MUNICIPAL EMERGENCY PLAN (MEP) PARKLAND REGION MUNICIPALITIES





December 15, 2015

Municipal Emergency Plan

Developed through municipal partnership and as a collaborative effort to promote a common operating picture and understanding for emergency response in the Parkland Region. This MEP does not supersede, nor intended to overshadow, any individual municipality's MEP.

This Municipal Emergency Plan has been developed in cooperation with following Parkland **Region Municipalities:**









Parkland County

Village of Spring Lake

Village of Wabamun

Summer Village of Betula Beach









Summer Village of Kapasiwin

Lakeview

Summer Village of Point Alison

Summer Village of Seba Beach





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Alberta Municipal Affairs' 2011/12 Regional Collaboration Program

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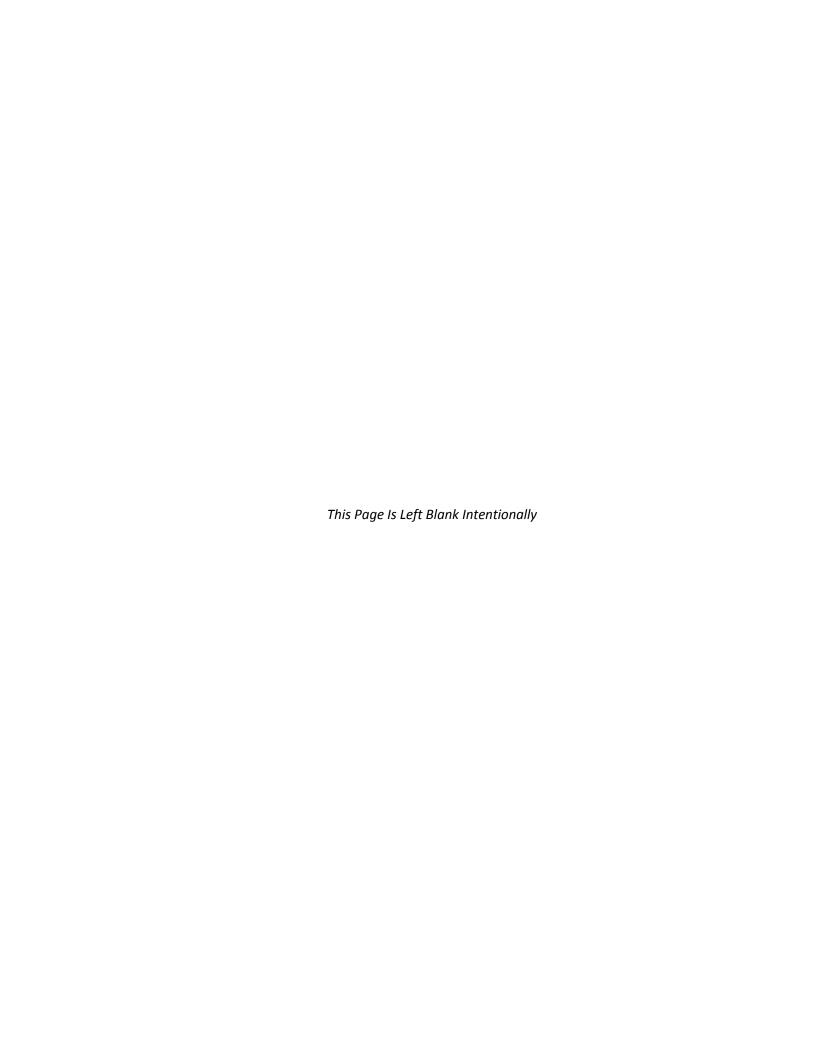


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APPROVAL AND IMPLEMENTATION

Parkland Region Municipalities MUNICIPAL EMERGENCY PLAN

This Municipal Emergency Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

(to be replaced with the name of the mu	nicipality)
(to be replaced with the name of the Mayor and his/her signature abo	ve) (date of signing)
(to be replaced with the name of the Chief Administrative Officer and his/her signature above)	(date of signing)

RECORD OF CHANGES

The Municipal Director of Emergency Management (DEM) or his/her designate ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

The Municipal Emergency Plan ("MEP") will undergo revision whenever:

- any conditions change,
- the MEP fails during emergency,
- exercises or drills reveal deficiencies or "shortfall(s)",
- local government structure changes,
- · community situations change, or
- provincial requirements change.

The Municipal Director of Emergency Management (DEM) or his/her designate will maintain a list of individuals and organizations that have controlled copies of the MEP. Only those with controlled copies will automatically be provided updates and revisions. MEP holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made. A "Record of Changes" form is located on the following page.

RECORD OF CHANGES

Date of Change	Page(s) Affected	Changes Made By (Signature)

HOW TO USE THIS DOCUMENT

The MEP has been strategically structured around the programs that protect municipalities. This is based upon the four recognized Comprehensive Emergency Management Program phases, which includes mitigation/prevention, preparedness, response and recovery activities. Additionally, MEP leverages the Incident Command System (ICS).

At the core of this MEP is the Emergency Operation Centre Position Task Sheets in Section II. These are intended to provide a useful tools, based upon best practices that provides "structure with flexibility" to accommodate a wide range of natural, technological and human caused incidents or disasters, promoting a safe, effective and efficient approach to aid residents and responders alike.

INTRODUCTION

A. COMPOSITION

The purpose of this Municipal Emergency Plan ("MEP") is to provide a prompt and coordinated response to emergencies affecting one or more municipalities within Parkland Region.

B. APPLICATION & CONCEPT

Following the initial emergency response, an on-site assessment will be conducted by the emergency services first responders. When it is determined that the emergency is beyond that of a normal response, they will (in consultation with other agencies as appropriate) determine the extent of the response that will be required to effectively deal with the emergency and notify the municipality accordingly.

C. AUTHORITY

		(to be replaced with the name of the municipality)	(to be replaced with the resolution number)	(to be replaced with the date of the resolution)
	a.	The Emergency Management Act Chap	ter RSA 2000 E-6.8	
1.	This	s Municipal MEP is issued by council und	er the authority of:	

D. MUNICIPAL EMERGENCY PLAN

1. The development and maintenance of the MEP is the responsibility of the Director of Emergency Management (DEM) or his/her designate for the municipality. The plan is organized as follows:

PART I Plan Activation

PART II EOC Checklists

PART III Basic Plan

PART IV Comprehensive Emergency Management (CEM) Phases

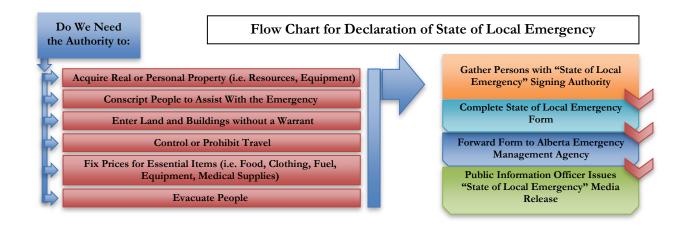
PART V Special Subjects (Hazard Specific Checklists)

PART VI Glossary and Acronyms

PART VII Forms and Worksheets

2. The MEP must be reviewed annually by the Director of Emergency Management (DEM) or his/her designate for each municipality in the Region.

DECLARATION OF A STATE OF LOCAL EMERGENCY



A. REGULATORY OVERVIEW

Under Alberta's *Emergency Management Act* (RSA 2000 c. E-6.8) (the "Act"), section 21, local authorities can declare a state of local emergency ("Declaration") to create a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to deal with the situation at hand. Examples of such actions that are available under subsection 19 (1) of the Act include:

- acquire real or personal property (e.g. resources, equipment),
- conscript people to assist with the emergency,
- · enter land and buildings without a warrant,
- control or prohibit travel,
- remove structures, trees or crops,
- fix prices for essential items, such as food, clothing, fuel, equipment and medical supplies and
- evacuate people.

Section 28 states: "No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency". The term "good faith" means that decisions are required to be made openly and honestly.

A Declaration may be for all or any part of the municipality and must identify the nature of the emergency and the area in which it exists. The local authority is also required to notify the affected population.

A state of local emergency lapses after 7 days unless it is renewed or cancelled by the local authority or cancelled by the Minister. After a local authority declares a state of local emergency, they must monitor the situation and cancel the state of local emergency if it is no longer required.

A Declaration is not a requirement in order for a local authority or citizens to be eligible for financial assistance through a disaster recovery program. The *Disaster Recovery Regulation* governs eligibility and criteria for a disaster recovery program. However, subsection 24(2) of the Act says that the local authority of a municipality may borrow, within 60 days of declaring a state of local emergency, any money necessary to pay expenses caused by the emergency.

A local authority is not required to make a Declaration in order to activate their emergency operations centre or their municipal emergency plan. Portions of the municipal emergency plan or the entire municipal emergency plan, may be activated as required to manage an emergency or disaster.

The local authority must forward a copy of the official Declaration to the Minister, Alberta Municipal Affairs via the Alberta Emergency Management Agency (AEMA).

B. PROCEDURES FOR DECLARING A STATE OF LOCAL EMERGENCY

The power to declare or renew a state of local emergency is delegated to the Mayor or the Deputy Mayor alone or in their absence, a committee comprised of any two members of Council. Once decided that a Declaration must be made, the following steps are taken:

- 1. Ensure the Declaration is recorded in the municipal Register,
- 2. Complete a public announcement form following the Declaration,
- 3. Publish the public announcement by such means considered most likely to make the Declaration known to the population of the area affected,
- 4. Forward a copy of the official Declaration to the minister responsible for AEMA (Fax: (780) 422-1549 or (780) 427-1044), and
- 5. Should the Declaration be terminated by Council or be renewed by Council, the Minister of Alberta Municipal Affairs must be notified. The Declaration lapses after seven (7) days or it may be cancelled by the Minister.

PART I PLAN ACTIVATION



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A. PLAN ACTIVATION

- 1. This Municipal Emergency Plan ("MEP") may be activated in part or in whole:
 - a. On a declaration of a state of <u>local</u> emergency by those authorized to do so in accordance with the *Emergency Management Act*,
 - b. On a declaration of a <u>provincial</u> state of emergency by the Lieutenant Governor in Council in accordance with section 18 of the *Emergency Management Act*, or
 - c. if no declared state of emergency exists, the MEP may be activated in part or in whole by:
 - Council,
 - Mayor or Committee of Council, or
 - Director of Emergency Management or his/her designate.
- 2. MEP Deactivation and Response Evaluation.
 - a. The formal deactivation of the MEP or downgrading of emergency levels shall be communicated to all agencies and organizations by the Emergency Management Director, Coordinator or his/her designate.
 - b. Within 4 weeks of the deactivation of the MEP, it is recommended that representatives from all services/organizations involved meet to review the MEP and discuss the after-action report process.

B. EMERGENCY OPERATIONS CENTRE – ACTIVATION.



Note: The Activation Rule of Thumb is applicable for either an emergency incident or a planned event.

- 1. The Emergency Operations Centre ("EOC") is primarily activated as a "coordination" entity.
 - a. For pre-incident or for special events management or multiple location events, the EOC may serve as a single coordinating element for the management of operations.
 - b. Where incidents occur across municipal jurisdictions or there is more than one responding agency with incident jurisdiction, the EOC may be activated as a command entity, usually using a unified command element to coordinate operations. As a unified command, the EOC may serve as the "area command".
 - c. In its coordination role, the EOC acts as a multi-agency coordination centre; supporting incident management policies and priorities established by the on-scene command element.
- 2. The EOC may be activated at any time there is an existing or potential threat or any event deemed an "Incident of Critical Significance" by the Director of Emergency Management or her/her designee. MEP stakeholders should plan on staffing the EOC to the requested scale as soon as possible, but within one hour of notification.
- 3. Depending upon the severity and magnitude of the disaster, activation of the EOC may not be necessary, may only be partially required or may require full activation. Partial activation would be dictated by the characteristics of the disaster or event and would involve only those persons needing to interact in providing the municipality's coordinated response.
- 4. The Director of Emergency Management or his/her designate¹ is authorized to activate the EOC for unscheduled events during any situation where the need for EOC-level coordination is evident.
 - Note 1: Any agency director, partner organization leader or incident commander may request EOC activation to coordinate or support emergencies or for planned events being managed by their organization or in anticipation of an emergency event.
 - Note 2: Any municipal administrator or designee, may request the EOC be activated to support an emergency occurring in or affecting their jurisdiction.
- 5. When the decision is made to activate a Municipal EOC, the Director of Emergency Management or designate will notify the appropriate staff members to report to the EOC. The EOC management staff will take action to notify and mobilize the appropriate organizations and operations centres that they are responsible for coordinating.
- 6. Additional notifications are made to the provincial emergency duty officer or "Provincial Operations Centre" (POC) as appropriate.
- 7. When the EOC is activated, it is essential to establish a division of responsibilities between the field Incident

¹ NOTE: Refer to EOC activation authorization list.

Command post(s) and the EOC for emergency operations. Common EOC tasks include:

- a. EOC/Incident Command System ("ICS") interface management: coordination of on-scene to EOC interaction.
- b. Situational awareness and reports: assemble accurate information and intelligence on the emergency situation and current resource data to allow officials to make informed decisions.
- c. Incident prioritization: collaborate with representatives of emergency service agencies; determine and prioritize required response actions and coordinate their implementation.
- d. Policy establishment: suspend or curtail government services; recommend the closure of schools and businesses and cancellation of public events.
- e. Public protection measures:
 - (1) organize and implement large-scale evacuation,
 - (2) organize and implement shelter and mass care arrangements for evacuees, and
 - (3) coordinate traffic control for large–scale evacuations.
- f. Resource management: provide resource support for the incident command operations, which includes:
 - (1) acquire and request,
 - (2) allocate and prioritize, and
 - (3) cost control analysis measures.
- g. Emergency public warning: issue community—wide warnings.
- h. Record keeping: gather, process, analyze and store incident records.
- i. Emergency public information: issue emergency instructions; provide information to the general public and "Joint Information Centre" (JIC) management.
- j. Liaison coordination: Request and coordinate assistance from the province and other external sources.

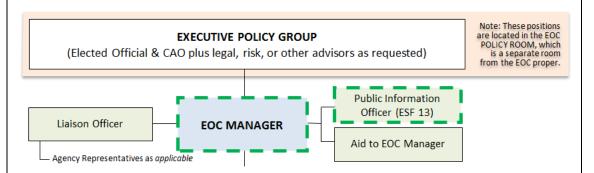
EOC READINESS / EOC INCIDENT RESPONSE LEVELS

Monitoring

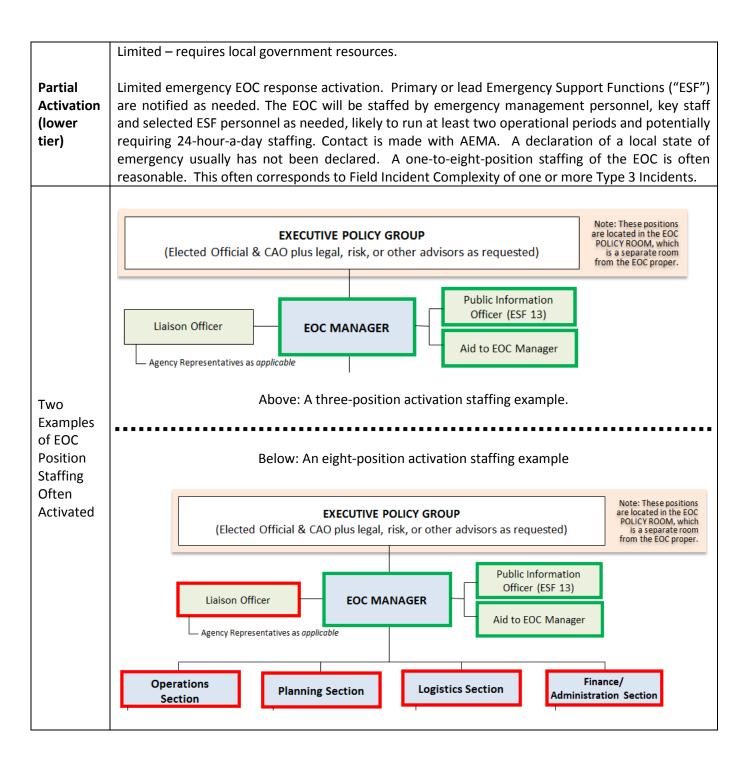
Emergency management officials are aware that a heightened state of concern about a potential threat to life or property exists, often in the form of a concern for a weather-related situation. The Director of Emergency Management or designate shall monitor the situation for developments. This monitoring can often be done from their normal work environment.

This pro-active monitoring level allows for EOC formal activation, if the situation exacerbates. Notification will be made to those agencies and "Emergency Support Functions" (ESFs) who must take action as part of their everyday responsibilities. This often corresponds to Field Incident Complexity of one or more Type 4 Incidents.

Example positions utilized for monitoring, shown in dotted green-bordered boxes (often done from their normal work environment).



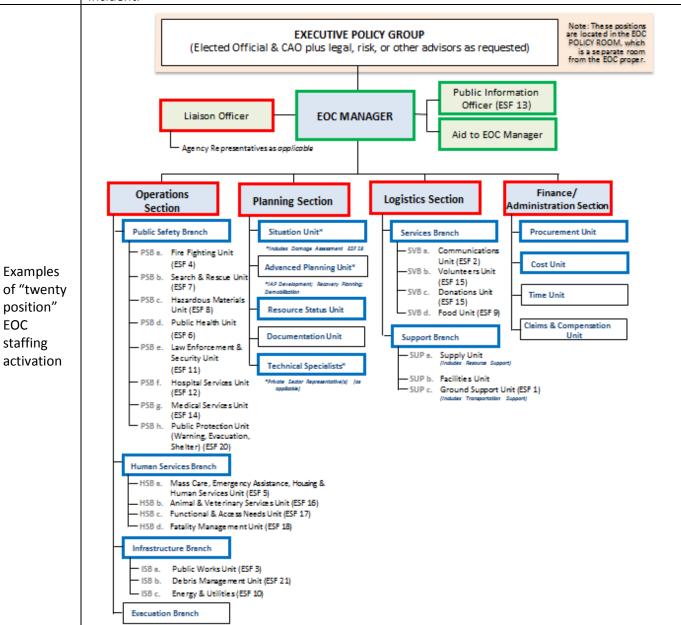
The EOC Manager for the municipality is notified and he/she monitors directly or delegates such, usually from their normal work environment location. The Public Information Officer (PIO) may monitor media and community sources. The EOC is not actively staffed.



May require additional government resources (neighbouring counties/province).

Partial Activation (upper tier)

Potential for 24/7 EOC activation with multiple ESFs below the Section level. A declaration of a local state of emergency may be in effect or anticipated. At this level of activation, there may be a significant number of resources and personnel from outside the Municipality. This may prompt a partial activation of an AEMA EOC. An eight-to-eighteen-position staffing of the local EOC is often reasonable with some EOC staff potentially coming from beyond the Municipality. This corresponds to and is in support of, one or more Type 3 field incidents or possibly a Type 2 field incident.



Full Activation (Provincial Staffing Support)

The EOC is activated in support major incident/event (Type 2), with many responders, resources and EOC staff coming from the other parts of Alberta and/or AEMA. A declaration of a state of emergency has almost certainly been declared.

Full activation of all ESFs with 24-hour-a-day staffing at the EOC and all other operational facilities. Logistical support for responders and EOC staff is executed. Financial tracking is a central task for future reimbursement. This often involves a protracted EOC activation for many days or even weeks.

All or most EOC positions will be activated and for an extended timeframe. Further, given the severity of the incident, many of the normal EOC staff may not be available.

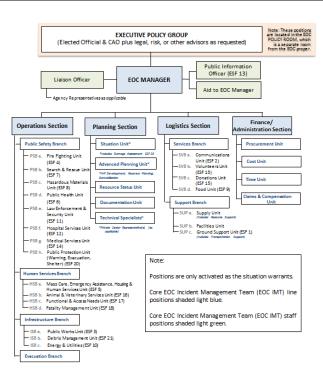
The EOC is activated in support of extreme incident/event (Type 1). A declaration of a state of emergency, local or provincial has been declared. Many responders, resources and EOC staff may be coming from beyond Alberta.

Full-Activation

Full activation of all ESFs with 24-hour-a-day staffing at the EOC and all other operational facilities. A declaration of a local state of emergency is in effect. At this level of activation, representatives of federal, provincial and/or county agencies may report to the local EOC to provide assistance.

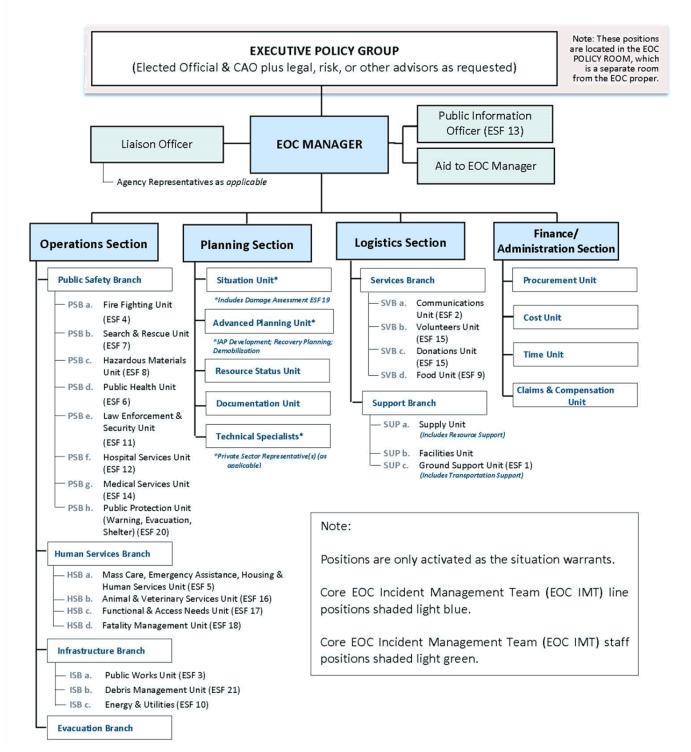
The July 2013 southern Alberta floods are an example of a Type 1 incident that prompted the highest EOC activation level.

All EOC positions are often activated and for multiple operational periods.



Parkland Region, Alberta

Full Activation Chart Of The Emergency Operations Centre (EOC) Incident Command System (ICS) Organizational Structure



GENERAL EOC TASKS: CHECKLIST OF ACTIONS FOR ALL PERSONNEL

GENERAL EMERGENCY OPERATIONS CENTRE TASKS/RESPONSIBILITIES OF KEY INDIVIDUALS OR GROUPS

A. Chief Administrative Officer/Municipal Manager:

- Is the primary conduit between the Executive Policy Group, consisting of elected officials, the CAO and, if needed, legal/risk management and the EOC Manger, who directs the EOC.
- Obtains regular situational updates from the EOC Manger, such that any needed policy decisions can be undertaken by the Executive Policy Group.
- Provide overall management of community response and recovery efforts by appointing an EOC Manager, who directs the Emergency Operations Centre and coordinates with the field operations and other municipal, provincial or Federal EOCs, as needed.
- Works primarily in the Policy Room (rather than the EOC or the incident field site).
- Can relieve the EOC Manager for cause.

B. Executive Policy Group:

- Is the ultimate authority regarding response to the emergency incident(s).
- Considers and decides on all relevant policy issues based upon input and information provided by the EOC Manager and/or Incident Commander(s) that may include, but are not limited to: State of Local Emergency; Evacuation; Curfews.
- Sets over-arching objectives for the incident response.
- Works in the Policy Room.

C. Legal and Risk Management Advisors:

- Assist the Executive Policy Group with legal or risk management advice when requested.
- Works primarily in the Policy Room or off-site as directed.

D. Emergency Operations Centre (EOC) Manager

- Responsible to the Chief Administrative Officer to ensure coordination of emergency and recovery operations occurs within the municipality.
- Responsible to direct and staff the Emergency Operations Centre (EOC) appropriate for the incident.
- Responsible to provide ongoing situational briefing to the Executive Policy Group, focusing upon issues where policy decisions are needed.
- Provides coordination and support for the field response (Incident Command)
- Ensures timely and ongoing communication with the field responders and other impacted EOCs.
- Can relieve the field Incident Command(s) for cause.

D.1 Assistant to the EOC Manager

- Provides support to the EOC Manager as directed; common tasks include, but are not limited to:
 - Note taking; returning calls, sharing EOC observations

E. Public Information Officer:

- Establish and maintain a public information centre within the EOC and coordinate activities with neighbouring jurisdiction PIOs and provincial and federal PIOs.
- Disseminate accurate and timely emergency information and instructions to the general public.

- Coordinate activities with EOC Manager as directed
- Disseminate public policy statements to the media as approved by the EOC Manager.

F. Liaison Officer:

Point of contact with other agencies.

G. Operations Section:

• Responsible for support and coordination of incident response assets.

H. Public Safety Branch:

- Coordinate fire department operations, including personnel, equipment and facilities.
- Coordinate emergency medical treatment.
- Work closely with law enforcement and health services to provide emergency transportation and rescue.
- Maintain law and order in the municipality.
- Coordinate police operations, including full time manpower, auxiliary or reserves, vehicles and facilities.
- Responsible for utilization of warning and communication systems.
- Provide security in the EOC and at the incident scene, as appropriate.
- Coordinate mortuary teams for identification, collection, disposal and record keeping of deceased.
- Collection and safekeeping of personal effects of the deceased.
- Work closely with other emergency agencies.

I. Human Services Branch:

- Coordinate public health resources.
- Coordinate care operations.
- Coordinate crisis counseling.

J. Public Health Branch:

• Coordinate public health resources.

K. Infrastructure Branch:

- Control and coordinate all public works operations including personnel, equipment and facilities.
- Coordinate utility problems with support personnel for water, sewer, electric and gas utilities and private contractors.

L. Planning Section:

- Collect, evaluate, disseminate and document information about the incident, including damage assessment and status of resources.
- Direct the EOC Incident Action Plans process.
- Conduct advanced planning elements, when directed.

M. Logistics Section:

- Provide support needs to the incident sites; order approved resources.
- Provide direct support for EOC facility (staff communications, food, supplies, facility and transportation).

N. Finance / Administration Section:

• Responsible for monetary, financial and administrative functions.

O. Other Units/Specialists:

• Provide expertise and representation within the EOC organization as requested/directed.

C. ACTIVATION RESPONSE GUIDELINES

Based on the type, nature and magnitude of the event, the following general response actions may be necessary.

STEP 1: INITIAL ACTIONS

	When alerted, supervisor(s) will notify municipal Director of Emergency Management or designee of event. Provide initial situation information to the municipality's Director of Emergency Management and relevant departments.
	Send an alert/warning message to the public as appropriate via local media. Facilitate any necessary pre-EOC activation meetings or conference calls.
STE	P 2: ACTIVATE EOC
	Determine appropriate EOC activation status and coordinate EOC activation if necessary. Activation is determined according to the magnitude and severity of event. Director of Emergency Management identifies and assigns the EOC Manager who appoints the staff required.
	Notify relevant coordinating and supporting Emergency Support Function departments to send appropriate representatives to EOC. Ensure representatives adequately represent department/section/branch mission needs.
	Communicate EOC activation details to the Chief Administrative Officer/Municipal Manager and relevant coordinating and supporting departments: include activation level; activated positions; EOC staffing and activation timeframe.
	Submit frequent situation status updates to relevant coordinating and supporting Emergency Support Function departments.
	Make contact with local, regional and/or provincial entities as necessary.

STEP 3: GATHER AND ANALYZE INFORMATION

- In order to prioritize necessary actions and maintain a common operating picture, the EOC will continuously collect information and exchange current status updates from:
 - departments involved with field-level operations,
 - other supporting departments/agencies involved with the event,
 - regional or provincial EOC conference calls,
 - public and elected officials,

- NGOs, non-profit organizations, private sector organizations,
- media and non-traditional sources (blogs, social media, etc.), and
- monitoring and overseeing what is happening elsewhere in the jurisdiction beyond the incident site(s).
- Information will primarily be gathered via the Operations Section, the Joint Information Centre (JIC) and through regional and provincial conference calls.
 - Collected information will be submitted periodically throughout the EOC, to relevant Department Operations Centres (DOCs) and/or departments and to the Chief Administrative Officer/Municipal Manager and to the Policy Group.
 - Consult with subject matter experts as necessary.

STEP 4: COORDINATE RESPONSE ACTIVITIES

	Planning Section will hold EOC management meetings throughout each operational period to coordinate information about field response and DOC activities.
	Maintain communications and facilitate coordination with any local, regional, provincial and/or federal entities.
	Coordinate and support overall EOC activities.
	Planning Section will develop EOC Action Plan in coordination with relevant authorities and department representatives.
	Discuss issues with the Chief Administrative Officer/Municipal Manager and Policy Group and seek direction when needed.
STE	P 5: OBTAIN RESOURCES, COORDINATE PUBLIC INFORMATION

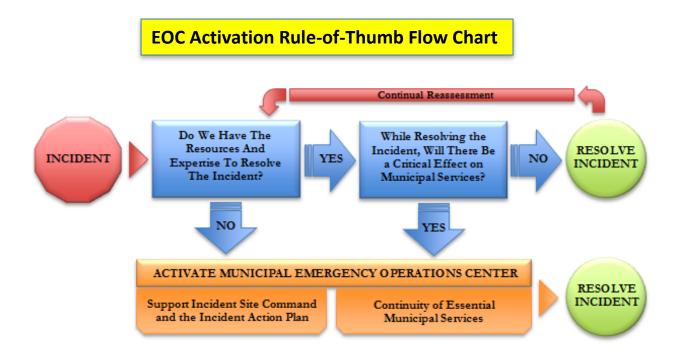
- Resource requests will be submitted and fulfilled at the EOC level only when department-level resources have been exhausted. Department representatives in the Operations Support Section will fill out a logistics request form and submit it to the Logistics Section.
- According to the scope of the event, numerous PIOs may gather at the Joint Information Centre to coordinate public information. All event information must be reviewed for accuracy and approved by EOC Management prior to public release. Public information may include:
 - a summary of the event
 - actions the EOC is taking,
 - actions the public should take, and
 - public warning messages.

STEP 6: CONTINUE TO MONITOR, TRACK AND INFORM

Provide regular situation updates to the Chief Administrative Officer/Municipal Manager and relevant
departments.
Continue to receive regular situation status updates from field-level and department-level operations.
Continue to submit Situation Status Reports periodically throughout the EOC, to relevant departments and
to the Chief Administrative Officer/Municipal Manager and Policy Group.
Continue to develop or update the EOC Action Plan.

Ensure that the public is aware of any critical event in	nformation.
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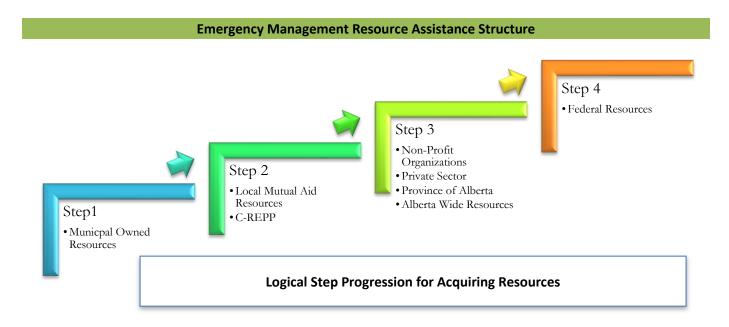
☐ Monitor events in the rest of the municipality.



Note: The Activation Rule of Thumb is applicable for either an emergency incident or a planned event.

D. RESOURCE REQUESTS

- 1. The Municipal EOC must validate and approve all municipal resource requests and verify that local resources have been exhausted and that resources are not available from the local private sector. The decision making and resource allocation process is illustrated in "Emergency Management Resource Assistance Structure" shown below.
- 2. The municipal resource assistance structure will attempt to support all requests for resource support from locally or regionally available resources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to the Provincial Operations Centre. Resource/mission requests from the EOC to the Provincial Operations Centre are coordinated by the EOC Logistics Section.



3. Use of Local Resources.

- a. The resources of all municipal departments and agencies are considered to be available to minimize the effects of a natural disaster. Supplies and equipment will be purchased as necessary.
- b. If additional resources are required, the municipality will:
 - (1) summon resources pursuant to inter-agency agreements,
 - (2) summon contracted service resources,
 - (3) request assistance from volunteer groups that are active in disasters,
 - (4) request assistance from industry or individuals who have resources needed to deal with the emergency situation, and/or
 - (5) request provincial assistance.
- c. All departments involved in disaster operations will be responsible for coordinating communications and establishing accountability with their respective staff members and/or mutual aid resources. Accountability shall include location of deployed resources, hours worked, applicable expenditures and emergency staff information.
- 4. Mutual Aid Agreements and Contracts.
 - Should local resources prove to be inadequate during an emergency, request will be made for assistance from other local jurisdictions, other agencies and industry in accordance with existing mutual aid agreements and contracts, plus those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies or personnel. All agreements will be entered into by authorized officials and will be in writing whenever possible.
- 5. Mutual Aid Assistance.
 - a. Requests for mutual aid assistance from other municipalities with whom mutual aid agreements exist shall be made in accordance with such agreement(s). There are three distinct types of mutual aid agreements:
 - (1) Fire mutual aid agreements:
 - Fire mutual aid requests may be initiated by the Fire Chief or his/her designate, who has standing authority to request or respond to requests for assistance, subject to notification of council at the earliest opportunity.
 - (2) Disaster mutual aid agreements with neighbouring municipalities:
 - Disaster mutual aid requests between municipalities may be initiated by the Director of Emergency Management or his/her designate.
 - (3) Industrial mutual aid agreements:
 - Industrial mutual aid requests may be initiated by the signatories as indicated in the agreement. These may vary from one agreement and/or municipality to the next.

- 6. Alberta Government Assistance.
 - Should municipal and mutual aid resources be insufficient to deal with the emergency, assistance may be requested from provincial government sources.

E. WARNING THE PUBLIC

- 1. The decision to warn the general public rests with one or more of the following:
- a. Chief Administrative Officer or his/her designate
- b. Director of Emergency Management or his/her designate
- c. Emergency Operations Centre Manager
- 2. These individuals are designated to activate the Alberta Emergency Alert System. The Public Information Officer will arrange to make general public information announcements where practical.
- 3. Procedures for Warning the Public.
 - a. If the nature of the emergency is such that lives are in immediate jeopardy and evacuation is essential, the EOC Manager, aided by on-scene emergency services, will warn people in the danger zone. This general public warning will be followed up with a formal door-to-door warning where safe and practical.
 - b. Suggested methods for public warning are:
 - (1) radio and/or television broadcasts (Alberta Emergency Alert System),
 - (2) telephone, and
 - (3) loudhailers.
- 2. Severe Weather Warnings.
 - a. Severe weather warnings are issued by Environment Canada and are usually passed to the public through radio and television stations.
 - b. A warning message is issued when dangerous severe weather is occurring or considered imminent, based on reports from Environment Canada. Warnings are issued for specific counties, municipal districts or special areas. Warnings are updated hourly. Listen to the radio or weather radio for updated information.

- 3. Procedures upon Receipt of Severe Weather Warnings.
 - a. Notify your local emergency responders. A heightened level of readiness may be necessary and they may wish to contact mutual aid agreement responders.
 - b. Notify your public works department to prepare for any damage to roads, property or infrastructure.
 - c. In conjunction with AHS, ensure notification of local health-care facilities. This would assist them either to prepare for protection of their patients or residents or to prepare to receive injured citizens.
 - d. Notify local utility companies. It may be necessary to repair power, water or telephone outages immediately.
 - e. Monitor television networks or cable systems for current weather reporting and forecasts and monitor a weather station if available.
 - f. Notify local citizens via public warning procedures and/or Alberta Emergency Alert System.
- 4. Alberta Emergency Alert System.
 - a. For participating municipalities, the Alberta Emergency Alert System provides municipal officials with swift on-air access to radio, television and cable outlets to warn residents of major life-threatening emergencies. Its technology allows municipal officials to override the current programming of major broadcast stations by use of a touch tone telephone. Through special coding, the message is on-air in less than two minutes, thus providing extensive coverage.

