



# **Municipal Emergency Management Plan**

**2023 ANNUAL PLAN**



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Appendix C: ECC Email, Room Layout and Forms

ECC Forms

*Declaration of a State of Local Emergency (SOLE) - ECC 400A*

*Public Announcement Following Declaration of SOLE - ECC 400B*

*Termination of a State of Local Emergency - ECC 400C*

*ECC Status Report - ECC 401A*

*ECC Position Log - ECC 414*

*EVACUATION ALERT*

*EVACUATION ORDER*

*EVACUATION RESCIND*

*ECC Situation Report - ECC 501*

*ECC Action Plan - ECC 502*

*ECC Check-In / Check-Out List - ECC 511*

*ECC Resource Request – ECC 514*

*ECC Resource Request Tracking Sheet - ECC 515*

*ECC Resource Status - ECC 516*

*ECC Expenditure Tracking Report - ECC 531*

# List of Acronyms

<b>AAR</b>	After Action Review
<b>AEA</b>	Alberta Emergency Alert
<b>AEMA</b>	Alberta Emergency Management Agency
<b>ATV</b>	All-Terrain Vehicle
<b>CISD</b>	Critical Incident Stress Debriefing
<b>CISM</b>	Critical Incident Stress Management
<b>CMB</b>	Crisis Management Briefing
<b>DEM</b>	Director of Emergency Management
<b>DDEM</b>	Deputy Director of Emergency Management
<b>DRP</b>	Disaster Relief Program
<b>ECC</b>	Emergency Coordination Centre
<b>EMA</b>	Emergency Management Act – Revised Statutes of Alberta 2000, Nov. 19, 2018
<b>EMS</b>	Emergency Medical Services
<b>ESS</b>	Emergency Social Services
<b>FERP</b>	Facility Emergency Response Plan
<b>HazMat</b>	Hazardous Materials
<b>HRVA</b>	Hazard & Risk Vulnerability Assessment
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>JIC</b>	Joint Information Centre
<b>LEMR</b>	Local Authority Emergency Management Regulation AB Regulation 203/2018
<b>MEMP</b>	Municipal Emergency Management Plan
<b>NOTAM</b>	Notice to Airmen
<b>OIC</b>	Officer in Charge
<b>PISD</b>	Post-Incident Stress Debriefing
<b>PECC</b>	Provincial Emergency Coordination Centre
<b>RC</b>	Reception Centre
<b>RCMP</b>	Royal Canadian Mounted Police
<b>SOLE</b>	State of Local Emergency





# 1.0 Overview

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## 1.1 Introduction

This plan is intended for use by all members of the Town of Cochrane Emergency Management Program in the event of a major emergency. The plan provides best practices for local authorities, provincial and federal governments, and private sector partners to follow during an emergency and guides the operations, organization, responsibilities, and coordination necessary to provide effective response and recovery from major emergencies or disasters.

**This Plan does not address emergencies that are normally handled at the scene by the appropriate first responding agencies.**

## 1.2 Authority

The Town of Cochrane Municipal Emergency Management Plan is issued by Council under the authority of:

- The Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, Nov. 19, 2018
- Local Authority Emergency Management Regulation, Alberta Regulation 203/2018
- Town of Cochrane Bylaw 18-2019 Emergency Management Bylaw

## 1.3 Plan Activation and Termination

This Plan may be activated, in whole or in part, by the following:

- Any member of the ECC Management Team.
- Any Incident Commander from the Town of Cochrane Fire Services or Royal Canadian Mounted Police.
- The Minister of Municipal Affairs (Sec 19, Emergency Management Act).

A declaration of a State of Local Emergency (SOLE) or State of Emergency **is not required** to:

- Implement the Plan
- Activate the ECC
- Access Disaster Recovery funding

The ECC Director will terminate the ECC for the current incident, when appropriate, and notify all participants.

## 1.4 Emergency Response Organization

The Town of Cochrane Emergency Management program utilizes the Incident Command System as its organizational structure for both the site (Incident Command Post - ICP) operations and support/coordination (Emergency Coordination Centre - ECC) operations (Figure 1 & Table 1).

**An Incident Commander must always be present to oversee site activities, and the ECC is activated only if required to support and coordinate all off-site activities.** The first individual to enter the ECC upon activation is automatically deemed to be the ECC Director and must be

prepared to establish ECC Management. If the individual is not qualified to fill the ECC Director position, they must prepare to transfer ECC management to the first qualified person to arrive.

The Alberta Emergency Management Agency (AEMA) Provincial Emergency Coordination Centre (PECC) coordinates and manages information, policy direction, and provincial resources to support local authorities and provincial agencies responding to an emergency. The AEMA Field Officer may attend the local authority ECC as the AEMA Agency Representative.

Once the Government of Alberta has declared a Provincial State of Emergency, Local Authorities and First Nations (FN) have primary responsibility for managing emergencies within their jurisdictions. The PECC is prepared to respond to emergency requests from local authorities, First Nations and/or Provincial Ministries and Federal Partners. Through the 2013 floods, several large wildfire events (Slave Lake, Fort McMurray) and through the 2023 Northern Alberta wildfires, the PECC has established an operational rhythm to support the ongoing response. The enclosed provides Cochrane ECC with an example of the level of responsibility, the intensity, and the importance of establishing an operational rhythm early on through major events where the Cochrane ECC has been activated.

**PECC Daily Operational Rhythm:**

0900 PECC Operational Period Briefing  
1030 Daily Situation Report #1 Submission Due  
1100 PECC Command and General Staff Meeting  
1200 Daily Situation Report #1 Released  
1300 PECC Tactics Meeting  
1600 PECC Planning Meeting  
1630 Daily Situation Report #2 Submission Due  
1800 Daily Situation Report #2 Released  
1830 POC Coordination Call  
2130 Daily Situation Report #3 Submission Due  
2300 Daily Situation Report #3 Released  
PECC Incident Management Team Shifts - 24hrs

**Cochrane ECC Operational Rhythm:**

Figure 1: Site (ICP) and Site Support (ECC) Organization

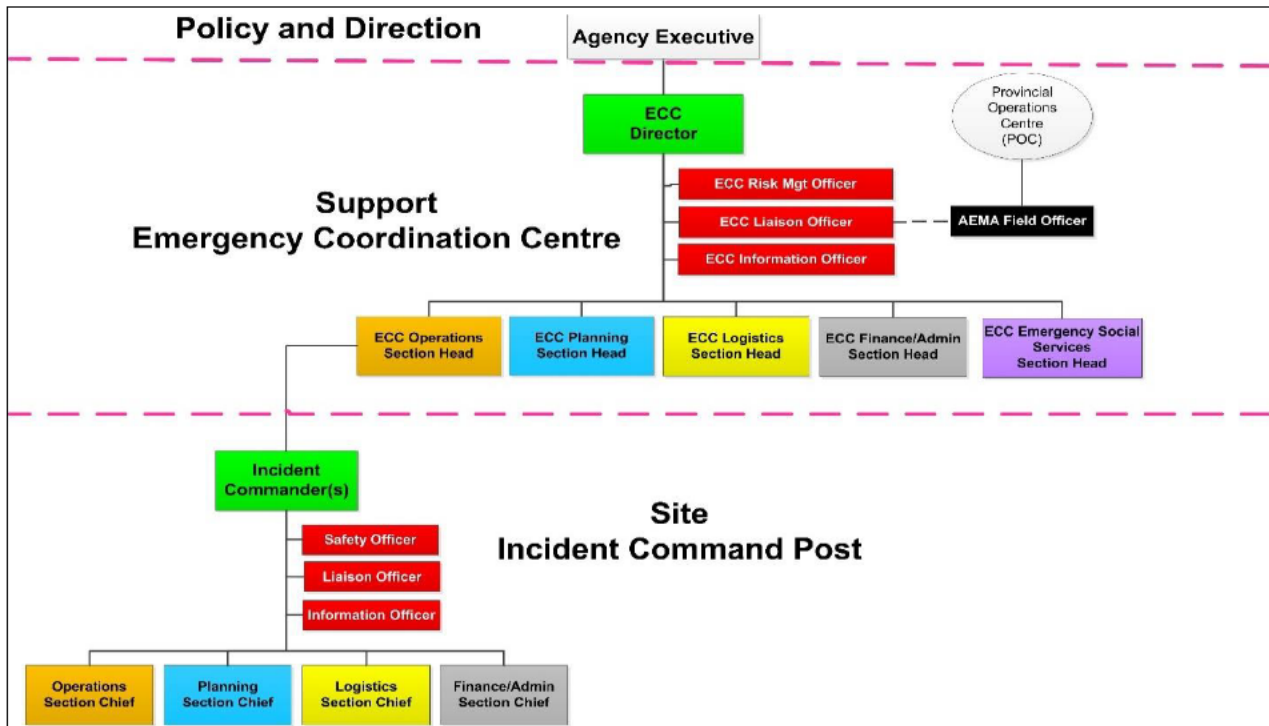


Table 1: ECC Function Roles

Function/Position	Role
<b>Agency Executive</b>	Responsible to <b>provide overall policy direction and expenditure limits</b> to the ECC Director.
<b>ECC Director</b>	Responsible for <b>overall emergency policy and coordination of site support activities, public information and media relations, agency liaison, and proper risk management procedures</b> , through the joint efforts of government agencies and private organizations.
<b>ECC Management Staff</b>	
<b>ECC Operations Section</b>	Responsible for <b>providing a communications link with the Site and coordinating all jurisdictional operations in support of the emergency response</b> through implementation of the ECC Action Plan.
<b>ECC Planning Section</b>	Responsible for <b>anticipating the long-range planning needs of the ECC, collecting, evaluating, and disseminating information, developing the ECC Action Plan and Situational Status in coordination with other functions, and maintaining all ECC documentation.</b>
<b>ECC Logistics Section</b>	Responsible for <b>ensuring the ECC is operational and providing facilities, services, personnel, equipment, and materials.</b>
<b>ECC Finance/Admin Section</b>	Responsible for <b>financial and administrative activities</b> of the ECC.
<b>ECC Emergency Social Services Section</b>	Responsible for <b>the provision of services and support to people impacted by the emergency.</b>

Table 2: ECC Training Matrix (2023)

Emergency Coordination Centre	Emergency Coordination Centre																		
	BEM	ICS 100	ICS 200	ICS 300	ICS 400	ECC Operations Course (e.g., JIBC, NAIT)	DEM COURSE	PIO Training	Safety Officer Training / Leadership for Safety Excellence	Liaison Officer Training	Risk Management Officer Training	Security and Intelligence Officer Training	Operations Section Head Training	Planning Section Head Training	Logistics Section Head Training	Finance Section Head Training	Scribe Course	Alberta Emergency Alert Course	Rapid Damage Assessment Course
Deputy/ Director of Emergency Management (DEM/DDEM)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ECC Director	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Public Information Officer	x	x	x	x		x		x										x	
Safety Officer	x	x	x			x			x										x
Liaison Officer	x	x	x			x				x									
Risk Management Officer	x	x	x			x					x								
Section Head (Section specific)	x	x	x	x	x	x							x	x	x	x	x		
Branch (Branch Specific)	x	x	x			x											x	x	x

## 2.0 Emergency Response Guidelines

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### 2.1 Response Priorities

Response actions are carried out immediately before, during, and after an incident for the purpose of saving lives, preventing further impact to the affected area, and protecting property and the environment. 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.

### 2.2 Emergency Coordination Centre Activation

To respond effectively to all occurring or anticipated emergencies, the Director of Emergency Management (DEM) or designate must be able to activate the **Emergency Management Response Procedures** (Figure 2) as soon as possible.

