



Municipal Emergency Plan



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TABLE OF CONTENTS

1.0	INTRODUCTION.....	4
1.1	Assumptions.....	4
1.2	Purpose and Scope.....	5
1.3	Legislated Authority.....	5
1.4	Activation	5
1.5	Confidentiality.....	6
1.6	Plan Distribution	6
1.7	Plan Components.....	6
2.0	COMPREHENSIVE EMERGENCY MANAGEMENT.....	10
2.1	All Hazards.....	10
2.2	All Impacts.....	10
2.3	All Phases	10
2.3.1	Hazard Identification & Risk Assessment	11
2.3.2	Mitigation.....	11
2.3.3	Preparedness.....	12
2.3.4	Response.....	12
2.3.5	Recovery.....	13
2.4	All Stakeholders	13
3.0	EMERGENCY MANAGEMENT ORGANIZATION	14
3.1	Reporting Structure and Governance.....	14
3.1.1	Mayor and Council (Local Authority)	14
3.1.2	Emergency Advisory Committee	14
3.1.3	Director of Emergency Management	15
3.1.4	Chief Administrative Officer.....	15
3.1.5	Emergency Management Agency	15
4.0	STATE OF LOCAL EMERGENCY	16

4.1	Authority	16
4.2	Declaration	16
4.3	Cancellation/Termination	16
4.4	Provincial State of Emergency	17
5.0	ROLES AND RESPONSIBILITIES.....	18
5.1	Mayor and Council (Local Authority)	18
5.1.1	Mitigation and Preparedness	18
5.1.2	Response.....	18
5.2	Emergency Advisory Committee	19
5.2.1	Mitigation and Preparedness	19
5.3	Chief Administrative Officer.....	19
5.3.1	Mitigation and Preparedness	19
5.3.2	Response.....	20
5.4	Director of Emergency Management.....	20
5.4.1	Mitigation and Preparedness	20
5.4.2	Response.....	20
5.5	Emergency Management Agency	21
5.5.1	Mitigation and Preparedness - Internal Members	21
5.5.2	Response.....	21
5.6	External Coordination.....	22
5.6.1	External Agency Representatives	22
5.6.2	Alberta Emergency Management Agency (Provincial Operations Centre)....	22
5.6.3	Provincial and Federal Elected Officials.....	23
5.6.4	Government of Alberta	23
5.6.5	Government of Canada.....	23
5.7	Community Partners	23
5.7.1	Mitigation and Preparedness	23
5.7.2	Response.....	24
6.0	OPERATIONAL FACILITIES.....	24
6.1	Emergency Coordination Centre (ECC)	24

6.2	Incident Command Post (ICP).....	24
6.3	Reception Centre	25
7.0	CONTINUOUS IMPROVEMENT	25
7.1	Training and Exercise	25
7.2	Evaluation	26
7.3	Plan Revisions	26
	Appendix A - Glossary.....	27
	Appendix B – Referenced Acts and Bylaws	30
	Appendix C – ECC Organizational Chart	31

1.0 INTRODUCTION

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

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

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

1.1 Assumptions

This plan includes the following assumptions:

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

1.2 Purpose and Scope

The purpose of the Municipal Emergency Plan is to provide guidance on emergency operations, organizational structure, roles and responsibilities and the coordination of resources necessary to execute the effective management of emergencies that are outside the scope of normal operations in the Town of Black Diamond.

This plan, with its supporting documents, was developed as an all-hazard plan to address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.

This plan is intended to:

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

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

1.3 Legislated Authority

The Municipal Emergency Plan is created under the authority of the following:

- *Alberta Emergency Management Act*, R.S.A. 2000, c. E-6.8; and
- The Town of Black Diamond Emergency Management Bylaw

1.4 Activation

The Municipal Emergency Plan may be activated in part or in whole:

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

1.5 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, supporting documentation used for the purpose of preparing or administering the Municipal Emergency Plan is considered to be public documentation, unless the documentation relates to section 17.1(2) of the *Emergency Management Act*.

1.6 Plan Distribution

The Municipal Emergency Plan is available electronically on the Town's website.