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ATTACHMENTS

Severe Weather Advisory System – Environment Canada

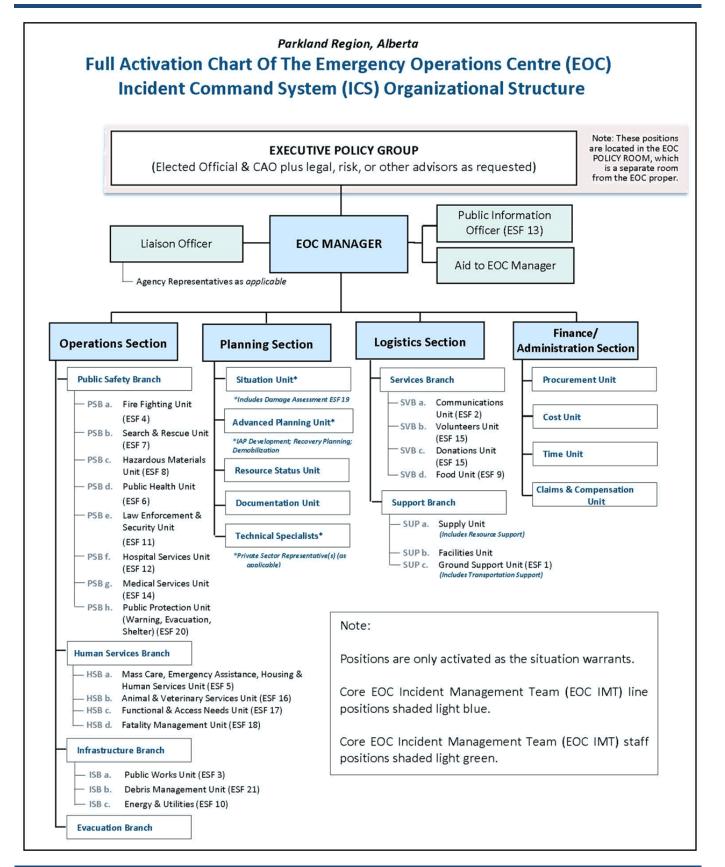
Severe weather watches and warnings are issued by Environment Canada. As a precaution, severe thunderstorm warnings are further disseminated by the Alberta Emergency Management Agency to the municipalities concerned. Severe thunderstorms are an expected part of summer weather in Alberta.

Severe Weather Reporting: 1-800-239-0484		
Weather alerts are issued from Environment Canada for the following conditions:	 a. severe thunderstorm b. tornado (Including funnel cloud, cold-core funnel) c. high heat and humidity d. rainfall e. freezing rain f. wind g. blizzard h. snowfall i. winter storm 	
Weather advisory messages are:	a. watchesb. warningsc. special weather statements	
Watches	Watches provide a "heads-up" that conditions are favourable for a possible summer or winter storm. This storm could affect your safety or at the least cause inconvenience, but at this time there is uncertainty about the track and strength of the system. A watch in the summer may be issued up to six hours before the event and in the case of winter events, at least 12 to 24 hours in advance. Stay tuned for updates. This is the time to develop a plan in the event that the watch is upgraded to a warning, as conditions become more certain.	
Warnings	Warnings alert you to when severe weather is occurring or will occur. Activation of a specific warning takes into consideration local needs. Warnings are issued ideally when severe weather is expected to affect land-based communities within at least six to as much as 24 hours. Storms related to thunderstorms offer shorter advance notification and may be issued less than one hour in advance. Updated statements are reissued at least every six to eight hours or as needed, so you can stay up-to-date on the developing situation. More than one type of warning for a location can be in effect. Warning services are more limited or may not be available in remote or unpopulated areas. When a warning is issued, it is time to put any plans into action.	
Special Weather Statements: severe	Special Weather Statements are issued for weather events that	

thunderstorm, tornado, high heat and humidity, rainfall, freezing rain, wind, blizzard, snowfall, winter storm are unusual, cause general inconvenience or public concern and cannot adequately be describe in a weather forecast. Special Weather Statements may be issued daily in summer to describe where thunderstorms are expected or occurring or may reflect a warning in effect near our borders. These statements are updated as needed.

PART II EOC STRUCTURE and POSITION TASK SHEETS





GENERAL EOC TASKS

Checklist Of Actions For All Personnel

PRE-EVENT/DAY- TO-DAY EOC RESPONSIBILITIES	 Maintain a personal "ready kit" and bring to the EOC (e.g. toilet articles, change of clothing, medicines, special diet needs, etc.). Maintain a family preparedness plan (if called to the EOC, what should family members do, etc.). Support EOC preparedness, readiness activities as requested. Ensure that that your most up-to-date contact information is on file. Respond to any awareness or activation notifications Attend ongoing EOC training and exercises.
DURING EVENT EOC GENERAL RESPONSIBILITES	 Check in upon arrival at the EOC. Sign in and out on EOC Sign In/Out Log. Use the EOC message form. Maintain a log of events and actions. Use ICS form 214 Compile, submit situation reports in area of responsibility(ies). Maintain accurate records of related expenditures such as personnel, supplies and equipment costs. Ensure sufficient supplies are available to do the job (e.g. notepads, pens, pencils, forms, references, telephone, etc.). Review this checklist to ensure position compliance/responsibilities. Make sure family members know where you are and how to contact you and vice versa.
GENERAL ACTIONS	 Begin a personal log of all actions (contacts, directives, decisions, etc.). Read EOC status boards for information relating to your EOC Position. Obtain briefing regarding onsite and external communications capabilities and restrictions. Clarify any issues regarding your authority and assignment and what others in the organization do. Obtain a briefing and information on the EOC Safety and Evacuation Plan. Review the organization in place at the EOC; know where to go for information or support. Review the responsibilities of your EOC position. Determine and provide your position's financial and administrative support needs.
GENERAL CONTINUING ACTIONS	 Be a team player. Interact with other EOC's sections, branches, units, Emergency Support Functions and staff. If available, use your Section's white boards to display information. Keep the white board updated. Keep your personal log current.
SEQUENCING GUIDELINE ACTIONS	 Arrive at EOC, sign in, review Position Situation Report ("SitRep") and Unit Log and receive replacement brief. Update Status Boards. Implement Functional Activities following general briefing.

RELATIVE TO IAP 4. Participate in internal section briefing. Support completion of new Incident Action Plan (IAP) by forwarding new 5. **DEVELOPMENT** objectives, newly identified issues to your position supervisor. (PLANNING 6. Support completion of new SitRep by submitting (in written copy) SitReps specific **PROCESS) AND** to your position, to your supervisor. Highlight changes that have occurred since **DOCUMENTATION** your shift started. WITHIN THE EOC 7. Document all communications Message Forms, send copies of forms to appropriate parties for action per communications flow and document your activities in the Unit. At the end of your shift, finish your Unit Log for the shift and submit to the position's supervisor— use these to formulate a review of issues to use as part of your replacement brief. 10. Brief your relief, as requested. Use Major Activity/Event Entry Form 313 and ICS Unit Log Form 214 to record major position activities. 2. Use ICS General Message Form 213 to exchange information that requires **USING CORE EOC** documentation. **FORMS** (relevant Use/request ICS Assignment List Form 204 when written operational period for all positions) assignment details are dictated. Use MEP **Position Specific SitRep** to record: current situation, position carry-over, 4. support needed/available, anticipated task and red flags. Prepare, submit situation report on the activities. 1. 2. Shift Change: Fully brief the relief on events and status of actions being taken. Give the logs and records to the replacement. **EOC SHIFT** Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known. **CHANGE** 4. Determine overall staffing requirements and request additional support as If leaving EOC, sign out on EOC sign in/out log and make notation on the sign in/out board. Advise your position's supervisor of any open actions or unmet needs. 2. Deactivate your position and close out logs. 3. Submit all logs, reports and documents to your position's supervisor. 4. Ensure that any required forms or reports are completed prior to your release and departure. 5. Submit after action report documentation as required. Be prepared to provide **EOC** input to the after action report. **DEMOBILIZATION** 6. Determine what follow up to your assignment might be required before you leave. 7. Return any equipment (e.g. cell phone, radio, pager, camera, lap top, etc.) or other non-expendable materials and supplies issued to your position. 8. Clean up the work area before leaving. 9. Sign out on EOC sign in/out log and make notation on the sign in/out board. 10. Leave forwarding phone number.

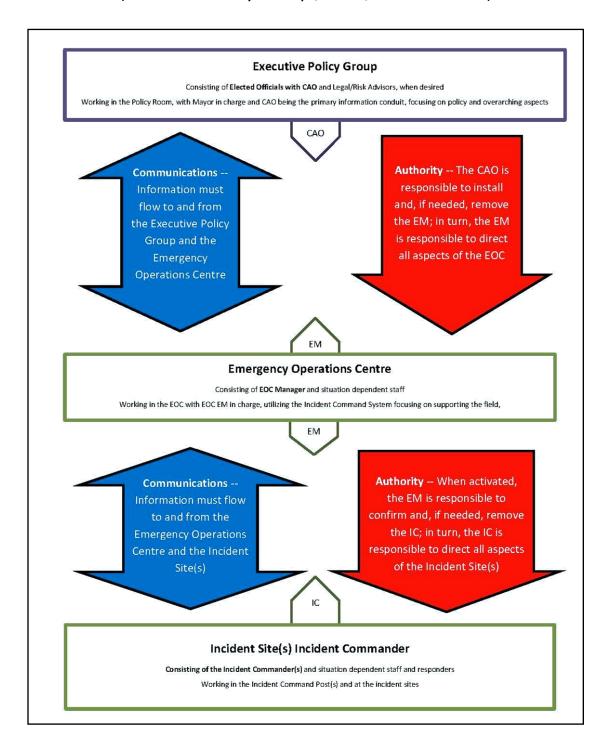
CORE EMERGENCY RESPONSE TASK

For Executive Policy Group / CAO / EOC / Incident Command

EXECUTIVE POLICY GROUP CHIEF ADMINISTRATRIVE OFFICER ☐ Composed of Elected Officials, ☐ Provides Authority for EOC Emergency Managers CAO, and Legal Advisor (when o Receives On-going Situation Reports from requested) Works primarily in the Policy o Can relief EM for cause Room ☐ Member of Executive Policy Group ☐ Responsible for all Policy o Works primarily in the Policy Room Decisions, including, but not o Primary conduit between the Elected limited to: Officials/Policy Group and the EOC o SOLE **Emergency Manager** Evacuation Communicates all policy decisions, Curfew 0 concerns, or request for information to ☐ Support Incident Response the EM through utilization of the Incident Command System o Incident Site (s) o EOC **EOC EMERGENCY MANAGER** Other ☐ Responsible for and works in the EOC Staffing and Safety of the EOC o Effectiveness of the EOC and Overall Incent Objectives and Support of Incident LEGAL, RISK ADVISORS Response ☐ Provides requested advice Ensuring 'beyond incident" critical services to Elected Officials and CAO ☐ Provides on-going updates to Executive Policy Group via the CAO, including: o situation now and projected, impact to community and responders, resources **Core Emergency** situation, and other significant items ☐ Establishes contact with other EOC **Response Tasks** Provides Overall Objectives to the Field IC(s) Maintains On-going communications with the Field Sites (In Support of the o Can relieve IC for cause Community and Responders) INCIDENT COMMANDER(S) AT INCIDENT FIELD SITE(S) ☐ Responsible for and works at the field Site Staffing and Safety of the Responders Meeting Overall Objectives and setting objectives Updating EOC on significant aspects and unmet resources

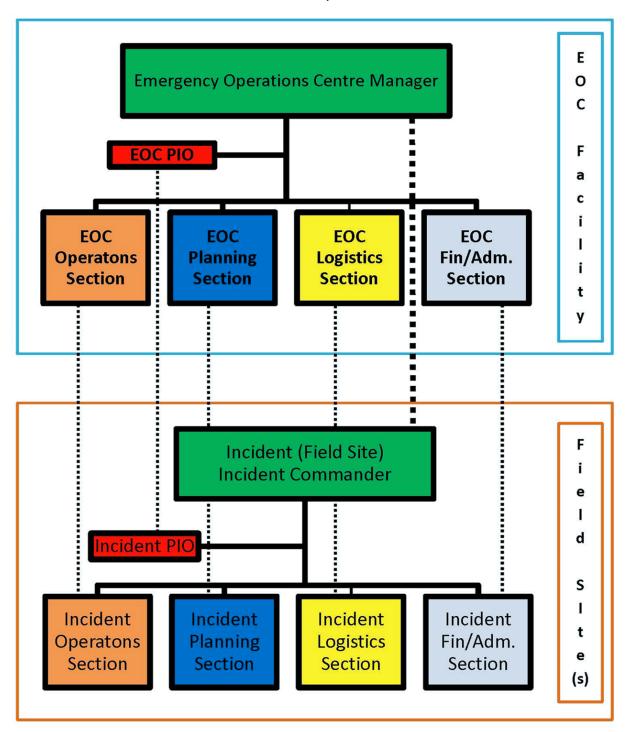
PRIMARY COMMUNICATION PATH AND AUTHORITY AMONG LOCATIONS

(Executive Policy Group / EOC / Incident Sites)



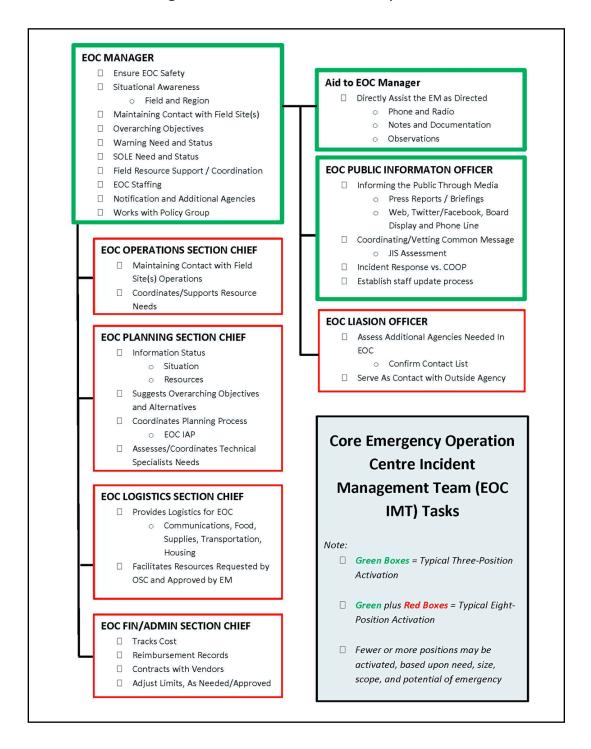
FORMAL (SOLID LINES) AND INFORMAL (DOTTED LINES) COMMUNICATION

Between the EOC and Field Site(s) For Municipalities



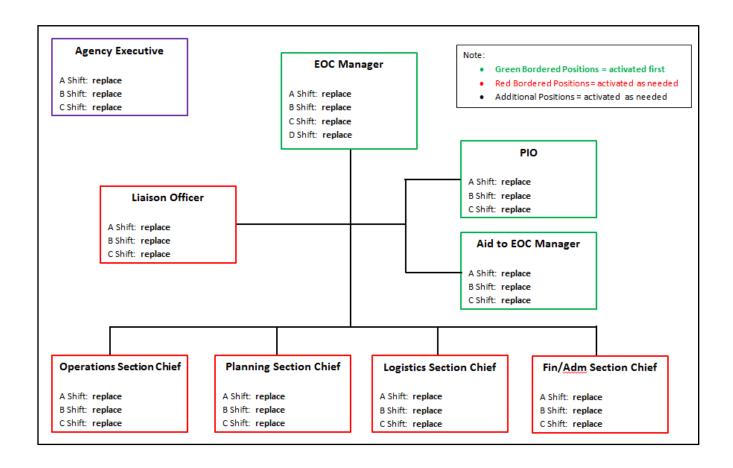
EOC IMT CORE TASKS

(Emergency Operation Centre Incident Management Team)
Organization Chart for Municipalities



EOC IMT SHIFT CHART

Emergency Operation Centre Incident Management Team (EOC IMT)
Organization Chart for Municipalities



	EOC Position Task Sheet	
Position	CHIEF ADMINISTRATIVE OFFICER	
Purpose	 Issue direction and policy in support of response actions through EOC Manager. Ensure the Municipal Emergency Plan (MEP) is adhered to. Issue emergency orders. Establish emergency policy(ies). Ensure the well-being, safety and health of citizens is provided for. Ensure continuity of government services. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Confirm who is the EOC Manager; request a briefing and review the prior operational period Situation Report, if available. Confirm the Policy Room is operational or is being activated if required (CAO, Council/Elected Official, Policy Group and Legal Officer work from this location and not in the EOC proper). Confirm the status of any current or pending state of local emergency or other declarations. Notify Elected Officials of situation and brief them upon arrival. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Issue emergency orders/proclamations as situation warrants: a. declaration of state of local emergency, b. evacuation order, c. curfew, d. land, building use restrictions, e. price controls, f. regulation of business hours, g. water use restrictions. 2. Clarify any issues regarding your authority with the Legal Officer. 3. Serve as spokesperson for the municipality when appropriate for major disasters. 4. Issue "Declaration of Local Emergency/Disaster." The declaration must include: a. description of the situation and existing conditions, b. geographic boundaries of the incident, c. outline of the resources being used, and d. outline of the special powers activated. 5. Establish contact, liaison with Alberta Municipal Affairs 6. Establish contact and liaise with other provincial agencies as appropriate. 7. Use the EOC white boards to monitor the progress of emergency/disaster actions.	

- 8. Consult with/receive input from the EOC Manager and Executive Policy Group.
- 9. Ensure that emergency public information is provided.
- 10. Review and approve emergency public information news releases.
- 11. Determine if MEP is being adhered to.
- 12. Determine what (if any) emergency policies, rules need to be enacted.
- 13. Present recommendations and directives to EOC Manager.
- 14. Preserve the functions of the *Municipal Government Act*.
- 15. Prepare special orders or emergency ordinances.
- 16. Document all actions and directives.
- 17. Monitor problems, resources, shortfalls.
- 18. Be the communication link between the Emergency Operations Centre and the elected officials.

EOC Position Task Sheet	
Position	EOC MANAGER
Purpose	 The EOC Manager is in charge of the incident, issues emergency orders and makes decisions necessary to meet the emergency/disaster impacts. EOC Manager emergency duties may include: Ensure that the Municipal Emergency Plan is followed. Provide for the well-being, safety and health of the municipality's citizens and employees. Implement public protection measures (alert, warning, public information and instructions, evacuation, sheltering). Ensure the continuity of essential government services. Provide supervision over all command and general staff while in the EOC. Approve the ordering and releasing of resources in excess of the required amount. Set goals and priorities for response efforts and ensure that all agency actions are accomplished within the priorities established. Set EOC incident action plan objectives. Delegate EOC staff positions as needed by incident according to ICS protocols.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Confirm EOC or backup EOC is a safe work environment and that communications with the site or sites are in place. Review the EOC Manager's Situation Report from the prior operational period; prepare the operational period briefing for EOC staff and for the Policy Group Room. Request a briefing from the field incident command(s) via radio or telephone. Activate/confirm EOC staffing, based upon the size and scope of the incident(s) in accordance with the "Core EOC Task by EOC Positions" and brief staff. Consider if warnings, state of local emergency or services curtailment is warranted. Start EOC Incident Action Plan process (use Quick Form for initial activation). Monitor the status and conditions of the rest of the municipality. Utilize the Aid to the EOC Manager to log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Recommend a "Declaration of Local Emergency/Disaster" and other emergency ordinances as needed. Identify necessary resources and outline special powers needed to respond to the emergency.

- 2. Determine appropriate level of EOC activation based on the situation as it is known.
 - a. Assign staff to initiate check–in procedures.
 - b. Mobilize appropriate personnel for initial activation of EOC.
 - c. Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.
 - d. Ensure that EOC is properly set up and ready for operations.
- 3. Ensure that required Section Chiefs are in place as soon as possible and are staffing their respective Sections.
- 4. Ensure that the Command Section is staffed as soon as possible at the level needed:
 - a. Chief Administrative Officer
 - b. Council/Elected Officials
 - c. Executive/Policy Group
 - d. Legal Officer
 - e. Public Information Officer (PIO)
 - f. Risk Manager
 - g. Liaison Officer
 - h. Aid to the EOC Manager
- 5. Ensure initial situation assessment is obtained and documented.
- 6. Determine emergency response actions based on:
 - a. type of incident,
 - b. location of the incident,
 - c. weather conditions,
 - d. population at risk,
 - e. municipal infrastructures (services) affected, and
 - f. operational status of municipal departments.
- 7. Ensure the designation of:
 - a. evacuation assembly areas,
 - b. personnel and equipment staging areas,
 - c. first aid centres, triage areas, and/or
 - d. mass care centres.
- 8. Determine and document the boundaries of incident site(s).
- 9. Determine situation, impact. Consult and advise with
 - a. Chief Administrative Officer,
 - b. Public Information Officer (PIO),
 - c. EOC Section Chiefs, and
 - d. municipal departments.
- 10. Assist with maintaining a current operation estimate of the situation in coordination with EOC Section Chiefs and Chief Administrative Officer.
- 11. Assist with managing EOC resources and direct EOC operations. Duties may include ensuring the following activities/actions are completed:
 - a. Information processing. This task involves the collection, evaluation, display and dissemination of information about the emergency situation to help support municipal response operations. Information collection sources include, but are not limited to: emergency response organizations; media;

neighbouring jurisdictions; provincial government; volunteer groups; private sector businesses; citizens; etc. Typical tasks associated with information processing may include:

- (1) maintaining a significant events log,
- (2) message handling,
- (3) aggregating damage information from all available sources,
- (4) identifying resource needs,
- (5) preparing summaries on status of damage,
- (6) preparing briefings for senior management officials,
- (7) displaying appropriate information in the EOC, and
- (8) preparing and submitting necessary reports when required (re: situation, critical resource status, etc.), including situation reports to the provincial EOC, as appropriate.
- 12. Assist with coordinating logistical support for response personnel and disaster victims.
- 13. Assist with delegating tasks to EOC Section Chiefs.

Note: Remember, you must carry out the responsibilities of any Sections that are not currently activated.

- 14. Consider EOC briefing as determined by the incident.
- 15. Ensure check and balance of status boards, message flow, etc. (continue reminders).
- 16. Ensure position checklists are followed.
- 17. Assist with scheduling the EOC planning meetings.
 - Hold incident action planning meetings of EOC Section Chiefs, department coordinators, agency representatives (as required) and key staff.
- 18. Confer with EOC Section Chiefs and other general staff to determine what representation is needed at the EOC from other agencies.
- 19. Request additional personnel support as needed for the organization.
- 20. Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- 21. Establish and maintain contact with neighbouring EOCs as appropriate.
- 22. Monitor Section level activities to assure that all appropriate actions are being taken.
- 23. Ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.
- 24. Ensure EOC Risk Manager (Safety Officer) is monitoring situations, EOC environment, etc.

EOC Position Task Sheet	
Position	EXECUTIVE POLICY GROUP
Purpose	To adjust or set policy, such as declaring a State of Local Emergency and to provide overarching objectives regarding the emergency
Composition	Membership consists of the Elected Officials, the Chief Administrative Officers and any selected advisors, such as legal and/or risk management.
Location	Policy Room (a separate room from the EOC proper, but located within the same building, though advisors may be off-site).
Initial Actions	 After receiving the situation report: Review the Situational Report from the prior operational period, if available and request a briefing from the EOC Manager. Assess what "policy level" issues, if any, warrant immediate attention. activate any needed advisor, such as legal or risk management. review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Assess the need for a "State of Local Emergency" or other declarations or policy level decision and take appropriate action. Attend and participate in Executive Policy Group meetings in the EOC Policy Room or designated site as recommended by the EOC Manager. Obtain current situation status and a briefing on priority actions taken and outstanding, from the EOC Manager. Monitor the progress of emergency/disaster actions from messages, reports and information charts received by and issued from EOC. Examine the need for new or temporary policies, as required to support response operations. Determine appropriate expenditure limits. As requested, prepare for and participate in any media briefings. Ensure adequate public information materials are being issued from the EOC. Consult with Legal Officer regarding any potential legal issues and recommended courses of action. Consult with the EOC Manager to determine need for extraordinary resources and/or outside assistance. Keep appraised as to the status of the emergency event by reviewing EOC Situation Reports. Monitor the progress of emergency/disaster actions from messages, reports and information charts received by and issued from EOC. Consult with and receive input from the EOC Command and General Staff

- (Operations, Plans, Logistics, Administration, and Finance).
- 14. Ensure that emergency public information is provided.
- 15. Where appropriate, review and approve emergency public information news releases.
- 16. In consultation with the EOC Manager, develop temporary emergency policies for managing the strategic aspects of the emergency.

EOC Position Task Sheet	
Position	LEGAL ADVISOR
Purpose	When requested by the Elected Officials or CAO, provide legal analysis of the emergency management program, such as: reviewing existing plans and procedures; advising and preparing emergency declarations and related authorities; and providing other legal advice.
Location	Policy Room or off-site, as directed by the Elected Officials or CAO.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the Legal Officer Situation Report from the prior operational period; attending the operational period briefing, request a task briefing from the CAO. Review pending and current emergency specific declarations, such as state of local emergency, requested contracts and warning/notifications and provide legal counsel for the Policy Room positions, when requested. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Review any draft or issued emergency proclamations as requested. Research/recommend emergency rules and regulations, as requested Clarify types of liabilities and how liabilities are created. Gather information on current situations and review for potential liability. Determine duties/responsibilities provided by federal, provincial and local legislation. Research federal, provincial and local legislation concerning emergency management and response and advise officials and others of responsibilities. Review plans, Standard Operating Procedures (SOP's), Mutual Aid Agreements (MOA's) and Memorandums of Understanding (MOU's) as requested Review MOA's and MOU's for cost and liability as requested Assist with the establishment of procedures for response documentation and to determine what needs to be documented. Ensure proper documentation is recorded/filed. Review all warnings and evacuation orders for potential liability. Provide comments on evacuation orders with respect to legality and liability. Provide officials with legal advice on waiver of zoning restrictions, waiver of inspection/permits for funding, mass care, performance bonding for non-local companies building codes and temporary housing and private property cleanup.

14. Draft coordinated emergency declarations.

EOC Position Task Sheet	
Position	LIAISON OFFICER
Purpose	Responsible for overseeing all liaison activities. These include coordinating agency representatives assigned to the EOC as well as handling requests from other agencies to send liaison personnel to other EOCs/DOCs. Function as a central location for incoming agency representatives and arrange work space and support as necessary.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the Liaison Officer Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager ("EM"). Confirm which agencies' representatives are present or expected, provide them with a task brief and develop/maintain a rapport with them. Based upon known or anticipated resource or situational needs, be prepared to recommend to the EM agency representatives those needed and solicit such upon approval from the EM. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Obtain briefing from the EOC Manager. Determine what liaison positions are required and request additional personnel to fill these needs as required. Establish yourself as the "point of contact" for assisting and cooperating agency representatives. This includes agency representatives from private, local, municipal, provincial and federal government agencies. Identify assisting and cooperating agencies organizations, businesses from the incident briefing package, resource status lists and EOC displays. Identify agency representatives from each agency, including communications link and location. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer. Contact all agency representatives in EOC. Make sure they: have signed into the EOC, understand their assigned function, know their work location, and understand EOC organization and floor plan (provide both). Brief agency representatives on the current situation, priorities and action plan.

- 7. Request agency representatives contact their agency, determine level of activation of agency resources and obtain any intelligence or situation information that may be useful to the EOC.
- 8. Respond to requests for liaison personnel from other agencies.
- 9. Determine if there are any communication problems in contacting external agencies. Provide information to EOC Communications Officer.
- 10. Know the working location for any agency representative assigned directly to a department function.
- 11. Compile list of agency representatives and make available (agency, name, EOC phone) to EOC Command and general staff.
- 12. Respond to requests from EOC command and general staff for inter–organizational contacts and/or information. Direct requesters to appropriate agency representatives and take necessary action to satisfy requests.
- 13. Provide periodic update briefings to agency representatives in EOC as necessary.
- 14. Communicate with local, provincial and any federal government agencies as necessary.
- 15. Monitor incident operations to identify current or potential inter-organizational problems.
 - a. Receive complaints pertaining to matters such as logistical problems, inadequate communications and strategic and tactical direction.
 - b. Personally monitor response operations to identify current or potential liaison problems.
 - c. Consult with PIO and EOC Manager regarding media releases with multiple jurisdiction, agency or private sector implications.
- 16. Copy and provide "Agency Representative Checklist" as required.
- 17. Develop and maintain a list of agencies that may be affected by this event and advise them and maintain a rapport.

	EOC Position Task Sheet	
Position	PUBLIC INFORMATION OFFICER (ESF 13)	
Purpose	Gather and disseminate clear, accurate and timely information to the public about actions or services that can help save lives or change circumstances before, during and after an emergency. Disseminate and coordinate information, resources and capabilities among and within the appropriate private and public sector agencies and organizations in order to enhance business disaster preparedness and facilitate post disaster business, economic and community recovery. Coordinate with the municipality's Public Information Officer.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the Public Information Officer Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager. Prepare any warnings, prepare for any press briefings and obtain approval from the EOC Manager for same. Assess the status/need/value for a coordinated or Joint Information System/Centre and advise the EOC Manager. Monitor social media. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. PIO 1. Staff the Public Information Officer position in the EOC Command Staff Section. • Brief EOC Command and staff on procedures/rules to release public information. 2. Assist with the dissemination of warning and emergency instructions. a. Determine if an Alberta Emergency Alert has been issued. b. Disseminate/coordinate information with and for Reception Centre(s) and Call Centre regarding, but not limited to: evacuation; shelter-in-place; donations; volunteer information; reduced/suspended services. 3. Prepare official emergency public information: a. Gather information, b. Verify information for accuracy, c. Monitor media reports, and d. Obtain appropriate approval prior to release of information. 4. Provide emergency public information:	

- a. coordinate releases to public,
- inform the public about disaster damage, restricted areas, protection and care for companion animals, farm animals, wildlife and available emergency assistance, and
- c. issue official emergency instructions and information to the public through all available means.
- 5. Establish communication links with local media
- 6. Respond to media inquiries.
- 7. Monitor and respond to rumors.
- 8. Schedule news conferences.
- Designate an information centre where media representatives can be briefed, compose their news copy and have telecommunications with their newspaper or station.
- 10. Establish and/or maintain contact with other impacted municipal EOCs/DOCs:
 - a. Coordinate emergency information efforts.
 - b. Participate in and coordinate with, provincial and federal Joint Information Centres.
- 11. Maintain documentation: clip articles plus log and maintain list of releases sent.
- 12. Provide technical support to access TV cable system.

Public Communications.

- 1. Coordinate messages from the various response agencies and establish a Joint Information Centre.
- 2. Gather information on the incident.
- 3. Provide incident related information through the media and other municipal sources to individuals, families, businesses and industries directly or indirectly affected by the incident.
- 4. Use a broad range of resources to disseminate information.
- 5. Monitor the news coverage to ensure the accuracy of the information being disseminated.
- 6. Handle appropriate special projects such as news conferences and press requests for incident area tours.
- 7. Oversee the key function of media relations.
- 8. Establish a call centre.

Community Relations Support

If directed by the EOC Manager

- Identify and coordinate with the community leaders and neighbourhood groups to assist in the rapid dissemination of information, identify unmet needs and to establish an ongoing dialogue and information exchange.
- 2. Encourage the use of social media and rumor hotline to exchange information.

Governmental Affairs Support

1. If directed by the EOC Manager, establish contact with the elected and appointed officials representing affected areas to provide information on the incident.

- 2. Be prepared to coordinate with the incident PIO an incident site visit for these officials and their staff.
- 3. Respond to inquiries.

EOC Manager Support

- 1. Advise EOC Manager on when to disseminate emergency information/ instructions to public.
- 2. Assist PIO with news releases and rumor control.
- 3. Liaise with other impacted municipal EOC PIOs.
- 4. Activate public information activities as dictated by the situation.
- 5. Request Environment Canada updates.
- 6. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

	EOC Position Task Sheet	
Position	AID TO EOC MANAGER	
Purpose	Assists EOC manager (EM) at his/her direction. Tasks may include, but are not limited to: setting up the EOC; taking notes for the EM; responding to phone calls for the EM; providing reminders to the EM; and providing overall observations and recommendations regarding the EOC to the EM.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the Aid to EOC Manager Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager. Provide support and assistance to the EOC Manager as directed. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Take notes for and return call on behalf of the EOC Manager, when directed: Serve as a sounding board for the EOC Manager and share observations/opinions regarding staffing, information gathering/tracking and demobilizing of the EOC. Serve as a sounding board for the EOC Manager and share observations/opinions regarding EOC equipment and supplies. Serve as a sounding board for the EOC Manager and share observations/opinions regarding EOC facilities for the wellbeing of current staff or incoming staff, which may include food, sleeping, medical, sanitation, communication and security. Ensure the EOC Manager's message flow and content are current and available. Ensure the EOC Manager's status board, if in use, is kept current. Make sure that information reports or displays are clear and understandable. Attend command and general staff meetings and briefings. Maintain an EOC Manager's resource list, as directed. Serve as a sounding board for the EOC Manager and share observations/opinions regarding adequate staffing patterns and rotations to avoid fatigue in EOC workers. 	

	EOC Position Task Sheet	
Position	OPERATIONS SECTION CHIEF	
Purpose	 Establish and maintain communication with the Operations Section Chief(s) at the Incident Field Site(s) and coordinate field resource shortages. Manage the activated branches/units within the EOC Operations Section and activate branches/units with the EOC Operations Section necessary to carry out support for field activities. Participate in the EOC Planning Process; assume the lead on the EOC Tactical Meeting. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Operation Section Chief's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager. Provide Operational Section staff task assignment briefings. Consider EOC operational period staffing needs to meet the objectives for the current operational period and obtain EOC Manager approval for activating same. Establish and maintain contact with field sites to ensure adequate critical resource needs and associated timeframe. Monitor well-being of EOC Operations Section staff; take any needed corrective actions. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine from the EOC Manager which departments and functions should be activated. Activate branches and the associated units and functions within your Section as required. (There may be need/benefit to activate selected units under a different branch; this is allowed, provided that all parties are so informed.) a. Public Safety Branch: Fire Fighting Unit, Search and Rescue Unit, Hazardous Materials Unit, Public Health Unit, 	

- (5) Law Enforcement and Security Unit,
- (6) Hospital Services Unit,
- (7) Medical Services Unit,
- (8) Public Protection Unit (warning, evacuation, shelter).
- b. Human Services Branch:
 - (1) Mass Care, Emergency Assistance, Housing and Human Services Unit,
 - (2) Animal and Veterinary Services Unit,
 - (3) Functional and Access Needs Unit,
 - (4) Fatality Management Unit.
- c. Infrastructure Branch:
 - (1) Public Works Unit,
 - (2) Debris Management Unit,
 - (3) Energy and Utilities Unit.
- 3. Designate a Branch Director when activated and a Unit Leader for each Unit activated. Note: Remember, you must carry out the responsibilities of any Branch that is activated but does not have any staff assigned to it.
 - a. Make required personnel assignments as staff arrives at the EOC.
 - b. Provide arriving personnel with position checklist of duties and responsibilities.
 - c. Assign work locations and preliminary work tasks to arriving personnel.
- 4. Notify Planning Section of which Branches/Units have been activated, including names and locations of assigned personnel.
- 5. Determine financial and administrative support needs.
 - Confer with EOC Manager and Finance on appropriate purchasing limits.
- 6. Ensure that your Section is set up properly and that appropriate personnel, equipment and supplies are in place.
 - Set up your work station, including maps and status boards.
- 7. Determine the 24-hour staffing requirement for your Section and request additional support as required.
- 8. Ensure that the operational objectives and tasks assigned to your Section as per the "EOC Action Plan" are carried out effectively.
 - a. Coordinate operational requests and task assignments.
 - b. Provide any Branch Directors with assignments and specific actions which require immediate attention.
- 9. Ensure that your Section is supporting other EOC elements consistent with priorities established by EOC Manager.
- 10. Maintain the appropriate level of organization (required numbers of branches/units) within your Section.
 - Ensure adequate staff; review overall staffing requirements and request additional support as required.
- 11. Establish and/or maintain communications with incident site(s) as appropriate.
- 12. Ensure message flow and content are correct.

- 13. Ensure status boards assigned to your Section are kept current.
 - •. Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 14. Brief EOC Manager on major problem areas that now need or will require solutions.
- 15. Provide situation and resources information to Planning Section on a periodic basis or as the situation requires.
- 16. Make sure that all contacts with the media are fully coordinated with the Public Information Officer.
- 17. Provide summary of the situation.
- 18. Provide summary of the kind and extent of emergency function support that may be requested.
- 19. Ensure that all organizational elements are aware of priorities.
- 20. Determine if there are unmet needs or problems.
- 21. Assign tasks to Section personnel.
- 22. Obtain consensus among staff on objectives for forthcoming operational periods.
- 23. Recommend priorities for allocating critical resources.
- 24. List key issues currently facing your Section and list action items to be accomplished within the next operational period.
- 25. Forecast and determine likely future Branch/Unit needs for resources and personnel.
- 26. Ensure that intelligence information from your Section's Branch Directors is made available to the Planning Section.
- 27. Participate in preparation of the EOC Incident Action Plan.
 - a. Attend planning meeting(s).
 - b. Obtain and review any major incident reports.
 - c. Provide input on current service and support capabilities. Identify types of resources that are in low supply and may necessitate allocation.
 - d. Prepare the Section assignments for the next operational period based on the operational objectives generated at the planning meeting.
 - e. Identify potential future operational needs so as to anticipate logistical requirements.
 - f. Identify service and support requirements for planned and expected operations.
 - g. Advise on current service and support capabilities.
 - h. Estimate future service and support requirements.
- 28. Develop a Section plan for carrying out all responsibilities.
- 29. Ensure that all fiscal and administrative requirements are coordinated through Finance.
 - a. Notification of any emergency expenditures.
 - b. Daily timesheets.
- 30. Maintain appropriate administrative and fiscal records.
- 31. Continuously monitor Section activities and modify organization of Section as needed.
- 32. Assess, manage and monitor the structural and staffing needs of your Section.