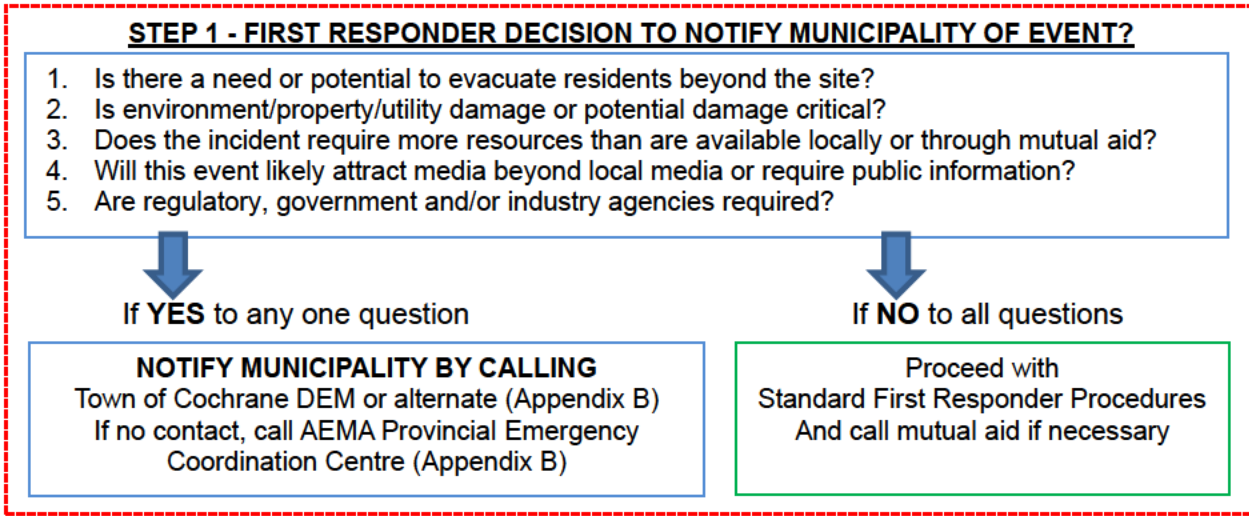
**The ECC may be activated at the request of the Incident Commander from the key responding agency (Fire Services, RCMP, etc.) or by Agency Executive.**

#### ***Emergency Coordination Centre (ECC) Locations***

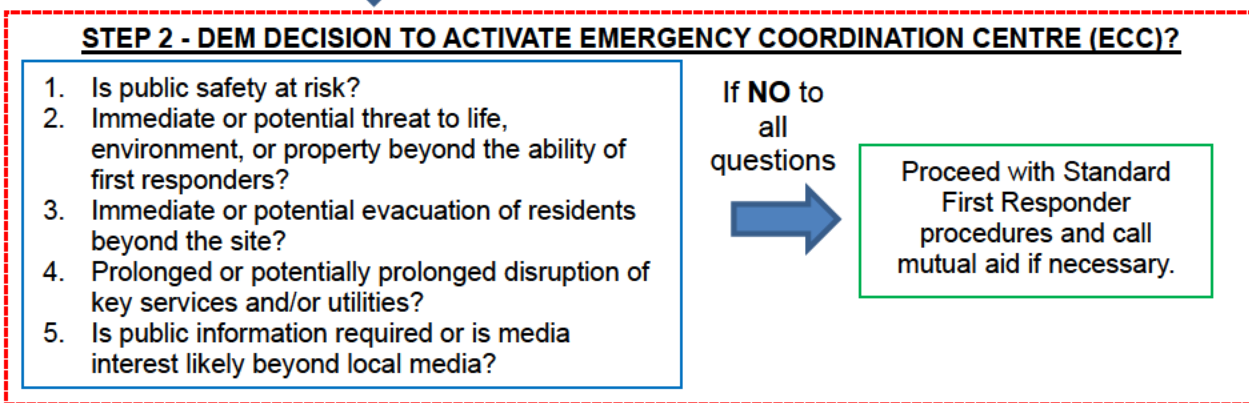
<b>Function</b>	<b>Location</b>	<b>Address</b>
Primary ECC	Cochrane RancheHouse	101 RancheHouse Road
Secondary ECC	Cochrane Protective Services Centre Fire Hall	20 Grande Blvd
Tertiary ECC's	Cochrane Operations Shop Boardroom	124 Griffin Road East

Figure 2: Emergency Management Response Procedures

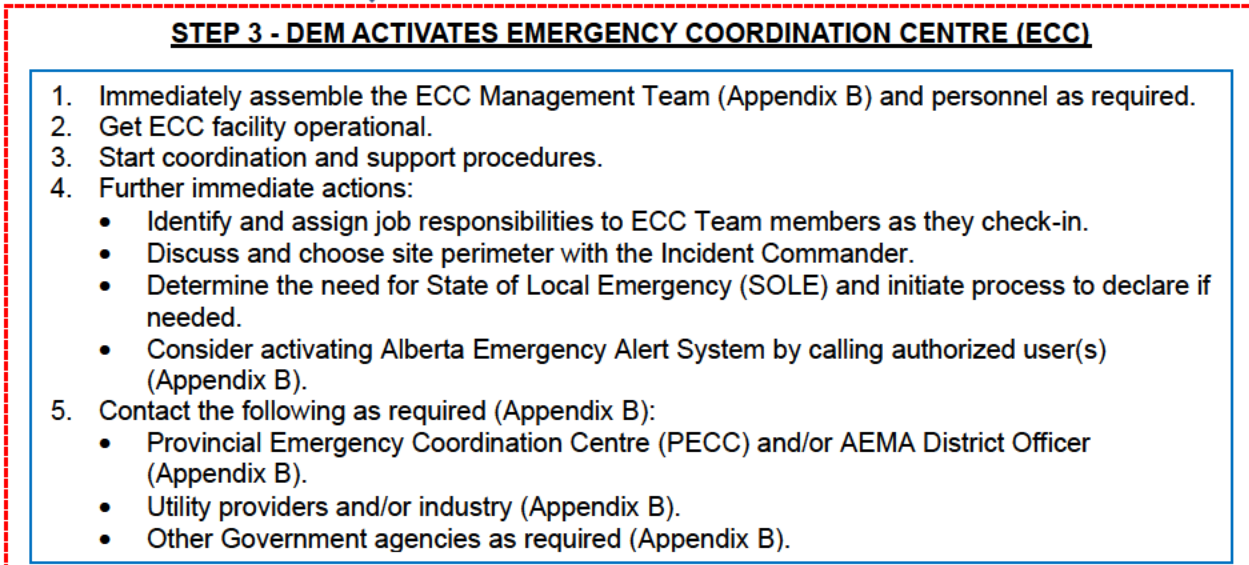
**LEVEL 1 EVENT**



**LEVEL 2 EVENT**



**LEVEL 3 EVENT**



## *Initial ECC Priorities and Actions Checklist*

### **The ECC priorities and initial actions are:**

- Establish communications with the incident site.
- Activate required ECC personnel.
- Notify Agency Executive as required.
- Setup the ECC. Lock Box Code 912 to retrieve key for door.
- Begin documentation.
- Review individual position roles and responsibilities (Section 3, ECC Position Roles & Checklists).
- Begin ECC Action Plan development.

### **The following key actions should be considered:**

- Locate ECC Kit and ECC Activation Guide.
- Activate ECC Management team.
- Complete other required notifications.
- Establish ECC Check-In at ECC entrance using the [ECC 511](#) form.
- Arrange for ECC Security to restrict access.
- Setup ECC:
  - Verify telephones and other communication equipment are turned on and functioning properly.
  - Setup Status Boards and maps.
  - Distribute phone lists and vests/name plates/tags for ECC members.
  - Ensure adequate quantities of Municipal Emergency Management Plans are present.
- Provide a quick update for the staff as they arrive and assign them positions as needed.

## 2.3 Declaration of a State of Local Emergency

The *AB Emergency Management Act (Section 21)* authorizes Local Authorities to declare a State of Local Emergency (SOLE) to create a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to deal with the emergency.

### Procedures:

#### 1. Have the SOLE signed as per Bylaw 18-2019.

#### 2. Declaration of a State of Local Emergency.

- Complete the Declaration of a State of Local Emergency form ([ECC 400A](#)) including date and time of declaration.
- Have the form signed by the authorized individual(s).
- Send form to Alberta Emergency Management Agency (AEMA) immediately using **email address** or fax number located on the bottom of the form.
- Provide SOLE Declaration to ECC Planning Section/Documentation Unit as soon as feasible and ensure it is recorded in the Event Log.

#### 3. Make Public Announcement of Declaration.

- Complete the Public Announcement following the Declaration of a State of Local Emergency form ([ECC 400B](#)) and publish the announcement by such means considered most likely to make the Declaration known to the population of the affected area.

#### 4. Renewal of the State of Local Emergency.

- A declaration of a State of Local Emergency lapses **seven days** after its making unless terminated earlier.
- If the SOLE is still required, follow the procedures from Procedure Step 2 above - Declaration of a State of Local Emergency.

#### 5. Terminate the State of Local Emergency.

- Complete the Termination of Declaration of a State of Local Emergency form ([ECC 400C](#)) and send to Alberta Emergency Management Agency (AEMA) at the **email address** or fax number located on bottom of the form.
- Communicate the termination of the State of Local Emergency to the population.



## 2.4 Evacuation Procedures

The following procedures will be used upon identification by the Incident Commander(s) of the need for evacuation of all or any portion of the Town of Cochrane.

**The Incident Commander will notify the Director of Emergency Management (DEM) of the need for evacuation as soon as possible.**

*Table 3: Three-Stage Evacuation Process*

Stage	Explanation
<b>Evacuation Alert</b>	<ul style="list-style-type: none"> <li>• Issued by the Director of Emergency Management to advise residents of the potential for loss of life and/or property.</li> <li>• Recommend to Elected Officials to declare a State of Local Emergency.</li> <li>• Notify residents and public (Alberta Emergency Alert, social media, radio, other).</li> <li>• Residents should be advised to prepare to leave their properties with minimal notification when advised.</li> <li>• Movement of at-risk, transient, and school populations should be considered.</li> <li>• Alert Town of Cochrane Emergency Social Services for possible Reception Centre(s) activation.</li> </ul>
<b>Evacuation Order</b>	<ul style="list-style-type: none"> <li>• Issued by the Director of Emergency Management in response to imminent danger to the involved area.</li> <li>• Confirm that a State of Local Emergency has been declared.</li> <li>• Notify residents and public (Alberta Emergency Alert, social media, radio, other).</li> <li>• Residents <b>must</b> leave the area immediately.</li> <li>• Activate the Reception Centre(s).</li> </ul>
<b>Evacuation Rescind</b>	<ul style="list-style-type: none"> <li>• Issued by the Director of Emergency Management to retract the Evacuation Order to allow residents back into the area.</li> <li>• Residents are advised that Evacuation Alert and/or Orders may be re-issued should the threat re-occur.</li> </ul>

*2019 Population by Age*

No. of persons 18+..... 20,866

*Population by Neighborhood in 2022 (estimates)*

Bow Meadows	600
Bow Ridge	1370
Cochrane Heights	473
Crawford Ranch	170
Downtown	382
East End	1493
Fireside	2377
Glenbow	2031
Gleneagles	1610
Gleneagles Estates	201
Gleneagles Summit	153
Gleneagles Villas	199
Gleneagles Vistas	94
Glenhaven	122
Greystone	70
Heartland	2178
Heritage Hills	1696
Industrial Park	18
Jumping Pound Ridge	796
Precedence	403
River Heights	118
Rivercrest	232
Riversong/Riviera	2935
Riverview	1033
Rolling Range Estates	70
South Ridge	0
Southbow Landing	0
Sunset Ridge	6116
Sunterra Heights	257
The Willows	986
Towers Trail	121
West Pointe Estates	280
West Terrace	1283
West Valley	1924

*Population*

Total ..... 31,971 (2022 Estimate)

\*\*\* Population is estimated to be 36,000+ (2023)





## 2.5 Information Release Procedures

The Town of Cochrane ECC Director and/or ECC Information Officer are responsible for information management during an emergency. Provision of accurate and timely information to the public and media during emergencies is necessary. **During a SOLE the Director shall sign and approve all public information messages.**

The following protocols are recommended:

- The ECC Director is responsible for ensuring the accuracy of all information released from the ECC. They shall approve all public information releases.
- The ECC Information Officer, if activated, is responsible for development of the information releases and media and public relations.
- Anticipate and prepare for information releases early in the emergency.
- The ECC may use Town Council members, ECC Director, ECC Information Officer, or any other specialized responders to provide the media release.
- Release only the facts, **DO NOT** speculate. Be prepared to provide answers related to these basic questions:
  - What happened?
  - Where did it happen?
  - When did it happen?
  - Why did it happen?
  - How is it being dealt with?
  - Who is involved in the response?
  - How much will it cost?
- **DO NOT** release names of injured/deceased or the nature of injuries.
- Ensure that media representatives are provided with the name and contact number of the Town of Cochrane ECC contact spokesperson.
- Coordinate information releases with other involved agencies to ensure that information releases are consistent.

## 2.6 Post-Incident Actions

Post-incident actions required may include:

- After-Action Review
- Post-Incident Counselling
- Crisis Management Briefing

### 2.6.1 After-Action Review

The format of the after-action review will depend on the complexity of the incident; some may be held immediately upon ECC and/or ICP de-activation while others may be more formal and involve preparation prior to the session. A Deputy Director of Emergency Management is responsible to organize and coordinate the AAR and may be completed in-house or using an external body or contractor. At the completion of the AAR, the DEM shall decide how to disclose the final report which will include recommendations and lessons identified.

## **Recommended After-Action Review Agenda**

### **1. Introduction**

- Welcome all participants.
- Round-table introduction including name and role.
- Housekeeping.
- Assign an individual to capture recommendations throughout the meeting.

