TOWN OF BLACKFALDS
EMERGENCY MANAGEMENT COMMITTEE
CIVIC CULTURAL CENTRE
5018 WAGHORN STREET
ANNUAL MEETING
March 1, 2023

BLACKFALDS
A L B E R T A

AGENDA

1. **CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT - TREATY SIX LAND ACKNOWLEDGEMENT**
   2.1   We acknowledge that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. **AGENDA APPROVAL**
   3.1.   Agenda for March 1, 2023

4. **MINUTES APPROVAL**
   4.1   October 8, 2021 Minutes

5. **EMERGENCY MANAGEMENT COMMITTEE BYLAW REVIEW**
   5.1   Bylaw 1252.20 - Emergency Management Bylaw

6. **EMERGENCY MANAGEMENT COMMITTEE PLAN REVIEW**
   6.1   Emergency Management Plan

7. **TOB: HAZARD IDENTIFICATION RISK ASSESSMENT**
   7.1   H.I.R.A.

8. **LREMP ESS DRAFT PLAN**
   8.1   ESS Plan

9. **TRAINING**
   9.1   Table-top exercise 2023
   9.2   ICS Training – Position Specific, 100-400

10. **ANNUAL REVIEW**
    10.1 AEMA Annual Visit/Review

11. **ADJOURNMENT**

1   Emergency Management Committee – October 8, 2021
Microsoft Teams

1.1   Call to order

- Mayor Poole called the meeting to order at 11:02am

1.2   Attendees (via Teams): Mayor Poole, Councillor Marina Appel, Councillor Rebecca Stendie, Director of Community Services Sean Barnes, Emergency Management and Protective Services Manager Ken Morrison, Communications Coordinator Shelby Craig

2   Agenda/Minutes Approval

2.1   N/A

3   BUSINESS

3.1   REP (Restriction Exemption Program) or 1/3 Capacity
- Manager Morrison explained that the Emergency Management Agency met on October 6 to fine tune what the Town is doing regarding restrictions within facilities. It was decided on September 16 to continue with the 1/3 capacity. This, however, has brought up issues including the cancellation of adult programming, and the impending obstacles that comes with the opening of the Eagle Builders Centre
- The Emergency Management Agency met and is in favour of implementing the REP program in the Eagle Builders Centre. A facility is not allowed to do REP one day 1/3 the next and then back to REP, it is expected that they remain when they make that choice.

- Councillor Appel brought up how this will affect the Library as they are "Out of Scope" How will this work with the library as the library is not permitted to implement REP?
  - Manager Morrison will follow-up
- Out-of-Scope facilities must follow the 1/3 rules even if REP activities happen in the same facility, example is the Merry Market
- Councillor Appel explained that the AJHL team won't play in the new arena until November and the library doesn't move in until November, and inquired whether or not the decision could hold off until the new Council is in and they can make the decision at the end of October.

Recommendations

Councillor Stendie moved to bring a recommendation to the October 12 Regular Council Meeting for Council to write a letter to the Provincial Government about detailed concerns we have as a municipality in the province; request that the Province of Alberta make decisions and not download it onto municipalities, businesses, and residents.

Carried Unanimously
In Favour: Mayor Poole, Councillor Appel, Councillor Stendie

Councillor Appel moved for Administration to bring the REP and 1/3 issue to the October 12 Regular Council Meeting for a further discussion.

Carried
In Favour: Councillor Appel, Councillor Stendie. Opposed: Mayor Poole

4   **Next Meeting Date:** TBD
5   **Adjournment: 11:36a.m.**

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY MANAGEMENT AGENCY AND MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE FOR THE TOWN OF BLACKFALDS

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

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;

WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all municipalities within the geographical boundaries of Lacombe County to such a degree that local resources would be inadequate to cope with the situation; and

WHEREAS Council wishes to enter into a regional emergency management partnership with other municipalities within the geographical boundaries of Lacombe County for the purpose of integrated emergency management planning and operations;

NOW THEREFORE the Council of the Town of Blackfalds in the Province of Alberta, duly assembled in Council Chambers, enacts as follows:

1.   This Bylaw may be cited as the 'Municipal Emergency Management Bylaw' for the Town of Blackfalds.

2.   In this Bylaw, the following terms mean:

a)   **"Act"** means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E- 6.8;

b)   **"Council"** means the Council of the Town of Blackfalds;

c)   **"Chief Administrative Officer"** or **"CAO"** means the Chief Administrative Officer for the Town of Blackfalds, or their delegate;

d)   **"Disaster"** means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;

e)   **"Emergency"** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;

f)   **"Lacombe Regional Emergency Management Partnership"** means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;

g)   **"Lacombe Regional Emergency Advisory Committee"** means a regional committee comprised of a Councillor, or designate, from each of the partnering municipalities of the Lacombe Regional Emergency Management Partnership

h)   **"Lacombe Regional Emergency Management Agency"** means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Lacombe Regional Emergency Management Partnership;

i)   **"Lacombe Regional Emergency Management Plan"** means the integrated emergency management plan prepared by the Lacombe Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of Lacombe County

j)   **"Minister"** means the Minister responsible for the Emergency Management Act;

k)   **"Municipal"** means the Town of Blackfalds;

l) **"Municipal Emergency Advisory Committee"** means the committee established under this Bylaw; and

m) **"Municipal Emergency Management Agency"** means the agency established under this Bylaw

3. There is hereby established a Municipal Emergency Advisory Committee to advise Council on the development of emergency plans and programs.

4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 12 of this Bylaw.

5. Council shall:

   a) by resolution, appoint three of its members to serve on the Municipal Emergency Advisory Committee;

   b) provide for the payment of expenses of the members of the Municipal Emergency Advisory Committee;

   c) by resolution, on the recommendation of the Municipal Emergency Advisory Committee, appoint a Director of Emergency Management and Deputy Director(s) of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;

   c) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Blackfalds;

   e) approve the Town of Blackfalds emergency plans and programs; and

   f) review the status of the Regional Emergency Management Plan and related plans and programs at least once each year

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 Municipal 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 plans and programs

7. The Municipal Emergency Advisory Committee shall:

   a) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and

   b) review the status of the Regional Emergency Management Plan and related plans and programs at least once a year;

   c) provide guidance and direction to the Town of Blackfalds Emergency Management Agency;

   d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once. each year

   e) meet at least once each year, or by special request of the Chair; and

   f) quorum of the Committee shall be 2 of 3 appointed Council members

8.1 The Municipal Emergency Management Agency shall be comprised of one or more of the following:

   a) the Director of Emergency Management;

   b) the Deputy Director(s) of Emergency Management;

c) the Commissioner, Chief Administrative Officer, Clerk or other administrative staff member(s) of the municipality;

d) the Police Chief or designate;

e) the Fire Chief or designate;

f) the Communications Officer (Public Information Officer) or designate;

g) the Public Works Manager/Foreman or designate;

h) the Planning and Development Manager or designate;

i) the Family and Community Support Services Manager or designate;

8.2 In addition, the following public and private organizations may be invited to provide representative(s) to the Municipal Emergency Management Agency:

a) the local RCMP Detachment Commander or designate;

b) the Ambulance Service Manager or designate;

c) the School Division Superintendent or designate;

d) representative(s) from Alberta Health Services;

e) representative(s) from adjacent communities which have entered into mutual aid agreements;

f) representative(s) from local business or business associations (e.g. Chamber of Commerce);

g) representative(s) from local industry or industrial associations;

h) representative(s) from local telecommunications service provider;

i) representative(s) from Municipal Affairs, Alberta Emergency Management Agency;

j) representative(s) from Alberta Environment;

k) representative(s) from Alberta Transportation; and

l) anybody else who might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan

9. The Municipal Emergency Management Agency shall be responsible for:

a) reviewing and updating the Lacombe Regional Emergency Management Plan;

b) recommending to the Municipal Emergency Management Advisory Committee changes or revisions to the plan;

c) reviewing and providing input to the DEM into the development of the Town of Blackfalds Emergency Management training and exercise plan;

d) participating in exercises and training according to the established exercise and training program;

e) meet at a minimum of two times per year

10. The Director of Emergency Management shall:

a) assist in the preparation and coordination of the Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Town of Blackfalds;

b) act as director of emergency operations, or ensure that someone is designated under the Regional Emergency Management Plan to so act, on behalf of the Municipal Emergency

Management Agency; and

c) coordinate all emergency services and other resources used in an emergency;

d) ensure that someone is designated to discharge the responsibilities specified in this section, paragraphs a), b) and c)

e) ensure that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the agency

11. The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, or the Deputy/Mayor, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

12. When a state of local emergency is declared, the person or persons making the declaration shall:

a) ensure that the declaration identifies the nature of the emergency and the area of the Town of Blackfalds 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

13. Subject to Section 12, when a state of local emergency is declared, the person or persons making the declaration may

a) cause the Lacombe Regional Emergency Management 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 the person is qualified to provide;

d) control or prohibit travel to or from any area of the Town of Blackfalds;

e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Town of Blackfalds

f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Town of Blackfalds 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 during the implementing of an emergency plan or program;

h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;

i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town of Blackfalds for the duration of the state of local emergency;

j) authorize the conscription of persons needed to meet an emergency; and

k) authorize any persons at any time to exercise, in the operation of the Lacombe Regional Emergency Management 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

14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

15. 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 12;

    b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution

    d) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or

    d) the Minister cancels the state of local emergency

16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

17. No action lies against the Town of Blackfalds or a person acting under the Town of Blackfalds direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

18. This Bylaw shall come into effect upon third and final reading of this bylaw.

19. Town of Blackfalds Municipal Emergency Bylaw 1117/11 and all amendments thereto are hereby rescinded.

READ for the first time this ___8___ day of __December__, 2020 A.D.

(Resolution No.   )

Richard Poole
Richard Poole, Mayor

Myron Thompson
Myron Thompson,
Chief Administrative Officer

READ for the second time this ___8___ day of __December__, 2020 A.D.

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LACOMBE REGIONAL EMERGENCY MANAGEMENT PLAN (LREMP)

Revision History			
Rev #	Rev Date	Revised By	Summary of Changes
2	April 19, 2022	Krista Parent (on behalf of Julian Veuger, LREMP Coordinator)	Contact Updates and Adjustments
1	April 14, 2021	Krista Parent (on behalf of Julian Veuger, LREMP Coordinator)	Chapter Changes, Contact Updates, Plan Rework

Introduction

The Lacombe Regional Emergency Management Plan (hereinafter referred to as the Plan) has been produced and distributed through the combined efforts of the member municipalities of the Lacombe Regional Emergency Management Partnership (hereinafter referred to as the Partnership). As per the statutory requirements of the Emergency Management Act; as well as the emergency management bylaws of each of the Partnership members, this Plan is to be cited as the official municipal emergency plan for each of the member municipalities.

The Plan has been designed to ensure a quick and effective municipal, and when necessary, a coordinated regional response, to deal with natural, man-made and technological hazards affecting the Lacombe region. The Plan is one element of the Lacombe Regional Emergency Management Program (hereinafter referred to as the Program).

The Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the region and address the functions of prevention and mitigation, preparedness, response and recovery. The elements of this continuous improvement process will include program management, planning, implementation, evaluation and management review by elected officials and administrators.

Natural and man-made hazards, and the risks they present to our communities, have been increasing. In order for this Plan to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, the Plan should be considered an "Evergreen" or "Living" document.

> *The personal information included in this Plan is being collected in support of the Lacombe Regional Emergency Management Program. The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Chairperson of the Lacombe Regional Emergency Management Agency.*

ADMINISTRATION

1.1   INTRODUCTION

1.1.1 Purpose

The purpose of the Lacombe Regional Emergency Management Plan (the Plan) is to provide a prompt and coordinated response to emergencies affecting the partnering municipalities within the geographical boundaries of Lacombe County and to make arrangements for extraordinary measures to protect the health, safety and welfare of all persons within the region.

1.1.2 Authority

The Plan is issued under the authority of the most recent version of:

- Emergency Management Act, R.S.A 2000, Chapter E-6.8;
- Local Authority Emergency Management Regulation
- Lacombe County Emergency Management Bylaw;
- City of Lacombe Emergency Management Bylaw;
- Town of Blackfalds Emergency Management Bylaw 1252/20;
- Town of Bentley Emergency Management Bylaw;
- Town of Eckville Emergency Management Bylaw;
- Village of Alix Emergency Management Bylaw 454/20;
- Village of Clive Emergency Management Bylaw;
- Summer Village of Birchcliff Emergency Management Bylaw;
- Summer Village of Gull Lake Emergency Management Bylaw ;
- Summer Village of Half Moon Bay Emergency Management Bylaw; and
- Summer Village of Sunbreaker Cove Emergency Management

1.1.3 Scope

The Plan contains standard guidelines for the notification, activation and operations of each of the Partners Emergency Coordination Centres (ECC). The Plan is part of the overall Regional Emergency Management Framework and meets all legislative and regulatory requirements under the Emergency Management Act. The Plan is intended to meet the basic needs for each of the Partnering municipalities to respond effectively to all hazards. Notwithstanding this, member municipalities are encouraged to build on the basics included in this Plan, based on their own particular Hazard Identification and Risk Assessment (HIRA).

1.1.4 Background

Comprehensive and integrated emergency management is a shared responsibility between all levels of governments (municipal, provincial and federal), the private sector, non-governmental organizations and individual citizens. A key function of this Plan is to promote the safety and security of residents within the greater Lacombe region. With respect to each partnering municipality, Council is responsible for the prevention/mitigation of, preparedness for, response to and recovery from emergencies within their own jurisdiction. Recognizing that no single municipality has the capability to respond to an emergency or disaster of a multi-jurisdictional nature and to such a degree that local resources would be inadequate to cope with the situation, the members of the Lacombe Regional Emergency Management Partnership (the Partnership) have agreed to adopt this Plan and to develop a regional framework for emergency management.

1.1.5 Incident Management System

An incident management system defines the roles and responsibilities of personnel and the operating procedures to be used in the management and direction of emergencies and other events. The Partnership has adopted the **Incident Command System (ICS)** as the incident management system of choice to be utilized at both the incident site and in the emergency coordination centre(s). Training for and actually responding to significant incidents using ICS will be based on a continuous improvement process.

1.1.6 Objectives

The objectives of this Plan are to:

- Save lives and reduce suffering;
- Protect property;
- Protect the environment; and
- Reduce economic impacts.

1.1.7 Strategy and Tactics

The strategies and tactics employed to respond to significant incidents will be developed on-site and in the municipal ECC and/or regional ECC, based on the hazards, scope and scale of the incident.

1.2   GOVERNANCE

1.2.2 Regional Emergency Management Governance Structure

In accordance with the Lacombe Regional Emergency Management Partnership Agreement, dated May 3, 2011, the partnering municipalities have agreed to adopt a regional emergency management plan and to develop a regional framework for emergency management.

To provide governance and leadership, the Partnership has established the Lacombe Regional Emergency Advisory Committee. This committee is comprised of a councillor, or alternate, from each of the partnering municipalities. The terms of reference for this regional committee are included in this section. NOTE: This Regional Committee does not usurp or take away from the roles and responsibilities of each of the partnering emergency advisory committees.

In addition, the Partnership Agreement provided for the establishment of the Lacombe Regional Emergency Management Agency. This agency is comprised of the Directors of Emergency Management and/or the Deputy Directors of Emergency Management from each of the partnering municipalities. The terms of reference for this regional agency are included in this section.

1.2.3 Delegation of Authority

Allow Agency A to delegate authority to Agency B upon a case by case review (one time contract) by approval by others such as the CAO, DEM or approved designate.

1.3   REQUESTS FOR SUPPORT

Support from the Partnering municipalities may take the form of:

- Resources;
- Personnel; and
- Facilities (Regional ECC, Reception Centres, Etc.)

Requests for support within the Partnership shall be initiated by the jurisdictional DEM or Deputy DEM based on the need and forwarded for approval by the jurisdictional Council/Administration. Upon approval of the request, the jurisdictional DEM shall forward the request to the supporting DEM, who shall gain approval from the supporting Council/Administration prior to release of the support requested. Further details are available in the Partnership Agreement, included in this section.

1.4   WORKER'S COMPENSATION FOR VOLUNTEERS

The *Workers' Compensation Act* (RSA 2000 c. W-15) includes a provision whereby benefits under the Act may be extended to volunteers engaged in work related to an emergency.

Part 3
Jurisdiction of Board

Application of Act
14(3) The Board may, on the terms and conditions it considers appropriate, by order declare that this Act applies to the following classes of persons:

(a) persons temporarily employed in preventing, combatting or alleviating the effects of any emergency or disaster whether or not remuneration is paid for that employment;

(b) persons who are engaged on a voluntary basis as firemen, ambulance drivers, ambulance attendants or in a similar activity undertaken in the public interest whether or not remuneration is paid for this activity.

1.5 AMENDMENTS TO THE PLAN

Amendments to this Plan will be conducted as follows:

- ESS Plan and Response Plan Chapters will be reviewed and amended on an ongoing basis, based on input and direction from the Regional Agency; and

- Admin and Communications Chapters will be amended annually; however, each Partnering municipality may make amendments within their own municipal annex at any time, or as required.
  Note: Amendments to the municipal annexes should be conveyed to the Lacombe Regional Emergency Management Coordinator.

Amendments to the Plan will be recorded by the Lacombe Regional Emergency Management Coordinator in the Amendment Record on the following page.

PARTNERSHIP ANNEXES MUNICIPALITIES AND LCMAO

2.1 INTRODUCTION

The Contact Lists are where the partnering members of the Lacombe Regional Emergency Management Partnership, including the Lacombe County Mutual Aid Organization, maintain their own municipal/industrial emergency contact information, fanout procedures, ECC layout and any other information deemed necessary by the members.

RESPONSE PLAN

3.1 MUNICIPAL NOTIFICATION

Background

Municipal notification is the process of communicating to municipal officials' information regarding incidents that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Risk

The lack of clearly communicated notification procedures could result in failure to activate municipal emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the municipality. The notification procedure forms part of the Lacombe Regional Emergency Management Plan (the Plan) and must be included in training, exercises and actual response.

Policy

To ensure timely and effective emergency management within the Lacombe region, municipal notification of incidents shall be proactive, shall be based on incident criteria and shall be developed as part of the Plan. The notification procedures shall be communicated to all municipal, regional and contracted agencies operating in the municipality/region, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute and exercise these municipal notification procedures as part of the Plan.

Goal

In order to respond effectively to all occurring or anticipated incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures, notification of the municipal emergency management agency must be ensured in a timely and predictable manner.

3.1.1 Procedure

All municipal first responders and municipal departments aware of an occurring or potential incident need to ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM or designate:

- Is there a need or potential need to evacuate residents beyond the initial isolation zone;
- Is environment/property/utility damage or potential damage critical;
- Does the incident require more resources than are available locally or through mutual aid;
- Will this incident attract media beyond the local or regional level and/or require public notification/information; and
- Is notification to regulatory, government or other external agencies required?

If the answers to the above questions are all "no", first responders are to proceed with their normal standard operating procedures and/or standard operating guidelines to resolve the incident. If the incident should escalate and/or any of the answers to the above questions changes to a "yes", notification is required as per below.

If the answer to any one question is "yes", the following notification must be made:

- Contact the DEM of jurisdiction as per the municipal annexes;
- In his/her absence, contact the Deputy DEM of jurisdiction as per the municipal annexes;
- In his/her absence, contact the next designate on the list;
- The following information needs to be provided by the Incident Commander: o Type of incident and details; o Incident location; o Nature of the incident; o Municipal or regional impact;
  - o Is immediate evacuation support or activation of the Alberta Emergency Alert system required?
  - o What additional resources are required? o Other important information? o Who is reporting the incident? o Provide the contact name and number at emergency site.
  - o Notifications requested.

The DEM or designate will record any notification received on the Incident Report Form for Municipal DEM and will decide if municipal emergency coordination procedures need to be implemented, including activating the Municipal Emergency Coordination Centre (MECC). If the DEM believes that the MECC should be activated, the DEM will liaise with Committee/Agency Executive (Council and Administration) as per individual municipal policy, and activate as directed.

Notification/Mobilization Decision Matrix

Incident Occurs

First Responders Assess Situation

Criteria for Notifying Director of Emergency Management (DEM):

1. Is there a need or potential need to evacuate residents beyond the initial isolation zone?
2. Is 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 incident attract media beyond local or regional levels and require public information?
5. Are regulatory, government and/or industry agencies required?

If "yes", notify DEM/DDEM.   If "no", proceed to "monitor/standard response".

Notify DEM/Deputy DEM:

DEM/DDEM	
DEM	
DDEM	

Monitor/Standard Response

DEM/DDEM may implement emergency coordination procedures following additional information:
- Type of incident;
- Location of incident;
- Nature of incident;
- Municipal/regional impact;
- Is immediate evacuation or activation of the AEA system required?
- What additional resources are required?
- Other important information?

First responders are to proceed with normal standard operating procedures and/or guidelines to resolve the incident. Should the incident escalate beyond standard response, notification of DEM/DDEM shall be required.

Mobilize Regional Plan

Mobilize ICP/ESS Plan

If regional assistance is required, refer to page 4.

If ICP mobilization is required, refer to page 2.

If ESS mobilization is also required, refer to page 3.

Activate Registration and ESS Plan Refer Page 3 and 4

De-mobilization & Recovery

PAGE 1

Incident Report Form

CALLER INFORMATION				
Name of Caller:				
Position:		Agency:		
Location:		Date & Time:		
Call Back Phone Number(s)		Business	Residence	Cell

INCIDENT INFORMATION	
Type of Incident and Details:	
Incident Location: Address	
GPS	
or DLS:	_____ - _____ - _____ - _____ West of _____ Meridian
Generic Directions:	
Nature of Incident:	
Municipal Impact:	
What is at Risk:	
Contact at Incident: (if different than above)	
Level of Impact:	
Notifications Requested:	

3.2 MUNICIPAL EMERGENCY COORDINATION CENTRE ACTIVATION

Once the decision has been made to activate the MECC, a fan-out or call down procedure should be initiated by the DEM. Depending on the nature and urgency of the incident (IE: mandatory evacuation requirement) this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call to the Administrator and/or Deputy DEM) and they will carry out the remaining calls as per the municipal fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

3.3 NEIGHBORING MUNICIPAL EMERGENCY COORDINATION CENTRE ACTIVATION

There may be incidents whereby the impacted MECC is not suitable for activation (for example, the MECC is located in or near the impacted area). In these circumstances, the flexibility of the Partnership allows for a request to the closest neighbouring municipality to activate their MECC in support of the impacted municipality. The decision to choose a neighbouring MECC, as opposed to requesting activation of a Regional Emergency Coordination Centre (RECC), should be made considering the capabilities of the supporting MECC.

Details for requesting support are contained in Section Three – Administration, subsection 3.3.

3.4 REGIONAL EMERGENCY COORDINATION CENTRE ACTIVATION

The Partnership has identified the need for an enhanced regional capability and the following municipalities have agreed to establish a Regional Emergency Coordination Centre (RECC) based on need and formal request:

- Lacombe County
- The City of Lacombe
- The Town of Blackfalds

Procedures for requesting activation of a RECC in support of a MECC are contained in Section Three – Administration, sub-section 3.3.

3.5 MUNICIPAL EMERGENCY COORDINATION CENTRE – INITIAL OPERATIONS

3.5.1 General

The MECC, when activated, will operate under an "all hazards" concept (see glossary). Life safety is the obvious first priority, with property and the environment being the next considerations. As the Lacombe Region is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional and intentional) and technological threats, notification, passage of information and quick reaction is critical to a successful response.

3.5.2 Incident Command System

The Partnership has agreed to use the Incident Command System (ICS) as the incident management system for use at both the ECC and at the incident site. Training on the ICS for first responders and ECC personnel will be an on-going effort across the region. Diagrams to illustrate aligned ICS structure and positions for the ECC and the Incident Site are available on pages 1-13 to 1-16. Forms and Position Checklists for ECC and Site Personnel are available in Section Two – Tools and Templates.

3.5.3 Priorities

The first priority is life safety. During the Hazard Identification and Risk Assessment process, the Partnering municipalities identified dangerous goods/hazardous materials releases (road and rail transportation and/or activity in the oil and gas/petrochemical industries) amongst their top five hazards. Wildland, urban and urban interface fires were also rated as high hazards.

In the event of a dangerous goods/hazardous materials incident, there may be a requirement for immediate public protective actions (shelter-in-place and/or mandatory evacuation) to be initiated. Incident Commanders (typically, senior first responders at the officer and above levels) have been delegated authority through their municipal bylaws or municipal contracts, to conduct evacuations within what is known as the initial isolation zone. If the incident requires a larger scale evacuation, the Incident Commander must notify the DEM immediately of the requirement and the DEM must initiate the process for a declaration of a **"State Of Local Emergency"** to provide the necessary legal authority to conduct a mandatory evacuation and provide liability protection for emergency services providers.

2016 Emergency Response Guide

This guide is made available in hard copy to all first responders throughout Alberta by the Alberta Transportation ministry and is intended to be a guidebook for first responders during the initial phase of a dangerous goods/hazardous materials transportation incident. It will also be a very valuable tool within the MECC/RECC in supporting site personnel. The guide is downloadable in PDF document format and as a software version at Transport Canada's website at: www.tc.gc.ca/eng/canutec/guide-menu-227.htm

The following information on protective actions has been extracted from the **2016 Emergency Response Guide (ERG2016)** to assist first responders and ECC Staff:

- **Protective Actions** are those steps taken to preserve the health and safety of emergency responders and the public during an incident involving the release of dangerous goods.

- **Isolate Hazard Area and Deny Entry** means keep everybody away from the area if they are not directly involved in emergency response operations. Unprotected emergency responders should not be allowed to enter the isolation zone. The "isolation" task is done first to establish control over the area of operations. This is the first step for any protective actions that may follow.

- **Evacuate** means move all people from a threatened area to a safer place. To perform an evacuation, there must be enough time for people to be warned, to get ready, and to leave an area. If there is enough time, evacuation is the best protective action. Begin evacuating people nearby and those outdoors in direct view of the scene. When additional help arrives (or MEOC/RECC is activated), expand the area to be evacuated downwind and crosswind to at least the extent recommended in ERG2016. Even after people move to the distances (or place) recommended, they may not be completely safe from harm. They should not be permitted to congregate at such distances. Send evacuees to a definite place, by a specific route, far enough away so they will not have to be moved again if the wind shifts.

Forms for Voluntary and Mandatory Evacuations are available in Section Two – Tools and Templates, on pages ECC 2-1-10 and ECC 2-1-11.

- **Shelter-in-Place** means people should seek shelter inside a building and remain inside until the danger passes. **Sheltering-in-place is used when evacuating the public would cause greater risk the staying where they are, or when an**

evacuation cannot be performed. Direct the people inside to **close all doors and windows** and to **shut off all ventilating, heating and cooling systems**. Sheltering-in-place protection may not be the best option if (a) the vapors are flammable; (b) if it will take a long time for the gas to clear the area; or (c) if buildings cannot be closed tightly. Vehicles can offer some protection for a short period if the windows are closed and the ventilating systems are shut off. Vehicles are not as effective as buildings for sheltering-in-place.

Form for Shelter-in-Place Instructions is available in Section Two – Tools and Templates.

- **It is vital to maintain communications with competent persons inside buildings** so that **they are advised about changing conditions. Persons who are sheltered-in-place should be warned to stay far from windows because of the danger from glass and projected metal fragments in the event of a fire and/or explosion.**

- **Every dangerous goods incident is different. Each will have special problems and concerns. Action to protect the public must be carefully considered. This information can help with initial** decisions on how to protect the public. Site personnel and ECC Staff must continue to gather information and monitor the situation until the threat is removed.

3.5.4 Protective Action Decision Factors to Consider

The choice of protective actions for given situation depends on a number of factors. For some cases, evacuation may be the best option; in others sheltering-in-place may be the best course. Sometimes, these two actions may be used in combination. In any emergency, first responders and ECC officials need to quickly give the public instructions. The public will need continuing information and instructions while being evacuated or sheltered-in-place.

Proper evaluation of the factors listed below will determine the effectiveness of evacuation or sheltering-in-place. The importance of these factors can vary with emergency conditions. In specific emergencies, other factors may need to be identified and considered as well. The following list indicates what kind of information may be needed to make the initial decision.

The Dangerous Goods/Hazardous Material

- Degree of health hazard;
- Chemical and physical properties;
- Amount involved;
- Containment/control of release; and

- Rate of vapor movement

The Population Threatened
- Location of incident;
- Number of people;
- Time available to evacuate or shelter-in-place;
- Building types and availability (reception centres in a safe location); and
- Special institutions or populations (e.g. seniors' facilities, hospitals, schools, etc.).

Weather Conditions

- Effect on vapor and cloud movement;
- Potential for change in weather conditions; and
- Weathers effect on evacuation or sheltering-in-place efforts.

It is important to note that the protective actions detailed above are primarily intended for response to dangerous goods/hazardous materials release; however, these protective actions are also appropriate for consideration in the response to natural hazards such as urban, wildland, and/or urban interface fires; as well as meteorological events such as flooding and severe weather (tornados, windstorms).

3.5.5 State of Local Emergency

Conditions under which a State of Local Emergency (SOLE) exists or may exist include the need for extraordinary legal authority or the provision of liability protection for elected officials, the emergency operations centre team, incident site personnel and volunteers engaged in the response. The power to declare or renew a SOLE is typically delegated to the Reeve/Mayor, or the Deputy Reeve/Mayor, or in their absence, two members of Council acting in concert. Specifics on who can declare a SOLE are detailed in the emergency management bylaws of each of the partnering municipalities and are included in this Plan in **Section Four – Partnership**. All forms associated with a SOLE, including the declaration, public announcement, termination and renewal, are available in **Section Two – Tools and Templates on pages ECC 2-1-5 to ECC 2-1-8**.

3.5.6 Alberta Emergency Alert
Public Safety is everyone's responsibility!

Disasters can occur anywhere, at any time. It is your responsibility to ensure you are prepared if a disaster occurs. Alberta Emergency Alerts are issued to assist you—providing you with critical information about an immediate disaster, where it is occurring and what action you need to take.

Alerts are distributed to the public through various outlets including:

- Radio and Television
- Internet
- RSS Feed

- Social Media (Facebook, Twitter, etc.)
- Road Signage
- Alberta Emergency Alert App

When disaster strikes, get more information and take appropriate action to protect yourself and your family.

Stop ● Listen ● Respond

Alberta's Emergency Public Warning System

The government of Alberta developed a public warning system as a result of the 1987 tornado that struck Edmonton and the surrounding area. This system, called Alberta's Emergency Public Warning System (EPWS) was created in 1992. This system warned the public of imminent danger. The EPWS was the first rapid warning system of its kind to use media outlets to broadcast critical life-saving information directly to the public.

New System: Alberta Emergency Alert

In 2011, EPWS was upgraded and renamed "**Alberta Emergency Alert**". Alberta Emergency Alert was developed to address the changes in technology as radio and television moved from analogue to digital.

Alberta Emergency Alert is a model of effective co-operation between government and broadcasters. Its availability to local government emergency management officials and key agencies in order to issue warnings is highly regarded within the emergency management community.

Authorized Users

An Alberta Emergency Alert (AEA) can be issued by individuals who have been designated by their community, organization, or department. These individuals are called Authorized Users and may include:

- Emergency Managers
- Municipal Officials
- First Nation Representatives
- Provincial Government Departments (Alberta Emergency Management Agency, Alberta Environment)
- Federal Government Departments (Environment Canada)

3.6 MECC/RECC OPERATIONAL GUIDELINES

The following points should be considered by each of the Partnering municipalities during an activation of their MECC or RECC and subsequent operations:

- **Security.** All ECCs should address the issue of security to ensure that only those essential personnel who are directly involved in operations and support to the site are allowed access into the ECC;

- **Staffing.** ECCs should be staffed using the ICS principle of Modular Organization and as such, only those positions that are required to meet the operational needs of the incident, are filled. If the ECC Director (typically the DEM) does not fill a position, then it is understood that the next level of supervision and then ultimately the ECC Director is responsible for those functions. Diagrams to illustrate suggested ICS structure and positions for ECC and Incident Site are available on pages 25 to 30. **Forms and Position Checklists for ECC and Site Personnel are available in Section Two – Tools and Templates**;

- **ECC Planning Cycle Meetings.** There are many models describing the planning cycle process in ECCs. As the Partnership progresses with training under the ICS and the utilization of this Plan, the planning cycle process will be refined and standardized across the region. ICS Canada recommends the use of the ICS Planning "P" model for incident action planning.

- **Emergency Social Services.** Emergency Social Services (ESS) is a planned emergency response program intended to meet the immediate and long term survival and psychological needs of individuals impacted by an emergency or disaster. ESS programs include and plan for the provision of basic food, clothing, lodging and personal services in order to care for those evacuated during a major emergency or disaster.

    Each of the Partnering municipalities currently has some level of ESS capability. ESS is typically provided by the following organizations (depending on the municipality):

    - Family and Community Support Services (FCSS) ○ RCMP Victim Services Units ○ Non-Government Organizations (NGOs) such as the Red Cross, Salvation Army, St. John Ambulance, etc. ○ Municipal Staff
    - Church and local service groups

    The Partnership has identified the need to enhance ESS capability within the region and has worked towards a Regional ESS structure, organization and plan on a go-forward basis. The existing ESS information relative to the regional partners has been incorporated into the development of the Regional Emergency Social Services Plan (RESSP).

The RESSP has been developed to align with the Lacombe Regional Emergency operations when activation is required for support to impacted residents. The RESSP illustrates and describes the functions involved, their roles and responsibilities (checklist format) and the relative documents, forms & templates that provide support to the roles.

Additionally a Regional Reception Centre Manual (RRCM) was developed to provide further guidance to the Emergency Social Services Program. The RRCM illustrates and describes the functional roles in Reception Centre Management, their roles and responsibilities (checklist format) and provides details on the relative forms and templates required by each function. The relative forms are provided in full size format at the rear of the manual for duplication purposes.

The Regional Emergency Social Services Plan and the Regional Reception Centre Manual are provided as separate documents to supplement the Regional Emergency Management Plan. The Regional Emergency Management Plan has been updated to integrate the necessary RESS governance structure required dependent upon the complexity of the emergency or crisis.