1.7 Plan Components

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

Hazard, Risk and Vulnerability
Assessment

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

Emergency Coordination Centre Plan

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

Hazard-Specific Plans
Underdevelopment

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

Crisis Communications Plan
Underdevelopment

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

Training & Exercise Plan

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

Emergency Social Services Plan

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

Emergency Preparedness
Communications Plan

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

Business Continuity Plan
Underdevelopment

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

Plans Underdevelopment

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

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

Municipal Emergency Plan Components



2.0 COMPREHENSIVE EMERGENCY MANAGEMENT

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

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

2.1 All Hazards

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

2.2 All Impacts

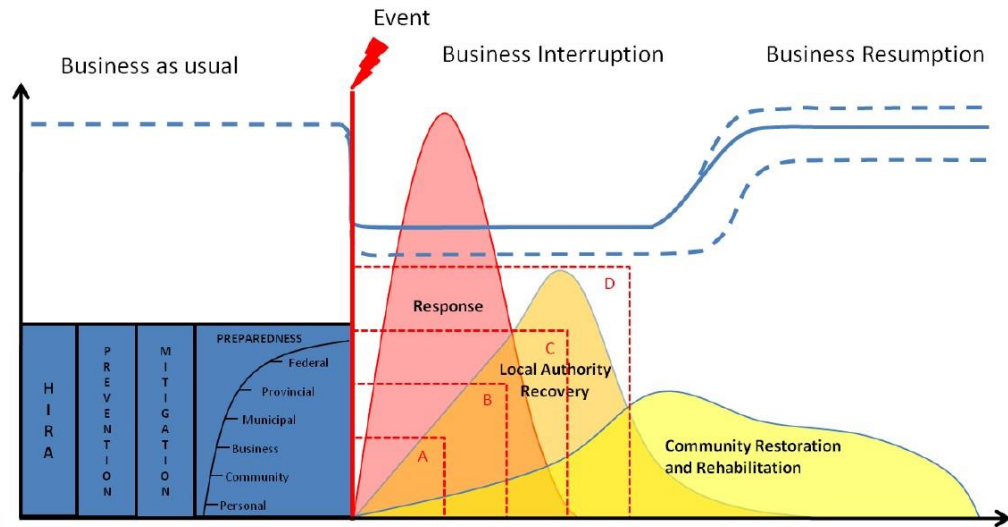
Emergencies and disasters can cut across a broad spectrum in terms of impact on infrastructure, human services, property, the environment and the economy. It is important to assess the interrelation of these when developing mitigation and preparedness strategies to ensure that, where possible, the implementation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

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

2.3 All Phases

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

Emergency Management Phases



This document has been obtained with permission from the Calgary Emergency Management Agency

2.3.1 Hazard Identification & Risk Assessment

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

2.3.2 Mitigation

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

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

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

2.3.3 Preparedness

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

The Town of Black Diamond incorporates the following preparedness measures into its emergency management program:

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

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

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

2.3.4 Response

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

municipal services are provided according to the following priorities:

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

Town examples: Standard operating procedures, Municipal Emergency Plan, Emergency Coordination Centre plan.

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

2.3.5 Recovery

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

Municipal Service Recovery

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

Community Recovery and Renewal

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

2.4 All Stakeholders

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

3.0 EMERGENCY MANAGEMENT ORGANIZATION

The Town of Black Diamond emergency management program is focused on continuous improvement, with the goal of progressing toward a higher level of emergency preparedness. This entails developing, approving, leading and implementing plans and programs.

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

3.1 Reporting Structure and Governance

3.1.1 Mayor and Council (Local Authority)

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

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

Council has a number of responsibilities under the Act and within this plan to ensure they provide the necessary direction and control for emergency responses.

3.1.2 Emergency Advisory Committee

Under the Act, Section 11.1 states:

- (1) A local authority shall appoint, subject to the regulations, an emergency advisory committee consisting of a member or members of the local authority or, in the case of an improvement district, a special area or a national park, a person or persons the local authority designates, to advise on the development of emergency plans and programs, and to exercise any powers delegated to the committee under section 11.3(1)(a).
- (2) The local authority shall provide for the payment of expenses of the members of the committee.

As per Section 4 of the Town of Black Diamond Emergency Management Bylaw, the Emergency Advisory Committee shall consist of two (2) Council members and one (1) alternate appointed by Council for their full electoral term of office, the CAO, the Deputy

Director(s) of Emergency Management and the Director of Emergency Management.