### **2. Rules**

- Establish meeting rules (e.g., Objective, and factual data, no names, no derogatory comments).
- Encourage all participants to speak out on the issues and provide their perspective and input.

### **3. Purpose**

- Explain the purpose of the meeting.

### **4. Review of event**

- Provide an outline of the incident including all data and main organization involved.

### **5. Key Questions**

- What did we set out to do?
  - Purpose/goals of the mission.
- What actually happened?
  - Establish the facts for both positive and negative.
- Why did it happen?
  - Analysis of cause and effect for both positive and negative.
- What are we going to do next time?
  - Solutions that are within your scope of control

### **6. Recommendations**

- Review and gain consensus on all recommendations.

### **7. Conclusion**

- Thank all participants.
- Follow up by providing the list of recommendations to participants.

## **2.6.2 Post-Incident Counselling**

Proper and timely critical incident stress debriefing to all personnel impacted by the incident by counselling services have proven very effective in helping people to overcome the effects of being involved in an emergency. Failing to provide these post event services has, in many cases, delayed or prevented people from returning to normal lives. Responders and victims need to be offered post-incident stress debriefing and counselling services, especially if the event caused death or severe injury, considerable loss of property or severe environmental impact.

Post-incident stress debriefing (PISD) and counselling services should be offered every time the municipal emergency management procedures are activated, to actively promote counselling to all impacted people, including volunteers.

The Deputy Director of Emergency Management is responsible to arrange Post-Incident Counselling, as well as the Crisis Management Briefing, at the appropriate time through the response and demobilization phases.







## 3.0 ECC Position Roles & Checklists

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This Section provides checklists for all ECC Functions required to staff the ECC in a major emergency (Figure 4).

Only those functions/positions that are needed to effectively handle the emergency should be staffed.

**Not all positions are required for all emergencies. In some cases, one person may carry out the responsibilities of more than one position.**

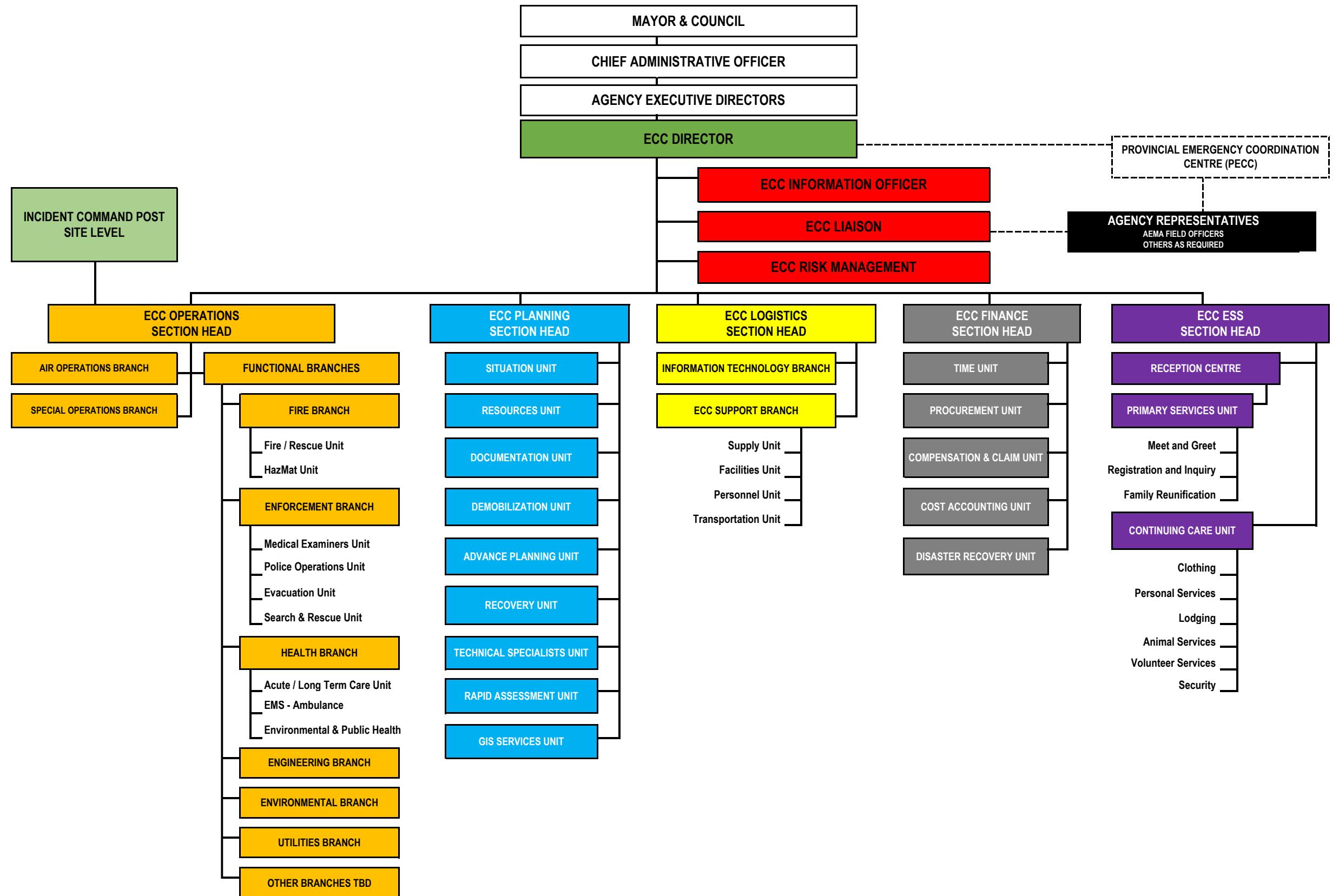
Position Checklists have been provided to guide staff who may not be familiar or practiced in their ECC roles and provide useful reminders of items that should be done during an emergency. It is important that the entire Checklist be read through once **before** initiating action items.



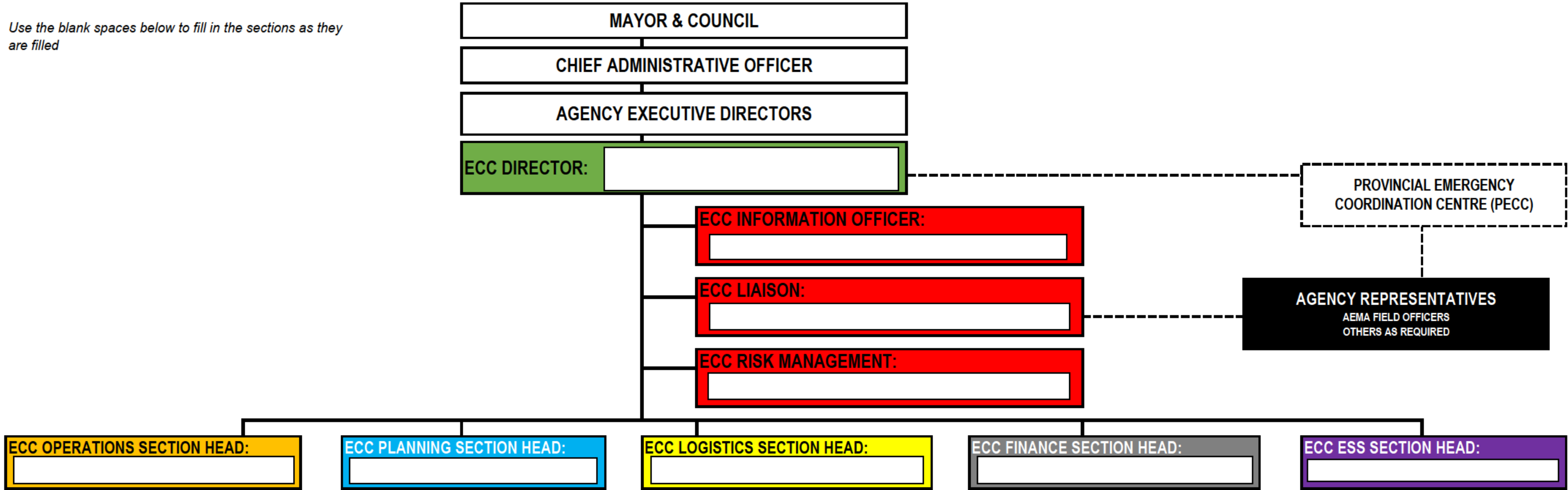
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3.8.1.2 Continuing Care Unit Lead	



Figure 4: ECC - Site Support Organizational Chart



Use the blank spaces below to fill in the sections as they are filled



## 3.1 Generic Checklists for All Positions

### Activation Phase:

- Check in with the Resources Unit (ECC Planning Section) OR complete ECC Check-In/Check-Out List ([ECC 511](#)) upon arrival at the ECC.
- If you are a representative from an outside (non-jurisdictional) agency, Check-in with the Liaison Officer.
- Report to ECC Director, Section Head, or other assigned supervisor, to obtain current situation status and specific job responsibilities. Obtain a position vest if available.
- Participate in any facility/safety orientations and briefings as required.
- Review position checklist(s) and other support documents/forms.
- Set up workstation and determine resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents.
- Establish and maintain a Position Log ([ECC 414](#)) documenting key activities, significant decisions, actions, and enquiries.

### Demobilization Phase:

- Determine demobilization status of your unit/section and deactivate your assigned position when authorized by the ECC Director or designate.
- Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the ECC Planning Section (Documentation Unit), as appropriate, prior to your departure.
- Ensure that all expenditures and financial claims have been coordinated through the ECC Finance/Administration Section.
- Ensure any open actions are assigned to appropriate staff or other ECC Sections to follow up on.
- If another person is relieving you, ensure they are thoroughly briefed and provided with any open actions before you leave your workstation.
- Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.
- Leave a forwarding phone number where you can be reached.
- Follow ECC checkout procedures.
- Be prepared to participate and provide input to the After-Action Report.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.
- DDEM to arrange a Crisis Management Briefing (CMB) session.
  - A CMB is a practical, four-phase, group crisis intervention led by a trained and competent person that aims to reduce anxiety by a direct presentation on what is known and unknown about a given critical incident. Typically, this includes information regarding reactions to a critical incident, as well as a review of coping strategies and resources/supports.

### 3.1.a ECC SECTION HEAD SHIFT CHANGE BRIEFING AGENDA

**Purpose:** To brief the oncoming shift on the ECC Action Plan and current status of on-scene operations.

**Attendees:** ECC Director, outgoing and oncoming ECC Staff

**Facilitator:** Planning Section Head, ECC Director or designee

1. Call to Order and Ground Rules: Roll call; cell phones off/silent; no side conversations; stick to agenda; should not last longer than 30 minutes.	PSH
2. Provide opening remarks	ECC Director
3. Conduct situational briefing (covers initial incident information, key events during the operational period, and current incident status).	SUL
4. Review ECC Management objectives and any changes to ECC Action Plan	PSH
5. Discuss current response actions, accomplishments, issues, and concerns.	OSH
6. Cover transport, communications, supply updates, issues, and concerns.	LSH
7. Address fiscal issues and concerns.	Finance/Admin
8. Provide public affairs and public information issues and concerns.	Info Officer
9. Explain interagency issues and concerns.	Liaison Officer
10. Solicit final comments, critical questions and adjourn briefing.	PSH
11. Clarify information security and intelligence issues.	Enforce. Co-ord.
12. Describe safety issues and provide mitigation strategies.	Safety Officer
13. Conduct individual break out meetings between the outgoing and oncoming personnel to complete the process and fill info gaps.	All

**Outcome:** Change of operational period, transfer of information and duties, and initiate execution of ECC Action Plan.

**Acronyms:**

**PSH** – Planning Section Head

**SUL** – Situation Unit Lead

**OSH** – Operations Section Head

**LSH** – Logistics Section Head



## 3.2 Agency Executive

Composition could include:

- Mayor and Elected Officials, and/or
- Chief Administrative Officer / Executive Directors

### Responsibilities:

1. Provides overall emergency policy and direction to the ECC Director.
2. Sets expenditure limits.
3. Formally requests outside support/resources (e.g., Provincial and Federal support).
4. Authorizes declaration and termination of “State of Local Emergency.”
5. Provides direction for emergency public information activities.
6. Acts as a spokesperson for the jurisdiction.

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Obtain current situation status and a briefing on priority actions taken and outstanding, from the ECC Director.