- 33. Review the responsibilities of the Branches/Units in your Section.
- 34. Evaluate Branch/Unit staff performance on an ongoing basis, adjust or replace personnel if necessary.
- 35. Resolve problems early, involve EOC Manager if appropriate.
- 36. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

	EOC Position Task Sheet	
Position	PUBLIC SAFETY BRANCH DIRECTOR	
Purpose	 Support Field Site(s) resources needs for Fire, SAR, Hazardous Materials, Public Health and Medical Services, Law Enforcement and Warning as directed by the EOC Operations Section and by utilizing activated units within your branch. Monitor and support identified resource needs beyond the incident site(s). Support the EOC planning process as directed by the EOC Operations Section Chief. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the Public Safety Branch Director's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Operations Section Chief. Provide any Branch staff task assignment briefings. Consider the Branch operational period staffing needs to meet the objectives for the current operational period and obtain Operations Section Chief approval for activating such. Monitor well-being of branch staff; take any needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. General. 1. Complete "General Duties" checklist items. 2. Read EOC status boards for information relating to your functions. Verify the CURRENT situation on the municipality's response by checking with the Planning Section. 3. Clarify with the Operations Section Chief any issues regarding your authority and assignment and what others in the organization do. 4. Review the responsibilities of the functions as assigned to your position Activate Functions. 5. Activate Units as directed by the Operations Section Chief. (There may be need/benefit to activate selected units under a different branch; this is allowed, provided that all parties are so informed.) a. Fire Fighting Unit, b. Search and Rescue Unit, c. Hazardous Materials Unit, d. Public Health Unit, 	

- e. Law Enforcement and Security Unit,
- f. Hospital Services Unit,
- g. Medical Services Unit, and
- h. Public Protection Unit (Warning, Evacuation, Shelter)
- Designate a Unit leader for each function activated as needed. Note: Remember, you must carry out the responsibilities of any function that is activated but does not have any staff assigned to it.
 - a. Make required personnel assignments as staff arrives at the EOC.
 - b Provide arriving personnel with position checklist of duties and responsibilities.
 - c. Assign work locations and preliminary work tasks to arriving personnel.
- 7. Determine financial and administrative support needs.
 - a. Report this information to the Operations Section Chief.
- 8. Determine the 24–hour staffing requirements for your Branch.
 - a. Report this information to the Operations Section Chief.

Supervise Functions.

- 9. Ensure that the tasks assigned to your branch as per the "EOC Action Plan" are carried out effectively.
 - a. Provide your Unit leaders with assignments and specific actions which require immediate attention.
- 10. Ensure that your branch personnel are supporting other EOC elements consistent with priorities established by Operations Section Chief and EOC Manager.
- 11. Ensure adequate staff; review overall staffing requirements and request additional support as required.
- 12. Establish and maintain communications with incident site(s) as appropriate.
- 13. Ensure message flow and content are correct.
- 14. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 15. Brief Operations Section Chief on major problem areas that now need or will require solutions.
- 16. Provide situation and resources information to Operations Section Chief on a periodic basis or as the situation requires.
- 17. Make sure that all contacts with the media are fully coordinated with the Public Information Officer.
- 18. Attend Section meetings and briefings.
- 19. Prepare, submit situation report(s) on your branch activities.
 - a. Recommend priorities for allocating critical resources.
 - b. List key issues currently facing your branch.
 - c. List action items to be accomplished within the next operational period.
 - d. Forecast and determine likely future branch needs for resources and personnel.

EOC Position Task Sheet	
Position	FIRE FIGHTING UNIT (ESF 4)
Purpose	Provide resource and information support for fire detection, suppression and prevention services. Coordinate with the municipal EOC Fire-Rescue Unit for the allocation and mobilization of municipal and provincial, fire fighting resources available for emergency response in support of the incident(s) and the rest of the jurisdiction.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Fire Fighting Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Staff the Fire Fighting Unit within the EOC Operations Section. 2. Identify incident sites requiring firefighting services. 3. Ensure operation of fire dispatch and reporting systems. • Provide alternate communication links if necessary. 4. Determine condition, status of municipal firefighting resources. a. Make routine contact with fire stations/Departments. b. Request damage report from each fire station to estimate neighbourhood damages. 5. Determine present and project future need for firefighting and other on—scene resources: a. Communications. b. Emergency Medical. c. Search and rescue. d. Heavy rescue. e. Evacuation. f. Mobile shelter. g. Transport of emergency responders and resources. h. Other Logistics: food, water, emergency power, lighting, etc. 6. Ensure EOC Managers receive needed resources when available.

- 7. Coordinate acquisition of needed mutual aid firefighting resources as necessary.
- 8. Sources for resources can include:
 - a. Local, provincial, federal mutual aid.
 - b. Municipal EOC.
- 9. Provide municipal EOC information on damages, status of municipal firefighting systems.
 - Request additional firefighting resources, as requested.
- 10. Determine if support is required to other jurisdictions:
 - a. Do not dispatch mutual aid resources until it is determined those resources are not needed in the municipality.
 - b. Assess municipality's ability to respond based on existing resources and possible threat to our community.
- 11. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

	EOC Position Task Sheet	
Position	SEARCH AND RESCUE UNIT (ESF 7)	
Purpose	Coordinate with the municipality's EOC Search and Rescue Unit and other provincial and volunteer search and rescue organizations in support of search and rescue operations on the lands and waterways within the municipality. Coordinate resource and information support to locating, extricating and providing initial medical treatment to victims trapped, threatened or stranded by any emergency or hazardous event.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Search and Rescue Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Search and Rescue Unit in the EOC Operations Section. Identify incident sites or situations requiring search and rescue services to include: Search and rescue activities following flood, severe weather and/or building collapses (i.e., Technical Rescue Teams (TRT) and Hazardous Materials). Water recovery searches for persons presumed to be deceased (Water Rescue Operations Team). Searches for missing persons (police). Determine condition, status of municipal search and rescue resources. Determine present and future need for search and rescue and other on-scene resources. Obtain and coordinate search and rescue resources as requested by field Incident Commanders Provide strategic command and control of search and rescue teams not assigned to specific incidents. Mobilize and manage search and rescue teams by pre-designated municipal grids. Determine need for USAR Task Force. 	

- a. Coordinate response with USAR Coordinator.
- b. Assist with implementation of an appropriate mobilization plan in coordination with the assigned Task Force Leader and/or EOC Manager.
- 8. Direct SAR activities according to, the Incident Command System and team policies and procedures.
- 9. Provide personnel, equipment, supplies and other resources necessary to locate, extricate and treat the injured/trapped victims.
- 10. Coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations.
- 11. Sources for search and rescue resources can include:
 - a. Mutual aid.
 - b. Provincial EOC (USAR Task Forces)
 - c. Provincial agencies (Provincial SAR Teams).
 - d. NGOs.
- 12. Establish and maintain contact with municipal EOC:
 - a. Provide information on damages, status of municipal search and rescue systems.
 - b. Request additional search and rescue resources, as requested.
- 13. Provide mutual aid to other jurisdictions if requested:
 - Do not commit mutual aid until it is determined no threat exists in the municipality.
- 14. Specialty teams include Technical Rescue Teams (TRT), Urban Search and Rescue Teams (USAR), Hazardous Materials and Water Rescue Operations Team.
- 15. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet	
Position	HAZARDOUS MATERIALS UNIT (ESF 8)
Purpose	Provide protection of life and property resource and information support for a hazardous materials incident to include evacuations, in-place sheltering and the applications of any necessary counter measures.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Hazardous Materials Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Staff the Hazardous Materials ("HAZMAT") Unit in the EOC Operations Section. 2. Identify incident sites requiring HAZMAT response services. 3. Determine present and future need for on–scene resources: a. Communications. b. Warning. c. Search and rescue. d. Emergency medical. e. Heavy rescue. f. Evacuation. g. Mass casualty transportation. h. Mobile shelter. i. Transport of emergency responders and resources. j. Other logistics, such as food, water, emergency power, lighting, etc. 4. Obtain and coordinate HAZMAT response resources as requested by field Incident Commander. 5. Coordinate the acquisition of personnel, supplies and administrative support necessary to conduct hazardous materials operations Including protective actions, such as evacuation and/or sheltering–in–place. 6. Notify the municipality's DEM or his/her designate:

- a. Provide information on damages, status of HAZMAT response systems.
- b. Request additional HAZMAT response resources, as needed.
- 7. Establish contact/coordinate with appropriate municipal, provincial and federal agencies.
- 8. Request mutual aid, as requested.
- 9. Sources for resources can include:
 - a. Mutual aid.
 - b. Provincial and federal agencies.
 - c. Private contractors.
- 10. Coordinate hazardous materials cleanup activities with the appropriate tasked organizations.
- 11. Coordinate activities of private cleanup companies.
- 12. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.
- 13. Ensure on–scene recovery activities are completed to include:
 - a. Transfer of product.
 - b. Clear wreckage.
 - c. Cleanup environment.
 - d. Identification of a disposal site.
 - e. Dispose of waste.
 - f. Move contaminated materials.
 - g. Decontaminate response equipment.
 - h. Provide medical monitoring of personnel.

EOC Position Task Sheet	
Position	PUBLIC HEALTH UNIT (ESF 6)
Purpose	Provide information support and coordination regarding public health services during an emergency to include communicable disease prevention and control (disease surveillance, investigation, containment and communication) and environmental health.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Public Heath Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Monitor the situation in the rest of the municipality. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Public Health Unit in the EOC Operations Section. Determine condition, status of the municipality's health resources. Determine present and future need for health resources. Obtain, coordinate health resources as requested by field Incident Commanders. Coordinate with municipal EOC in the team assessment of general health and medical needs of the affected population, including: Provide for dissemination of emergency public health information. Surveillance and monitoring of conditions that could impact general health. Evaluation of food, drug or medical safety. Assessment of worker health and safety. Identification of biological, chemical, radiological or physiological hazards. Evaluation of mental health of emergency workers and victims. Advise on "potability" of water sources and disposition of solid waste and wastewater. Coordinate assistance to Office of the Medical Examiner in victim identification and mortuary services. Establish, maintain contact with municipal EOC: Provide information on damages, status of municipal health systems.

- b. Request additional health resources, as needed.
- 8. Provide mutual aid if requested:
 - a. Do not dispatch mutual aid until it is determined no threat exists in the municipality.

EOC Position Task Sheet	
Position	LAW ENFORCEMENT & SECURITY UNIT (ESF 11)
Purpose	To provide: resource and information support for enforcement of applicable orders ordinances and statutes; provide traffic control during evacuations; maintain security for impacted, protected and evacuated areas' critical facilities and provide support to emergency response and recovery operations. Enforce, as needed, short—term public safety activities such as curfew, traffic control, crowd control, security and other extraordinary law enforcement functions within a disaster environment. Coordinate with the municipality's Law Enforcement and Security Unit for the allocation and mobilization of municipal, provincial, federal law enforcement and security resources available for emergency response.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Law Enforcement & Security Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Monitor the situation in the rest of the municipality. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Law Enforcement & Security Unit in the EOC Operations Section. Ensure the operation of dispatch and reporting systems. a. Provide alternate communication links if necessary. Determine condition and status of municipal police resources. Determine present and future need for police, security and other on–scene resources. Coordinate activities with the provincial law enforcement agency's personnel and/or federal military officials if such organizations are providing support in affected areas. Organize and direct police activities. Ensure public safety and welfare are being implemented through such actions as: a. Evacuation.

- b. Crowd control.
- c. Traffic control.
- d. Property protection.
- e. Security at designated facilities.
- f. Incident perimeter control.
- 8. Support damage assessment activities.
- 9. Coordinate security for:
 - a. Municipal facilities.
 - b. Evacuated areas.
 - c. Supply distribution points.
- 10. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.
- 11. Respond to mutual aid requests of other jurisdictions if requested.
 - Do not dispatch mutual aid until it is determined no threat exists in the municipality.

	EOC Position Task Sheet	
Position	HOSPITAL SERVICES UNIT (ESF 12)	
Purpose	Identify, manage and provide resource and information support for hospital and allied emergency medical care resources/facilities. Act as the liaison between local, provincial and federal agencies in the coordination of emergency response and emergency medical support.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Hospital Services Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Activate the communications links between emergency medical responders and hospital(s). Determine condition, status and operational readiness of Parkland Region hospitals and medical resources. Determine present and future need for hospital and medical resources. Determine need for additional personnel during mass casualty incidents. Determine coordination needed regarding functional needs shelters. Examine need for medical equipment and supplies. Ascertain need for patient evacuation. Coordinate medical support for shelters. Coordinate medical personnel at functional needs shelters as requested. Coordinate the medical resources to include: Ambulance vehicles and transportation. Medical personnel. Medical equipment and supplies. Logistical support. Administrative and clerical support. Obtain and coordinate medical resources as requested by field incident 	

commanders, including:

- a. Provision for pre-hospital and hospital emergency medical care.
- b. Assist in identification, coordination and mobilization of medical equipment, supplies and personnel.
- 8. Sources for resources can include:
 - a. Mutual aid.
 - b. Provincial Operations Centre.
 - c. Emergency social services.
 - d. Hospital and clinics.
 - e. Private sector (physicians, dentists and veterinary offices).
- 9. Coordinate assistance to the Office of the Medical Examiner with victim identification and mortuary services as requested.
- 10. Establish and maintain contact with the Provincial Operations Centre through the EOC Manager.
 - a. Provide information on damages, status of municipal health and medical systems.
 - B. Request additional medical resources as requested.
- 11. Evaluate mutual aid requests and determine which can be filled.
- 12. Maintain records of cost and expenditures and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet	
Position	MEDICAL SERVICES UNIT (ESF 14)
Purpose	Provide for the coordination of emergency medical services during disasters and for incidents involving mass casualties and/or mass death. Provide triage, treatment and transport of the sick and injured resource and information support.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Medical Services Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff Medical Services Unit in the EOC Operations Section. Determine condition, status of municipal medical resources. Determine present and future need for medical resources. Obtain and coordinate medical resources as requested by field Incident Commanders, including: Provision for pre-hospital and hospital emergency medical care. Assist in identification, coordination and mobilization of medical equipment, supplies and personnel. Coordinate assistance to Office of the Medical Examiner in victim identification and mortuary services. Establish, maintain contact with municipal EOC: Provide information on damages, status of municipal health and medical systems. Request additional health and medical resources, as needed. Provide mutual aid if requested: Do not dispatch mutual aid until it is determined no threat exists in the municipality.

	EOC Position Task Sheet	
Position	PUBLIC PROTECTION UNIT (Warning, Evacuation, Shelter) (ESF 20)	
Purpose	Coordinate public protection measures to include warning, evacuation and shelter-in-place resource and information support.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Public Protection Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. ALERT, WARNING, NOTIFICATION 1. Disseminate emergency warning information from regional, provincial and federal agencies. 2. Disseminate warnings initiated at local government level. 3. Warning disseminate methods can include:	

- hazardous materials, etc.).
- b. Identify required transportation resources.
- c. Establish traffic and perimeter control as needed.
- d. Ensure public information activities.
- e. Ensure security for evacuated areas.
- f. Designate reception areas if necessary.
- 8. Serve as the point of contact for any province ordered evacuation efforts.
- 9. Plan for recovery and re-entry to include:
 - a. Initiate return, when possible.
 - b. Control traffic.
 - c. Conduct public information activities.
 - d. Establish Disaster Recovery Centre sites, if appropriate.
- In coordination with fire and police departments, develop evacuation plans for incidents at hazardous materials sites, as well as other specialized facilities/ events.

SHELTERING (SHORT TERM)

- 11. Coordinate need for shelters with the Provincial Operations Centre and Emergency Social Services.
- 12. Identify locations of shelters.
- 13. Identify and publicize shelter locations and coordinate with Public Information Officer.

Coordinate Shelter In-Place (Hazardous Material and WMD Incidents).

- 14. Disseminate "shelter-in-place" (shelters of last resort) warnings if safe and quick evacuations will not be possible due to time, weather and other factors.
- 15. Ensure shelter–in–place warnings advise citizens to:
 - a. Seek protection indoors and stay inside until notified that it is safe to exit.
 - b. Reduce the ventilation from outside air as much as possible (HAZMAT).

Notes:

- Safe and quick evacuations may not be possible due to time, weather and other factors. An option to evacuation is "shelter-in-place," e.g. notifying occupants of buildings, facilities, homes, to seek protection indoors and stay inside until notified that it is safe to exit.
- 2. When people cannot evacuate before a toxic cloud arrives, public officials must advise them to stay indoors and reduce the ventilation from outside air as much as possible.
- 3. For in–place sheltering to be effective, the decision making authority must be clearly defined, warning to the public must be timely and the sheltered persons must know how to reduce shelter ventilation rates.

EOC Position Task Sheet	
Position	HUMAN SERVICES BRANCH DIRECTOR
Purpose	 Support Field Site(s) resources needs for Mass Care, Animal and Veterinary Services, Functional and Access Needs and Fatality Management as directed by the EOC Operations Section and by utilizing activated units within your branch. Monitor and support identified resource needs beyond the incident site(s) Support the EOC planning process as directed by the EOC Operations Section Chief.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Human Services Branch Director's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Operations Section Chief. Provide Branch staff task assignment briefings. Consider EOC operational period staffing needs to meet the objectives for the current operational period and obtain Operations Section Chief approval for activating them. Maintain contact with field sites in support of resource needs and associated timeframe. Monitor well-being of branch staff and take needed corrective actions. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.

	EOC Position Task Sheet	
Position	ANIMAL & VETERINARY SERVICES UNIT (ESF 16)	
Purpose	Coordinate with the municipality's Animal Protection Unit for veterinary needs and care of pets and other animals affected by an emergency event. Disseminate information concerning animals and animal related problems caused by an emergency/disaster. Coordinate emergency response and relief assistance with municipal, provincial and federal agencies.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Animal & Veterinary Services Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. (There may be need/benefit to activate selected units under a different branch; this is allowed provided that all parties are so informed.)	
Emergency Operations Centre (EOC)	 Staff the Animal Protection Unit in the municipality's EOC Operations Section. Assess and prioritize animal service emergency needs; coordinate with other EOC Sections. Identify local facilities and resources available for animal concerns. Establish, maintain contact with municipal EOC: a. Provide information on need for animal care services, facilities. b. Request animal care resources, as needed. Provide public information about emergency/disaster considerations for animals. Coordinate animal related advisories with Health Department. 	

EOC Position Task Sheet	
Position	FUNCTIONAL AND ACCESS NEEDS (ESF 16)
Purpose	Coordinates access and functional needs – short term, programs and resources.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Functional and Access Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine coordination needed regarding special needs shelters. Notify civic association representatives serving the threatened or impacted areas regarding the emergency situation and initiate steps to utilize their support and services. Establish the status of recommendations or orders for evacuation of all or portions of Parkland Region. Consult with Public Protection Unit (ESF 20) regarding actions to provide the necessary services to special needs individuals. Work with Public Protection Unit (ESF 20) staff to establish, if needed, telephone numbers(s) for special needs individuals. Ensure that telephone operators are given up—to—date information regarding instructions for special needs individuals and that procedures are in place for relaying requests from the public to Access and Needs Unit (ESF 17) staff for action Ensure Public Information Officer (ESF 13) has received all relevant information regarding actions that special needs individuals within the municipality or Region are to take and that such information is released to the media through Public Information Officer (ESF 13). Work with Logistics Section and the Volunteers Unit (ESF 15) to identify facilities, institutions and businesses that may be available to provide additional support in the transportation and care of special needs individuals. Advise Planning Section of the results. Work with Ground Support Unit (ESF 1) to provide resources needed to assist in

the evacuation of special needs individuals.

	EOC Position Task Sheet	
Position	FATALITY MANAGEMENT (ESF 18)	
Purpose	Coordinate with the Office of the Medical Examiner, coroner programs and resources.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Fatality Management Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Coordinate and facilitate the fatality management with the Chief Medical Examiner or identified office. Determine present and future need for medical examiner/fatality management resources. Determine if the situation may require temporary morgue facilities. Identify potential sites and/or storage facilities for the deceased (i.e., refrigeration units, trucks, trailers, etc.) as well as processing sites. Obtain and coordinate fatality management resources as requested by field incident commanders. Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers. Establish, maintain contact with the Provincial Operations Centre through the EOC Manager:	

	EOC Position Task Sheet	
Position	PUBLIC WORKS BRANCH DIRECTOR	
Purpose	 Assume responsibility for ensuring that your assigned functions are staffed and activated as directed by the Operations Section Chief. Manage your assigned functions. Ensure that the tasks assigned to you are carried out effectively. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent: Review the Public Works Branch Director's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Operations Section Chief. Provide Branch staff task assignment briefings. Consider the Branch operational period staffing needs to meet the objectives for the current operational period and obtain Operations Section Chief approval for activating them. Maintain contact with field sites in support of resource needs and associated timeframe. Monitor well-being of Branch staff; take needed corrective actions. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. General. 1. Complete "General Duties" checklist items. 2. Read EOC status boards for information relating to your functions. Verify the CURRENT situation on the municipality's response by checking with the Planning Section. 3. Clarify with the Operations Section Chief any issues regarding your authority and assignment and what others in the organization do. 4. Review the responsibilities of the functions as assigned to your position. Activate Functions. 5. Activate Units as directed by the Operations Section Chief. (There may be need/benefit to activate selected units under a different branch; this is allowed provided that all parties are so informed.) a. Public Works Unit. 	

- b. Debris Management Unit.
- c. Energy and Utilities Unit.
- 6. Designate a Unit Leader for each function activated as needed.

Note: Remember, you must carry out the responsibilities of any function that is activated but does not have any staff assigned to it.

- a. Make required personnel assignments as staff arrives at the EOC.
- b Provide arriving personnel with position checklist of duties and responsibilities.
- c. Assign work locations and preliminary work tasks to arriving personnel.
- 7. Determine financial and administrative support needs.
 - Report this information to the Operations Section Chief.
- 8. Determine the 24–hour staffing requirements for your Branch.
 - Report this information to the Operations Section Chief.

Supervise Functions.

- 9. Ensure that the tasks assigned to your Branch as per the "EOC Action Plan" are carried out effectively.
 - Provide your Unit Leaders with assignments and specific actions which require immediate attention.
- 10. Ensure that your Branch personnel are supporting other EOC elements consistent with priorities established by Operations Section Chief and EOC Manager.
- 11. Ensure adequate staff and review overall staffing requirements and request additional support as required.
- 12. Establish, maintain communications with incident site(s) as appropriate.
- 13. Ensure message flow and content are correct.
- 14. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 15. Brief Operations Section Chief on major problem areas that now need or will require solutions.
- 16. Provide situation and resources information to Operations Section Chief on a periodic basis or as the situation requires.
- 17. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 18. Attend Section meetings and briefings.
- 19. Prepare, submit situation report(s) on your Branch activities.
 - a. Recommend priorities for allocating critical resources.
 - b. List key issues currently facing your Branch.
 - c. List action items to be accomplished within the next operational period.
 - d. Forecast and determine likely future Branch needs for resources and personnel.

EOC Position Task Sheet		
Position	PUBLIC WORKS & ENGINEERING UNIT (ESF 3)	
Purpose	Provide information and resource support for: a. Storm water management and flood containment and the restoration of the municipality's public works systems including emergency debris removal and emergency repair of roadways and water and wastewater systems. b. Engineering services needed by other municipal departments such as technical advice and inspections of structures and systems. c. Coordination with the municipality's Public Works Unit for the allocation and mobilization of municipal, provincial and federal public works/engineering resources available for emergency response and restoration of public works and facilities located within the municipality. d. Temporary utility services for the municipality's emergency response facilities and other critical facilities within the municipality. e. Emergency road and debris clearance.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Public Works & Engineering Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Monitor conditions in the rest of the municipality. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Staff the Public Works & Engineering in the EOC Operations Section. 2. Ensure operation of Public Works dispatch and reporting systems. 3. Determine condition, status of Public Works resources. 4. Identify incident sites requiring Public Works services. 5. Determine present and future need for Public Works resources to support: a. Search and rescue. b. Heavy rescue. c. Damage assessment. 	

- d. Road, bridge repair.
- e. Road clearing.
- f. Debris removal.
- g. Flood control.
- h. Traffic control.
- i. Sanitation services.
- j. Repair to utility systems.
- 6. Obtain and coordinate public works response teams/personnel, equipment and vehicles to the emergency scene, staging area or other location(s), as appropriate.
- 7. Sources for additional resources can include:
 - a. Mutual aid.
 - b. Municipal EOC.
 - c. Provincial and federal resources.
 - d. Private companies, contractors.
- 8. Track resources deployed for disaster response.
- 9. If possible, provide mutual aid as requested by provincial EOC.
- 10. Develop priorities and coordinate with utility companies the restoration of utilities to critical and essential facilities.
- 11. Recommend disposal sites for debris.
- 12. Provide logistical support for demolition operations.
- 13. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

	EOC Position Task Sheet		
Position	DEBRIS MANAGEMENT UNIT (ESF 21)		
Purpose	Provide for the coordination of emergency road clearance, debris collection and disposal.		
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Debris Management Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 		
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Recommend disposal sites for debris. Provide logistical support for demolition operations. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief. Appoint a debris management coordinator and implement the Region or municipality's Debris Management Plan. Contact the Region or municipality's debris management contractor and activate the Region or municipality's debris management contract. Coordinate emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes. Identify incident sites requiring debris clearance and management: Public rights—of—way. Public property. Private property. Recommend disposal sites for debris: Temporary staging areas and debris reduction sites. Coordinate debris collection and hauling: Coordinate debris removal operations in areas affected by emergencies or disasters. 		

- b. Coordinate or assist in removal of debris from private property, within the limits established by the Chief Administrative Officer of the affected jurisdiction(s).
- 10. Coordinate the removal of debris with region, provincial and federal environmental officials.
- 11. Coordinate debris separation. Debris from residential and commercial properties will be separated into four general groups:
 - a. Raw garbage, rubbish garbage, yard waste and construction/building rubble.
 - b. Separate hazardous materials and hazardous waste from debris to the extent possible.
- 12. Coordinate debris disposal.
 - a. Identify debris disposal issues, i.e. hazardous materials.
 - b. Secure necessary environmental permits and legal clearances.
- 13. Determine methods of disposal as appropriate:
 - a. Open pit burning and burning by incineration methods.
 - b. Mulching and chipping clean horticultural waste.
 - c. Hauling mulched or chipped waste out of the region.
 - d. Mixing mulch or chipped clean waste with soil to improve agricultural productivity.
 - e. Reuse/recycle for aluminum, plastic and horticultural waste to the extent possible.
- 14. Provide logistical support for demolition operations.
- 15. Administer and manage contracted services.
- 16. Sources for additional resources can include:
 - a. Mutual aid.
 - b. Municipal, provincial and federal resources.
 - c. Private companies, contractors.
- 17. Maintain records of cost and expenditures and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet		
Position	ENERGY AND UTILITIES UNIT (ESF 10)	
Purpose	Coordinate energy and utility emergency operations and liaison with provincial and federal energy and utility entities for identification of utility and energy needs, as well as the restoration of utility and energy services within the municipality following an emergency situation.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Energy and Utilities Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from your Branch Director or if not established, Operations Section Chief. Support field site(s) resource requests and maintain understanding of the field situation. Update your immediate superior regarding any "red flag" issues. Ensure adequate resources for identified services beyond the incident site(s). Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Energy and Utilities Unit in the EOC Operations Section. Determine condition, status of municipal energy and utility systems. Initiate damage assessment/recovery activities for local power, gas, water/wastewater distribution systems. Determine possible affected areas, structures and resources needed for energy restoration. Establish contact and coordinate with Utility Companies. Request that utility companies send a representative to the municipal EOC or provide liaison contact information. Coordinate with support Departments/agencies, to establish priorities and develop strategies for the initial response and restoration of utilities. Coordinate the provision of energy materials, supplies and personnel for the support of emergency activities. Communicate with and monitor municipal and utility response actions. Maintain communication with utility representatives to determine emergency response and recovery needs. Contact electric, gas, telephone and water utilities serving the emergency area to obtain information about damage and/or assistance needed in their 	

areas of operation.

- 8. Determine expected duration of emergency event, explanation of utilities' actions and recommendations of local agency actions in support of the utilities.
- 9. Provide assistance to utilities, as available.
 - a. Coordinate municipal equipment and personnel as required to aid in this restoration.
 - Procure needed resources to repair damaged energy systems. Such resources could include transportation to speed system repair as well as logistical support for utility field operations
 - c. Work with local and provincial emergency organizations to establish priorities to repair damage to such systems.
- 10. Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure municipal—wide action and communication.
- 11. Determine present and future need for energy and utility resources.
 - a. Coordinate with the Facilities Unit to identify emergency shelter power generation status/needs.
 - b. Coordinate with support agencies and other EOC function's with assistance in providing resources for emergency power generation.
- 12. Receive and assess requests for aid from municipal, provincial and federal agencies, energy offices, energy suppliers and distributors.
- 13. Obtain and coordinate energy and utilities resources as requested by field Incident Commander.
- 14. Sources for resources can include:
 - a. Provincial and federal agencies.
 - b. Private industry.
- 15. Establish and maintain contact with EOC.
 - Coordinate delivery of energy and utilities resources to affected areas.
- 16. Update the Public Information Officer with accurate assessments of energy supply, demand and requirements to repair or restore energy systems.
 - Inform Public Information Officer about generating capacity shortfalls.
- 17. Maintain accurate logs and other records of emergency responses.
- 18. Draft recommendations for after-action reviews and other reports as appropriate.
- 19. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet		
Position	PLANNING SECTION CHIEF	
Purpose	 Assume responsibility for ensuring that the Units within your Section are staffed and activated as directed by the EOC Manager. Manage the Units within your Section. Support Management and Operations by providing past, present and future information about the situation. This information includes both resource and situation status on a real-time basis. 	
Initial Actions	 Within the first 60 minutes of activation in the first or within 30 minutes of activation in any subsequent operational period: Review the Planning Section Chief's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager ("EM"). Provide Section staff task assignment briefings. Consider the Section operational period staffing needs to meet the objectives for the current operational period and obtain EM approval for activating them. Provide objectives, with prioritizing, input to the EM, upon request. Shepherd the Incident Action Plan and Planning Process. Monitor well-being of Section staff; take needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine from the EOC Manager which Units and function should be activated. Activate Units within your Section as required: Situation Unit. Advanced Planning Unit. Resource Status Unit. Documentation Unit. Technical Specialists. Designate a Unit Leader for each Unit activated. Note: Remember, you must carry out the responsibilities of any Unit that is activated but does not have any staff assigned to it. Make required personnel assignments as staff arrives at the EOC. Provide arriving personnel with position checklist of duties and responsibilities. Assign work locations and preliminary work tasks to arriving personnel. Notify Planning Section (Documentation) of which Units have been activated 	

- including names and locations of assigned personnel.
- 5. Determine financial and administrative support needs.
 - Confer with the EOC Manager and Finance on appropriate purchasing limits.
- 6. Ensure that your Section is set up properly and that appropriate personnel, equipment and supplies are in place.
 - Set up your work station, including maps and status boards.
- 7. Determine the 24-hour staffing requirement for your Section and request additional support as required.
- 8. Ensure that the operational objectives and tasks assigned to your Section as per the "EOC Action Plan" are carried out effectively.
 - a. Coordinate operational requests and task assignments.
 - b. Provide Unit Leaders with assignments and specific actions which require immediate attention.
- 9. Ensure that your Section is supporting other EOC elements consistent with priorities established by the EOC Manager.
- 10. Maintain the appropriate level of organization (required numbers of Units and personnel) within your Section.
 - Ensure adequate staff; review overall staffing requirements and request additional support as required.
- 11. Establish and maintain communications with incident site(s) as appropriate.
- 12. Ensure message flow and content are correct.
- 13. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 14. Brief the EOC Manager on major problem areas that now need or will require solutions.
- 15. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 16. Provide summary of the disaster situation.
- 17. Provide summary of the kind and extent of emergency function support that may be asked for.
- 18. Ensure that all organizational elements are aware of priorities.
- 19. Determine if there are unmet needs or problems.
- 20. Recommend priorities for allocating critical resources.
- 21. List key issues currently facing your Section.
- 22. List action items to be accomplished within the next operational period.
- 23. Forecast and determine likely future Unit needs for resources and personnel.
- 24. Develop the EOC Incident Action Plan.
 - a. Conduct Planning Meeting(s).
 - b. Obtain and review any major incident reports.
 - c. Provide input on current service and support capabilities. Identify types of resources which are in low supply and may necessitate allocation.
 - d. Prepare your Section assignments for the next operational period based on the operational objectives generated at the planning meeting.
 - e. Identify potential future operational needs so as to anticipate logistical

- requirements.
- f. Identify service and support requirements for planned and expected operations.
- g. Advise on current service and support capabilities.
- h. Estimate future service and support requirements.
- 25. Develop a Section plan for carrying out all responsibilities.
- 26. Ensure that all fiscal and administrative requirements are coordinated through Finance.
 - a. Notification of any emergency expenditures.
 - b. Daily Timesheets.
- 27. Maintain appropriate administrative and fiscal records.
- 28. Continuously monitor Section activities and modify organization of Section as needed.
- 29. Assess, manage and monitor the structural and staffing needs of your Section.
- 30. Review the responsibilities of the Units in your Section.
- 31. Evaluate Units' staff performance on an ongoing basis, adjust or replace personnel if necessary.
- 32. Resolve problems early, involve the EOC Manager if appropriate.
- 33. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

	EOC Position Task Sheet
Position	SITUATION UNIT (Includes Damage Assessment)
Purpose	The Situation Unit supports EOC Management and Operations by providing past, present and future information about the situation. Tasks include: Develop and maintain current planning Section charts and maps of locations and types of incidents; assess, verify and prioritize situation and intelligence information into situation briefings and situation status reports; monitor and ensure the orderly flow of disaster information within the EOC.
	<u>Damage Assessment</u> Determines the initial impact on the citizens, the community and/or the municipality's services. Conducts damage assessment to determine extent of damage and restoration actions to be taken. Provides information to the municipal and provincial EOC.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Confirm if there is a Planning Section Chief or if you report to the EOC Manager ("EM"). Collect or review current situation focusing on safety aspects for the impacted community/residence and the EM's objectives. (This includes: what this situation is now; what hazards, weather and warning recommendations are relevant; and how stable or dynamic is the current situation.) Review the current Incident Action Plan or if in the first operational period, start an ICS Form 201 (Incident Briefing). Display the current status on a map and brief your supervisor. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Prepare disaster and Intel analysis. 2. Prepare hazard and Intel assessment: a. Current. b. Future. 3. Prepare disaster and Intel projections and recommendations. 4. Prepare, set up and maintain EOC situation status displays: a. Damage assessment. b. Special hazards or unusual conditions. c. Weather status (wind speed and direction, precipitation, temperature etc.). d. Chronological tracking of the situation and the operational strategies.