3.1.3 Director of Emergency Management

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

3.1.4 Chief Administrative Officer

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

3.1.5 Emergency Management Agency

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

As per Section 5 of the Town's Emergency Management Bylaw the Emergency Management Agency will, at a minimum, consist of the following:

- a) the Director of Emergency Management;
- b) the CAO;
- c) the DDEM(s);
- d) any Town staff as appointed to the Agency by the CAO;
- e) the Town's designated Fire Chief or delegate;
- f) the RCMP Detachment Commander or their designate;

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

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

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

4.0 STATE OF LOCAL EMERGENCY

4.1 Authority

The power to declare a State of Local Emergency in accordance with Section 21 of the Act is delegated to Council under Section 8 of the Town's Emergency Management Bylaw.

4.2 Declaration

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

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

If the emergency exists seven (7) days after the declaration of the State of Local Emergency, Council may renew it as per Section 8.4 of the Town's Emergency Management Bylaw.

4.3 Cancellation/Termination

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

- In the opinion of Council, the emergency no longer exists in the area of the Town;
- The Minister of Municipal Affairs considers it appropriate, based on the circumstances;
- The Lieutenant Governor in Council declares a state of emergency in the same area of the Town; or
- After seven days have elapsed, if the declaration has not been renewed.
- In accordance with Section 9 of the Town's Emergency Management Bylaw, when a declaration of a state of local emergency has been terminated, Council shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

4.4 Provincial State of Emergency

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

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

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

5.0 ROLES AND RESPONSIBILITIES

5.1 Mayor and Council (Local Authority)

5.1.1 Mitigation and Preparedness

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

5.1.2 Response

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

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

- Keep the community informed of the situation.
- Serve as spokesperson(s) for the emergency.

- Engage with other levels of government for financial and resource support.
- Provide briefings to other levels of government.
- Authorize major expenditures as required.

5.2 Emergency Advisory Committee

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

5.2.1 Mitigation and Preparedness

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

5.3 Chief Administrative Officer

During activation of the Municipal Emergency Plan, the Chief Administrative Officer remains the administrator responsible for the Town of Black Diamond. The Chief Administrative Officer will provide the necessary corporate resources to assist the Director of Emergency Management in managing the event. The Chief Administrative Officer will serve as the Liaison Officer, in the Emergency Coordination Centre.

5.3.1 Mitigation and Preparedness

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

5.3.2 Response

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

Work with the Director of Emergency Management on determining recovery/renewal priorities and the transition from response to recovery.

- Maintain essential and non-essential services outside of the incident site.

5.4 Director of Emergency Management

5.4.1 Mitigation and Preparedness

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

- Prepare and co-ordinate emergency plans and programs for the municipality;
- Act as director of emergency operations on behalf of the Emergency Management Agency;

5.4.2 Response

- Activate the Emergency Coordination Centre Plan and determine which members of the Emergency Management Agency are required to support the Emergency Coordination Centre.
- Ensure on an ongoing basis that Mayor and Council and the Chief Administrative Officer are advised of the emergency situation and the response actions taken by the Emergency Management Agency or the Emergency Coordination Centre.
- Recommend a declaration, renewal and/or termination of a State of Local Emergency.
- Direct emergency operations consistent with the Act and with the Municipal Emergency Plan.

- Coordinate all emergency services and other resources.
- Determine if existing Town and mutual aid resources are sufficient for the response. Work with the Provincial Operations Centre to secure additional resources if required.
- Work with the Chief Administrative Officer and Council on determining recovery/renewal priorities and the transition from response to recovery.
- Serve as spokesperson(s) for technical information for the emergency.

5.5 Emergency Management Agency

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

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

5.5.1 Mitigation and Preparedness - Internal Members

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

5.5.2 Response

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

5.6 External Coordination

The Town of Black Diamond will work with other jurisdictions, organizations and levels of government on emergency management priorities.

5.6.1 External Agency Representatives

Agency Representatives are individuals from organizations that are assisting with response operations in coordination with the Town of Black Diamond. As integrated members of the Emergency Coordination Centre, they will follow the communication protocols within the Emergency Coordination Centre.