### Operational Phase:

- Consult with ECC Director to determine appropriate expenditure limits.
- As requested, prepare for, and participate in any media or public briefings.
- Ensure adequate public information materials are being issued from the ECC.
- Consult with ECC Director and/or Legal Advisors regarding any potential legal issues and recommended courses of action.
- Consult with ECC Director to determine need for extraordinary resources and/or outside assistance.
- Consult with ECC Director to determine need for Declaration, Renewal and Termination of “State of Local Emergency.”
- Keep apprised as to the status of the emergency event by reviewing ECC Situation Reports.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Proclaim termination of the emergency response and have ECC proceed with recovery efforts.
- Participate in formal post-operational debriefs.
- Recognize ECC staff members and response personnel for their efforts.



### 3.3 ECC Director

#### **Responsibilities: “Reach out, Reach down, and Reach up”.**

1. Exercise overall management responsibility for the activation, coordination, and demobilization of site support activities in the ECC.
2. Set ECC priorities in consultation with ECC Management Team and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure appropriate staffing levels for the ECC are established and maintained to support organizational effectiveness.
4. Ensure appropriate emergency public information actions are taken in consultation with the ECC Information Officer.
5. Ensure appropriate risk management measures, including worker care strategies, are instituted in consultation with ECC Risk Management Officer.
6. Ensure communications are established with appropriate assisting and cooperating agencies in consultation with the ECC Liaison Officer.
7. Maintain a communication link with Agency Executive.

#### **Reports to:**

- Agency Executive

#### **Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Confirm the Incident Commander(s) for the incident(s).
- Ensure ECC organization and staffing chart is posted and arriving team members are assigned appropriate roles.
- Determine which ECC Management and General Staff positions are required and ensure they are staffing their Sections as required.
- Establish ECC priorities and objectives based on status and information from Incident Commander(s).
- ECC Director schedules the Initial Briefing. See next page – Initial ECC Briefing Agenda
- Assign the ECC Liaison Officer to coordinate outside agency response to the ECC, and to assist as necessary.
- Consult with ECC Liaison Officer and General Staff to determine what representation is needed at the ECC from other emergency response agencies.

#### **Operational Phase:**

- Monitor Management and General staff activities to ensure that all appropriate tasks are being taken.
- Ensure that Operational Periods are established, and that initial ECC response priorities and objectives are decided and communicated to all involved parties.
- Attend/conduct ECC Management Team briefings and Action Plan meetings to ensure response priorities and objectives are current and appropriate.
- Assign in writing, delegated powers allowed under declaration if any are given.
- Conduct periodic briefings for Agency Executive, elected officials, or their representatives.
- Review media releases for final approval.
- Review and approve the ECC Action Plan for implementation.
- Approve resource requests, as required.
- Document all decisions/approvals.
- Assign special projects to ECC Deputy Director, as needed.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist (3.1).
- Authorize demobilization of Sections, Branches and Units when they are no longer required.
- Terminate emergency response and proceed with recovery operations as proclaimed by Agency Executive.

<b>INITIAL ECC BRIEFING AGENDA</b>	
<b>Purpose:</b>	Provide information regarding current on-scene operations, agency and jurisdictional concerns and establish working ECC organization.
<b>Attendees:</b>	ECC Staff and personnel deemed essential by the ECC Director
<b>Facilitator:</b>	ECC Director or designee
1. Ground Rules: Cell phones off/silent; no side conversations; stick to agenda; should not last longer than 30 minutes.	
2. Introduce ECC Management Staff and Other Staff members present	
3. Present current on-scene situation <ul style="list-style-type: none"><li>A. Incident name</li><li>B. Incident location, facilities, and maps</li><li>C. Jurisdictions and Agencies involved and restrictions (if any)</li><li>D. Initial on-scene priorities, objectives, current and planned actions</li><li>E. Resource status (assignments, enroute and/or ordered)</li><li>F. Incident potential</li><li>G. Safety concerns</li><li>H. ICS/ECC Interface</li></ul>	
4. Verify that Incident Command Post(s) and coordinating agencies have been informed that the ECC is staffed and operational.	
5. Determine initial ECC objectives for the current operational period. Consider support to the ICP and ECC-specific objectives.	
6. Agree on basic ECC organizational structure, personnel assignments, and tasks.	
7. Determine operational period length, start time, and work shift hours.	
8. Agree on unified logistics approach to single-point resource ordering procedure.	
9. Agree on resource authorization procedures.	
10. Agree on Information/Intelligence matters and the flow of information into the ECC and vetted information out of the ECC to stakeholders and the media.	
11. Confirm time for <b>ECC Objectives</b> meeting.	
<b>Outcome:</b>	Organizational structure, common operating picture, initial/current operational period objectives and established operational rhythm.

### 3.3.1 ECC Deputy Director

**Responsibilities: “Reach out, Reach down, and Reach up”.**

1. Assume the role of an ECC Director in his/her absence.
2. Undertake special assignments at the request of the ECC Director.
3. Ensure the efficient and effective flow of information within the ECC.
4. Ensure resource requests are prioritized and tracked.
5. Support ECC management by communicating policy direction and action priorities to all staff.
6. Coordinate internal functions of ECC for effective operational capability.
7. Monitor the health and welfare of ECC staff.
8. Facilitate shift change briefings and operational debriefings.

**Reports to:**

- ECC Director

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Supervise the set-up of the ECC for the most effective and efficient operations.
- Obtain personal telecommunications equipment if required.

**Operational Phase:**

- Assist ECC Director in determining and communicating priorities, objectives, and decisions to all ECC staff.
- Assist with preparations for ECC Action Planning meeting.
- Participate in ECC Action Planning meeting and Management Team briefings.
- Report significant events and any issues of concern to ECC Director and advise of your activities on a regular basis.
- Mediate and resolve any personnel conflicts.
- Consult with ECC Director on appointing additional staff to ensure 24-hour shift scheduling for both ECC Director and ECC Deputy Director positions.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Assist ECC Director with demobilization procedures.
- Ensure that any operations not yet completed are handled and assigned after demobilization.
- Organize and facilitate staff debriefings and critical incident stress debriefs.



## 3.3.2 ECC Risk Management Officer

### Responsibilities:

#### **Risk Management:**

1. Ensures that good risk management practices are applied throughout the ECC and that every function contributes to the management of risk.
2. Protect the interests of all ECC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.

#### **Safety:**

4. Provide advice on safety issues. Develop JHA and FLHA.
5. Ensure the implementation of appropriate safety measures and worker care practices in the ECC.
6. Exercise authority to halt or modify all unsafe operations within or outside the scope of the ECC Action Plan and notify the ECC Director of actions taken.

#### **Security:**

7. *Ensure* that appropriate security measures have been established to allow for only authorized access to the ECC facility and documentation. Post security for ECC where necessary.

### Reports to:

- ECC Director/Deputy ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Work with TOC OH&S to perform a risk identification and analysis of the ECC.
- Tour the entire facility area and determine the scope of ongoing and future operations.
- Monitor set-up procedures for the ECC ensuring that proper safety regulations are adhered to.
- Oversee that security checkpoints have been established by Logistics-ECC Support at all ECC entrances to allow only authorized personnel access to the ECC, including staff sign-in and identification procedures.

### Operational Phase:

#### **Risk Management**

- Assess damage and loss, working with ECC Planning Situation Unit and the ECC Finance/Admin Section, Compensation and Claims Unit.
- Identify and document risk and liability issues.
- Gather and organize evidence that may assist all ECC organizations in legal defense that may be more difficult to obtain later.
- Conduct interviews and take statements to investigate major risk management issues.
- Advise ECC members on safety and risk management issues.
- Assist the ECC Director in reviewing press releases, public alerts and warnings and public information materials from a risk management perspective.
- Evaluate situations and advise the ECC Director of any conditions and actions that might result in liability (e.g., oversights, improper response actions, etc.).
- Identify potential claimants and the scope of their needs and concerns.
- Organize and prepare records for final audit.
- Be available to advise members of response organizations regarding options for risk control, during operational briefings.

- Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives.
- Ensure Documentation Unit is secure and operating effectively. Advise Documentation Unit on the types of information to collect, flow of information, and confidentiality concerns.

**Safety:**

- Work with the Facilities Unit Lead to become familiar with any hazardous conditions in the facility. Conduct regular inspections of the facility.
- Work with the ECC Logistics Section to become familiar with any hazardous conditions in the ECC facility.
- Provide guidance to ECC staff regarding actions to protect themselves from the emergency event. Work/rest assignments.
- Coordinate with ECC Finance/Administration on any ECC personnel injury claims or records preparation as necessary for proper case evaluation and closure.

**Security:**

- Ensure that security checkpoints have been established by ECC Logistics at all ECC entrances. Recommend improvements where necessary.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Assist the ECC Director in de-activation activities including:
  - Collection of all relevant papers and electronic records to the Documentation Unit.
  - Collection of all material necessary for post-operation reporting procedures.



### 3.3.3 ECC Liaison Officer

#### Responsibilities:

1. Ensure procedures are in place for working and communicating with agency representatives.
2. Interact with Agency Representatives arriving at the ECC and liaise with relevant coordination centres and agencies/departments not represented in the ECC.
3. Assist and advise the ECC Director and Management Team as needed and provide information and guidance related to the external agencies and organizations. Make recommendations to ECC Director where representative gaps exist.
4. In coordination with the ECC Information Officer, assist the ECC Director in ensuring proper procedures are in place for communicating with elected officials and conducting VIP/visitor tours of the ECC facility.
5. Liaise with local authorities, other ECCs, and Provincial and Federal organizations and share information in accordance with ECC and organizational policies.

#### Reports to:

- ECC Director/Deputy ECC Director

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure registration procedures are established for outside agencies working within the ECC.
- Ensure that Agency Representatives' telephone and/or radio communications are established and functioning.

#### Operational Phase:

- This position provides external and non-represented agencies information to the ECC Planning Section to assist in the development, continuous updating, and implementation of ECC Action Plans.
- Provide general advice and guidance to agencies and ECC staff as required.
- Upon ECC Director approval, ensure that all notifications are made to agencies not represented in the ECC.
- Ensure that communications with appropriate external non-represented agencies (e.g., Utilities, Transportation, Volunteer Organizations, Private Sector, etc.) is established and maintained.
- Assist ECC Director in preparing for and conducting briefings with ECC Management Team members, elected officials, the media, and the public.
- Prepare external non-represented agency information for briefings with the ECC Management Team.
- Ensure that approved operational priorities and objectives identified in ECC Action Plans are communicated to external non-represented agencies.
- Advise the ECC Director of critical information and requests contained within agency situation reports.
- Forward approved ECC Situation Reports to non-represented agencies as requested.
- In consultation with the ECC Information Officer, conduct tours of ECC facility as requested.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Notify external non-represented agencies in the ECC of the planned demobilization, as appropriate.

### 3.3.4 ECC Information Officer

#### Responsibilities:

1. Serve as the coordination point for all public information, media relations, and internal information sources for the ECC.
2. Coordinate and supervise all staff assigned as Assistant ECC Information Officers.
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs, and other vital information.
4. Coordinate media releases with officials representing other affected emergency response agencies and other levels of authority.
5. Develop the format for news conferences and briefings in conjunction with the ECC Director.
6. Monitor all broadcasts, social media, and print material for accuracy.
7. In consultation with the ECC Director and ECC Liaison Officer, coordinate VIP/visitor tours of the ECC facility.
8. Liaise with Information Officer(s) at sites, other relevant operation/coordination centres, and coordinate information with external agencies.

#### Reports to:

- ECC Director/Deputy ECC Director

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).

#### Operational Phase:

- Obtain policy guidance and approval from the ECC Director regarding all information to be released to the media and public.
- Keep the ECC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- In coordination with other ECC Sections and as approved by the ECC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- Coordinate with the ECC Planning Situation Unit and identify method for obtaining and verifying significant information as it develops.
- Develop and publish a media briefing schedule.
- Implement and maintain an overall information release program.
- In cooperation with the ECC Logistics Information Technology Branch, establish a Media Information Centre, as required, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the media information centre. Provide adequate staff to answer questions from members of the media.
- Enable the TOC Contract Call Centre to handle public inquiries and provide emergency support information Consult with ECC Logistics Information Technology Branch Coordinator for communication equipment needs and set-up.
- Interact with other ECCs as well as the PECC and obtain information relative to public information operations.
- Establish distribution lists for recipients of all ECC Director approved public information releases. Include Site Information Officers, PECC Information, other ECCs' Information Officers, Local Authorities, Mayors, and elected officials), local MLAs' and MPs' constituency offices, First Nations Groups, Emergency Social Service Groups, the toll-free Public Information Service (hotline or call centre), etc.

- In coordination with other ECC Sections and as approved by the ECC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. Liaise with ECC Risk Management Officer to check for any potential liability or safety concerns.
- At the request of the ECC Director, prepare media briefings for elected officials and/or Agency Executive members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the incident areas when safe.
- Arrange through Logistics appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Develop message statements for ECC Staff and the call-takers of the toll-free hotline.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- Monitor all media, using information to develop follow-up news releases and rumor control, consult with ECC Risk Management Officer on appropriate wording and actions to take on correcting false or erroneous information.
- Ensure that file copies are maintained of all information released.
- Promptly provide copies of all media releases to the ECC Director for review and approval.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified, and follow-up requirements are known.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.



