOC);
- Incident Command System (ICS); and/or
- Other opportunities that would serve to increase the efficacy of the MEMP or any related plans and procedures.

A combination of delivery methods will be used in delivering training programs, depending on organizational needs, associated costs, availability of in-house expertise and any other limiting factors.

EMERGENCY EXERCISES

Under the direction of the Director of Emergency Management, the M.D. of Foothills will undertake exercises, varying in scope and size, to ensure that employees and partner agencies are familiar with the MEMP and all related plans.

A live exercise of the ECC will occur as time permits with tabletop exercises taking place annually (or more frequent) to test specific sections of the MEMP with specific individuals, departments and partner agencies.

ACCOUNTABILITY STATEMENT

During an emergency event, all M.D. of Foothills employees are accountable to the Director of Emergency Management, or designate, and will act in accordance with this MEMP and all other related M.D. policies and procedures governing employee conduct.

Failure to adhere to the directions outlined herein may result in disciplinary action.