Examples of organizations that may provide Agency representatives include, but are not limited to, the following:

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

5.6.2 Alberta Emergency Management Agency (Provincial Operations Centre)

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

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

Other responsibilities include:

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

5.6.3 Provincial and Federal Elected Officials

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

5.6.4 Government of Alberta

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

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

5.6.5 Government of Canada

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

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

5.7 Community Partners

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

5.7.1 Mitigation and Preparedness

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

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

5.7.2 Response

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

6.0 OPERATIONAL FACILITIES

6.1 Emergency Coordination Centre (ECC)

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

Primary functions of the Emergency Coordination Centre include:

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

Activities in the Emergency Coordination Centre are led and managed by the Director of Emergency Management or designate.

6.2 Incident Command Post (ICP)

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

6.3 Reception Centre

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

The following services are available as needed:

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

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

7.0 CONTINUOUS IMPROVEMENT

7.1 Training and Exercise

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

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

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

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

In accordance with Section 6.1 (f) of the Emergency Management Bylaw the Town will conduct an emergency training event no less than once annually.

7.2 Evaluation

The Town shall review the Municipal Emergency Plan and its components on an annual basis or after every major emergency.

7.3 Plan Revisions

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

Revision Number	Description of Change	Author	Effective Date
00	Initial Release	Jamie Campbell - DEM	January 5, 2019
01	Align with Alberta Emergency Management Act, passed November 18, 2018	Jamie Campbell, DEM	January 29, 2019
02	Amendments requested by the EAC at its April 18, 2019 meeting	Jamie Campbell, DEM	April 23, 2019

Appendix A -Glossary

Act	<i>Alberta Emergency Management Act</i> , Revised Statutes of Alberta 2000, Chapter E-6.8.
Agency Representative	A person assigned by an agency or private organization that has been delegated authority to make decisions affecting that agency's or organization's participation in the emergency response.
All-Hazards	Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.
Chief Administrative Officer (CAO)	The Chief Administrative Officer (CAO) is the person appointed to the position of Chief Administrative Officer by the Town Council, or their designate.
Council	The duly elected Municipal Council of the Town of Black Diamond.
Deputy Director of Emergency Management	The Deputy Director(s) of Emergency Management (DDEM) are appointed by the Town Council, and shall assist the DEM or assume the duties of the DEM in their absence.
Director of Emergency Management	The Director of Emergency Management (DEM), appointed by the Town Council, has the overall authority and responsibility for activities of the ECC.
Disaster	An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.
Emergency	A present or imminent event outside the scope of normal operations that requires prompt co-ordination of resources to protect the safety, health and welfare of people and to limit damage to property and the environment.
Emergency Advisory Committee (EAC)	A committee established in accordance with section 11.1(1) of the <i>Emergency Management Act</i> .
Emergency Coordination Centre (ECC)	A protected site from which members of the Emergency Management Agency coordinate, monitor and support emergency response and recovery operations.

Emergency Management	Plans and programs pertaining to the mitigation of, preparedness for, response to and recovery from any incident whether natural or human induced.
Emergency Management Agency (EMA)	Members of the agency will act as the agent of Council to carry out statutory powers and obligations of Council under the Act and in accordance with the Emergency Management Bylaw.
Emergency Management Bylaw	Refers to the current version of the Town of Black Diamond Emergency Management Bylaw.
Emergency Management Program	A continuous cycle of planning, training, resourcing, exercising and evaluating to ensure measures are in place to efficiently and effectively respond to and recover from the impacts of any incident.
Emergency Response	Measures undertaken, during an emergency, to save lives and limit impacts on property, the environment and the economy.
Emergency Social Services (ESS)	The provision of services required to preserve the well-being of people affected by an emergency event such as food, clothing, lodging, personal care, pet care and psychosocial care.
Evacuation	Organized, phased and supervised removal of people from dangerous or potentially dangerous areas.
Hazard	Any potential source of damage, harm or adverse effect on people, property, the environment and/or the economy.
Hazard, Risk and Vulnerability Assessment	A systematic assessment of the risks: natural, human and/or technological, that may impact the Town of Black Diamond. Each risk is ranked based on the probability of its occurrence and the severity of its impact. This document forms the foundation for all emergency plans within the Town.
Incident Commander	The person who has the authority to command and control operations at the site of an emergency or disaster.
Incident Command Post (ICP)	The location near the site of the emergency or disaster, from which the coordinated control of the emergency operations is directed by the Incident Commander.
Incident Command System (ICS)	A standardized organizational structure used to command control and coordinate the use of resources and personnel that have responded to the scene of an emergency. ICS is an incident management system.