## 3.4 ECC Operations Section Head

### Responsibilities

1. Exercise overall responsibility for coordination and supervision of all required functions within the ECC Operations Section.
2. Establish the appropriate level of Branch and/or Unit staffing within the Section, continuously monitoring the effectiveness and modifying accordingly.
3. Ensure that Section objectives and assignments identified in the ECC Action Plan are carried out effectively.
4. Maintain a communications link between Incident Commanders (Sites), other ECC Operations Sections, and the ECC for the purpose of coordinating the overall site support response, resource requests, and event status information.
5. Provide timely situational and resource information to the ECC Planning Section.
6. Conduct periodic briefings and work to reach consensus among ECC Operations staff on objectives for each operational period. (ECC Section Head Shift Change Briefing Agenda [3.1.a](#))

### Reports to:

- ECC Director/Deputy ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure that the ECC Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards.
- Obtain a preliminary situation briefing from ECC Director, Planning Section Head or other ECC Management Staff as appropriate.
- Activate appropriate Branch Coordinators based on functions or geographical assignments within the Section.
- Establish radio or cell-phone communications with Incident Commander(s).
- Request additional personnel for the Section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities, as necessary.
- Confer with the ECC Director to ensure that the ECC Planning, and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the ECC Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Obtain a current communications status briefing from the Information Technology Branch Coordinator in ECC Logistics. Ensure that there is adequate equipment and frequencies available for the Section.
- Based on the situation known or forecasted, determine likely future needs of the ECC Operations Section.
- Identify key issues currently affecting the ECC Operations Section; meet with Section personnel and determine appropriate Section objectives for the first operational period.
- Review responsibilities of Branches operating within the Section; develop a plan/process detailing strategies for carrying out ECC Operations objectives.

**Operational Phase:**

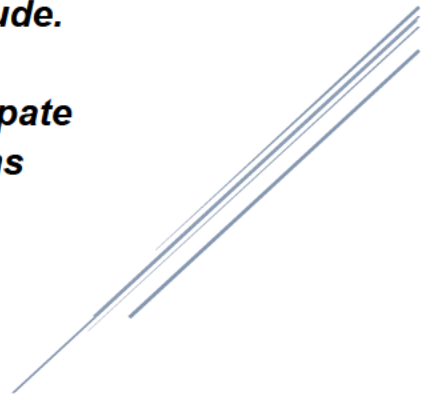
- Ensure that all media contacts are referred to the ECC Information Officer.
- Prepare for and participate in ECC Management Team briefings and meetings.
- Provide the ECC Planning Section Head with the Operations Section's ECC objectives prior to each ECC Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the ECC Operations Section objectives, as defined in the current ECC Action Plan, are being addressed.
- Ensure that situation and resources information is provided to the appropriate Units in the ECC Planning Section on a regular basis or as the situation requires, including Branch Status Reports and new incoming incident reports.
- Ensure that intelligence information from Branch Coordinators is made available to the ECC Planning Section (Situation Unit) in a timely manner.
- Authorize resource requests (ECC 514) and forward extraordinary and/or critical resource requests to the ECC Director for approval.
- Ensure that the Branches coordinate all resource needs through the ECC Logistics Section.
- Ensure that fiscal and administrative requirements are coordinated through the ECC Finance/Admin Section (e.g., notification of emergency expenditures and daily time sheets).
- Brief the ECC Director and other Management Team members on all major incidents.
- Brief Branch Coordinators and Section staff periodically on any updated information you may have received.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Deactivate Branches and any organizational elements, when no longer required.

***Adopt a proactive attitude.***

***Think ahead and anticipate  
situations and problems  
before they occur.***



### 3.4.1 Air Operations Branch Coordinator

#### Responsibilities:

1. Organize aviation resources at the local level to support Site operations.
2. Work with PECC to initiate requests for Notice to Airmen (NOTAM).
3. Coordinate with any provincial or regional authority's Air Operations in the operational area.

#### Reports to:

- ECC Operations Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Assess current level of local regional and provincial air operations in the operational area.
- Determine activation status of PECC aviation resources and establish communication links with their Air Operations if necessary.
- Identify key issues currently affecting air operations; prepare initial report for ECC Operations Section Head.

#### Operational Phase:

- Obtain briefing from ECC Operations Section Head.
- Liaise with PECC Air Operations.
- Receive aircraft resource requests and pass on to ECC Operations Section Head.
- Liaise with Logistics to coordinate air transport of personnel, material, and evacuees, as required.
- Organize preliminary air operations.
- Initiate request for NOTAM if required.
- Schedule flights of non-emergency aircraft into the operational area if approved.
- Evaluate requests for non-tactical use of emergency aircraft assigned to the ECC.
- Ensure proper safety and risk management measures are being taken regarding aircraft.
- Pass critical status information to ECC Operations Section Head, Situation Unit and Resources Unit.
- Provide reports on air operations issues to ECC Operations Section Head.
- Forward daily air operations costs to ECC Finance/Administration Section.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.4.2 Special Operations Branch Coordinator

### Responsibilities:

1. Organize specialized resources at the site support (ECC) level to support Site activities.
2. Establish procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue if required.
3. Coordinate with any regional or provincial special operations in the operational area.
4. Liaise with Special Operations at the PECC.

### Reports to:

- ECC Operations Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Assess current level of local, regional, and provincial special operations in the operational area.
- Determine activation status of provincial authority specialized resources and establish communication links with their Special Operations Branch, if necessary.
- Identify key issues currently affecting special operations; prepare initial report for ECC Operations Section Head.

### Operational Phase:

- Obtain briefing from ECC Operations Section Head.
- Evaluate requests for tactical and non-tactical use of specialized resources assigned to the ECC.
- Receive resource and operational requests and forward to ECC Operations Section Head.
- Organize preliminary special operations.
- Ensure proper safety and risk management measures are being taken regarding special operations.
- Pass critical status information to ECC Operations Section Head, Situation Unit and Resources Unit.
- Provide reports on special operations issues to ECC Operations Section Head.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).



### 3.4.3 Fire Branch Coordinator

#### Responsibilities:

1. Arrange and coordinate for urban and wildland fire suppression, rescue, and hazardous materials support operations.
2. Acquire mutual-aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the ECC Logistics Section.
4. Complete and maintain Branch status reports for major incidents requiring or potentially requiring regional and provincial response support and maintain status of unassigned fire and HazMat resources in the area in conjunction with the Resources Unit.
5. Implement the objectives of the ECC Action Plan assigned to the Fire Branch.
6. Liaise with the Fire Branch at the PECC.

#### Report to:

- ECC Operations Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Obtain briefing of the situation from the ECC Operations Section Head.
- Activate the necessary Units within the Fire Branch, and coordinate their activities:
  - Fire/Rescue Unit
  - HazMat Unit
- If local authority mutual-aid system is activated, coordinate use of area fire suppression resources with respective Dispatch Centres and/or ECC's.
- Prepare and submit a preliminary Branch status report and major incident reports, as appropriate, to the ECC Operations Section Head.
- Prepare objectives for the Fire Branch and forward them to the ECC Operations Section Head prior to ECC Action Planning meetings.

#### Operational Phase:

- Ensure that all interface fire operations are being managed utilizing, when required, Unified Command with the appropriate agencies when appropriate.
- Confirm and resolve through the ECC Director, any response boundary issues that may restrict mutual aid.
- Liaise with Environment & Sustainable Resource Development – Forestry & Emergency Response Division personnel as required.
- Maintain status on fire suppression missions being conducted in the area.
- Provide the ECC Operations Section Head and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period.
- Refer all contacts with the media to the ECC Information Officer but be prepared to speak on technical matters when requested.
- Ensure that all fiscal and administrative requirements are coordinated through the ECC Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the ECC Operations Section Head prior to the end of the shift and the next ECC Action Planning meeting.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.4.4 Enforcement Branch Coordinator

#### Responsibilities:

1. Coordinate evacuation operations, law enforcement, traffic control operations, and search and rescue operations.
2. Coordinate movement and evacuation operations with other ECC Operations Section Branches.
3. Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency.
4. Coordinate all ground and inland water search and rescue operations and resource for the jurisdiction.
5. Coordinate Police mutual aid requests.
6. Liaise with the Enforcement Branch at the PECC.

#### Reports to:

- ECC Operations Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Based on the situation, activate the necessary Units within the Enforcement Branch:
  - Police Operations Unit
  - Medical Examiner Unit
  - Search and Rescue Unit
  - Evacuation Unit
- Coordinate mutual aid resources with other ECC Enforcement Branch Coordinator(s) as required.
- Contact PECC Enforcement Branch Coordinator, if established, for the coordination of mutual aid resources.
- Provide an initial Police Services situation report to the ECC Operations Section Head.
- Based on initial ECC priorities, prepare objectives for the Enforcement Branch, and provide them to the ECC Operations Section Head prior to the first ECC Action Planning meeting.

#### Operational Phase:

- Ensure that Branch and Unit files are maintained.
- Maintain status and provide the ECC Operations Section Head and the Planning Section with an overall summary of Enforcement Branch operations.
- Maintain status on Police activities and Search and Rescue missions being conducted in the area.
- Provide the ECC Operations Section Head and the Planning Section with an overall summary of Enforcement Branch operations periodically or as requested during the operational period.
- Refer all contacts with the media to the ECC Information Officer but be prepared to speak on technical matters when requested by the ECC Information Officer.
- Ensure all resource requests are coordinated through the ECC Logistics Section.
- Ensure that all fiscal and administrative requirements are coordinated through the ECC Finance/Admin Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Enforcement Branch for the subsequent Operations period; provide them to the ECC Operations Section Head prior to the end of the shift and the next ECC Action Planning Meeting.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.4.5 Health Branch Coordinator

#### Responsibilities:

1. Ensure coordination of acute & long-term care facilities, EMS units, health units, and environment and public health within the area.
2. Coordinate the transportation of people injured in the incident and health care personnel to appropriate medical facilities as required.
3. Ensure that casualties are evenly distributed to receiving facilities.
4. Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer.
5. Ensure that food quality, potable water and sewage systems are regulated and inspected.
6. Coordinate and support health services for physically challenged or medically disabled persons.
7. Coordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada.
8. Coordinate health care needs at Reception Centres with ESS Section Head.
9. Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area.
10. Assist with the coordination of the transportation of people injured in the incident and health care personnel to appropriate medical facilities as required.
11. Assist with the coordination of pharmaceuticals as required.
12. Assist with the coordination of other health care resources as required.
13. Liaise with Health Branches activated in other ECC's and at PECC.

#### Reports to:

- ECC Operations Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Based on the situation, activate the necessary Units within the Health Branch:
  - Acute/Long-Term Care Unit
  - EMS Unit
  - Environment & Public Health Unit

#### Operational Phase:

- Establish communication with Alberta Health Services (AHS) Regional Dispatch Centre.
- Determine the status and availability of:
  - Ambulance resources and medical transport needs.
  - Medical facilities within and outside the affected area.
  - Environment and public health services
- Prioritize health issues.
- Liaise with ESS Section Head to assist with sheltering of displaced home care clients if needed.
- Coordinate with ECC Logistics Section assistance to move and establish advanced treatment centre and/or emergency hospital if needed.
- Liaise with PECC Health Branch, if established.
- If local facilities are, or soon will be overwhelmed, contact other unaffected areas to receive patients.
- If mass feeding areas are established, ensure food quality and other public health issues are addressed.

- Coordinate with the ECC Logistics Section, Transportation Unit, to acquire suitable non-ambulance transportation such as buses for people injured in the incident as required or requested.
- Coordinate with AHS Air Dispatch and the Air Operations Branch, if activated, for air transportation needs.
- Coordinate with the ECC Logistics Section to obtain necessary supplies and equipment to support incident medical operations in the field.
- Advise ECC Operations Section Head and Branch Coordinators of all significant events.
- Prepare Health Branch objectives for the ECC Action Plan for each operational period and submit to ECC Operations Section Head prior to ECC Action Planning meetings.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
- Consider need for critical incident stress debriefings for responders and people impacted by the incident.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.4.6 Engineering Branch Coordinator

#### Responsibilities:

1. Assess damage and coordinate repair to all local facilities and infrastructure.
2. Survey all local facilities, assessing the damage to such facilities, and coordinating the repair of damage.
3. Survey all other infrastructure systems, such as local roads, bridges, and sewer and water systems within the area.
4. Assist other ECC Sections, Branches, and Units as needed.
5. Liaise with other Engineering Branches in ECC's and PECC.