3.7 EMERGENCY SERVICES FREQUENCIES
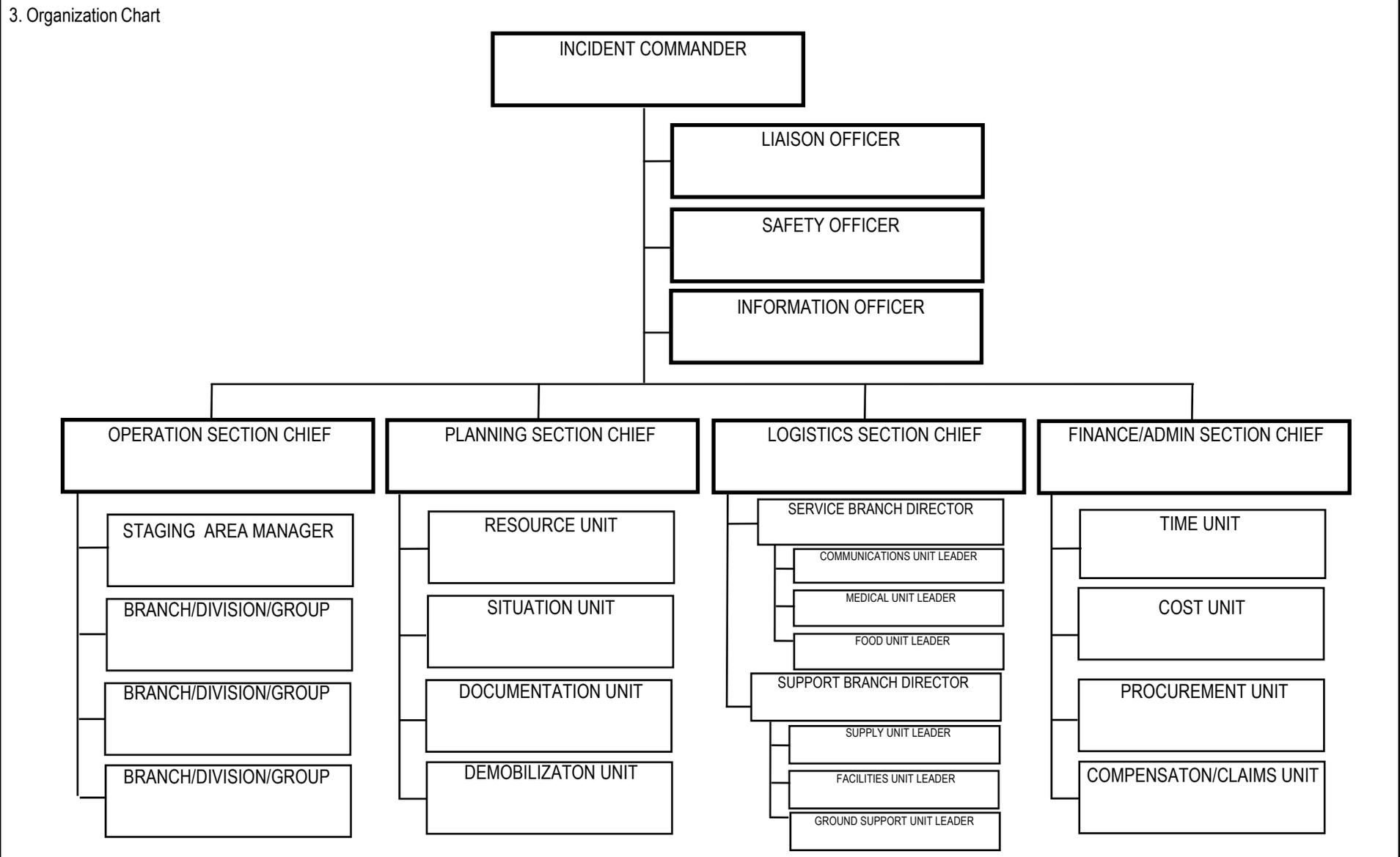
Lacombe Emergency Services VHF

Chan	Rx	Tone	Tx	Tone	Scan	Display	Description
1	169.785	151.4	172.005	151.4	Yes	1 ECKVILLE	Eckville Repeater Area 1
2	169.290	151.4	163.185	151.4	Yes	2 BENTLEY	Bentley Repeater Area 2
3	169.125	151.4	169.755	151.4	Yes	3 GILBY	Gilby Repeater Area 3
4	169.800	151.4	169.260	151.4	Yes	4 LACOMBE	Lacombe Repeater Area 4
5	170.925	151.4	158.520	151.4	Yes	5 CLIVE	Clive Repeater Area 5
6	169.485	151.4	174.000	151.4	Yes	6 ALIX	Alix Repeater Area 6
7	149.665	151.4	155.970	151.4	Yes	7 MIRROR	Mirror Repeater Area 7
8	156.855	ø	156.855	ø	Yes	MUT AID	Provincial Mutual Aid
9	158.760	ø	158.760	ø	Yes	PROV AMB	Provincial Ambulance
10	155.670	ø	155.670	ø	Yes	TAC 9	RCMP TAC 9
11	169.800	151.4	169.800	151.4	Yes	T/T	Truck to Truck Direct
12	162.210	151.4	162.210	151.4	Yes	GEN T/T A	General Operations A
13	166.620	151.4	166.620	151.4	Yes	GEN T/T B	General Operations B
14	153.050	151.4	153.050	151.4	Yes	GEN T/T C	General Operations C
15	154.025	114.8	158.985	114.8	Yes	BLACKFALD FIRE	Blackfalds Fire Department

16	155.385	146.2	151.190	146.2	Yes	SYLVAN LK FIRE	Sylvan Lake Fire Department

Incident Organization Chart (ICS 207)

ICS

1. Incident Name:	2. Operational Period:	Date From: Time From:	Date To: Time To:

3. Organization Chart

```
                        INCIDENT COMMANDER

                              LIAISON OFFICER

                              SAFETY OFFICER

                              INFORMATION OFFICER


OPERATION          PLANNING          LOGISTICS          FINANCE/ADMIN
SECTION CHIEF      SECTION CHIEF     SECTION CHIEF      SECTION CHIEF

STAGING AREA       RESOURCE UNIT     SERVICE BRANCH     TIME UNIT
MANAGER                              DIRECTOR

BRANCH/            SITUATION UNIT      COMMUNICATIONS   COST UNIT
DIVISION/GROUP                        UNIT LEADER

                                      MEDICAL UNIT
                                      LEADER

BRANCH/           DOCUMENTATION       FOOD UNIT LEADER  PROCUREMENT UNIT
DIVISION/GROUP    UNIT

                                    SUPPORT BRANCH
                                    DIRECTOR

BRANCH/           DEMOBILIZATON        SUPPLY UNIT      COMPENSATON/
DIVISION/GROUP    UNIT                 LEADER           CLAIMS UNIT

                                       FACILITIES UNIT
                                       LEADER

                                     GROUND SUPPORT
                                     UNIT LEADER
```

Page of	4. Prepared by: (Name & Position)	Signature:	Date/ Time:

ICS 207-CAN

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# Incident Organization Chart (ICS 207)

| 1. Incident Name: | 2. Operational Period: | From:Date _____ Time _____ |
| | | To: Date   Time _____ |

3. Organization Chart

Use the chart below to display branch organization for complex incidents. Branches are functional (label with functional name) or geographic (label with capitalized roman numerals).
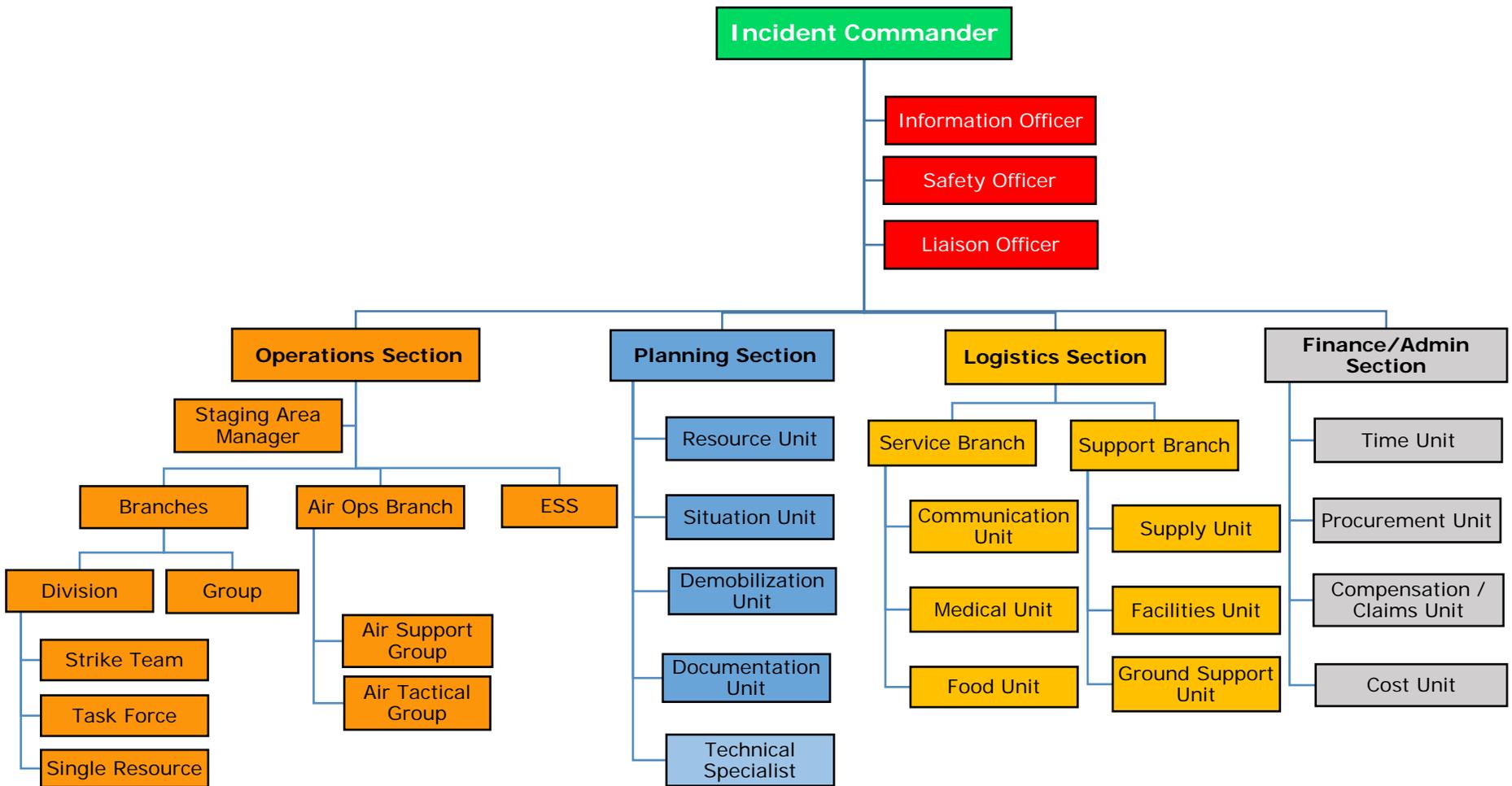
| Page   of | 4. Prepared by: (Name & Position) | Signature: | Date/Time: |

ICS 207-CAN
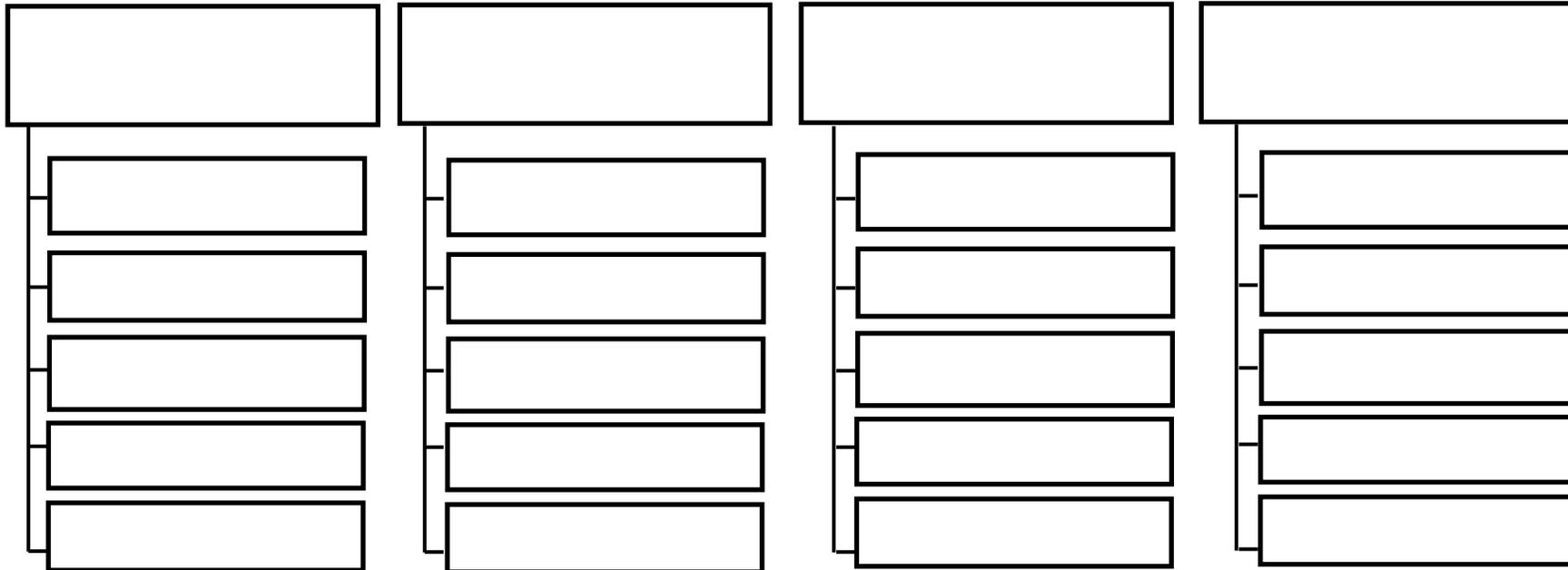
Distribution List

Municipality/Agency	Address	Copy Number
Lacombe County	RR3 Lacombe AB T4L 2N3	1
City of Lacombe	5432 56 Avenue Lacombe AB T4L 1E9	2
Town of Blackfalds	5018 Waghorn Street Blackfalds AB T0M 0J0	3
Town of Bentley	4918 50 Avenue Bentley AB T0C 0J0	4
Town of Eckville	5023 51 Avenue Eckville AB T0M 0X0	5
Village of Alix	4849 50 Street Alix AB T0C 0B0	6
Village of Clive	5115 50 Street Clive AB T0C 0Y0	7
Summer Village of Birchcliff	Unit 8, 14 Thevanaz Industrial Trail Sylvan Lake AB T4S 2J5	8
Summer Village of Gull Lake	PO Box 5 Site 2 RR 1 Lacombe AB T4L 2N2	9
Summer Village of Sunbreaker Cove	Unit 8, 14 Thevanaz Industrial Trail Sylvan Lake AB T4S 2J5	11
Summer Village of Half Moon Bay	Unit 8, 14 Thevanaz Industrial Trail Sylvan Lake AB T4S 2J5	12
Alberta Health Services Emergency Medical Services	Bag 5030, 103, 5010 43 Street Red Deer, AB T4N 6H2	DVD
RCMP - Bashaw Detachment	Box 248, 5017 52 Street Bashaw AB T0B 0H0	DVD
RCMP - Blackfalds Detachment	Box 1780, 4405 South Street Blackfalds AB T0M 0J0	DVD
RCMP - Ponoka Detachment	Box 4250, 5120 50 Avenue Ponoka AB T4J 1R6	DVD
RCMP - Rimbey Detachment	Box 919, 5117 50 Street Rimbey AB T0C 2J0	DVD

RCMP - Stettler Detachment	Box 1298, 5902 44 Avenue Stettler AB T0C 2L0	DVD
RCMP - Sylvan Lake Detachment	5030 48 Avenue Sylvan Lake AB T4S 1G7	DVD
Red Deer Emergency Services	Box 5008 Red Deer AB T4N 3T4	DVD
Brian Boutin Alberta Emergency Management Agency, Field Officer	Suite 207 4920 51 Street Red Deer, AB T4N 6K8	DVD
Wolf Creek School Division No. 72	6000 Highway 2A Ponoka AB T4J 1P6	DVD
Lacombe County Mutual Aid Organization Chair	RR 3 Lacombe, AB T4L 2N3	DVD

Key Emergency Contacts Chart

Name	Position	Business	Cell	E-Mail
Alberta Emergency Management Agency (AEMA)				
Provincial Operations Centre	Communication & Response Coordination	1.866.618.2362 780.645.6213		aema@gov.ab.ca
Vacant	Field Officer, Central Region	403.340.5102		
Brian Boutin	Field Officer, Central Region	403.340.5102	403.506.7450	brian.boutin@gov.ab.ca
HHID Consultants – LREMP Coordinator				
Julian Veuger	LREMP Coordinator		403.896.3339	hhid@townofbentley.ca
Lacombe County				
Drayton Bussiere	DEM	403.782.6601	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule	DDEM	403.782.6601	403.505.5512	msproule@lacombecounty.com
24 After Hours			403.357.1210	
City of Lacombe				
Dennis Cole	DEM	403.782.1230	403.396.3161	dcole@lacombe.ca
Eric Graham	DDEM	403.782.1230	403.304.5686	egraham@lacombe.ca
Diane Piche	DDEM	403.782.1274	403.396.3069	dpiche@lacombe.ca
Matthew Goudy	CAO, DDEM	403.782.1254	403.506.3500	mgoudy@lacombe.ca
Vacant	DDEM			
Jordan Thompson	DDEM	403.782.1268	403.304.3717	jthompson@lacombe.ca
Lorne Blumhagen	DDEM	403.782.3279	403.506.5013	lblumhagen@lacombe.ca
Michelle Kristian	DDEM	403.782.3279	403.506.4987	mkristian@lacombe.ca
Town of Eckville				
Julian Veuger	DEM		403.896.3339	hhid@townofbentley.ca
Jack Ramsden	CAO, DDEM	403.746.2171	403.443.1106	jackramsden@eckville.com
Darcy Webb	DDEM	403.746.2171	403.848.0120	darcywebb@eckville.com
Penny Seiling	DDEM	403.746.2171	587.679.4266	ddem@eckville.com

Town of Bentley				
Julian Veuger	DEM, LREMP Coordinator	403.748.4044	403.896.3339	hhid@townofbentley.ca
Marc Fortias	CAO, DDEM	403.748.4044	780-838-2883	Marc.be@telus.net
Barb Carson	DDEM	403.748.4044	403.318.6593	fessi@iclous.com
Town of Blackfalds				
Ken Morrison	DEM	403.885.6351	403.396.0457	kmorrison@blackfalds.ca
Rick Kreklewich	DDEM		403.391.2003	rkreklewich@blackfalds.ca
Myron Thompson	DDEM, CAO	403.885.6255	403.506.2336	mthompson@blackfalds.ca
Village of Clive				
Carla Kenney	DDEM, CAO	403.784.3366	587.447.0199	carla@clive.ca

Village of Alix				
Janene Anderson	DEM	403.747.2861	403.318.4520	cjbb001@gmail.com
Michelle White	CAO, DDEM	403.747.2495	403.358.9814	cao@villageofalix.ca
Summer Village of Gull Lake				
Tim DeVries	DEM	403.748.2966	403.358.2203	farmertimsemail@yahoo.ca
Cyril Fortney	CAO, DDEM	403.748.2966		admin@summervillageofgulllake.com
==Summer Village of Sunbreaker Cove==				
Tanner Evans	CAO, DEM	403.887.2822	1.778.808.0554	tevans@sylvansummervillages.ca
	DDEM	403.887.2822		
==Summer Village of Birchcliff==				
Tanner Evans	CAO, DEM	403.887.2822	1.778.808.0554	tevans@sylvansummervillages.ca
	DDEM	403.887.2822		
==Summer Village of Half Moon Bay==				
Tanner Evans	CAO, DEM	403.887.2822	1.778.808.0554	tevans@sylvansummervillages.ca
	DDEM	403.887.2822		

Village of Alix

Main Telephone Number	403.747.2495
Fax Number	403.747.3663
Website Address	www.villageofalix.ca
Generic Email Address	cao@villageofalix.ca
Street Address	4849 – 50 Street, Alix, AB
Mailing Address	Box 87, Alix, AB T0C 0B0
ECC Location	Village Office 4849 – 50 Street, Alix, AB
ECC GPS Coordinates	52° 23′ 54.0 N 113° 11′ 36.3 W
Population	851
Alternate ECC Location	Clive EOC Lacombe County EOC Town of Blackfalds EOC
Village of Alix Bylaw	Bylaw 454/20 March 18, 2020

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email Address**
Janene Anderson Director of Emergency Management	403.318.4520	janderson@villageofalix.ca
Michelle White Deputy Director of Emergency Management	403.358.9814	cao@villageofalix.ca

MAYOR AND COUNCIL

Name and Position	Cell	Email Address
Rob Fehr Mayor	403.596.2787	kasmak1@outlook.com
Tim Besuijen Councillor	403.357.4753	Tim.Besuijen@novachem.com
Barb Gilliat Councillor	403.391.1634	bgilliat@platinum.ca
Vicki Soltermann Councillor	403.747.3687	vsoltermann@villageofalix.ca
Ed Cole Councillor	403.872.2966	edcole@villageofalix.ca

ADMINISTRATION/ MUNICIPAL STAFF- KEY POSITIONS

Name and Position	Cell	Email Address
Michelle White Chief Administrative Officer	403.358.9814	cao@villageofalix.ca
Glenna Carlson FCSS Coordinator Emergency Social Services	403.350.4079	glenna.j.carlson@villageofalix.ca
Terry Allan Director of Public Works	403.348.9854	maintenance@villageofalix.ca

FIRE/COMMUNITY PEACE OFFICERS

Name and Position	Business	Cell	Email
Darren Hiron Fire Chief	Alix Fire Hall 403.747.3134	403.505.3215	dhalixfd@outlook.com
Corrie Anderson Deputy Fire Chief	403.342.7500	403.848.2711	cjbb001@gmail.com
Drayton Bussiere Lacombe County Fire Chief	403.782.8959	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.8959	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.8959	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.8959	403.350.8326	kfriesen@lacombecounty.com
Dave Lahucik Peace Officer	403.782.8959	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.8959	403.396.5216	kwestrom@lacombecounty.com

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Cell	Email Address
Rob Fehr Mayor	403.596.2787	kasmak1@outlook.com

FIRST RESPONSE

POLICE	Emergency	Complaint	Administration
RCMP – Bashaw Detachment 5017 52 Street, Bashaw, AB	911	780.372.3593	780.372.3793
FIRE	**Emergency**	**Fire Hall**	**Fax**
Alix Fire Department 4604 50 Avenue, Alix, AB	911	403.747.3134	403.747.3134
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services – Bashaw Station 5308 53 Street, Bashaw, AB (BLS)	911	780.372.3524	780.372.3592
Stettler District Ambulance Association 5906 47 Avenue, Stettler, AB (ALS)	911	403.742.1900	403.742.8207
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides 911 service and dispatches for Fire and EMS	403346.9977	403.346.5511	403.343.1866

PUBLIC FACILITIES			
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)			
Facility	**Contact Information**		
	Phone	**Fax**	**email**
SCHOOL Alix-MAC School 4723 49 Street, Alix, AB	403.747.2778	403.782.8727	alix@wolfcreek.ab.ca
COMMUNITY HALL Alix community Hall 5008 49 Avenue, Alix, AB	Sheila Sandul H-403.747.0003 C-403.350.4706		
CHURCHS Alix Evangelical Free Church 4619 Lake Street, Alix, AB Alix United Church Rge Rd 241 & Twp Rd 392	403.747.2015 403.747.2689		
OTHER Alix Hotel Alix Gator Inn- Hwy 12 Alberta Social Housing Group (The Bethany Group) Lakeview Manor 48917 51 St, Alix AB Railway House 5008-50 Ave, Alix AB	403.747.2772 403.747.2232 403.747.2604 780.679.2003 403.747.2221	 780.678.5035 403.747.2666	
ARENA Alix Arena 5931 52 Street, Alix, AB	Arena Board Jeff Pederson 403.391.3162 Marcy Henry 403.391.3111 Leah Simeniuk 403.506.1745		

RESOURCE LIST *(Heavy equipment, generators, etc.)*			
Equipment Type	**Information**		
	Make	**Model**	**Other Information**
Loader	Cat	914G	
Bobcat	Cat	5650	2 blades Enclosed, Broom Open Broom
Road Sander	HI Way	P	
Dump Truck	Freight Liner		Dump Box slide in
Dump Truck	Chev		Tandem Axle
Tuck-pick up	Chev	3500	3 Ton
Truck-pick up	Chev	3500	
Truck-Pick up	Chev	1500	Flat Deck
Generator	Balder	2500	Dump Box
Generator	Honda	Serge Master	X 3 Gas 2500w
Tractor	John Deere	2305	Gas 5000w Attachments, Snow Blade, Sander,Rotatiller
Tractor	John Deere	455	Mower
Mower	Kubota	2880	6' Front mount mowers X 3
	Hotsy		Gas

Pressure Washer Boat			14ft Aluminum 9hp

Hazard Identification and Risk Assessment – Village of Alix

The Village of Alix conducted a formal Hazard Identification and Risk Assessment (HIRA) process on August 25, 2020. The Risk Assessment was reviewed and updated on August 20, 2020. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the Village of Alix and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment, the Village of Alix is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the Village of Alix are:

- Forest Fire (wildfire);

- Energy/power/utility failure (considering an extended outage);

- Drought;

- Snow, ice, hail, sleet storms; and

- Transportation incident (Major motor vehicle collision, rail, or air incident).

The Village of Alix will conduct a HIRA process after every major incident or every two years, whichever comes first.

Summary Page

Priority	Hazard	Risk Score	Risk Level
1	Major Road Accident (Vehicular)	72	Extreme
2	Forest Fire (Wildfire)	72	Extreme
3	Rail Accident	54	Extreme
4	Hazmat (Transportation) - Rail	54	Extreme
5	Hazmat (Transportation) - Road	54	Extreme
6	Wastewater (contamination)	72	Extreme
7	Communication Equipment Failure	60	Extreme
8	Toxic Gas Release	72	Extreme
9	Airplane Crash	54	Extreme
10	Snow	60	Extreme
11	Blizzards	54	Extreme
12	Extreme Cold	72	Extreme
13	Extreme Heat	72	Extreme
14	Chemical, Biological, Radiological, Nuclear Event	54	Extreme
15	High Intensity Residential Fire	48	Very High
16	Hail	45	Very High
17	Water Main Break	45	Very High
18	Bridge / Structural Collapse	36	High
19	Hazmat (Fixed Site) - Pipeline / Storage Facility	36	High
20	Oil and Gas Emergency	36	High
21	Tornado	36	High
22	Wind	36	High
23	Water Pollution / Contamination	32	High
24	Drought	27	Moderate
25	Human Health Emergency	27	Moderate
26	Computer / Hardware / Software Failure	24	Moderate
27	Pipelines	24	Moderate
28	Floods (Watercourse)	8	Very Low

Town of Bentley

Main Telephone Number	403.748.4044
Fax Number	403.748.3213
Website Address	www.townofbentley.ca
Generic Email Address	info@townofbentley.ca
Street Address	4918 – 50 Avenue, Bentley AB
Mailing Address	Box 179, Bentley AB T0C 0J0
ECC Location	Bentley Town Office 4918 – 50 Avenue, Bentley AB
ECC GPS Coordinates	52° 27' 56.1 N 114° 02' 52.9 W
Population	1,132
Alternate ECC Location	Lacombe County City of Lacombe Town of Blackfalds

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email Address:**
Julian Veuger Director of Emergency Management	403.346.3696	hhid@shaw.ca
Marc Fortais- CAO Deputy Director of Emergency Management	780.838.2883	marc.be@telus.net mfortais@townofbentley.ca
Barb Carson Deputy Director of Emergency Management	403.318.6593	fessi@icloud.com community@townofbentley.ca

MAYOR AND COUNCIL

Name and Position	Cell	Email Address:
Greg Rathjen Mayor	403.357.0188	grathjen@bentleycouncil.ca
Neil Maki Councillor	403.391.2645	nmaki@bentleycouncil.ca
Doug Talsma Councillor	403.877.7437	dtalsma@bentleycouncil.ca
Joan Dickau Councillor	403.896.7250	jdickau@bentleycouncil.ca
Cora Knutson Councillor	403.506.2696	cknutson@bentleycouncil.ca

ADMINISTRATION/ MUNICIPAL STAFF- KEY POSITIONS

Name and Position	Cell	Email Address:
Marc Fortais Chief Administrative Officer	780.838.2883	marc.be@telus.net mfortais@townofbentley.ca
Darren Jensen Public Works Foreman	403.896.6194	djensen@townofbentley.ca
Cole Gibson Asst. Public Works Foreman	403.348.9384	cgibson@townofbentley.ca
Barb Carson Community Services Manager Director of Emergency Social Services	403.318.6593	fessi@icloud.com community@townofbentley.ca

FIRE/COMMUNITY PEACE OFFICERS

Name and Position	Business	Cell	Email
Ian McLaren Fire Chief	403.746.2297	403.304.5792	ian.mclaren@wolfcreek.ab.ca
Allen Bickford Deputy Fire Chief	403.588.3688	403.588.3688	btbar98@gmail.com
Drayton Bussiere Lacombe County Fire Chief	403.782.8959	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.8959	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.8959	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.8959	403.350.8326	kfriesen@lacombecounty.com
Dave Lahucik Peace Officer	403.782.8959	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.8959	403.396.5216	kwestrom@lacombecounty.com
Canadian Pacific Railway Police Services Deryk Furness, Constable	1.800.716.9132 24 Hour	403.346.2718	deryk_furness@cpr.ca

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Cell	Email Address:
Barb Carson Community Services Manager Director of Emergency Social Services	403.318.6593	fessi@icloud.com community@townofbentley.ca

FIRST RESPONSE			
POLICE	**Emergency**	**Complaint**	**Administration**
RCMP – Sylvan Lake Detachment 5030 48 Avenue, Sylvan Lake, AB	911	403.887.3333	403.887.3334
FIRE	**Emergency**	**Fire Hall**	**Fax**
Bentley Fire Department 4918 50 Avenue, Bentley	911	403.748.4348	403.748.4358
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services – Lacombe Station 5430 47 Avenue, Lacombe, AB	911	403-782-8812	
Associated Ambulance – Sylvan Lake 9 Erickson Crescent, Sylvan Lake, AB	911	403.506.5792	403.887.3606
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides 911 service and dispatches Fire and EMS	403.346.9977	403.346.5511	403.343.1866
Victim Services	**Emergency**	**Complaint**	**Administration**
RCMP – Sylvan Lake Detachment	911	403.858.7255	403.887.3334

PUBLIC FACILITIES			
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)			
Facility	Contact Information		
	Phone	Fax	email
SCHOOLS Bentley School 5018 50 Avenue, Bentley	403.748.3693 403.748.3770 403.843.2025	403.782.8730	Marsha Lush, Secretary mlush@wolfcreek.ab.ca Lane Moore, Principal lmoore@wolfcreek.ab.ca
COMMUNITY HALLS Bentley Community Hall Blindman Valley Ag Center	403.748.3831 403.748.3835 403.848.1250		Mona Kabista 403.748.0007 (Board Member) blindmanvalleyagcentre@gmail.com
CHURCHS Bentley Community Church 4633 53 Avenue, Bentley, AB (designated reception center) Bentley United Church 4901 50 Avenue, Bentley, AB Seventh Day Adventist Church 4914 49 Avenue, Bentley, AB	403.748.3955 403.748.3676 403.748.3780 403.885.4780 403.748.2935 403.748.3888		Greg Rathjen, Pastor revgreg@telus.net Gail Wilson ggwilson@telusplanet.net
OTHER Bentley Care Center 4834 52 Avenue, Bentley, AB	403.748.4115	403.748.2727	CathyAHutchison@ahs.ca Cathy Hutchison, Care Manager
Westview Senior Apartments Bentley Senior Citizen Housing Society	403.748.4089		Janice Anderson (Board Member)
Oxford Court 4654 52 Avenue, Bentley, AB Lacombe Foundation	403.782.4118	403.782.4119	mail@lacombefoundation.ca
Bentley Municipal Library 5014 – 49th Avenue, Bentley, AB	403.748.4626	403.748.4627	bentleylibrary@prl.ab.ca

PUBLIC FACILITIES			
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)			
ARENA			
Bentley Arena 5218 50 Street, Bentley, AB	403.748.3130 403.748.4044	403.748.3213	vlgben@telusplanet.net
CURLING RINK			
Bentley Curling Rink 5218 50 Street, Bentley, AB	403.748.4010 403.358.9582		Bonnie Muzylovski

RESOURCE LIST			
(Heavy equipment, generators, etc.)			
Equipment Type	**Information**		
	Make	**Model**	**Other Information**
Heavy Equipment			
Skid Steer	Bobcat	963	Town of Bentley
Tractor	John Deere	5425	Town of Bentley
Loader, backhoe, tandem	Various	Various	Moore's Backhoe Service (Bentley) 403.350.8526
Loader, backhoe, grader, tandem, dozers	Various	Various	Gladwin Construction (Bentley) 403.748.4564
Loader, backhoe, grader, tandem, dozers	Various	Various	Nikurk Bros. (Rimbey) 403.843.2664
Loader, backhoe, high-hoe, grader, tandem, dozers	Various	Various	Greyson Excavating (Lacombe) 403.782.1821
Loader, backhoe, high-hoe, grader, tandem, dozers	Various	Various	Arrow Excavating (Sylvan Lake) 403.887.5739
Loader, backhoe, high-hoe, grader, dozers	Various	Various	DB Bobcat Services (Lacombe) 403.782.3437
Tree Removal Equipment			Bushwacker Tree Removal Bentley 403.304.4089
	Various	Various	

Hazard Identification and Risk Assessment – Town of Bentley

The Town of Bentley conducted a formal Hazard Identification and Risk Assessment (HIRA) process on September 10, 2012. The risk assessment was reviewed and updated on January 7, 2016. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the Town of Bentley and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment the Town of Bentley is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the Town of Bentley are:

- Snow, ice, hail or sleet storms;

- Energy, power, utility failure;

- Financial issues, economic depression, inflation, or financial system collapse; and

- Diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.); and

- Fuel/resource shortage.

The Town of Bentley will conduct a HIRA process after every major incident or every two years, whichever comes first.

HIRA - Town of Bentley Date: January 7, 2016	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
NATURALLY OCCURING HAZARDS					
Geographic hazards:					
- earthquake	**10**	1	2	4	3
- landslide, mudslide, subsidence	**7**	1	2	2	2
- other	**NA**				
Meteorological hazards:					
- flood, flash flood	**8**	1	2	2	3
- drought	**10**	3	3	2	2
- fire (forest, range, urban, wildland and urban interface	**10**	3	3	2	2
- snow, ice, hail, sleet	**14**	4	3	4	3
- windstorm, tornado, dust/sand storm	**10**	3	3	2	2
- extreme temperatures	**8**	2	2	2	2
- lightning strikes	**11**	4	3	2	2
- famine	**10**	1	1	4	4
- geomagnetic storm	**NA**				
- other	**NA**				
Biological hazards:					
- diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)	**13**	4	3	2	4
- diseases that impact animals (e.g., plague, foot and mouth disease, BSE, anthrax, etc.)	**12**	3	3	2	4
- animal or insect infestation or damage	**9**	1	2	2	4
- other	**NA**				
HUMAN-CAUSED EVENTS					
Unintentional events:					

- hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.)	**12.5**	3	3	3.5	3
- explosion/fire	**12**	4	3	3	2

- transportation incident (major MVC, rail, air)	**12**	3	3	3.5	2.5
- building/structure collapse	**11**	4	3	2	2
- energy/power/utility failure	**13**	3	3	4	3
- fuel/resource shortage	**14**	4	3	3	4
- air/water pollution, contamination	**10.5**	1	2	4	3.5
- water control structure/dam/levee failure	**NA**				
- financial issues, economic depression, inflation, financial system collapse	**14**	4	3	3	4
- communications systems interruptions	**10**	1	2	4	3
- misinformation	**NA**				
- other	**NA**				
Intentional events:					
- terrorism (e.g., explosive, chemical, biological, radiological, nuclear, cyber)	**NA**				
- sabotage	**0**				
- civil disturbance, public unrest, mass hysteria, riot	**NA**				
- enemy attack, war	**NA**				
- insurrection/rebellion	**NA**				
- strike or labour dispute	**10**	1	2	4	3
- disinformation	**0**				
- criminal activity (e.g., vandalism, arson, theft, fraud, embezzlement)	**9.5**	1	2	4	2.5

- physical security breach (critical infrastructure)	**8**	1	1	3	3
- information security breach (cyber/data theft)	**NA**				
- workplace violence	**7.5**	1	2	2	2.5
- bomb threat	**9**	1	3	4	1
TECHNOLOGY-CAUSED EVENTS					
- computers, hardware, software, or application (internal/external) malfunction or breakdown	**NA**				
- other	**NA**				

Bylaw No. 147/2100

TOWN OF BLACKFALDS

Town of Blackfalds

Main Telephone Number	403.885.4677
Fax Number	403.885.4610
Website Address	www.blackfalds.ca
Generic Email Address	info@blackfals.ca
Street Address	5018 Waghorn Street, Blackfalds, AB
Mailing Address	Box 220, Blackfalds, AB T0M 0J0
ECC Location	Blackfalds Protective Services Building
	4401 South Street
ECC GPS Coordinates	52 22' 52.9 N
	113 47' 38.8 W
Population	11,530
Alternate ECC Location	Lacombe County EOC
	City of Lacombe EOC
Town of Blackfalds Bylaw	Bylaw 1252.20 Dec 8, 2020

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	Cell	Email Address
Ken Morrison Director of Emergency Management	403.396.0457	KMorrison@blackfalds.ca
Rick Kreklewich – Deputy Director of Emergency Management	403.391.2003	RKreklewich@blackfalds.ca
Myron Thompson – CAO Deputy Director of Emergency Management	403.506.2336	MThompson@blackfalds.ca

MAYOR AND COUNCIL		
Name and Position	Cell	Email Address
Jamie Hoover Mayor	403.755.7750	JHoover@blackfalds.ca
Brenda Dennis Councillor	403.340.9189	BDennis@blackfalds.ca
Jim Sands Councillor	403.396.6535	JSands@blackfalds.ca
Edna Coulter Councillor	403-350-0511	ECoulter@blackfalds.ca
Marina Appel Councillor	587.377.0307	MAppel@blackfalds.ca
Rebecca Stendie Councillor	403.396.9730	RStendie@blackfalds.ca
Laura Svab Councillor	403.391.9485	LSvab@blackfalds.ca

ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS		
Name and Position	Cell	Email Address
Myron Thompson Chief Administrative Officer	403.506.2336	MThompson@blackfalds.ca
Justin de Bresser Director of Corporate Services	403.392.09545	JdeBresser@blackfalds.ca
Rick Kreklewich Director of Community Services	403.391.2003	RKreklewich@blackfalds.ca
Sue Bornn Manager of FCSS	403.588.0974	SBornn@blackfalds.ca
Danielle Nealon Executive Assistant	403.885.6248	DNealon@blackfalds.ca
Shelby Craig	403-358-6946	scraig@blackfalds.ca
Preston Weran Director of Infrastructure & Property Services	403.396.2655	Pweran@blackfalds.ca
Laura Thevenaz Manager of Infrastructure Services	403.358.0413	LThevanaz@blackfalds.ca
Jolene Tejki Planning & Development Manager	403.396.3037	JTejkl@blackfalds.ca
Cory Babey Manager of "IT"	587.876.1483	cbabey@blackfalds.ca
Phil Hoyle Environmental Foreman	403.396.9883	phoyle@blackfalds.ca
Phil Howes	403.598.4675	PHowes@blackfalds.ca

Equipment Operator 3		
Rick Yelland-Kewin Transportation Foreman	403.350.6303	Ryellan-kewin@blackfalds.ca
ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS Continued		
Jeff Heindel Parks and Facility Manager	403.357.7556	jheindel@blackfalds.ca
Brent McCauley Facility Foreman	403.302.0737	BMcAuley@blackfalds.ca
Katrina Rennie Parks Foreman	403.348.1164	KRennie@blackfalds.ca
Economic Development Officer		Vacant
Carol Simpson Abbey Centre Manager	403.350.9388	CSimpson@blackfalds.ca
Ken Morrison Protective Services Manager	403.396.0457	KMorrison@blackfalds.ca
FIRE/MUNICIPAL ENFORCEMENT (PEACE OFFICERS)		
Name and Position	Cell	Email Address
Robert Cote Fire Chief	403.396.5009	RCote@blackfalds.ca
Mike Elder Deputy Fire Chief	403.391.9588	Melder@blackfalds.ca
Joe Croken Senior Peace Officer	403.357.4835	JCroken@blackfalds.ca
Jay Klause Peace Officer	403.506.2745	JKlause@blackfalds.ca
Rylan Zens Peace Officer	403.506.4105	RZens@blackfalds.ca

PUBLIC FACILITIES *(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)*			
Facility	**Contact Information**		
	Phone	**Fax**	**Email**
SCHOOLS			
Iron Ridge Campus Blackfalds	403.885.1885	403.782.8740	irj@wolfcreek.ab.ca
Iron Ridge Elementary Campus 4710 Broadway Ave, Blackfalds	403.885.4646	403.782.8738	ire@wolfcreek.ab.ca
Iron Ridge Intermediate Campus 101 Cottonwood Drive, Blackfalds	403.885.6100	403.782.8744	iri@wolfcreek.ab.ca
St. Gregory the Great Catholic School 105 Cottonwood Drive, Blackfalds	403.885.1088	403.885.1088	stgreginfo@rdcrs.ca
COMMUNITY HALLS			
Blackfalds Community Hall 4810 Womacks Rd, Blackfalds	403.885.4677	403.885.4610	jeff@blackfalds.com
OTHER			
Abbey Centre	403.885.4039	403.885.0150	rkreklewich@blackfalds.com
CHURCHS			
Blackfalds Seventh day Adventist	403.782.9913		
Faith Community Church	403.885.3552		www.faithcommunitychurch.ca
Blackfalds Community Fellowship	403.885.5150		
ARENA Blackfalds Multiplex 5302 Broadway Ave, Blackfalds	403.885.2210		jeff@blackfalds.com

Equipment Type	Information			
	Phone	**Equipment**	**Location**	**Other Information**
Heavy Equipment Contractors				
Action Equipment Rentals	403.340.1700	Water Pumps Generators	7895 50 Ave, Red Deer AB	Small tools and medium mobile equipment
Herc Rentals	403.342.7220	Water Pumps Generators	7899 Gaetz Ave, Red Deer	Small tools and medium mobile equipment
United Rentals	403.343.8051	Water Pumps Generators	7755 Edgar Industrial Way, Red Deer	Small tools and medium mobile equipment
Wajax Power Systems	403.346.8981	Generators	123 Queensland Cres, Red Deer	
Core Metal Fabrication	403.309-7155	Welder	Blackfalds	
Klassen Blade Contracting	403.598.2485	Tree Service Equipment	7045 Edgar Industrial Link, Red Deer	Tree Service
DFI	403.340.1112	Trucks	42 Belitch Crescent, Red Deer County AB	Vacuum trucks, hydro vac trucks, steamer trucks
Penny Steamers	403.391.0379	Trucks	3802 52nd Ave., Lacombe	Vacuum trucks, hydro vac trucks, steamer trucks
M. Pidherney's Trucking Ltd.	403.885.9101	Heavy Equip Sewer	27323 56 TWP 394, Blackfalds, AB	Water sewer work, trucking, earth moving
Urban Dirt Work	403.887.2288	Water/Sewer	30 Shenk Ind. Rd. Sylvan Lake	Water sewer work
Studon Electric	403.342.1666	Electrician	102, 8024 Edgar Industrial Cres., Red Deer	Electrician
Pebble Pushers Gravel	403.588.4793	Heavy Equip	Red Deer	Heavy Equipment, trucking

RESOURCE LIST
(Heavy equipment, generators, etc.)