- e. Areas of risk and priority focus.
- 5. Conduct situation analysis:
 - a. What has happened?
 - b. What is forecast to happen?
 - c. What must be anticipated?
 - d. Provide situation reports to Planning.
- 6. Determine weather conditions current and upcoming; keep up–to–date weather information posted.
- 7. Direct the collection organization and display of status of disaster events including:
 - a. Location and nature of the disaster/emergency
 - b. Special hazard
 - c. Number of injured persons
 - d. Number of deceased persons
 - e. Road closures and disaster routes
 - f. Shelters, type, location and number of people that can be accommodated
- 8. Prepare an evaluation of the situation and a forecast for the potential course of the disaster event(s) at periodic intervals (or upon request of the Planning Section Chief).
- 9. Prepare required reports and obtain approval from the Planning Section Chief.
- 10. Prepare written situation reports at periodic intervals at the direction of the Planning Section Chief.
- 11. Compile information from weather, media, municipal and provincial sources.
- 12. Ensure daily reconnaissance of all impacted areas.
 - Compile status report to assist on-going EOC incident action planning.
- 13. Coordinate and compile Preliminary Disaster Assessment reports.
- 14. Collect and analyze initial assessment and damage information to include:
 - a. Locations of injuries, deaths, damages.
 - b. Types and extent of damages.
 - c. Impact on people.
 - d. Identify immediate victim needs (need for shelters, water availability, etc.).
 - e. Identify resource requirements (assistance needed) in the affected areas.
 - f. Identify local resources available.
- 15. Provide preliminary status reports to municipal EOC required by provincial and federal governments to determine eligibility for a national disaster declaration.
 - Coordinate situation reporting procedures with AEMA.
- 16. Prepare an initial situation map illustrating the "footprint" (location, size, etc.) of the affected area to aid in deploying response and recovery resources.
 - The "footprint" may be revised several times during emergency response until the full extent of the impacted area is clearly identified.
- 17. Make recommendations as to actions to be taken based on the assessment information.
- 18. Provide a consolidated, overall situation report for responding agencies/ departments.
- 19. Provide information necessary for Emergency Public Information alert and warning.

- 20. Provide initial damage assessment data and information to EOC Planning Section and communicate relevant information to the Incident Command(s).
- 21. Establish, maintain contact with municipal EOC:
 - a. Provide situation status and damage information.
 - b. Receive provincial situation information.
- 22. Review situation reports as they are received; verify information where questions exist.
- 23. Prepare and maintain EOC Planning Section charts and maps.
- 24. Provide for an authentication process in case of conflicting status reports on events.
- 25. Meet with the Planning Section Chief to determine needs for situation briefings; determine if there are any special information needs.
- 26. Meet with the Public Information Officer ("PIO") to determine best methods for exchanging information and providing the PIO with situation reports.
- 27. Establish and maintain an open file of situation reports and major incident reports for review by other Sections or units.
- 28. Identify potential problem areas along evacuation routes (i.e., weight restrictions, narrow bridges, road Sections susceptible to secondary effects of an incident, etc.).
- 29. Provide situation status information in response to specific requests.

DAMAGE ASSESSMENT

- 1. Send Preliminary Damage Assessment ("PDA") reports to municipal EOC.
- 2. Receive, record and consolidate all damage reports.
 - a. Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.
 - b. Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of municipal resources in the disaster area during the early stages of the recovery effort.
- 3. Provide data to support EOC Manager declarations of emergency and formal requests for assistance. Information to include:
 - a. The extent of disaster impact on the municipality (description of the disaster, where the disaster struck, approximate number of people affected, demographics of the affected area).
 - b. The dollar amount of damages.
 - c. Any conditions that could affect the ability to carry out relief coordination.
- 4. Compile damage assessment reports and provide information on damages to the municipal and provincial EOCs.
- 5. Analyze the damage assessment information to determine if the damages meet the criteria to request national disaster assistance.
- 6. Conduct damage assessment of public and private property to determine the extent of damage.
- 7. Activate, deploy damage assessment teams.
 - Assign jurisdiction personnel and volunteer professionals to damage

- assessment teams based on levels of certification and expertise.
- 8. Coordinate deployment of hazard mitigation and recovery specialists.
- 9. Send Preliminary Damage Assessment (PDA) reports to next reporting level (municipal EOC).
- 10. Receive requests for and coordinate deployment of structural engineers to assist in the evaluation of building safety, especially during search and rescue (SAR) operations.
- 11. Receive, record and consolidate all damage assessment reports.
 - a. Assemble damage assessment information and create visual displays and computerized GIS maps of the affected areas.
 - b. Determine the extent of damages. This information will provide a basis for determination of actions necessary, establishment of priorities among essential actions and allocation of jurisdiction resources in the disaster area during the early stages of the recovery effort.
- 12. Provide data to support jurisdiction declarations of emergency and formal requests for assistance. Information to include:
 - a. The extent of disaster impact on the jurisdiction (description of the disaster, where the disaster struck, approximate number of people affected, demographics of the affected area).
 - b. The dollar amount of damages.
 - c. Any conditions that could affect the ability to carry out relief coordination.
- 13. Determine unsafe facilities.
 - Assess and post all damaged buildings, structures and facilities for structural integrity and occupant safety.
- 14. Provide damage assessment information and reports to the EOC Planning Section Chief.
- 15. Compile damage assessment reports and information on damages for transmission to the next level (municipal EOC).
- 16. Analyze the damage assessment information to determine if the damages meet the criteria to request national disaster assistance.
- 17. Provide appraisers to assist with damage assessment.
 - Arrange for appraisers to arrive at affected sites.
- 18. Coordinate damage assessments with other levels of government (municipal, provincial and federal agencies) as appropriate.
 - a. Because federal funding may be involved and as part of the public assistance application process, provincial and federal damage assessment teams may want to identify and validate damaged property, define scope of repairs and determine repair or replacement costs.
 - b. Escort provincial and federal damage survey officials on inspection of damaged areas.
 - c. Develop map(s) for affected areas:
 - Sites are numbered on jurisdiction map.
 - Damages are described on separate sheets of paper by numbers corresponding to numbers on maps.
 - d. Prioritize sequence of site visitations to ensure most heavily damaged areas

are visited; it may not be necessary to visit isolated damage sites.
e. Have jurisdiction operating budget information available.

	EOC Position Task Sheet		
Position	ADVANCED PLANNING UNIT		
Purpose	The Advanced Planning Unit works with EOC Operations Section to identify potential future operational needs. Tasks include: Review previous Incident Action Plan (IAP) and current Situation Report ("SitRep") and work with each EOC Section to estimate their needs for next operational period; work with EOC Logistics to identify service and support requirements for planned and expected operations; advise on current service and support capabilities; estimate future service and support requirements; write the IAP based on the information from the other EOC Sections to document what will be done during the next operational period.		
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Advanced Planning Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief Appreciate unit's concern/task is not for this or the next operational period, but for at least 72 hours or more into the future. Monitor potential needs for the rest of the municipality. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 		
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. INCIDENT ACTION PLANNING 1. Plan for future emergency operational periods. a. Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans. b. Consolidate information into reports and other materials that describe and document overall response activities. (1) Keep the EOC management and EOC Sections apprised of overall operations. c. Maintain displays of pertinent information for use in briefings. d. Research technical information. e. Collect and manage information from all sources. f. Work with EOC Sections to develop the Incident Action Plan (IAP) identifying the objectives and tasks to be completed during the next "operational period", the resource requirements to complete those tasks, as well as identifying future issues to be addressed. Plan elements include: 		

- (1) Summary/Briefing Document.
- (2) Objectives: specific and measurable.
- (3) Organization: EOC staff.
- (4) Tasks and Assignments: who's doing what, where and resources required.
- (5) Supporting Materials (as needed): maps, transportation plan, security plan, medical plan, communications plan, etc., as well as weather data, special precautions and safety messages.
- 2. Establish and maintain contact with the municipal EOC:
 - a. Provide situation status and damage information.
 - b. Receive municipal and provincial situation information.
- 3. Meet regularly with EOC Planning Section Chief.
- 4. Obtain and review any major incident reports and updates.
- Obtain additional field operational information that may pertain to or affect EOC activities.
- 6. Ensure that information from EOC agency representatives is made available to the EOC Planning Section.
- 7. Work closely with the EOC Planning Chief in the development of action plans.
- 8. Provide input on current service and support capabilities. Identify types of resources that are in low supply and may necessitate allocation.

DEMOBILIZATION PLANNING

- 1. Obtain briefing from Planning Section Chief.
- 2. Review incident resource records to determine probable size of demobilization effort.
- 3. Obtain EOC Manager's objectives, priorities and constraints on demobilization.
- 4. Be aware of ongoing Operations Section's resource needs.
 - Obtain identification and description of surplus resources and probable release times.
- 5. Determine Finance, Supply and other incident check—out stops.
- 6. Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- 7. Establish communication's link with appropriate off–incident facilities.
- 8. Prepare Demobilization Plan including the following Sections:
 - a. GENERAL Discussion of demobilization procedure.
 - b. RESPONSIBILITIES Specific implementation responsibilities and activities.
 - c. RELEASE PRIORITY According to agency and kind and type of resources.
 - d. RELEASE PROCEDURES Detailed steps and process to be followed.
 - e. DIRECTORIES Maps, telephone numbers, instructions and other needed items.
- 9. Provide the Demobilization Plan to the Planning Section Chief to obtain approval of the EOC Manager.
- 10. Distribute approved plan to each processing point on and off incident.
- 11. Ensure that all Sections understand their responsibilities within the Demobilization Plan.

- 12. Monitor implementation of Demobilization Plan.
- 13. Assist in the coordination of Demobilization Plan.
- 14. Brief Planning Section Chief on progress of demobilization.
- 15. Complete all records prior to departure.

EOC Position Task Sheet	
Position	RESOURCE STATUS UNIT
Purpose	The Resource Status Unit Leader maintains detailed tracking records of EOC staff, mutual aid and other outside resource allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs and a macro level summary of resources assigned to field incidents). The Resource Status Unit coordinates closely with the EOC Operations Section to determine resources currently in place and mutual aid resources needed and with the Planning Section to provide resource information for the EOC Action Plan. Specific actions include: prepare and maintain displays, charts and lists that reflect the current status and location of controlled resources; transportation and support vehicles; establish a resources reporting system for field and EOC units; prepare and process resource status change information; provide information to assist the Situation Analysis and Documentation Units of the Planning Section in strategy planning and briefing presentations.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Resource Status Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Ensure all EOC staff sign in and out and maintain the log. Confirm/display status of deployed and requested resources, in gross terms, in the field(s) and, in actual terms, for the EOC. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Track resources deployed for disaster response. Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas. Maintain a master list of resources reported. Provide for an authentication system in case of conflicting resources status reports. Provide a resources overview and summary information to the Situation Unit as requested and written status reports on resources allocations as requested by the EOC Section Chiefs. Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.

- 6. Ensure that the EOC Operations Section staff does not overlook available resources.
- 7. Establish a reporting procedure for resources at specified locations.
- 3. Make recommendations to the EOC Logistics or EOC Planning Section Chiefs regarding resources that are not deployed or should be deactivated.

EOC Position Task Sheet	
Position	DOCUMENTATION UNIT
Purpose	The Documentation Unit collects, organizes, documents, safeguards and retains EOC incident records and information. The Documentation Unit is responsible for: maintaining accurate and complete EOC incident records and files; providing duplication services to EOC personnel; and packing and storing EOC incident files for legal, analytical and historical purposes.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Documentation Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Review/confirm document storage/access system for any past operational period. Provide requested photocopying services, based upon prioritization. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Collect documentation from EOC Sections and maintain an accurate and complete record of significant disaster events and response efforts. Assist other Sections of the EOC in setting up and maintaining files, journals and special reports. Collect and organize written forms, logs, journals and reports at the completion of each shift. Maintain and preserve EOC records for legal, analytical and historical purposes. Compile, copy and distribute the EOC Incident Action Plans as directed by the Planning Section Chief. Provide situation documentation support. Maintain the EOC filing, documentation system (collect, log and compile copies of message forms). Record status board information on a regular basis, especially as significant events change. Review situation reports as they are received; verify information where questions exist. Ensure that the EOC Incident Action Plans and Situation Reports are compiled, approved, copied and distributed to EOC Sections and units as directed by Planning

- Section Chief.
- 11. Ensure distribution and use of forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information.
- 12. Maintain a system for collecting and duplicating journals, logs and message forms throughout the EOC at shift change or as people exit the EOC.
- 13. Establish a filing system to organize and systematically categorize all situation messages in chronological order (to include internal and externally generated messages).
- 14. Maintain close liaison with EOC Admin/Finance Branch to document and preserve all expenditures related to the emergency or disaster to include:
 - a. All payroll records during the disaster.
 - b. Use of government owned equipment.
 - c. Use of outside or rented equipment.
 - d. Supplies or resources used by outside contractors.
 - e. Outside contracts with emergency services.

	EOC Position Task Sheet	
Position	TECHNICAL SPECIALISTS UNIT	
Purpose	The Technical Specialist Unit Leader manages the staff of Technical Specialists assigned when personnel with special skills are needed to support incident operations. The number and types of specialists assigned will vary based on the needs of the EOC Manager and the Command and General Staff.	
	 Unit Leader: Manage assigned technical specialists. Receive requests for technical services. Arrange for acquisition and deployment of technical specialists to service the identified needs. 	
	 Technical Specialists: Provide technical support services to staff members for the assigned area of responsibility. Provides technical information to the Planning Section and other Sections as required. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the relevant EOC Technical Specialist Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Provide any requested technical information or insights, in a prioritized manner. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Unit Leader: Ensure that qualified specialist is available in the areas required by the particular event or disaster. Provide information to assist the Situation Analysis and Documentation Units of the Planning Section in strategy planning and briefing presentations. Supervise the Technical Specialist Unit. 	

Technical Specialists:

- 1. Provide information and advice within your area of expertise.
- 2. Respond to requests for technical advice.
- 3. Monitor incident site operations and procedures.
- 4. Evaluate as per your area(s) of expertise
- 5. Provide technical observations and recommendations to the Planning Section in specialized areas, as required.
- 6. Provide information to assist the Situation Analysis and Documentation Units of the Planning Section in strategy planning and briefing presentations.

	EOC Position Task Sheet	
Position	LOGISTICS SECTION CHIEF	
Purpose	 Assume responsibility for ensuring that the Branches and functions within your Section are staffed and activated as directed by the EOC Manager. Manage the Branches and Units within your Section. Provide overall resource support to include supplies, communications, facilities, equipment and personnel to all activities and facilities making up the emergency operations system. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Logistics Section Chief's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager ("EM"). Provide Section staff task assignment briefings. Consider the Section's operational period staffing needs to meet the objectives for the current operational period and obtain EM approval for activating them. Maintain contact with EOC Command and General Staff in support of field(s) resource needs and associated timeframe and direct EOC resources/support. Monitor well-being of Branch staff; take needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. Start leveraging the checklist below, utilizing the relevant items and in keeping with the incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine from the EOC Manager which Logistics Branches should be activated. Staff and plan the organization of the Logistics Section. Review existing Logistic Section Branch staffing. Identify required or surplus personnel, in consultation with Branch Coordinators. Activate Branches and Units within your Section as required: Services Branch. Communications Unit. Volunteers Unit. Donations Unit. Food Unit. Support Branch. Supply Unit (Includes Resource Support). 	

- (2) Facilities Unit.
- (3) Ground Support Unit.
- 4. Designate a director for each Branch activated.

Note: Remember, you must carry out the responsibilities of any Branch that is activated but does not have any staff assigned to it.

- a. Make required personnel assignments as staff arrives at the EOC.
- b. Provide arriving personnel with position checklist of duties and responsibilities.
- c. Assign work locations and preliminary work tasks to arriving personnel.
- 5. Notify Planning Section of which Branches and Units have been activated including names and locations of assigned personnel.
- 6. Determine financial and administrative support needs.
 - Confer with the EOC Manager and Finance on appropriate purchasing limits.
- 7. Ensure that your Section is set up properly and that appropriate personnel, equipment and supplies are in place.
 - Setup your work station, including maps and status boards.
- 8. Determine the 24-hour staffing requirements for your Section and request additional support as required.
- 9. Prepare, submit situation report on your activities.
- 10. Shift Change:
 - a. Fully brief your relief on events and status of actions being taken.
 - b. Give your logs and records to your replacement.
- 11. Conduct shift change briefings in detail. Ensure that in–progress activities are identified and follow–on requirements are known.
- 12. Determine overall staffing requirements and request additional support as required.
- 13. Supervise the Logistics Section and staff. In general, ensure the following:
 - a. Communications to support the response effort and the acquisition of transportation and other support resources.
 - b. Facilities, services and materials in support of the incident.
 - c. Identification of resources that may be needed and development of current resource availability list.
- 14. Assemble and brief Branch Directors and Units.
 - a. Assign work locations and preliminary work tasks to Section personnel.
 - b. Provide summary of the disaster situation.
 - c. Provide summary of the kind and extent of logistics support that may be requested.
 - d. Provide with position checklist of duties and responsibilities.
 - e. Provide with assignments and specific actions which require immediate attention.
 - f. Instruct to identify functional needs for their respective units.
 - g. Review and approve.
- 15. Support emergency operations:
 - a. Ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated. Coordinate

- and process requests for additional resources.
- b. Receive requests for resources that are not available on a local or regional basis.
- c. Coordinate outside resources.
- d. Coordinate requests for additional resources so as to eliminate duplicate requests.
- e. Establish a flow for requests, both internal and external. Ensure adequate information is included with requests. Provide confirmation/denial of requests and ETA's.
- f. Based on the situation as known or forecast, determine likely future logistics needs for resources and personnel.
- g. Maintain current inventory of resources.
- 16. Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 17. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 18. Maintain appropriate administrative and fiscal records.
- 19. Ensure that your Section is supporting other elements consistent with priorities established by the EOC Manager.
 - Report to the EOC Manager on all matters pertaining to Section functions.
- 20. Keep up to date on the situation and resources associated with your Section. Maintain current status at all times.
- 21. Conduct periodic briefings for your Section Ensure that all organizational elements are aware of priorities.
- 22. Determine if there are unmet needs or problems.
- 23. Brief the EOC Manager on major problem areas that now need or will require solutions.
- 24. Resolve problems that arise in conduct of Section responsibilities.
- 25. Notify Planning Section of Logistics Branches and Units activated including names and locations of assigned personnel.
- 26. Make a list of key issues currently facing your Section. Clearly establish with assembled personnel, action items to be accomplished within the next operational period.
- 27. Request additional personnel for the Section as necessary for maintaining a two-shift operation.
- 28. Meet with the Planning Section Chief.
 - a. Obtain the best information available on the situation.
 - b. Determine status of any requests for assistance.
- 29. Meet with the Operations Section Chief. Review resource needs and procedures for coordinating requests between sections.
- 30. Meet with the Finance & Administration Chief. Review financial and administrative support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- 31. Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.

- Share status information with other Sections as appropriate.
- 32. Participate in preparation of Incident Action Plan.
 - a. Attend Planning Meeting(s).
 - b. Provide input on current service and support capabilities. Identify types of resources which are in low supply and may necessitate allocation.
 - c. Prepare the Logistics Section assignment for the next operational period based on the operational objectives generated at the planning meeting.
 - d. Identify potential future operational needs so as to anticipate logistical requirements.
- 33. Review Incident Action Plan and estimate Section needs for next operational period.
 - a. Identify service and support requirements for planned and expected operations.
 - b. Advise on current service and support capabilities.
 - c. Estimate future service and support requirements.
 - d. Develop plan for carrying out all responsibilities.
- 34. Determine financial and administrative support needs.
 - Confer with the EOC Manager and Finance & Administration Section Chief on appropriate purchasing limits.
- 35. Ensure that all fiscal and administrative requirements are coordinated through Finance.
 - a. Notification of any emergency expenditures.
 - b. Daily Timesheets.
- 36. Maintain appropriate administrative and fiscal records.
- 37. Continuously monitor Section activities and modify organization of Section as needed.
- 38. Assess, manage and monitor the structural and staffing needs of the Logistics Section.
- 39. Review the responsibilities of Branches and Units in your Section.
- 40. Evaluate Branch Coordinator performance on an ongoing basis, replace if necessary.
- 41. Ensure horizontal communication is taking place with other Branches.
- 42. Resolve problems early, involve EOC Manager if appropriate.
- 43. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

	EOC Position Task Sheet	
Position	SERVICES BRANCH DIRECTOR	
Purpose	 Assume responsibility for ensuring that your assigned functions are staffed and activated as directed by the Logistics Section Chief. Manage your assigned functions. Ensure that the tasks assigned to you are carried out effectively. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review EOC Service Branch Director's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Logistics Section Chief. Provide Branch staff task assignment briefings. Consider the Branch's operational period staffing needs to meet the objectives for the current operational period and obtain Logistics Section Chief approval for activating them. Monitor well-being of Branch staff and take needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. General. Complete "General Duties" checklist items. Read EOC status boards for information relating to your functions. Verify the CURRENT situation on the municipality's response by checking with the Planning Section. Clarify with the Logistics Section Chief any issues regarding your authority and assignment and what others in the organization do. Review the responsibilities of the functions as assigned to your position. Activate Functions. Activate Units as directed by the Logistics Section Chief: Communications Unit. Donations Unit. Food Unit. Designate a Unit Leader for each function activated as needed. Note: Remember, you must carry out the responsibilities of any function that is activated but not having any staff assigned. 	

- a. Make required personnel assignments as staff arrives at the EOC.
- b. Provide arriving personnel with position checklist of duties and responsibilities.
- c. Assign work locations and preliminary work tasks to arriving personnel.
- 7. Determine financial and administrative support needs.
 - Report this information to the Logistics Section Chief.
- 8. Determine the 24-hour staffing requirements for your Branch.
 - Report this information to the Logistics Section Chief.

Supervise Functions.

- 9. Ensure that the tasks assigned to your Branch as per the "EOC Action Plan" are carried out effectively.
 - Provide your Unit Leaders with assignments and specific actions which require immediate attention.
- 10. Ensure that your Branch personnel are supporting other EOC elements consistent with priorities established by Logistics Section Chief and EOC Manager.
- 11. Ensure adequate staff, review overall staffing requirements and request additional support as required.
- 12. Establish and maintain communications with incident site(s) as appropriate.
- 13. Ensure message flow and content are correct.
- 14. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 15. Brief Logistics Section Chief on major problem areas that now need or will require solutions.
- 16. Provide situation and resources information to Logistics Section Chief on a periodic basis or as the situation requires.
- 17. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 18. Attend Section meetings and briefings.
- 19. Prepare, submit situation report(s) on your Branch activities.
 - a. Recommend priorities for allocating critical resources.
 - b. List key issues currently facing your Branch.
 - c. List action items to be accomplished within the next operational period.
 - d. Forecast and determine likely future Branch needs for resources and personnel.

	EOC Position Task Sheet	
Position	COMMUNICATIONS UNIT (ESF 2)	
Purpose	Provide emergency radio, telecommunications and information services for municipal response and recovery operations. Coordinate with the municipality's Communications Unit for the allocation and mobilization of municipal, provincial and federal communication resources available for emergency response. Restore and maintain communications and information services infrastructure and services needed for emergency response and recovery operations by the municipality. Additionally, provides communication for the EOC proper.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Communication Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm/establish communications within the EOC and from the Field Site(s) and the EOC. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Communications Unit in the EOC Logistics Section. Determine condition, status of the communication and technology systems. Contact dispatch centres and request operational status. Ensure EOC internal communications and technology systems are adequate. Support the communications unit in the EOC Logistics Section. Support Joint Information Centre communications operations, as requested. Prioritize and coordinate restoration of communications and technology systems with public utility communication providers. Assess damages to communication and technology systems. Provide installation/restoration and repairs. Provide voice and data support to recovery operations. Coordinate with listed agencies/departments to restore power to the networks. Establish and maintain communications links with operational units and field Incident Commanders. Establish and maintain communications to the municipal EOC. Coordinate, acquire and deploy additional resources (normal or backup such as amateur radio), equipment and personnel technicians to establish point—to—point 	

communications as required.

- 12. Obtain and coordinate communication resources as requested by field Incident Commanders.
- 13. Sources for resources can include:
 - a. All Departments.
 - b. Municipal EOC.
 - c. Amateur Radio.
 - d. Commercial vendors.
- 14. Establish, maintain contact with municipal EOC.
 - a. Provide information on status of the municipal communications systems.
 - b. Request additional communications and technology resources, as requested.
- 15. Ensure communication links to/from shelters.
- 16. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

	EOC Position Task Sheet	
Position	VOLUNTEERS UNIT (ESF 15)	
Purpose	Coordinate municipal volunteer resources (personnel and services). Coordinate with the municipality's Volunteer and Donations Unit for the allocation and mobilization of municipal, provincial and federal volunteer resources available for emergency response.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Volunteer Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Confirm current volunteer status, immediate requests and readily available volunteer sources. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Volunteers Unit in the EOC Operations Section. Implement procedures to solicit, register, screen, receive and deploy local volunteers. Establish Emergency Volunteer Centre as required. Determine present and future need for volunteer resources. Obtain and coordinate volunteer resources as requested by field Incident Commanders. Establish Volunteer Reception Centre for registration of unaffiliated/ spontaneous volunteers. Sources for resources can include: Red Cross. Salvation Army. United Way. Faith-based organizations and their affiliations. General public. Pre-existing NGOs – Search and rescue, amateur radio, citizens on patrol Coordinate, when necessary, with the municipal EOC for the influx of volunteer help offered in aftermath of an emergency. 	

EOC Position Task Sheet	
Position	DONATIONS UNIT (ESF 15)
Purpose	Coordinate and liaison with the municipality's Volunteer and Donations Unit and other provincial, federal and volunteer organizations to manage the receipt, storage and distribution of donated goods and services in or for the benefit of the municipality.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Donations Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Confirm current donations status, immediate requests and readily available donation sources. Initiate a tracking system and identify a storage location for donated items Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Donations Unit in the EOC Logistics Section. Provide coordination of donations with the appropriate tasked organizations. Determine present and future needs for donated goods (type and approximate numbers). Develop information for public distribution (through the Public Information Officer) describing items needed, where to send them, etc. Relay to Public Information Officer and the various law enforcement agencies. Through the Public Information Officer, disseminate information to ensure that offers are not inappropriate to needs. Periodically update public information concerning needed items, etc. Receive offers of donated goods and services; match offers to needs. Coordinate delivery system to affected population. Request transportation resources from the Ground Support Unit and municipal EOC to facilitate the movement of needed items to staging areas or into the disaster area. As goods arrive, provide periodic listings for distribution to EOC Branch Coordinators and Assistant Incident Managers so they will know what is available through the system. Respond to inquiries from other EOC Branches and Units regarding availability of certain items. Coordinate with municipal EOC, when necessary, for the influx of donated goods

- offered in aftermath of a disaster.
- 12. Coordinate activities with the municipal and provincial EOCs if necessary.
- 13. Implement procedures for disposing of unneeded or unusable items.
- 14. Manage cash donations received by municipal government.
- 15. Implement cash management policies/procedures to ensure accountability for all cash donations received by the municipality during the disaster.

EOC Position Task Sheet	
Position	FOOD UNIT (ESF 9)
Purpose	Provide food and water for municipal emergency response personnel. Coordinate with the municipality's Food Unit and other provincial, federal and volunteer organizations to provide temporary sources of food, ice and potable water for the municipality's impacted population. Additionally, provides food and water for EOC proper.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Food Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Support/facilitate field site(s) responders' food and water requests. Provide EOC staff with food and water. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Food Unit in the EOC Logistics Section. Determine present and future need for food, water and ice resources. Coordinate food, water and ice supply activities with the appropriate tasked organizations. Coordinate assistance in preparation and segregation of food stuffs for mass bulk distribution. Coordinate with the Ground Support Unit for transportation of food, water and ice supplies to designated distribution or mass feeding sites. Obtain and coordinate food, water and ice resources as requested by field Incident Commanders. Sources for resources can include: Local and regional suppliers. Municipal EOC. Municipal, provincial and federal agencies. Establish, maintain contact with municipal EOC: Coordinate delivery of food, water and ice to affected areas.

EOC Position Task Sheet	
Position	SUPPORT BRANCH DIRECTOR
Purpose	 Assume responsibility for ensuring that your assigned functions are staffed and activated as directed by the Logistics Section Chief. Manage your assigned functions. Ensure that the tasks assigned to you are carried out effectively.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Support Branch Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Logistics Section Chief. Provide Branch staff task assignment briefings. Consider the Branch's operational period staffing needs to meet the objectives for the current operational period and obtain Logistics Section Chief approval for activating them. Monitor well-being of Branch staff; take needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stabilit and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. General. Complete "General Duties" checklist items. Read EOC status boards for information relating to your functions. Verify the CURRENT situation on the municipality's response by checking with the Planning Section. Clarify with the Logistics Section Chief any issues regarding your authority and assignment and what others in the organization do. Review the responsibilities of the functions as assigned to your position. Activate Functions. Activate Units as directed by the Logistics Section Chief: Supply Unit. Facilities Unit. Ground Support Unit. Designate a Unit Leader for each function activated as needed. Note: Remember, you must carry out the responsibilities of any function that is activated but not having any staff assigned. Make required personnel assignments as staff arrives at the EOC.

- b. Provide arriving personnel with position checklist of duties and responsibilities.
- c. Assign work locations and preliminary work tasks to arriving personnel.
- 7. Determine financial and administrative support needs.
 - Report this information to the Logistics Section Chief.
- 8. Determine the 24–hour staffing requirements for your Branch.
 - Report this information to the Logistics Section Chief.

Supervise Functions.

- 9. Ensure that the tasks assigned to your Branch as per the "EOC Action Plan" are carried out effectively.
 - Provide your Unit Leaders with assignments and specific actions which require immediate attention.
- 10. Ensure that your Branch personnel are supporting other EOC elements consistent with priorities established by Logistics Section Chief and EOC Manager.
- 11. Ensure adequate staff; Review overall staffing requirements and request additional support as required.
- 12. Establish, maintain communications with incident site(s) as appropriate.
- 13. Ensure message flow and content are correct.
- 14. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 15. Brief Logistics Section Chief on major problem areas that now need or will require solutions.
- 16. Provide situation and resources information to Logistics Section Chief on a periodic basis or as the situation requires.
- 17. Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- 18. Attend Section meetings and briefings.
- 19. Prepare, submit situation report(s) on your Branch activities.
 - a. Recommend priorities for allocating critical resources.
 - b. List key issues currently facing your Branch.
 - c. List action items to be accomplished within the next operational period.
 - d. Forecast and determine likely future Branch needs for resources and personnel.

EOC Position Task Sheet	
Position	SUPPLY UNIT
Purpose	Provide resource and logistical support to municipal Departments and organizations involved in emergency response and recovery efforts. Coordinate acquisition of resources from the municipal (Logistics Branch), provincial or federal government when local resources are depleted. Additionally, provides supplies for the EOC proper.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Supply Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm current supply status, immediate requests and readily available sources. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff the Supply Unit in the EOC Logistics Section. Coordinate with the EOC Command and General Staff to determine resource needs. Essential information includes: Size. Amount. Location. Type of resource. Time frame in which it is needed. Advise and assist the EOC Management and General Staff with determining priorities. In general: Receive, document, prioritize and track requests for resources. Use resource inventory/lists to match and meet needs. Coordinate with the Ground Support Unit as necessary. Assist in establishing EOC staging areas in coordination with the Operations Section Chief. Coordinate supply distribution points, reception, storage and deployment. Coordinate with other functions within the EOC. Notify resource requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity en-route, etc. Maintain financial and legal accountability.

- 5. Sources for resources can include:
 - a. All municipal personnel, equipment, supplies and facilities.
 - b. Municipal, provincial and federal agencies and organizations.
 - c. NGOs.
 - d. General public.
 - e. Businesses, industry.
- 6. Establish, maintain contact with provincial EOC through the municipal EOC.
 - Coordinate additional resource needs.
- 7. Finance/Purchasing:
 - Secure goods and services.
- 8. Determine present and future need for food, water and ice resources.
 - Notify vendors of present and future needs.
- 9. Develop a plan that will ensure timely distribution of food, water and ice supplies to the affected areas.
- 10. Procure storage facilities, both refrigerated and non-refrigerated for the warehousing of ice and perishable food items outside of affected area.
- 11. Coordinate food, water and ice supply activities with the appropriate tasked organizations.
 - Coordinate assistance in preparation and segregation of food stuffs for mass bulk distribution.
- 12. Make emergency food supplies available to residents for take-home consumption.
- 13. Coordinate the procurement and delivery of food, water and ice to municipal employees working in the municipal EOC.
- 14. Coordinate with the Ground Support Unit for transportation of food, water and ice supplies to designated distribution or mass feeding sites.
- 15. Deploy water to locations identified by the EOC.
- 16. Obtain, coordinate food, water and ice resources as requested by field Incident Commanders.
- 17. Provide water, food, ice information to the appropriate EOC Sections on a regular hasis
- 18. Sources for resources can include:
 - a. Local and regional suppliers.
 - b. Municipal EOC.
 - c. Provincial and federal agencies.
- 19. Establish, maintain contact with municipal EOC:
 - Coordinate delivery of food, water and ice to affected areas.
- 20. Maintain records of the cost of supplies, resources and staff–hours needed to complete the resource support function.
- 21. Continue to assess the situation and priorities to address the most critical needs and develop strategies.
- 22. Coordinate with Finance/Purchasing in preparing and submitting emergency requisitions for goods and services necessary to support operations as requested.
- 23. Identify the number of people without food within the affected area.
- 24. Inventory warehoused food products/quantities and identify additional sources to obtain supplies.

- 25. Coordinate the transportation of food shipments to warehouses, feeding sites and pantry locations.
- 26. Assist with other duties as requested.
- 27. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet	
Position	FACILITIES UNIT
Purpose	Provide coordination and liaison with the municipality's Mass Care Unit and other Provincial, Federal and volunteer organizations responsible for temporary sheltering, mass care and the distribution of relief supplies and disaster welfare information for the municipality's population impacted by a disaster.
	Mass Care: Coordinate with the municipality's Mass Care Unit to provide congregate lodging and meet basic human needs, during and after emergencies or disasters, to persons unable to provide for themselves.
	Sheltering: Coordinate with the municipality's Mass Care Unit to provide for the use of shelters for people unable to return home as a result of disaster and to ensure availability of basic survival needs (food, water, etc.) for use during disasters.
	Access and Functional Needs Populations: Provide support to municipality in the local registration, transportation, sheltering and care of special needs populations.
	Comfort Centre: Provide post storm Comfort Centre, as required at the municipality's Recreation Centre.
	EOC: Provides facility support for the EOC proper.
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Facilities Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm current facilities status, immediate requests and readily available sources. Establish/maintain EOC and Policy Room facilities and housing for staff, if requested. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives.
Emergency Operations Centre (EOC)	NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. 1. Staff the Facilities Unit in the EOC Logistics Section. 2. Sources for resources can include:

- a. Municipal Emergency Operations Centre (EOC).
- b. Canadian Red Cross.
- c. Salvation Army.
- 3. Establish and maintain contact with municipal EOC:
 - a. Provide information on mass care needs.
 - b. Coordinate receipt, distribution of bulk items and donated goods.
- 4. Establish, staff and maintain supply distribution points within the municipality.

Sheltering duties include:

Determine requirement for shelters for disaster victims and temporary sheltering for emergency responders.

	EOC Position Task Sheet		
Position	GROUND SUPPORT (TRANSPORTATION) UNIT (ESF 1)		
Purpose	Provide for coordination of transportation resources (human, technical, equipment, facility, materials and supplies) available to the municipality to be utilized in support of municipality's emergency and recovery transportation needs. Coordinate with the municipality's Transportation Unit for the allocation and mobilization of municipal, provincial and federal transportation resources available for emergency response. In the context of this plan, transportation refers to the resources and assets necessary to move goods and people. Additionally, provides transportation support for EOC proper, if needed.		
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Ground Support Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Confirm current transportation status, immediate requests and readily available sources. Establish/maintain EOC transportation services, if requested. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 		
Emergency Operations Centre (EOC)	 Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Staff Ground Support (Transportation) Unit within the EOC Logistics Section. Determine condition, status of municipal transportation resources. Develop comprehensive list of available municipal vehicles and equipment. Coordinate with support agencies in providing sufficient fuel supplies to agencies, emergency response organizations and areas along evacuation routes. Maintain liaison with all support departments and communication with field personnel. Determine present and future need for transportation resources. Continually assess the situation to address the most critical transportation needs and develop strategies. Receive, prioritize and coordinate requests for transportation resources from field Incident Commanders. Sources can include: Municipal Departments. Municipal EOC. Private companies: bus; taxi; trucking; car/truck rentals. 		

- d. Non-Governmental Organizations (NGOs).
- e. Commercial carriers.
- f. Ambulance companies.
- 8. Coordinate procurement of rental vehicles and other needed equipment with operators and independent maintenance locations as required.
- 9. Ensure field maintenance support, to include, but not limited to: fuel; lubricants; tires and vehicles parts.
- 10. Ensure a continuous source and supply of food, water and ice for personnel.
- 11. Provide transportation services to assist in damage assessment operations.
- 12. Coordinate needs with municipal EOC, as necessary.
- 13. Coordinate with municipal EOC to provide evacuation transportation assistance where necessary.
- 14. Determine condition, status of transportation systems and routes. Develop and maintain status map showing:
 - a. Routes that are open unconditionally,
 - b. Routes that are closed,
 - c. Routes that have not yet been inspected,
 - d. Bridges that are open without restriction,
 - e. Bridges that are open with restrictions,
 - f. Bridges that are closed until replaced,
 - g. Bridges that have yet to be inspected, and
 - h. Bridges that have been visually inspected but require engineering tests to make further determinations.
- 15. Close infrastructure determined to be unsafe.
- 16. Post signing and barricades.
- 17. Prioritize and/or allocate the resources necessary to maintain and restore the transportation infrastructure and services to support other EOC branches/units.
- 18. Coordinate traffic control assistance and damage assessment of the transportation infrastructure.
- 19. Determine the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.
- 20. Identify, prioritize, procure and allocate available resources to maintain and restore the use of the transportation infrastructure.
- 21. Make available personnel, equipment and other assets to assist in the restoration and maintenance of the transportation infrastructure.
- 22. Provide frequent updates to the EOC Logistics Section Chief as to the status of the transportation infrastructure.
- 23. Maintain records of cost and expenditures to accomplish this function and forward them to the EOC Finance/Administration Section Chief.