#### Reports to:

- ECC Operations Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Based on the situation, activate the necessary Units within the Engineering Branch:
  - Roads and Bridges Unit
  - Damage Assessment Unit
  - Public Works Unit
- Based on initial ECC priorities, prepare objectives for the Engineering Branch, and provide them to the ECC Operations Section Head prior to the first ECC Action Planning meeting.

#### Operational Phase:

- Maintain status on all engineering activities being conducted in the area.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Determine and document the status of transportation routes into and within affected areas.
- Determine and document the status of public works (water and sewer systems) within affected areas.
- Coordinate debris removal services as required.
- Provide the ECC Operations Section Head and the Planning Section with an overall summary of Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Damage Assessment Summaries are completed and forwarded to the ECC Operations Section Head and Situation Unit.
- Refer all contacts with the media to the ECC Information Officer. Be prepared to act as a spokesperson and offer technical information as requested.
- Ensure that all fiscal and administrative requirements are coordinated through the ECC Finance/Administration Section.
- Prepare objectives for the Engineering Branch for each Operational Period; provide them to the ECC Operations Section Head prior to the ECC Action Planning meeting.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.4.7 Environmental Branch Coordinator

**Responsibilities:**

1. Assist and/or coordinate local response to hazardous spills, waste disposal and dam failure.
2. Liaise with regional, provincial, and federal environment officials and the private sector.

**Report to:**

- ECC Operations Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Assess and anticipate environmental concerns and recommended responses in support of the emergency.

**Operational Phase:**

- Determine the scope of environmental assistance required in consultation with ECC Operations Section Head and other Branch Coordinators.
- Determine the status and availability of waste storage and disposal facilities in the area.
- Liaise with Health Branch to assist and consult with exposure to hazardous materials and impacts on water and air resources.
- Develop intelligence of environmental issues, damage, and threats. Forward to Situation Unit.
- Prioritize environmental issues.
- Liaise with Engineering and Utilities Branch Coordinators to assist with dam safety issues as required.
- Coordinate HazMat response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials.
- Liaise with Environmental Branches in other ECCs and PECC if established.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.4.8 Utilities Branch Coordinator

### Responsibilities:

1. Survey all utility systems and provide restoration priorities to providers.
2. Assist other ECC Sections, Branches, and Units as needed.
3. Liaise with other utility representatives that are not present in the ECC.

### Reports to:

- ECC Operations Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Provide an initial Utilities Situation Report to the ECC Operations Section Head.
- Based on initial ECC priorities, prepare objectives for the Utilities Branch, and provide them to the ECC Operations Section Head prior to the first ECC Action Planning meeting.

### Operational Phase:

- Establish and maintain communications with the utility providers in the affected area.
- Determine the extent of damage to utility systems in the affected area.
- Coordinate with the ECC Liaison Officer to establish whether Agency Representatives from affected utilities are available to attend the ECC.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Health Branch Coordinator informed of any threats (real or potential) regarding water contamination issues.
- Keep the Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain Utilities Status Reports, and share with ECC Operations Section Head, Branch Coordinators and Situation Unit.
- Refer all contacts with the media to the ECC Information Officer and be prepared to speak to technical issues as requested.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).





## 3.5 ECC Planning Section Head

### Responsibilities:

1. Ensures that the following responsibilities of the ECC Planning Section are addressed as required:
  - Collect, analyze, and display situation information.
  - Prepare periodic Situation Reports.
  - Prepare and distribute ECC Action Plan and facilitate the action planning process.
  - Track resources
  - Conduct Advance Planning activities and report.
  - Document and maintain files on all ECC activities.
  - Provide technical support services to the various ECC Sections and Branches.
2. Establish the appropriate level of organization for the ECC Planning Section.
3. Exercise overall responsibility for the coordination of Branch/Unit activities within the Section.
4. Keep the ECC Director informed of significant issues affecting the ECC Planning Section.
5. In coordination with the other ECC Section Heads, ensure that Status Reports are completed and utilized as a basis for ECC Situation Reports and ECC Action Plans.
6. Establish the Advance Planning Unit as soon as practical.
7. Conduct periodic briefings and work to reach consensus among ECC Planning staff on objectives for each operational period. (ECC Section Head Shift Change Briefing Agenda [3.1.a](#))

### Reports to:

- ECC Director / Deputy ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure that the ECC Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate Units within the ECC Planning Section as needed and designate Coordinators for each Unit:
  - Situation Unit
  - Resources Unit
  - Documentation Unit
  - Demobilization Unit
  - Advance Planning Unit
  - Recovery Unit
  - Technical Specialists Unit
- Request additional personnel for the Section from Logistics as necessary to maintain a 24-hour operation.
- Meet with ECC Operations Section Head; obtain and review any major incident reports.
- Review responsibilities of Units in ECC Planning Section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by ECC Planning; in consultation with Section staff, identify objectives to be accomplished during the initial Operational Period. (See ECC Objectives Meeting Agenda on page 51)
- Keep the ECC Director and ECC Management Team informed of significant events.

**Operational Phase:**

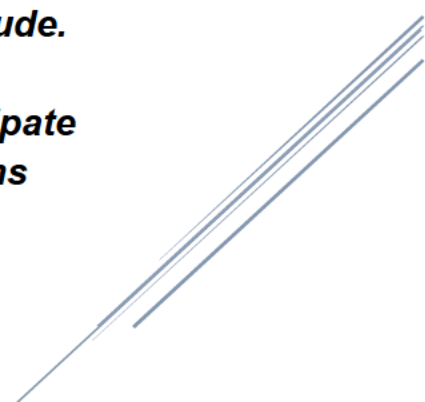
- Ensure that the Situation Unit is maintaining current information for the ECC Situation Report.
- Ensure that major incident reports and Branch Status Reports are completed by the ECC Operations Section and are accessible by ECC Planning Section.
- Ensure that an ECC Situation report is produced, approved, and distributed to ECC Sections, AEMA or PECC at least once, prior to the end of the Operational Period (others may be produced as directed by ECC Director).
- Ensure that all status boards and other displays are kept current.
- Ensure that the ECC Information Officer has immediate and unlimited access to all status reports and displays.
- Ensure that objectives for each Section are completed, collected, and posted in preparation for the next ECC Action Planning meeting. (See ECC Planning Meeting Agenda on page 52)
- Chair the ECC Action Planning meetings approximately two hours before the end of each Operational Period.
- Ensure that the ECC Action Plan is completed and distributed prior to the start of the next Operational Period.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the ECC.
- Ensure that the Documentation Unit maintains files on all ECC activities and provides reproduction and archiving services for the ECC, as required.
- Provide technical services, such as environmental advisors and other technical specialists to all ECC Sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the ECC Finance/Administration Section.
- Ensure ECC Risk Management Officer is involved in ECC Action Planning process.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Ensure Demobilization Plan for the ECC is complete, approved by the ECC Director and distributed to all ECC Sections.
- Oversee preparation of the ECC After-Action Report, by the Recovery Unit.
- Review ECC After-Action Report prior to submitting to ECC Director and Management Team for approval.

***Adopt a proactive attitude.***

***Think ahead and anticipate situations and problems before they occur.***



## ECC OBJECTIVES MEETING AGENDA

**Purpose:** Develop/Update ECC objectives for support of on-scene operations and continued ECC operations for the next operational period

**Attendees:** ECC Management Staff and Section Leads

**Facilitator:** Planning Section Head or designee

1. Call to Order and Ground Rules: Roll call; cell phones off/silent; no side conversations; stick to agenda.	PSH
2. Review and/or update current situation, key current actions, and decisions.	SUL
3. Discuss the incident's potential for the next operational period.	SUL
4. Review ECC and ICP objectives for initial/previous operational period. Determine if they are still valid and should carry forward to next operational period.	PSH
5. Review/Update/Develop new ECC objectives if needed for the next operational period.	PSH
6. Assign objectives to appropriate ECC sections to prepare strategies for the strategy meeting.	PSH
7. Review/Update resource priorities, limitations, and constraints. Review current number of resources assigned and ordered.	LSH
8. Review/Update key procedures which may include: I. Managing sensitive Information/Intelligence J. Information flow into and out of the ECC K. Resource ordering process L. Cost sharing and cost accounting M. Operational security issues N. Media and public information coordination with key stakeholders	ECC Director
9. Develop (for initial operational period) or review/update task assignments for ECC sections and staff to complete.	Section Heads
10. Review, document and/or resolve status of any open actions.	Section Heads
11. Confirm time and expectations of Strategies Meeting.	PSH
<b>Outcome:</b> Updated current operational period objectives, draft objectives for the next operational period, procedures defined, and tasks assigned for strategies meeting.	
<b>Acronyms:</b> PSH – Planning Section Head SUL – Situation Unit Lead	LSH – Logistics Section Head

## ECC STRATEGIES MEETING AGENDA

**Purpose:** Develop/Update ECC strategies to support ECC objectives and on-scene operations for the next operational period.

**Attendees:** ECC Management Staff, Section Leads, and others as required

**Facilitator:** Planning Section Head or designee

1. Call to Order and Ground Rules: Roll call; cell phones off/silent; no side conversations; stick to agenda.	PSH
2. Review and/or update current situation, key current actions, and decisions.	SUL
3. Review current operational period objectives and their status.	OSH
4. Review coordination and support objectives for the next operational period and ensure accountability for each.	PSH
5. Review draft strategies developed by assigned sections to support ECC objectives for next operational period.	All
6. Discuss resource priorities and their status.	OSH/LSH
7. Verify second and third order support requirements and contributions.	LSH
8. Evaluate funding and fiscal implications as burn rate, cost projections, and accounting processes.	Finance/Admin
9. Review assignments for completion of ECC Action Plan and deadlines.	PSH
10. Confirm time and expectations of Planning Meeting	PSH

**Outcome:** List of final objectives and supporting strategies to accomplish them for the next operational period; ECC strategies defined, and support identified; sections/staff conduct breakout meetings to fill information gaps; and prepare for planning meeting.

**Objectives = What is to be done**

**Strategies = How it will be done**

**S** – Specific  
**M** – Measurable  
**A** – Action-Oriented  
**R** – Realistic  
**T** – Time-bound

**Acronyms:**

**PSH** – Planning Section Head

**SUL** – Situation Unit Lead

**OSH** – Operations Section Head

**LSH** – Logistics Section Head

## ECC PLANNING MEETING AGENDA

**Purpose:** Develop a unified ECC Action Plan

**Attendees:** ECC Director, ECC Management Staff, Situation Unit Lead, Operations Section Head, and others as required

**Facilitator:** Planning Section Head, ECC Director or designee

1. Call to Order and Ground Rules: Roll call; cell phones off/silent; no side conversations; stick to agenda	PSH
2. Provide opening remarks and policy discussion	ECC Dir
3. Conduct briefing on current situation, resources at risk, weather forecast and incident projections	SUL
4. Review coordination and support priorities, objectives, and decisions	PSH
5. Provide briefing on current operations followed with an overview on the proposed plan including objectives, strategies, work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities (staging areas, shelters, etc.)	OSH
6. Review of proposed plan to ensure the ECC Management Group priorities and operational objectives are met	PSH
7. Review and validate responsibility for any open actions/tasks and management objectives	PSH
8. Conduct round robin of ECC Management Group and Staff members to solicit their final input and commitment to the proposed plan: O. Transport, communications, supply updates and issues P. Fiscal issues Q. Public affairs and public information issues R. Interagency issues S. Intelligence issues	PSH  Logistics Finance/Admin Info Officer Liaison Officer Enforce. Co-ord.
9. Request ECC Director's approval of the plan as presented	PSH
10. Make assignments to appropriate ECC members for developing ECC Action Plan support documentation along with deadlines	PSH
11. Provide closing comments	ECC Dir
12. Confirm time and expectations of ECC Operational Briefing	PSH
13. Prepare ECC Action Plan using the forms and format as determined during the planning meeting preparation phase. Sections should conduct breakout meetings to close information gaps	All

**Outcome:** Written ECC Action Plan (all sections/staff complete tasks/assignments and provide required document to PSH for inclusion in ECC Action Plan and a final approved plan by the ECC Director for the next operational period)

**Acronyms:**

**PSH** – Planning Section Head

**SUL** – Situation Unit Lead

**PSH** – Planning Section Head

**OSH** – Operations Section Head

## 3.5.1 Situation Unit Lead

### Responsibilities:

1. Oversee the collection, organization, and analysis of incident situation information, including damage assessments.
2. Ensure that information collected from all sources is validated.
3. Ensure that Situation Reports are developed for dissemination to ECC staff and to the PECC.
4. Ensure that an ECC Action Plan is developed for each Operational Period based on objectives developed by each ECC Section (Form [ECC 502](#)).
5. Ensure that an ongoing link is established with the ECC Operations Section for the purpose of collecting accurate situation information in a timely manner.
6. Ensure that all maps, status boards and other displays contain current and accurate information.