Community Emergency Management Program

Risk Assessment for Community

Town of Blackfalds

Summary Page

Priority	Hazard	Risk Score	Risk Level
1	Hazmat (Transportation) - Rail	60	Extreme
2	Earthquake	48	Very High
3	Blizzards	45	Very High
4	Hail	45	Very High
5	Tornado	45	Very High
6	Human Health Emergency	40	High
7	Hazmat (Fixed Site) - Pipeline / Storage Facility	36	High
8	Hazmat (Transportation) - Road	36	High
9	Major Road Accident (Vehicular)	36	High
10	Rail Accident	36	High
11	Wind	36	High
12	High Intensity Residential Fire	27	Moderate
13	Snow	15	Low
14	Extreme Heat	12	Low
15	Extreme Cold	10	Very Low
16	Floods (Rainfall / Run-off)	9	Very Low

General Comments

Frequency:

Factors that may change the hazard frequencies:

Social impacts of the hazards:

Other consequences:

Factors that may change the vulnerability to these hazards, and would thus change the hazards' impact:

(1) Hazard: Hazmat (Transportation) - Rail

Risk: Extreme (60)

Priority: 1

Mitigation Strategy: Currently the community is well aware of the rail line and what is being transported. The emergency personnel are trained in identifying the contents of train cars. There is excellent communication between the rail lines and the community relating to any threats. The community also has the LREMP partnership and LCMAO partnership where we can reach out for assistance from industry or other communities.

Frequency: Probable

The town of Blackfalds has CP rail line which runs through the center of town. Over the past several years rail traffic has increased, speeds have increased and length of trains has increased. The increase in traffic provides a higher probability of an emergency situation occurring.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The Town of Blackfalds has the CP rail line travel directly through the center of town, which in recent years has seen changes in the volume of hazardous product. Trains have increased in size over the past several years and speeds of trains have increased. In recent years there has been train derailments in neighboring communities.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

CP Rail travels through the center of Blackfalds carrying large volumes of hazardous chemicals. In recent years we have seen an increase in the size of the trains and speeds in which they travel through the community. The potential for a serious disaster as seen from recent accidents in neighboring regions is real.

(1) Hazard: Hazmat (Transportation) - Rail

Other consequences:

Property Damage: Moderate

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

With a hazmat rail incident, significant property and environment damage could occur. The resulting financial impact could be substantial. Residents displaced could face psyco/social issues resulting from fear of possible contamination and loss of property.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

A train incident is a high risk for the community. There is a substantial amount of trains travelling through the town on a regular basis. The quantity of hazardous material being hauled on the rail lines, recently there has been significant accidents in the region with spills. This could result in a significant displacement of the population.

(2) Hazard: Earthquake

Risk: Very High (48)

Priority: 2

Mitigation Strategy: Earthquakes are rare, however do pose an extreme threat should one occur. In relation to fracking, little warning occurs as was shown in the past. The town is developing a warning APP which would be useful in notifying the residents of the town in a timely manner.

Frequency: Unlikely

While Blackfalds is not close to a fault line, recent Fracking activity has resulted in a shift causing an earthquake in neighbouring communities, which was felt in Blackfalds as well.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Increase in fracking activity.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

Earthquakes are relatively scarce in the Central Alberta region and Blackfalds in particular.   While we have seen some activity with the increase in fracking in the area, they have not been significant.

(2) Hazard: Earthquake

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

Earthquakes are very rare, however if one did hit Blackfalds damage could occur, which could result in significant financial impact.   All these factors would play on individuals emotional well being as well.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

No

Earthquakes are relatively rare. There has been some activity over the last couple years related to fracking, which is being monitored by government agencies.

(3) Hazard: Blizzards

Risk: Very High (45)

Priority: 3

Mitigation Strategy: The town is currently subscribing to an APP which will provide the ability for emergency personnel to send out a warning to the residents of the community in a timely manner.

Frequency: Likely

Over the past several years there has been significant weather fronts come through causing a significant blizzard, resulting in traffic disruptions.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

In the winter weather in Central Alberta can bring severe storms, with strong winds and blowing snow. With both Highway 2 and 2A running through Blackfalds, there is a threat of serious collisions as a result and long power outages due to the storms.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Minor

Blizzards can come on quickly in Central Alberta, causing extreme cold and limited visibility. Within the town of Blackfalds blizzards may cause short power outages, however the likely hood of injuries and or death as a direct result are minimal.

(3) Hazard: Blizzards

Other consequences:

    Property Damage: Minor

    Critical Infrastructure Disruption: Minor

    Environmental Damage: None

    Financial Impact: Moderate

    Psychosocial Impact: None

Blizzards within Central Alberta rarely cause significant damage to property or infrastructure. There is a chance it may result in residents having to stay put for long period of time, which may affect their mental well being.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

    Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

        No

    Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

        Yes

    Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

        Yes

    Are prevention/mitigation measures currently in place for this hazard?

        Yes

The town of Blackfalds is a relatively young community with a large number of young children, vulnerable to severe weather conditions.

(4) Hazard: Hail

Risk: Very High (45)

Priority: 4

Mitigation Strategy: The province has current measures in place, with the addition of the emergency APP the town is subscribing to this will provide emergency personnel the ability to communicate to residents in a timely manner.

Frequency: Likely

Central Alberta over the past few years has seen an increase in storms bringing hail.   With these storms hail has created significant damage to property. There is potential for considerable damage which may result in disruptions of services and possible relocation of some residents.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Central Alberta during the summer months continues to see significant Hail storms come through the region. In recent years these storms have caused significant property damage.

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: Minor

Hail storms may effect shelter such that families need to be relocated temporarily due to damage caused by the hail.

(4) Hazard: Hail

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

Hail does occur in Blackfalds and usually causes property damage which can be significant. Not likely to cause permanent damage, most is reversible through repairs but can be a financial burden.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Hail storms have been increasing over the past several years.   Early warning measures are in place through weather forecasts, and environmental updates through the province.

(5) Hazard: Tornado

Risk: Very High (45)

Priority: 5

Mitigation Strategy: Tornados have been seen more often in recent years within Alberta.   There are early warning measures in place, which allow for communication to residents in a timely manner. With emergency plans in place and our location we are in good position to respond should we be faced with a tornado.

Frequency: Unlikely

Strong weather systems are frequent in the central Alberta area. In the past few years we have seen tornados, hail, strong winds and rain cause much damage to some of our neighboring communities. Recently the town of Blackfalds has seen severe hail storms come through town, with extremely strong winds, causing damage to property.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

No

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Tornado warning/tornado watches have been increasing in the Central Alberta area in recent years. With the increase of these sightings and extreme weather fronts, there is a greater potential for Blackfalds to experience a tornado in the near future.

Social impacts of this hazard:

Fatalities: Moderate

Injuries: Moderate

Evacuation: Moderate

Due to the density of the town population, if a tornado came through, there is potential for injury and death to occur.   In recent years tornados have been sighted and potential is there.

(5) Hazard: Tornado

Other consequences:

    Property Damage: Minor

    Critical Infrastructure Disruption: Minor

    Environmental Damage: Minor

    Financial Impact: Moderate

    Psychosocial Impact: Moderate

A tornado through the town of Blackfalds could result in significant damage and disruption of infrastructure.   The financial implications could be significant with residents and business's, and the psycho/social impact on the residents would be moderate as they could be displaced due to damages to property.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

    Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

        Yes

    Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

        No

    Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

        Yes

    Are prevention/mitigation measures currently in place for this hazard?

        Yes

The potential for a tornado is real within Central Alberta.   Recent years has shown significant weather conditions which have resulted in warnings.

(6) Hazard: Human Health Emergency

> **Risk:** High (40)
>
> **Priority:** 6
>
> **Mitigation Strategy:** Recent events with the Pandemic has shown our limitations within this area. This is an event which is AHS lead should it occur, with the town providing a supporting role. We are prepared to provide this role as has been shown with recent town response.   Pandemic Plan is in place as are various response plans within departments.

Frequency: Likely

The COVID 19 Pandemic of 2020 has shown the world the effect a virus can have on all walks of life. While these incidents are rare they do occur and we are currently working through one. They have potential to drastically affect the economy, cause significant health threats to residents and often death.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Blackfalds along with the rest of the world is currently seeing the effect of the COVID 19 pandemic. The movement and interaction of people increases the risk of the spread.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: None

A pandemic is currently affecting the world as we see it. COVID 19 has shown that death may occur and injury due to long term effects. It is not likely that there would be a need to relocate people.

(6) Hazard: Human Health Emergency

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Moderate

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

The COVID 19 Pandemic has clearly shown the economic effects of a pandemic, while there is no property damage, there is extreme mental health issues due to loss of work, isolation and fear.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The current COVID 19 Pandemic is ongoing, with the lead response being handled through Alberta Health, they are very well prepared and capable. Our municipality has developed response plans through action has shown the capacity to respond to the challenge of a pandemic.

(7) Hazard: Hazmat (Fixed Site) - Pipeline / Storage Facility

Risk: High (36)

Priority: 7

Mitigation Strategy: Currently there are a few commercial properties which represent a threat to the community should a spill, fire or other emergency occur on their property. Emergency personnel are aware of these properties as well the industry is required to have contingency plans in place and filed with the town.

Frequency: Unlikely

Over the past several years we have only had one incident involving storage facilities.

Factors that may change the hazard frequency:
Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The risk here is minimal, however the town in years past has seen a large fire in a localized industry. With industry within the town borders there is a slight risk which would likely be associated to human error.

Social impacts of this hazard:
Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Past history has indicated this is a threat however relatively minor in nature. Industry within the boundaries of Blackfalds do pose a threat which may result in injury death or evacuation should a large spill, fire or explosion occur within the worksites.

(7) Hazard: Hazmat (Fixed Site) - Pipeline / Storage Facility

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

If a significant leak or accident occurred within a fixed location, this could result in significant damage to the environment. Damage to property would likely be localized within the location however could be of substantial value.   The effect on the residents of Blackfalds socially and psychologically could be significant with evacuation and the fear of possible contamination.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Local industry has plans in place for serious incidents such as spills, leaks and accidents. Their staff is trained to be able to respond to serious incidents. Regionally employees of communities and municipalities have been trained to respond to serious incidents as well.

(8) Hazard: Hazmat (Transportation) - Road

Risk: High (36)

Priority: 8

Mitigation Strategy: There is an increase in truck traffic travelling through the town of Blackfalds, many travelling to industry sites nearby and carrying various chemicals.   The town has partnered with LCMAO and LREMP, which allows the sharing of resources should an incident occur. Our emergency personnel, (Fire Department) are very well trained to respond. Currently there are MOU's in place with neighboring municipalities which would provide for assistance should we need it.

Frequency: Probable

Blackfalds currently has highway 2 A which runs through the middle of town, north/south.   A large volume of traffic travels through the town on this highway at any given day.   With several large plants near the town of Blackfalds, trucks carrying various hazardous materials are frequenting the community on their way to the plants.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Highway 2 and 2 A are very busy highways, with a large volume of vehicles travelling on them daily.   A large quantity of hazardous chemicals are transported via truck to various companies in the surrounding area daily. With the large volume of traffic on these two highways and the fluctuating weather conditions there is a high chance a major accident could occur.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Numerous trucks travel on highways 2 and 2A near and through the town of Blackfalds on a daily basis. These trucks are often carrying hazardous chemicals to industries nearby.

(8) Hazard: Hazmat (Transportation) - Road

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

A hazmat incident on the road, would cause some disruptions within the community, resulting in some damage. Residents would be disrupted for a period of time, however would likely be minimal awaiting clean up.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

This hazard again poses a threat to the younger population that resides in the town. There is a large volume of traffic travelling near and through Blackfalds with many trucks carrying hazardous material, thus the potential for accidents is significant.

(9) Hazard: Major Road Accident (Vehicular)

Risk: High (36)

Priority: 9

Mitigation Strategy: Currently our emergency personnel are well trained for a major accident should one occur.   With the Integrated traffic unit stationed in Blackfalds as well as the RCMP Detachment there are resources ready to respond immediately. Our ESS also has plans in place should we need to open a reception center.

Frequency: Probable

We have had several serious collisions, involving highway 2, 2A, and highway 597 over the past several years.   Highway 2 is a significant transportation corridor where significant chemicals, fuel and other substances are hauled daily.   Recently a Collision with CN train and a commercial truck could have resulted in a significant emergency situation.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

With highway 2 and 2 A being very busy highways, there is a chance of a major collision occurring at some time. Weather conditions frequently cause poor road conditions in the winter months, adding to the chance of a major collision occurring.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Minor

Highway 2 and 2 A pose the largest threat in relation to major vehicular road accidents. The extreme weather conditions bringing on strong winds, snow and hail can cause collisions on these busy roads.

(9) Hazard: Major Road Accident (Vehicular)

Other consequences:

    Property Damage: Minor

    Critical Infrastructure Disruption: Minor

    Environmental Damage: Minor

    Financial Impact: Moderate

    Psychosocial Impact: None

A major road collision would likely result in significant financial implications depending on the severity. The psycho/social implications for the residents would be minimal.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

    Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

        Yes

    Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

        No

    Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

        Yes

    Are prevention/mitigation measures currently in place for this hazard?

        Yes

The disruptions to the town as a result of a major collision would be insignificant.

(10) Hazard: Rail Accident

Risk: High (36)

Priority: 10

Mitigation Strategy: Emergency personnel are trained to respond, and agreements are in place with our partners which would allow a quick response to any accident if required.

Frequency: Unlikely

Blackalds has a railway running through the center of town. This rail line has had speeds increased over the past few years as well as the length of the trains has increased.   Cars carrying various chemicals regularly make their way through the town of Blackfalds. In recent years there has been derailments, resulting in spills, which have occurred near Blackfalds. If a train derails the potential for a hazardous spill is extremely likely.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

We have not seen a increase in rail accidents, however we are seeing an increase in rail activity, longer trains, faster speeds which can attribute to the chance of accidents occurring.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

With railway, if there were an accident within the community, depending on what it was carrying would decide if an evacuation would occur. The trains travelling through Blackfalds are carrying few people with the exception of employees. Those on the train are the most likely to be injured or to die, there is a slight chance if a spill of chemical occurs there could be serious injury or fatalities to residents.

(10) Hazard: Rail Accident

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

Depending on the severity of the accident there could be extreme financial implications.   These type of incidents are usually short term so the psychological impacts would be minimal unless directly affected through extreme loss.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The possibility of a rail accident is a real threat. The rail lines have a maintenance schedule for their lines which assists in lowering the threat level.   The rail line coming through town over the past years has become increasingly busy, with more traffic, which increases the risk.

(11) Hazard: Wind

Risk: High (36)

Priority: 11

Mitigation Strategy: Early warning measures are in place through the province.   With the addition of our APP we will be able to keep residents apprised of any threat in a timely manner.

Frequency: Probable

The Central Alberta region sees a large amount of wind storms come through the area, often causing damage to buildings and property as a whole.   There is the potential for significant damage and or injury to residents in the area during these wind storms.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The population of Central Alberta is always on the move, many people travel a significant distance to work as a result highways are always busy. A significant amount of truck traffic comes through the area, which can be affected by extreme gusting winds, when combined with other weather conditions it can significantly increase the chance of accidents.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

The region continues to have significant wind storms, which at times does cause damage to property, accidents by pushing vehicles off the highway.   Injury and death may occur as a result of wind directing other items in the vicinity of the public.

(11) Hazard: Wind

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Moderate

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

The wind storms are generally short lived, they can cause significant damage, but usually do not result in a long term disruption.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Most structures within the town are relatively new, and have been built to current standards. Wind still does pose a threat, however construction techniques will serve to minimize the effect on buildings within the municipality.

(12) Hazard: High Intensity Residential Fire

Risk: Moderate (27)

Priority: 12

Mitigation Strategy: Our Fire Department and emergency personnel are very well trained to respond. We are developing an APP to notify residents in a timely manner. Our ESS are also very well trained and prepared to respond should need be.   The MOU's in place with other communities provides the opportunity to get immediate assistance should we require it as well.

Frequency: Unlikely

The population has increase drastically in Blackfalds over the past several years. Commercial properties have been developed along with multi family dwellings recently. We have seen a few multi family dwelling fires occur over the past few years.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The Town of Blackfalds has continued to see growth in the community, both residential and commercial buildings have seen an increase.   With the increase in population and the increase in multi family dwellings the risk rises.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Moderate

High intensity fires, usually cause evacuation of residents. Blackfalds is a relatively young community in reference to the majority of residents, which have better safety measures than previous construction, which reduces risk of injuries or death.

(12) Hazard: High Intensity Residential Fire

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

This can cause significant damage but would be more localized, so the psychological effects would be localized to those immediately affected.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Currently our Fire Department is very well trained with senior officers running the program and are prepared to respond.   Mutual Aid agreements are in place with neighboring municipalities should there be a need.

(13) Hazard: Snow

> **Risk:** Low (15)
>
> **Priority:** 13
>
> **Mitigation Strategy:** There are snow removal schedules and priorities in place throughout the town.   We will have an APP to advise the public in a timely manner of emergency situations.   Emergency plans are in place along with agreements with neighboring communities should we need to call on them for help.

Frequency: Likely

Over the past several years Central Alberta has seen days with significant snow fall.   It is not uncommon to have over 10 cm fall in a short period of time in the area.   This has the ability to disrupt traffic, schools, business and government facilities.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Central Alberta sees a significant quantity of snow yearly. With the increase in population, there is an increase in traffic, which can result in a higher chance of a significant accident or disaster occurring.

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: Minor

Blackfalds has two highways one which runs right through it, the other highway 2 which is very nearby. During a significant snowfall it is possible people may be stranded and need shelter, however this would be minimal.

(13) Hazard: Snow

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

Usually a snow storm, is relatively short term, so the effects on the psychological wellness of residents would be minimal. Damage to property could occur, however not likely, usually would result in a slow down in activity.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Blackfalds is a very young town, with many elementary school age children.   Snow is a reality within Central Alberta and can come on quickly. The schools have plans in effect which reduce the threat, cancelling school busses, and school during extreme weather.

(14) Hazard: Extreme Heat

Risk: Low (12)

Priority: 14

Mitigation Strategy: The location of Blackfalds and the facilities available are such that this is not a major concern within the community.

Frequency: Probable

While Central Alberta generally has fairly moderate temperatures, there is opportunity for a weather front to come through and sit for a significant amount of time. These fronts can and have brought temperatures into the 30's at times.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Alberta can see extreme heat throughout the summer months, which can create adverse weather fronts such as hail, severe rain, wind and such. This weather can significantly disrupt activity and life within the community.

Social impacts of this hazard:

Fatalities: Minor

Injuries: None

Evacuation: None

Extreme heat is rare in the region, however if it does occur it can effect the elderly and those more vulnerable if they do not have proper shelter.

(14) Hazard: Extreme Heat

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: Moderate

Extreme heat can cause property to work overtime, air conditioners, coolers, vehicles, will be stressed having to keep up with the heat. Those without access to cooler shelter may see emotional affects as a result.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

This is not a high risk in Central Alberta, temperatures are rarely extreme.

(15) Hazard: Extreme Cold

Risk: Very Low (10)

Priority: 15

Mitigation Strategy: Plans are in place with the most vulnerable, school age children, buses do not run on extremely cold days, nor do schools open. The community does not have a large elderly population nor homeless population as such the any threat to these groups is minimal.

Frequency: Likely

While Central Alberta generally has fairly moderate temperatures, there is opportunity for a cold front to come through the area and sit for a significant amount of time. These cold fronts can and have brought temperatures in the high minus 30 degrees to minus 40 at times.   These cold fronts can cause a significant slow down in activity and possible disruption to facilities or business.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

No

We have not been seeing a increase in cold fronts, however they do occur and people do move around during these times as activity does not stop.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: None

Extreme cold in itself is not a serious issue for the community, it is the breakdown of equipment and machinery as a result that can cause problems. If heating systems fail injury and or death could occur.

(15) Hazard: Extreme Cold

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: Moderate

Extreme cold usually results in long periods of isolation for individuals with little opportunity to visit. This could result in poor mental health if it occurs over a prolonged period of time.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Currently the town of Blackfalds is a young community with many children in elementary schools.   High school students are bussed to neighboring communities which puts them at a higher risk should a cold front occur.

(16) Hazard: Floods (Rainfall / Run-off)

Risk: Very Low (9)

Priority: 16

Mitigation Strategy: The town is situated in such a position that it is not in a position of threat for flooding. No significant bodies of water flow through the municipality. Should an issue arise there are many ways out of the community and many neighboring communities which have large facilities to accommodate.

Frequency: Unlikely

Over the past several years the Town has had some significant weather fronts come through with potential for large hail, significant rain fall, resulting in large pools of water/hail. Significant damage has occurred.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

The town of Blackfalds does see severe weather patterns throughout the summer, which at times can cause a significant amount of rain and or hail. While the chance of flooding is minimal in the town, there is a chance of localized flooding within the community.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: Minor

Flooding within the town of Blackfalds is not a high risk, however flooding may occur as a result of the sewer system not being able to keep up with the level of precipitation. This would be short lived and not likely result in injury or death.

(16) Hazard: Floods (Rainfall / Run-off)

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

Chance of flooding is minimal within the town, however if flooding does occur due to large volume of rainfall, damage to property and infrastructure could occur. The impact on the community would likely be minimal.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The likelihood of severe flooding is minimal within the town of Blackfals.

City of Lacombe

Main Telephone Number	403.782.6666
Fax Number	403.782.5655
Website Address	www.lacombe.ca
Generic Email Address	mail@lacombe.ca
Street Address	5432 – 56 Avenue Lacombe, Alberta
Mailing Address	5432 – 56 Avenue Lacombe, Alberta
ICP Location	Lacombe Police Service (5301 Wolf Creek Drive)
ICP GPS Coordinates	52.46816058565153, -113.71234234366537
Population	13,996 (2021)
Alternate ICP Location	Lacombe County EOC Town of Blackfalds EOC

DIRECTOR OF EMERGENCY MANAGEMENT			
Name and Position	**Telephone**		
	Business	**Residence**	**Cell**
Dennis Cole Director of Emergency Management	403.782.1230		403.396.3161
Matthew Goudy Deputy Director of Emergency Management	403.782.1254		403.506.3500
Vacant Deputy Director of Emergency Management	403.782.1295		
Diane Piché Deputy Director of Emergency Management	403.782.1274		403.506.5017
Jordan Thompson Deputy Director of Emergency Management	403.782.1268		403.304.3717
Eric Graham Deputy Director of Emergency Management	403.782.1230		403.304.5686
Lorne Blumhagen Deputy Director of Emergency Management	403.782.3279		403.506.5013
Michelle Kristian Deputy Director of Emergency Management	403.782.3279		403.506.4987

MAYOR AND COUNCIL

Name and Position	Telephone		
	Business	Residence	Cell
Grant Creasey Mayor	403.782.1271	403.782.5931	403.353.3501
Don Gullekson Councillor	N/A	403.782.4215	403.352.0619
Thalia Hibbs Councillor	N/A	N/A	403.877.1228
Cora Hoekstra Councillor	403.782.6637	403.782.5107	403.877.0891
Scott Dalla Councillor	N/A		
Reuben Konnik Councillor	403.782.3171	403.782.3371	403.396.1978
Chris Ross Councillor	N/A	403.782.6394	403.505.2124

ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS

Name and Position	Telephone		
	Business	Residence	Cell
Matthew Goudy Chief Administrative Officer	403.782.1254	N/A	403.506.3500
Diane Piché Director of Corporate Services	403.782.1274	N/A	403.506.5017
Guy Lapoint Director of Community Services	403.782.1295	403.789.6644	403.506.4223
Jordan Thompson Director of Operations & Planning Services	403.782.1268		403.304.3717
Todd Vaughan Communications Coordinator	403.782.1236		403.877.4394

ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS Continued

Name and Position	Business	Residence	Cell
Vacant Community & Economics Manager			
Calvin Bennefield Parks & Facilities Manager	403.782.1252	403.782.5621	403.505.6959
Chris Huston Utilities & Fleet Manager	403.782.1256	403.782.5484	403.357.4274
Brett Logsdon Streets & Roads Manager	403.782.1261 ext 231	403.782.0258	403.304.6134
Amber Mitchell Engineering Services Manager	403.782.1259	N/A	403.352.8547
Sandi Stewart Recreation & Culture Manager	403.782.1266	403.782.4589	403.877.8537
Crystal Zens Executive Director Lacombe and District FCSS	403.782.6637	403.782.6855	403.318.4414

FIRE/POLICE/COMMUNITY PEACE OFFICERS

| Name and Position | Telephone | | |
	Business	Residence	Cell
Dennis Cole, Fire Chief Lacombe Fire Department	403.782.1230	403.782.9873	403.396.3161
Eric Graham, Deputy Fire Chief Lacombe Fire Department	N/A	N/A	403.304.5686
Heith Johannson, Deputy Fire Chief Training Lacombe Fire Department	403.314.7666	403.755.9955	403.396.0123
Lorne Blumhagen, Chief of Police Lacombe Police Service	403.782.3279		403.506.5013
Michelle Kristian, Sergeant Lacombe Police Service	403.782.3279	403.343.8588	403.877.4736 403.506.4987
John Hubbard, Sergeant Lacombe Police Service	403.782.3279		403.506.4982
Bryan Zens, Sergeant Lacombe Police Service	403.782.3279	403.789.2224	403.986.8016

FIRE/POLICE/COMMUNITY PEACE OFFICERS CON'T

Name and Position	Telephone		
	Business	Residence	Cell
Nicole Martin, Sergeant Lacombe Police Service	403.782.3279		403.896.8023
Parker Fandrey Bylaw Officer (City)	403.782.1269		403.352.9185
Laura Barrington Bylaw Officer (City)	403.782.1269		403.396.0623

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Telephone		
	Business	Residence	Cell
Todd Vaughan Communication Coordinator	403.782.1236		403.877.4394

FIRST RESPONSE			
POLICE	**Emergency**	**Complaint**	**Fax**
Lacombe Police Service 5301 Wolf Creek Dr., Lacombe, AB	911	403.782.3279	403.782.7377
FIRE	**Emergency**	**Fire Hall**	**Fax**
Lacombe Fire Department	911	403.782.1230	403.786.0131
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services – Lacombe Station 5430 47 Avenue, Lacombe, AB	911	403.556.3029 403.955.9585 (Deploy. Mgr)	403.955.3591
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides service and dispatches for Fire and EMS	403.346.9977	403.346.5511	Dispatch 403.343.1866

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

Facility	Contact Information		
	Phone	Fax	email
SCHOOLS			
Burman University College 5415 College Avenue, Lacombe	403.782.3381	403.782.4101	webmaster@burmanu.ca
Parkview Adventist Academy 5505 College Avenue, Lacombe	403.782.3381 Ext: 4112	403.782.7308	abishop@paa.ca
College Heights Christian School 5201 College Avenue, Lacombe	403.782.6212	1.403.775.4123	izayachkowski@albertasda.org
Central Alberta Christian High School 22 Eagle Road, Lacombe	403.782.4535	403.782.5425	office@cachs.ca
Father Lacombe Catholic School 5114 54 Avenue, Lacombe	403.782.9345	403.782.9310	Maria.wagner@starcatholic.ab.ca
First Step Adult Education Centre 1, 4937 49B Avenue, Lacombe	403.782.5040		firststep@telusplanet.net
Lacombe Christian School Society 5206 58 Street, Lacombe	403.782.6531	403.782.5760	mfolkerts@lacs.ca
James S McCormick School 5424 50 Street, Lacombe	403.782.3096	403.782.3091	jsm@wolfcreek.ab.ca

PUBLIC FACILITIES Continued

Facility	Phone	Fax	email
Lacombe Junior High School 5830 50 Street, Lacombe	403.782.3812	403.782.7405	James.matthie@wolfcreek.ab.ca
Lacombe Upper Elementary School 5414 50 Street, Lacombe	403.782.7410	403.782.7400	lun@wolfcreek.ab.ca
Lacombe Composite High School 5628 56 Avenue, Lacombe	403.782.6615	403.782.4266	4307@wolfcreek.ab.ca
Lacombe Outreach School 5346 50 Avenue, Lacombe	403.782.7438	403.782.4962	4322@wolfcreek.ab.ca
Terrace Ridge School 6739 C&E Trail, Lacombe	403.782.0050	403.782.0065	terrace@wolfcreek.ab.ca
COMMUNITY HALLS			
Lacombe Memorial Centre 5214 50 Avenue, Lacombe	403.782.6668	403.782.6711	
Kozy Korner 5024 53 Street, Lacombe	403.782.6216		24H - 403.396.8994
Lacombe Legion 5138 49 Street, Lacombe	403.782.6441	403.782.2077	
CHURCHS			
St. Cyprian's Anglican Church 5005 C & E Trail, Lacombe	403.782.6310		
Bethel Christian Reformed Church 5704 51 Ave, Lacombe	403.782.6400	Jeanne's Cell	24hour – 403.350.6129
Canadian Baptist Bible Church 4922 58 St, Lacombe	403.782.4745		

PUBLIC FACILITIES Continued

Facility	Phone	Fax	email
Evangelical Free Church 4619 C & E Trail, Lacombe	403.782.6141		
Church of Jesus Christ of Latter Day Saints 4049 63 Ave, Lacombe	403.782.7396		
Church of Nazarene 4930 Woodland Drive, Lacombe	403.782.6770		

First Baptist Church 27008 Twp Rd 405.5, Lacombe	403.782.3110		
Immanuel Protestant Reformed Church 1 Sunset Way, Rosedale Valley	403.782.5449		
Lacombe Pentecostal Church 40331 Range Rd 27-1, Lacombe	403.782.2966		
Parkland Alliance Church 5846 50 Ave, Lacombe	403.782.5533		
Seventh Day Adventist Church 5810 45 Ave, Lacombe	403.782.6699		
Seventh Day Adventist College Heights 6910 University Drive, Lacombe	403.782.6131		

PUBLIC FACILITIES Continued

Facility	Phone	Fax	email
St. Andrew's United Church 5226 51 Ave, Lacombe	403.782.3148		
St. Stephen's Catholic Church 5128 53 St, Lacombe	403.782.3514		Maintenance - 403.396.1125
Trinity Lutheran Church 5227 C & E Trail, Lacombe	403.782.6922		
Wolf Creek Community Church 4910A 51 Ave, Lacombe	403.782.6029		
HOTELS & INNS			
Lacombe Motor Inn 5136 Hwy 2A, Lacombe	403.782.2424	403.782.7767	lacombemotorinn@hotmail.com
Greenway Inn 5402 2A, Lacombe	403.782.7826		info@greenwayinn.ab.ca
County Club Inn 6205 50 Ave, Lacombe	403.782.7878		
Aim Motel 2A Hwy S & 48 St, Lacombe	403.782.6750		
Best Western Plus 4751 63 Street, Lacombe	403.782.3535		
Lacombe Hotel & Restaurant 4927 50 Ave, Lacombe	403.782.3131		
HOSPITAL			
Lacombe Hospital and Care Centre 5430 47 Avenue, Lacombe	403.782.3336		
LODGES			
Royal Oak Village 4501 College Avenue, Lacombe	403.782.4523		info@cdlhomes.com
Lacombe Senior Citizen's Lodge 4508 C & E Trail, Lacombe	403.782.3811	403.782.4119	mail@lacombefoundation.ca
Parkview Manor 4510 C & E Trail, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca
Spruce Terrace 5002 51 Ave, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca

PUBLIC FACILITIES Continued

Facility	Phone	Fax	email
Cameron Manor 5324 51 Ave, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca
ARENA			
Gary Moe Auto Group Sportsplex 5429 53 Street, Lacombe	403.782.6556		

RESOURCE LIST
(Heavy equipment, generators, etc.)

Equipment Type	Information		
	Make	**Model**	**Other Information**
Hydrovac	Vactor	2100	Combination vac truck / flushing unit
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	108SD	Tandem axle, with plow attachment
Skid Steer	Bobcat	A76	
Skid Steer	Bobcat	A76	
Front End Loader	Case	721G	Also has blade attachment
Trackhoe	Case	CX210	
Grader	CAT	140H	
Grader	John Deere	770G	
Backhoe Loader	CAT	420F2	
Water Truck	Freightliner	M2-106	1600 gallon tank
Mobile Generator	Detroit	Diesel	Mounted on trailer
Skid thawing unit	National Pressure (Easy-Kleen)	Diesel	225 gal water tank, hose on a reel for thawing culverts and cb's, also pressure washer wand attachment
Air Compressor	Sullivan	210	
Road Sander	Tenco	TCD-12-63-AS-SS304L	Dump truck box slide-in
Road Sander	Tenco	TCD-12-63-AS-SS304L	Dump truck box slide-in
Small Generators	Honda	EU6500	Inverter generator
Small Generators	Honda	EU220i	Inverter generator
Utility Vehicle	John Deere	GatorHPX	1-2 available
Pickup	Chevrolet	3500	Sander attachment
Pickup	Chevrolet	3500	Dump box
Pickup	Chevrolet	3500	Dump box
Pickup	Ford	F350	Dump box
Street Sweeper	Elgin	Eagle	

Lift Truck	Ford	F550	

Resource List
(Heavy equipment, generators, etc.)

Equipment Type	Information		
	Make	**Model**	**Other Information**
Garbage Truck	Autocar	Xpeditor	35 yd^3
Garbage Truck	Autocar	Xpeditor	35 yd^3
Garbage Truck	Peterbuilt	Omnipak	24 yd^3
Garbage Truck	Freightliner	Sprinter	35 yd^3
Enclosed Utility Trailer	Interstate	16-ft	1 unit
Flat-Deck Trailer	Misc	Misc	1 – 16-ft deck, 2 – 18 ft deck units
Excavator Trailer	Felling	Tridem tag	40-ft deck w/airbag tilt
Skid Steamer Unit	National Pressure		Fits in a 1-ton pickup with 8 ft box

Hazard Identification and Risk Assessment - City of Lacombe

The City of Lacombe conducted a formal Hazard Identification and Risk Assessment (HIRA) process on May 1, 2018. The Risk Assessment was reviewed and updated on June 29, 2018. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the City of Lacombe and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment the City of Lacombe is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the City of Lacombe are:

- Windstorm, tornado, dust/sand storm;

- Hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.)

- Flood, flash flood;

- Diseases that impact humans (Example: smallpox, anthrax, West Nile Virus, SARS, pandemic influenza, etc.); and

- Fuel/Resource Shortage

The City of Lacombe will conduct a HIRA process after every major incident or every two years, whichever comes first.