EOC Position Task Sheet		
Position	FINANCE & ADMINISTRATION SECTION CHIEF	
Purpose	 Assume responsibility for ensuring that the Units within your Section are staffed and activated as directed by the EOC Manager. Manage the Units within your Section. Ensure that the operational objectives and tasks assigned to your Section as per the "EOC Action Plan" are carried out effectively. Within established policies and procedures, provide fiscal and administrative procedures to support emergency measures at all levels in government and to preserve vital community records in the event of disaster or major emergency. Includes documenting work performed and associated costs. 	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Finance & Administrative Section Chief's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the EOC Manager. Provide Section staff task assignment briefings. Consider the Section's operational period staffing needs to meet the objectives for the current operational period and obtain EOC Manager approval for activating them. Confirm that existing financial guidelines, procedures and tracking/documentation are being utilized. Monitor well-being of Section staff; take needed corrective actions. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine from the EOC Manager which and recommend to the EOC Manager which Units should be activated. Activate Units within the Section as required: a. Procurement Unit. b. Cost Unit. c. Time Unit. d. Claims & Compensation Unit. Designate a unit leader for Units activated. Note: Remember, you must carry out the responsibilities of any Units that are activated but do not have any staff assigned to it. a. Make required personnel assignments as staff arrives at the EOC. 	

- b. Provide arriving personnel with position checklist of duties and responsibilities.
- c. Assign work locations and preliminary work tasks to arriving personnel.
- 4. Notify Planning Section when Units have been activated including name and location of assigned personnel.
- 5. Ensure that your Section is set up properly and that appropriate personnel, equipment and supplies are in place.
 - Setup your work station, including maps and status boards.
- 6. Determine the 24-hour staffing requirements for your Section and request additional support as required.
- 7. The gathering and analyzing of fiscal data.
- 8. Maintenance of financial records.
- 9. The tracking and recording of all staff time.
- 10. The processing of purchase orders & contracts in coordination with "Logistics Section."
- 12. Ensure that the operational objectives and tasks assigned to your Section as per the "EOC Action Plan" are carried out effectively.
 - a. Coordinate operational requests and task assignments.
 - b. Provide Units with assignments and specific actions which require immediate attention.
- 13. Ensure that your Section is supporting other EOC elements consistent with priorities established by the EOC Manager.
- 14. Establish and maintain communications with incident site(s) as appropriate.
- 15. Ensure message flow and content are correct.
- 16. Ensure status boards assigned to your Section are kept current.
 - Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- 17. Brief EOC Manager on major problem areas that now need or will require solutions.
- 18. Provide financial and procurement information to Planning Section on a periodic basis or as the situation requires.
- 19. Provide summary of the disaster situation.
- 20. Ensure that all Units are aware of priorities.
- 21. Determine if there are unmet needs or problems.
- 22. Assign tasks to Section personnel.
- 23. Obtain consensus among staff on objectives for forthcoming operational periods.
- 24. Recommend priorities for allocating critical resources.
- 25. List key issues currently facing your Section.
- 26. List action items to be accomplished within the next operational period.
- 27. Ensure that intelligence information from your Section's Units are made available to the Planning Section.
- 28. Participate in preparation of the EOC Incident Action Plan.
 - a. Attend Planning Meeting(s).
 - b. Obtain and review any major incident reports.
 - c. Provide input on current service and support capabilities. Identify types of

- resources that are in low supply and may necessitate allocation.
- d. Prepare your Section assignments for the next operational period based on the operational objectives generated at the planning meeting.
- e. Identify potential future operational needs so as to anticipate logistical requirements.
- f. Identify service and support requirements for planned and expected operations.
- g. Advise on current service and support capabilities.
- h. Estimate future service and support requirements.
- 29. Develop a Section plan for carrying out all responsibilities.
- 30. Continuously monitor Section activities and modify organization of Section as needed.
- 31. Review the responsibilities of the Units in your Section.
- 32. Evaluate Units staff performance on an ongoing basis, adjust or replace personnel if necessary.
- 33. Resolve problems early, involve EOC Manager if appropriate.
- 33. Coordinate procedures and security for cash transactions.
- 34. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

EOC Position Task Sheet		
Position	PROCUREMENT UNIT	
Purpose	The Procurement Unit facilitates the acquisition of supplies, equipment, facilities and services necessary to support the emergency response actions. Ensures that all obligation documents initiated in the incident are properly prepared and completed.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Procurement Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm current procurement (vendor) status, immediate requests and readily available sources. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Contact appropriate unit leaders on incident needs and any special procedures. Advise Section Chiefs, Branch Directors and Unit Leaders on procurement procedures. Determine whether any special requirements for problems exist. Coordinate all required paperwork with Logistics Section Supply Unit. Obtain listing of activated contracts/agreements. Assemble copies of activated contracts - agreements. Coordinate closely with Logistics Section. Establish contracts with supply vendors as required. Maintain listing of vendors/suppliers and telephone numbers. Determine requirement from departments for "Impress fund". Coordinate procedures and security for cash transactions. Ensure proper emergency charge code is posted. As required: Maintain ample amount of purchase orders. Prepare and sign contracts and use agreements as needed. Develop and administer a cash account. Determine whether additional vendor service agreements may be necessary, based on the extent of disaster response operations. Interpret contracts/agreements and resolve claims or disputes within delegated authority. 	

- 16. Finalize all agreements and contracts.
- 17. Complete final processing and send documents for payment.
- 20. Coordinate cost data in contracts with Cost Unit.
- 23. Scrutinize vendors, as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- 24. Report violations to the Section Chief or EOC Manager, as directed.

	EOC Position Task Sheet		
Position	COST UNIT		
Purpose	The Cost Unit is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations. Specifically, the Cost Unit is responsible for maintaining a Disaster Accounting system and developing procedures to capture and document costs relating to a disaster/emergency in coordination with other Sections and departments. The Unit is also responsible for maximization of cost recovery by working with appropriate departments/agencies, requesting reimbursement for disaster eligible expenditures in a timely manner, recognizing outstanding receivables, recording related revenues and expenditures in accordance with appropriate reporting requirements and monitoring receipt of revenues for related cash flow requirements.		
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Cost Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm current cost status. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 		
Emergency Operations Centre (EOC)	 Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Establish and maintain a system whereby incident costs are identified and accumulated for provincial and federal reimbursements. Maintain accurate records of funds, materials and man-hours expended as a direct result of the disaster. Direct Departments to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation will include: logs, formal records and file copies of all expenditures, receipts, personnel time sheets. Ensure that Departments keep records of the name, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment and any extraordinary costs.		

- a. This document contains the requirements and forms for disaster cost reimbursements.
- b. Ensure instructions and formats are followed to avoid delay or denial of reimbursements.
- 3. Determine the requirements for and coordinate the use of Impress Funds (public money loaned to discharge a government duty) as required.
- 4. Only approved expenditures with adequate support will be reimbursed. The applicant will need to provide:
 - a. Daily work sheets (Force Account).
 - b. Rental equipment Record.
 - c. Contract Record.
 - d. Materials Record.
 - e. Equipment Record.
 - f. Force Account Labor (Labor Record).
 - g. Cost Reimbursement Summary.
 - h. Administrative, copies of municipal policies concerning such issues as overtime pay, compensations, mutual aid agreements, etc.
- 5. Process travel and expense claims.
- 6. Develop and administer a cash account.
- 7. Maintain final incident receiving documents:
 - a. Obtain copies of all vendor invoices.
 - b. Verify that all equipment time records are complete.
 - c. Maintain comprehensive audit trail for all procurement documents.
- 8. Verify all invoices:
 - a. Check completeness of all data entries on vendor invoices.
 - b. Compare invoices against procurement documents.
 - c. Assure that only authorized personnel initiate orders.
- 9. Provide daily summary estimates of total expenditures for equipment and supplies purchased or rented for incident response efforts.
- 10. Distribute forms to all Sections/Branches/Units (timesheets, expense claims, etc.)
- 11. Ensure all Sections/Branches/Units are aware of and are using correct charge codes.
- 12. Coordinate with "Claims Unit" procedures for handling claims.

EOC Position Task Sheet		
Position	TIME UNIT	
Purpose	The Time Unit ensures that plans and procedures are in place for the overall management and tracking of personnel time. Specific duties of the Time Unit include: responsibility for personnel time recording; monitoring time sheets, rosters, overtime requests and other administrative support and EOC sign-in time sheet.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Time Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from the Planning Section Chief. Confirm current resource tracking status procedures are in place and being followed. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Determine requirements for time recording function. Establish contact with appropriate agency personnel representatives. Ensure that daily personnel time recording documents are prepared and compliance to time policy is met. Establish and maintain a file for employee time reports. Initiate, gather or update a time report from all applicable personnel through their respective agencies that are assigned to the disaster or emergency. Coordinate with the Planning Section to obtain a list of personnel involved. Ensure that all employee identification information is verified on the time report. Post personnel travel, work hours, transfers, specific pay provisions (overtime, etc.) to all personnel time documents. Make sure all time reports are signed. Maintain a log of EXCESSIVE hours that are worked by specific personnel and make sure the log is forwarded to the Finance and Administrative Section Chief. Determine audit schedule for review and provide estimate of daily response and contractor personnel to the Administrative and Finance Section Chief. Submit cost estimate data forms to cost unit as required. Review reports for accuracy and legibility. Obtain necessary signatures and approvals. Organize and direct recording of equipment time. 	

- 16. Coordinate with Logistics for obtaining equipment use information.
- 17. Verify that information is correct.
- 18. Provide for records security.
- 19. Ensure that all records are current or complete prior to demobilization.
- 20. Brief Administrative and Finance Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.

EOC Position Task Sheet		
Position	CLAIMS UNIT	
Purpose	The Claims Unit ensures that plans are in place for the overall management and direction of compensation and claims. Specific duties of the Claims Unit include: administering claims arising from serious injury and death and handling all other incident claims.	
Initial Actions	 Within the first 60 minutes of activation in the first operational period or within 30 minutes of activation in any subsequent operational period: Review the EOC Claims Unit's Situation Report from the prior operational period, attend the operational period briefing and request a task briefing from Planning Section Chief. Confirm current claims tracking status procedures are in place and being followed. Update your immediate superior regarding any "red flag" issues. Log major activites on the ICS Unit Log Form 214 and the Major Activity/Event Entry Form 313. Review your EOC Tasks (below) and complete applicable tasks as per incident size, scope, stability and current objectives. 	
Emergency Operations Centre (EOC)	 NOTE: Review the following list of tasks and complete as appropriate to the situation or as directed. The numbers are for reference purposes only and do not imply priority. Document and maintain a log of all accidents and injuries that occur to personnel during any response operations. Investigate all injury and damage claims as soon as possible. Coordinate and handle all administrative paperwork on serious injuries or deaths among personnel. Maintain a log of all potential claims (i.e. for personal injury as well as loss or liability of damaged or destroyed property). Coordinate procurement of witness and documentation for files and liability reference. Process worker's compensation claims received at the EOC. Coordinate follow-up requirements for an outstanding claim investigation. Ensure that compensation for injury and claims logs and all related forms are up-to-date and routed to the proper agency. 	

PART III BASIC PLAN

Plan Basis, Situation, Organization, Responsibilities, Administration/Fiscal/Logistics



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A.	PLAN BASIS	
1.	PURPOSE	Xx
2.	GOALS	Xx
3.	AUTHORITIES, GUIDANCE DOCUMENTS, MUTUAL AID AGREEMENTS	Xx
4.	ASSUMPTIONS	Xx
5.	LIMITATIONS	Xx
6.	POLICIES	Xx

B. SITUATION

C.	. ORGANIZATION		
		a.	Emergency Services Organization
			(1) Municipal Council is responsible for the direction and control of the municipal emergency response unless the Government of Alberta assumes direction and control under Section 15 of the Act.
			(2) When the municipal emergency plan is activated, coordination of emergency response is delegated to the:
1.	EMERGENCY ORGANIZATION		 Director of Emergency Management: The Director or designate will act on behalf of the Mayor and Council as coordinator of all emergency services and resources used in the emergency.
			 Incident Commander: The Emergency Management Director will appoint an on-site Incident Commander (IC) who will establish a site command post near the actual scene in order to manage and coordinate the overall emergency response operations.
			 Emergency Operations Centre (EOC): An on or off-site Emergency Operations Centre may be established under the management of the EOC Manager.

2.	INCIDENT COMMAND SYSTEM	Xx

D.	RESPONSIBIL	LITIES
1.	PROVINCIAL	Xx
		a. Alberta Emergency Management Agency (AEMA).
		 If local capabilities are exceeded provincial government agencies can assist local government to meet the emergency needs of victims. Alberta Municipal Affairs, AEMA receives and coordinates requests for provincial and federal assistance. The Minister may declare a provincial "state of emergency" to authorize use of provincial resources.
		b. Alberta Health Services - EMS.
		(1) Perform functions in the Emergency Operations Centre (EOC) or on-scene as assigned.
		(2) Provide initial situation/damage reports as per field unit observations and reports from the general public.
		(3) Provide supplies, equipment and personnel as requested.
		(4) Provide emergency medical transportation and emergency medical services in the field.
2.	PROVINCIAL	c. Alberta Health Services - Hospitals.
		 Provide medical care. Re-supply field units with consumable medical supplies. Make assessment of hospital capabilities and damages. May mobilize staff to provide teams to respond to mass casualty incidents. Coordinate with Canada Blood Services and assist in blood procurement for community needs. Participate in hospital radio net that links hospitals, EOC, fire dispatch and emergency medical services (EMS).
		d. Alberta Health Services-Public Health.
		(1) Perform functions in the Emergency Operations Centre (EOC) or on-scene as assigned.
		(2) Provide initial situation/damage reports as per field unit observations and reports from the general public.
		(3) Provide supplies, equipment and personnel as requested.

	 (4) Perform disease control operations, to include epidemic intelligence, evaluation, prevention (including mass inoculations) and detection of communicable diseases. (5) Issue general health advisories, information and instructions. (6) Conduct environmental health activities in regard to waste disposal, refuse, food, water control and vector control. (7) Provide health care support for shelters and reception care facilities. (8) Provide for crisis and mental health counseling.
e.	Alberta Health Services.
	 Perform functions in the EOC or on-scene as assigned. Provide initial situation/damage reports as per field unit observations and reports from the general public. Provide supplies, equipment and personnel as requested. Develop and coordinate field medical protocols.
	(5) Provide trauma coordination through the Trauma Control Centre.(6) Assist in mass casualty incidents.
f.	Civil Air Search and Rescue Association (CASARA).
	(1) Perform functions in the Emergency Operations Centre (EOC) or on-scene as assigned.
	(2) Provide initial situation/damage reports as per field unit's observations and reports from the general public.
	(3) Provide air transportation of supplies, equipment and personnel as requested.
	(4) Augment search and rescue missions as requested and within their mandate and capabilities.
a.	RCMP.
	(1) Perform functions in the EOC or on-scene as assigned.(2) Provide initial situation/damage reports as per field units' observations and reports from the general public.
	(3) Provide supplies, equipment and personnel as requested.(4) Augment warning system by providing siren-equipped and/or public address
3. FEDERAL	mobile units and/or personnel for door-to-door warning.
	(5) Responsible for lost missing person search and rescue and assist in the coordination of heavy rescue operations.
	(6) Maintain law and order and provide public safety activities as required.
	(7) Provide security for key facilities.
	(8) Protect property in evacuated area.(9) Provide assistance in the capture and control of animals.
	(10) Enforce orders of fire officers and implement/enforce evacuation orders,
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when necessary.

- (11) Provide law enforcement and traffic control in support of Fire Rescue Services actions.
- (12) Order/conduct evacuations when necessary to save lives and property.

E. DIRECTION AND CONTROL

- a. The primary resources utilized during an emergency will be the manpower, equipment and supplies of the municipal services. In the event that these prove inadequate, the Emergency Management Director will access the various resources identified in this plan.
- b. Municipalities should use the "local first" approach to resources, as depicted in the "Emergency Management Resource Assistance Structure Chart".
- c. The Municipal EOC will attempt to support all requests for resource support from locally or regionally available resources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to the Province. Resource/mission requests from the EOC to the Provincial Operations Centre are coordinated by the EOC Logistics Section.
- d. Use of Local Resources.

8. RESOURCE REQUESTS

- (1) The resources of all municipal departments and agencies are considered to be available to minimize the effects of a natural disaster. Supplies and equipment will be purchased as necessary.
- (2) If additional resources are required, the municipality will:
 - (a) Summon resources pursuant to inter-local agreements.
 - (b) Summon emergency service resources that have been contracted for.
 - (c) Request assistance from volunteer groups active in disasters.
 - (d) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
 - (e) Request provincial and federal assistance.
- (3) All Departments involved in disaster operations will be responsible for coordinating communications and accountability with their respective staff members and/or mutual aid resources. Accountability shall include location of deployed resources, hours worked, applicable expenditures and emergency staff information.
- e. Mutual Aid Agreements and Contracts.

(1) Should local resources prove to be inadequate during an emergency, request will be made for assistance for other local jurisdictions, other agencies and industry in accordance with existing mutual—aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies or personnel. All agreements will be entered into by authorized officials and will be in writing whenever possible.
 f. Municipalities should maintain and review annually a listing of resources within their jurisdiction, through mutual aid and from contracted sources. This listing

should have current contact information and, ideally, with 24/7 access.

F.	ADMINISTRATION, FISCAL AND LOGISTICS	
1.	GENERAL	Xx
2.	POLICIES	Xx
3.		Xx
	ADMINISTRA	
	TION	
4.	FISCAL	Xx
5.	LOGISTICS	Xx

PART IV COMPREHENSIVE EMERGENCY MANAGEMENT (CEM) PHASES





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A. EMERGENCY MANAGEMENT PROGRAM PHASES.

The Emergency Management Program is a comprehensive effort that requires municipal departments to work and cooperate effectively with many other governmental, non-governmental and private organizations. The Municipality will meet its responsibility for protecting life and property from the effects of emergency events by acting within each of the following four phases of emergency management.



1. Phase 1: Mitigation/Prevention.

- a. Mitigation is any action that prevents an emergency from occurring or reduces the impact of an emergency on people, property and the environment. Mitigation efforts include adopting and enforcing building codes, land use planning, training and education of the public on the need for mitigation and implementing structural and non-structural safety measures.
- b. Prevention helps protect lives and property before an emergency occurs. Prevention measures help avoid emergencies or they can intervene to stop an emergency from occurring. Measures involve applying intelligence and other analysis to a range of activities, such as heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance; immunizations, isolation or quarantine; and, specific law enforcement operations aimed at deterring or pre-empting illegal activity.
- c. All Municipal stakeholders are expected to actively participate in recommending to the municipality any mitigation/prevention strategies intended to improve the emergency resilience of the municipality.
- d. Municipalities and their departments will carry out mitigation/prevention duties in response to a threat. Section III-B: Mitigation addresses mitigation and prevention in more detail.
- 2. Phase 2: Preparedness.

- a. Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of emergency response. Preparedness activities have the potential to save lives, lessen property damage and increase individual and community control over the subsequent emergency response.
- b. Parkland County and its departments will prepare for emergencies by maintaining emergency plans and procedures to accomplish the tasks expected of them. Plans and procedures will allow departments to integrate their individual capabilities into the region—wide emergency response and recovery effort. Departments will ensure that their employees are trained to implement emergency procedures. Departments will validate their readiness for an emergency through internal training drills and participation in exercises. Other governmental jurisdictions, private and non-profit organization within and outside municipal boundaries may also be encouraged to participate in these exercises. Exercise results will be documented and recommendations implemented to improve the municipally and region preparedness for an emergency. The Municipal Director of Emergency Management will revise the Municipal Emergency Plan based on continuous planning and exercising. Section III-C: Preparedness addresses preparedness programs in more detail.

3. Phase 3: Response.

- a. Response is the use of resources to address the immediate and short–term effects of an emergency. Emergency response efforts can minimize suffering, loss of life and property damage, as well as maintain or hasten the restoration of essential government services. More information on the restoration of functions can be found in the Continuity of Operations Plan in Section 5 of this plan.
- b. When initiating the response operation, municipalities will conduct an initial assessment of the situation, determine the need to alert others and take appropriate actions to reduce the risks and potential impacts of the emergency.
- c. Annex III: Response Functions and individual departmental plans describe detailed emergency response activities. Actions may involve activating the Emergency Operations Centre (EOC) for coordination of support.
- d. Municipalities and their departments may assist with issuing and transmitting emergency alert and warnings, supporting first responder efforts to protect lives and property, maintaining or restoring essential services and protecting vital resources and the environment. Section III-D: Response guides responses to declared emergencies.

4. Phase 4: Recovery.

- a. Recovery activities return municipalities to a pre–emergency state. Examples of recovery efforts, which may include a continuation of Emergency Support Functions, include conducting detailed damage assessments, removing debris, restoring essential services, critical facilities and infrastructure, rebuilding homes and providing assistance to businesses.
- b. There is not a definitive point after the emergency occurs where the response phase ends and the recovery phase begins. In general, most recovery and mitigation efforts occur after the deactivation of

the EOC and when the municipalities departments return to normal operations. Many long-term recovery programs will be integrated into the day-to-day project activities of the departments, rather than be managed from the EOC. Section III-E: Recovery provides more information on recovery roles and responsibilities.

COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM TENETS			
Preparedness	Response	Recovery	Mitigation
 All hazards planning Evacuation planning Backup and redundant communications Continuity of government Emergency Alert System Interoperable communications Training and exercises Mutual aid agreements Emergency partnerships Warning systems Strategic planning Resource inventory Public education Public information Intelligence Individual responsibility Corrective actions 	 Direction and control Disaster declarations Emergency alert Emergency debris removal Emergency Operations Centre Emergency power Emergency public information Evacuations Incident command Mass care Mass medication Medical and social needs Medical surveillance Medical transport Mutual aid Protective actions Search and rescue Shelters Situational awareness Temporary repairs Triage 	 Claims Crisis counseling Damage assessment Debris removal Disaster assistance Donations Restoration Disaster loans and grants Temporary housing Reconstruction Public information Security Environmental cleanup Historic Preservation Long term recovery 	 Building codes Buyouts Disaster insurance Hazard analysis Enforcement Land use management Litigation Monetary Incentives/ Disincentives Statutes and ordinances Vulnerability assessment Research Safety codes Zoning Planning Law enforcement Detection and monitoring Access control Outreach activities Pre-disaster programs

Comprehensive Emergency Management Program

B. MITIGATION PROGRAMS AND ACTIVITIES.

1. Summary of Municipal General Mitigation Programs:

	Table 9: Summary	f Municipal General Mitigation Programs And Department Responsibilities
1.	Emergency Management and Emergency Services	 a. Chief Administrative Officer and Council. (1) Responsible for all of the County departments and programs. (2) In charge of emergency/disaster (County Executive). (3) Serves as the EOC Policy and Executive Group. (4) Declares State of Local Emergency. (5) Establishes project funding priorities and makes application to provincial and federal funding sources.
		 b. Emergency Management. (1) Prepares and updates the Municipal Comprehensive Emergency Management Plan (CEMP). (2) Coordinates the activities of all departments within the municipal organization during an emergency or disaster, serving as a conduit of information and ensuring the most efficient use of resources. (3) Establishes, equips and maintains the EOC; Identifies required EOC staffing; prepares and maintains maps, displays, databases, reference materials and other information needed to support EOC operations; identifies and stocks supplies needed for EOC operations; develops and maintains procedures for activating, operating and deactivating the EOC. (4) Maintain the municipality's Hazard Mitigation Plan. c. Fire Department(s). Provide rapid, effective and efficient response to all resident's and visitor's requests for emergency assistance, including fire, pre-hospital
		emergency medical and rescue services. d. Law Enforcement. • Provide law enforcement and other duties as outlined in the CEMP. e. Public Health Department(s). • Provide disease prevention and environmental health programs.
2.	Public Protection	 a. Municipal Communications Centre (Municipal Warning Point). (1) Initiate actions to warn local residents and visitors by all means available. (2) Alert key officials and activate the public warning system. b. Emergency Management. (1) Ensure maintenance and tests: warning system, emergency communications, emergency public information system, emergency power systems. (2) Maintain warning, sheltering, evacuation plans. c. School District(s). (1) Develops district and building hazard mitigation and emergency plans in accordance with municipal and provincial guidance and policy. (2) Provides school facilities for use as shelters.

Table 9: Summary	Of Municipal General Mitigation Programs And Department Responsibilities
3. Public Information	 a. Emergency Management. (1) Promotes a Community Emergency Response Team (CERT) program that provides training to citizens to enable them to provide immediate response to their neighbourhood in the event of a disaster. (2) Provides numerous public outreach projects, including presentations to community groups, mail-outs and seminars to encourage the citizens to prepare for a disaster. (3) Distributes emergency preparedness information through radio and TV interviews, web site, newspaper articles, cable access TV channel, brochures and presentations to community groups. (4) Encourages businesses to develop their emergency and business continuity plans. b. Fire Department(s).
	 Provide fire safety and education outreach projects. Law Enforcement. Provide public safety and crime prevention projects, including "citizens' police academy," neighbourhood crime watch programs, etc.
	 Municipal Planning and Community Development. Administers relevant flood insurance programs and provides numerous public information activities that includes map information; encourages real estate agents to disclose flood hazard information; ensures that the library contains reference materials on hazard mitigation; and offers information on environmental and flood hazard issues as requested.
	 e. Municipality's Human Services Department and Employees Safety Committees. Coordinates work safety/hazard mitigation activities for municipal employees occupying municipal facilities.
4. Property Protection/ Mitigation	 a. Municipality's Development Services. Prepares and administers the Municipal Comprehensive Plan that contains zoning goals, objectives and policies. b. Municipality's Flood Insurance Program Coordinator (1) Advises all flood zone inquiries that federally backed mortgages require flood insurance for those properties having structures located in identified flood zone. (2) Advises that flood insurance may be obtained at a reduced rate for properties having structures located in less impacted flood zones. (3) Promote building attributes such as elevations and substantial improvements. c. Code Enforcement and Building Inspection Departments. Apply the provincial and local building codes to all building permit applications. d. Fire Department(s). (1) Administer the fire and building codes. (2) Provide fire safety inspections.

	Table 9: Summary	Of Municipal General Mitigation Programs And Department Responsibilities
		 e. Municipality's Public Works and Development Services. Provides public drainage system maintenance. f. Municipal Planning Department Enforce County codes forbidding littering and dumping in creeks, streams and vacant lots. g. All Departments. Identify potential mitigation projects that will reduce future damage. h. Mitigation Committee. (1) Establishes, reviews and evaluates mitigation projects and activities. (2) Identifies community mitigation personnel and resources; and roles and responsibilities. (3) Reviews the goals, policies and objectives of relevant growth management plans. Identifies goals that should be included that address hazard mitigation and long-term recovery.
5.	Environmental Protection	 a. Land Use and Transportation Plan. Addresses natural resource and wetlands protection. Municipal land use and associated plans also address these issues. b. Alberta Environment and Sustainable Resource Development and private contractors. Provides control and cleanup of hazardous material incidents. C. Municipal Water Utilities. Provides monitoring of water quality and discharging of waste. f. Planning Department. Assists in wetlands protection and hazardous material contamination prevention.
6.	Hazard Studies and Mapping	 a. Emergency Management. Manages relevant community prevention program to include: identification of hazardous material sites, plotting plumes (GIS), encouraging facility emergency plans, warning, etc. Maintains the Municipality's Hazard Assessment. Complete and maintains risk and threat assessments as required by provincial and federal governments. Information Systems (GIS). Provides geographic mapping and analysis. Provides a multi-hazard map of the community. Establishes a GIS "critical facilities database" to be used, in part, to identify mitigation needs and opportunities.

2. Summary of Hazard Mitigation Activities.

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)		
HAZARDS	MITIGATION ACTIVITIES	
Flooding	 Preservation of the remaining primary environmental corridor lands. Channel clearing and maintenance. Structure flood proofing or removal. Construction of a multi-purpose (flood control, water quality enhancement, low-flow augmentation and recreational use) reservoir. Construction of dikes and floodwalls. Construction of levees and channel improvements. Installation of flood gates. Land acquisition. Construct agricultural dikes. Reservation of flood lands for recreational and related open space use. Foodland regulations. Control of land use outside of flood lands. Community education programs. Flood insurance. Lending institution policies. Realtor policies. Community utility policies. Emergency programs. Structure flood proofing. Improve, upgrade storm water drainage system. 	
Thunderstorms and High Wind	 Building codes. Encourage provision of safe rooms. Public early warning systems and networks. Trim and maintain the health of trees near vulnerable infrastructure, such as utility lines, essential facilities and roads, as well as near homes and businesses. Promote planting windbreaks for farm crops. Bury and protect power and utility lines. Public information and preparedness. 	
Hailstorms	 Public information and preparedness. Building codes: increase requirements for hail impact-resistant roofing and other materials. 	
Lightning	Adequate grounding of newly constructed buildings.	

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)	
	 Fire departments obtain and maintain equipment to help detect or mitigate lightning-related fires, such as thermal imaging devices. Surge protectors on critical electronic equipment. Install lightning grade surge protection devices for critical electronic components used by government, public service and public safety facilities, such as warning systems, control systems, communications and computers. Promote public awareness of proven lightning safety guidelines to reduce the risk of lightning hazards. Public information regarding lightning hazards and cost effective mitigation measures. Encourage the expansion of the availability of severe weather alert systems.
Tornadoes	 Building codes to withstand greater wind velocities. Encourage provision of safe rooms and tornado shelters. Ensure that mobile and manufactured housing is securely anchored. Public early warning systems and networks. Retrofit existing structures. Trim and maintain the health of trees near vulnerable infrastructure, such as utility lines, essential facilities and roads, as well as near homes and businesses. Bury and protect power and utility lines. Public information and preparedness. Increase the coverage and use of Environment Canada weather radios. Continued coordination of emergency response and operations plans among governmental units and first responders.
Extreme Temperatures	 Organize neighbourhood outreach groups who look after vulnerable groups and individuals. Increase coverage and use of Environment Canada weather radios and EAS broadcasts; Conduct an inventory and inspection of facilities to ensure the quality, quantity and accessibility of adequate heating and/or cooling centres in the community. Public information and preparedness. Promote and expand training through the Parkland Region and encourage citizen involvement in the various components of that program and its affiliated program Include Heat Index values in zone and municipal forecasts.
Lakefront/River Erosion	 Development and adoption of shore land zoning ordinances incorporating bluff setback provisions. Construction and maintenance of shoreline protection structures and bluff stabilization measures.

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)	
	 Public information on shore land erosion and related hazards. Property owner guidance on proper shoreline and bluff management actions. Relocation of buildings within high-risk areas. Update and refine and map shoreline erosion risk data. Bluff Stabilization.
Winter Storm	 Building codes to improve the structures' ability to with stand greater wind velocities and snow weight. Review the energy efficiency and winter readiness of critical facilities and housing in the community. Public information and preparedness. Promote winter hazard awareness, including home and travel safety measures. Increase the coverage and use of Environment Canada weather radios. Public early warning systems and networks. Trim and maintain the health of trees near vulnerable infrastructure, such as utility lines, essential facilities and roads, as well as near homes and businesses. Bury and protect power and utility lines. Provide for short-term shelters and shelter operations during severe winter storm event situations. Local road maintenance programs. Promote planting windbreaks and installing snow fence to protect highways. Organize neighbourhood outreach groups who look after vulnerable groups and individuals. Establish a system to provide for short-term shelters and shelter operations. Continued coordination of emergency response plans among governmental units and first responders.
Droughts	 Agricultural programs that promote soil health, preserve soil moisture and help to minimize loss of crops and topsoil during drought conditions. Farm drought management strategies: monitoring soil moisture levels and planting crops that will tolerate low moisture levels. Ordinances to prioritize or control water use during drought conditions. Design and plan for water supply infrastructure systems that are not vulnerable to drought events. Crop insurance programs. Planting windbreaks for farm crops. Continue to operate and monitor stream gauging stations and groundwater monitoring wells.
Earthquake	 Building codes and enforcement. Safe interior designs and furniture arrangements.

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)	
	 Public information and preparedness. Increase public education and awareness of the potential of earthquakes Continued coordination of emergency response plans among governmental units and first responders.
Transportation Accidents: Roadways	 Monitor and upgrade the transportation system. Promote law enforcement including traffic violations, weight and travel restrictions and designated truck routes. Improve the design, routing and traffic control at problem roadway areas. Driver safety hazard awareness. Inclusion of safety strategies for severe weather events in driver education classes and materials. Use of intelligent transportation systems (ITS) technology. Commercial operator training and skill enhancement programs. Training, planning and preparedness for mass-casualty incidents involving public transportation. Develop trained, equipped and prepared emergency first responders as well as search and rescue teams. Enforce the law requiring use of seatbelts for adults and children and the use of helmets when riding a motorcycle. Promote awareness of the influence of alcohol usage on driving safety.
Transportation Accidents: Railways	 Railroad inspections and improved designs at problem railway/roadway intersections, particularly at grade crossings, rural signs and/or signals for railroad crossings. Improve the design, routing and traffic control at problem railway areas. Awareness and importance of all warning signs and signals. Awareness that some vehicles require special consideration at crossings, such as school buses, church vans, farm machinery and emergency response vehicles. Awareness of the hazards of trespassing on railroad tracks. Continue emergency operation training, planning and preparedness for mass-casualty incidents involving railroad transportation.
Water Supply Loss and Contamination	 Development of drinking water supply risk and threat assessment. Management of contamination: sewage sludge, chemicals and hazardous materials. Maintenance and potential upgrading water treatment capabilities. Maintenance and potential upgrading of water disinfection capabilities. Public information and preparedness. Continued maintenance, operation and upgrading of water supply facility security facilities programs and procedures.

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)	
	 Protect groundwater recharge areas, including promotion of regional activities to protect groundwater recharge areas outside of the municipal boundaries. Storm water management. Establish wellhead protection plans and setbacks from wellhead locations. Identify failing onsite sewage disposal systems for maintenance and remediation. Reduce the potential for groundwater contamination from agricultural fertilizers and chemicals with emphasis on groundwater-related water quality management areas. Manage livestock, manure, sewage sludge and agricultural chemicals effectively in areas that are susceptible to groundwater contamination with emphasis on groundwater-related water quality management areas. Utilize GIS technology to identify important groundwater management areas. Incorporate a groundwater protection element in future land use planning activities. Promote proper location, installation, cleaning, monitoring and maintenance of septic systems.
Hazardous Material Incidents	 Promote community and operator compliance with industry safety regulations and standards. Promote control, enforcement and cleanup of hazardous materials, including proper disposal of chemicals. Promote development of site emergency plans for schools, factories, office buildings, shopping malls, hospitals and other appropriate sites. Promote proper design, construction, maintenance and inspections of hazardous material storage facilities, pipelines and other related facilities. Public information and preparedness. Warning systems. Continued coordination of emergency response plans among governmental units, businesses and first responders.
Public Health Emergencies	 Coordinate the surveillance and investigation of disease/exposed individuals. Implement tracking procedures to assess numbers of persons and areas affected to determine the potential for spread of disease and minimize the effects on the community. Develop and release educational materials to instruct, direct and coordinate actions that ensure the health and safety of community
Terrorism	 Risk and threat assessments. Promote development of site emergency plans for schools, factories, office buildings, shopping malls, hospitals and other appropriate sites. Public awareness of terrorism-related dangers and personal protection actions

Summary Of Current And Future Mitigation Activities By Hazard (Summarized From the Selected Hazard Mitigation Plans)		
	 for these dangers. 4. Heighten security at public gatherings, special events and critical community facilities and industries. 5. Training, equipment, planning and preparedness for local law enforcement, fire and rescue departments. 	
Major Fire	 Promote development of site emergency and evacuation plans. Community fire safety outreach and educational programs. Training, equipment, planning and preparedness for local law enforcement, fire and rescue departments and other emergency management services. Building safety and fire inspections. Raze condemned buildings. Promote fire safety measures at critical facilities. Encourage use of fire safety devices. 	
Power Outages	 Improve the reliability of the power supply facilities. Backup power generators at critical facilities. Development of business resumption plans. Public information and education. 	