### Reports to:

- ECC Planning Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure there is adequate staff, including Observers if needed, available to collect and analyze information and facilitate the ECC Action Planning Process.
- Prepare Situation Unit objectives for the initial ECC Action Planning meeting.

### Operational Phase:

- Assign a Situation staff member to observe the ECC Operations Section and collect situation status information on a regular basis.
- Ensure each ECC Section & Branch provides the Situation Unit with status updates on a regular basis.
- Oversee the collection and analysis of all incident-related information.
- Ensure each ECC Section provides their objectives at least 30 minutes prior to each ECC Action Planning meeting.
- Oversee the preparation and distribution of the ECC Situation Report (Form [ECC 501](#)).
- Coordinate with the Documentation Unit for the reproduction of relevant plans and distribution as required.
- Meet with the ECC Information Officer to coordinate access to current information.
- Convene the ECC Action Planning meeting and assist ECC Planning Section Head in facilitating the meeting.
- In preparation for the ECC Action Planning meeting, ensure that all ECC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.).
- Following the meeting, send approved ECC Action Plan (Form [ECC 502](#)) to the Documentation Unit for distribution prior to the next Operational Period.
- Ensure that adequate staff members are assigned to maintain all maps, status boards and other displays.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.5.2 Resources Unit Lead

### Responsibilities:

1. Coordinate with the Branches and Units in the ECC Operations and Logistics Sections to capture and centralize resource status information.

**Note: This position tracks resources, it does not obtain or supply them.**

2. Setup and maintain ECC Check-In/Check-Out and ECC organization chart.
3. Develop and maintain resource status boards, and/or other tracking and display systems.

### Reports to:

- ECC Planning Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Report to the ECC facility and obtain a briefing from the ECC Planning Section Head.
- Ensure there is adequate staff to fill the Resources Unit responsibilities.

### Operational Phase:

- Check-In and Check-Out all incoming and outgoing ECC personnel ([Form ECC 511](#)).
- Develop a large poster-size ECC organization chart depicting each activated position. Upon Check-In, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all ECC personnel.
- Coordinate closely with the ECC Operations Section Branches and Logistics Section Units, particularly Supply, Personnel, and Transportation.
- Obtain from ECC Planning Section Head or ECC Director, a list of known critical resources.
- Obtain copies of critical resource requests from the ECC Logistics Section, post the request on a status board, and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information: date and time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with ECC Operations and Logistics and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- It is generally not necessary to track mutual-aid resources unless they are ordered through the ECC Logistics Section.
- Conduct Operational briefings for oncoming shift

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#))

### 3.5.3 Documentation Unit Lead

**Responsibilities:**

1. Collect, organize, and file all completed event or incident related forms, including: all ECC Position Logs, Situation Reports, ECC Action Plans and any other related information, just prior to the end of each Operational Period.
2. Provide document reproduction services to ECC staff.
3. Distribute the ECC Situation Reports, ECC Action Plan, and other documents, as requested.
4. Maintain a permanent archive of all Situation Reports and ECC Action Plans associated with the incident or event.
5. Assist Recovery Unit with preparation and distribution of the ECC After-Action Report.

**Reports to:**

- ECC Planning Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Report to ECC facility and obtain a situation briefing from the ECC Planning Section Head.

**Operational Phase:**

- Meet with the ECC Planning Section Head and Risk Management Officer to determine what ECC materials should be maintained as official records.
- Initiate and maintain a roster and organization chart of all activated ECC positions to ensure that Position Logs are accounted for and submitted to the Documentation Unit.
- Meet with the Recovery Unit Lead to determine what ECC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Reproduce and distribute approved Situation Reports and ECC Action Plans.
- Set up and maintain document reproduction services for the ECC.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).



### 3.5.4 Demobilization Unit Lead

**Responsibilities:**

1. Develop a Demobilization Plan for the ECC based on a review of all pertinent ECC Planning Section documents, and Situation Reports, and status of ECC priorities and objectives.

**Reports to:**

- ECC Planning Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).

**Operational Phase:**

- Monitor current ECC Action Plans, Situation Reports, and resource assignment lists.
- Consult with ECC Section Heads, Branch Coordinators, Liaison Officer and ECC Director for demobilization policies and procedures.
- Draft ECC Demobilization Plan and circulate to the ECC Planning Section Head, ECC Director and ECC Management Team for review.
- Finalize the ECC Demobilization Plan for approval by the ECC Director.
- ECC Demobilization Planning must occur at least once during the Operational Period for as long as ECC Sections are formally staffed.
- Advise all ECC Section Heads to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the ECC.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Initiate the Demobilization Plan for the ECC as approved by the ECC Director.
- Ensure all equipment and materials are returned to their proper places.

### 3.5.5 Advance Planning Unit Lead

**Responsibilities:**

1. Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available current Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or incident, particularly issues that might modify the overall ECC priorities and objectives.
3. Provide periodic briefings for the ECC Director and Management Team addressing Advance Planning issues.

**Reports to:**

- ECC Planning Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure adequate staffing level for the Advanced Planning Unit.

**Operational Phase:**

- Review the current Situation Report and include recent updates.
- Meet individually with the ECC Management Team and determine best estimates of the future direction and outcomes of the incident or event.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect ECC operations within a 36-to-72-hour time frame.
- Submit the Advance Plan to the ECC Planning Section Head for review and approval prior to implementation via briefings with the ECC Director and Management Team.
- Review ECC Action Planning objectives submitted by each ECC Section for the forthcoming Operational Period. In conjunction with the Management Team, recommend a transition strategy to the ECC Director when ECC activity shifts predominately to recovery operations.
- Assist Recovery Unit Lead in developing Recovery Plan(s) initial relief plans.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.5.6 Recovery Unit Lead

### Responsibilities:

1. Assess the requirements for assistance for community and individual recovery from a major incident.
2. Identify immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area.
3. Anticipate actions required over the long term to restore local services and return the area to pre-emergency conditions.

### Reports to:

- ECC Planning Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).

### Operational Phase:

- Act as the liaison for the ECC and other disaster assistance agencies to coordinate the recovery process.
- Ensure that short-term relief efforts such as: interim housing, counseling, utility restoration, debris removal, building safety inspections, etc. have been planned for and initiated.
- Prepare the Re-Entry Plan to ensure safe and efficient resident re-entry to the area.
- Prepare Recovery Plan, including actions required by priority, for recovery of public and private infrastructure, public and private property, mental health, public health, and the social economic fabric.
- Obtain ECC Director's approval of plan and disseminate to ECC Management Team.
- Coordinate recovery plans and Disaster Recovery Program (DRP) with Cost Unit.
- In consultation with the other ECC Planning Section Units and ECC Management Team prepare the ECC After-Action Report.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.5.7 Technical Specialists Unit Lead

### Responsibilities:

1. Provide technical observations and recommendations to the ECC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the event or incident.

### Reports to:

- ECC Planning Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).

### Operational Phase:

- Coordinate with the ECC Logistics Section to ensure that technical staff are located, inventoried, and mobilized when needed.
- Assign technical staff to assist other ECC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the ECC Logistics Section with interpreting specialized resource capability and requests.
- On request, prepare to provide centralized technical specialties such as meteorological, fire behavior or engineering expertise for multiple incident sites.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.6 ECC Logistics Section Head

### Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the ECC Logistics Section including telecommunication services and information technology, locating and/or acquiring equipment, supplies, personnel, facilities, and transportation, and arranging for food, lodging, and other support services for the ECC and Site.
2. Establish the appropriate organizational elements with the ECC Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives/assignments in the ECC Action Plan are carried out.
4. Keep the ECC Director informed of all significant issues relating to the ECC Logistics Section.
5. Coordinate closely with the ECC Operations Section Head to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for ECC and Site personnel.
8. Conduct periodic briefings and work to reach consensus among ECC Logistics staff on objectives for each operational period. (ECC Section Head Shift Change Briefing Agenda [3.1.a](#))

### Reports to:

- ECC Director / Deputy ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure the ECC Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Branches/Units within the Section as needed and designate Branch Coordinators and Unit Leads for each element:
  - Information Technology Branch (Communications Unit, Computer Systems Unit)
  - ECC Support Branch (Facilities Unit, Clerical Unit)
  - Supply Unit
  - Personnel Unit
  - Transportation Unit
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with the Logistics Section at the PECC if activated.
- Advise Units within the Section to coordinate with appropriate Branches in the ECC Operations Section to prioritize and validate resource requests from Incident Commanders. This should be done prior to acting on a request.
- Meet with the ECC Director and Management Team to identify immediate resource needs.
- Meet with the ECC Finance/Administration Section Head and determine level of purchasing authority for the ECC Logistics Section.
- Assist Branch Coordinators/Unit Leads in developing objectives for the ECC Logistics Section as well as plans to accomplish their objectives within the first Operational Period, or in accordance with the ECC Action Plan.

### Operational Phase:

- Provide the ECC Planning Section Head with the Logistics Section objectives at least 30 minutes prior to each ECC Action Planning meeting.
- Attend and participate in ECC Action Planning meetings.
- Provide periodic Section Status Reports to the ECC Director and Situation Unit.

- Ensure that the Supply Unit coordinates closely with the Purchasing Unit in the ECC Finance/Administration Section and that all required documents and procedures are completed and followed.
- Ensure Supply and Personnel Units coordinate relevant activities with appropriate functional Branch Coordinators in the various ECC Sections.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the ECC Planning Section Resources Unit, as well as resources ordered through mutual aid.
- Ensure that all Resource Requests (ECC 514) are tracked and followed-up with the Requestor.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Identify high-cost resources that could be demobilized early and advise other ECC Section Heads.
- Ensure coordination with ECC Operations before commencing demobilization.

***Adopt a proactive attitude.***

***Think ahead and anticipate situations and problems before they occur.***



## 3.6.1 Information Technology Branch Coordinator

### Responsibilities:

1. Ensure telephone, network stability, computer resources and services are provided to ECC staff as required.
2. Oversee the installation of communications resources within the ECC. Ensure that a communications link is established with Incident Commander(s), other ECCs, and PECC, if established.
3. Implement available computer systems for internal information management and include message and e-mail systems, as available.
4. Ensure that the ECC Communications Centre is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

### Reports to:

- ECC Logistics Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Based on the situation, activate the necessary Units within the Information Technology Branch:
  - Communications Unit
  - Computer Systems Unit

### Operational Phase:

- Keep all Sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all ECC Sections/Branches/Units regarding the use of all communication systems.
- Ensure that the ECC Communications Centre is activated to receive and direct all event or incident related communications to appropriate destinations within the ECC.
- Provide necessary telecommunications when ECC Information Officer establishes a Media Information Centre.
- Provide necessary telecommunications when ECC Information Officer establishes a toll-free Public Information Line or Call Centre.
- Ensure that adequate communications operators and call-takers are mobilized to accommodate each discipline, on a 24-hour basis or as required.
- Ensure that technical personnel are available for communication equipment maintenance and repair.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.6.2 ECC Support Branch Coordinator

### Responsibilities:

1. Ensure that facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure food and refreshments are provided to ECC staff.
3. Ensure security measures are taken to secure all facilities from access by unauthorized people.
4. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

### Reports to:

- ECC Logistics Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure adequate staffing levels to meet needs of the ECC Support Branch.

### Operational Phase:

- Based on the situation, activate the necessary Units within the ECC Support Branch:
  - Facilities Unit
  - Security Unit
- Ensure all ECC facilities have appropriate security to control access to the facilities.
- Work closely with the Deputy ECC Director, Info Tech Branch Coordinator, and other Sections in determining facilities and furnishings required for effective operation of the ECC.
- Coordinate with Branches and Units in the ECC Operations Section to determine if assistance with facility acquisition and support is needed at the site level.
- Arrange for continuous maintenance of acquired facilities, ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the ECC, coordinate with assigned personnel, and designate a Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with appropriate regulations & bylaws.
- Arrange for and supervise food and lodging services for ECC staff (Form [ECC514](#)). Coordinate activities with ESS Section Head and Supply Unit Lead.

### Demobilization Phase:

- As facilities are vacated, coordinate with the Facility Manager and Info Tech Branch Coordinator to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Follow the Generic Demobilization Phase Checklist ([3.1](#)).



### 3.6.2.1 Facilities Unit Lead

#### Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the ECC facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure security measures are taken to secure all facilities from access by unauthorized people.
3. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

#### Reports to:

- ECC Support Branch Coordinator, or
- ECC Logistics Section Head

#### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure adequate staffing levels for Facilities Unit.