Priority	Hazard	Risk Score	Risk Level
1	Floods (Rainfall / Run-off)	80	Extreme
2	Hazmat (Transportation) - Road	80	Extreme
3	Wind	80	Extreme
4	Snow	72	Extreme
5	Tornado	72	Extreme
6	Floods (Watercourse)	60	Extreme
7	Extreme Cold	48	Very High
8	High Intensity Residential Fire	48	Very High
9	Ice Storm	48	Very High
10	Blizzards	45	Very High
11	Extreme Heat	40	High
12	Rail Accident	40	High
13	Hazmat (Transportation) - Rail	36	High
14	Human Health Emergency	32	High
15	Computer / Hardware / Software Failure	30	Moderate
16	Airplane Crash	24	Moderate
17	Civil Disturbance	24	Moderate
18	Water Pollution / Contamination	24	Moderate
19	Hail	20	Low
20	Pipelines	18	Low
21	Water Main Break	18	Low
22	Chemical, Biological, Radiological, Nuclear Event	16	Low
23	Communication Equipment Failure	15	Low
24	Water Shortage	8	Very Low

Village of Clive

Main Telephone Number	403.784.3366
Fax Number	403.784.2012
Website Address	www.clive.ca
Generic Email Address	admin@clive.ca
Street Address	5115 50 Street, Clive, AB
Mailing Address	Box 90, Clive, AB T0C 0Y0
ICP Location	Fire Hall 5300 Railway Avenue, Clive, AB
ICP GPS Coordinates	52° 28′ 40.67 N 113° 27′ 6.87 W
Population	775
Alternate ECC Location	City of Lacombe ECC Lacombe County ECC Town of Blackfalds ECC

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email Address:**
Carla Kenney- CAO Deputy Director of Emergency Management	587.447.8199	carla@clive.ca
Vacant		

MAYOR AND COUNCIL

Name and Position	Cell	Email Address:
Luci Henry Mayor	403.350.9687	lucihenry1@gmail.com
Tracey Hallman Deputy Mayor	403.358.9835	tracey.hallman@outlook.com
Norma Penney Coucillor	403.348.9470	npenney35@gmail.com
Sarah Fahey Councillor	403.896-0984	sarahedunbrack@gmail.com
Dan Graden Councillor	403.848-1685	dgradenfarm@hotmail.com

ADMINISTRATION/ MUNICIPAL STAFF- KEY POSITIONS

Name and Position	Cell	Email Address:
Carla Kenney Chief Administrative Officer	587.447.8199	carla@clive.ca
Kathy Schultz, FCSS Coordinator Director of Emergency Social Services	403.872-1386	clivefcss@lacombefcss.net
Steve Zaytsoff Public Works Foreman & Deputy Fire Chief	403.896.4819	steve@clive.ca
Abby Notland Administrative Assistant Liaison Officer	403.505.4798	abby@clive.ca
Tanya Felker Municipal Clerk Emergency Information Officer	403.350.5370	tanya@clive.ca
Kory Brooks-Poloway Public Works Labourer	403-348-1953	kory@clive.ca

FIRE/COMMUNITY PEACE OFFICERS

Name and Position	Business	Cell	Email
Monte Zaytsoff Fire Chief	403.782.3567	403.350.5407	clivefd@live.ca
Steve Zaytsoff Deputy Fire Chief	403.784.3366	403.896.4819	clivefd@live.ca
Drayton Bussiere Lacombe County Fire Chief	403.782.8959	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.8959	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.8959	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.8959	403.350.8326	kfriesen@lacombecounty.com
Dave Lahucik Peace Officer	403.782.8959	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.8959	403.396.5216	kwestrom@lacombecounty.com

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Cell	Email Address:
Carla Kenney- CAO Deputy Director of Emergency Management	587.447.8199	carla@clive.ca
Tanya Felker- Information Officer	403.350.5370	tanya@clive.ca

FIRST RESPONSE

POLICE	Emergency	Complaint	Administration
RCMP – Blackfalds Detachment 4405 South Street, Blackfalds	911	403.885.3333	403.885.3300
FIRE	**Emergency**	**Fire Hall**	**Fax**
Clive Fire Department 5300 Railway Avenue, Clive, AB	911	403.784.3997	403.784.3970
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services Lacombe Station 5430 47 Avenue, Lacombe, AB	911	403-782-8812	
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides 911 service and dispatches for Fire and EMS	403.346.9977	403.346.5511	403.343.1866

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

Facility	Contact Information		
	Phone	**Fax**	**email**
SCHOOL Clive School	403.784.3354	403.782.8732	clive@wolfcreek.ab.ca
COMMUNITY HALL Clive community Hall	403.784.3935		Lori Oatway (president) 403-896-3001 clivecommunityhall@gmail.com
CHURCHS Clive Baptist Church	403.784.3335		Pastor Jamie Veitch admin@clivebaptist.ca

Christian Fellowship Church Rge Rd 241 & Twp Rd 392	403.784.3172		Pastor Wayne Denault Cell: 403.597.3041 Email: clivecf@live.com
OTHER Clive Arena Meeting Room 5104 51 Avenue, Clive, AB	403.784.2186		Corey Grose Cell: 403-597-1667
Clive Agricultural & Athletic Society Corey Grose, President	403.784.2995		Corey Grose Cell: 403-597-1667
Clive & District Lions Club Tom DeForge	403.783.2795 403.505.3925		
ARENA Clive Arena 5104 51 Avenue Clive, AB	403.784.3580		Caretaker Josh Brycen & Heather Northcott Cell: 403-505-8489

RESOURCE LIST *(Heavy equipment, generators, etc.)*			
Equipment Type	**Information**		
	Make	**Model**	**Other Information**
Heavy Equipment			
Grader	Case	885	
Tractor 50 HP	JD	5075E	Loader
Sub Compact Utility Tractor	JD	1025R	
5 Ton Truck	International	4000 Series	Hoist Box
½ Ton Truck	Chev		
1 Ton Pickup	Chev	Silverado	Dump box
Portable Generator	Kato Light	KLM3	PTO Drive, wheeled, 45KW, 3 Ph
Portable steamer and washer	EPPS	4425	13hp

Wood Chipper (6")	Wallenstein	BX62	PTO Drive
Skidsteer	Cat	262C2	grapple, pallet forks, bucket, stump grinder, dozer blade, broom, sand kicker, snow blower, work platform

Hazard Identification and Risk Assessment - Village of Clive
CEMP - MAConnect

Clive's Most Recent Municipal Emergency Mgmt Bylaw #544-20

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

CHURCHS CONT.

Lacombe Pentecostal Church 40331 Range Rd 27-1, Lacombe	403.782.2966		
Parkland Alliance Church 5846 50 Ave, Lacombe	403.782.5533		
Seventh Day Adventist Church 5804 45 Ave, Lacombe	403.782.6699		
Seventh Day Adventist College Heights 6910 University Drive, Lacombe	403.782.6131		
St. Andrew's United Church 5226 51 Ave, Lacombe	403.782.3148		
St. Stephen's Catholic Church 5128 53 St, Lacombe	403.782.3514		Maintenance - 403.396.1125
Trinity Lutheran Church 5227 C & E Trail, Lacombe	403.782.6922		
Wolf Creek Community Church 4910A 51 Ave, Lacombe	403.782.6029		
St. Cyprian's Anglican Church 5005 C & E Trail, Lacombe	403.782.6310		
Bethel Christian Reformed Church 5704 51 Ave, Lacombe	403.782.6400	Jeanne's Cell	24 hour- 403.350.6129

HOTELS AND INNS

Lacombe Motor Inn 5136 Hwy 2A, Lacombe	403.782.2424	403.782.7767	lacombemotorinn@hotmail.com

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

HOTELS AND INNS CONT.

Greenway Inn 5402 2A, Lacombe	403.782.7826		info@greenwayinn.ab.ca
County Club Inn 6205 50 Ave, Lacombe	403.782.7878		
Aim Motel 2A Hwy S & 48 St, Lacombe	403.782.6750		
Best Western Plus 4751 63 Street, Lacombe	403.782.3535		
Lacombe Hotel & Restaurant 4927 50 Ave, Lacombe	403.782.3131		

HOSPITAL

Lacombe Hospital and Care Centre 5430 47 Avenue, Lacombe	403.782.3336		

LODGES

Royal Oak Village 4501 College Avenue, Lacombe	403.782.4523		info@cdlhomes.com
Lacombe Senior Citizen's Lodge 4508 C & E Trail, Lacombe	403.782.3811	403.782.4119	mail@lacombefoundation.ca
Parkview Manor 4510 C & E Trail, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca
Spruce Terrace 5002 51 Ave, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca
Cameron Manor 5324 51 Ave, Lacombe	403.782.4118	403.782.4119	mail@lacombefoundation.ca

ARENA

Gary Moe Auto Group Sportsplex 5429 53 Street, Lacombe	403.782.6556		

RESOURCE LIST
(Heavy equipment, generators, etc.)

Equipment Type	Information		
	Make	**Model**	**Other Information**
Hydrovac	Vactor	2100	Combination vac truck / flushing unit
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	114SD	Tandem axle
Dump Truck	Freightliner	108SD	Tandem axle, with plow attachment
Skid Steer	Bobcat	A76	
Skid Steer	Bobcat	A76	
Front End Loader	Case	721G	Also has blade attachment
Trackhoe	Case	CX210	
Grader	CAT	140H	
Grader	John Deere	770G	
Backhoe Loader	CAT	420F2	
Water Truck	Freightliner	M2-106	Water Truck
Mobile Generator	Detroit	Diesel	Mobile Generator
Skid thawing unit	National Pressure (Easy-Kleen)	Diesel	225 gal water tank, hose on a reel for thawing culverts and cb's, also pressure washer wand attachment
Air Compressor	Sullivan	210	Air Compressor
Road Sander	Tenco	TCD-12-63-AS-SS304L	Dump truck box slide-in
Road Sander	Tenco	TCD-12-63-AS-SS304L	Dump truck box slide-in
Small Generators	Honda	EU6500	Inverter generator
Small Generators	Honda	EU220i	Inverter generator
Utility Vehicle	John Deere	GatorHPX	Utility Vehicle
Pickup	Chevrolet	3500	Sander attachment
Pickup	Chevrolet	3500	Dump box
Pickup	Chevrolet	3500	Dump box

RESOURCE LIST *(Heavy equipment, generators, etc.)*			
Equipment Type	Information		
	Make	Model	Other Information
Street Sweeper	Elgin	Eagle	
Lift Truck	Ford	F550	
Garbage Truck	Autocar	Xpeditor	Garbage Truck
Garbage Truck	Autocar	Xpeditor	Garbage Truck
Garbage Truck	Peterbuilt	Omnipak	Garbage Truck
Garbage Truck	Freightliner	Sprinter	Garbage Truck
Enclosed Utility Trailer	Interstate	16-ft	1 Unit
Flat-Deck Trailer	Misc	Misc	1 – 16-ft deck, 2 – 18 ft deck units
Excavator Trailer	Felling	Tridem tag	40-ft deck w/airbag tilt
Skid Steamer Unit	National Pressure		Fits in a 1-ton pickup with 8 ft box

Hazard Identification and Risk Assessment - City of Lacombe

The City of Lacombe conducted a formal Hazard Identification and Risk Assessment (HIRA) process on May 1, 2018. The Risk Assessment was reviewed and updated on June 29, 2018. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the City of Lacombe and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment the City of Lacombe is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the City of Lacombe are:

- Windstorm, tornado, dust/sand storm;

- Hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.)

- Flood, flash flood;

- Diseases that impact humans (Example: smallpox, anthrax, West Nile Virus, SARS, pandemic influenza, etc.); and

- Fuel/Resource Shortage

The City of Lacombe will conduct a HIRA process after every major incident or every two years, whichever comes first.

Priority	Hazard	Risk Score	Risk Level
1	Floods (Rainfall / Run-off)	80	Extreme
2	Hazmat (Transportation) - Road	80	Extreme
3	Wind	80	Extreme
4	Snow	72	Extreme
5	Tornado	72	Extreme
6	Floods (Watercourse)	60	Extreme
7	Extreme Cold	48	Very High
8	High Intensity Residential Fire	48	Very High
9	Ice Storm	48	Very High
10	Blizzards	45	Very High
11	Extreme Heat	40	High
12	Rail Accident	40	High
13	Hazmat (Transportation) - Rail	36	High
14	Human Health Emergency	32	High
15	Computer / Hardware / Software Failure	30	Moderate
16	Airplane Crash	24	Moderate
17	Civil Disturbance	24	Moderate
18	Water Pollution / Contamination	24	Moderate
19	Hail	20	Low
20	Pipelines	18	Low
21	Water Main Break	18	Low
22	Chemical, Biological, Radiological, Nuclear Event	16	Low
23	Communication Equipment Failure	15	Low
24	Water Shortage	8	Very Low

Hazard Identification and Risk Assessment - Village of Clive

The Village of Clive conducted a formal Hazard Identification and Risk Assessment (HIRA) process on August 30, 2010. The risk assessment was reviewed and updated on December 17th, 2015. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the Village of Clive and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment the Village of Clive is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the Village of Clive are:

- Hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.);

- Diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.);

- Energy/power/utility failure;

- Snow, ice, hail, or sleet; and

- Windstorm, tornado, or dust/sand storm.

The Village of Clive will conduct a HIRA process after every major incident or every two years, whichever comes first.

Hazard Identification Risk Assessment Village of Clive Date: December 17,2016	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
NATURALLY OCCURING HAZARDS					
Geographic hazards:					
- earthquake	N/A				
- landslide, mudslide	7	2	2	2	1
- other	N/A				
Meteorological hazards :					
- flood, flash flood	12	4	3	3	2
- drought	N/A				
- fire (forest, range, urban, wildland and urban interface)	10	2	3	3	2
- snow, ice, hail, sleet	11	2	3	3	3
- windstorm, tornado, dust/sand storm	11	2	3	3	3
- extreme temperatures	8	1	2	3	2
- lightning strikes	10	4	3	2	1
- famine	N/A				
- geomagnetic storm	N/A				
- other	N/A				
Biological hazards:					
- diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)	13	4	3	2.5	3.5
- diseases that impact animals (e.g., plague, foot and mouth disease, BSE, anthrax, rabies, etc.)	10.5	3	3	1.5	3

- animal or insect	**N/A**				
- other	**N/A**				
HUMAN-CAUSED EVENTS					
Unintentional events:					
- hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive)	**13.5**	4	3	4	2.5
- explosion/fire	**9**	2	3	2	2
- transportation incident	**9**	1	2	3.5	2.5
- building/structure	**N/A**				
- energy /power/utility	**11.5**	1.5	3	4	3
- fuel/resource shortage	**8.5**	1	2	3.5	2
- air/water pollution, contamination	**7**	1	2	2	2
- water control	**N/A**				
- financial issues, economic depression, inflation, financial system collapse	**N/A**				
- communications	**10**	1	2	4	3
- misinformation	**N/A**				
- other	**N/A**				
Intentional events:					
- terrorism (e.g., explosive, chemical, biological, radiological, nuclear, cyber)	**8**	1	2	1	4
- sabotage	**7**	1	2	2	2
- civil disturbance, public unrest, mass hysteria, riot	**7.5**	1	2	2.5	2

- enemy attack, war	**N/A**				
- insurrection/rebellion	**N/A**				
- strike or labour dispute	**N/A**				
- disinformation	**N/A**				
- criminal activity (e.g., vandalism, arson, theft, fraud, embezzlement)	**6**	1	2	1	2
- physical security	**7.5**	1	2	2.5	2
- information security	**7**	1	2	2	2
- workplace violence	**7.5**	1	2	2.5	2
- other	**N/A**				
TECHNOLOGY-CAUSED EVENTS					
- computers, hardware, software, or application (internal/external) malfunction or	**N/A**				
- other	**N/A**				

Town of Eckville

Main Telephone Number	403.746.2171
Fax Number	403.746.2900
Website Address	www.eckville.com
Generic Email Address	admin@eckville.com
Street Address	– 51 Avenue, Eckville AB
Mailing Address	Box 578, Eckville AB T0M 0X0
ECC Location	Emergency Services Facility 54 Avenue, Eckville, AB
ECC GPS Coordinates	52° 21' 36.1 N 114° 22' 10.7 W
Population	1,163
Alternate ECC Location	Lacombe County EOC City of Lacombe EOC Town of Blackfalds EOC

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email Address:**
Julian Veuger Director of Emergency Management	403.896.3339	hhid@townofbentley.ca
Jack Ramsden- CAO Deputy Director of Emergency Management	587.877.0790	jackramsden@eckville.com
Darcy Webb Deputy Director of Emergency Management	403.848.0120	darcywebb@eckville.com
Penny Seiling Deputy Director of Emergency Management	587.679.4266	ddem@eckville.com

MAYOR AND COUNCIL		
Name and Position	**Cell**	**Email Address:**
Helen Posti Mayor	403.318.8206	helen@eckville.com
Colleen Ebden Deputy Mayor	403.391.1508	colleen@eckville.com
Ken Chapman Councillor	403.872.5706	kenc@eckville.com
Karin Engen Councillor	403.348.7105	karin@eckville.com
Kevin See Councillor	403.598.6547	kevin@eckville.com
Laurie Phillips Councillor	403.350.4277	lauriephillips@eckville.com
Dwayne Meyers Councillor	403.505.1425	dwayne@eckville.com

ADMINISTRATION/ MUNICIPAL STAFF- KEY POSITIONS		
Name and Position	**Cell**	**Email Address:**
Jack Ramsden Chief Administrative Officer	587.877.0790	jackramsden@eckville.com
Dale Chretien Operations Team Lead	403.350.6457	dale@eckville.com
Heather Allen FCSS Director Administrative Clerk	403.506.8534	heather@eckville.com
Darcy Webb Supervisor Finance & Administration	403.848.0120	darcywebb@eckville.com
Gary Heisler Public Works Operator	403.506.5057	gary@eckville.com

FIRE/COMMUNITY PEACE OFFICERS			
Name and Position	**Business**	**Cell**	**Email**
Stuart Carde Fire Chief	403.746.2551	403.588.6470	fire@eckville.com
Mat Morison Deputy Fire Chief	403.746.2551	403.506.3021	morison_mat@hotmail.com
Drayton Bussiere Lacombe County Fire Chief	403.782.8959	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.8959	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.8959	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.8959	403.350.8326	kfriesen@lacombecounty.com
Dave Lahucik Peace Officer	403.782.8959	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.8959	403.396.5216	kwestrom@lacombecounty.com

ALBERTA EMERGENCY ALERT AUTHORIZED USERS		
Name and Position	**Cell**	**Email Address:**
Helen Posti Mayor	403.318.8206	helen@eckville.com

FIRST RESPONSE			
POLICE	**Emergency**	**Complaint**	**Administration**
RCMP – Sylvan Lake Detachment 5030 48 Avenue, Sylvan Lake, AB	911	403.887.3333	403.887.3334
FIRE	**Emergency**	**Fire Hall**	**Fax**
Eckville Fire Department 5305 54 Avenue, Eckville, AB	911	403.746.2551	403.746.5040
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services – Eckville Station 5305 54 Avenue, Eckville, AB	911	403.746.3747	403.746.5040
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides services and dispatches for Fire and EMS	403.346.9977	403..46.5511	403.343.1866

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

Facility	Contact Information		
	Phone	Fax	email
SCHOOLS			
Eckville Elementary School 54A Avenue, Eckville, AB	403.746.2297	403.785.0743	ees@wolfcreek.ab.ca
Eckville Junior/Senior High School 5303 50 Street, Eckville, AB	403.746.2236	403.785.0744	ehs@wolfcreek.ab.ca
COMMUNITY HALLS			
Eckville Community Centre 5305 52 Street, Eckville, AB	403.746.2171 403.746.3212	403.746.2900	admin@eckville.com
Eckville Legion 5027 51 Avenue, Eckville, AB	403.746.2353 403.746.2570		
CHURCHS			
St. Pauls Presbyterian Church 5120 49 Street, Eckville, AB	403.746.3131 403.746.3032	403.746.6021	
OTHER			
Eckville Curling Rink 5212 51 Street, Eckville, AB	403.746.2442 403.746.2521		
Eckville Friendship Centre 5211 51 Street, Eckville, AB	403.746.3120 403.746.2684		
ARENA			
Eckville Arena 5312 51 Street, Eckville, AB	403.746.2033 403.746.2769		

RESOURCE LIST			
(Heavy equipment, generators, etc.)			
Equipment Type	**Information**		
	Make	**Model**	**Other Information**
Town of Eckville			403.746.2335 or 403.396.6931
Generator (75KW single phase)	75KW		
Bobcat			
Loader			
Gravel Truck			
Hellbound Trucking			403.746.2783
Cats			
Track Hoes			
Rubber Tired Backhoe			
Vacuum Trucks			
Genie Booms/Zoom Booms			
Packers			
Bill Bardenhagen Trucking			403.746.3121
Gravel Trucks			
Track Hoe			
Loaders			
Bobcat			
Ron Smith Cat Services			403.347.2736
Cats			
Grader			
Track Hoe			

Hazard Identification and Risk Assessment - Town of Eckville

The Town of Eckville conducted a formal Hazard Identification and Risk Assessment (HIRA) process on August 27, 2010. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on the Town of Eckville and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment the Town of Eckville is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of the Town of Eckville are:

- Diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)

- Hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.);

- Fire (forest, range, urban, wildland and urban interface);

- Extreme temperatures; and

- Communication systems interruptions.

The Town of Eckville will conduct a HIRA process after every major incident or every two years, whichever comes first.

Hazard Identification Risk Assessment Town of Eckville Date: October 4, 2020	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
NATURALLY OCCURING HAZARDS					
Geographic hazards:					
- earthquake	**10**	2	3	2	3
- landslide, mudslide, subsidence	**6**	1	1	2	2
- other	**N/A**				
Meteorological hazards:					
- flood, flash flood	13	4	3	4	2
- drought	**8**	3	3	1	1
- fire (forest, range, urban, wildland and urban interface	**14**	4	3	3	4
- snow, ice, hail, sleet	**11**	4	3	3	1
- windstorm, tornado, dust/sand storm	**12**	4	3	3	2
- extreme temperatures	**12**	4	3	3	2
- lightning strikes	**10**	3	3	2	2
- famine	**N/A**				
- geomagnetic storm	**N/A**				
- other (Smoke)	12	4	3	3	2
Biological hazards:					
- diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)	**9**	2	2	3	2
- diseases that impact animals (e.g., plague, foot and mouth disease, BSE, anthrax, rabies, etc.)	**4**	1	1	1	1
- animal or insect infestation or damage	4	1	1	1	1
- other	**N/A**				
HUMAN-CAUSED EVENTS					
Unintentional events:					
- hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.)	**14**	4	3	4	3
- explosion/fire	**12**	3	3	3	3
- transportation incident (major MVC, rail, air)	10	2	2	3	3

- building/structure collapse	**6**	1	1	2	2

Hazard Identification Risk Assessment Town of Eckville Date: August 27, 2010	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
- energy/power/utility failure (consider extended outage)	**9**	2	3	2	2
- fuel/resource shortage	**5**	1	1	2	1
- air/water pollution, contamination	7	1	1	3	2
- water control structure/dam/levee failure	6	1	1	2	2
- financial issues, economic depression, inflation, financial system collapse	8	2	2	2	2
- communications systems interruptions	10	2	2	3	3
- misinformation	6	1	1	2	2
- other	**N/A**				
Intentional events:					
- terrorism (e.g., explosive, chemical, biological, radiological, nuclear, cyber)	**7**	1	1	3	2
- sabotage	**7**	1	1	3	2
- civil disturbance, public unrest, mass hysteria, riot	**10**	2	3	3	2
- enemy attack, war	**N/A**				
- insurrection/rebellion	**N/A**				
- strike or labour dispute	**N/A**				
- disinformation	**5**	**1**	2	1	1
- criminal activity (e.g., vandalism, arson, theft, fraud, embezzlement, etc.)	**12**	4	3	3	2
- physical security breach (critical infrastructure)	8	1	1	4	2
- information security breach (cyber/data theft, etc.)	**7**	1	1	3	2
- workplace violence	9	2	2	3	2
- other (Misuse of Social Media)	7	2	2	2	1
TECHNOLOGY-CAUSED EVENTS					
- computers, hardware, software, or application (internal/external) malfunction or breakdown	**7**	1	1	3	2
- other	**N/A**				

<mark>Bylaw No. 772-20</mark>

Lacombe County

Main Telephone Number	403.782.6601
Fax Number	403.782.3820
Website Address	www.lacombecounty.com
Generic Email Address	info@lacombecounty.com
Street Address	2.5 Miles west of QEII/12 overpass to Spruceville Rd (R.R. 27-4)
Mailing Address	RR3, Lacombe, AB T4L 2N3
Admin Office Civic address	40403-Rge 27-4
Shop Civic address	40407-Rge27-4
Tees Shop Civic address	40404-Hwy 821
Rainy Creek Shop Civic address	2517-twp 40-0
ECC Location	Joffre Room Lacombe County Administration Building
ECC GPS Coordinates	52° 27' 50.4 N 113° 50' 32.2 W
Population	10,507
Alternate ECC Location	City of Lacombe EOC Town of Blackfalds

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email**
24 Hour After Hours Emergency Number	403-357-1210	
Drayton Bussiere Director of Emergency Management	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Deputy Director of Emergency Management	403.505.5512	msproule@lacombecounty.com

REEVE AND COUNCIL

Name and Position	Cell	Email
Paula Law Reeve	403.348.1755	plaw@lacombecounty.com
Ken Wigmore Deputy Reeve	403.550.2168	kwigmore@lacombecounty.com
John Ireland Councillor	403.392.3981	jireland@lacombecounty.com
Barb Shepherd Councillor	403.340.9724	bshepherd@lacombecounty.com
Brenda Knight Councillor	403.588.1222	bknight@lacombecoounty.com
Keith Stephenson Councillor	403.350.4940	kstephenson@lacombecounty.com
Dana Kreil Councillor	403.358.9400	dkreil@lacombecounty.com

ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS

Name and Position	Cell	Email
Tim Timmons County Manager	403.896.0346	ttimmons@lacombecounty.com
Michael Minchin Director of Corporate Services	403.318.8723	mminchin@lacombecounty.com
Bill Cade Director of Operations	403.304.6122	bcade@lacombecounty.com
Brandon Maier Manager of Operations	403.391.0223	bmaier@lacombecounty.com
Keith Boras Director of Community Services	403.318.3311	kboras@lacombecounty.com
Nicole Plewis Communications Coordinator	403.597.5930	nplewis@laombecounty.com

ADMINISTRATION/MUNICIPAL STAFF – KEY POSITIONS CONT.

Name and Position	Cell	Email
Laurence Weirbos Maintenance Supervisor	403.350.2571	lweirbos@lacombecounty.com
Krista Pannenbecker Scribe/Recording Secretary	403.877.7819	kpannenbecker@lacombecounty.com

FIRE/COMMUNITY PEACE OFFICERS

Name and Position	Business	Cell	Email
Drayton Bussiere Lacombe County Fire Chief	403.782.6601	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.6601	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.6601	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.6601	403.350.8326	kfriesen@lacombecounty.com
Dave Lahucik Peace Officer	403.782.6601	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.6601	403.396.5216	kwestrom@lacombecounty.com

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Cell	Email
Tim Timmons County Manager	403.896.0346	ttimmons@lacombecounty.com
Mark Sproule Manager of CPO Services	403.505.5512	msproule@lacombecounty.com
Nicole Plewis Communications Coordinator	403.597.5930	nplewis@lacombecounty.com
Krista Pannenbecker Scribe/Recording Secretary	403.877.7819	kpannenbecker@lacombecounty.com
Drayton Bussiere Lacombe County Fire Chief	403.877.8074	dbussiere@lacombecounty.com

Alberta Government Contacts

Name and Position	Contact Information		
	Business	24 Hour	Cell
Brian Boutin Field Officer, Central Region	403.340.5102	1.866.618.2362	403-506-7450
Alberta Health Services	1-844-755-1788	edp@ahs.ca	
Co-ordinator and Information Centre (CIC)	1-800-272-9600		

FIRST RESPONSE			
POLICE	**Emergency**	**Complaint**	**Administration**
RCMP – Blackfalds Detachment 4405 South Street, Blackfalds, AB	911	403.885.3333	403.885.3300
RCMP – Ponoka Detachment 5120 50 Avenue, Ponoka, AB	911	403.783.4471	403.783.4472
RCMP – Rimbey Detachment 5117 50 Street, Rimbey, AB	911	403.843.2223	403.843.2224
RCMP – Stettler Detachment 5902 44 Avenue, Stettler, AB	911	403.742.3381	403.742.3382
RCMP – Bashaw Detachment 5017 52 Street, Bashaw, AB	911	780.372.3593	780.372.3793
RCMP – Sylvan Lake Detachment 5030 48 Avenue, Sylvan Lake, AB	911	403.887.3333	403.887.3334
Lacombe Police Service 5211 50 Avenue, Lacombe, AB	911	403.782.3279	403.782.7377 fx

FIRE	Emergency	Fire Hall	Fax
Eckville Fire Department 5305 54 Avenue, Eckville, AB	911	403.746.2551	403.746.5040
Bentley Fire Department 4918 50 Avenue, Bentley, AB	911	403.748.4348	403.748.4358
Lacombe Fire Department 5211 50 Avenue Lacombe AB	911	403.782.1230	403.786.0131
Blackfalds Fire Department 4401 South Street, Blackfalds, AB	911	403.885.4414	403.885.5499
Clive Fire Department 5300 Railway Avenue Clive AB	911	403.784.3997	403.784.3970
Alix Fire Department 4604 50 Avenue Alix AB	911	403.747.3134	403.747.3134
Sylvan Lake Fire Department 4301 47 Avenue, Sylvan Lake, AB	911	403.887.2735	403.887.3035

EMS	Emergency	Main Office	Fax
Alberta Health Services – Lacombe Station 5430 47 Avenue, Lacombe, AB	911	403.782.8812	403.507.4714
Alberta Health Services – Eckville Station 5305 54 Avenue, Eckville, AB	911	403.746.3747	403.746.5040
Associated Ambulance – Sylvan Lake 9 Erickson Crescent, Sylvan Lake, AB	911	403.506.5792	403.887.3606
Stettler District Ambulance Association 5906 47 Avenue, Stettler, AB	911	403.742.1900	403.742.8207
Associated Ambulance – Rimbey 5014 49 Avenue, Rimbey, AB	911	403.843.2998	403.843.4397
Alberta Health Services – Bashaw Station 5308 53 Street, Bashaw, AB	911	780.372.3524	780.372.3592

911 Public Safety Access Point (PSAP)	Emergency	Main Office	Fax
Red Deer Emergency Services provides 911 service and dispatches for Fire and EMS	403.346.9977	403.346.5511	403.343.1866

LACOMBE COUNTY EMERGENCY OPERATIONS CENTRE
https://mail.lacombecounty.com/owa

Name	Contact Information		
	Extension	Phone	Email
Information	431	403.786.1131	eoc-information@lacombecounty.com
Liaison	432	403.786.1132	eoc-liasion@lacombecounty.com
Finance	433	403.786.1133	eoc-finance@lacombecounty.com
Incident Command	430	403.786.1130	eoc@lacombecounty.com
Communications	434		eoc-communications @lacombecounty.com
Logistics	429	403.786.1129	eoc-logistics@lacombecounty.com
Operations	428	403.786.1128	eoc-operations @lacombecounty.com
Planning	427	403.786.1127	eoc-planning@lacombecounty.com

PUBLIC FACILITIES
(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)

Facility	Contact Information		
	Phone	Fax	email
SCHOOL			
Living Truth Christian School Mirror	403.788.2444	403.788.2445	info@ltchristianschool.ca
Alix Colony School (K-9)	403.747.2204	403.783.3483	ssalomons@wolfcreek.ab.ca
Bentley Colony School (K-9)	403.885.5245	403.885.5260	Eneilly@wolfcreek.ab.ca
Pleasant Valley Colony School (K-9)	403.784.2080	403.784.2080	pvcolony@wolfcreek.ab.ca
COMMUNITY HALLS			
Blindman Valley Ag Centre 5202 51 Street, Bentley	403.598.1275	Bonnie Oliver	Lacombe Fish & Game
Burbank Hall NE 13-39-27 W4	403.885.5335 403.342.1102		
Forshee Hall NE-25-41-2-W5	403-748-2215		
Gadsby Lake Hall NE 10-41-23 W4	403.784.3437	Leanne Walton	
George Community Hall NE 22-41-22 W4	403.788.3837	Shannon Quapp	
Gilby Hall SE 29-40-3 W5	403.746.3025	Cathy Reddy	
Gull Lake Hall NE-22-40-28-W4	403.748.2966	Summer Village of Gull Lake	
Haynes Hall SE 4-39-24 W4	403.391.3546	Mike Peters	
Hespero Hall SW 1-39-4 W5	403.746.2782	Rick Fink	
Lake Bend Hall SW 5-41-21 W4	403.788.2411	Linda Buelow	

PUBLIC FACILITIES Continued
COMMUNITY HALLS

Facility	Phone	Fax	email
Lakeside Hall SE 4-40-26 W4	403.885.5149	Don Montgomery	
Lincoln Hall NW 24-41-28 W4	403.782.4194	Kathy Kamlah	
Lockhart Hall NW-17-41-2-W5	403.843.6845	Greg Jaffray	
Mirror Community Hall 50 Avenue, Mirror, AB	403.788.3890	Lisa Hawksworth	
Morningside Hall NE 35-41-26 W4	403.782.9833 403.304.8051	Vicki Berg	
Nebraska Hall SE 24-41-24 W4	403.784.3800	Norma Reimer	
Rainy Creek Hall NE 32-39-1 W5	403.748.2413	Dennis Duncan	
Ripley Community Hall SE 10-40-22 W4	403.302.9395	Connie Barrett	
Rutherford Community Hall NE 32-41-23 W4	403.783.2757	Lorraine Perry	
Sargent Community Centre SE 4-40-24 W4	403.784.3654	George Payne	
Stanton Community Centre SW 29-39-23 W4	403.747.2131	Rod McDermand	
Tees Hall SE 25-40-24 W4	403.350.0881	Carol Fletcher	
Turville Hall SW 4-41-25 W4	403.588.0852	Greg Lunn	
Watipi Hall SE-2-40-27-W4	403.598.1537	Susanne Kuhnen	
Westling Hall SE 13-41-25 W4	403.784.2574	Stephan & Lisa Bierens	

CHURCHS			
Christian Reform Woodynook SE 11-40-28 W4	403.885.4427	Pastor	
Grace Evangelical Lutheran of Bentley NW-14-40-2-W5	403.748.4455	Pastor	
Saron Lutheron Church NW-18-41-24-W4	780.445.8725	Pastor	

RESOURCE LIST
(Heavy equipment, generators, etc.)

Lacombe County conducted a formal Hazard Identification and Risk Assessment (HIRA) process on August 9, 2010. The risk assessment was reviewed and updated December 30th, 2015. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on Lacombe County and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment Lacombe County is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of Lacombe County are:

- Hazardous material or dangerous goods spill or release (Example: explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.);

- Snow, ice, hail or sleet storms;

- Tornado or windstorms;

- Diseases that impact humans (Example: smallpox, anthrax, West Nile Virus, SARS, pandemic influenza, etc.); and

- Fire (Example: forest, range, urban, wildland and urban interface, etc.)

Lacombe County will conduct a HIRA process after every major incident or every two years, whichever comes first.