C. EMERGENCY SUPPORT FUNCTIONS.

Note: The ESF numbers may change, but the associated elements, "purpose" through "recovery actions", offer useful guidelines.

ESF #1 TRANSPORTATION	
Purpose	 The purpose of Emergency Support Function #1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of participating agencies to support emergency transportation needs and service restoration activities during emergency or disaster situations. Enables agencies and emergency support functions requiring use of the transportation systems to perform their missions following an emergency. In the context of this plan, transportation refers to the resources and assets necessary to move goods and people.
Pre-Emergency	 Identify and prioritize critical transportation infrastructure. Develop inventory and sources of transportation resources, staffing resources and equipment to include supplies and maintenance. Secure contracts for emergency supply of combustible fuel, from outside of the immediate area, for use in vehicles. Develop emergency action checklists and Standard Operating Guidelines (SOGs).
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Provide coordination of transportation assistance to other Emergency Support Functions (ESFs), departments and community based organizations requiring transportation capacity to perform emergency response missions. Pre—order fuel and top off storage tanks. Coordinate availability of motor fuels and vehicles involved in emergency operations. (Coordinate with Purchasing.) Coordinate storage of equipment and vehicles in a safe place. Ensure that support agencies are on alert as appropriate and that their transportation resources, equipment supplies and staff are placed in the appropriate readiness status. Coordinate fuel for vehicles. Coordinate maintenance and repairs to vehicles.
Emergency Operations Centre (EOC) Actions	Staff ESF #1 position in the EOC. See EOC Position Guide and Checklist: Ground Support Unit.
Recovery Actions	 Upon request, provide transportation resources to assist recovery activities. Develop recovery actions and strategies. Long Term: Restore critical transportation routes, facilities and services.

ESF #2 COMMUNICATIONS & INFORMATION TECHNOLOGY	
Purpose	 Support public safety and the operation of government agencies by maintaining continuity of information and telecommunication infrastructure equipment and other technical resources.
Pre-Emergency	 Identify information technology facilities and resources available for use. Ensure that the EOC is equipped with the appropriate voice and data equipment. Identify communication facilities and resources available for use (800 Mhz., VHF radios, cell phones, etc.). Develop and maintain inventories of equipment. Ensure redundant communications between other local EOCs and Provincial EOC. Ensure that backup power generation is in place or planned for. Maintain list of radio frequencies. Develop and maintain frequency use procedures and protocols. Develop and maintain a data recovery plan. Ensure back up routines are in place and in effect for all applications and data. Copy mission critical databases to offsite location every evening. Schedule tests, exercises. Develop a prioritized list of networks to be restored in the event of failure. Develop emergency action checklists.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel and prepare to activate. Coordinate activities of support agencies. Upon EOC activation, set up and check the EOC communication systems for use by the EOC staff.
Emergency Operations Centre (EOC) Actions	Staff ESF #2 position in the EOC. See EOC Position Guide and Checklist: Communications Unit
Recovery Actions	 Establish communications with IT and Communications Recovery Team(s) IT and Communications Recovery Team evaluates initial condition of the network infrastructure and equipment and reports status to IT Director. IT and Communications Recovery Team reports status of systems to EOC Manager. Conduct a safety inspection and document damages photographically. IT Recovery Team establishes communications with network, application and

ESF #2 COMMUNICATIONS & INFORMATION TECHNOLOGY		
-	 workstation Recovery Teams to begin network infrastructure recovery. Contact power company to restore power if necessary. Contact telephone company to re-connect data circuits. Contact necessary vendors to assist in recovery efforts. Accumulate damage information obtained from assessment teams, the local emergency operations centre and other departments specific to: a. Damaged or missing antenna structures. b. Damaged or missing radio transmission systems. c. Damaged or inoperable power generation sources at radio transmitter sites. d. Damaged telephone systems, critical cellular telephones and pagers. 	
	 10. Other local agencies with communications assets may be requested to contribute assets to the response efforts. Availability, operational condition and duration of need must be considered. 11. Restore systems in accordance with predefined priorities. 12. Begin setup of departmental computer equipment based on priorities set by administration. 	

ESF #3 PUBLIC WORKS	
Purpose	 To facilitate protection, repair and restoration of local government owned physical infrastructure for roads, waste management, storm-water management systems, water distribution systems and sewer systems.
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in tests, exercises. Develop and maintain emergency action checklists. Maintain pre-event contracts to support Public Works needs in an emergency. Assist with the development of a Debris Management Plan. Maintain mutual aid agreements.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Pre-position resources and verify resource inventory in advance of an impending emergency. Stage equipment resources to a safe location. When notified of an emergency situation, send response teams/personnel, equipment and vehicles to the emergency scene, staging area or other location, as appropriate. Assist Law Enforcement Agencies and fire services personnel in life safety activities to include: heavy rescue of people in collapsed buildings; clearing of roads and traffic control; construction of emergency access roads;

ESF #3 PUBLIC WORKS	
	communication support; use of vehicles for transportation, sheltering and rescue personnel support; provide technical support for the inspection of critical facilities within the Region. 5. Public Works field emergency operations may include: a. Flood control. b. Assisting in the evacuation of people at risk in and around the emergency scene. c. Assisting with damage assessment activities. e. Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the emergency scene and at the EOC. f. Assisting sanitation services (i.e., delivery of portable toilets) in determining the needs in the field. g. Emergency clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes. h. Temporary construction of emergency access routes that include damaged streets, roads, bridges, waterways and any other facilities necessary for passage of rescue personnel. i. Provide emergency traffic signs and signal service at pre-designated intersections. j. Determination of the structural safety of emergency operations facilities. k. Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety or as necessary to facilitate the execution of rescue operations. l. Assist in the restoration of public utilities and services. m. Assist in security measures and traffic control by providing traffic barricades. n. Debris removal operations in areas affected by emergencies or disasters.
Emergency Operations Centre (EOC) Actions	Staff ESF #3 position in the EOC. See EOC Position Guide and Checklist: Public Works Unit
Recovery Actions	 Provide engineers, skilled personnel, construction workers, etc., with construction equipment and materials to assist in recovery activities. Review recovery actions and develop strategies. Coordinate with provincial or federal agencies as requested to accomplish damage assessments and repairs.

ESF #4 FIRE FIGHTING	
Purpose	 Facilitate region-wide coordinated use of fire department resources in fire prevention, suppression and control of urban, rural and wild land fires and other hazardous emergencies.
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in drills, exercises and other ongoing training. Develop and maintain emergency action plans and checklists. Maintain mutual aid agreements. Provide fire prevention and other outreach programs. Provide facility life safety code enforcement inspections.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested, report to the EOC. When mobilized for emergency situations, send response teams/personnel, equipment and vehicles to the emergency site, staging areas or other location, as appropriate. Manage fire/rescue resources, direct fire operations, rescue injured people during emergency operations and determine the need, as appropriate, for evacuation of the immediate area in and around the emergency scene. Report initial damage assessment to EOC when activated. Report the need for rescue, the numbers of dead or injured, damage to buildings, public facilities such as roads and bridges and utilities. (Compiled by dispatch and communicated to the EOC.) Advise if an event exceeds local capabilities and advise if an event requires notification of the provincial EOC. Implement evacuation orders due to unsafe buildings, fire danger, hazardous materials or any other reason identified by competent authority. Coordinate with Incident Commander, other local EOCs and the provincial EOC, as appropriate, in the evacuation of people at risk in the evacuation area. Alert all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations. The Incident Commander will activate mutual aid support as required.
Emergency Operations Centre (EOC) Actions	Staff ESF #4 position in the EOC. See EOC Position Guide and Checklist: Fire Fighting Unit
Recovery Actions	 Conduct post-incident reviews to evaluate cause and performance. Provide estimates for damages, repairs and other costs. Participate as member of Recovery Team as requested. Recommend prevention, protection and mitigation and redevelopment projects.

ESF #5 MASS CA	RE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES
Purpose	 The purpose of this Emergency Support Function is to describe a coordination framework and serve as a guide to provide sheltering, mass care, emergency assistance, housing and human services following an emergency or disaster. Identify key participants and resources to meet access and functional needs populations in mass care and sheltering operations.
Pre-Emergency	 Analyze Mass Care, Housing and Human Services requirements. Identify current Mass Care, Housing and Human Services inventories and resources. Establish Mass Care, Housing and Human Services inventory, control and delivery systems. Develop agreements with Mass Care, Housing and Human Services providers as necessary. Identify Region and municipal assistance Mass Care, Housing and Human Services locations and resources needed. Maintain inventories of resources and facilities. Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters. Obtain cooperation of facility owners for use as mass care facilities and protective shelters Develop facility setup plans for potential shelters. Identify emergency feeding supplies. Recruit and train volunteers for mass care operations. Develop a liaison with other community service organizations for providing mass care to the public. Identify population groups requiring special assistance during an emergency (i.e., senior citizens, functional needs, etc.) and ensure that preparations are made to provide assistance. Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit. Develop and test emergency plans and procedures. Participate in emergency management training and exercises. Develop emergency action checklists
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Mass Care, Housing and Human Services emergency actions may include: a. Provide feeding for victims and emergency workers. b. Identify facilities that are appropriate for feeding facilities. c. Medical and nursing aid with Alberta Heath Services. d. Provide potable water. e. Provide temporary sanitation facilities. f. Identify distribution service centres. g. Distribute food, clothing, medicine, commodities. h. Operate Family Assistance Centres to provide information services.

ESF #5 MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES		
	i. Assess social service needs of victims.j. Provide counseling services.k. Provide access and functional needs coordination services.	
Emergency Operations Centre (EOC) Actions	Staff ESF #5 position in the EOC. See EOC Position Guide and Checklist: Mass Care, Emergency Assistance, Housing and Human Services Unit.	
Recovery Actions	 Activate family reunification systems. Continue to utilize multiple means of communicating public information and education. Ensure the availability of mental and behavioural health professionals. Continue EOC operations until it is determined that EOC coordination is no longer necessary. Provide public information regarding safe re—entry to damaged areas. Assist evacuees in returning to their homes if necessary. Assist those who cannot return to their homes with temporary housing. Deactivate shelters and mass care facilities and return them to normal use. Clean and return shelters to original condition; keep detailed records of any damages. Consolidate mass care shelter(s) costs and submit these statements to the appropriate authorities for possible reimbursement. Inform public of any follow—on recovery programs that may be available. Form a long—term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses. Return staff, clients and equipment to regularly assigned locations. Provide critical payroll and other financial information for cost recovery through appropriate channels. Participate in after action critiques and reviews. Update plans and procedures based on critiques and lessons learned during an actual event. 	

ESF #6 PUBLIC HEALTH		
Purpose	 Coordinate comprehensive public health services during an emergency, excluding mental health services, hospital and medical services and fatality management. Provide measures and resources for communicable disease prevention and control (disease surveillance, investigation, containment and communication), including environmental health to first responders and the impacted community. 	
Pre-Emergency	 Maintain inventories of resources and equipment. Provide evidenced-based public education information concerning the use of untreated water, contaminated food and other unsanitary practices following emergencies. Develop format for preparing health-related public information for distribution to the EOC Public Information Officer for release to the general public. Develop and maintain procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major emergencies. Participate in trainings and exercises. Develop emergency action checklists. Maintain mutual aid agreements. Develop and test methods for providing large scale prophylaxis. 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Ascertain need for public health surveillance and monitor as needed. 	
Emergency Operations Centre (EOC) Actions	 Staff ESF #6 position in the EOC. See EOC Position Guide and Checklist: Public Health Unit. 	
Recovery Actions	 Continue to monitor the public and environment for short and long term adverse public health impacts. Identify and implement appropriate protective actions to adverse public health impacts. Coordinate with and assist local, provincial and federal public health agencies as needed. Participate in re-entry planning for evacuees as it relates to public health impacts. Make public health recommendations for the disposal of dead animals and contaminated food items. As applicable, assure quality and safety of septic systems and well water. 	

ESF #6 PUBLIC HEALTH

- 7. Assure follow-up on health status and release of isolated or quarantined individuals.
- 8. Communication of lab results as permitted by law.
- 9. Provide follow-up emergency information on health issues to affected individuals.

ESF #7 SEARCH AND RESCUE		
Purpose	 The purpose of this support function is to provide a coordinated process of locating, extricating and providing initial medical treatment to victims trapped, threatened or stranded by any emergency or hazardous event when they cannot remove themselves. 	
Pre-Emergency	 Develop a system to quickly identify and establish region-wide and municipal search and rescue grids. Identify high occupancy structures, critical facilities and other places of public assembly having potential for mass casualty. Maintain standard operating procedures, inventories of resources and equipment i.e., Technical Rescue Teams (TRT) and Urban Search and Rescue Teams (USAR) and personnel rosters. Coordinate and participate in sponsored training and exercises. Develop emergency action checklists. Maintain mutual aid agreements/MOUs. 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Initiate search for victims throughout the impacted area. Coordinate search and rescue activities with the appropriate tasked organizations. 	
Emergency Operations Centre (EOC) Actions	Staff ESF #7 position in the EOC. See EOC Position Guide and Checklist: 2.1.2 Search and Rescue Unit.	
Recovery Actions	 Participate in after—action briefings and develop after—action reports. Return SAR organization and personnel to a state of operational preparedness. Support personnel with Critical Incident Stress Management as necessary. 	

ESF #8 HAZARDOUS MATERIALS		
Purpose	Coordinate response to an actual or potential discharge or release of hazardous materials.	
Pre-Emergency	 Schedule drills and exercises. Develop emergency action checklists. Maintain information on facilities with extremely hazardous substances. Maintain a hazardous materials response team capability. 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested, report to the EOC. Receive notice of hazardous materials incident(s). Identify, locate hazardous materials incident site(s). Activate essential Emergency Support Function services. Activate Region EOC, if appropriate. Send a representative to the Region EOC if activated. Assess incident to determine level of response required. Issue warnings and/or notifications to populations at—risk. Notify emergency personnel, including medical facilities, of dangers and anticipated casualties and proper measures to be followed. Manage contaminated causalities. Address environmental impacts. On—Scene Response Activities: Dispatch hazardous materials response team. Establish on—scene command post. Determine and assess type(s) of hazard, impacts and site boundaries. Apply countermeasures, i.e. control ignition sources, stop releases, contain spills, and control vapors, to limit spread of hazardous materials. Establish control zones and decontamination measures. Perform emergency rescue. Provide medical treatment as necessary. Fight fires. Protect the lives and safety of the citizens and first responders. Identify the most appropriate decontamination and/or treatment for victims. Ensure emergency responders properly follow protocol and have appropriate protective gear. Determine and implement public safety measures, e.g. warning, evacuation, shelter—in—place. Contact RCMP for counterterrorism response, if incident is suspected to be resulting from intentional act. Preserve as much evidence as possible to aid in the investigation process.	
Emergency Operations Centre (EOC) Actions	Staff position in the EOC. See EOC Position Guide and Checklist: Hazardous Materials Unit	

ESF #8 HAZARDOUS MATERIALS		
Recovery Actions	 Provide information to support agencies on existing level of contaminants and other safety issues for population relocation. Coordinate with Alberta Environment and Sustainable Resource Development to ensure proper completion of clean up and disposal of contaminated materials. 	

ESF #9 FOOD AND WATER	
Purpose	 Co-ordinate food and water for emergency response personnel and population. Co-ordinate with volunteer organizations and provincial and federal agencies to provide temporary sources of food, ice and potable water for the impacted population
Pre-Emergency	 Identify and establish agreements with local and regional suppliers. Identify and establish agreement storage facilities, both refrigerated and non-refrigerated for the warehousing of food, water and ice. Participate in tests, exercises. Develop emergency action checklists. Coordinate with support agencies to establish and maintain a food and water support plan.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Develop a plan that will ensure timely distribution of food, water, ice supplies to the affected areas. Procure storage facilities, both refrigerated and non-refrigerated for the warehousing of ice and perishable food items outside of affected area. Coordinate food, water and ice supply activities with the appropriate tasked organizations.
Emergency Operations Centre (EOC) Actions	Staff ESF #9 position in the EOC. See EOC Position Guide and Checklist: Food Unit.
Recovery Actions	 Continue to provide food, water, ice for related recovery activities as required. Coordinate with the EOC Procurement Unit in preparing and submitting emergency requisitions for goods and services necessary to support operations as needed. Identify the number of people without food in the affected area. Inventory warehoused food products/quantities and identifies additional sources to obtain supplies. Coordinate the transportation of food shipments to warehouses, feeding sites and pantry locations.

ESF #10 ENERGY & UTILITIES	
Purpose	 Respond to and recover from shortages and disruptions in the supply and delivery of electricity, telecommunications, wastewater and region/municipal public utilities and other forms of energy and fuels.
Pre-Emergency	 Identify local energy systems and providers. Establish, maintain resource inventories. Develop database of existing critical facility generators, noting type of fuel, quantity on hand and generator load. Develop database of reserve generators and develop procedures for acquiring and deploying same with personnel to critical facilities during power failures. Develop procedures for assessing damages to local utility distribution systems. Encourage mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver energy to local users. Participate in drills, exercises. Develop emergency action checklists. Monitor public utility related issues to prevent a surprise public utility shortage. Develop an operations plan for responding to public utilities shortages.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Coordinate energy utility activities with the appropriate tasked organizations.
Emergency Operations Centre (EOC) Actions	 Staff ESF #10 position in the EOC. See EOC Position Guide and Checklist: Energy and Utilities Unit.
Recovery Actions	 Coordinate the provision for resources to assist local, provincial and federal agencies in restoring emergency power and fuel needs. Review recovery actions and develop strategies for meeting local energy needs. Continue to monitor local, provincial and utility actions. Coordinate restoring of all utilities to all municipal buildings. Participate in after—action briefings and develop after—action reports. Return to a state of operational preparedness.

ESF #11 LAW ENFORCEMENT & SECURITY	
Purpose	 The overall coordination of the command and control of the region, municipal, provincial and federal law enforcement personnel and equipment in support of emergency response and recovery operations. This function provides for the timely and coordinated efforts of law enforcement personnel for public safety and protection. Activities that relate to evacuation, curfew, traffic management, crowd control, security and other extra—ordinary law enforcement functions are necessary to provide for the safety and welfare of the public within an emergency environment.
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in drills, exercises. Develop emergency action checklists. Develop procedures and policies for use in dealing with civil disorders, terrorist activity and other law enforcement intensive emergencies. Develop, maintain mutual aid agreements.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When notified of an emergency situation, send response teams/personnel, equipment and vehicles to the emergency scene or other location, as requested. Utilize lawful authority to maintain law and order. Notify the EOC of the situation, if the original notification did not come from the EOC. Manage law enforcement resources and direct law enforcement field operations. Duties may include: Enforce emergency orders. Provide mobile units for warning operations. Augment emergency communications. Direct and control traffic during emergency operations. Crowd control. First aid. Search and rescue. Support damage assessment activities. Deploy personnel to provide security for emergency teams (fire and EMS) operating in hostile or potentially hostile environments. Provide security to key facilities: incident sites, critical facilities, damaged property, mass care/shelter sites and staging areas. Provide security in the area affected by the emergency to protect public and private property. Evacuation:

	ESF #11 LAW ENFORCEMENT & SECURITY	
	 m. Support other public safety activities as required. n. Request assistance as necessary. 4. Hazardous Materials Response: a. Only personnel having proper training and equipment should be deployed to a hazardous material incident. b. Law enforcement units responding to a hazardous material incident will ensure that they have a full understanding of the Incident Commander's assessment of the situation and that they take full and proper precautions to protect themselves. 5. When notified, report to the EOC. 	
Emergency Operations Centre (EOC) Actions	Staff ESF #11 position in the EOC. See EOC Position Guide and Checklist: Law Enforcement & Security Unit	
Recovery Actions	 Return equipment and vehicles to pre-incident operational condition. Document expenditures and provide to Finance Section Participate in "After Action" briefings, critiques and report documentation to After Action Reviewers. 	

ESF #12 HOSPITAL SERVICES	
Purpose	Coordinate Hospital Services
General Emergency Tasks: Field Actions by Response Agency(ies)	1. When requested report to the EOC.
Emergency Operations Centre (EOC) Actions	 Staff ESF #12 position in the EOC. See EOC Position Guide and Checklist: Hospital Services
Recovery Actions	1. As stated by providing agency.

ESF #13 PUBLIC INFORMATION	
Purpose	 To establish a system that gathers and disseminates emergency-related information through the media and directly to the general public. This does not include the "Alert and Warning" information covered in the Public Protection ESF #20. Ensure that sufficient municipal assets are deployed to provide accurate, coordinated and timely information to the public, the media and local, provincial and federal governmental partners.
Pre-Emergency	 Develop and deliver public education preparedness programs. Prepare emergency information and instructions for release during emergencies. Develop and maintain system to release timely emergency information and instructions. Coordinate and maintain a working relationship with the media; particularly those who will disseminate emergency information to the public. List and maintain available media resources (call letters, names, addresses and telephone numbers) that will disseminate emergency information to the public. Establish a means to monitor and respond to rumors. Designate an information centre that will be the single, official point of contact for the media during an emergency. Ensure ability to provide emergency information/instructions to hearing impaired and non-English speaking populations. Participate in drills, exercises. Develop emergency action checklists. Provide periodic tests of the Alberta emergency public warning system and other local warning/alert systems. Establish a means to monitor and respond to social media platforms.
General Emergency Tasks: Field Actions by Response Agency(ies)	 Public Information Officer (PIO): When notified, report to the EOC or incident scene as appropriate. As directed by EOC disseminate emergency information and instructions to the public.
Emergency Operations Centre (EOC) Actions	 Staff ESF #13 position in the EOC. See EOC Position Guide and Checklist: Public Information

ESF #13 PUBLIC INFORMATION		
Recovery Actions	 Establish recovery Joint Information Centre (JIC) to serve as a central point for distributing public information Prepare and release information about the disaster incident to the news media, affected community citizens, response personnel and other agencies and organizations. Coordinate press releases and bulletins with the provincial and federal Joint Information Centre (if established). Keep government employees and citizens continuously informed about recovery issues and changes in the recovery process. Ensure outreach to non–English speaking population. Conduct community forums and workshops; Liaison with community organizations. Publicize redevelopment plan policies. 	

ESF #14 EMERGENCY MEDICAL SERVICES	
Purpose	Identify, manage and organize the response of emergency medical care resources. Act as the liaison between local, provincial and federal agencies in the coordination of emergency response and emergency medical support.
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in drills, exercises. Develop emergency action checklists. Maintain mutual aid agreements.
General Emergency Tasks: Field Actions by Response Agency(ies)	 Respond to the emergency scene with emergency medical personnel and equipment. Upon arrival at the scene, assume appropriate role in the Incident Command System (ICS). If ICS has not been established, initiate in accordance with the region/municipal incident command system and report implementation to the EOC. Triage, stabilize, treat and coordinate transport of the sick and injured with area hospitals. Establish and maintain field communications and coordination with other responding emergency teams (medical, fire, police, public works, etc.) and radio or telephone communications with area hospitals, as appropriate. Provide early notification to the hospital radio net on potential mass casualty incidents. Direct the activities of private, volunteer and other emergency medical units and of bystander volunteers as requested. Evacuate patients from affected hospitals and nursing homes if necessary. Isolate, decontaminate and treat victims of hazardous chemical or infectious diseases, as requested. When requested, report to the EOC.
Emergency Operations Centre (EOC) Actions	 Staff ESF #14 position in the EOC. See EOC Position Guide and Checklist: Emergency Medical Services Unit.
Recovery Actions	 Continue providing essential medical care services. Assist recovery operations. Assist restoration of the area's medical care delivery capacity. Support operations to provide pre-hospital medical care and health services. Support urban search and rescue as requested. Support mass fatality operations as requested. Maintain activity journal and documentation of labor, supplies and equipment. Document damaged apparatus and equipment.

	ESF #15 VOLUNTEERS AND DONATIONS
Purpose	 To define the organization, operational concepts, responsibilities and procedures to accomplish volunteer and donations management requirements. To provide for coordination of solicited and/or unsolicited goods, undesignated cash donations and large numbers of affiliated and unaffiliated (spontaneous) volunteers.
Pre-Emergency	 Volunteers/NGOs Develop and maintain a Volunteer Management Plan for coordinating the influx of volunteers offering their services in time of emergency. Include provisions for referring needed services to appropriate ESF(s) for consideration. Coordinate planning with other participant organizations. Identify potential sites for Emergency Volunteer Reception Centres. Develop formal process to register volunteers as agents for the Region/Municipality. Develop procedures for coordinating assignment of non-emergency personnel with the deployment of volunteer groups to prevent duplication of services. Develop procedures for assisting other agencies with job descriptions and personnel management policies related to the deployment of volunteer groups/persons. Donations Develop and maintain a plan for the management of donations. Coordinate plan. Develop and maintain procedures to coordinate with the provincial donations management plan for the receiving, storing, sorting and distributing donated goods. Train personnel in establishment of a donations management group(s) during major emergencies. Establish personnel requirements for donations management and centre sites. Develop procedures for tasking the EOC Logistics/Facilities Unit to secure warehouse space and transportation resources. Develop procedures and policies for disseminating information to the general public (through the EOC PlO) and to the various Law Enforcement Agencies regarding routing information, types of donations needed, etc. Coordinate with the EOC Finance Section to develop procedures and policies for accepting special types of donations (e.g. cash, perishable materials, etc.).
General Emergency	Volunteers/NGOs

ESF #15 VOLUNTEERS AND DONATIONS	
Tasks: Field Actions by Response Agency(ies)	 When notified of an emergency situation, report to the EOC, if appropriate. Provide information to the media (through the EOC PIO) concerning the proper method(s) on how to offer volunteer services. Implement procedures to track offers of volunteer assistance and their status. Establish volunteer reception centre for registration of unaffiliated/spontaneous volunteers. Screen, evaluate and assign volunteers. Ensure volunteers are self–sustaining with food, water and shelter. Provide other ESFs with periodic updates concerning offers received. When an ESF requests services offered by volunteers, implement procedures to arrange for the deployment of personnel to areas where need exists.
	 Donations When notified of an emergency situation, report to the EOC, if appropriate. Implement the Donations Management Plan, which involves the following: The issuance of press releases describing what is needed and what is not needed, as well as procedures for properly packaging, labeling and transporting donated goods to Donations Management Centres. Additionally, the preference for cash donations as opposed to in–kind donations should be stressed. The activation of the Donations Unit at the EOC and various other operating locations as dictated by the situation. The establishment of a Donations Management Centre outside the affected area, as well as staging areas for use in managing the deployment of needed goods. Coordinate transportation requirements for incoming donations, including: The relaying of information to rest areas and weigh stations concerning routing information and the acceptance or rejection of certain types of donated goods. The placement of signs indicating routes to the reception centre and/or staging areas. The passage of designated goods for direct delivery to affected areas. Task EOC Facilities Unit to secure warehouse space at sites near the emergency area. Arrange for security of site (through EOC Law Enforcement Unit), traffic control, etc.
Emergency Operations Centre (EOC) Actions	Staff ESF #15 positions in the EOC. See EOC Position Guide and Checklist: Volunteer Unit and Donations Unit
Recovery Actions	 Continue to assess the need for recovery goods and services. Continue to monitor and report needs to EOC. Coordinate delivery of donated goods into and out of the central distribution

ESF #15 VOLUNTEERS AND DONATIONS	
	 centre. 4. Continue to inform the community about the locations and availability of goods and services through the EOC. 5. Continue to distribute donated goods at service sites. 6. Continue to collect donated goods and volunteer services at service sites with the help of volunteers and municipal employees.

	ESF #16 ANIMAL AND VETERINARY SERVICES	
Purpose	 Identify, manage and organize the response of resources needed for the care and disposition of domestic pets, livestock, wildlife and exotic animals following a significant emergency and to coordinate emergency response and relief assistance with various municipal, regional, provincial and federal agencies. Provide guidance regarding animal related issues caused by an emergency/disaster. 	
Pre-Emergency	 Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters. Liaison with EOC on animal evacuation and shelter plans. Maintain inventories of resources and facilities. Participate in drills, exercises. Develop emergency action checklists. 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 Coordinate and/or provide for rescue and capture of animals that have escaped confinement and displaced wildlife. Coordinate and/or provide for evacuation, shelter and care for injured, sick and stray animals. Dispose of dead animals. When notified of an emergency situation; may send a representative to the EOC, if requested. 	
Emergency Operations Centre (EOC) Actions	1. Staff ESF #16 position in the EOC. See EOC Position Guide and Checklist Animal and Veterinary Services Unit	
Recovery Actions	 Develop and prioritize strategies for supporting recovery operations by providing animal and pet control support services, as requested. Continue to coordinate with Region and provincial counterparts as requested, as well as with other governmental and NGOs involved in animal and pet control issues. Serve as the point of contact for the public and regional agencies for ongoing pet and animal control issues and arrange for corrective actions as requested. 	

ESF #17 FUNCTIONAL AND ACCESS NEEDS	
Purpose	 To coordinate activities involved with the identification, registering, transportation, sheltering and care of people with functional and access needs before, during and after a significant emergency.
Pre-Emergency	 Prepare and maintain operating procedures, resource inventories, personnel rosters and detailed resource mobilization information necessary for implementation of ESF #17. Develop and maintain an inventory and sources of special medical needs resources, manpower and equipment to include supplies and maintenance. Develop and maintain procedures to meet functional needs during disaster. Develop and maintain a "Functional Needs" register as appropriate.
General Emergency Tasks: Field Actions by Response Agency(ies)	 Coordinate emergency medical transport of individuals with special medical concerns to a hospital. Assist with meeting any special medical needs. Assist people with Alzheimer's disease, functional limitations and various disease processes and chronic illnesses. Coordinate the staffing of "Functional Needs Shelters" with EMS. Support and monitor primary shelter activity and redirect functional needs persons as necessary. In the event that evacuation of all or portions of the municipality is required, the EOC will request civic associations to facilitate actions taken for functional needs individuals within their neighbourhoods. Such actions could include finding rides for functional needs individuals with other evacuating families, guiding emergency vehicles to the residences of functional needs individuals and providing individuals to accompany functional needs evacuees during the evacuation to provide support when needed. When requested report to the EOC.
Emergency Operations Centre (EOC) Actions	Staff ESF #17 position in the EOC. See EOC Position Guide and Checklist: Access and Functional Needs Unit.
Recovery Actions	 Coordinate with ESF #1, Transportation, to support re-entry of evacuated functional needs individuals to their homes. Work with ESF #6 to identify functional needs individuals from impacted areas that may require assistance in accessing and using disaster relief and recovery services. Develop and prioritize strategies, in coordination with EOC Planning Section for supporting recovery operations. Provide personnel to assist in recovery operations as requested.

ESF #18 FATALITY MANAGEMENT		
Purpose	1. Coordination of and support to, mass fatality response activities.	
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in drills, exercises. Develop emergency action checklists. Maintain mutual aid agreements. Develop and maintain "Mass Fatality Incident Plan". 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 Determine if there have been fatalities and the numbers involved. Ensure Office of Medical Examiner has been advised of the situation. Plan for collection sites and personnel to bring fatalities in from the field (litter bearers). Make sure that locations are noted where each body was found and that all information is appropriately tagged or attached (i.e. date, time, approximate age, location and identification if known). Protect the property and personal effects of the deceased. Notify relatives. Provide scene security and evidence identification. Provide scene security for temporary morgues. Implement and coordinate the region or municipal Mass Fatality Incident Plan. Establish effective fatality management incident management structure within the on-scene Operations Section. Procure equipment and supplies necessary for: Tag and flag operations. Establishment of a temporary morgue, if needed. Body transportation. Temporary cold storage (portable units i.e., refrigeration trucks or portable refrigeration containers). Identify, set up and coordinate activities at the Incident Morgue to include: Victim tracking. Fingerprinting. Physical examinations. Withdrawal of blood and body fluids. Forensic examinations. Victim identification. Preparation for final disposition and release of remains. Advise on the use of Personal Protective Equipment as appropriate. Assure epidemiological monitoring and surveillance is occurring. Establish and maintain a comprehensive recordkeeping system for continuous updating and recording fatality numbers	

ESF #18 FATALITY MANAGEMENT		
	18. When requested report to the EOC.	
Emergency Operations Centre (EOC) Actions	Staff ESF #18 position in the EOC. See EOC Position Guide and Checklist: Fatality Management Unit	
Recovery Actions	 Compilation of final reports. Participate in after-action/improvement planning incident evaluation process. Provide continued support to fatality management personnel. Revise plans to reflect changes in programs and procedures. 	

ESF #19 DAMAGE ASSESSMENT		
Purpose	 <u>Life Safety Assessment:</u> Coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the municipality so that accurate and timely information on the situation post-emergency are obtained. <u>Damage Assessment:</u> Accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting provincial or federal disaster assistance. 	
Pre-Emergency	 Develop and coordinate damage assessment procedures. Develop system and forms for tabulating damage assessment. Develop damage assessment teams. Conduct damage assessment training. Maintain pre-emergency maps, photos and other documents. Participate in drills, exercises. Develop emergency action checklists. 	
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Coordinate damage assessment of public and private property to determine the extent of damage. 	
Emergency Operations Centre (EOC) Actions	 Staff ESF #19 position in the EOC. See EOC Position Guide and Checklist: Situation Unit (includes Damage Assessment function). 	
Recovery Actions	 Based on the damages and community development plans, provide guidance for post emergency mitigation and redevelopment opportunities. Prepare hazard mitigation reports. Coordinate damage assessment reports for submission to Region and provincial EOC. Request assistance from emergency relief organizations as indicated from the damage assessment. 	

ESF #20 PUBLIC PROTECTION	
Purpose	 Alert and Warning: To provide rapid alert and warnings to the public and key municipal and other officials of an impending or occurring natural emergency, technological emergency, hostile action or impending conditions that could be hostile or unfriendly to public welfare or safety. Evacuation: To provide for the evacuation of part or all of the population from any threatened or stricken disaster area within the municipality to locations providing safety and shelter and to provide guidance for in-place sheltering when evacuation is not feasible. Shelter: Identify shelters and mass care facilities.
Pre-Emergency	 Alert and Warning: Maintain a 24—hour primary warning point for the receipt of notifications. Develop and maintain a system to disseminate emergency alerts and warnings to the public. Develop and maintain a system to notify key officials, municipal departments, employees and agencies in the event of an emergency. Develop and maintain procedures and SOP's for warning access and functional needs populations and locations, such as schools, hospitals, nursing homes, major industries, institutions and places of public assembly. Evacuation: Identify and sign evacuation routes within the municipality. Conduct public education about evacuation procedures. Develop and maintain procedures and SOP's for implementing evacuation operations, including evacuation routing. Shelter: Identify locations/capacities of shelters. Analyze mass care resource requirements for equipping shelters. Develop agreements with mass care providers as necessary. Develop and maintain procedures and SOP's for implementing sheltering operations. Develop procedures and SOP's for providing notification to sheltered
	populations regarding re-entry/relocation issues. Re-entry: 1. Develop procedures and SOP's for providing notification to sheltered populations regarding re-entry/re-location issues.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Alert and Warning: Coordinate with municipal CEO to disseminate alerts and warnings, as appropriate (this may necessarily be prior to EOC activation).

ESF #20 PUBLIC PROTECTION

- 2. Incident commanders may authorize the use of public address systems on vehicles, bull horns, face—to—face communications and pre—scripted messages for time—critical notifications.
- 3. Notify departments and agencies to activate agency response efforts, as necessary to ensure 24–hour capability.
- 4. Alert employees assigned to emergency duties.
- 5. Coordinate alert and warning notification with other municipal agencies and adjoining jurisdictions.
- 6. Utilize all means available to effectively disseminate notification and warnings.
- 7. Monitor all alert and warning systems to evaluate functionality.

Evacuation:

- 1. Coordinate the implementation of locally ordered evacuations.
 - a. Use developed SOP's for response
- 2. Initiate evacuation orders when necessary.
 - a. Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.).
 - b. Identify evacuation routes and provide signage as needed.
 - c. Identify required transportation resources.
 - d. Establish traffic and perimeter control as requested.
 - e. Ensure public information activities.
 - f. Ensure security for evacuated areas.
 - g. Designate reception areas if necessary.
 - h. Determine transport needs for access and functional needs populations.
 - i. Develop and disseminate evacuation instructions.