Local Authority	Mayor and Council of the Town of Black Diamond as designated by the Act.
Mitigation	Efforts made to reduce or eliminate the potential impacts of a present hazard on people, property, the environment and/or the economy. They can be structural or non-structural such as planning, building codes, etc.
Phases of Emergency Management	The phases of Emergency Management consist of Mitigation, Preparedness, Response and Recovery.
Preparedness	Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain, and improve operational capabilities.
Response	Immediate actions to save lives, protect property and the environment, and meet basic human needs.
Recovery	The coordinated process of supporting individuals, communities and organizations impacted by emergency events in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical well-being.
State of Local Emergency (SOLE)	A resolution or order of a Local Authority under Section 21 of the <i>Emergency Management Act</i> . A declaration of a State of Local Emergency creates a legal state of affairs of a temporary nature so that the Local Authority may take extraordinary actions to deal with the situation at hand.

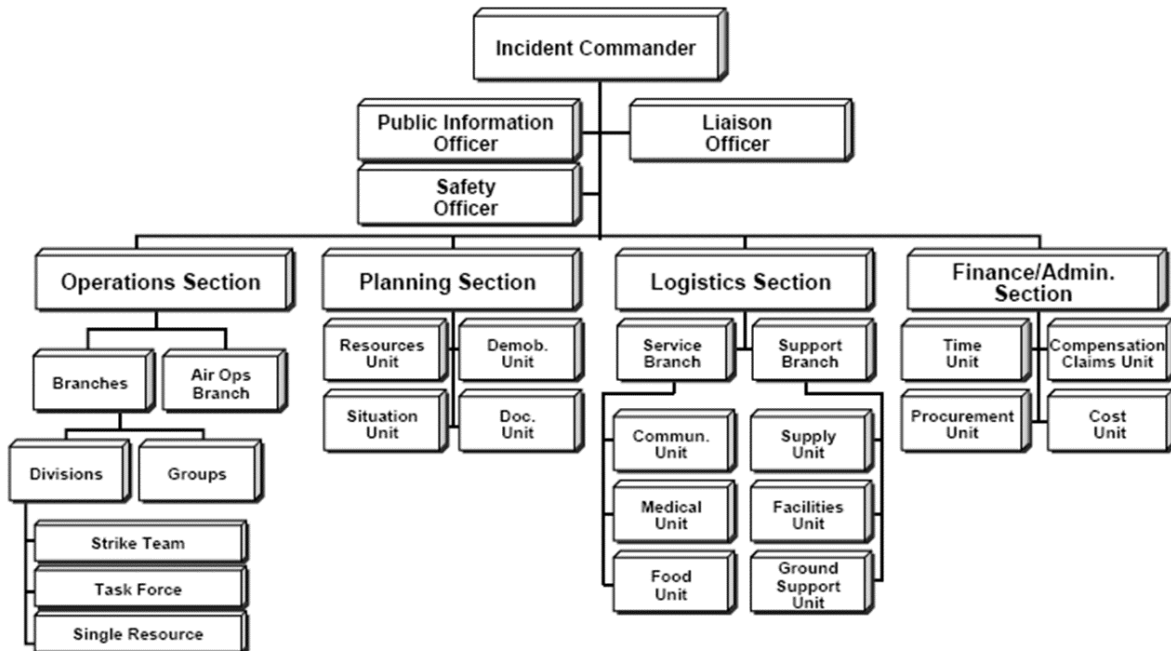
Appendix B – Referenced Acts and Bylaws

Emergency Management Act, R.S.A. 2000, c. E-6.8

Emergency Management Bylaw, Town of Black Diamond

Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25

Appendix C – ECC Organizational Chart



** The ICS Command Structure is intended to be flexible and modular. Positions will be expanded or contracted as required by the situation at hand. The chart shown would be active for a large-scale event.*