Hazard Identification Risk Assessment Lacombe County Date: January 2016	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
NATURALLY OCCURING HAZARDS					
Geographic hazards:					
- earthquake	**9**	1	1	4	3
- landslide, mudslide, subsidence	**7**	1	2	2	2
-	**N/A**				
Meteorological hazards:					
- flood, flash flood	**11**	4	3	2	2
- drought	**10**	3	3	2	2
- fire (forest, range, urban, wildland and urban interface	**11.5**	4	3	2.5	2
- snow, ice , hail, sleet	**13**	4	3	3	3
- windstorm, tornado, dust/sand storm	**12**	4	3	3	2
- extreme temperatures	**9.5**	2	2	3	2.5
- lightning strikes	**10**	4	3	2	1
- famine	**9**	1	2	4	2
- geomagnetic storm	**8**	1	2	3	2
- other	**N/A**				
Biological hazards:					
- diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)	**11**	3	3	2	3
- diseases that impact animals (e.g., plague, foot and mouth disease, BSE, anthrax, rabies, etc.)	**10**	2	3	2	3
- animal or insect infestation or damage	**10**	4	3	2	1
- other	**N/A**				
HUMAN-CAUSED EVENTS					
Unintentional events:					
- hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive)	**13**	4	3	3	3
- explosion/fire	**10**	3	3	2	2
- transportation incident (major MVC, rail, air)	**11**	4	3	2	2
- building/structure collapse	**8**	2	2	2	2

Hazard Identification Risk Assessment Lacombe County Date: January 2016	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
- energy/power/utility failure (consider extended outage)	11	2	2	4	3
- fuel/resource shortage	13	4	3	2	4
- air/water pollution, contamination	11	4	3	2	2
- water control structure/dam/levee failure	10	1	2	4	3
- financial issues, economic depression, inflation, financial system collapse	10	4	3	1	2
- communications systems interruptions	11	3	2	3	3
- misinformation	5	1	1	2	1
- other	N/A				
Intentional events:					
- terrorism (e.g., explosive, chemical, biological, radiological, nuclear, cyber	11	1	2	4	4
- sabotage	9	1	2	3	3
- civil disturbance, public unrest, mass hysteria, riot	8	2	2	2	2
- enemy attack, war	11	2	2	4	3
- insurrection/rebellion	7	1	2	2	2
- strike or labour dispute	7	1	2	2	2
- disinformation	7	1	2	2	2
- criminal activity (e.g., vandalism, arson, theft, fraud, embezzlement)	9	4	3	1	1
- physical or information security breach	7	1	2	2	2
- workplace violence	7	1	2	2	2
-	N/A				
TECHNOLOGY-CAUSED EVENTS					
- computers, hardware, software, or application (internal/external) malfunction or breakdown	9	2	2	3	2

Summer Village of Gull Lake

Main Telephone Number	403.748.2966
Fax Number	888.241.6027
Website Address	www.summervillageofgulllake.com
Generic Email Address	admin@summervillageofgulllake.com
Street Address	27 Lakeview Avenue
Mailing Address	Box 5, Site 2, RR 1, Lacombe, AB T4L 2N1
ECC Location	Summer Village Office 27 Lakeview Avenue, Gull Lake
ECC GPS Coordinates	52° 27' 44 N 113° 56' 26 W
Population	176 (During summer- number of residences is 154 single family dwellings and 97 cabins containing 3-4 residents per dwelling/cabin)
Alternate ECC Location	Lacombe County EOC City of Lacombe EOC Town of Blackfalds EOC

DIRECTOR OF EMERGENCY MANAGEMENT		
Name and Position	**Cell**	**Email Address:**
Tim DeVries Director of Emergency Management	403.358.2203	farmertimsemail@yahoo.ca teds2ndemail@yahoo.ca
Cyril Fortney Deputy Director of Emergency Management		admin@summervillageofgulllake.com

MAYOR AND COUNCIL

Name and Position	Cell	Email Address:
Linda D'Angelo Mayor	403.589.0072	ldangelo@telus.net
Doug Francoeur Deputy Mayor	403.619.7989	doug.francoeur@gmail.com
Tim Casey Councillor N	587.876.9373	timcasey83@gmail.com

ADMINISTRATION/ MUNICIPAL STAFF- KEY POSITIONS

Name and Position	Cell	Email Address:
Therese Kleeberger Chief Administrative Officer	403.304.5391	admin@summervillageofgulllake.com
Tim DeVries Public Works Foreman	403.358.2203	farmertimsemail@yahoo.ca

FIRE/COMMUNITY PEACE OFFICERS

Name and Position	Business	Cell	Email
Ian McLaren Bentley Fire Chief	403.746.2297	403.304.5792	ian.mclaren@wolfcreek.ab.ca
Drayton Bussiere Lacombe County Fire Chief	403.782.8959	403.877.8074	dbussiere@lacombecounty.com
Mark Sproule Manager of CPO Services	403.782.8959	403.505.5512	msproule@lacombecounty.com
Ray Kawai Peace Officer	403.782.8959	403.391.1033	rkawai@lacombecounty.com
Kyle Friesen Peace Officer	403.782.8959	403.350.8326	kfriesen@lacombecounty.com

Dave Lahucik Peace Officer	403.782.8959	403.896.0178	dlahucik@lacombecounty.com
Kent Westrom Peace Officer	403.782.8959	403.396.5216	kwestrom@lacombecounty.com

ALBERTA EMERGENCY ALERT AUTHORIZED USERS		
Name and Position	**Cell**	**Email Address:**
See Lacombe County Authorized Users		

FIRST RESPONSE			
POLICE	**Emergency**	**Complaint**	**Administration**
RCMP – Blackfalds Detachment 4405 South Street, Blackfalds	911	403.885.3333	403.885.3300
FIRE	**Emergency**	**Fire Hall**	**Fax**
Bentley Fire Department 4918 50 Avenue, Bentley	911	403.748.4348	403.748.4358
EMS	**Emergency**	**Main Office**	**Fax**
Alberta Health Services – Lacombe Station 5430 47 Avenue, Lacombe, AB	911	403.782.8812	
911 Public Safety Access Point (PSAP)	**Emergency**	**Main Office**	**Fax**
Red Deer Emergency Services provides 911 service and dispatches for Fire and EMS	403.346.9977	403.346.5511	403.343.1866

PUBLIC FACILITIES *(Schools, Lodges, Hospitals, Community Halls, Arena, etc.)*			
Facility	**Contact Information**		
	Phone	**Fax**	**Email**
Gull Lake Community Hall NE 22-40-28 W4 shop	403.748.2966 403.358.2203 403.304.5391	1.888.241.6027 Tim DeVries Therese Kleeberger	admin@summervillageofgulllake.com farmertimsemail@yahoo.ca tkleeberger8@gmail.com

Provincial Park
adjacent to Gull Lake
 	
  Lakeview
  Brewers
  Box 681, Bentley, AB T0C 0J0
  Aspen Beach Park Warden
	
	403.748.4066
	403.748.1121
	
	403.396.4766		

RESOURCE LIST *(Heavy equipment, generators, etc.)*			
Equipment Type	**Information**		
	Make	**Model**	**Other Information**
Skid Steer			

Hazard Identification and Risk Assessment – Summer Village of Gull Lake

Summer Village of Gull Lake conducted a formal Hazard Identification and Risk Assessment (HIRA) process on October 20, 2010. The Risk Assessment was reviewed and updated on January 7, 2016. This comprehensive risk assessment identified the range of possible hazards and threats that might have an impact on Summer Village of Gull Lake and surrounding area. The potential impact of each hazard or threat was determined by the degree of its severity, taking into account the vulnerability of the municipality, as well as people, property and the environment.

The risk assessment categorized hazards and threats by their frequency, probability, consequences and response capabilities, while keeping in mind that there could be many possible combinations of frequency (history/probability) and severity (consequences) for each. Utilizing the results of this risk assessment Summer Village of Gull Lake is better positioned to prevent/mitigate, prepare for, respond to, and recover from the identified potential risks.

Based on the outcome of this process, the top five hazards identified (not necessarily in order of priority) within the boundaries of Summer Village of Gull Lake are:

- Fire (Example: forest, range, urban, wildland and urban interface);
- Hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.);
- Windstorm, tornado, or dust/sand storm;
- Energy/power/utility failure; and ;
- Diseases that impact humans (Example: smallpox, anthrax, West Nile Virus, SARS, pandemic influenza, etc.).

Summer Village of Gull Lake will conduct a HIRA process after every major incident or every two years, whichever comes first.

Hazard Identification Risk Assessment Summer Village of Gull Lake Date: May 2018	Ranking	Frequency 1 - 4	Probability 1 - 3	Consequences 1 - 4	Response Capabilities 1 - 4
NATURALLY OCCURING HAZARDS					
Geographic hazards:					
- earthquake	**N/A**				
- landslide, mudslide,	**N/A**				
- other	**N/A**				
Meteorological hazards:					
- flood, flash flood	**6.5**	2	2	1	1.5
- drought	**N/A**				
- fire (forest, range, urban, wildland and urban interface)	**9.5**	2	2	3	2.5
- snow, ice, hail, sleet	**8**	1	2	3	2
- windstorm, tornado, dust/sand storm	**10**	2	2	3	3
- extreme temperatures	**N/A**				
- lightning strikes	**9**	3	3	1	2
- famine	**N/A**				
- geomagnetic storm	**N/A**				
- other	**N/A**				
Biological hazards:					
- diseases that impact humans (e.g., smallpox, anthrax, West Nile Virus, SARS, Pandemic Influenza, etc.)	**10**	1	2	3	4
- diseases that impact animals (e.g., plague, foot and mouth disease, BSE, anthrax, rabies, etc.)	**N/A**				
- animal or insect	**N/A**				
- other	**N/A**				
HUMAN-CAUSED EVENTS					
Unintentional events:					

- hazardous material spill or release (e.g., explosive, flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive, etc.)	**7.5**	1	1	3	2.5
- explosion/fire	**8.5**	2	2	2	2.5
- transportation incident (major MVC, rail, air)	**8.5**	1	2	2.5	3
- building/structure collapse	**N/A**				
- energy/power/utility failure (consider extended outage)	**9.5**	2	2	2.5	3
- fuel/resource shortage	**N/A**				
- air/water pollution,	**8**	1	1	3	3
- water control	**N/A**				
- financial issues, ec onomic depression, inflation, etc.	**9**	1	2	2	4
- communications systems interruptions	**N/A**				
- misinformation	**N/A**				
- other	**N/A**				
Intentional events:					
- terrorism (e.g., explosive, chemical, biological, radiological, nuclear, cyber)	**N/A**				
- sabotage	**N/A**				
- civil disturbance, public	**N/A**				
- enemy attac k, war	**N/A**				
- insurrection/rebellion	**N/A**				
- strike or labour dispute	**N/A**				
- disinformation	**N/A**				
- criminal activity (e.g., vandalism, arson, theft)	**7**	2	2	1	2
- physical security breach (critical infrastructure)	**N/A**				

- information security breach (cyber/data theft, etc.)	**N/A**				
- workplace violence	**N/A**				
- other	**N/A**				
TECHNOLOGY-CAUSED EVENTS					
- computers, hardware, software, or application (internal/external) malfunction or breakdown	**N/A**				
- other	**N/A**				

<mark>**Bylaw No. 2011-01**</mark>

Community Emergency Management Program

Risk Assessment for Community

Town of Blackfalds

Summary Page

Priority	Hazard	Risk Score	Risk Level
1	Hazmat (Transportation) - Rail	60	Extreme
2	Earthquake	48	Very High
3	Blizzards	45	Very High
4	Hail	45	Very High
5	Tornado	45	Very High
6	Human Health Emergency	40	High
7	Hazmat (Fixed Site) - Pipeline / Storage Facility	36	High
8	Hazmat (Transportation) - Road	36	High
9	Major Road Accident (Vehicular)	36	High
10	Rail Accident	36	High
11	Wind	36	High
12	High Intensity Residential Fire	27	Moderate
13	Snow	15	Low
14	Extreme Heat	12	Low
15	Extreme Cold	10	Very Low
16	Floods (Rainfall / Run-off)	9	Very Low

General Comments

Frequency:

Factors that may change the hazard frequencies:

Social impacts of the hazards:

Other consequences:

Factors that may change the vulnerability to these hazards, and would thus change the hazards' impact:

(1) Hazard: Hazmat (Transportation) - Rail

Risk: Extreme (60)

Priority: 1

Mitigation Strategy: Currently the community is well aware of the rail line and what is being transported. The emergency personnel are trained in identifying the contents of train cars. There is excellent communication between the rail lines and the community relating to any threats. The community also has the LREMP partnership and LCMAO partnership where we can reach out for assistance from industry or other communities.

Frequency: Probable

The town of Blackfalds has CP rail line which runs through the center of town. Over the past several years rail traffic has increased, speeds have increased and length of trains has increased. The increase in traffic provides a higher probability of an emergency situation occurring.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The Town of Blackfalds has the CP rail line travel directly through the center of town, which in recent years has seen changes in the volume of hazardous product. Trains have increased in size over the past several years and speeds of trains have increased. In recent years there has been train derailments in neighboring communities.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

CP Rail travels through the center of Blackfalds carrying large volumes of hazardous chemicals. In recent years we have seen an increase in the size of the trains and speeds in which they travel through the community. The potential for a serious disaster as seen from recent accidents in neighboring regions is real.

(1) Hazard: Hazmat (Transportation) - Rail

Other consequences:

Property Damage: Moderate

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

With a hazmat rail incident, significant property and environment damage could occur. The resulting financial impact could be substantial. Residents displaced could face psyco/social issues resulting from fear of possible contamination and loss of property.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

A train incident is a high risk for the community. There is a substantial amount of trains travelling through the town on a regular basis. The quantity of hazardous material being hauled on the rail lines, recently there has been significant accidents in the region with spills.   This could result in a significant displacement of the population.

(2) Hazard: Earthquake

Risk: Very High (48)

Priority: 2

Mitigation Strategy: Earthquakes are rare, however do pose an extreme threat should one occur. In relation to fracking, little warning occurs as was shown in the past. The town is developing a warning APP which would be useful in notifying the residents of the town in a timely manner.

Frequency: Unlikely

While Blackfalds is not close to a fault line, recent Fracking activity has resulted in a shift causing an earthquake in neighbouring communities, which was felt in Blackfalds as well.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Increase in fracking activity.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

Earthquakes are relatively scarce in the Central Alberta region and Blackfalds in particular.   While we have seen some activity with the increase in fracking in the area, they have not been significant.

(2) Hazard: Earthquake

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

Earthquakes are very rare, however if one did hit Blackfalds damage could occur, which could result in significant financial impact.   All these factors would play on individuals emotional well being as well.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

No

Earthquakes are relatively rare. There has been some activity over the last couple years related to fracking, which is being monitored by government agencies.

(3) Hazard: Blizzards

Risk: Very High (45)

Priority: 3

Mitigation Strategy: The town is currently subscribing to an APP which will provide the ability for emergency personnel to send out a warning to the residents of the community in a timely manner.

Frequency: Likely

Over the past several years there has been significant weather fronts come through causing a significant blizzard, resulting in traffic disruptions.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

In the winter weather in Central Alberta can bring severe storms, with strong winds and blowing snow. With both Highway 2 and 2A running through Blackfalds, there is a threat of serious collisions as a result and long power outages due to the storms.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Minor

Blizzards can come on quickly in Central Alberta, causing extreme cold and limited visibility. Within the town of Blackfalds blizzards may cause short power outages, however the likely hood of injuries and or death as a direct result are minimal.

(3) Hazard: Blizzards

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

Blizzards within Central Alberta rarely cause significant damage to property or infrastructure. There is a chance it may result in residents having to stay put for long period of time, which may affect their mental well being.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The town of Blackfalds is a relatively young community with a large number of young children, vulnerable to severe weather conditions.

(4) Hazard: Hail

Risk: Very High (45)

Priority: 4

Mitigation Strategy: The province has current measures in place, with the addition of the emergency APP the town is subscribing to this will provide emergency personnel the ability to communicate to residents in a timely manner.

Frequency: Likely

Central Alberta over the past few years has seen an increase in storms bringing hail.   With these storms hail has created significant damage to property. There is potential for considerable damage which may result in disruptions of services and possible relocation of some residents.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Central Alberta during the summer months continues to see significant Hail storms come through the region. In recent years these storms have caused significant property damage.

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: Minor

Hail storms may effect shelter such that families need to be relocated temporarily due to damage caused by the hail.

(4) Hazard: Hail

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

Hail does occur in Blackfalds and usually causes property damage which can be significant. Not likely to cause permanent damage, most is reversible through repairs but can be a financial burden.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Hail storms have been increasing over the past several years.   Early warning measures are in place through weather forecasts, and environmental updates through the province.

(5) Hazard: Tornado

Risk: Very High (45)

Priority: 5

Mitigation Strategy: Tornados have been seen more often in recent years within Alberta.   There are early warning measures in place, which allow for communication to residents in a timely manner. With emergency plans in place and our location we are in good position to respond should we be faced with a tornado.

Frequency: Unlikely

Strong weather systems are frequent in the central Alberta area. In the past few years we have seen tornados, hail, strong winds and rain cause much damage to some of our neighboring communities. Recently the town of Blackfalds has seen severe hail storms come through town, with extremely strong winds, causing damage to property.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

No

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

No

Tornado warning/tornado watches have been increasing in the Central Alberta area in recent years. With the increase of these sightings and extreme weather fronts, there is a greater potential for Blackfalds to experience a tornado in the near future.

Social impacts of this hazard:

Fatalities: Moderate

Injuries: Moderate

Evacuation: Moderate

Due to the density of the town population, if a tornado came through, there is potential for injury and death to occur.   In recent years tornados have been sighted and potential is there.

(5) Hazard: Tornado

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: Moderate

A tornado through the town of Blackfalds could result in significant damage and disruption of infrastructure.   The financial implications could be significant with residents and business's, and the psycho/social impact on the residents would be moderate as they could be displaced due to damages to property.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The potential for a tornado is real within Central Alberta.   Recent years has shown significant weather conditions which have resulted in warnings.

(6) Hazard: Human Health Emergency

Risk: High (40)

Priority: 6

Mitigation Strategy: Recent events with the Pandemic has shown our limitations within this area. This is an event which is AHS lead should it occur, with the town providing a supporting role. We are prepared to provide this role as has been shown with recent town response.   Pandemic Plan is in place as are various response plans within departments.

Frequency: Likely

> The COVID 19 Pandemic of 2020 has shown the world the effect a virus can have on all walks of life. While these incidents are rare they do occur and we are currently working through one. They have potential to drastically affect the economy, cause significant health threats to residents and often death.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Blackfalds along with the rest of the world is currently seeing the effect of the COVID 19 pandemic. The movement and interaction of people increases the risk of the spread.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: None

A pandemic is currently affecting the world as we see it. COVID 19 has shown that death may occur and injury due to long term effects. It is not likely that there would be a need to relocate people.

(6) Hazard: Human Health Emergency

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Moderate

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: Moderate

The COVID 19 Pandemic has clearly shown the economic effects of a pandemic, while there is no property damage, there is extreme mental health issues due to loss of work, isolation and fear.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

Yes

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The current COVID 19 Pandemic is ongoing, with the lead response being handled through Alberta Health, they are very well prepared and capable. Our municipality has developed response plans through action has shown the capacity to respond to the challenge of a pandemic.

(7) Hazard: Hazmat (Fixed Site) - Pipeline / Storage Facility

Risk: High (36)

Priority: 7

Mitigation Strategy: Currently there are a few commercial properties which represent a threat to the community should a spill, fire or other emergency occur on their property. Emergency personnel are aware of these properties as well the industry is required to have contingency plans in place and filed with the town.

Frequency: Unlikely

Over the past several years we have only had one incident involving storage facilities.

Factors that may change the hazard frequency:
Is the number of non-emergency occurrences of the hazard increasing?
No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?
Yes

Is there an environmental reason why the frequency of this hazard may increase?
No

Are human factors more likely to increase the risk?
Yes

The risk here is minimal, however the town in years past has seen a large fire in a localized industry. With industry within the town borders there is a slight risk which would likely be associated to human error.

Social impacts of this hazard:
Fatalities: Minor
Injuries: Minor
Evacuation: Minor

Past history has indicated this is a threat however relatively minor in nature. Industry within the boundaries of Blackfalds do pose a threat which may result in injury death or evacuation should a large spill, fire or explosion occur within the worksites.

(7) Hazard: Hazmat (Fixed Site) - Pipeline / Storage Facility

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Moderate

Financial Impact: Moderate

Psychosocial Impact: Moderate

If a significant leak or accident occurred within a fixed location, this could result in significant damage to the environment. Damage to property would likely be localized within the location however could be of substantial value. The effect on the residents of Blackfalds socially and psychologically could be significant with evacuation and the fear of possible contamination.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Local industry has plans in place for serious incidents such as spills, leaks and accidents. Their staff is trained to be able to respond to serious incidents. Regionally employees of communities and municipalities have been trained to respond to serious incidents as well.

(8) Hazard: Hazmat (Transportation) - Road

Risk: High (36)

Priority: 8

Mitigation Strategy: There is an increase in truck traffic travelling through the town of Blackfalds, many travelling to industry sites nearby and carrying various chemicals.   The town has partnered with LCMAO and LREMP, which allows the sharing of resources should an incident occur. Our emergency personnel, (Fire Department) are very well trained to respond. Currently there are MOU's in place with neighboring municipalities which would provide for assistance should we need it.

Frequency: Probable

Blackfalds currently has highway 2 A which runs through the middle of town, north/south.   A large volume of traffic travels through the town on this highway at any given day.   With several large plants near the town of Blackfalds, trucks carrying various hazardous materials are frequenting the community on their way to the plants.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Highway 2 and 2 A are very busy highways, with a large volume of vehicles travelling on them daily.   A large quantity of hazardous chemicals are transported via truck to various companies in the surrounding area daily. With the large volume of traffic on these two highways and the fluctuating weather conditions there is a high chance a major accident could occur.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

Numerous trucks travel on highways 2 and 2A near and through the town of Blackfalds on a daily basis. These trucks are often carrying hazardous chemicals to industries nearby.

(8) Hazard: Hazmat (Transportation) - Road

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

A hazmat incident on the road, would cause some disruptions within the community, resulting in some damage.   Residents would be disrupted for a period of time, however would likely be minimal awaiting clean up.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

This hazard again poses a threat to the younger population that resides in the town. There is a large volume of traffic travelling near and through Blackfalds with many trucks carrying hazardous material, thus the potential for accidents is significant.

(9) Hazard: Major Road Accident (Vehicular)

Risk: High (36)

Priority: 9

Mitigation Strategy: Currently our emergency personnel are well trained for a major accident should one occur.   With the Integrated traffic unit stationed in Blackfalds as well as the RCMP Detachment there are resources ready to respond immediately. Our ESS also has plans in place should we need to open a reception center.

Frequency: Probable

We have had several serious collisions, involving highway 2, 2A, and highway 597 over the past several years.   Highway 2 is a significant transportation corridor where significant chemicals, fuel and other substances are hauled daily.   Recently a Collision with CN train and a commercial truck could have resulted in a significant emergency situation.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

With highway 2 and 2 A being very busy highways, there is a chance of a major collision occurring at some time. Weather conditions frequently cause poor road conditions in the winter months, adding to the chance of a major collision occurring.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Minor

Highway 2 and 2 A pose the largest threat in relation to major vehicular road accidents. The extreme weather conditions bringing on strong winds, snow and hail can cause collisions on these busy roads.

(9) Hazard: Major Road Accident (Vehicular)

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: Minor

Financial Impact: Moderate

Psychosocial Impact: None

A major road collision would likely result in significant financial implications depending on the severity. The psycho/social implications for the residents would be minimal.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The disruptions to the town as a result of a major collision would be insignificant.

(10) Hazard: Rail Accident

Risk: High (36)

Priority: 10

Mitigation Strategy: Emergency personnel are trained to respond, and agreements are in place with our partners which would allow a quick response to any accident if required.

Frequency: Unlikely

Blackalds has a railway running through the center of town. This rail line has had speeds increased over the past few years as well as the length of the trains has increased.   Cars carrying various chemicals regularly make their way through the town of Blackfalds. In recent years there has been derailments, resulting in spills, which have occurred near Blackfalds. If a train derails the potential for a hazardous spill is extremely likely.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

We have not seen a increase in rail accidents, however we are seeing an increase in rail activity, longer trains, faster speeds which can attribute to the chance of accidents occurring.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Moderate

With railway, if there were an accident within the community, depending on what it was carrying would decide if an evacuation would occur. The trains travelling through Blackfalds are carrying few people with the exception of employees. Those on the train are the most likely to be injured or to die, there is a slight chance if a spill of chemical occurs there could be serious injury or fatalities to residents.

(10) Hazard: Rail Accident

Other consequences:

   Property Damage: Minor

   Critical Infrastructure Disruption: Minor

   Environmental Damage: Moderate

   Financial Impact: Moderate

   Psychosocial Impact: Moderate

Depending on the severity of the accident there could be extreme financial implications.   These type of incidents are usually short term so the psychological impacts would be minimal unless directly affected through extreme loss.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

   Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

      Yes

   Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

      No

   Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

      Yes

   Are prevention/mitigation measures currently in place for this hazard?

      Yes

The possibility of a rail accident is a real threat. The rail lines have a maintenance schedule for their lines which assists in lowering the threat level.   The rail line coming through town over the past years has become increasingly busy, with more traffic, which increases the risk.

(11) Hazard: Wind

> **Risk:** High (36)
>
> **Priority:** 11
>
> **Mitigation Strategy:** Early warning measures are in place through the province.   With the addition of our APP we will be able to keep residents apprised of any threat in a timely manner.

Frequency: Probable

The Central Alberta region sees a large amount of wind storms come through the area, often causing damage to buildings and property as a whole.   There is the potential for significant damage and or injury to residents in the area during these wind storms.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The population of Central Alberta is always on the move, many people travel a significant distance to work as a result highways are always busy. A significant amount of truck traffic comes through the area, which can be affected by extreme gusting winds, when combined with other weather conditions it can significantly increase the chance of accidents.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: Minor

The region continues to have significant wind storms, which at times does cause damage to property, accidents by pushing vehicles off the highway.   Injury and death may occur as a result of wind directing other items in the vicinity of the public.

(11) Hazard: Wind

Other consequences:

    Property Damage: Minor

    Critical Infrastructure Disruption: Moderate

    Environmental Damage: Minor

    Financial Impact: Moderate

    Psychosocial Impact: None

    The wind storms are generally short lived, they can cause significant damage, but usually do not result in a long term disruption.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

    Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

        No

    Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

        No

    Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

        Yes

    Are prevention/mitigation measures currently in place for this hazard?

        Yes

Most structures within the town are relatively new, and have been built to current standards. Wind still does pose a threat, however construction techniques will serve to minimize the effect on buildings within the municipality.

(12) Hazard: High Intensity Residential Fire

Risk: Moderate (27)

Priority: 12

Mitigation Strategy: Our Fire Department and emergency personnel are very well trained to respond. We are developing an APP to notify residents in a timely manner. Our ESS are also very well trained and prepared to respond should need be.   The MOU's in place with other communities provides the opportunity to get immediate assistance should we require it as well.

Frequency: Unlikely

The population has increase drastically in Blackfalds over the past several years. Commercial properties have been developed along with multi family dwellings recently. We have seen a few multi family dwelling fires occur over the past few years.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

Yes

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

The Town of Blackfalds has continued to see growth in the community, both residential and commercial buildings have seen an increase.   With the increase in population and the increase in multi family dwellings the risk rises.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Moderate

Evacuation: Moderate

High intensity fires, usually cause evacuation of residents. Blackfalds is a relatively young community in reference to the majority of residents, which have better safety measures than previous construction, which reduces risk of injuries or death.

(12) Hazard: High Intensity Residential Fire

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

This can cause significant damage but would be more localized, so the psychological effects would be localized to those immediately affected.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Currently our Fire Department is very well trained with senior officers running the program and are prepared to respond.   Mutual Aid agreements are in place with neighboring municipalities should there be a need.

(13) Hazard: Snow

Risk: Low (15)

Priority: 13

Mitigation Strategy: There are snow removal schedules and priorities in place throughout the town.   We will have an APP to advise the public in a timely manner of emergency situations.   Emergency plans are in place along with agreements with neighboring communities should we need to call on them for help.

Frequency: Likely

Over the past several years Central Alberta has seen days with significant snow fall.   It is not uncommon to have over 10 cm fall in a short period of time in the area.   This has the ability to disrupt traffic, schools, business and government facilities.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Central Alberta sees a significant quantity of snow yearly. With the increase in population, there is an increase in traffic, which can result in a higher chance of a significant accident or disaster occurring.

Social impacts of this hazard:

Fatalities: None

Injuries: Minor

Evacuation: Minor

Blackfalds has two highways one which runs right through it, the other highway 2 which is very nearby. During a significant snowfall it is possible people may be stranded and need shelter, however this would be minimal.

(13) Hazard: Snow

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

Usually a snow storm, is relatively short term, so the effects on the psychological wellness of residents would be minimal. Damage to property could occur, however not likely, usually would result in a slow down in activity.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Blackfalds is a very young town, with many elementary school age children.   Snow is a reality within Central Alberta and can come on quickly. The schools have plans in effect which reduce the threat, cancelling school busses, and school during extreme weather.

(14) Hazard: Extreme Heat

Risk: Low (12)

Priority: 14

Mitigation Strategy: The location of Blackfalds and the facilities available are such that this is not a major concern within the community.

Frequency: Probable

While Central Alberta generally has fairly moderate temperatures, there is opportunity for a weather front to come through and sit for a significant amount of time. These fronts can and have brought temperatures into the 30's at times.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

Yes

Alberta can see extreme heat throughout the summer months, which can create adverse weather fronts such as hail, severe rain, wind and such. This weather can significantly disrupt activity and life within the community.

Social impacts of this hazard:

Fatalities: Minor

Injuries: None

Evacuation: None

Extreme heat is rare in the region, however if it does occur it can effect the elderly and those more vulnerable if they do not have proper shelter.

(14) Hazard: Extreme Heat

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: None

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: Moderate

Extreme heat can cause property to work overtime, air conditioners, coolers, vehicles, will be stressed having to keep up with the heat. Those without access to cooler shelter may see emotional affects as a result.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

This is not a high risk in Central Alberta, temperatures are rarely extreme.

(15) Hazard: Extreme Cold

Risk: Very Low (10)

Priority: 15

Mitigation Strategy: Plans are in place with the most vulnerable, school age children, buses do not run on extremely cold days, nor do schools open. The community does not have a large elderly population nor homeless population as such the any threat to these groups is minimal.

Frequency: Likely

While Central Alberta generally has fairly moderate temperatures, there is opportunity for a cold front to come through the area and sit for a significant amount of time. These cold fronts can and have brought temperatures in the high minus 30 degrees to minus 40 at times. These cold fronts can cause a significant slow down in activity and possible disruption to facilities or business.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

No

Are human factors more likely to increase the risk?

No

We have not been seeing a increase in cold fronts, however they do occur and people do move around during these times as activity does not stop.

Social impacts of this hazard:

Fatalities: Minor

Injuries: Minor

Evacuation: None

Extreme cold in itself is not a serious issue for the community, it is the breakdown of equipment and machinery as a result that can cause problems. If heating systems fail injury and or death could occur.

(15) Hazard: Extreme Cold

Other consequences:

Property Damage: None

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: None

Psychosocial Impact: Moderate

Extreme cold usually results in long periods of isolation for individuals with little opportunity to visit. This could result in poor mental health if it occurs over a prolonged period of time.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

Yes

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

Currently the town of Blackfalds is a young community with many children in elementary schools.   High school students are bussed to neighboring communities which puts them at a higher risk should a cold front occur.

(16) Hazard: Floods (Rainfall / Run-off)

Risk: Very Low (9)

Priority: 16

Mitigation Strategy: The town is situated in such a position that it is not in a position of threat for flooding. No significant bodies of water flow through the municipality. Should an issue arise there are many ways out of the community and many neighboring communities which have large facilities to accommodate.

Frequency: Unlikely

Over the past several years the Town has had some significant weather fronts come through with potential for large hail, significant rain fall, resulting in large pools of water/hail. Significant damage has occurred.

Factors that may change the hazard frequency:

Is the number of non-emergency occurrences of the hazard increasing?

No

Is human activity likely to lead to more interaction with the hazard or an increase in frequency?

Yes

Is there an environmental reason why the frequency of this hazard may increase?

Yes

Are human factors more likely to increase the risk?

Yes

The town of Blackfalds does see severe weather patterns throughout the summer, which at times can cause a significant amount of rain and or hail. While the chance of flooding is minimal in the town, there is a chance of localized flooding within the community.

Social impacts of this hazard:

Fatalities: None

Injuries: None

Evacuation: Minor

Flooding within the town of Blackfalds is not a high risk, however flooding may occur as a result of the sewer system not being able to keep up with the level of precipitation. This would be short lived and not likely result in injury or death.

(16) Hazard: Floods (Rainfall / Run-off)

Other consequences:

Property Damage: Minor

Critical Infrastructure Disruption: Minor

Environmental Damage: None

Financial Impact: Moderate

Psychosocial Impact: None

Chance of flooding is minimal within the town, however if flooding does occur due to large volume of rainfall, damage to property and infrastructure could occur. The impact on the community would likely be minimal.

Factors that may change the community vulnerability to this hazard, and would thus change the hazards' impact

Is a large number of the population vulnerable or is the number of people vulnerable to this hazard increasing?

No

Does critical infrastructure reliance or a 'just-on-time' delivery system make the population more vulnerable?

No

Are response agencies/groups aware of, prepared, and trained for responding to this hazard?

Yes

Are prevention/mitigation measures currently in place for this hazard?

Yes

The likelihood of severe flooding is minimal within the town of Blackfals.

Regional Emergency Social Services

Contents

Executive Summary

Regional Emergency Social Services

Regional Emergency Social Services (RESS) oversees the human impact of emergency response. Specifically, RESS is responsible for securing the essential needs of food, shelter, and clothing for evacuees and response workers in an emergency. RESS may also be involved as needed to provide pr assist in the delivery.

RESS Plan

The RESS plan defines the organizational structure, roles, responsibilities, and procedures to follow in the event of an emergency impacting the municipality. Specifically, the plan details:

- Mobilize, de-mobilize, and post-deactivation procedures for the RESS Plan including different response stages according to the magnitude of the emergency.
- Guidelines for reception centres and volunteer centres, including the designated and back-up locations.
- The provision of primary services to affected individuals, including emergency food, lodging, and clothing.
- The provision of specialized services to affected individuals, including transportation, personal services, and other services.
- Procedures for managing volunteers.
- Communication procedures for establishing and maintaining the flow of information within the agency and to everyone involved.
- An organizational structure combines both the municipality's leadership role in the RESS response and the integral role of assisting agencies.
- The roles, responsibilities, and job descriptions of RESS personnel and assisting agencies; and
- Protocols for ensuring that the RESS Plan remains up to date.

RESS is a "people centered approach" to Emergency Management

RESS addresses the needs of people and communities impacted by the emergency. Adopting a people-centered approach for this plan aligns with the Government of Alberta's approach and efforts to address issues that are important to Albertans.

1. Support services sufficiently meet the basic essential needs of individuals consistent with their circumstances, type, and scale of the emergency.
2. Appropriate – supports and delivery methods are adjusted to the specific needs of those affected.

3. Empowering – maintaining people's dignity and independence. Respectful delivery of services to build resiliency.
4. Equitable – services are delivered with evidence of fairness and consistency.
5. Known, understood and accessible – people are clearly informed of available supports and services and how to access them.
6. Safe – Services address risks related to health, physical and emotional safety.
7. Timely – Providing prompt services to minimize the negative impacts of those affected by the emergency.

The LREMP RESS plan recognizes that all people are equal in dignity, rights, and responsibilities, regardless of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status and/or sexual orientation.

Accommodations may be made to certain rules, standards, policies, workplace cultures and physical environments to ensure that they do not have a negative effect on a person because of the person's mental or physical disability, religion, gender, or any other protected ground. The most effective accommodation measures are a result of cooperation and clear communication between both parties.

SECTION 1
Navigation of the Plan

RESS responders are the primary audience for this plan, members of the public are encouraged to access this information.

Are you a member of Lacombe Regional Emergency Management Partnership Incident Management Team?

You should understand this plan in its entirety. As an Incident Management Team member, you must be prepared for emergencies as part of your job scope and response duties. You will want to be clear about the role and responsibilities you may assume in an emergency. Confirm with your supervisor about your assigned role and begin your preparation with the information found in this plan.

Are you a member of a community partner organization, a mutual aid organization, or a supplier?

You will want to understand how LREMP plans to respond to emergencies of different magnitudes. You will be interested in the role you can play in assisting LREMP to care for community members. LREMP may also draw upon your assistance and expertise when required.

SECTION 2
The Regional Emergency Social Service Plan

Introduction

*The Regional Emergency Social Services Plan receives direction from
the Lacombe Regional Emergency Management Partnership.*

Under the Alberta Emergency Management Act, local authorities are responsible for their own emergency response unless the provincial government assumes control. Local authorities are required to prepare their own emergency plans. They must also establish and maintain a municipal emergency management agency charged with responding to emergencies. RESS is responsible for the human impact of an emergency response.

The RESS Plan is a flexible strategy system which provides a structured response guideline and toolkit of community resources that, together, ensure an effective RESS response to any emergency. It is staffed with a blend of municipal staff, support organizations and dedicated volunteers.

Part of the Overall Regional Emergency Response Plan

A serious emergency could strike at any time and any place. Such an emergency would significantly impact the region in many ways. To lessen the effects, the Director of Emergency Management (DEM) or designate would initiate an emergency response according to the guidelines set out in the Emergency Management Plan and supporting employees. The response could involve a cross-section of Fire, Police, and Emergency Medical Services in addition to municipal staff, Environment, Utilities, RESS and others as needed.

The Regional Emergency Social Services Framework

RESS is a pre-planned response organization designed to provide basic services considered essential for the immediate and continued well-being of persons affected by a disaster. RESS provides services to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. Assistance provided may include food, group lodging, clothing, emotional support, and family reunification.

The RESS Plan

The RESS plan profiles LREMP's action plan to meet short-term essential need of individuals by an emergency. The RESS Plan is not a how-to manual, nor does it detail responses to any emergency. Instead, the plan provides structured, yet flexible, response guidelines and a toolkit of community resource that, together, ensure an effective RESS response to any emergency.

In a type 3 or larger emergency, RESS may be requested to coordinate and provide services to assist in the reentry and recovery phases.

The RESS Plan includes volunteer management. As RESS is charged with the human impact of emergency response, RESS is also responsible for managing volunteers whose aid is invaluable in an emergency response. The Volunteer/Staff Management Unit Coordinator may be requested to take on the screening and initial orientation/training of convergent volunteers.

There is a distinction between the services provided by RESS and the response required in situations such as a single house fire. RESS is usually activated when there are large numbers of people affected by a disaster whereas in the case of a single house fire, the family or members of the household will be referred directly to community services such as the local Victims Services, the Red Cross, Salvation Army, a local church group, emotion support providers, or the Food Bank.

SECTION 3

Activating the RESS Plan

Insert ESS Activation Flow Chart

3.1 Mobilization Stages

Depending on the magnitude of the emergency, the RESS Plan may be mobilized.

1.   .

RESS Responsibilities

RESS provides temporary services for individuals and families affected by disasters so they can begin to plan their next steps following a disaster. Services may be provided on site for small-scale events, or at a Reception Centre (RC) facility for a larger response which may include:

- Food
- Family Reunification
- Referrals
- Pet Care Assistance
- Evacuation
- Clothing
- Child Care
- Recovery

- Lodging/Housing
- Emotional Support
- Volunteer Services
- Recreation
- Reentry
- Translation Services
- Transportation

3.2 RESS Plan Mobilization

When an emergency occurs in a municipality, the following actions are taken:

1. *Notification*
   Authorized personnel report the emergency to 9-1-1 Communications who then notifies the DEM or designate.

2. *Emergency Management Plan Mobilization*
   The Incident Commander in conjunction with the DEM will determine the level of emergency and will activate the Incident Command Post (ICP) and Council may declare a State of Local Emergency.

3. *RESS Plan Mobilization*
   When authorized by the Incident Commander or Operations Section Chief will notify the RESS Branch Director who will then notify RESS RC Group Supervisor to activate the RESS Plan and initiate the RESS response.

4. *RESS Response*
   The RESS Branch Director will assess the situation and initiate the appropriate RESS procedures to assist the affected individuals with their emotional and physical needs, such as:

   - Calling on Assisting Agencies
   - Reception Centre and/or Volunteer Centre Facilities list (Annex B)
   - Contacting Supplies or Secure Resources

3.3 RESS Plan Demobilizing

The following steps must be taken to deactivate the RESS Plan:

1. *Emergency Response Plan Demobilizing/Downgrading*
   TheIncident Commander communicated the deactivation of the plan or the downgrading of emergency levels to the agencies involved.

2. *RESS Plan Demobilization*
   The RESS Branch Director and Operations Section Chief, under the advice of the Incident Commander, can authorize the RESS Plan demobilization. The RESS Branch Director will communicate the demobilization to the RESS RC Group Supervisor.

3. *Facility Demobilization*
   The RESS RC Group Supervisor will:
   - collect and finalize the appropriate documentation,
   - ensure the facility is cleaned up and restored to working order,
   - release staff and volunteers; and
   - provide a summary report to the RESS Branch Director.

4. *RESS Demobilization*
   The RESS Branch Director will:
   - Collect and finalize the appropriate documentation,
   - release staff and volunteers; and
   - create a summary report and submit to the ECC Operation Section Chief.