Shelter:

- 1. Determine if population should be sheltered in-place (Hazardous Material Incidents).
- 2. Identify and publicize shelter locations; coordinate with ESF #5 Mass Care to ensure shelters are staffed and equipped with vital resources.
- 3. Shelter In-Place (Hazardous Material Incidents).
 - a. Safe and quick evacuations may not be possible due to time, weather and other factors. An option to evacuation is "shelter in place," e.g. notifying occupants of buildings, facilities, homes, to seek protection indoors and stay inside until notified that it is safe to exit.
 - o. When people cannot evacuate before a hazardous material plume arrives, public officials must advise them to stay indoors and reduce the ventilation from outside air as much as possible.
 - c. For in-place sheltering to be effective, the decision-making authority must be clearly defined, warning to the public must be timely and the sheltered population must know how to reduce shelter ventilation rates.

ESF #20 PUBLIC PROTECTION		
Emergency Operations Centre (EOC) Actions	Staff ESF #20 position in the EOC. See EOC Position Guide and Checklist: Public Protection Unit	
Recovery Actions	 Shelter: Implement shelter de-mobilizing plans. Re-Entry: Develop and disseminate instructions for re-entry. Certify the evacuated area safe for re-entry. Coordinate re-entry-return with Law Enforcement Agencies and all other appropriate agencies. Initiate return, where possible. Conduct public information activities. Assist other agencies with recovery operations, as appropriate. 	

ESF #21 DEBRIS MANAGEMENT	
Purpose	To provide for the coordination of emergency road clearance, debris collection and disposal.
Pre-Emergency	 Maintain inventories of resources and equipment. Participate in tests and exercises. Develop emergency action checklists and Standard Operating Procedures (SOPs). Maintain pre-event contracts to support debris management needs in an emergency. Work with ESF #1 to establish and maintain priorities for roadway corridors that will have priority in regard to debris removal and repair to allow access into damaged areas. Develop and maintain a Debris Management Plan; Coordinate development of the plan with Public Works ESF #3. Plan content should include strategies for: Debris clearing. Debris collection. Identification of temporary storage and areas. Recycling. Disposal. Hazardous waste identification and handling. Administration. Dissemination of information to the public. Pre-identify means of transporting the debris if normal channels are unavailable. Establish pre-event working relationships and understandings with neighbouring jurisdictions and contractors. Establish and maintain a comprehensive record keeping system for continuous updating and recording of debris numbers. Maintain mutual aid agreements.
General Emergency Tasks: Field Actions by Response Agency(ies)	 When requested report to the EOC. Implement the municipality's debris management plan; coordinate debris operations. Coordinate with ESF #3 for emergency road clearance and removal of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes. Administer and manage contracted services.
Emergency Operations Centre (EOC) Actions	Staff ESF #21 position in the EOC. See EOC Position Guide and Checklist: Debris Management Unit
Recovery Actions	Contact the municipal debris management contractor; activate the municipality's debris management contract; monitor contractor services.

ESF #21 DEBRIS MANAGEMENT

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PART V SPECIAL SUBJECTS (HAZARD SPECIFIC CHECKLISTS)



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1.0 POWER OUTAGE (ENERGY SHORTAGE)

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What type of energy shortage is anticipated?
- Can a time frame be projected?
- How long before the problem can be resolved?
- Is 9-1-1 system affected? If so, what areas are involved?
- Are conditions that precipitated the shortage improving or deteriorating?
- What are the current weather conditions and what is the forecast?
- What measures can be taken to avoid or decrease the problem?

2. Evaluation of the Emergency

- How many people will be affected?
- Is special equipment needed? If so, what type?
- Are there special or problem facilities in the area that should be evacuated, closed or provided with alternative energy sources?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Emergency facilities
- Facilities that store products break down from heat or cold
- Fuel supplies
- Chemical plants
- Water supply
- If 9-1-1 is affected, what alternative services need to be activated?
 Will emergency communications towers and systems be affected?
- Does it appear that emergency shelters may be needed?

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Should traffic be stopped or diverted?
- Do advisories need to be issued?
- Does a shelter(s) need to be set up?

4. Preventative Actions

- Establish liaison with mutual aid organizations, provincial and federal agencies
- Utilities:
 - *ATCO Gas
 - *FORTIS Power
- Telephone companies
- Fuel suppliers

- Provide heads up status report to AEMA if it appears provincial resources may be needed
- Should access to any affected area be limited or stopped?
- Provide heads-up status report to emergency Social Services if it appears shelters or mass care will be needed

5. Preparedness Actions

- Check inventory of emergency communications network
- Check inventory of cellular phone capabilities
- Check inventory auxiliary power equipment by KW rating and determine the fuel supplies
- Identify a staging area and initiate the organization of a motor pool dispatch
- Check inventory of supplies for emergency personnel (special clothing, bullhorns/megaphones, flashlights and batteries, road barriers, barrier tape, etc.)
- Check/inventory of public and private 4WD vehicles
- Identify evacuation routes if needed
- Identify safe areas for emergency shelters if needed

6. Alert Appropriate Emergency Personnel

- Law enforcement to:
- Assist with alert, warning and notification
- Enforce orders of fire officers and implement /enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation Emergency Operations Centre activation
- Provide liaison to all other agencies as required
- Provide representation at the scene as required
- Fire Department
- Fire Suppression
- Search and Rescue
- Assist with Emergency Medical Services
- Hazardous Materials
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Support fire services actions by providing individual assistance
- Environment Canada
- Provide weather updates as requested
- Assist with alerts, warnings and notifications
- Public Works
- Assist with debris removal as necessary
- Provide liaison to appropriate utility company within departmental constraints and as necessary
- Support Incident Commander as necessary within departmental constraints
- Alberta Health Services
- Provide health advisories for Public Service Announcements, when applicable
- Provide EOC with any information concerning health risks

School Superintendents (buses, shelters, attendance policy changes due to energy shortage)

7. If Appropriate, Distribute Preparedness Information

- School / business closings
- Road closings and detours
- Include traffic signal outages and driving precautions
- Areas affected by power shortage
- Isolated and evacuated areas and reentry information
- Emergency supplies checklists

B. RESPONSE PHASE CHECKLIST

- 1. Confirm and assess the situation:
- What type of power shortage has occurred?
- When did the power shortage occur?
- What area is affected?
- How long before the problems can be resolved?
- What measures are being taken to correct the problem?
- Are the conditions that precipitated shortage improving or deteriorating?
- What are the current weather conditions and forecast conditions?

2. Evaluation of the Emergency

- How many people are affected?
- Is special equipment needed? If so, what type?
- Are there facilities in the area that should be evacuated, closed or provided with alternative energy sources? Which facilities have auxiliary emergency power or fuel supplies?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Emergency facilities
- Fuel supplies
- Water supply
- Emergency communications facilities

3. Immediate Actions

- Arrange for emergency power for essential facilities (mobile power generators, portable electric welding machines, etc.)
- Arrange for security, crowd and traffic control, establish road blocks, evacuation or transportation, if appropriate
- Identify evacuation routes if needed
- Establish curfews, if appropriate
- Open and staff an emergency shelter, if necessary
- Identify areas to establish emergency shelters, if needed
- Open volunteer resource centre
- Special personnel: interpreters, clergy, counselors, technicians

- Initiate evacuation, if appropriate
- Disseminate public warnings

4. Actions to be Undertaken as Soon as Possible

- Check inventory of emergency communications network
- Check inventory of cellular phone capabilities
- Check inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Check inventory of auxiliary power equipment with KW ratings and fuel supplies
- Initiate restoration of utilities, telephone service and transportation and communication links. Essential
 facilities such as clinics, emergency operations centre, nursing homes, fire, police, emergency shelters will
 be given priority
- Request additional assistance from provincial and federal agencies, if appropriate
- Identify which facilities contain products that maybe damaged by the power shortage or power fluctuations
- Identify a staging area and initiate the organization of a motor pool dispatch
- Check inventory of supplies for emergency personnel (special clothing, bullhorns / megaphones, flashlights and batteries, road barriers, barrier tape, auxiliary power, etc.)
- Check inventory of public and private 4WD vehicles
- If possible, identify safe areas for emergency shelters if needed

5. Secondary actions

- Document the cost of material and labor involved with the emergency
- Inform the public of what is being done
- Does the situation warrant a Declaration of a State of Local Emergency?
- Form a task force to document and estimate damage to public and private property

C. RECOVERY PHASE CHECKLIST

1. Stabilization actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters, schools, etc.)
- When safe access is established, arrange for the return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre
- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe buildings, hazardous materials precautions, electrocution hazards and safe drinking water practices, if applicable

2.0 TRAIN DERAILMENT (TRANSPORTATION ACCIDENTS)

A. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- Where did the accident occur?
- Have any hazardous substances been released?
- When did the accident occur?
- What areas are involved?
- Are conditions improving or deteriorating?
- Are there any conditions present that may cause further accidents?
- Is there immediate threat to life, property or environment?

2. Evaluation of the Emergency

- Are there any injuries? If so, how many?
- Are there any deaths? If so, how many?
- If any hazardous substance was released, does it involve air, water or ground contamination? (See also "Hazardous Materials" checklist)
- What information is there concerning the released product gas/liquid/powder; lighter/heavier than air; flammability; health issues; suggested evacuation area etc.?
- Are there any hazardous materials involved but not released?
- Are there facilities in the area that should be evacuated?
- Schools, day care, nursing homes, medical facilities, homes, etc.
- What are the current weather conditions and what is the forecast?
- Estimate the number of people that may need to be evacuated
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply
- Address any unusual situations

3. Immediate Actions

- Isolate the area to ensure the safety of all persons.
- Identify alternate routes out of or around the affected area
- Do warnings need to be issued?
- If time permits, determine contamination plume to ascertain affected areas (if applicable)
- Identify areas to establish emergency shelters or staging areas
- Special personnel: interpreters, clergy, counselors, technicians, retired medical
- Open volunteer resource centre
- Initiate an evacuation of the area and areas downwind of the accident if necessary.
- Is it appropriate to "shelter in place"?
- Should traffic be stopped or diverted?

4. Actions to be Taken As Soon As Possible.

Confirm inventory of emergency communications network

- Confirm inventory of cellular phone capabilities
- Confirm inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Confirm inventory supplies for emergency personnel: [Special clothing (wet suits, rain gear, waders, etc.), bullhorns / megaphones, flashlights and batteries, road barriers, barrier tape, etc.]
- If more than ten people are injured, activate Mass Casualty Plan
- Request assistance from mutual aid partners, if appropriate
- Request assistance from provincial and federal partners, if appropriate
- Identify evacuation routes if needed
- If a shipment is involved, obtain the bill of lading and notify the shipper and the addressee. If radiological materials are involved, notify the AEMA Provincial Operations Centre
- Inform the public of what is being done.
- If possible, identify safe areas for emergency shelters if needed

5. Alert Appropriate Emergency Personnel

- Appropriate Law Enforcement
- Assist with alert, warning and notification
- Implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation for Crisis Action Team or Emergency Operations Centre Activation
- Provide liaison to all other agencies as required
- Provide representation at the scene
- Ensure that the owner/spiller of any released hazardous materials makes arrangements for clean—up of the release
- Fire Department
- Fire suppression
- Search and rescue
- Assist with emergency medical services
- Hazardous materials
- Every effort should be made by the Fire Department to minimize the danger to people and the environment by:
- Sandbagging
- Damming
- Diking
- Placing absorbent materials (booms, oil dry, sorbent pads, etc.) in areas where possible contamination has occurred.
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Support fire services actions by providing individual assistance
- Environment Canada
- Provide weather updates as requested

- Assist with alert, warning and notification
- Public Works
- Assist with search and rescue as necessary
- Assist with sandbagging, heavy equipment requests
 - *Support Incident Commander as necessary within departmental constraints
 - *Assist with traffic control
- Assist with clean-up of debris
- Provide inspection and damage assessment of affected ground transportation route if necessary
- Alberta Environment and Sustainable Resource Development
- Provide containment and clean—up advice at the scene
- Provide ground and water sampling at permitted sites
- Alberta Health Services provide health advisories for public service announcements, when applicable
- Provide EOC with any information concerning health risks due to fumes or contaminated runoff which may affect water sources
- Transportation Safety Board
- Investigate cause of accident
- Provide technical advice

6. If Appropriate, Distribute Emergency Information

- School/business closings
- Road closings, detours and alternate routes
- Evacuation routes
- Areas affected by fire, contamination or wreckage
- Isolated and evacuated areas and reentry information

7. Secondary Actions

- Does the situation warrant a Declaration of State of Local Emergency?
- Is additional help needed?
- Form a task force to document and estimate damage to public and private property

B. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters, schools, etc.)
- When safe access is established, arrange for the return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre
- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe areas, hazardous materials precautions, electrocution hazards and safe driving practices, if applicable
- Arrange for provincial and federal assistance if necessary

3.0 WILDLAND FIRE

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What are the current fire danger conditions?
- What fire restrictions are currently in effect?
- What areas are involved?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?

2. Evaluation of the Emergency

- How many structures are in the area?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Shopping centres
- Etc.
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply
- Is smoke from the fire obscuring vision on highways or at airports?

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings/advisories need to be issued?
- Should traffic be stopped or diverted?

4. Preventative Actions

- Should fire bans be issued?
- Should fire lines be constructed in sensitive or dangerous areas?
- Should access be limited or stopped?
- Should firefighting equipment be pre-staged and where?
- Establish liaison with local, provincial and federal partners
- Alberta Environment and Sustainable Resource Development
- Alberta Emergency Management Agency
- Mutual Aid Partners

5. Preparedness Actions

- Confirm inventory of emergency communications network
- Confirm inventory of cellular phone capabilities
- Confirm inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front

- loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch
- Inventory supplies for emergency personnel (Special clothing, bullhorns/megaphones, flashlights and batteries, road barriers, barrier tape, etc.)
- Inventory auxiliary power equipment with KW rating and fuel supplies
- Inventory public and private 4WD vehicles and fuel supplies
- Identify evacuation routes if needed
- If possible, identify safe areas for emergency shelters if needed

6. Alert Appropriate Emergency Personnel

- Appropriate law enforcement
- Assist with alert, warning and notification
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
 - Monitor the situation or Emergency Operations Centre activation
- Provide liaison to all other agencies as required
- Provide representation at the scene
- Fire Department
- Fire suppression
- Search and Rescue
- Emergency Medical Services
- Hazardous Materials
- During a wildland fire, there may be hazardous materials involved. Every effort should be made by the Fire Department to minimize the danger to people and the environment by:
- Sandbagging
- Damming
- Diking
- Placing absorbent materials (booms, oil dry, sorbent pads, etc.) in areas where possible contamination has occurred
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider feeding requirements for responders
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Support fire services actions by providing individual assistance
- Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Assist with search and rescue as necessary
- Assist with sandbagging, heavy equipment requests
- Support Incident Commander as necessary within departmental constraints
- Alberta Health Services
- Provide health advisories for public service announcements, when applicable

- Provide EOC with any information concerning health risks due to fumes or contaminated runoff that may affect water sources
- School Superintendent (possible school closure, use of school buses and buildings)

7. If Appropriate, Distribute Preparedness Information

- School/business closings
- Road closings
- Areas affected by fire or contamination
- Isolated and evacuated areas and reentry information

B. RESPONSE PHASE CHECKLIST

- 1. Confirm and assess the situation
- What areas are involved?
- What percentage of the fire is under control?
- Are conditions improving or deteriorating?
- Current weather? Current wind direction? Forecast?

2. Evaluation of the Emergency

- How many structures are in the area?
- How many structures have been destroyed or damaged?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Disseminate public warnings.
- Identify emergency shelter locations and open shelters if necessary
- Open volunteer resource centre if necessary
- Identify evacuation routes if needed

4. Actions to be Taken As Soon As Possible

- Confirm inventory of emergency communications network
- Confirm inventory of cellular phone capabilities
- Confirm inventory, location and availability of heavy equipment and supplies (trucks, bulldozers, front

- loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Confirm inventory of supplies for emergency personnel [Special clothing, bullhorns/megaphones, emergency communications (include cellular phones), clothing and supplies for responders, flashlights and batteries, road barriers, barrier tape, etc.]
- Confirm inventory of auxiliary power equipment with KW rating and fuel supplies
- Confirm inventory of public and private 4WD vehicles and fuel supplies
- Initiate the restoration of utilities, telephone service and transportation and communication links, if necessary
- Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire, police, emergency shelters, schools, etc.)
- Request assistance from mutual aid partners, if necessary
- Request assistance from provincial and federal agencies, if necessary
- Initiate patrols to secure the evacuated area, if appropriate
- Activate search and rescue, if appropriate
- If more than ten people are injured, activate mass casualty plan
- Arrange for the security of incoming supplies, if appropriate

5. Secondary Actions

- Document the cost of material and labor involved with the emergency
- Does the situation warrant a Declaration of State of Local Emergency?
- Form a task force to document and estimate damage to public and private property

C. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters, schools, etc.)
- When safe access is established, arrange for the return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre
- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe buildings, driving in smoke, hazardous materials precautions, electrocution hazards and safe drinking water practices, if applicable
- Arrange for provincial and federal assistance if necessary

3. Recovery

- Establish a Disaster Recovery Centre (DRC)
- Appoint Recovery Manager
- Public messaging
- Establish a Recovery Task Force
- Damage assessment
- Debris management
- Repair/replace/restore public infrastructure and services
- Establish system for managing donations and volunteers
- Support mass care activities
- Provide behavioural health services to survivors
- Provide case management services
- Provide coordinated and timely public information
- Re-Entry: public and environmental health considerations
- Identify sources of outside assistance
- Identify technical assistance needs
- Identify hazard mitigation opportunities
- Establish disaster-related policies

4.0 WINTER STORM

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What are the boundaries of the area affected by the extreme weather?
- What are the current weather conditions and what is the forecast?
- Are conditions improving or deteriorating?

2. Evaluation of the Emergency

- Are there any special groups that may be caught in the extreme conditions? (hikers, campers, hunters, etc.)
- How many people could be isolated by the storm?
- What special type of structures may be isolated or in need of supplies, fuel or power?
- Nursing homes
- Schools
- Medical facilities
- Emergency facilities
- What utilities could be disrupted?

3. Immediate Actions

- Is immediate evacuation required appropriate or should a "shelter in place" advisory be issued?
- Should traffic be diverted or stopped?
- Do warnings need to be issued?
- Do advisories need to be issued?

4. Preventative Actions

- Establish liaison with local, federal and provincial partners
- Environment Canada
- Alberta Emergency Management Agency
- Mutual Aid Partners

5. Alert Appropriate Emergency Personnel

- Emergency Management staff
- Monitor the situation for Crisis Action Team or Emergency Operations Centre activation
- Assist with alerts, warnings and notifications
- Provide liaison to all other agencies as required
- Monitor Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Assist with heavy equipment requests
- Support Incident Commander as necessary within departmental constraints
- Appropriate law enforcement
- Assist with alert, warning and notification
- Security at the scene
- Assistance to citizens when required

- Traffic and crowd control
- Fire Department
- Fire suppression
- Search and rescue
- Emergency Medical Services within capabilities
- Disaster Social Services
- Open, staff and stock shelters if necessary
- Consider special needs requirements (transportation, interpreters, clergy, medical, etc.)

6. If Appropriate, Distribute Preparedness Information

- School and business closings
- Road closings
- Areas to avoid
- Numbers to call for information or assistance
- Family emergency preparedness

B. RESPONSE PHASE CHECKLIST

- 1. Confirm and Assess the Situation
- What is the extent of impacts and damage?
- What are the boundaries of the affected area?
- What is the anticipated duration?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?

2. Evaluation of the Emergency

- Is anyone believed to be in need of special help?
- Are there injuries or fatalities? If so, how many?
- Were any structures destroyed or damaged?
- Are any roads blocked by the storm?
- How many people are isolated by the storm?
- What special type of structures may be isolated or in need of supplies, fuel or power?
- Medical facilities
- Emergency facilities
- Nursing homes
- Has telephone service or utility services been disrupted?
- Are there any other unusual situations that need to be addressed?

3. Immediate Actions

- Establish road blocks, if appropriate
- Develop an emergency snow removal system for essential roads if appropriate.
- Limit travel if necessary.
- Disseminate public warnings

4. Actions to be Taken As Soon As Possible

• Request assistance from mutual aid partners, if appropriate

- Request additional assistance from provincial and federal agencies, if appropriate
- If more than ten casualties are reported, activate "Mass Casualty Plan"
- Activate search and rescue if appropriate
- Document the cost of material and labor involved with the emergency
- Inform the public of the status of the emergency situation

5. Secondary Actions

- Does the situation warrant a Disaster Declaration?
- Form a task force to document and estimate damage to public and private property

C. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area
- Initiate removal of snow and debris
- Correct safety hazards as soon as possible
- Initiate restoration of utilities, telephone service and transportation links. Essential facilities will be given
 priority (clinics, Emergency Operations Centre, nursing homes, fire and police dispatch centres, emergency
 shelters, schools, etc.)
- Open volunteer resource if needed
- Special personnel:
- Interpreters
- Clergy
- Technicians
- Counselors
- Initiate initial individual rehabilitation programs
- Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster

2. Re-Entry

- When safe access is established, arrange for temporary return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Initiate individual rehabilitation programs

5.0 TORNADO (SEVERE STORM)

A. TORNADO WATCH PHASE CHECKLIST

- Monitor weather
- Tornado "watches" and "warnings" are issued by Environment Canada and Alberta Emergency Management Agency
- Ensure that on-duty municipal personnel are notified of the tornado *Watch* and are alert for signs of severe weather.
- 9-1-1 communications centre:
- Request all personnel be on the alert for signs of threatening weather and that they report this
 information back to dispatch
- Activate EOC
- Ensure that initial response equipment is operational and located in designated locations

B. TORNADO WARNING PHASE CHECKLIST

1. Warning

- Ensure that personnel take appropriate protective measures.
- Activate off-duty personnel and consider providing for twenty-four hour staffing.

2. Confirm and Assess the Situation

- Has a tornado touched down?
- Identify locations, impacts, damages
- What are the current weather conditions and what is the forecast?

3. Evaluation of the Emergency

- How many people are affected?
- Are there collapsed structures? Types and how many?
- Is special equipment needed? If so, what type?
- Are there special or problem facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Emergency facilities
- Make Special Note of:
- Status of high life—hazard occupancies (Critical Facilities)
- Fire(s), i.e., dwellings, businesses
- Street/road disruptions, i.e., debris, power lines, water
- Mass casualties, i.e., motor vehicle, structure collapse
- Trapped victims, i.e., motor vehicle, dwellings, businesses
- Hazardous materials release, i.e., fixed site, transportation
- Utility-line disruptions, i.e., power lines, water mains, etc.
- Need for evacuations, i.e., life-hazard occupancies
- Health/medical concerns, i.e., health/medical care facilities

4. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings/advisories need to be issued?
- Should traffic be stopped or diverted?
- Does a shelter(s) need to be set up?

5. Preventative Actions

- Establish liaison with mutual aid organizations, provincial and federal agencies
- Utilities
- Telephone companies
- Fuel suppliers
- Provide heads up status report to Emergency Management if it appears provincial resources may be needed
- Should access to any affected area be limited or stopped?
- Provide heads up status report to Emergency Social Services if it appears shelters or mass care will be needed

6. Preparedness Actions

- Check inventory of emergency communications network
- Check inventory of cellular phone capabilities
- Check inventory of auxiliary power equipment by KW rating and determine the fuel supplies
- Check inventory of supplies for emergency personnel (special clothing, bullhorns/megaphones, flashlights and batteries, road barriers, barrier tape, etc.)
- Check inventory of auxiliary power equipment by KW rating and determine the fuel supplies
- Check inventory public and private 4WD vehicles
- Enhance public education on relevant topics
- Test emergency communications systems and generators.

7. Alert Appropriate Emergency Personnel

- Appropriate Law Enforcement
- Assist with alert, warning and notification
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation for Crisis Action Team or Emergency Operations Centre Activation
- Provide liaison to all other agencies as required
- Provide representation at the scene
- Fire Department
- Fire suppression
- Search and rescue
- Assist with Emergency Medical Services
- Hazardous materials
 - There may be hazardous materials involved. Every effort should be made by the Fire Department to

minimize the danger to people and the environment by:

- Sandbagging
- Damming
- Diking
 - Placing absorbent materials (booms, oil dry, sorbent pads, etc.) in areas where possible contamination has occurred.
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider feeding requirements for responders
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Support fire services actions by providing individual assistance
- Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Assist with search and rescue as necessary
- Assist with sandbagging, heavy equipment requests
- Support Incident Commander as necessary within departmental constraints
- Alberta Health Services
- Emergency Medical Services
- Provide health advisories for public service announcements, when applicable
- School Superintendent (possible school closure, use of school buses and buildings)
- 8. If Appropriate, Distribute Preparedness Information
- School/business closings
- Road closings
- Areas affected by tornado or contamination
- Isolated and evacuated areas and reentry information

C. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- When did the tornado touch down?
- What areas are involved?
- Are conditions improving or deteriorating?
- Current weather? Current wind direction? Forecast?

2. Evaluation of the Emergency

- How many structures are in the area?
- How many structures have been destroyed or damaged?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities

- Homes
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply

3. Immediate Actions

- Do additional warnings need to be issued?
- Disseminate public warnings as needed.
- 9-1-1 communications centre
- Confirm that a tornado has touched down resulting in damage/injuries
- Dispatch emergency response units
- Establish on-scene command post
- Establish on-scene communications
- Communication links to EOC
- Determine boundaries of damaged area(s)
- Establish perimeter security, traffic control and road blocks
- Initiate triage and mass casualty
- Initiate collapsed building SAR
- Heavy equipment, lighting and generators
- Emergency debris clearance on major roadways
- Is immediate evacuation appropriate?
- Identify evacuation routes if needed
- Activate mass fatality plan as appropriate
- Call for mutual aid as appropriate

4. Actions to be Taken As Soon As Possible

- Identify emergency shelter locations and open shelters and provide mass care if necessary
- Initiate initial public and private damage assessment
- Coordinate publication and distribution of emergency information for emergency workers and citizens in the affected areas
- Establish a media centre separate; provide news media with timely information updates
- Open volunteer resource centre if necessary
- Confirm inventory of emergency communications network
- Confirm inventory of cellular phone capabilities
- Confirm inventory of location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch
- Confirm inventory of supplies for emergency personnel [Special clothing (wet suits, rain gear, waders, etc.), bullhorns/megaphones, emergency communications (include cellular phones), clothing and supplies for responders, flashlights and batteries, road barriers, barrier tape, etc.]
- Confirm inventory of auxiliary power equipment with KW rating and fuel supplies
- Confirm inventory of public and private 4WD vehicles and fuel supplies
- Initiate the restoration of utilities, telephone service and transportation and communication links, if necessary

- Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire, police, emergency shelters, schools, etc.)
- Request assistance from mutual aid partners, if necessary
- Request assistance from provincial and federal agencies, if necessary
- Initiate patrols to secure the evacuated area, if appropriate
- Activate search and rescue, if appropriate
- If more than ten people are injured, activate Mass Casualty Plan
- Arrange for the security of incoming supplies, if appropriate

5. Secondary Actions

- Document the cost of material and labor involved with the emergency
- Does the situation warrant a Disaster Declaration?
- Form a task force to document and estimate damage to public and private property

D. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given
 priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency
 shelters, schools, etc.)
- When safe access is established, arrange for the return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs; initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre
- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe buildings, hazardous materials precautions, electrocution hazards and safe drinking water practices, if applicable
- Arrange for provincial and federal assistance if necessary

3. Recovery

- Establish a Disaster Recovery Centre (DRC)
- Appoint Recovery Manager
- Public messaging
- Establish a Recovery Task Force
- Damage assessment
- Debris management
- Repair/replace/restore public infrastructure and services
- Establish system for managing donations and volunteers

- Support mass care activities
- Provide behavioural health services to survivors
- Provide case management services
- Provide coordinated and timely public information
- Re-Entry: public and environmental health considerations
- Identify sources of outside assistance
- Identify technical assistance needs
- Identify hazard mitigation opportunities
- Establish disaster-related policies

6.0 FLOODING

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- Check Alberta Environment and Sustainable Resource Development water reports.
- What are the current flood conditions?
- When is the river expected to crest?
- How high above flood stage?
- What areas are involved?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?
- What measures can be taken to prevent or decrease the damage?
- How long will the flooding last?

2. Evaluation of the Emergency

- How many structures are in the area?
- How many people may be displaced?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water and sewage treatment plants

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Should traffic be stopped or diverted?
- Do advisories need to be issued?

4. Preventative Actions

- If it is safe to do so, have existing controls inspected and repaired (dikes, overflow channels, air filtering systems, etc.)
- Can measures be taken to clear river channels?
- Can flood waters be diverted?

5. Preparedness Actions

- Inventory emergency communications network
- Inventory cellular phone capabilities
- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)

- Inventory public and private boats, operators, fuel supplies and safety equipment
- Inspect, repair and fortify, if possible, existing flood control devices
- Inventory sandbags, sand and put in place or stockpile in staging areas
- Inventory auxiliary power equipment with KW rating and fuel supplies
- Inventory portable pumping equipment and hoses
- Prepare to move fire and EMS equipment to safe areas
- Identify a staging area and initiate the organization of a motor pool dispatch.
- Inventory supplies for emergency personnel: special clothing (wet suits, rain gear, waders, etc.); bullhorns / megaphones; emergency communications (include cellular phones); clothing and supplies for responders; flashlights and batteries; road barriers; barrier tape; auxiliary power etc.
- Inventory public and private 4WD vehicles
- · Identify evacuation routes if needed
- Identify safe areas for emergency shelters if needed
- Promote individual and family preparedness

6. Alert Appropriate Emergency Personnel

- Appropriate Law Enforcement
- Assist with alert, warning and notification
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation for Crisis Action Team or Emergency Operations Centre activation
- Provide liaison to all other agencies as required
- Provide representation at the scene if necessary
- Fire Department
- Fire suppression
- Search and rescue
- Assist with Emergency Medical Services
- Hazardous Materials during a flood, there may be hazardous materials involved. Every effort should be made by the Fire Department to minimize the danger to people and the environment by:
- --- Sandbagging-Damming
- --- Diking
- --- Placing absorbent materials (booms, oil dry, sorbent pads, etc.) in areas where possible contamination has occurred. *Note: For Hazardous Materials response, see also "Hazardous Materials" Section of this guide*.
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider feeding requirements for responders
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Provide individual assistance
- Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Assist with search and rescue as necessary

- Assist with sandbagging, heavy equipment requests
- Support Incident Commander as necessary within departmental constraints
- Alberta Health Services
- Provide emergency medical services
- Provide health advisories for public service announcements, when applicable
- Provide EOC with any information concerning health risks due to contaminated water sources
- School Superintendents (possible school closure, use of school buses and school buildings)

7. If Appropriate, Disseminate Preparedness Information

- School/business closings
- Road closings
- Areas affected by flood or contamination
- Isolated and evacuated areas and re-entry information
- Individual and family flood preparedness and safety information/instructions

B. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- When did the flooding start?
- What areas are involved?
- What other areas are expected to be involved?
- How much higher will the water rise?
- How long will the flooding last?
- What measures can be taken to prevent or decrease the damage?
- Are conditions improving or deteriorating?
- What is the current weather? Current wind direction?
- What are the forecast conditions?

2. Evaluation of the Emergency

- How many structures are now flooded?
- How many structures may become flooded?
- How many people are displaced or may become displaced?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Are there special problem facilities within the area that should be fortified?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply
- Sewage treatment
- Cemeteries

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Disseminate public information
- Identify emergency shelters and open if necessary
- Open volunteer resource centre if necessary

4. Actions to be Taken As Soon As Possible

- Inventory emergency communications network
- Inventory cellular phone capabilities
- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area and initiate the organization of a motor pool dispatch
- Arrange for the security of incoming supplies, if appropriate
- Inventory supplies for emergency personnel: [Special clothing (wet suits, rain gear, waders, etc.), bullhorns/megaphones, emergency communications (include cellular phones), clothing and supplies for responders, flashlights and batteries, road barriers, barrier tape, etc.]
- Inventory auxiliary power equipment with KW rating and fuel supplies
- Inventory public and private 4WD vehicles and fuel supplies
- Identify evacuation routes if needed
- If possible, identify safe areas for emergency shelters if needed.
- If necessary, initiate restoration of utilities, telephone service and transportation and communication links. Essential facilities such as clinics, emergency operations centre, nursing homes, fire, police, emergency shelters and schools will be given priority.
- Initiate patrols to secure the evacuated area, if appropriate
- Request assistance from mutual aid partners, if appropriate
- Request additional assistance from provincial and federal agencies, if appropriate
- If there are more than 10 casualties, activate the Mass Casualty Plan

5. Secondary Actions

- Document the cost of material and labor involved with the emergency
- Does the situation warrant a Disaster Declaration?
- Form a task force to document and estimate damage to public and private property.

C. RECOVERY PHASE CHECKLIST

1. Stabilization actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities such as clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters and schools will be given priority
- When safe access is established, arrange for return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary

- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees (Check with Incident Commander or Emergency Operations Centre)
- Ensure all victims have received a safety briefing concerning animals, driving during flood conditions, electrocution hazards and safe drinking water practices, if applicable
- Contact Emergency Operations Centre or Emergency Management for transportation requirements

3. Recovery

- Establish a Disaster Recovery Centre (DRC)
- Appoint Recovery Manager
- Public messaging
- Establish a Recovery Task Force
- Damage assessment
- Debris management
- Repair/replace/restore public infrastructure and services
- Establish system for managing donations and volunteers
- Support mass care activities
- Provide behavioural health services to survivors
- Provide case management services
- Provide coordinated and timely public information
- Re-Entry: public and environmental health considerations
- Identify sources of outside assistance
- Identify technical assistance needs
- Identify hazard mitigation opportunities
- Establish disaster-related policies

7.0 PANDEMIC FLU / LARGE SCALE ILLNESS

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What type of illness is anticipated?
- Can a time frame be projected?
- How long before the problem can be resolved?
- What measures can be taken to avoid or decrease the problem?

2. Evaluation of the Emergency

- How many people will be affected?
- Are special supplies, equipment, facilities needed? If so, what types? How much?

3. Immediate Actions

- Do warnings need to be issued?
- Do advisories need to be issued?

4. Preventative Actions

- Flu and cold precautions
- Isolation
- Quarantine
- Social distancing

5. Preparedness Actions

- Emergency Management / EOC
- Develop, maintain Pandemic Plan
- Alberta Health Services
- Monitor and investigate public health threats
- Coordinate with Provincial Health Services in working with the federal agencies and assets
- Receive and analyze health reports from clinics, hospitals
- Promote inter-pandemic routine influenza and pneumococcal vaccination to designated high-risk groups
- Coordinate prevention and control of communicable diseases by epidemic intelligence, evaluation, quarantine, prophylactic medication and inoculation as needed
- Develop general guidelines for the triage and handling of contaminated/exposed patients
- Identify available capable of handling contaminated patients
- Arrange for handling of medical supplies and equipment in support of the response efforts
- Municipalities
- Develop contingencies for anticipated shortages of essential services
- Develop, maintain pandemic procedures
- Private Sector (physicians, nurses, hospitals, clinics) if available.
- Be vigilant for unusual illnesses and disease; report same to Provincial Health Services.
- Hospitals: develop infection control plans to triage and isolate infectious patients and protect staff from disease transmission.
- Business and Industry
- Develop Continuity of Operations (COOP) plans and maintain services.

- Citizen
- Maintain a 72-hour disaster plan and kits
- Provide self-care for family members
- Assistance to neighbours

6. Alert Appropriate Emergency Personnel

- Notify entire emergency response network to initiate and maintain flu and cold precautions
- Emergency Management
- Monitor the situation for Crisis Action Team or Emergency Operations Centre Activation

7. Distribute Preparedness Information

- Flu and cold precautions
- Social distancing
- Individual and family preparedness

B. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- What type of wide spread illness is occurring?
- What area is affected?
- What measures are being taken to correct the problem?
- Are the conditions improving or deteriorating?

2. Evaluation of the Emergency

- How many people are affected?
- Are special equipment, supplies, facilities needed? If so, what types and numbers?