3.4 Post-Demobilization

Recovery Stage

During the ensuing recovery stage, community organizations may continue to attend to the ongoing needs of individuals. Evacuees and affected individuals are encouraged to transition from RESS to other community support systems.

Evaluation

Within three months of the demobilization of the RESS response, the RESS staff must meet to debrief, to evaluate, and review the plan and provide feedback to LREMP.

3.5 Key Assumptions of the Plan

RESS aims to promote self-sufficiency and resilience leading an accelerated transition to recovery for evacuees and RESS responders.

Individuals in the community: Depending on the nature of the incident, individuals are encouraged to be prepared to Shelter in Place for at least 72 hours with little or no assistance from the FCSS, until the normal infrastructure systems are accessible or to evacuate their homes. Mass public notification will occur in the event individuals are directed to Shelter in Place or evacuate.

If individuals are not able to provide for themselves, they are urged to first seek the assistance from friends, relatives, or neighbours, then seek help from the local FCSS at the designated RC Facility (ies).

Health Region: All facilities coordinated or managed through Alberta Health Services (AHS), have emergency plans. AHS will shelter its patients within its care facilities when appropriate to do so. Alternatively, AHS has designated back-up facilities. LREMP will aid AHS as needed.

School Districts: The School Districts have emergency plans in place to care for their student populations. The School Districts may be asked to provide facilities for Reception Centres upon request from LREMP.

Internal Resources: The municipality has facilities and equipment, such as heavy machinery, public transportation vehicles and communications equipment which can be used during an emergency to maintain operations and assist the community.

External Resources: The municipality has established relationships with local commercial suppliers and representatives from key organizations have committed to providing volunteers to assist with LREMP efforts.

SECTION 4

Types of Evacuation Centres

Reception Centre Operational Guidelines

A Reception Centre (RC) is the location designated by the Municipality as a safe gathering place for people displaced from their homes because of an emergency or disaster. At the RC, individuals may register and receive services, including family reunification, food, clothing and/or lodging as well as information about the emergency.

When possible, the RESS RC Group Supervisor will recommend using facilities other than schools as the operation of a RC is very disruptive to the children attending the school and may pose a safety risk.

In the municipality, each of the following designated RC facilities have been identified, surveyed to ensure that they contain the basic needs should it be required.

The human capacity of each location was determined in cooperation with LREMP and the municipality.

Group Lodging Facility (GL)

A Group Lodging Facility is the location designated by the Municipality as a safe place for people who have been displaced from their homes to sleep, receive meals, and take refuge. At the Group Lodging Facility, registered individuals may receive services (i.e., a cot, bedding, toiletries, and meals) as well as information about the emergency.

Warming Centres

A Warming Centre is the location designated by the Municipality as a safe place for people to gather during extreme weather conditions during the winter months. At the Warming Centre, individuals may receive Emergency Social Services (i.e., food, emotional support, first aid treatment) as well as information about the emergency.

Cooling Centres

A Cooling Centre is the location designated by the Municipality as a safe place for people to gather during extreme weather conditions during the summer months. At the Cooling Centre, individuals may receive Emergency Social Services (i.e., food, emotional support, first aid treatment) as well as information about the emergency.

Information Centres

An Information Centre is the location designated by the Municipality as a safe place for people to gather. At the Information Centre, individuals may receive Emergency Social Services (i.e., emotional support) as well as information about the emergency.

SECTION 5
RESS Organization and the Incident Command System

Expanding the Organization

As incidents grow, the RESS RC Group Supervisor(s) may delegate authority for performance of certain activities to the RESS Strike Team Leaders. The RESS RC Group Supervisor(s) will add positions only as they are needed. Supervisory Position Titles

ORGANIZATION LEVEL	TITLE
Reception Centre Group	Supervisor
Services	Strike Team Leader
Provision	Coordinator
Single Resource	Worker

ESS Organization Structure

The nature of the emergency, the RESS Branch Director and the RESS RC Group Supervisor will determine which functions are required. At a minimum, an active Reception Centre requires only a single RESS RC Group Supervisor and one additional worker (for safety purposes). Other functions will be activated as needed.

The ICS structure can expand, and contract as needed, depending on the number of evacuees, the personnel who are able to report to the Reception Centre and the nature of the evacuation.

For ICS 207 Organization Chart see (page, section)

RESS Organization Chart- turn into list, listing the forms with positions. No chart here. Remove chart. Naming structure has changed, update names appropriately.

SECTION 6

6.1 Operations Role Assignment and Prioritization

RESS Branch Director	- Reports to the Operations Sections Chief. - Activate the RESS Group Supervisor(s). - May be responsible for supervising multiple ESS Facilities. Responsible for information flow into and from the ICP.
RESS Group Supervisor(s)	Reports to the ESS Branch Director. Ensures all required functions are activated and supported.
Primary Services Strike Team Leader	- Reports to RESS Group Supervisor. - Oversees the set-up and operations of the primary services to evacuees including Meet and Greet, Registration, Baby/Child Care, Sensory, Pet Care, Food, Clothing, and Documentation.
Health Services Strike Team Leader	- Reports to RESS Group Supervisor. - Oversees arrangements for setting up and providing health services as required for first aid, emotional support, and special needs.
Specialized Services Strike Team Leader	- Reports to RESS Group Supervisor. - Oversees set-up and operation of any specialized services provided to evacuees.
Registration Coordinator	- Reports to Primary Services Strike Team Leader. - Oversees the duties of Meet & Greet, General Registration, Baby/Child, Sensory, and Pet Care workers.
Food Coordinator	- Reports to Primary Services Strike Team Leader. - Oversees the operational distribution of food in RESS Facilities. - Works closely with the ESS Food Manager in the Logistics Section. - Determine food requirements in cooperation with the ESS Food Manager in the Logistics Section. allergy restrictions, cultural sensitivities, etc

Clothing Coordinator	• Reports to Primary Services Strike Team Leader. • Oversees the distribution of clothing and hygiene products. • Works closely with the Donation Coordinator, Meet and Greet, and Registration workers.
Meet and Greet Workers	• Reports to Registration Coordinator. • Welcomes evacuees to the RESS Facilities • Performs triage and directs evacuees to service areas according to registration needs.
General Registration Workers	• Reports to Registration Coordinator. • Register's evacuees based on individual/family needs. • Interview's evacuees to determine immediate needs for food, clothing, lodging, first aid, pet care, etc.
Baby/Child Workers	• Reports to Registration Coordinator. • Provides family registration services to evacuees. • Provides a space to feed infants and young children. • Provides feeding support as needed and appropriate.
Sensory Workers	• Reports to Registration Coordinator. • Registers evacuees with sensory issues based on individual/family needs. • Interview evacuees to determine immediate needs for food, clothing, lodging, first aid, pet care, etc.
Pet Care Workers	• Reports to Registration Coordinator. • Provides care for pets. •
First Aid Coordinator	• Reports to Health Services Strike Team Leader. • Provides First Aid services to Evacuees and personnel.
Emotional Support Worker	• Reports to First Aid Coordinator. • Provides emotional support services to personnel and evacuees.

Other Health Needs Worker	• Reports to First Aid Coordinator. • Arranges for medications, medical equipment and health care supplies for evacuees as required. • Ensures provision of care for vulnerable evacuees.
Multicultural Worker	• Reports to Specialized Services Strike Team Leader. • Determines need for translation services and other multicultural evacuee needs.
Recreation Worker	• Reports to Specialized Services Strike Team Leader. • Provides suitable, safe recreation activities for evacuees. • Supervises safe use and storage of equipment.

6.2 Planning Role Assignment and Prioritization

ROLE	RESPONSIBILITIES
RESS Status Check In Recorder	• Reports to the Status Check In Manager. • Oversees the check in of RESS personnel.
RESS Situation Manager	• Reports to the Situation Unit Leader. • Communicates the current situation of RESS activities.
RESS Documentation Manager	• Reports to the Documentation Unit Leader. • Manages all RESS related documentation needs.
Documentation Workers	• Reports to the RESS Documentation Manager • Collects, verifies, organizes, and files forms and documents. • Records information on Statistics Record and distributes to the Primary Services Strike Team Leader

6.3 Logistics Role Assignment and Prioritization

ROLE	RESPONSIBILITIES
RESS Medical Manager	• Reports to the Medical Unit Leader. • Responsible for the medical needs of RESS staff.
RESS Food Manager	• Reports to the Food Unit Leader. • Responsible for the food needs of RESS staff and evacuees. • Works closely with the Food Coordinator in the Operations Section.
RESS Ordering	• Reports to the Ordering Manager. • Responsible for all RESS ordering requirements.
RESS Receiving and Distribution	• Reports to the Receiving and Distribution Manager. • Responsible for all RESS receiving and distribution requirements.
RESS Facilities Manager	• Reports to the Facilities Unit Leader. • Responsible for set up, care, and control of RESS facilities.
RESS Security Team	• Reports to the Security Manager. • Responsible for secure operations of RESS facilities.

6.4 Finance/Administration Role Assignment and Prioritization

ROLE	RESPONSIBILITIES
RESS Cost Manager	• Reports to the Cost Unit Leader. • Responsible for RESS cost tracking.
RESS Personnel Time Recorder	• Reports to the Personnel Time Recorder. • Responsible for RESS personnel time tracking.
RESS Procurement Manager	• Reports to the Procurement Unit Leader. • Responsible for RESS procurement needs.

SECTION 7- <mark>changes to names</mark>

Role Descriptions, Checklists and Function Aids

Keep in mind that not all functions are required for all emergencies. For those functions that are activated, separate personnel are not always required. One individual could fulfill multiple functions in the delivery of RESS depending on the size and nature of the emergency.

It is highly recommended that personnel be cross trained in multiple roles if they are required to be flexible in accepting a new assigned role when there is a shortage of volunteers or staff to fill the required positions.

Annex C provides Role Descriptions, Checklists and Function aids.

SECTION 8- <mark>compare to LREMP Plan, insert into LREMP Plan if needed, adjust verbage</mark>

Capabilities and Communications

When local LREMP partners capabilities are exceeded

If an emergency grows larger than anticipated with a rapidly growing number of evacuees seeking the supports and services provided at the RC, the available resources and personnel may quickly become depleted and/or exhausted.

The RESS Branch Director will notify the ECC Operations Chief if RESS is unable to meet the demand for its services. The ECC Operations Chief will direct the RESS Branch Director to make the necessary arrangements to call for additional help.

A surge of evacuees may prompt the RESS RC Group Supervisor to open an additional RC if primary capacity is surpassed.

Communications

The LREMP Management Plan details how communications will be maintained during an emergency. Normally, telephone, mobile phones, email, and faxes will be used to relay information from location to location. In addition, the use of social media (e.g., Twitter and Facebook) will be an important form of communication.

The information cannot be released until it is authorized by the ECC. The Information Officer must ensure the RESS Branch Director has authorized all public information posted at the RESS Facilities.

Correspondingly, the RESS RC Group Supervisor and assisting agencies are asked to pass on their public messages to the ECC through the Information Officer. From there, the ECC Information Officer will release the information to the public or to the media.

SECTION 9- <mark>needs to be in LREMP Plan (remove here when in LREMP plan)</mark>

Training Requirements and Exercise

Training Requirements

RESS uses a building block approach for training with courses building upon one another and becoming more specialized as participants progress through their respective training paths.

Completion of courses as per each training path will ensure that participants have core knowledge before progressing to more advanced training.

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials must complete the following course:

- The Municipal Elected Officials Course

Directors of Emergency Management must complete the following courses:

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

Municipal Staff must complete the following courses:

- Basic Emergency Management
- ICS 100

Training Exercises

LREMP municipalities must complete the following:

- A tabletop exercise annually.
- A functional exercise at least once every four years.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.

If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that

includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.

LREMP municipalities can submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives, and participant list.

Cross Training

LREMP will ensure that there is training of all RESS roles available. This will allow for cross training, as at any time a RESS staff member can be re-assigned to a new position.

SECTION 10

Community Partner/Assisting Agencies

In an emergency, LREMP depends on Community Partners/Assisting Agencies to help deliver RESS. Community Partners/Assisting Agencies receive training and guidance to govern their response to a RC facility.

Together, RESS Branch Director and Community Partners/Assisting Agencies may be responsible for the arrangement of products and services during a disaster. Typical products and/or services may include the following:

1. Volunteer personnel to assist with:
   - Meet and Greet
   - Registration/Needs Assessment and Referrals
   - Group Lodging, if required
       i. Check-in/check/out
       ii. Sleeping area
       iii. Meals
   - Baby/child support
   - First Aid
   - Emotional support
   - Multicultural services
   - Recreation and leisure services
   - Transportation
   - Inquiry/search and reply
   - Resource acquisition
   - Donated goods management
   - Reception Centre support services
   - Volunteer/staff management
   - Information and technology services
2. The provision of:
   - Comfort foods
   - Clothing
   - Pet Care supplies
   - Baby/child feeding supplies

SECTION 11

Vulnerable Population – (*get form from Janine Anderson (Alix))* *Voluntary Form*
Annex D

During an evacuation, the RESS plan will account for the special needs of vulnerable populations. The definition of vulnerability is convoluted and complex and often depends on the hazard at hand, circumstances, and access to different types of resources.

There are some individuals and groups who are highly and permanently vulnerable to many hazards and to many consequences. The vulnerable sector includes the frail, elderly, people living with chronic sensory, those with mobility or cognitive impairments, and individuals' dependent upon assistive devices or complex medical regimens to survive.

In a post-flood study conducted by R. McDonough & Jones, 2013, Vulnerable Older Adults and Disaster Response, the following aspects of vulnerability were identified:

1. *Physical Frailty and Mobility*
   - Identify evacuation sites that are accessible.
   - Potential to relocate/transport evacuee(s) to hotels or other accommodation better suited to their physical/mobility needs.
   - Provide adequate seating at Reception Centres.
   - Ensure evacuees who have reduced mobility are able to sleep near the washroom.
   - Refer evacuee(s) to the Other Health Needs Unit for mobility support devices.
   - Assign volunteers to assist evacuee(s) with mobility issues.

2. *Sensory Concerns*
   - Provide clear written and verbal instructions and updates. Collaboration with CNIB and the Canadian Hard of Hearing Association to develop communication standards.
   - Clearly post mealtimes, information updates on the information board in the Reception Center facility.
   - Communicate face-to-face as much as possible.

3. *Medical Needs*
   - Ensure health care and pharmaceutical supports (including oxygen) are available at the Reception Center in the Other Health Needs Unit.
   - Arrange for a pharmacy to provide medications and supplies to the Reception Center.
   - Ensure Meet and Greet Unit workers are aware of signs of medical distress and triage the evacuees accordingly.

- Provide comfort foods and water immediately upon arrival and the Reception Center.
- Include soft foods in meal planning/service.
- Initiate the Follow-Up system for vulnerable evacuees.
- Supply incontinence products.
- Plan for specialized cleaning of lodging facility.

4. *Dietary Concerns*
- Recognize the dietary needs of religious and cultural groups and other special dietary requirements like vegan and vegetarians.
- Ensure that there are several different options that address food allergies and intolerances, like dairy free, fish and shellfish allergies, nut free and gluten free.

5. *Cognitive Impairment*
- Provide one-on-one assistance to people with dementia/cognitive impairment.
- Establish daily routines at the Reception Center facility, communicate the routine and assist people with cognitive challenges to participate in the activities.
- Initiate the use of wristbands to allow access to a variety of services and to indicate to volunteers that an evacuee may require one-on-one assistance.

6. *Mental Health*
- Volunteers receive Mental Health training to recognize signs of stress/trauma and are equipped with skills to cope with these issues.
- Recognize the need to provide more support to vulnerable evacuees during transition phases.
- Activate the Emotional Support Unit.
- Activate the Other Health Needs Unit, including the First Aid Unit to support evacuees experiencing addiction and withdrawal.
- Activate the Recreation and Leisure Unit to provide opportunities for evacuees to relax, unwind and decompress.
- Activate the Security Unit.

7. *Relocation Stress, change of environment and routine*
- Keep the number of moves from home to Reception Center(s) to a minimum.
- Anticipate that vulnerable evacuees will require more care giving support and services.
- Present information about the emergency slowly and in smaller groups.
- Provide printed information about services in large print.

- Provide one-on-one assistance to help evacuees to read and understand the information if necessary.
- Provide continuous monitoring or periodic reassessment of the evacuee to recognize symptoms of relocation stress.
- Allow vulnerable evacuees sufficient time to process information.
- Assign the same staff at the Reception Centre facilities to facilitate rapport-building and familiarity with vulnerable evacuees.
- Identify RESS workers who have specialized skills for working with vulnerable populations.

8. *Psychosocial Needs*
- Assign the same staff at the Reception Centre facilities to facilitate rapport-building and familiarity with vulnerable evacuees.
- Activate the Emotional Support Unit.
- Provide aid to evacuees to re-establish communication with family members.

9. *Language and Cultural Diversity*
- Ensure staff who speak other languages are available to provide basic interpretation services.
- Supply translation guides to volunteers at the Registration Unit.
- Provide translation services either by phone, app or other.
- Understand the dietary needs of major religious and cultural groups.
- Provide a quiet room for prayer.

10. *Technology and Communication*
- Activate the Information and Technology Unit to provide access to telephones and the internet at Reception Centers facilities.
- Assist evacuees to identify and establish communication with their landlords.

11. *Financial Issues*
- Ensure resources for evacuation/recovery are clearly communicated using multiple sources.
- Activate the Security Unit to provide an appropriate level of security at the Reception Centre facilities.
- Provide consistent staffing levels at the Reception Centre facilities with professionals who are familiar with the signs of financial abuse.

SECTION 12

Donation Management

Individuals, organizations, and business donate goods to assist evacuees during an emergency. The amount of donations offered could be sizable and pose extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distribution along with increased responsibility to supervise volunteer workers desiring to assist in the effort.

LREMP does not operate a system to collect, process, and distribute donations to evacuees. This system is best operated by community-based organizations and other volunteer agencies who have successfully handled donations in the past. LREMP does however desire to coordinate its donation management efforts with these community based and volunteer organization agencies.

When a major emergency occur, unsolicited donations will arrive at the RC regardless of the evacuees' actual needs. Coordinating a donation response with the ECC Information Officer and the RESS Information Officer at the RC will be vital to manage the influx of goods and services arriving at the facility.

Donation management includes the development and maintenance of a list of needs, screening donation offers and providing information to potential donors. The RESS RC Group Supervisor must be informed of such a list to share with the ECC Information Officer, who will pass along the correct information to the media.

Most donations are given with little expectation or return other than the personal satisfaction of giving and some acknowledgement of thanks. However, some donations may have conditions for use, including the assumption of repayment, publicity, or tax write-off.

Only requested donations should be accepted at the RC. All unsolicited items should be directed to community-based organization and agencies. Since donations are dropped off day and night, drivers and donors may be eager to off-load quickly. A well-organized Donations Unit will help ensure goods arriving at the RC are sorted and perhaps re-directed efficiently.

Cash donations will be determined by the complexity of the incident.

SECTION 13- <mark>needs to be in LREMP Plan (remove here once in LREMP Plan)</mark>

Managing and Maintaining the Plan

Authorities

The development and implementation of emergency planning within LREMP is coordinated by LREMP's Agency and Advisory Committees in consultation with the municipal partners, external partner agencies and stakeholders. The RESS Plan is issued by LREMP. It has been prepared under the authorities delegated within the following:

- Alberta Emergency Management Act, RSA 2000, c. E 6.8

General Maintenance

LREMP coordinates the review, update, and maintenance of this Plan on an annual basis. Testing the plan is important to confirm the relevance of all sections and to ensure key personnel have the knowledge and confidence to carry out their assigned duties.

LREMP and RESS Committee as designated by LREMP may suggest amendments and update the plan and may include supporting documents or annexes, as necessary.

SECTION 14

Volunteer Management Plan

The need for volunteers during an emergency is extremely important. LREMP's dependence on volunteerism directly influences the success of the RESS program. Their wellbeing and insurance of a positive experience is important.

RESS is responsible for the human impact of emergency response and is compelled to manage volunteers who aid the emergency response in countless ways.

Each municipality should have the capacity to have prescreened volunteers available to support. The municipalities are to ensure that all FOIP implications and the FOIP disclaimer (section 33) is provided to volunteers. Volunteers will be asked if they will be willing to attend incidents in a partnering community. A check box on the Volunteer intake form will identify those that have indicated they will be willing to assist.

Or in ANNEX A (need for vulnerable sector check) of the RESS Plan.

SECTION 15
Reception Centre Facilities

Facility Assessments

A wide variety of facilities within LREMP have been selected to serve as Receptions Centres based on several criteria outlined in the following documents. Although facilities have been selected, their use is determined on the nature of the emergency, accessibility and the number of evacuees expecting services.

Several facilities may be activated in an emergency to serve the affected population.

The Facility Assessment Survey can be found in ANNEX B.

Reception Centre Facilities

A current list of identified potential RC facilities and detailed information about each of these sites can be found in Annex B.

Keep in mind when selecting a RC that will be used during an emergency, to try and select facilities other than schools as the operation of a RC is very disruptive to the children attending the school and may pose a safety risk.

SECTION 16

RESS Kit

RESS supplies are an effective way of ensuring a rapid response to support evacuees. The ability to safely store kits is taken into consideration and a formal written agreement is signed by the facility manager and the RESS Branch Director.

Each kit contains basic supplies to set up and operate an RESS unit. Items are neatly organized and clearly labelled banker-style box. Depending on the equipment, a fully loaded kit may weigh between 5-20lbs.

Each kit may include the following (update):

• High visibility section vest	• Facial Tissue (Kleenex)	• Hand sanitizer
• Pens, pencils	• First Aid Kit	• Dry erase board markers
• Stapler, staples	• Masks	• Permanent markers
• Notepads	• Packing tape	• Highlighter markers
• Clipboard	• Masking tape	• Unit instructions
• Lysol disinfectant wipes	• Duct tape	• Unit documentation
• Extension cord	• Garbage bags	• Unit signs
• Measuring tape	• Scissors	• Push pins, paperclips
• Flashlight	• Arrows (directional)	• Laptops
• Cell phone charges	• Megaphone	•

For example, Unit kit featured in this photograph:

SECTION 17
Volunteer Recruitment Plan

RESS is responsible for the human impact of emergency response and is compelled to manage volunteers who aid the emergency response in countless ways. The Volunteer/Staff Management Coordinator may be requested to screen and provide orientation at the Reception Centre facility for walk-in volunteers.

Volunteers may serve in various RESS functions with little or no previous training.

Purpose
The purpose of the RESS Volunteer Management Plan is to ensure effective management of volunteers (both trained and "walk-in") during an emergency or disaster. The plan provides guidance to effectively incorporate volunteers during an activation and to assist in achieving an effective structure.

Objectives
- Ensure the safety of all volunteers.
- To promote the effective management of potential walk-in volunteers, regardless of whether they are used during the activation.
- Identify clear pathways for potential walk-in volunteers to offer their help if required including registering as a member of the RESS Volunteer Team.
- To enhance RESS activities through a coordinated and planned involvement of volunteers.
- Minimize disruptions to the RESS response activities and command structure caused by walk-in volunteers by providing a strong orientation process and assigning appropriate volunteer tasks.
- Provide a positive volunteer experience that encourages continued volunteer support and/or enhance the reputation and public perception of the organization.

Effective and transparent communication of procedures and pertinent information with RESS Volunteers is critical to the success of the team. Volunteers shall be made aware of and have access to information during the onboarding process, including the following which is found in:

<mark>Annex A (*this needs to be built*)</mark>:

- Responsibilities of team members
- Rights
- Briefing
- Training
- Supervision and support
- Workload/time commitment
- Attendance
  - Leave of absence
  - Resignation
- Reference/written letter of acknowledgement
- Standards of performance
- Volunteer expense reimbursement
- Speaking on behalf of the organization
- Conflict of interest
- Confidentiality
- Privacy and personal information
- Accessibility
- Workplace violence and harassment
- Volunteer safety
- Dress code
- Volunteer care
- Activation
- Recognition
- RESS volunteer intake, registration, and onboarding

Assumptions

In developing the RESS Volunteer Management plan, the following assumptions were made:

- Volunteers can be categorized in two groups:
  1. Trained volunteers who are members of the RESS Volunteer Team.
  2. Walk-in Volunteers who arrive at the Reception Centre during an event and wish to lend a hand. Usually temporary volunteers. Also referred to as, "community volunteers"
- In a large-scale emergency, community volunteers may spontaneously self-deploy to aid at the Reception Centre.
- Offers of assistance from community walk-in volunteers must be effectively coordinated to ensure timely delivery of RESS services to evacuees.
- Coordination of activities within RESS uses the ICS structure and walk-in volunteers may be unfamiliar with this system of command.
- During an emergency, community members may be adversely affected and unable to cope with a large influx of walk-in volunteers.
- Walk-in volunteer recruitment will be based on the size and type of emergency or disaster, as well as the skills needed to meet the needs of evacuees.

Physical and Skill Requirements for RESS Functions

Working at a Reception Centre can be physically demanding. Assigned roles may require certain abilities and skills. When assigning roles to volunteers, it will be important to take a moment to consider abilities and limitations. Be sure to ask each volunteer if they can:

1. Lift 10-20 lbs. (the pre-positioned kits weigh between 10-20lbs)
2. Sit for long periods of time
3. Stand for long periods of time
4. Read and/or write proficiently in English, without physical discomfort
5. Fulfill the duties assigned based on their RESS Training qualifications (skill level)
6. Comfortably speak to large groups of evacuees or staff members (public speaking skills)

Refer to the chart on the next page to see the general physical and skill requirements for each RESS Function.

Policies and Procedures of Volunteer Management

The purpose of the volunteer/staff management policy is to provide overall guidance and direction to the RESS staff and volunteers. The policy is intended for internal management guidance only, and does not constitute, either implicitly, or explicitly a binding contractual or personnel agreement. Lacombe Regional Emergency Management Partnership reserves the exclusive right to change any aspect of the policy at any time and to expect adherence to the changed policy. Alterations to or exceptions from these policies may only be granted by the RESS Branch Director and must be obtained in advance and in writing.

The bulk of the Volunteer Management Plan is shared with the volunteers in the spirit of transparency and open communication. This can be found in Annex A

Recruiting

Screening and Selection

This is a vital policy to ensure the right people are selected to perform specific roles. The vulnerability of the evacuees must be taken into consideration when selecting volunteers/staff.

1. RESS Volunteer Team Members have already been pre-screened and selected. They have provided criminal record checks (including vulnerable sector check) to the RESS Branch Director and have been deemed as suitable volunteer for RESS functions. Upon arriving at the Reception Centre, they will sign in, show their RESS Team ID and can be immediately assigned to a task following a brief orientation.

2. Walk-in volunteers will be screened using the Walk-In Volunteer Screening Questions document found in Annex A. The screening questions include, but are not limited to:
   - Why do you want to help?
   - Do you have a criminal record? Are you on parole/probation?
   - What is your current profession? Who is your employer?
   - What skills and training do you have?
   - Is there an area/function in which you would like to volunteer?
   - When/how long are you available?

Not all positions can be staffed with walk-in volunteers. Specialized training and/or certification is required for some positions on the RESS Team.

Position checklists that clearly outline roles and responsibilities and tasks as well as other job aids have been developed to ensure that walk-in volunteers carry out their tasks effectively and have a safe and positive experience.

Placement

In placing a volunteer, attention will be paid to their interests and capabilities and to the requirements of the volunteer position. No placement shall be made unless the requirement of both the volunteer and the supervising staff can be met. No volunteer should be assigned to a "make work" position and no position should be given to an unqualified or uninterested volunteer.

- RESS Volunteer Team Members should be familiar with each of the functions and the roles/responsibilities associated with each position. They will require minimal orientation, training, or supervision during an activation.

- Walk-in Volunteers should be placed in a mutually desirable and satisfying position. They will not be placed in positions that require specialized training or certification. All walk-in volunteers must receive an orientation to RESS.

Annex A - Volunteer Management Forms and Documents

PERSONAL INFORMATION		
Last Name:	Given Name(s):	Title (Circle one) [Mr] [Ms] [Mrs] [Miss]
Address:	City:	Postal Code:
1st Phone: 2nd Phone:	3rd Phone:	Other:
Date of Birth: (yyyy-mmm-dd)	Email address:	

EMPLOYMENT INFORMATION (optional)		
Place of Employment:		
Work Address:	City:	Postal Code:
Work Phone:	Work Cell:	
Occupation:	Work email address:	

EMERGENCY CONTACT In case of emergency, notify:		
Last Name:	First Name:	Relationship
Address	City	1st Phone: 2nd Phone:

TRANSPORTATION				
Do you have a valid Alberta Driver's License?	☐	Yes	☐	No
Willing to travel outside of your community and assist a partnering community?	☐	Yes	☐	No
Do you have personal transportation?	☐	Yes	☐	No

LANGUAGE PROFICIENCY				
Do you speak English proficiently?	☐	Yes	☐	No
Do you write proficiently in English?	☐	Yes	☐	No
What other languages do you speak/write proficiently?				

SKILLS OR TRAINING
Do you have any of the following skills or training?

- ☐ Amateur Radio
- ☐ Recreation Instructor
- ☐ Pet Care
- ☐ Computer Skills
- ☐ Counselling Services
- ☐ Editor/Writer

- ☐ Food Safe Certificate
- ☐ Languages/Interpretation
- ☐ Security
- ☐ Interviewing
- ☐ Teacher
- ☐ Traffic Control

- ☐ Search and Rescue
- ☐ Tourism and Hospitality
- ☐ Volunteer Recruitment
- ☐ First Aid
- ☐ Pet Care
- ☐ Medical Services (specify)

LIST ANY PREVIOUS ESS TRAINING OR EMERGENCY/DISASTER EXPERIENCE:

ARE YOU AN ACTIVE MEMBER OR VOLUNTEER OF ANY OTHER COMMUNITY ORGANIZATION (please specify)?

HOW DID YOU HEAR ABOUT OUR TEAM?
To help us improve our marketing strategies, please tell us you heard about our team

☐ Social Media: _____

☐ At an event: _____

☐ Local newspaper: _____

☐ From an RESS Team Member/Co-worker:

Name: _____

Insert FOIP Section 33

Annex B - Facilities

FACILITY SURVEY

People forced to leave or unable to return to their homes due to natural or man-made disasters such as severe weather conditions, uncontrollable fires and major chemical spills are faced with the basic need of safe and in some instances immediate alternatives. To meet this need, facilities such as schools, church halls and community halls have been incorporated into the Region's Emergency Social Services Facility Guide. Your building has been included in that directory as a potential emergency reception and/or lodging site. By completing this form, you are supporting an efficient and effective response to emergencies impacting our Municipality. If you have questions or comments, please direct them to the municipality.

NAME OF FACILITY:		
COMMUNITY/NEIGHBOURHOOD:		
ADDRESS:	**DATE of SURVEY:**	
INITIAL SURVEY ❑ OR ANNUAL REVIEW ❑	**COMPLETED BY:**	

*Contact person(s) who are authorized to open the facility in an emergency/disaster.

NOTE: Never open this facility without obtaining proper authorization from person(s) listed on this form.

PRIMARY CONTACT*	PHONE NUMBER	SECONDARY CONTACT*	PHONE NUMBER
NAME:	(W)	NAME:	(W)
	(C)		(C)

FACILITY USE:
What is the legal occupant capacity? _____
This facility is suitable for: ❑ Reception Centre

AVAILABILITY:
Facility is available at any time of the year.
❑ Yes ❑ No

Facility will not be available during the following time:
_____

24 HOUR CONTACT PROCESS:
_____
_____
_____

NOTIFICATION TIME:
The amount of time required to evacuate the facility in advance of RESS occupation is:
_____

WATER SUPPLY:
1. Water source: Main ❑ Well ❑ Other ❑
2. Is the tap water potable? ❑ Yes ❑ No

COOKING/LAUNDRY:

# of each	Electric	Nat. Gas	Propane	Other	None
Stoves					
Ovens					
Fridges					
Freezers					
Microwaves					
Dishwashers					
Washers					
Dryers					

FIRE SAFETY:
Are the fire safety procedures posted? ❑ Yes ❑ No
Date of most recent fire inspection: _____
Location of fire extinguishers: _____
_____

ELECTRICITY SUPPLY:
1. Is there an emergency generator? ❑ Yes ❑ No
2. Is there a generator hook up? ❑ Yes ❑ No
   Is the staff trained to hook up the generator? ❑ Yes ❑ No
3. Are there sufficient outlets? ❑ Yes ❑ No

ROOMS:

List the number of following rooms and average size. Please provide a floor plan.

# of rooms	Description	Sq.
	Auditoriums	
	Gymnasiums	
	Quiet rooms	
	Offices	
	Multipurpose rooms	
	Classrooms	
	Eating areas	
	Other:	
	Other:	

ACCESSIBILITY and PARKING:

Wheelchair accessible:	❏ Yes ❏ No
Is there an elevator?	❏ Yes ❏ No
Is there a bus stop nearby?	❏ Yes ❏ No

HVAC:

System	Electric	Nat Gas	Propane	Oil	Other	None
Heat/Ventilation						
Air Conditioning						

SANITATION:

Type	Toilets	Urinals	Sinks	Showers
# of female				
# of male				
# of wheelchair, accessible				

OTHER:

Does the facility allow for caged, evacuated pets? ❏ Yes ❏ No
Does the facility have a PA system? ❏ Yes ❏ No
Is there regularly scheduled garbage collection? ❏ Yes ❏ No
If YES, list the contractor and frequency: _____
Room with running water that could be used for first aid? ❏ Yes ❏ No

List the # of supplies available that could be used:
_____ Folding Tables _____ Chairs _____ Cots _____ Mats

FOOD SERVICES:

Are there service agreements with existing food supplies for this facility? ❏ Yes ❏ No

If YES, please specify:
Name of supplier: _____
Contact name: _____ Phone: _____

Service Capacity #	Space	Location (room #)
	Cafeteria	
	Snack Bar	
	Other joint use area	
	Outdoor areas	

_____
_____

CHILD CARE:

Is there access to children's play equipment?
❏ Yes ❏ No
Is there access to other recreation equipment/supplies? ❏ Yes ❏ No

Type of equipment	Location	Suitable ages

JANITORIAL:

Will janitorial/maintenance staff provide support?
❏ Yes ❏ No
Contact name: _____
Phone: _____

OTHER COMMENTS:

_____
_____
_____
_____
_____
_____
_____
_____

RC CRITERIA MATRIX

The following matrix will be used to determine whether a facility can be used as a Reception Centre Facility during a Regional Emergency Social Services Activation. Common sense and good judgement are paramount in deciding whether a facility is suitable for use and the matrix will serve as a guideline in the decision-making process.

RC	SPACE	CHILD CARE FACILITIES	PET CARE FACILITIES	EMOTIONAL SUPPORT FACILITIES	FIRST AID FACILITIES	# OF TOILETS AND SINKS	WIFI ACCESS	DONATED GOODS STORAGE FACILITY	TRANSPORT SERVICES AVAILABLE
NOT SUPPORTED	Size of a school classroom	One room with very limited furnishings no sink	No	No	No	LRESS than 5 per 100 people	No	Walk in closet size	No
ADEQUATE	Size of a school library	One room with adequate furnishings sink is available	One or more rooms, adequate heat and ventilation, sink	One quiet room available	At least 1 room with a sink and space for a bed	5 per 100 people	Yes, secured. Signal is adequate most of the time	Classroom size	Public transit stops at the facility, access to taxi services
OPTIMAL	Size of a school gym or arena	Large play area, quiet area for mothers and infants, toys, sanitation station	4 or more rooms, modular heating, and ventilation, sinks and sanitation station	More than one quiet room available	More than 1 room with a sink, and space for a bed	More than 5 per 100 people	Yes, secured. Signal is strong all of the time	Size of a school gymnasium	Public transit stops at the facility, access to taxi services, walking distance to services

GL	# OF COT SPACES	WHLCHAIR ACCESS	# OF TOILETS AND SINKS	MEAL PREP & SERVICE FACILITY	ELECTRIC GENERATOR	WIFI ACCESS	REC. FACILITIES	FIRST AID FACILITIES	LAUNDRY FACILITY	SMOKE DETECTORS or ALARMS	FIRE SUPPRESSION SYSTEM	ACCRESS AND EGRESS
NOT SUPPORTED	LRESS than 20 per 100 registered evacuees	No	LRESS than 5 per 100 people	1 residential size kitchen facility	No	No	Very limited space and equipment	No	No	No	No	One access and egress
ADEQUATE	At least 20 per 100 registered evacuees	Limited to front entrance only	5 per 100 people	1 industrial size kitchen, dishwasher, equipment and eating area	At least 1	Yes, secured	At least one gym and sports equipment	At least 1 room with a sink and space for a bed	5 washing machines and dryers per 100 people	As per building code	Yes, sprinklers, fire extinguishers	Two access, and egress points
OPTIMAL	More than 20 per 100 registered evacuees	Accessible from all entrances, elevator	More than 5 per 100 people	More than 1 industrial size kitchen, dishwashers, equipment, and sizeable eating area	More than	Yes, secured	More than one gym sports equipment and outdoor fields	More than 1 room with a sink, and space for a bed	More than 5 washing machines and dryers per 100 people	Smoke detectors AND CO_2 detectors	Yes, sprinklers, fire extinguishers, fire hoses	More than two access or egress points

*Information for this matrix was found in AB OH&S act, PHAC, and AEMA Reception Centre facility standards documentation.

RESS Pre-Designated Reception Centres

<mark>(Contact information needs to be confirmed and updated)</mark>

Town of Blackfalds				
Name of Facility	Address	Contact / #	Capacity	Comments
Abbey Community Centre	4500 Womacks Rd, Blackfalds, AB T0M 0J0	Rick Kreklewich (403) 885-4029	1500 - 2000	Can be set up for temporary housing Multiple activity areas
Blackfalds Community Hall	4810 Womacks Rd, Blackfalds T0M 0J0	Jeff Heindel 403-357-7556 (C)	80 - 100	Short term stay facility, RC Kit in closet

Town of Bentley				
Name of Facility	Address	Contact #	Capacity	Comments
Bentley Community Hall	4821 – 50 Street Bentley AB T0C 0J0	Barb Carson (403) 748-2160 Text to Cell Only – (403) 318-6593	200	Short Term, RC Kit in Barb's Office

Town of Eckville				
Name of Facility	Address	Contact #	Capacity	Comments
Eckville Community Centre	52nd St & 54 Av Eckville, AB T0M 0X0	Town Office (403) 746-2171 After Hours (403) 396-6931	800	Short Term only

Village of Clive				
Name of Facility	Address	Contact #	Capacity	Comments
Baptist Church	4716 – 50 Street Clive AB T0C 0Y0	Murray Meldurm (403) 784-3335	1000	Short and long term support facility
Tees Community Hall	McNabb Street & Railway Avenue, Tees AB	Michelle Robinson (403) 754-5678	700	Short and long term

Village of Alix				
Name of Facility	Address	Contact #	Capacity	Comments
Alix Community Hall	5008 – 49 Avenue Alix, AB T0C 0B0	Gord Christiansen (403) 747-3228)	200	Alix Mac School (in question)

City of Lacombe

Name of Facility	Address	Contact #	Capacity	Comments
Lacombe Memorial Centre	5214 – 50 Avenue Lacombe, AB T4L 0B6	(403) 782-6668		
Burman University	6730 University Drive Lacombe AB T4L 2E5	Ron Wright (403) 782-3381		

Summer Village of Gull Lake

Name of Facility	Address	Contact #	Capacity	Comments
Gull Lake Community Hall	27 Lakeview Avenue, Hwy 12 Gull Lake AB T0C 0J0	<mark>Garth Butcher</mark> (403) 304-4136 <mark>Stan Coultis</mark> (403) 748-2226 Delores Bell (403) 748-4782	140	Short term support facility

Summer Village of Sunbreaker Cove

Name of Facility	Address	Contact #	Capacity	Comments

Summer Village of Birchcliff

Name of Facility	Address	Contact #	Capacity	Comments

Summer Village of Half Moon Bay

Name of Facility	Address	Contact #	Capacity	Comments

Annex C - Role Descriptions

GENERAL RESPONSIBILITIES	
1.0.0 RESS Branch Director	
Director of Emergency Management (DEM) notification is required for activation of RESS.	
1	Central direction, coordination, and support of the RESS Reception Centre(s) of Group Lodging facilities.
2	Select location for Reception Centre unlikely to be affected by the disaster and available for a minimum of 72 hours.
3	Appoint a RESS Group Supervisor and assist with the activation of the RESS Team.
4	Inform the RESS Group Supervisor of the location of Reception Centre/Group Lodging.
5	Assist in creating warning and emergency public information regarding the evacuation in cooperation with the Information Officer.
6	With the assistance of the RESS Group Supervisor, coordinate RESS services.
7	Provide routine situation reports to the ECC Operations Strike Team Leader.
8	Inform Reception Centre Facility Group Supervisor of issues that will directly impact the RECEPTION CENTRE/GROUP LODGING.
9	Request mutual aid/provincial RESS through Operations Strike Team Leader prior to the depletion of local RESS resources.
10	Provide statistical updates for ECC: # of people registered at Reception Centre/Group Lodging, # of services offered, and # of people being lodged.
11	Appoint one or more Deputies if applicable. Deputies must have the same qualifications and authority as the RESS Branch Director.
12	Establish staffing levels for RESS operations and monitor organizational effectiveness. Escalate/deescalate, as necessary.
13	Central direction, coordination, and support of the Emergency Social Services Response.

	ACTIVATION PHASE
	1.0.0 RESS Branch Director
☐	Report to the ECC as soon as you have received notification of activation.
☐	Complete the ECC Check-in List
☐	Obtain an identification, resources, and an orange vest if available.
☐	Check in with the ==Operations Strike Team Leader== at the ECC.
☐	Obtain 2 radios from Logistics (Resource Unit) for RESS Branch Director and the Reception Centre Facility Group Supervisor. Arrange for the delivery/pick up of the radio for the Reception Centre Facility Group Supervisor.
☐	Establish phone or radio communication with the Reception Centre Facility Group Supervisor at the Reception Centre/Group Lodging.
☐	Report to the ECC Operations Strike Team Leader to obtain current situation status and specific job responsibilities.
☐	Set up workstation and review the RESS Branch Director Checklist, forms, and flowcharts.
☐	Establish and maintain an RESS Branch Director Position Log in chronological order describing actions taken during the shift.
☐	Assess the level of RESS services needed and appoint a Reception Centre Facility Group Supervisor. Assist if necessary, to call out the RESS Team.
☐	Determine resource needs. For example: computer, phone, stationary, copy of RESS Plan, or other important documents.
☐	Notify alternates (if applicable) for your position to allow for 24 hour extended operations.

	OPERATIONAL PHASE
	1.0.0 RESS Branch Director
☐	Arrange delivery of the RESS Trailer to the Reception Centre. The driver must have the proper license and vehicle to tow the trailer.
☐	Establish and maintain an RESS Branch Director Position Log and documentation as required.
☐	Maintain communications with and provide direction to the Reception Centre pertaining to the level and duration of services required.
☐	Maintain communications with and provide direction to the RESS team members and evacuees.
☐	Prioritize requests for RESS services.
☐	Receive Resource Request Forms for food orders from the RESS Reception Centre Facility Group Supervisor. Order food from suppliers and arrange for payment.
☐	Coordinate activities with volunteer agencies as required.
☐	Prepare and submit objectives for the RESS Branch for each operational period to the Operations Strike Team Leader prior to each planning meeting.
☐	Maintain RESS resource status board. Track # and type of RESS resources deployed and still available. Share this information with the ECC Operations Strike Team Leader.
☐	Make requests to the Resources Unit for the acquisition of provincial RESS support when local and regional RESS resources are insufficient to meet the needs.
☐	Refer all media inquiries to the ECC Information Officer and ensure that critical RESS information (location of activated Reception Centre/Group Lodging) is included in media releases.
☐	Prepare and submit RESS situation reports to the ECC Operations Strike Team Leader.
☐	Obtain authorization from the ECC Finance Section for expenses and extensions.

	DEMOBILIZATION PHASE
	1.0.0 RESS Branch Director
☐	Determine demobilization of RESS services (closing of the Reception Centre/Group Lodging) and advise the ECC Operations Strike Team Leader.
☐	Authorize the Reception Centre/Group Lodging Facility Group Supervisor to begin demobilization.
☐	Ensure Reception Centre/Group Lodging Facility Group Supervisor collects all completed RESS forms and paperwork from RESS Units at each facility. Consult with ESS Documentation Unit for appropriate storage procedure.
☐	Complete all Position Logs and forward them to the ECC Documentation Unit.
☐	Ensure action items are completed and closed.
☐	Coordinate the transition from RESS to the local recovery organizations to ensure continued services are provided to residents impacted by the evacuation.
☐	Brief your incoming replacement about ongoing activities, branch objectives and any other pertinent information.
☐	Ensure all expenses and financial claims have been coordinated through the ECC Finance Section.
☐	Clean up your work area. Return the orange vest, the two radios, identification, and any other borrowed equipment.
☐	Leave your contact information with the ECC Human Resources Unit.
☐	Follow the ECC sign-out procedures.
☐	Prepare and provide input to the After-Action Report.
☐	Participate in formal ECC post-operational debrief.
☐	Within two weeks of the end of the event, organize and host a post-operational debrief for the ESS Team.
☐	Access, support and coordinate critical incident stress resources if needed.

GENERAL RESPONSIBILITIES	
2.0 RC Group Supervisor	
1	Ensure the safety of Reception Centre and Group Lodging (RC) workers/volunteers and evacuees.
2	With RESS Branch Director, establish response levels, monitor effectiveness, and ensure appropriate modifications are made.
3	Exercise overall management responsibility for the RC and GL and ensure all required functions are carried out.
4	Keep the RESS Branch Director informed of significant issues affecting the RC.
5	Allocate space and workstations for each of the required RC functions (floor plans, flexibility – what is essential?)
6	Provide initial and ongoing briefings to all staff/volunteers.
7	Provide situation reports and resource requests to the RESS Branch Director.
8	Ensure expenses are authorized by the RESS Branch Director and communicated to the Strike Team Leaders.
9	Ensure media releases and onsite media visits follow the correct system of approvals. - Prepared by the Information Officer. - Reviewed and approved by the RESS Group Supervisor. - Forwarded to the RESS Branch Director for review and approval.

ACTIVATION PHASE
2.0 RC Group Supervisor
☐ Obtain instructions from the RESS Branch Director. Determine appropriate level of activation.
☐ Report to the RC to determine operational status as soon as possible.
☐ Establish Volunteer/Staff Management Team and sign-in. Obtain pre-positioned kit.
☐ Ensure additional equipment is delivered to the RC.
☐ Ensure RESS signs are posted in appropriate locations throughout the centre.
☐ Determine resource needs and submit resource request to the RESS Branch Director.
☐ Ensure Strike Team Leader positions are staffed.
☐ Ensure workstations are designated and set up.
☐ Ensure that internal and external communication links are established using Telegram.
☐ Conduct an initial briefing for RC L staff before the centre is opened to evacuees.
☐ Schedule the initial Action Planning meeting with the Strike Team Leaders.
☐ Advise RESS Branch Director and RC staff that the RC is open and ready to receive evacuees.

OPERATIONAL PHASE	
2.0 RC GROUP SUPERVISOR	
☐	Maintain contact with the RESS Branch Director.
☐	Maintain your Position Log in chronological order describing actions taken during the shift.
☐	Conduct briefings with the Strike Team Leaders to ensure RC priorities and objectives are appropriate.
☐	Review and approve Situation Reports, resource request etc., and forward to the RESS Branch Director.
☐	Ensure appropriate worker care is implemented by each Leader and coordinator.
☐	Request additional assistance through the RESS Branch Director if needed.
☐	Brief cross-shift replacement and identify outstanding action items.
☐	Offer praise and encouragement to volunteers and inspire teamwork.

	DEMOBILIZATION PHASE
	2.0 RC GROUP SUPERVISOR
☐	Ensure signs are posted prominently, both inside and outside the RC advising the public/evacuees of closure and who they can call for further assistance.
☐	In consultation with the RESS Branch Director, authorize RC demobilization of Teams when no longer required.
☐	Identify and complete any open action items.
☐	With the Documentation Team, ensure all required documentation is collected prior to demobilization and submitted to the RESS Branch Director.
☐	Close Position Log when authorized by the RESS Branch Director.
☐	Clean up work area before leaving.
☐	Arrange for a building inspection with the Facility Manager and ensure the building is secured.
☐	Ensure all ESS Kits are reassembled, restocked, and returned to storage.
☐	Sign-out with the Volunteer/Staff Management Branch and turn in the green vest.
☐	Complete final situation report and forward to the RESS Group Supervisor.

GENERAL RESPONSIBILITIES

3.0 PRIMARY SERVICES STRIKE TEAM LEADER

1	Ensure the Primary Services Branch Units are activated and carried as required.
2	Oversee the functioning of the Primary Units.
3	Become familiar with RESS terms and acronyms
4	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE

3.0 PRIMARY SERVICES STRIKE TEAM LEADER

☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐	Report to the Regional Operations Chief to obtain status and specific instructions.
☐	Determine resources needed and complete the RESS Resource Request form.
☐	Tour the facility with the Regional Operations Chief.
☐	Based on the situation, activate units as needed and designate coordinators and supervisors.
☐	Coordinate with Logistics to ensure people, equipment, workstations, and supplies are in place.
☐	Notify the Regional Operations Chief when operational. ??? identify and change throughout document
☐	Post large yellow signs indicating the location of services provided at the RC to evacuees.

OPERATIONAL PHASE
3.0 PRIMARY SERVICES STRIKE TEAM LEADER
☐ Provide status report information to the Regional Operations Chief prior to management meetings.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Regional Operations Section meetings.
☐ Identify key issues and determine objectives for each operational period.
☐ Ensure all personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Submit all documentation to the Documentation Unit.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Provide Branch personnel with regular information updates.
☐ Ensure Unit Supervisors maintain position logs.
☐ Coordinate resource needs through the Regional Operations Chief.
☐ Brief cross-shift replacement, identify outstanding action items and issues.
☐ Offer praise and encouragement to volunteers and inspire teamwork.

DEMOBILIZATION PHASE	
3.0 PRIMARY SERVICES STRIKE TEAM LEADER	
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Unit prior to departure.
☐	When authorized by the Regional Operations Chief, deactivate assigned position and close logs.
☐	Return borrowed equipment or inform the Regional Operations Chief of the status of borrowed equipment still in use.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site.
☐	Leave a forwarding number with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.1 MEET AND GREET TEAM COORDINATOR	
1	Oversees the implementation and operation of the Meet and Greet Team at the RC.
2	Provide direction and support to unit workers.
3	Welcome evacuees as they enter the RC and provide triage services to meet their immediate needs
4	Become familiar with RESS terms and acronyms.
5	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE
3.1 MEET AND GREET TEAM COORDINATOR
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Primary Services Strike Team Leader to obtain status and specific instructions.
☐	Determine resources. Complete the RESS Resource Request form.
☐	Tour the RC facility with Primary Services Strike Team Leader.
☐	Ensure workers are given a checklist for their respective function.
☐	Notify the Primary Services Strike Team Leader when the Unit is operational.
☐	Post large yellow signs indicating the location of the Meet and Greet services at the entrance to the RC.
☐	Make note of alternative entrances needed for wheelchair access.
☐	Set up a waiting area for evacuees.
☐	Develop and implement a queuing system.
☐	Identify any concerns for worker safety and take immediate corrective action.

OPERATIONAL PHASE
3.1 MEET AND GREET TEAM COORDINATOR
☐   Maintain communication with the Primary Services Strike Team Leader.
☐   Maintain position log in chronological order describing actions taken during the shift.
☐   Attend and participate in Primary Services meetings.
☐   Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐   Brief workers within the Meet and Greet Unit as needed.
☐   Submit all documentation to the Documentation Team.
☐   Monitor personnel to ensure appropriate worker care is being implemented.
☐   Provide personnel with regular information updates.
☐   Brief cross-shift replacement with outstanding action items or issues.
☐   Offer praise and encouragement to volunteers and inspire teamwork.

DEMOBILIZATION PHASE
3.1 MEET AND GREET TEAM COORDINATOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Primary Services Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Recognize the efforts of the volunteers: say "thank you."

	GENERAL RESPONSIBILITIES	
	3.2 REGISTRATION TEAM COORDINATOR	
1	Oversee the implementation and operation of the Registration Team Areas at the evacuation centre.	
2	Provide direction and support to Registration Team personnel.	
3	Provide status reports to the Primary Services Strike team Leader: # of evacuees, quantity and type of services offered.	
4	Become familiar with RESS terms and acronyms	
5	Ensure the registration forms are legible, accurate and complete.	
6	Positively influence volunteers and staff to promote optimal performance and retention.	

ACTIVATION PHASE	
3.2 REGISTRATION TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Primary Services Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	If possible, tour the Reception Centre and Group Lodging facility with Primary Services Strike Team Leader.
☐	Ensure workers are given a checklist for their respective function.
☐	Notify the Primary Services Strike Team Leader when the Unit is operational.
☐	Post large yellow signs indicating the location of the Registration services.
☐	Ensure the evacuee privacy is maintained as best as possible when setting up the Registration/Needs Assessment stations.

OPERATIONAL PHASE
3.2 REGISTRATION TEAM COORDINATOR
☐ Maintain communication with the Primary Services Strike Team Leader.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Ensure personnel sign-in/out with Volunteer/Staff Management.
☐ Attend and participate in Primary Services meetings.
☐ Identify key issues and determine objectives for each operational period.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers within the Registration Unit as needed.
☐ Submit documentation to the Documentation Team.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Ensure wristbands are being provided to evacuees who register.
☐ Ensure that RESTRICTED files are delivered by hand to the Documentation Team Coordinator.
☐ Ensure completed ESS Registration/Needs Assessment forms are forwarded to the Documentation Team.

DEMOBILIZATION PHASE	
3.2 REGISTRATION TEAM COORDINATOR	
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Primary Services Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.2.1 GENERAL REGISTRATION TASK FORCECOORDINATOR	
1	Oversee the implementation and operation of the General Registration Team at the evacuation centre.
2	Provide direction and support to General Registration Team personnel.
3	Provide status reports to the Registration Team Coordinator: # of evacuees, quantity and type of services offered.
4	Become familiar with RESS terms and acronyms
5	Ensure the registration forms are legible, accurate and complete.
6	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE	
3.2.1 GENERAL REGISTRATION TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Registration Team Coordinator to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	If possible, tour the Reception Centre facility with Primary Services Strike Team Leader.
☐	Ensure workers are given a checklist for their respective function.
☐	Notify the Registration Team Coordinator when the Unit is operational.
☐	Post large yellow signs indicating the location of general registration services.
☐	Ensure the evacuee privacy is maintained as best as possible when setting up the Registration/Needs Assessment stations.

OPERATIONAL PHASE
3.2.1 GENERAL REGISTRATION TASK FORCE COORDINATOR

☐	Maintain communication with the Registration Team Coordinator.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with Volunteer/Staff Management.
☐	Attend and participate in Registration Team meetings.
☐	Brief workers within the Registration Unit as needed.
☐	Submit documentation to the Documentation Team.
☐	Monitor personnel to ensure appropriate worker care is being implemented.
☐	Brief cross-shift replacement with outstanding action items or issues.
☐	Ensure wristbands are being provided to evacuees who register.
☐	Ensure RESTRICTED files are delivered by hand to the Documentation Team Coordinator.
☐	Ensure completed RESS Registration/Needs Assessment forms are forwarded to the Documentation Team.

DEMOBILIZATION PHASE	
3.2.1 GENERAL REGISTRATION TASK FORCE COORDINATOR	
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Registration Team Coordinator, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.2.2 BABY/CHILD TASK FORCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Oversee the implementation and operation of the Baby/Child Area.
3	Ensure the provision of registration support from the Registration Team Coordinator.
4	Ensure the provision of care for mothers and infants.
5	Provide direction and support to Baby/Child workers.
6	Positively influence volunteers and staff to promote optimal performance and retention.
8	Contact local breastfeeding support organizations within AHS.

ACTIVATION PHASE
3.2.2 BABY/CHILD TASK FORCE COORDINATOR
☐   Sign-in with Volunteer/Staff Management, obtain pre-positioned kits.
☐   Report to the Registration Team Coordinator to obtain status and specific instructions.
☐   Establish a safe Baby/Child area within the Reception Centre facility.
☐   Obtain equipment, supplies and required forms.
☐   Establish a family registration unit in/near the Baby/Child Area.
☐   Develop a shift schedule appropriate to the needs of the Unit/personnel.
☐   Coordinate acquisition and distribution of infant/baby/mother supplies with Clothing and Team and/or the Food Team.
☐   Establish communication with Safely Fed Canada at 1-888-272-9756 for support with feeding issues.

OPERATIONAL PHASE
3.2.2 BABY/CHILD TASK FORCE COORDINATOR
☐ Maintain communication with the Registration Team Coordinator.
☐ Keep records of all services provided. Submit all records to the Registration Team Coordinator.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Registration Team meetings.
☐ Identify key issues affecting the team; meet with workers to determine solutions.
☐ Communicate quarantine or medical response procedures with unit staff.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Post the large yellow signs indicating the location of the Baby/Child area.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Offer praise and encouragement to volunteers and inspire teamwork.

DEMOBILIZATION PHASE
3.2.2 BABY/CHILD TASK FORCE COORDINATOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Registration Team Coordinator, deactivate assigned position and close logs.
☐	Return borrowed equipment or inform the Registration Team Coordinator of the status of borrowed equipment still in use.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.2.3 SENSORY TASK FORCE COORDINATOR	
1	Oversee the implementation and operation of the Sensory Unit at the evacuation centre.
2	Provide direction and support to Sensory Unit workers.
3	Provide status reports to the Registration Team Coordinator re: # of evacuees, the quantity and type of services being offered.
4	Become familiar with RESS terms and acronyms.
5	Ensure registration forms are legible, accurate and complete.
6	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE	
3.2.3 SENSORY TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kits.
☐	Report to the Registration Team Coordinator to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	If possible, tour the Reception Centre and Group Lodging facility with Registration Team Coordinator.
☐	Ensure workers within the Unit are given a checklist for their respective function.
☐	Notify the Registration Team Coordinator when the Unit is operational.
☐	Post large yellow signs indicating the location of the Sensory services.
☐	Make note of alternative entrances that may be needed for wheelchair access.
☐	Ensure the evacuee privacy is maintained as best as possible when setting up the Registration/Needs Assessment stations.

	OPERATIONAL PHASE
	3.2.3 SENSORY TASK FORCE COORDINATOR
☐	Maintain communication with the Registration Team Coordinator.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Attend and participate in Registration Team meetings.
☐	Identify key issues and determine objectives for each operational period.
☐	Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐	Brief workers within the Sensory Unit as needed.
☐	Submit all documentation to the Documentation Unit.
☐	Monitor Unit personnel to ensure appropriate worker care is being implemented.
☐	Brief cross-shift replacement with outstanding action items or issues.
☐	Ensure wristbands are being provided to evacuees who register.
☐	Ensure that RESTRICTED files are delivered by hand to the Documentation Unit Supervisor.
☐	Ensure completed RESS Registration forms are forwarded to the Documentation Unit as soon as possible.

	DEMOBILIZATION PHASE
	3.2.3 SENSORY TASK FORCE COORDINATOR
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Unit prior to departure.
☐	When authorized by the Registration Team Coordinator, deactivate assigned position and close logs.
☐	Return all borrowed equipment or inform the Registration Team Coordinator of the status of borrowed equipment still in use.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.2.4 PET CARE TASK FORCE COORDINATOR	
1	Oversee the implementation and operation of pet intake/registration and pet care at the RC facility.
2	Understand the Pet Care Plan (flowchart) to refer pets to care providers.
3	Provide direction and support to Pet Care Workers.
4	Work closely with Meet and Greet and registration Units to determine evacuee pet needs.
5	Ensure sufficient resources/goods are available.
6	Become familiar with RESS terms and acronyms.

ACTIVATION PHASE	
3.2.4 PET CARE TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kits.
☐	Hang large yellow "Pet Care" sign and other signs directing evacuees to the Pet Care area.
☐	Report to the Registration Team Coordinator to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.

OPERATIONAL PHASE
3.1.6 RC Pet Care Task Force Coordinator
☐ Maintain communication with the Registration Team Coordinator.
☐ Maintain a position log in chronological order describing actions taken during the shift.
☐ Liaise with supervisors from Meet and Greet and Registration to determine Pet Care needs.
☐ Supervise the registration of people and pets at the Pet Intake services area.
☐ Arrange safe, temporary housing for owners and their pets in a designated Pet Care area, separate from general population.
☐ Attend Registration Team meetings.
☐ Brief workers within the unit as needed.
☐ Assist, support and provide direction to Pet Care Workers.
☐ Monitor personnel to ensure appropriate worker care is administered.
☐ Brief cross-shift replacement and identify outstanding action items or issues.
☐ Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE	
3.2.4 PET CARE TASK FORCE COORDINATOR	
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Registration Team Coordinator, deactivate assigned position and close logs.
☐	Return all borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Complete end of shift checklist.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
3.3 FOOD TEAM COORDINATOR	
1	Provide comfort foods, snacks, and water to evacuees and RESS personnel within the RC.
2	Work with Meet and Greet and Registration Coordinators to determine evacuee needs (allergies, and special diets)
3	Ensure sufficient resources/goods are available.
4	Provide direction and support to workers distributing food.
5	Become familiar with RESS terms and acronyms.
6	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE
3.3 FOOD TEAM COORDINATOR
☐   Coordinate the delivery of food from the Food Bank to the RESS Reception Centre.
☐   Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐   Report to the Primary Services Strike Team Leader to obtain status and specific instructions.
☐   Determine resources needed. Complete the RESS Resource Request form.
☐   Establish and maintain a position log, listing actions taking during the shift.
☐   Tour the RC facility with Primary Services Strike Team Leader.
☐   Ensure workers are given a checklist for their respective function.
☐   Notify the Primary Services Strike Team Leader when the Unit is operational.
☐   Post large yellow signs indicating the location of the Food Unit at RC.
☐   Contact Alberta Health Services for advice and/or meal and water inspection.

OPERATIONAL PHASE
3.3 FOOD TEAM COORDINATOR

☐	Maintain communication with the Primary Services Strike Team Leader.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Attend and participate in Primary Services meetings.
☐	Identify key issues and determine objectives for each operational period.
☐	Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐	Brief workers within the Food Unit as needed.
☐	Submit all documentation to the Documentation Team.
☐	Monitor personnel to ensure appropriate worker care is being implemented.
☐	Brief cross-shift replacement with outstanding action items or issues.
☐	Request additional resources/goods as needed by completing the RESS Resource Request form.
☐	Maintain a record of incoming food by completing Food Services Record.
☐	Ensure Food Safe hygiene and sanitation guidelines are enforced.

DEMOBILIZATION PHASE

3.3 FOOD TEAM COORDINATOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Primary Services Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Restock function kit.
☐	Recognize the efforts of the volunteers: say "thank you."

GENERAL RESPONSIBILITIES	
3.4 CLOTHING TEAM COORDINATOR	
1	Oversee the distribution of clothing and hygiene products to evacuees at the designated evacuation centre.
2	Work closely with Meet and Greet and Registration Coordinators to determine evacuee needs.
3	Ensure resources/supplies are available.
4	Provide direction and support to workers who are distributing on-site clothing and hygiene products.
5	Become familiar with Emergency Social Services terms and acronyms.
6	Positively influence volunteers and staff to promote optimal performance and retention.

ACTIVATION PHASE	
3.4 CLOTHING TEAM COORDINATOR	
☐	Organize the transportation of clothing bins, hygiene kits and other supplies from the Salvation Army to the evacuation centre.
☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐	Report to the Primary Services Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the Resource Request form.
☐	Notify the Primary Services Strike Team Leader when the Unit is operational.
☐	Post large yellow signs indicating the location of the Clothing and Hygiene Unit at designated evacuation centre.
☐	Maintain communication and support with the Baby/Child Unit to provide supplies for babies/small children and their caregivers.

OPERATIONAL PHASE
3.4 CLOTHING TEAM COORDINATOR
☐   Maintain communication with the Primary Services Strike Team Leader.
☐   Maintain position log in chronological order describing actions taken during the shift.
☐   Attend and participate in Primary Services meetings.
☐   Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐   Brief workers within the Clothing Team as needed.
☐   Submit all documentation to the Documentation Team.
☐   Monitor personnel to ensure appropriate worker care is being implemented.
☐   Coordinate resource needs through the Primary Services Strike Team Leader.
☐   Brief cross-shift replacement with outstanding action items or issues.
☐   Offer praise and encouragement to volunteers and inspire teamwork.

DEMOBILIZATION PHASE
3.4 CLOTHING TEAM COORDINATOR
☐   Complete required forms, reports, and other documentation. Submit to the Documentation Unit prior to demobilization.
☐   When authorized by the Primary Services Strike Team Leader, deactivate assigned position and close logs.
☐   Return borrowed equipment.
☐   Submit a report on the status of borrowed equipment, supplies needing restocking.
☐   Clean up work area before leaving.
☐   Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐   Access and support critical incident stress debriefing as needed.
☐   Be prepared to contribute to any post event process.
☐   Restock Clothing and Hygiene Unit kits.

GENERAL RESPONSIBILITIES

3.5 DOCUMENTATION TEAM COORDINATOR

1	Become familiar with RESS terms and acronyms.
2	Oversee the implementation and operation of the Documentation Team.
3	Ensure security and control of forms, including Pass-On Books, Registration Records, and documents.
4	Assign scribes to each activated leader role as needed.

ACTIVATION PHASE

3.5 DOCUMENTATION TEAM COORDINATOR

☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Primary Services Strike Team Leader to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Ensure safe storage and control of RESS Files and Referral forms.

OPERATIONAL PHASE
3.5 DOCUMENTATION TEAM COORDINATOR
☐   Maintain communication with Primary Services Strike Team Leader.
☐   Establish and maintain a position log to list the actions taken during the shift.
☐   Collect completed registration forms from General Registration, Baby/Child, Sensory, and Pet Care units on a regular basis.
☐   Record information from the registration forms and distribute to the Primary Services Strike Team Leader.
☐   Secure completed forms in the lock box provided with the Documentation kit (black, plastic box with lid)
☐   Provide status report information to the Primary Services Strike Team Leader prior to management team meetings.
☐   Monitor personnel to ensure appropriate worker care is implemented.
☐   Brief cross-shift replacement and identify outstanding action items and issues.
☐   Collect, organize, and file all completed event or disaster forms such as Pass-On Books.

DEMOBILIZATION PHASE

3.5 DOCUMENTATION TEAM COORDINATOR

☐	Submit all documentation to the Primary Services Strike Team Leader prior to departure.
☐	When authorized by the Primary Services Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Re-stock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
4.0 HEALTH SERVICES STRIKE TEAM LEADER	
1	Ensure First Aid, Emotional Support and Special Needs Teams are arranged for and carried out at the RC.
2	Oversee the functioning of the Health Services. Strike Team.
3	Address Public Health Issues for the RC.
4	Be familiar with RESS terms and acronyms.

ACTIVATION PHASE	
4.0 HEALTH SERVICES STRIKE TEAM LEADER	
☐	Sign-in with Volunteer/Staff Management obtain pre-positioned kit.
☐	Report to the RC Group Supervisor to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	Tour the RC facility with the RC Group Supervisor.
☐	Based on the situation, activate units as needed and designate coordinators and supervisors.
☐	Notify the RC Group Supervisor when the Teams are operational.
☐	Post large yellow signs indicating the location of Health Services Teams.
☐	Liaise with the Public Health authority to ensure food/water/sanitation requirements are met.

OPERATIONAL PHASE
4.0 HEALTH SERVICES STRIKE TEAM LEADER
☐   Maintain communication with the RC Group Supervisor.
☐   Maintain position log in chronological order describing actions taken during the shift.
☐   Attend and participate in Strike Team Leader meetings.
☐   Identify key issues and determine solutions.
☐   Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐   Brief personnel as needed. Provide personnel with regular information updates.
☐   Submit documentation to the Documentation Team.
☐   Monitor personnel to ensure appropriate worker care is being implemented.
☐   Ensure it Supervisors maintain position logs.
☐   Coordinate resource needs through the RC Group Supervisor.
☐   Thank volunteers for their dedication and hard work.

DEACTIVATION PHASE	
4.0 HEALTH SERVICES STRIKE TEAM LEADER	
☐	Complete required forms and other documentation. Submit to Documentation Team prior to departure.
☐	When authorized by the RC Group Supervisor, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Re-stock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES

4.1 FIRST AID TEAM COORDINATOR

1	Oversee the provision of Fist Aid to evacuees and personnel at the RC.
2	Become familiar with RESS terms and acronyms.
3	Ensure required paperwork in the administration of First Aid is completed.
4	Provide direction and support to First Aid workers.

ACTIVATION PHASE

4.1 FIRST AID TEAM COORDINATOR

☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Health Services Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.

OPERATIONAL PHASE
4.1 FIRST AID TEAM COORDINATOR
☐ Maintain communication with the Health Services Strike Team Leader.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Health Services meetings.
☐ Identify key issues affecting the Unit and determine action plan.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers within the First Aid Unit as needed.
☐ Submit documentation to the Documentation Team.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Provide personnel with regular information updates.
☐ Coordinate resource needs through the Health Services Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Post large yellow signs indicating the location of First Aid area.
☐ Ensure First Aid supplies are available.

DEACTIVATION PHASE
4.1 FIRST AID TEAM COORDINATOR
☐ Complete required forms, reports, and other documentation. Submit to Documentation Team prior to departure.
☐ When authorized by the Health Services Strike Team Leader, deactivate assigned position and close logs.
☐ Return borrowed equipment.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Clean up work area before leaving.
☐ Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐ Access and support critical incident stress debriefing as needed.
☐ Thank volunteers for their dedication and hard work.

GENERAL RESPONSIBILITIES	
4.2 EMOTIONAL SUPPORT TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Arrange for professional (psychologists, therapists, victims' services etc.) skilled in crisis intervention at the RC.
3	Oversee provision of Emotional Support Services to evacuees and RESS workers.
4	Provide direction and support to Emotional Support Workers.

ACTIVATION PHASE	
4.2 EMOTIONAL SUPPORT TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Health Services Strike Team Leader to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.

OPERATIONAL PHASE
4.2 EMOTIONAL SUPPORT TEAM COORDINATOR
☐ Maintain communication with Health Services Strike Team Leader.
☐ Keep records of services provided. Submit records to the Documentation Team.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Health Services meetings.
☐ Identify key issues affecting the Team and determine solutions.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers within the Unit as needed.
☐ Facilitate discussion groups among evacuees who want to share their experiences.
☐ Provide access to counselling materials such pamphlets relating to grieving and mental health issues.
☐ Provide contact information for those requiring off-site or long-term emotional support.
☐ Submit documentation to the Documentation Team.
☐ Coordinate resource needs through the Health Services Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.

DEMOBILIZATION PHASE
4.2 EMOTIONAL SUPPORT TEAM COORDINATOR
☐ Complete required documentation. Submit to the Documentation Team prior to departure.
☐ When authorized by the Health Services Strike Team Leader, deactivate assigned position and close logs.
☐ Return borrowed equipment.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Clean up work area before leaving.
☐ Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐ Access and support critical incident stress debriefing as needed.
☐ Re-stock unit kit.

GENERAL RESPONSIBILITIES	
4.3 OTHER HEALTH NEEDS TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Arrange for medications, medical equipment, and health care supplies to be provided to evacuees as required.
3	Ensure the provision of care for vulnerable evacuees.

ACTIVATION PHASE	
4.3 OTHER HEALTH NEEDS TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Health Services Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Tour the RC facility with Health Services Strike Team Leader.

OPERATIONAL PHASE
4.3 OTHER HEALTH NEEDS TEAM COORDINATOR
☐ Maintain communication with the Health Services Strike Team Leader.
☐ Keep records of services provided. Submit records to the Documentation Team Coordinator.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Health Services meetings.
☐ Identify key issues affecting the Unit and determine solutions.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers as needed.
☐ Submit documentation to the Documentation Team.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Coordinate resource needs through the Health Services Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Post large yellow signs indicating the location of the Other Health Needs area.
☐ Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
4.3 OTHER HEALTH NEEDS TEAM COORDINATOR
☐ Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐ When authorized by the Health Services Strike Team Leader, deactivate assigned position and close logs.
☐ Return borrowed equipment.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Clean up work area before leaving.
☐ Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐ Access and support critical incident stress debriefing as needed.
☐ Re-stock the unit kit.
☐ Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES
5.0 SPECIALIZED SERVICES STRIKE TEAM LEADER

1	Become familiar with RESS terms and acronyms.
2	Ensure the Specialized Services Branch Teams are established:
3	Oversee the functioning of the Specialized Services Teams.

ACTIVATION PHASE
5.0 SPECIALIZED SERVICES STRIKE TEAM LEADER

☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the RC Group Supervisor to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	Tour the RC facility with the RC Group Supervisor.
☐	Based on the situation, activate units as needed and designate coordinators and supervisors.
☐	Ensure workers are given a checklist for their respective function.
☐	Notify the RC Group Supervisor when the teams are operational.
☐	Post large yellow signs indicating the location of Specialized Services Teams.

OPERATIONAL PHASE
5.0 SPECIALIZED SERVICES STRIKE TEAM LEADER
☐ Establish and maintain a position log to list the actions taken during the shift.
☐ Maintain communication with the RC Group Supervisor. Report on personnel, equipment, resources, and requirements.
☐ Attend and participate in Strike Team Leader meetings.
☐ Identify key issues and determine objectives for each operational period.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief personnel as needed. Provide regular information updates.
☐ Submit documentation to the Documentation Unit.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Ensure Team Coordinator maintain position logs.
☐ Coordinate resource needs through the RC Group Supervisor.

DEACTIVATION PHASE
5.0 SPECIALIZED SERVICES STRIKE TEAM LEADER

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the RC Group Supervisor, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Re-stock unit kit.

GENERAL RESPONSIBILITIES	
5.1 MULTICULTURAL SERVICES TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Oversee the provision of translation, ethnic food, and specific clothing services for a multicultural evacuee population.
3	Provide direction and support to the Multicultural Services Workers.

ACTIVATION PHASE	
5.1 MULTICULTURAL SERVICES TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Specialized Services Coordinator to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Determine if translators are needed on site.
☐	Notify the Food, Meals and Clothing Teams of any special clothing, food item or other needs by a specific cultural group.
☐	Post the large yellow Multicultural Services sign in the RC.

OPERATIONAL PHASE
5.1 MULTICULTURAL SERVICES TEAM COORDINATOR
☐ Maintain communication with the Health Services Strike Team Leader.
☐ Keep records of services provided. Submit all records to the Documentation Team.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Specialized Services meetings.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Coordinate resource needs through the Health Services Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Post the large yellow signs indicating the location of the Multicultural Services area.
☐ Provide cultural information based on the demographics of evacuees attending the RC as required.
☐ Determine if ethnic foods will be required at the RC. Notify Specialized Services Coordinator of any special food requests.
☐ Assess clothing needs based on culture/religion. Notify Health Services Strike Team Leader of any special clothing requests.

DEMOBILIZATION PHASE

5.1 MULTICULTURAL SERVICES TEAM COORDINATOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Health Services Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment or inform the Health Services Strike Team Leader of the status of borrowed equipment still in use.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Re-stock Team kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES
5.2 RECREATION TEAM COORDINATOR

1	Become familiar with RESS terms and acronyms.
2	Provide suitable and safe recreation and leisure activities for evacuees at the RC.
3	Supervisor and support Recreation personnel.

ACTIVATION PHASE
5.2 RECREATION TEAM COORDINATOR

☐	Sign-in with Volunteer/Staff Management, obtain identification and an orange vest.
☐	Report to the Specialized Services Strike Team Leader to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Contact the Facility Supervisor for access to any recreation items. Assemble games and set up recreational equipment.
☐	Anticipate the age groups to serve according to available information.