3. Immediate Actions

- a. Activate EOC. Major policies and decisions by the EOC will include:
- Liaison with Alberta Health Services
- Types and methods of public protection
- Types and methods of municipality-wide controls (road blocks, isolation and quarantine)
- Instructions and information to the public
- Patient tracking and record keeping methods
- Locations, establishment of mass prophylaxis/immunization sites
- Locations, establishment of mass patient care facilities
- Need for increased health surveillance: food, water, general hygiene, other disease control measures (vector control)
- Establishment of mobilization centres and distribution points for incoming supplies
- Establishment of reception centres to receive incoming provincial and federal support personnel and to provide instructions, accreditation and assignments
- b. Mobilize emergency services
- c. Initiate and maintain liaison and coordination with county, provincial, federal and private organizations

- d. Along with Alberta Health Services, initiate and maintain public health alerts and emergency information
- Dissemination of printed and web-based information in multiple languages
- Active outreach to traditionally underserved populations, in cooperation with community organizations
- Frequent use of radio, television and print media
- Coordination with other health care providers and care-givers to ensure consistent messaging
- Implementation of a public information call centre
- e. Implement pandemic plan
- f. Assist Alberta Health Services to implement quarantine/isolation area control measures.
- Direct people that are ill with influenza to remain in isolation in health care settings or at home.
- Hospitals will implement isolation protocols for all patients suspected of being infected with pandemic influenza.
- g. Assist Alberta Health Services to implement "social distancing" strategies.
- Strategies could include closing public and private schools; minimizing social interactions at colleges, universities and libraries; closing non-essential government functions; implementing emergency staffing plans for the public and private sector including increasing telecommuting, flex scheduling and other options; and closing public gathering places including stadiums, theaters, churches, community centres and other facilities.
- h. Establish mass immunization/prophylaxis sites, mass care facilities and mass fatality facilities.
- i. Strive to maintain essential community services. Activate COOP plans.

4. Actions to be Taken As Soon As Possible

- Request additional assistance from provincial and federal agencies, if appropriate
- Public outreach

5. Secondary actions

- Document the cost of material and labor involved with the emergency
- Inform the public of what is being done
- Does the situation warrant a Disaster Declaration?

C. RECOVERY PHASE CHECKLIST

1. Stabilization actions

- Recovery from an influenza pandemic will begin when it is determined that adequate supplies, resources
 and response system capacity exists to manage ongoing activities without continued assistance from
 pandemic response systems.
- •. The Local Health Officer in consultation with Emergency Management/EOC and local elected leaders, will recommend specific actions to be taken to return the health care system and government functions to preevent status.
- the Local Health Officer in consultation with Emergency Management/EOC will assess the impact of the

pandemic on the community's health as measured by morbidity and mortality and report findings to all response partners.

2. Recovery actions

• The Emergency Operations Centre (EOC) will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the Municipal Pandemic Influenza Plan.

8.0 HAZARDOUS MATERIALS (HAZ MAT)

A. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- Where did the accident occur?
- What type of hazardous substance has been released?
- Check with Bill of Lading, Emergency Response Guide and/or CANUTEC to ascertain information on hazardous products that are or may be, involved
- Does the release involve air, water or ground contamination?
- Is it heavier or lighter than air?
- What is wind direction or water if it is in a moving water body?
- When did the accident occur?
- What areas are involved?
- Are conditions improving or deteriorating?
- Are radioactive hazards involved?
- Is there immediate threat to life, property or environment?

2. Evaluation of the Emergency

- Are there any injuries? If so, how many?
- Are there any deaths? If so, how many?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- What are the current weather conditions and what is the forecast?
- Estimate the number of people that may need to be evacuated
- Are there special problem facilities within the area?
- Emergency facilities
- Fuel supplies
- Chemical plants
- Water supply
- Address any unusual situations

3. Immediate Actions

- Isolate the area to ensure the safety of all persons.
- Is immediate evacuation appropriate? Identify evacuation routes out of the contaminated area.
- Do warnings/advisories need to be issued?
- If time permits, plot a plume of the impacted area
- Identify areas to establish emergency shelters or staging areas.
- Special personnel: Interpreters, clergy, counselors, technicians, retired medical?
- Initiate an evacuation of the area and areas downwind of the accident if necessary.
- Is it appropriate to "shelter in place"?
- Should traffic be stopped or diverted?

4. Actions to be Taken As Soon As Possible.

- Inventory emergency communications network
- Inventory cellular phone capabilities
- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area
- Inventory supplies for emergency personnel: [Special clothing (wet suits, rain gear, waders, etc.), bullhorns/megaphones, flashlights and batteries, road barriers, barrier tape, etc.]
- If more than ten people are injured, activate Mass Casualty Plan
- Request assistance from mutual aid partners, if appropriate
- Request assistance from provincial and federal partners, if appropriate
- Identify evacuation routes if needed
- If a shipment is involved, obtain the bill of lading and notify the shipper and the addressee. If radiological materials are involved, notify the AEMA.
- Inform the public of what is being done.
- If possible, identify safe areas for emergency shelters if needed

5. Alert Appropriate Emergency Personnel

- Appropriate law enforcement
- Assist with alert, warning and notification
- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation for Crisis Action Team or Emergency Operations Centre Activation
- Provide liaison to all other agencies as required
- Provide representation at the scene
- Ensure that the owner/spiller of the product makes arrangements for clean—up of the release
- Fire Department
- Fire suppression
- Search and rescue
- Assist with Emergency Medical Services
- Hazardous materials
- Every effort should be made by the Fire Department to minimize the danger to people and the environment by:
 - Sandbagging
 - Damming
 - Diking
 - Placing absorbent materials (booms, oil dry, sorbent pads, etc.) in areas where possible contamination has occurred.
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider feeding requirements for responders
- Consider special needs requirements (transportation, interpreters, clergy, etc.)
- Support fire services actions by providing individual assistance

- Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Assist with search and rescue as necessary
- Assist with sandbagging, heavy equipment requests
- Support Incident Commander as necessary within departmental constraints
- Alberta Health Services
- Provide emergency health services
- Provide containment and clean—up advice at the scene
- Provide health advisories for public service announcements, when applicable

Alberta Environment and Sustainable Resource Development

- Provide ground and water sampling permitted sites
- Provide air sampling specialty and expertise
- Provide EOC with any information concerning health risks due to fumes or contaminated run off which may affect water sources

6. If Appropriate, Distribute Preparedness Information

- School / business closings
- Road closings
- Areas affected by fire or contamination
- Isolated and evacuated areas and reentry information

7. Secondary Actions

- Does the situation warrant a Declaration of State of Local Emergency?
- Is additional help needed?
- Form a task force to document and estimate damage to public and private property

B. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters, schools, etc.)
- When safe access is established, arrange for temporary return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre

- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe buildings, hazardous materials precautions, electrocution hazards and safe drinking water practices, if applicable
- Arrange for provincial and federal assistance if necessary

9.0 LANDSLIDE / ROAD CLOSURE

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What are the current geological land movement conditions?
- What areas are involved?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?
- What measures can be taken to prevent or decrease the damage?

2. Evaluation of the Emergency

- What transportation infrastructure is at risk and/or impacted (roads, rail, bridges)
- How many structures are impacted?
- How many people may be displaced?
- How many people are or will be isolated?
- Are there facilities in the area that should be evacuated?
- Schools
- Nursing homes
- Medical facilities
- Homes
- Are there essential services and critical facilities within the area?

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Should traffic be stopped or diverted?
- Do advisories need to be issued?

4. Preventative Actions

- Can measures be taken to control land movement?
- Can traffic flow be diverted?

5. Preparedness Actions

- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area.
- Inventory public and private 4WD vehicles
- Identify evacuation routes if needed.
- Identify safe areas for emergency shelters if needed.
- Promote individual and family preparedness.

6. Alert Appropriate Emergency Personnel

- Appropriate Law Enforcement
- Assist with alert, warning and notification

- Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- Security at the scene
- Assistance to citizens when required
- Traffic and crowd control
- Emergency Management
- Monitor the situation for Emergency Operations Centre Activation
- Provide liaison to all other agencies as required
- Provide representation at the scene if necessary
- Fire Department
- Search and Rescue
- Assist with Emergency Medical Services
- Emergency Social Services
- Open, staff and stock shelters if necessary
- Consider feeding requirements for responders
- Consider Special Needs requirements (transportation, interpreters, clergy, etc.)
- Provide individual assistance
- Environment Canada
- Provide weather updates as requested
- Assist with alert, warning and notification
- Public Works
- Emergency engineering
- Alberta Health Services
- Provide emergency medical services
- Provide health advisories for public service announcements, when applicable
- Provide EOC with any information concerning health risks
- School Superintendents (possible school closure, use of school buses and school buildings

7. If Appropriate, Disseminate Preparedness Information

- School/business closings
- Road closings
- Areas affected by landslide
- Isolated and evacuated areas and reentry information
- Individual and family preparedness and safety information/instructions

B. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- When did the landslide start?
- What areas are involved?
- What other areas are expected to be involved?
- Is the land still moving?
- How long will the land movement last?
- What measures can be taken to prevent or decrease the impact?
- Are conditions improving or deteriorating?
- What is the current weather?
- What are the forecast conditions?

2. Evaluation of the Emergency

- What transportation infrastructure is impacted (roads, rail, bridges)?
- How many structures are now impacted?
- How many structures may become impacted?
- How many people are displaced or may become displaced?
- How many people are stranded/isolated?
- Are there communities that are now isolated?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many?
- Are there facilities or homes in the area that should be evacuated?
- Are there essential services or critical facilities within the area that should be fortified?

3. Immediate Actions

- Road closures and detours
- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Disseminate public information
- Identify emergency shelters and open if necessary

4. Actions to be Taken As Soon As Possible

- Inventory location and availability of heavy equipment and supplies (trucks, bulldozers, front loaders, graders, fuel supplies, barricades, etc.)
- Identify a staging area
- Inventory public and private 4WD vehicles and fuel supplies
- Identify evacuation routes if needed
- If possible, identify safe areas for emergency shelters if needed.
- Initiate patrols to secure the evacuated area, if appropriate
- Request assistance from mutual aid partners, if appropriate.
- Request additional assistance from provincial and federal agencies, if appropriate
- If there are more than 10 casualties, activate the Mass Casualty Plan.

5. Secondary Actions

- Document the cost of material and labor involved with the emergency
- Does the situation warrant a Disaster Declaration?
- Form a task force to document and estimate damage to public and private property.

C. RECOVERY PHASE CHECKLIST

1. Stabilization actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of land mass and debris, if applicable
- Continue restoration of utilities, telephone service and transportation links.
- When safe access is established, arrange for temporary return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary

- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the event
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees (Check with Incident Commander or Emergency Operations Centre)
- Contact Emergency Operations Centre or Emergency Management for transportation requirements

10. SPECIAL EVENTS

A. PLANNING PHASE CHECKLIST

1. Confirm and Assess the Special Event

- What type of special event is planned?
- What is time frame and duration?
- Identify event planning agencies
- What is the projected weather pattern / weather forecast for time of year for event?

2. Evaluation of the Special Event

- Location(s)?
- Indoor? Outdoor? Both?
- Risk/hazard analysis
- Numbers of people expected to attend?
- Alcohol-free event or will alcoholic beverages be sold or served at venue?
- Permits required, issued
- Fire inspection(s)
- Emergency Response Plan
- Waste disposal plan
- Health and sanitation plan
- Medical plan
- Transportation plan
- Parking plan
- Traffic patterns and control plan
- Event demobilization plan

3. Determining and Acquiring the Security Workforce

- Do we have enough personnel in house?
- Who should we partner with for additional security forces?
- Who should we partner with for additional authority, skills, equipment or technology support?

4. Communications and Communication Technology

- Do we have a process in place to communicate regularly with all key partners?
- Do we have adequate communications technology and equipment?
- Do we have adequate communications back-up?
- Can we integrate radio communication among many different agencies involved in the event?
- Are communications command centre facilities adequate in size and scope?

5. Access Control: Screening and Physical Security

- Is screening required?
- Do we have clearly specified perimeters: inner, middle, outer?
- Do we have adequate and appropriate security for each perimeter?
- Do we have enough technical equipment for effective and efficient screening?
- Do we have enough staff for timely screening?
- Do we have staff trained and experienced in screening?

- Do we have proper screening protocols?
- Are screening regulations clearly posted for all participants to read?

6. Transportation/Traffic

- Do we have adequate security staffing and assignments for motorcades carrying VIPs?
- Do we have adequate motorcade route plans and contingency route plans?
- Have all personnel involved in motorcade security been briefed on the plans?
- Do we have maps showing anticipated traffic patterns for spectators coming to and leaving the event?
- Have we conducted risk assessments for all transportation modes—vehicle traffic, mass transit (buses, trains), water traffic and more?

7. Intelligence

- Does the lead agency have an effective intelligence capability?
- Can we receive support from a provincial agency with an intelligence capability?
- Do we have adequate intelligence support to conduct threat and risk assessments?
- Do we need to employ intelligence resources in the field during the event (a police decision)?

8. Credentialing

- Do we have a plan and process to produce credentials for the special event?
- Do we have adequate technology to produce credentials?
- Do we have the required personnel contact information in a database to produce credentials?
- If we don't have the capacity to produce credentials in-house, what agency can we partner with to help us?

9. Administrative and Logistics Support

- Do we have a designated administrative logistics coordinator?
- Have we developed a task and timeline to manage the administrative and logistical needs?
- Do we have an adequate inventory of needed equipment, supplies and other items to provide security at the special event?
- Which other agencies can we work with to borrow or lease needed equipment, vehicles and other logistical support items?
- Are we prepared to make timely purchases of any equipment or supplies that we need to acquire for the event?
- Do we have an adequate budget to support the security needs of the special event?

10. Protecting Critical Infrastructure and Utilities

- Have we conducted risk assessments on critical infrastructure and utilities that could impact the special event?
- Have we collaborated with infrastructure and utilities managers to develop adequate security plans?
- Have we coordinated with sanitation services (security of trash containers)?
- Have we considered protective measures for cyber systems in event of attack?

11. Fire/EMS/Medical Care

- Have we developed adequate plans for fire and EMS services' response if needed at the event?
- What numbers and types of personnel are needed at the event?
- What types of apparatus, medical vehicles and equipment are needed at the event?

12. Hazardous Materials/Weapons of Mass Destruction: Detection and Consequence Management

- Do we give adequate consideration in our security planning to detecting threats from explosives and from radiological, chemical and biological agents and bombs?
- Do we have an adequate consequence management plan?
- Do we have adequate protocols for handling bomb threats?
- Do we have an adequate emergency evacuation plan?

13. Tactical Support and Crisis Management

- Do we have local specialized tactical resources (SWAT teams)?
- Do the threat and risk levels for the special event require involving the tactical resources?
- Have security planners coordinated with the local police for crisis management support?

14. Public Information and Media Relations

- Have we developed an adequate public information and media relations plan as part of our event security operations plan?
- Have we identified the event public information specialist who will coordinate all public and media information?
- If the event involves planned demonstrations, have event organizers, government officials and law enforcement developed a consistent message regarding demonstration activities?

15. Training

- Have we conducted a comprehensive training needs assessment to identify all specialized knowledge and skills needed to implement the event security plan?
- Have we developed training in key specialized areas for security personnel for this event?
- Do we have sufficient training resources in-house or among our partner agencies?
- Have we developed the most effective and efficient training methods to reach required personnel prior to the event?
- Do we evaluate all training to determine what is effective?

16. Planning for and Managing Demonstrations

- Have we received useful intelligence information to advise the security plan on anticipated protest movements at the event?
- Do we have adequate support from police legal advisors?
- Does local police have sufficient numbers of trained mobile field forces to make mass arrests if necessary?
- Have local police issued rules of engagement to all field forces involved in event security?

B. RESPONSE PHASE CHECKLIST

1. Confirm and Assess the Situation

- What type of emergency has occurred?
- When did the emergency occur?
- What area is affected?
- How long before the problems can be resolved?
- What measures are being taken to correct the problem?
- Are the conditions that precipitated the emergency improving or deteriorating?
- What are the current weather conditions and forecast conditions?

2. Evaluation of the Emergency

- How many people are affected?
- Are special equipment, supplies, facilities needed? If so, what types and amounts?
- Are there facilities in the area that should be evacuated?

3. Immediate Actions:

IMPROVISED EXPLOSIVE DEVICE (IED)

- Secure the perimeter and establish security of the area for responding personnel and persons in the affected area, including ingress and egress
- Set up an operational area and establish hazard control zones (i.e., hot zone, warm zone and cold zone)
- Establish a Command Post (CP)
- Order a limited search of the affected area for secondary devices or possible threats to responding personnel
- Control and secure any suspects involved in the incident
- Establish decontamination, triage, and transport areas as needed
- Establish staging area(s)
- Establish a media area or Joint Information Centre (JIC), away from the CP and staging area(s)
- Protect the crime scene and identify and secure items of evidentiary value
- Request staff notifications be made by communications personnel

WEAPONS OF MASS DESTRUCTION (WMD) or CHEMICAL, BIOLOGICAL, NUCLEAR, RADIOLOGICAL or INCENDIARY (CBNRE) INCIDENT

- Establish staging area(s) for arriving first responders so they may don their Personnel Protection Equipment (PPE)
- Secure the perimeter and establish security of the area for responding personnel and persons in the affected area, including ingress and egress
- Set up a safe area for any persons that may have to be de-contaminated
- Set up an operational area and establish hazard control zones (e.g. hot zone, warm zone and cold zone)
- Establish Command Post (CP)
- Order a limited search of the affected area for secondary devices or possible threats to responding personnel
- Control and secure any suspects involved in the incident
- Establish staging area(s)
- Establish a media area or Joint Information Centre (JIC), away from the CP and staging area(s)
- Protect the crime scene, identify and secure items of evidentiary value
- Request staff notifications be made by communications personnel

VIOLENT PERSONS CRIME(S)

- The Incident Command onsite will take control of the scene and:
- Take appropriate action to stabilize the situation
- Control and secure any suspects involved in the incident
- Protect the crime scene, identify and secure items of evidentiary value
- Protect victims and obtain all necessary information
- Ensure timely requests for specialized units (homicide, fire, rescue, CSI, sexual battery, robbery, etc.) are

made)

CIVIL DISORDER

- The IC will provide an immediate update to the dispatcher and:
- Report initial observations
- Secure the proper resources in order to stabilize the event
- Direct all members not to take independent action against the crowd
- Identify a staging area(s) for arriving units
- Delegate supervisor(s) to account for all assigned personnel

SEVERE WEATHER

• If inclement weather hinders the situation/event, the IC will instruct the supervisor(s) to break out into teams and secure shelter for its members. As soon as all officers are accounted for, the IC will provide an immediate update to the dispatcher.

CHEMICAL SPILL

- The IC will request staff notifications be made by communications personnel and request specialized units (i.e., Hazmat, fire, rescue, etc.).
- IC will establish a hot zone, warm zone and cold zone
- Establish a safe area for any persons that may have to be de-contaminated
- Establish Command Post (CP)
- Identify staging area(s) for responding units
- As soon as a better qualified person or Subject Matter Expert (SME) arrives on the scene (i.e., fire and rescue), command will be transferred.

FIRE

- The IC will instruct a supervisor to contact the dispatcher and provide the details of the fire. In case of a building fire, the first responders will assist the victims in evacuating the building. As resources arrive in the area, the IC will coordinate the following under a Unified Command:
- Traffic routes for incoming fire and rescue equipment
- Reroutes for traffic
- Establish a triage area for the injured
- Establish a Command Post
- Set up a media staging area
- Request staff notifications be made by communications personnel

4. Actions to be Taken As Soon As Possible

- Identify areas to establish emergency shelters, if needed
- Open emergency shelters, if appropriate
- Special personnel: interpreters, clergy, counselors, technicians
- Initiate evacuation, if appropriate
- Disseminate public warnings

5. Secondary actions

- Document the cost of material and labor involved with the emergency
- Inform the public of what is being done

• Form a task force to document and estimate damage to public and private property

C. RECOVERY PHASE CHECKLIST

- 1. Stabilization actions
- Initiate a survey of the area and correct safety hazards as soon as possible

11.0 GENERIC

A. ADVISORY/WARNING PHASE CHECKLIST

1. Confirm and Assess the Situation

- What is the nature of the incident—what happened?
- When did it happen?
- What are the current conditions?
- What hazards are present?
- Is there immediate threat to life, property or environment?
- How large an area is affected? What areas are involved?
- Are conditions improving or deteriorating?
- What are the current weather conditions and what is the forecast?

2. Evaluation of the Emergency

- How many people affected?
- Are there any injuries? If so, how many?
- Are there any deaths? If so, how many?
- What is being done—response actions?
- What measures can be taken to avoid or decrease the problem?
- Determine extent of incident
- What are public protection actions in progress or needed?
- Notifications and alerts done or needed?
- How many structures are in the area? (essential services, critical facilities, infrastructure)
- Are there facilities in the area that should be evacuated?
- Are there special problem facilities within the area?
- Address any unusual situations

3. Immediate Actions

- Isolate the area to ensure the safety of all persons
- Identify alternate routes out of or around the affected area
- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Provide emergency public information and instructions as needed
- Is it appropriate to "shelter in place"?
- Does a shelter(s) need to be set up?
- Identify areas to establish emergency shelters or staging areas
- Should traffic be stopped or diverted?
- Do advisories need to be issued?
- If more than ten people are injured, activate "Mass Casualty Plan"
- Request assistance from mutual aid partners, if appropriate
- Request assistance from provincial and federal partners, if appropriate

4. Preventative Actions

- Should advisories, warnings and/or bans be issued?
- Should access be limited or stopped?

- Should emergency response equipment/personnel be placed in staging areas?
- Establish liaison with local, provincial and federal partners

5. Preparedness Actions

- Inventory response and recovery capabilities
- Inventory location and availability of equipment, facilities, personnel, supplies.
- Identify staging area(s).
- Inventory supplies and special equipment for emergency personnel
- Inventory auxiliary power equipment with KW rating and fuel supplies
- Educate the public
- Training and exercises
- Ensure public protection systems and programs

6. Alert Appropriate Emergency Personnel

- Law Enforcement
- Emergency Management
- Fire Department
- Emergency Social Services
- Environment Canada for weather updates
- Public Works
- Alberta Health Services
- Utility companies

7. If Appropriate, Distribute Preparedness Information

- School/business closings
- Road closings
- Areas affected by the incident
- Isolated and evacuated areas and reentry information
- Emergency public information and instructions relevant to the incident

B. RESPONSE PHASE CHECKLIST

- 1. Confirm and assess the situation
- When did the incident start?
- What areas are involved?
- What percentage of the incident is under control?
- Are conditions improving or deteriorating?
- Current weather? Current wind direction? Forecast?

2. Evaluation of the Emergency

- How many people are affected?
- Is special equipment needed? If so, what type?
- How many structures are in the area?
- How many structures have been destroyed or damaged?
- Are there injuries? If so, how many and what type?
- Are there casualties? If so, how many?

- Are there facilities in the area that should be evacuated?
- Are there special problem facilities within the area?

3. Immediate Actions

- Is immediate evacuation appropriate?
- Do warnings need to be issued?
- Disseminate public warnings
- Identify emergency shelter locations and open shelters if necessary
- Open volunteer resource centre if necessary
- Identify evacuation routes if needed

4. Actions to be Taken As Soon As Possible

- Search and rescue
- Emergency medical care
- Safety-security-traffic control
- Food and water where needed
- Initial impact assessment
- Implement legal and financial procedures (as appropriate)
- Emergency debris clearance
- Transportation
- Sheltering and mass care
- Public information/education
- Response coordination with municipalities
- Mutual aid response
- Volunteer resource response
- Emergency communications
- Arrange for security, crowd and traffic control, establish road blocks, evacuation or transportation, if appropriate
- Identify evacuation routes if needed
- Establish curfews, if appropriate
- Open and staff an emergency shelter, if necessary
- Identify areas to establish emergency shelters, if needed
- Open emergency shelters, if appropriate
- Open volunteer resource centre
- Inventory available public and private equipment, supplies, facilities, personnel
- Initiate the restoration of utilities, telephone service and transportation and communication links, if necessary
- Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire, police, emergency shelters, schools, etc.)
- Request assistance from mutual aid partners, if necessary
- Request assistance from provincial and federal agencies, if necessary
- Initiate patrols to secure the evacuated area, if appropriate
- If more than ten people are injured, activate mass casualty plan
- Arrange for the security of incoming supplies, if appropriate

5. Secondary Actions

- Document the cost of material and labor involved with the emergency
- Inform the public of what is being done
- Does the situation warrant a Declaration of a State of Local Emergency?
- Form a task force to document and estimate damage to public and private property

C. RECOVERY PHASE CHECKLIST

1. Stabilization Actions

- Initiate a survey of the area and correct safety hazards as soon as possible
- Continue cleanup of debris, if applicable
- Continue restoration of utilities, telephone service and transportation links. Essential facilities will be given priority (clinics, emergency operations centre, nursing homes, fire and police dispatch centres, emergency shelters, schools, etc.)
- When safe access is established, arrange for the return of evacuees to assess damage
- Use roadblocks and a permit system to control access and maintain security
- Open volunteer resource centre, if necessary
- Initiate individual rehabilitation programs. Initiate services to help victims cope with the situation and to provide temporary food, clothing, basic supplies and shelter for people displaced by the disaster
- Critical Incident Stress Debriefing

2. Re-Entry

- Arrange for return of evacuees
- Check with Incident Commander or Emergency Operations Centre
- Contact Emergency Operations Centre or Emergency Management for transportation requirements
- Ensure all victims have received a safety briefing concerning unsafe buildings, driving in smoke, hazardous materials precautions, electrocution hazards and safe drinking water practices, if applicable
- Arrange for provincial and federal assistance if necessary

3. Recovery

- Determine recovery needs and functions based on impacts
- Develop and maintain a recovery incident action plan
- Establish a Disaster Recovery Centre (DRC)
- Appoint Recovery Manager
- Public messaging
- Establish a Recovery Task Force
- Damage assessment
- Debris management
- Repair/replace/restore public infrastructure and services
- Establish system for managing donations and volunteers
- Support mass care activities
- Provide behavioural health services to survivors
- Provide case management services
- Provide coordinated and timely public information
- Re-entry: public and environmental health considerations
- Identify sources of outside assistance

- Identify technical assistance needs
- Identify hazard mitigation opportunities
- Establish disaster-related policies

PART VI GLOSSARY AND ACRONYMS



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GLOSSARY and ACRONYMS

Note: This Municipal Emergency Plan leverages the Incident Command System; a complete and current ICS glossary is available online through ICS Canada at http://www.icscanada.ca. The following are additional terms that are fully compatible with the ICS glossary.

AEMA	Alberta Emergency Management Agency
Council	A municipality's elected council.
CREPP	Capital Region Emergency Preparedness Partnership
Declaration of a State of Local Emergency	A resolution or order of Council to create a legal state of affairs of a temporary nature in which extraordinary action may be taken to address prevailing conditions.
Disaster	Event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
DOC	Department (e.g. police) Operations Centre
Emergency	A present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
Emergency Management Committee	Committee of Council members appointed to advise and report to Council on the development of emergency plans and programs.
Emergency Management Director	Person appointed by a municipality's Council as the Director of the Municipal Emergency Management Agency.
Emergency Operations Centre	Physical location in the municipality, when activated, the following are conducted: support and coordination for incident/event resources and information exchange; overarching objectives for resolution of the incident/event and; consideration for services beyond the incident/event site within the municipality.
Incident Commander (at the Incident/Event Site)	Person who has the authority to command and control operations at the site of the incident/event.
Monitoring the Emergency	Incident in which the municipality has the capability to manage and control the incident utilizing its own resources and expertise. Generally, this is an emergency of short duration (approximately under 8 hours) with low impact to the municipality.
Partial Activation of the Emergency Operations Centre	Incident that requires, in addition to normal emergency services response, municipal support for coordination of on-site operations. It may require assistance of mutual aid partners. Generally, this is an incident of short duration (approximately under 8 hours) with high impact to the municipality.

Full Activation of the Emergency Operations Centre	Incident that requires level 2 response with additional government support to coordinate emergency activities. Generally, this is an incident of long duration (approximately over 8 hours) with high impact to the municipality.
Incident Command Post	Location near the site of the incident/event, from which the coordinated control of emergency operations is directed by the Incident Commander.
MOA	Memorandum of Assistance
MOU	Memorandum of Understanding
MVC	Motor Vehicle Collision.
Municipal Emergency Management Agency	Organization that acts as an agent of the Council to carry out the Council's statutory powers and obligations as prescribed in the Disaster Services Bylaw.
NGO	Non-Government Agency. Usually someone like the Salvation Army, Red Cross etc.
PIO.	Person designated as Public Information Officer.
Risk Assessment	Document identifying known risks to the municipality, the degree of risk perceived and the assigned planning priority.
USAR/HUSAR	Urban Search and Rescue/Heavy Urban Search and Rescue. Usually called in for collapsed buildings etc.
SOLE	State of Local Emergency
POC	Provincial Operations Centre
JIC	Joint Information Centre
ESF	Emergency Support Function
IAP	Incident Action Plan
SitRep	Situation Report
IMT	Incident Management Team
TRT	Technical Rescue Team
CASARA	Civil Air Search and Rescue Association
SOG	Standard Operating Guidelines
EAS	Earth & Atmospheric Science
WMD	Weapons of Mass Destruction
ETA	Estimated Time of Arrival
CANUTEC	Canadian Transport Emergency Centre *In the event of an emergency involving dangerous goods, call CANUTEC at 1-888-CAN-UTEC (226-8832), 613-996-6666 or *666 on a cellular phone

PART VII FORMS AND WORKSHEETS



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DECLARATION OF A STATE OF LOCAL EMERGENCY

emergency exists in <i>(name of Municipality)</i> due to:	
nature of the Emergency Above)	
	Disaster
Time:	



PUBLIC ANNOUNCEMENT

The Council of <i>(name of Municipality)</i> declares that				
(Describe affected portion of municipality)				
(Describe nature of the emergency above)				

The public is advised that for the duration of the emergency, additional information may be obtained by



PUBLIC ANNOUNCEMENT – SOLE

The Council of <i>(name of Municipality)</i> declares that a State of Local Emergency exists or may exist in the:
(Describe affected portion of municipality)
Due to:
(Describe nature of the emergency above)

The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation.

EOC POSITION SITUATION REPORT

Parkland Region Municipalities	Parkland Region Report	EOC Position Situation
Name:	Operation Period:	Time / Date: /
Section:	Branch (if applicable):	Unit or Position:
Position Current Situation Summary (what is the current situation; what have you learned; what have you been working on; and what have you accomplished):		
Position Carry-Over (what is likely pending or undone at the end of your shift):		
Position Support Needed (what do you need to meet your pending or undone task):		
Position Support Available (what can you provide):		
Anticipated Task (what, if anything, do you anticipate your position will be asked for in the next shift):		
Red Flags (are there any likely concerns or problems for your position for the next shift):		
Other (what else, if anything, do you want to note):		

EOC INCIDENT MANAGEMENT QUICK WORKSHEET FORM

incident:	1 me/Date:	Name:	
What is the Situation now ?			
What are the relevant Contingencies , if any? (What would make it worse?)			
What do you want to do to resolve the problem = Objectives?			
(After listing, prioritize each objective as "first", "second" or "third" priority.)			
What Resources do you have on-site now and what is their job?			
What additional Resources have you ordered up in support of your objectives and what will be their job?			
What is your organizational Plan = who reports to whom for those currently assigned?	EM: PIO: OSC: LSC:	Clerk: Liaison Officer: PSC: F/ASC:	
What are the major Actions Accomplished in a running log fashion? (Include a time stamp)			

ICS FORMS

Note: All ICS forms have applicability for Parkland Region EOC.

Forms are located at:

http://www.icscanada.ca/en/Forms.html

The following selected forms have applicability to ALL positions in the EOC and are included with this MEP.

- Form 204 (Assignment List)
- Form 213 (Message)
- Form 214 (Activity Log)

The following selected forms have applicability for the Incident Action Plan.

- Form 201 (Incident Briefing)
- Form 202 (Objectives)
- Forms 203 (Organization List)
- Form 204 (Assignment List)
- Form 205 (Communications)
- Form 206 (Medical)
- Form 207 (Organization Chart)
- Form 208 (Safety)
- Form 209 (Incident Summary)
- Form 215 (Operational Planning Worksheet)
- Form 215A (Safety Analysis)

ICS FORM 204 – ASSIGNMENT LIST

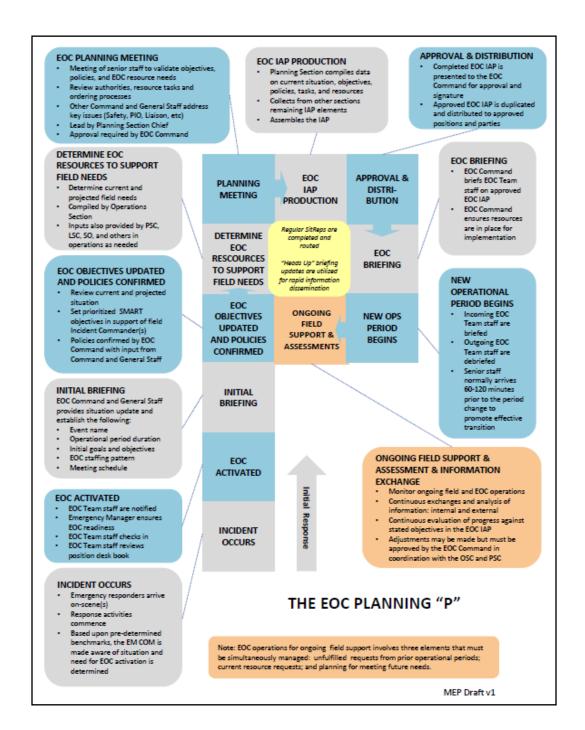
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	5. OPERATIONAL PERSONNEL									
Operations Chief					Division/G	roup Superv	isor			
Branch Director_										
			6. RE	SOURCES ASSI	GNED TO TH	IIS PERIOD				
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ICS FORM 213 – GENERAL MESSAGE FORM

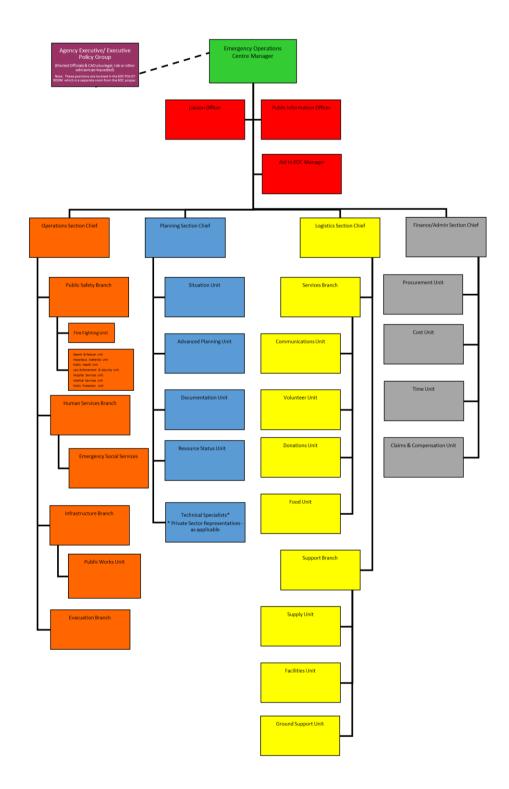
ACTIVITY LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED		
IAME	5. ICS POSITION		6. OPERATIONAL PER		
	7. PERSONNEL ASS				
Name	ICS Position		Home Base		
	8. ACTIVITY LO	OG .			
Time		Major Events			

EOC PLANNING "P"

An Aid to Planning for the Next Operational Period (Showing Sequencing and Division of Tasks)



EXAMPLE ORGANIZATION CHART – PARKLAND COUNTY EOC



EXAMPLE OPERATIONAL PERIOD DUTIES AND TASKS BY TIME (Based on a 12-Hour Shift) Shift Time Activity A 0600 (1800) Shift Change • Debrief of personnel going off-shift by supervisor • Relief shifts arrive Shift Change Briefing • General shift change briefing • Individuals brief their replacement

	(1800)	Relief shifts arrive					
A B	0600 to 0630 (1800 to 1830)	 Shift Change Briefing General shift change briefing Individuals brief their replacement 					
A B	0700 – 0900 (1900 – 2000)	 Status Briefings Status briefings as necessary by EOC Management to all EOC staff "Heads-up" briefings by EOC Command as appropriate Update Status Boards Use of logs and message forms by all EOC staff 					
A B	0800 - 1500 (2000 - 0300)	 Implement Functional Activities to achieve Incident Action Plan objectives Continued use of logs and message forms by all EOC staff to document their activities Section, Branch, Unit briefings, emphasis on specific objectives and work to be performed during this operational period Internal Section, Branch, Unit meetings, briefings as necessary 					
A B	1200 – 1500 (0000 – 0300)	 Begin EOC IAP Development Planning meeting to develop Incident Action Plan for next operational period Management Section briefing 					
A B	1500 – 1700 (0300 – 0600)	 Finalize and Distribute Sit Reps All Section, Branch, Unit Sit Reps are submitted in writing Continued use of logs and message forms by all EOC staff to document their activities Briefing to Policy Group. Debrief of personnel going off-shift 					
A B	1800 (0600)	 Shift Change Debrief of personnel going off-shift by supervisor Relief shifts arrive 					

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