OPERATIONAL PHASE
35.2 RECREATION TEAM COORDINATOR
☐ Maintain communication with the Specialized Services Strike Team Leader.
☐ Keep records of all services provided. Submit all records to the Documentation Team.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Specialized Services meetings.
☐ Identify key issues affecting the Team and determine objectives for each operational period.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers within the Unit as needed.
☐ Submit documentation to the Documentation Unit.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Coordinate resource needs through the Specialized Services Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Ensure sufficient copies of any required documents are available.
☐ Manage equipment to ensure it is returned in good condition.

DEMOBILIZATION PHASE
35.2 RECREATION TEAM COORDINATOR
☐ Complete required forms, reports, and other documentation. Submit them to the Documentation Team.
☐ When authorized by the Specialized Services Strike Team Leader, deactivate assigned position and close logs.
☐ Return borrowed equipment.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Clean up work area before leaving.
☐ Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐ Access and support critical incident stress debriefing as needed.
☐ Re-stock unit kit.
☐ Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
6.0 GROUP LODGING STRIKE TEAM LEADER	
1	Ensure Check-in/Check Out, Sleeping Area and the Meals Teams are set up at the GL facility.
2	Oversee the function of these services.
3	Become familiar with RESS terms and acronyms

ACTIVATION PHASE	
6.0 GROUP LODGING STRIKE TEAM LEADER	
☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kits.
☐	Report to the RC Group Supervisor to obtain status and specific instructions.
☐	Determine resources Complete the RESS Resource Request form.
☐	Ensure personnel are given a checklist for their respective Teams.
☐	Notify the RC Group Supervisor when the Teams are operational.
☐	Post large yellow signs indicating the location of Group Lodging services provided.

OPERATIONAL PHASE
6.0 GROUP LODGING STRIKE TEAM LEADER
☐   Maintain communication with the RC Group Supervisor.
☐   Maintain position log in chronological order describing actions taken during the shift.
☐   Attend and participate in Strike Team Leader meetings.
☐   Identify key issues and determine solutions.
☐   Conduct Group Lodging resident information meetings/debriefings as required.
☐   Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐   Brief personnel as needed and provide regular information updates.
☐   Submit all documentation to the Documentation Team.
☐   Monitor personnel to ensure appropriate worker care is being implemented.
☐   Ensure linens are sent to be laundered as required through AB Health Services.
☐   Ensure all Unit Supervisors maintain position logs.
☐   Coordinate resource needs through the RC Group Supervisor.
☐   Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
6.0 GROUP LODGING STRIKE TEAM LEADER
☐ Complete required forms and other documentation. Submit to Documentation team prior to departure.
☐ When authorized by the RC Group Supervisor, deactivate assigned position and close logs.
☐ Return all borrowed equipment.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Clean up work area before leaving.
☐ Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐ Access critical incident stress debriefing as needed.
☐ Be prepared to contribute to any post event process.
☐ Thank volunteer for their time and effort.

GENERAL RESPONSIBILITIES	
6.1 CHECK-IN/CHECK-OUT TEAM COORDINATOR	
1	Oversee the implementation and operation of the Check-in/Check-out Team.
2	Assign cots to evacuees following the Check-In/Check-Out procedure.
4	Provide direction and support to workers receiving evacuees into the GL facility.
5	Become familiar with RESS Terms and Acronyms.
6	Maintain accurate records of evacuees who check-in and out of the Group Lodging facility.

ACTIVATION PHASE	
6.1 CHECK-IN/CHECK-OUT TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐	Report to the Group Lodging Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	Tour the RC facility with Group Lodging Strike Team Leader.
☐	Review position descriptions/checklists and documentation with workers.

OPERATIONAL PHASE
6.1 CHECK-IN/CHECK-OUT TEAM COORDINATOR
☐ Maintain communication with the Group Lodging Strike Team Leader.
☐ Maintain position log describing actions taken during the shift.
☐ Attend and participate in Group Lodging meetings.
☐ Identify key issues and determine objectives for each operational period.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Brief workers within the Check-in/Check-Out Team as needed.
☐ Submit all documentation to the Documentation Team.
☐ Coordinate all resource needs through the Group Lodging Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Distribute one Evacuee Information sheet to each family. Ensure enough copies of the document are available.
☐ Contact Group Lodging Strike Team Leader if commercial lodging is required for evacuees with special needs.

DEMOBILIZATION PHASE
6.1 CHECK-IN/CHECK-OUT TEAM COORDINATOR
☐   Complete required documentation. Submit to the Documentation Team prior to departure.
☐   When authorized by the Group Lodging Strike Team Leader, deactivate assigned position and close logs.
☐   Return all borrowed equipment.
☐   Submit a report on the status of borrowed equipment, supplies needing restocking.
☐   Clean up work area before leaving.
☐   Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐   Access and support critical incident stress debriefing as needed.
☐   Be prepared to contribute to any post event process.
☐   Restock function kit.

GENERAL RESPONSIBILITIES

6.2 SLEEPING AREA TEAM COORDINATOR

1	Ensure the Sleep Area Team, services and equipment are arranged for and carried out at the GL facility.
2	Oversee the function of the Sleeping Area.
3	Become familiar with RESS terms and acronyms
4	Ensure cots are set up and bedding kits provided in accordance with sleeping standards.
5	Post the large yellow Sleeping Area signs.
6	Establish and post the Sleeping Area rules in Group Lodging facility.

ACTIVATION PHASE

6.2 SLEEPING AREA TEAM COORDINATOR

☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐	Report to the Group Lodging Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.
☐	Review position descriptions/checklists and documentation with workers.
☐	If not pre-determined, establish total number of individuals to can be accommodated.
☐	Determine how to group sleepers (families, elderly, men, women, etc.)

OPERATIONAL PHASE
6.2 SLEEPING AREA TEAM COORDINATOR
☐ Maintain communication with the Group Lodging Strike Team Leader.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Group Lodging meetings.
☐ Identify key issues affecting the Unit and determine solutions.
☐ Ensure evacuees are assigned an appropriate sleeping location within the sleeping area.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Submit all documentation to the Documentation Team.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Coordinate resource needs through the Group Lodging Strike Team Leader.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Ensure sufficient copies of any required documents are available.
☐ Post the large yellow signs indicating the sleeping areas, this will help evacuees find their assigned cot/sleeping area.

DEMOBILIZATION PHASE
3.2.2 Sleeping Area Unit SUPERVISOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Group Lodging Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number.
☐	Access and support critical incident stress debriefing as needed.
☐	Be prepared to contribute to any post event process.
☐	Restock function kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES

6.3 MEALS TEAM COORDINATOR

1	Oversee distribution of catered and/or prepared meals to residents and staff of the GL facility.
2	Become familiar with RESS terms and acronyms
3	Ensure workers keep the eating area clean as per Food Safe standards.
4	Assist in meal planning for the GL residents and personnel.

ACTIVATION PHASE

6.3 MEALS TEAM COORDINATOR

☐	Sign-in with Volunteer/Staff Management and obtain pre-positioned kit.
☐	Report to the Group Lodging Strike Team Leader to obtain status and specific instructions.
☐	Determine resources needed. Complete the RESS Resource Request form.
☐	Establish and maintain a position log, listing actions taking during the shift.

OPERATIONAL PHASE
6.3 MEALS TEAM COORDINATOR
☐ Maintain communication with the Group Lodging Strike Team Leader.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Attend and participate in Group Lodging meetings.
☐ Identify key issues affecting the Team and determine solutions.
☐ Ensure personnel sign-in/sign-out with Volunteer/Staff Management.
☐ Monitor personnel to ensure appropriate worker care is being implemented.
☐ Brief cross-shift replacement with outstanding action items or issues.
☐ Post the large yellow signs indicating the meal service areas.
☐ Determine when meals for evacuees and personnel will be provided.
☐ Maintain accurate records of the number of meals distributed.
☐ Ensure proper food handling procedures are applied.
☐ Ensure clean-up of the eating area is done regularly to maintain Food Safe Standards.
☐ Ensure evacuees are wearing a wristband when accessing the Meals Distribution services.

DEMOBILIZATION PHASE
6.3 MEALS TEAM COORDINATOR

☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Team prior to departure.
☐	When authorized by the Group Lodging Strike Team Leader, deactivate assigned position and close logs.
☐	Return borrowed equipment.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean up work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site and leave a forwarding number
☐	Access and support critical incident stress debriefing as needed.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES

7.0 SITE SUPPORT STRIKE TEAM LEADER	
1	Become familiar with RESS terms and acronyms.
2	Oversee the implementation and operation of the Site Support teams.
3	Assume overall responsibility for providing resources to meet the needs of the RC.
4	Consult with personnel to determine material resources, supplies and equipment needed.

ACTIVATION PHASE

7.0 SITE SUPPORT STRIKE TEAM LEADER	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the RC Group Supervisor to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Ensure personnel are given their Position/Role Checklists.
☐	Establish and maintain position logs.

OPERATIONAL PHASE
7.0 SITE SUPPORT STRIKE TEAM LEADER
☐ Maintain communication with assigned supervisor.
☐ Maintain position log in chronological order describing actions taken during the shift.
☐ Ensure personnel sign-in/out with Volunteer/Staff Management.
☐ Provide status report information to the RC Group Supervisor.
☐ Monitor personnel and implement worker care as needed.
☐ Brief cross-shift replacement and identify outstanding action items or issues.
☐ Ensure material resources needed are acquired.
☐ Establish a resource tracking system.
☐ Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
7.0 SITE SUPPORT STRIKE TEAM LEADER

☐	Complete required forms, reports, and documentation. Submit to the Documentation Team prior to departure.
☐	Deactivate assigned position and close logs when authorized by the RC Group Supervisor.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Leave a forwarding number when signing out with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Contribute to any post event debriefing or processes.
☐	Restock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.1 SUPPLY TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Oversee the implementation and operation of the Supply Team.
3	Consult with personnel to determine material resources, supplies and equipment needed.
4	Oversee the acquisition of materials, resources, supplies, and equipment.

ACTIVATION PHASE	
7.1 SUPPLY TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Supply Team Coordinator to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Ensure personnel are given their Position/Role Checklists
☐	Establish and maintain position logs.

OPERATIONAL PHASE
7.1 SUPPLY TEAM COORDINATOR
☐   Maintain communication with assigned supervisor.
☐   Maintain position log in chronological order describing actions taken during the shift.
☐   Ensure personnel sign-in/out with Volunteer/Staff Management.
☐   Provide status report information to the Site Support Strike Team Leader.
☐   Monitor personnel and implement worker care as needed.
☐   Brief cross-shift replacement and identify outstanding action items or issues.
☐   Ensure material resources needed are acquired.
☐   Establish a resource tracking system.
☐   Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
7.1 SUPPLY TEAM COORDINATOR
☐ Complete required forms, reports, and documentation. Submit to the Documentation Team prior to departure.
☐ Deactivate assigned position and close logs when authorized by the Site Support Strike Team Leader.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Leave a forwarding number when signing out with Volunteer/Staff Management.
☐ Access critical incident stress debriefing as needed.
☐ Contribute to any post event debriefing or processes.
☐ Restock unit kit.
☐ Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.1.1 DONATED GOODS TASK FORCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Disseminate public announcements and information about donated goods through the Supply Team Coordinator.
3	Determine what type of goods will be accepted and where it will be delivered, stored, and distributed.
4	Redirect donated goods from the public to appropriate locations as directed by the Supply Team Coordinator.
5	Inform Registration Teams of any donated goods operations for distribution to evacuees.
6	Ensure the temporary facility is structurally safe, clean, and easy to access
7	Determine if donated personal and household items are safe for distribution to evacuees.
8	Determine if donated food is safe to eat.
9	Implement a waste management plan to remove garbage and unwanted items.

ACTIVATION PHASE	
7.1.1 DONATED GOODS TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐	Report to the Supply Team Coordinator to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Ensure personnel are given their Position/Role Checklists.
☐	Establish and maintain position logs.

OPERATIONAL PHASE	
7.1.1 DONATED GOODS TASK FORCE COORDINATOR	
☐	Maintain communication with assigned supervisor.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with Volunteer/Staff Management.
☐	Monitor Unit personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.
☐	Determine process for redirecting unsolicited donated goods arriving at the RC.
☐	Inform the Supply Team Coordinator or organizations accepting donations on behalf of evacuees.
☐	Contact local organizations to assist with donation management as required.
☐	Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE	
7.1.1 DONATED GOODS TASK FORCE COORDINATOR	
☐	Complete required forms, reports, and documentation. Submit them to the Documentation Team prior to departure.
☐	Deactivate assigned position and close logs when authorized by the Supply Team Coordinator.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Leave a forwarding number when signing out with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Contribute to any post event debriefing or processes.
☐	Re-stock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.2 VOLUNTEER/STAFF MANAGEMENT TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
3	Consult with Strike Team Leaders to determine personnel needs.
4	Identify, recruit, screen and assign personnel as required.
5	Ensure Volunteer/Staff Management Team personnel receive appropriate training and/or orientation(s).
6	Ensure RC personnel sign-in and sign-out with the Volunteer/Staff Management Team.
7	Prepare personnel for cross-shift.

ACTIVATION PHASE	
7.2 VOLUNTEER/STAFF MANAGEMENT TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Site Support Strike Team Leader to obtain status and specific instructions.
☐	Establish a workspace.
☐	Obtain equipment, supplies and required forms.
☐	Establish and maintain position logs.

OPERATIONAL PHASE
7.2 VOLUNTEER/STAFF MANAGEMENT TEAM COORDINATOR

☐	Maintain communication with assigned supervisor.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with the Volunteer/Staff Management team.
☐	Assist in the development/preparation of shift schedules.
☐	Monitor personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.
☐	Work closely with Teams to determine personnel needs.
☐	Provide appropriate identification to incoming volunteers/staff: name tags, lanyards.
☐	Provide personnel with a Volunteer Information Sheet.
☐	Ensure personnel complete the registration documentation.
☐	Post and fill positions in the RC on the Organization Chart.
☐	Establish communication with community organizations that can provide human resources as required.

DEMOBILIZATION PHASE
7.2 VOLUNTEER/STAFF MANAGEMENT TEAM COORDINATOR

☐	Complete forms, reports, and documentation. Submit them to the Documentation Team prior to departure.
☐	Deactivate assigned position and close logs when authorized by the Site Support Strike Team Leader.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Leave a forwarding number and sign-out with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Contribute to any post event debriefing or processes.
☐	Restock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.3 RC SERVICES TEAM COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Ensures set up and oversees, runners, IT, and demobilization task forces.

ACTIVATION PHASE	
7.3 RC SERVICES TEAM COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Site Support Strike Team Leader to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.

OPERATIONAL PHASE	
7.3 RC SERVICES TEAM COORDINATOR	
☐	Maintain communication with assigned supervisor.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with Volunteer/Staff Management.
☐	Provide status report information to the Site Support Strike Team Leader.
☐	Monitor personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.
☐	Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
7.3 RC SERVICES TEAM COORDINATOR
☐   Complete required forms, reports, and documentation. Submit them to the Documentation Team prior to departure.
☐   Deactivate assigned position and close logs when authorized by the Site Support Strike Team Leader.
☐   Submit a report on the status of borrowed equipment, supplies needing restocking.
☐   Leave a forwarding number and sign-out with Volunteer/Staff Management.
☐   Access critical incident stress debriefing as needed.
☐   Contribute to any post event debriefing or processes.
☐   Restock unit kit.
☐   Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.3.1 RUNNER TASK FORCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Consult with all RC Section Coordinators and Unit Supervisors to determine required Runner Services.
3	Ensure Runners are available as requested.
4	Assign Runners to other as required.

ACTIVATION PHASE	
7.3.1 RUNNER TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the Reception Centre Support Coordinator to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.
☐	Establish and maintain position logs.

OPERATIONAL PHASE	
7.3.1 RUNNER TASK FORCE COORDINATOR	
☐	Maintain communication with assigned supervisor.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with Volunteer/Staff Management.
☐	Provide status report information to the Reception Centre Support Coordinator.
☐	Monitor personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.
☐	Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE
7.3.1 RUNNER TASK FORCE COORDINATOR
☐ Complete required forms, reports, and documentation. Submit them to the Documentation Unit prior to departure.
☐ Deactivate assigned position and close logs when authorized by the Reception Centre Support Coordinator.
☐ Submit a report on the status of borrowed equipment, supplies needing restocking.
☐ Leave a forwarding number with Volunteer/Staff Management.
☐ Sign out with Volunteer/Staff Management.
☐ Access critical incident stress debriefing as needed.
☐ Contribute to any post event debriefing or processes.
☐ Restock the unit kit.
☐ Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.3.2 IT TASK FORCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Ensure IT services are provided at the RC including Communications and Computer Systems.

ACTIVATION PHASE	
7.3.2 IT TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the RC Services Team Coordinator to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.

OPERATIONAL PHASE	
7.3.2 IT TASK FORCE COORDINATOR	
☐	Maintain communication with assigned supervisor.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign-in/out with Volunteer/Staff Management.
☐	Monitor personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.
☐	Ensure communication and computer systems are operational.
☐	Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE	
7.3.2 IT TASK FORCE COORDINATOR	
☐	Complete required forms, reports, and documentation. Submit them to the Documentation Team prior to departure.
☐	Deactivate assigned position and close logs when authorized by the RC Services Team Coordinator.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Leave a forwarding number and sign-out with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Contribute to any post event debriefing or processes.
☐	Restock unit kit.
☐	Thank volunteers for their time and effort.

GENERAL RESPONSIBILITIES	
7.3.3 DEMOBILIZATION TASK FORCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
3	Develop a Demobilization Plan based on a review of pertinent Planning Section documents and status reports.
4	Initiate and oversee the demobilization of the RC.

ACTIVATION PHASE	
7.3.3 DEMOBILIZATION TASK FORCE COORDINATOR	
☐	Sign-in with Volunteer/Staff Management, obtain pre-positioned kit.
☐	Report to the RESS Group Supervisor to obtain status and specific instructions.
☐	Obtain equipment, supplies and required forms.

OPERATIONAL PHASE
7.3.3 DEMOBILIZATION TASK FORCE COORDINATOR
☐   Maintain communication with RESS Group Supervisor.
☐   Establish and maintain a position log to list the actions taken during the shift.
☐   Provide status report information to the Planning Section Chief prior to management team meetings.
☐   Develop Advance Plan identifying future policies and procedure, significant resource needs and any other key issues likely to affect the RC operations.
☐   Submit the Advance Plan to the Planning Section Chief prior to management team meetings.
☐   Monitor personnel to ensure appropriate worker care is implemented.
☐   Brief cross-shift replacement and identify outstanding action items or issues.
☐   Monitor the current Situation Reports.
☐   Meet with the Chiefs to draft a Demobilization Plan for each section.
☐   Submit the Demobilization Plan to the RESS Group Supervisor for approval.
☐   Thank volunteers for their dedication and hard work.

DEMOBILIZATION PHASE	
7.3.3 DEMOBILIZATION TASK FORCE COORDINATOR	
☐	Complete required forms, reports, and other documentation. Submit them to the Documentation Unit prior to departure.
☐	When authorized by the Planning Section Chief, deactivate assigned position and close logs.
☐	Return borrowed equipment or inform the Planning Section Chief of the status of borrowed equipment still in use.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Clean work area before leaving.
☐	Sign-out with Volunteer/Staff Management before leaving the site.
☐	Leave a forwarding number with Volunteer/Staff Management.
☐	Access and support critical incident stress debriefing as needed.
☐	Re-stock unit kit.

GENERAL RESPONSIBILITIES	
7.4 FINANCE COORDINATOR	
1	Become familiar with RESS terms and acronyms.
2	Ensure the responsibilities of the Finance Section are addressed as required.
3	Maintain all financial records generated by the RC.
4	Record time worked by RC personnel including contractors.
5	Exercise overall responsibility for the coordination of activities within the team.
6	Ensure team objectives are accomplished within the operational period or deadlines.
7	Inform the Site Support Strike Team Leader of significant issues affecting the Finance Team.

ACTIVATION PHASE
7.4 FINANCE COORDINATOR
☐   Sign-in with Volunteer/Staff Management. Obtain pre-positioned kit.
☐   Report to the Site Support Strike Team Leader to obtain status and specific instructions.
☐   Obtain equipment, supplies and required forms.
☐   Ensure the personnel are given their Position/Role Checklists
☐   Meet with Site Support Strike Team Leader to review financial requirements and procedures.
☐   Maintain communication with RC Group Coordinator.
☐   Ensure situation information is provided to Planning on a regular basis or as required.
☐   Ensure all equipment and supplies are tracked and accounted for.
☐   Submit all documentation to the Documentation Team as required.
☐   Ensure accuracy of invoices and other financial documentation during the response.

OPERATIONAL PHASE	
7.4 FINANCE COORDINATOR	
☐	Maintain communication with Site Support Strike Team Leader.
☐	Maintain position log in chronological order describing actions taken during the shift.
☐	Ensure personnel sign the Volunteer/Staff Registration Form and understand the daily sign-in/sign-out procedure.
☐	Monitor personnel and implement worker care as needed.
☐	Brief cross-shift replacement and identify outstanding action items or issues.

DEMOBILIZATION PHASE	
7.4 FINANCE COORDINATOR	
☐	Complete required forms, reports, and documentation. Submit them to the Documentation Team prior to departure.
☐	Deactivate assigned position and close logs when authorized by the RC Group Coordinator.
☐	Submit a report on the status of borrowed equipment, supplies needing restocking.
☐	Leave a forwarding number with Volunteer/Staff Management.
☐	Sign out with Volunteer/Staff Management.
☐	Access critical incident stress debriefing as needed.
☐	Contribute to any post event debriefing or processes.

Annex D - Vulnerable Persons Registry

Glossary- needs to be in LREMP Plan

Action Plans: Two types of action plans: verbal or written. Plans contain objectives and tasks for one operational period.

Alberta Emergency Management Agency (AEMA): The Alberta Municipal Affairs Department ensures Alberta communities are prepared to respond to disaster and emergencies. AEMA can aid municipalities in emergencies upon request.

Allocated Resources: Resources dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by an Incident Command System (ICE) or to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed.

Available Resources: Incident-based resources that are ready for deployment.

Chain of Command: An orderly line of authority within the ranks of the ICS organization structure. Lower levels are subordinate to the and connected to higher levels.

Chief Administrative Officer (CAO): The person responsible for the administration of the municipality and is accountable to the Mayor and council.

Clear Text: The use of plain English in all communications, avoiding organization specific codes.

Command: The act of directing and/or controlling resources by future of explicit legal, organization or delegated authority.

Common Terminology: Where possible, the Reception Centre and Group Lodging Facility uses the same terms as those used within the Emergency Coordination Centre (ECC) and at the Provincial Operations Centre (POC).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command/management authority of the viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (either "intra" or "inter" organization) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific organization delegations, procedures, or legal authority etc.

Critical Resources: Material, personnel and finances that are in short supply and are needed by more than one incident management team or are needed for high priority assignments.

Delegation of Authority: A statement provided to the Incident Commander by the Organization Executive delegating authority and assigning responsibility. The Delegation of Authority can include objective, priorities, expectations, constraints, and other considerations or guidelines as needed. Organizations may require written Delegation of Authority to be given to the Incident Commander prior to assuming command.

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

Director of Emergency Management (DEM): The DEM coordinates all services and resources used in an emergency on behalf of the Mayor and Council.

Disaster: A present or imminent danger outside the scope of normal operations that require prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property and the environment.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Emergency: A present or imminent danger outside the scope of normal operations that require prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property and the environment.

Emergency Management: An organized effort to mitigate against, prepare for, respond to, and recover from an emergency.

Emergency Response Plan (ERP): The plan that each jurisdiction has and maintains for responding to incidents based on a hazard and risk analysis.

Emergency Social Services (ESS): Those services provided on a short-term basis to preserve the emotional and physical well-being of evacuees and response workers in emergency situations.

Event: A planned, non-emergency activity.

Finance: Responsible for all incident costs and financial considerations including the Time Unit, Compensation/Claims Unit, and Cost Unit.

Function: Refers to the five major activities of Command/Management, Operations, Planning, Logistics, and Finance. In some instances, Sections, Branches and Units are loosely referred to as functions.

Group Lodging: Congregate care facility for the lodging and feeding of evacuees. Generally, the Group Lodging facility operates for a maximum of 72 hours.

Incident: An occurrence caused by humans or by natural phenomena that requires action by response personnel to prevent or minimize loss of life or damage to property, environment and reduce economic and social losses.

Incident Commander (IC): The person who has the authority to command and control operations at the site of the emergency or disaster.

Incident Command System (ICS): A standardized management system designed to enable effective, efficient incident management of ESS by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organization structure.

Incident Management Team: The Incident Commander, Emergency Social Services Director, the Reception Centre/Group Lodging Facility Group Supervisor(s) and appropriate Command/Management and General Staff personnel assigned to an incident.

Incident Name: When multiple organizations are responding to one incident, the jurisdictional organization will name the incident (in clear text) using a common geographical or functional reference. All cooperating and assisting organizations will use the identified incident name.

Incident Objectives: Statements of guidance and direction necessary for the selection of tasks. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been assigned. Incident objectives must be achievable, measurable, and flexible enough to allow for strategic and tactical alternatives.

Initial Response: Resources initially committed to an incident.

Internal Order Number: A control number assigned by Finance for each incident for tracking response expenses.

Jurisdiction: The range or sphere of authority. Organizations have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation.

Jurisdiction Organization: The organization having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Logistics: The Section responsible for providing resources (material and human) and support to the response.

Management by Objectives: a feature of the Incident Command System. The ESS organizations establish objectives to be achieved for a given time frame, known as an Operational Period. These objectives relate to the response goals. They are commonly stated as "what must be done." Each objective may have one or more strategies or tactical actions.

Mobilization: The process and procedures used by all organizations activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Centre: A Centre located away from the incident at which emergency service personnel and equipment are temporarily located pending transfer to the site. This is not a staging area.

Modular Organization: The ESS Reception Centre and Group Lodging facility expands and contracts to meet the need of various ESS responses. The ICS organizational chart provides for a fully expanded Reception Centre and Group Lodging facility response. Only those functional branches that are required to meet current objectives are activated.

Multi-Organization Incident: An incident where one or more organization assists a jurisdictional organization. May be a single or unified command.

Mutual Aid Agreements: Written agreements between organizations and/or jurisdictions in which they agree to assist one another upon request by supplying resources.

Operational Guidelines: A written procedure developed by an organization that establishes a commonly accepted course of action and specifies the functional limitations of personnel in performing emergency operations.

Operational Period: The length of time set by Command/Management to achieve a given se to of objectives. The operation period may vary in length and will be determined largely by the dynamics of the emergency.

Operational Section: The Section responsible for all tactical operations (services direct to evacuees) at the Reception Centre and Group Lodging facility.

Organization Representative: An individual assigned to an incident from an assisting organization who has been delegated authority to make decisions on matters affecting their participation at the incident. Organization Representatives report to the Liaison Officer.

Out-of-Services Resources: Resources allocated to an incident but temporarily unable to respond for mechanical, rest, or staffing reasons.

PESS

Provincial Operations Centre (POC): The designated facility established by the Alberta government to coordinate the overall organization or jurisdictional response and support to an emergency response.

Reception Centre (RC): A safe gathering place where evacuees can register, receive support services to meet their immediate basic needs.

Regional Emergency Coordination Centre (RECC): The location were representatives from Emergency Management Services coordinate emergency operations.

Regional Emergency Social Services Branch Director: The individual responsible for the management and coordination of a local RESS program/team. She/he is also responsible for RESS planning and response activities.

Resources: Personnel and equipment available, or potentially available for assignment to the incident. **Risk Management:** The process of identifying and mitigating risks.

Single Command: The Incident Command staff falls under the leadership of a single Incident Commander.

Single Resource: An individual or a piece of equipment and its personnel complement.

Span of control: Supervisory span of control determined by the RESS supervisor. An effective span of control is determined by the ability of each supervisor to monitor the activities of assigned subordinates and to communicate effectively with them. At no time should span of control exceed seven subordinates for each supervisor. The optimal span of control ranges between three and five subordinates per supervisor.

Supporting Materials: Refers to the attachments that may be included with the Action Plan. Supporting Materials may include communication plans, maps, safety plans, traffic plans and medical plans.

Support Resources: Non-tactical resources for each section under the supervision of the Operations, Logistics, Planning, and Finance, or the management staff.

Tasks: Specific actions taken to achieve operational objectives for an operational period.

Technical Specialists: Personnel with special skills that can be used where required within the ICS organization.

Unified Command: In ICS, Unified Command is a unified team effort which allows all organization with jurisdictional responsibility for the incident, either geographical or functional to manage an incident by establishing a common set of incident objectives, strategies, and action plans. This is accomplished without losing or abdicating organization authority, responsibility, or accountability. The term "Incident Command" includes Unified Command.

Unity of Command: Each person reports to and receives direction from only one supervisor.

Need to add an ESS Contact List

Section on PESS- login information

Alert login personnel (LREMP Plan)

AEMA Annual Visit / Review

Year: 2022-2023

Community:
Town of Blackfalds

Date of Review and Meeting Format:
January 26, 2023   -   In-Person Meeting

Emergency Management Officials present at meeting:
Ken Morrison - DEM

General Comments:
The Town of Blackfalds is a member of the Lacombe Regional Emergency Management Partnership (LREMP), the regional members all work off of a single emergency response plan with appendixes for each municipality. The appendix consists of a minimum of a contact list, resource list, HIRA and a copy of their bylaws. The Town of Blackfalds meets or exceeds the EMA / LEMR legislative requirements.

Field Officer: Name(s) and signature(s)
Brian A. J. Boutin

BYLAW / ORDER requirements		
1. LEMR Section 2(1)	Appoints an Emergency Advisory Committee.	Yes
2. LEMR Section 2(2)(a)	Sets out the purposes of the Committee both during an emergency or disaster and when those events are not occurring.	Yes
3. LEMR Section 2(2)(b)	Establishes that the Committee provides guidance and direction to the local authority's Emergency Management Agency.	Yes
4. LEMR Section 2(2)(c)	Establishes the procedures that must be followed when declaring a state of local emergency.	Yes
5. LEMR Section 2(2)(d)	Identifies the Committee's membership and Chair by title or position.	Yes
6. LEMR Section 2(2)(e)	Sets out a minimum meeting frequency for the Committee, of at least once per year.	Yes
7. LEMR Section 2(2)(f)	Outlines Committee quorum and procedural requirements for decision making unless these requirements are set out in another bylaw.	Yes
8. LEMR Section 3(1)	Establishes the local authority's Emergency Management Agency.	Yes
9. LEMR Section 3(2)(a)	Sets out the responsibilities of the EM Agency.	Yes
10. LEMR Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position.	Yes
11. LEMR Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program.	Yes

12. LEMR Section 3(2)(d)	Identifies the frequency at which the Agency must report to the Emergency Advisory Committee:
	
	   - must be once per year
	   - must include an update on the Agency's review of the local authority's emergency plan and activities.
		Yes

13. LEMR Section 3(2)(e)	States that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency.	Yes
14. LEMR Section 3(2)(f)	If the Agency is acting as the agent of more than one local authority, indicates which local authorities the Agency is acting for.	N/A
Acting as Agent for the following local authorities:		
15. LEMR Section 7(1), 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a Regional Services Commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency.	N/A N/A

16. LEMR Section 7(2), 14(c)	If the local authority is to be represented by a Joint Committee, sets out which powers or duties are delegated to the Joint Committee.	N/A
17. LEMR Section 7(3)(a), 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated.	N/A
18. LEMR Section 7(3)(b)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, the other local authority must establish in a by law that it has accepted the powers and duties that have been delegated to it.	N/A
19. LEMR Section 2(3), 3(4)	Emergency Management Bylaw (# and date) Bylaw #1252.20 December, 2020	
Date of last Emergency Advisory Committee meeting: March 1, 2023		
Date of last Emergency Management Agency meeting: August 24, 2022		

Bylaw / Order Comments

The Town of Blackfalds bylaws meet the EMA / LEMR requirements

EMERGENCY PLAN requirements:

20. LEMR Section 4(a)	Includes a description of the administration of the local authority's emergency management program.	Yes
21. LEMR Section 4(b)	Includes the procedures for implementing the emergency plan during an emergency or exercise response.	Yes
22. LEMR Section 4(c)	Includes the local authority's plan for preparedness, response and recovery activities.	Yes
23. LEMR Section 4(d)	Includes a hazard and risk assessment.	Yes
24. LEMR Section 4(e)	Includes the emergency management program exercises that the local authority will engage in.	Yes
25. LEMR Section 4(f)	Includes a plan for regular review and maintenance of the local authority's emergency plan.	Yes
26. LEMR Section 4(g)	Includes the Agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster.	Yes
27. LEMR Section 4(h)	Includes how the command, control and coordination system prescribed by Section 3(3) will be used by the local authority's emergency management agency.	Yes
28. LEMR Section 4(i)	Includes the assignment of responsibilities to employees and elected officials, by position, when the local authority's emergency plan is activated.	Yes
29. LEMR Section 4(j)	Includes a training plan for staff assigned with responsibilities under the emergency plan.	Yes
30. LEMR Section 4(k)	Includes the mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the local authority's emergency plan.	Yes
31. LEMR Section 4(l)	Includes the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters.	Yes
32. LEMR Section 4(m)	Includes the local authority's plan for providing emergency social services during an emergency or disaster.	Yes
33. LEMR Section 5(1)	The Emergency Management Agency must review the emergency plan that applies to that local authority at least once per year.	Yes
34. LEMR Section 5(2)	The Emergency Management Agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.	Yes
35. LEMR Section 5(3)	In the case of a summer village that has delegated the summer village's duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsections (1) and (2).	N/A
Date of current risk assessment: January, 2023		

Emergency Plan Comments

Blackfalds has adopted the LREMP plan and continues to work with the partners to ensure the plan is still meeting requirements, so all communities are prepared. Town of Blackfalds has a current HIRA which was completed in November of 2021, the electronic version is on the CEMP website and open for sharing with regional representatives. The HIRA has been shared with the regional partners for addition to the LREMP plan. LREMP has completed the ESS plan.

EXERCISES

36. LEMR Section 6(1)(2)(4)(5)(6)	Which type of exercise did the Emergency Management Agency participate in this year? (1) Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 table top exercise per year. (2) The emergency management agency must engage in at least 1 functional exercise every 4 years. The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan.	Functional
Exercise Notification	The Emergency Management Agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in Section 6(2). The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.	Yes

Exercise Details

Local / Regional: Regional Date: October 26, 2022 Scenario: Winter blizzard impacting all LREMP members Objectives: Test the local EM program and the regional ESS plan Participants: 15 Town of Blackfalds IMT members and 10 ESS members

37. LEMR Section 6(3)	Response to an emergency or disaster that required the activation of the emergency plan.	No
38. LEMR Section 6(3)	Response included a Post-Incident Assessment.	

Response Details

Next Functional Exercise Due:

2026

Exercise Comments

The town of Blackfalds participated in a full-scale regional Exercise, named Winter Storm. This exercise saw the town staff their ICP, with 15 town staff as the IMT, and 5 others from various partners. In the exercise the town opened not only the ICP, but a reception center was opened and staffed with 10 town staff and 5 outside agency reps. The exercise saw the partner communities also open up their ICP's with the County of Lacombe opening their ECC as support for the partner communities during the exercise. The exercise saw both simulated on paper evacuees and actors playing evacuees attend the reception center, with these evacuees coming from neighboring communities. At the same time the City of Lacombe also opened their ICP and Reception Center accepting evacuees. The exercise also simulated stranded motorists and concerned citizens calling in with actors from the local schools playing these parts, calling the ICP. The exercise depicted a severe winter storm where the smaller communities were without power, heat, water and the essentials, requiring them to evacuate their communities to the larger centers. The exercise was designed to test the LREMP ESS draft plan, and provide an excellent test for the IMT's of each community responding to the exercise scenario. CRAHIMT members were used as facilitators, along with PESS representatives and AEMA representatives observing and providing advice when needed.

TRAINING	
39. LEMR Section 8(1), 8(2)(a), 9(1-3)	Elected Officials, Councillors of an ID, Special Areas Board Members to complete the following courses within 90 days of taking oath or being appointed.
	MEO Yes

Comments

Elected officials completed a virtual delivered MEO course, delivered by the AEMA FO on January 21, 2022.

40. LEMR Section 10(1)(2), 12, 13	The Director of the Emergency Management Agency must complete the following courses within 18 months of appointment.	
	Basic Emergency Management	Yes
	ICS 100	Yes
	ICS 200	Yes
	ICS 300	Yes
	DEM Course	Yes

Comments

The Town of Blackfalds DEM meets the legislated training requirements.

41. LEMR 11(1)(2)	Each employee with assigned EM responsibilities must complete the following courses within 6 months of assignment.	
	Basic Emergency Management	Yes
	ICS 100	Yes

Comments

2022 saw many staff complete the online BEM and ICS 100 courses. Several of our Emergency management team also completed their ICS 300 in 2022, DEM, Planning "P" workshop and ICS 200. 2023 plans are to have additional staff complete the ICS 400 training, as well as to continue working on all other staff being trained to a level of BEM and ICS 100 at a minimum.

BEST PRACTICES

Best Practices Recommendations

Evacuation Plan, Shelter-in-Place Plan, Re-Entry Plan, ESS Plan, Documentation Plan, Post Event Procedures / Guidelines, Pets / Companion Animal Plan, Purchasing Process, Agreements / Contract with Major Suppliers for emergency supplies, Pre-determined Delegation of Authority (Comprehensive/Fiscal), Primary Location of ICP, Secondary Location of ICP

Best Practices Comments

Best practices are developed regionally,   The Town of Blackfalds Web Page was developed to include a voluntary registration this year, with the capacity to notify residents of emergency alerts. A test was conducted in 2022 and was found to work well. In 2023, through more advertising the town hopes to see an increase in the number of residents registered to receive information through this process.