#### Operational Phase:

- Work closely with the ECC Support Branch Coordinator and other Sections in determining facilities and furnishings required for effective operation of the ECC.
- Ensure adequate 24/7 security measures are provided to control access to all ECC facilities. Designate a Security Manager if required.
- Coordinate with Branches and Units in the Operations Section to determine if assistance with facility acquisition and support is needed at the Site level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the ECC, coordinate with assigned personnel, and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the ECC Support Branch Coordinator or Logistics Section Head informed of significant issues affecting the Facilities Unit.

#### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist ([3.1](#)).

### 3.6.2.2 Clerical Unit Lead

#### Responsibilities:

- 1) Under the direction of the ECC Support Branch Coordinator arrange for clerical assistance for the ECC.
- 2) Informs ECC Support Branch Coordinator of staffing shortages and arranges for additional personnel.
- 3) Assign an individual to record and maintain the major event log and take minutes during the ECC Operational Period briefings.
- 4) Assign an individual to assist Section Heads or Branch Coordinators in documenting actions and events.
- 5) Arrange for photocopying and distribution of logs and documents.
- 6) Works with administrative assistants of representatives from the various departments, divisions, and outside agencies.
- 7) Maintains a detailed log of all actions taken and provide to the ECC Support Branch Coordinator for post-emergency debriefing and reports.

#### Reports to:

- ECC Support Branch Coordinator, or
- ECC Logistics Section Head

#### Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure adequate staffing levels for Clerical Unit.

#### Operational Phase:

- Work closely with the ECC Support Branch Coordinator and other Sections in determining clerical assistance required for effective operation of the ECC.
- Assign personnel and ensure that a major event log is maintained throughout ECC activation.
- Assign personnel and ensure that minutes are recorded for all ECC Operational Period briefings.
- Assign Recorders/Scribes to Section Heads and/or Branch Coordinators as required to document actions and events.
- Provide clerical support for photocopying and distribution of logs and documents.
- Keep the ECC Support Branch Coordinator or Logistics Section Head informed of significant issues affecting the Clerical Unit.

#### Demobilization Phase:

- Follow the generic Demobilization Phase Checklist ([3.1](#)).

### 3.6.3 Supply Unit Lead

#### Responsibilities:

1. Oversee the acquisition and allocation of supplies and materials not normally provided through mutual-aid or normal agency channels.
2. Coordinate actions with the ECC Finance/Administration Section.
3. Coordinate delivery of supplies and materials as required.
4. Allocate critical resources as required and directed.

#### Reports to:

- ECC Logistics Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure adequate staffing levels for Supply Unit.

#### Operational Phase:

- Determine if requested types and quantities of supplies and materials are available in inventory or from the area.
- Determine spending limits with the Purchasing Unit in ECC Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- In conjunction with the Resources Unit, maintain a status board or other reference (Form [ECC 516](#)) depicting supply actions in progress and their status.
- Determine if the item can be provided without cost from another jurisdiction or through the PECC.
- Maintain an ECC Resource Request Tracking Sheet (Form [ECC 515](#)).
- Determine unit costs of supplies and materials from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the ECC Finance/Administration Section before the order can be completed.
- If vendor contracts are required for specific resources or services, refer the request to the ECC Finance/Administration Section for development of necessary agreements.
- In coordination with the Personnel Unit, provide food and lodging for ECC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
- Coordinate donated goods and services from community groups and private organizations. Consult with ESS Section Head on procedures for collecting, inventorying, and distributing usable donations.
- Keep the ESS Logistics Section Head informed of significant issues affecting the Supply Unit.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.6.4 Personnel Unit Lead

#### Responsibilities:

1. Provide personnel resources as requested in support of the ECC and Site Operations.
2. Identify, recruit, and register staff and volunteers as required.

#### Report to:

- ECC Logistics Section Head

#### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure adequate staffing levels for Personnel Unit.

#### Operational Phase:

- Coordinate with the Deputy ECC Director and Risk Management Officer to ensure that all ECC staff and volunteers receive a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel. Identify the number of personnel, special qualifications, or training, where they are needed and the person or Unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Deputy ECC Director and Risk Management Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the ECC.
- Develop shift schedules for longer-term ECC activations.
- Assist the ECC Operations Section with ordering of mutual-aid personnel resources as required.
- Coordinate all requests for personnel resources from the functional Branches with the ECC Operations Section prior to acting on request.
- In coordination with the ECC Deputy Director, determine the need for counseling and critical incident stress debriefing for ECC staff and emergency workers; acquire mental health specialists as needed.
- Arrange for childcare services for ECC personnel as required.
- Establish and staff registration locations to register volunteers and issue disaster service worker identification cards.
- Ensure that accommodation is arranged for out-of-town personnel. Coordinate with ESS Branch and Supply Unit.
- Coordinate transportation requirements with Transportation Unit.
- Keep the ECC Logistics Section Head informed of significant issues affecting the Personnel Unit.

#### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.6.5 Transportation Unit Lead

### Responsibilities:

1. In coordination with the Engineering Branch Coordinator, and the Situation Unit, develop a Transportation Plan to support the ECC Action Plan.
2. Arrange for the acquisition or use of required transportation resources.
3. Coordinate air transportation needs with Air Operations Branch.

### Reports to:

- ECC Logistics Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure adequate staffing levels for Transportation Unit.

### Operational Phase:

- Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the area.
- Routinely coordinate with the Engineering Branch Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and movement of resources and materials.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Coordinate transportation activities and needs with Supply and Personnel Units, Branches, ECC Information and Liaison Officers.
- Keep the ECC Logistics Section Head informed of significant issues affecting the Transportation Unit.

### Demobilization Phase:

- Coordinate return of all transportation resources, no longer required.
- Follow the Generic Demobilization Phase Checklist ([3.1](#)).



## 3.7 ECC Finance/Administration Section Head

### Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the ECC Finance/Administration Section.
2. Establish the appropriate organizational elements with the ECC Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives/assignments in the ECC Action Plan are carried out.
4. Keep the ECC Director informed of all significant issues relating to the ECC Finance/Admin Section.
5. Supervise the ECC Finance/Administration Section personnel.
6. Conduct periodic briefings and work to reach consensus among ECC Operations staff on objectives for each operational period. (ECC Section Head Shift Change Briefing Agenda [3.1.a](#))

### Reports to:

- ECC Director/Deputy ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).
- Ensure that the ECC Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate Units within Section, as needed, and designate Unit Leads for each element:
  - Time Unit
  - Purchasing Unit
  - Compensation and Claims Unit
  - Cost Unit.
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Consult with ECC Director for spending limits.
- Meet with the ECC Logistics and Operations Section Heads and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
- Meet with all Unit Leads and ensure that responsibilities and procedures are clearly understood.
- In conjunction with Unit Leads, determine the initial ECC Finance/Administration Action Planning objectives for the first Operational Period.
- Notify the ECC Director when the ECC Finance/Administration Section is operational.

***Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.***

### Operational Phase:

- Ensure that displays associated with the ECC Finance/Administration Section are current, and that information is posted in a legible and concise manner.
- Participate in all ECC Action Planning meetings.
- Provide cost estimates to ECC Action Planning Process.
- Brief all Unit Leads and ensure they are aware of the ECC priorities particularly those affecting the ECC Finance/Administration Section, as defined in the ECC Action Plan.
- Keep the ECC Director, Management Team, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.

- Ensure that the Cost Unit maintains all financial records throughout the event or incident.
- Ensure that the Time Unit tracks and records all agency staff time.
- In coordination with the ECC Logistics and Operations Sections, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all workers' compensation claims, resulting from the incident, in a reasonable timeframe, given the nature of the situation.
- Ensure that the Time Unit processes all time sheets and travel expense claims promptly.
- Ensure that all cost documentation and Disaster Recovery Program (DRP) costs are accurately maintained by the Cost Unit during the response and submitted on the appropriate forms to AEMA.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

<p><b>From Procurement Policy # 1709-01, January 24, 2022, 4.6. Emergency Purchases</b></p>
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4.6.1. Notwithstanding any other provisions of this Policy, where an emergency exists, an Executive Director, or their designate, may authorize any officer or employee to acquire required deliverables in an expedited manner within Delegated Authority Approval Limits (see Appendix A).

4.6.2. For the purposes of this Policy, an emergency exists when an unforeseeable situation or event occurs that is a threat to any of the following:

- a) public health and/or safety;
- b) the maintenance of essential services;
- c) the welfare of persons or public property; or
- d) the security of the Town's interests.

4.6.3. Situations of urgency resulting from the failure to properly plan for a procurement do not constitute an emergency.

**Note: Cochrane will use the same financial, cost accounting and time sheet forms used in non-emergency times.**



### 3.7.1 Time Unit Lead

**Responsibilities:**

1. Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or incident.
2. Ensure that hired and contracted personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.

**Reports to:**

- ECC Finance/Administration Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).

**Operational Phase:**

- Initiate, gather, or update time reports (use jurisdictions regular payroll time sheets) from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy.
- Obtain completed personnel Check-In Lists (Form ECC 511) from the Personnel Unit. Must include all ECC personnel as well as personnel assigned to the Site level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first Operational Period to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the ECC Finance/Administration Section Head informed of significant issues affecting the Time Unit.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.7.2 Procurement Unit Lead

### Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply Unit and ECC Operations Section on all matters involving the purchase, hire, contract, rental, and leases.

### Reports to:

- ECC Finance/Administration Section Head

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#)).

### Operational Phase:

- Review emergency procurement procedures.
- Prepare and sign contracts as needed; obtain concurrence from the ECC Finance/Administration Section Head.
- Ensure that all ECC personnel know financial processes.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental and lease rates not already established, or purchase price with vendors as required.
- Identify and report vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during incidents.
- Finalize all agreements and contracts, as required.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the ECC Logistics and Operations Sections, ensure that Purchase Orders and contracts are developed in a timely manner.
- Keep the ECC Finance/Administration Section Head informed of all significant issues involving the Procurement Unit.

### Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.7.3 Compensation and Claims Unit Lead

**Responsibilities:**

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
2. Complete all forms required by Worker's Compensation Act.
3. Maintain a file of injuries and illnesses associated with the event or incident including results of investigations.
4. Liaise and consult with the ECC Risk Management Officer on all injury claims.

**Reports to:**

- ECC Finance/Administration Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).

**Operational Phase:**

- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or incident.
- Ensure all injury and damage claims are investigated as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe consistent with the jurisdiction's policies and procedures.
- Coordinate with the ECC Risk Management Officer regarding loss control and the mitigation of hazards.
- Forward copies of equipment or property damage claims to the Recovery Unit, Cost Unit and ECC Risk Management Officer.
- Keep the ECC Finance/Administration Section Head informed of significant issues affecting the Compensation and Claims Unit.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

### 3.7.4 Cost Unit Lead

**Responsibilities:**

1. Collect and maintain fiscal documentation from agencies providing emergency response and support/coordination assistance for potential reimbursement through AEMA.
2. Collect and maintain documentation of all incident information for reimbursement through AEMA.
3. Gather fiscal recovery information from agencies providing emergency response, support, and assistance.
4. Prepare and maintain a cumulative cost report for the event or incident.
5. Prepare and coordinate Disaster Recovery Program (DRP) documents and claims with AEMA and/or PECC.

**Reports to:**

- ECC Finance/Administration Section Head

**Activation Phase:**

- Follow the Generic Activation Phase Checklist ([3.1](#)).

**Operational Phase:**

- Advise staff of Disaster Recovery Program rules and procedures.
- Compute costs for use of equipment owned, rented, donated, or obtained through mutual aid.
- Obtain information from the Resources Unit regarding equipment use times.
- Ensure that each ECC Section is documenting cost recovery information from the onset of the event or incident; collect required cost recovery documentation daily at the end of each shift. Advise staff of Disaster Recovery Program rules and procedures.
- Meet with the Documentation Unit Lead and review ECC position logs, journals, all status reports and ECC Action Plans to determine additional cost recovery items that may have been overlooked.
- Prepare Disaster Recovery Program (DRP) documentation necessary to recover all allowable emergency response funds and financial assistance from AEMA. Contact AEMA DRP Coordinator for assistance and guidance.
- Act as the liaison with AEMA's DRP Adjusters and Coordinator.
- Contact and assist Incident Commander(s) and ECC Branch Coordinators in obtaining their response agencies cumulative cost totals for the event or incident daily.
- Prepare and maintain a cost report for the ECC Finance/Administration Section Head, ECC Director, and Situation Unit. The report should provide cumulative analyses, summaries, and total emergency related expenditures for the local authority/jurisdiction.
- In coordination with Documentation Unit organize and prepare records for AEMA.
- Organize and prepare records for final audit.
- Assist ECC Planning Section with preparation of the ECC After-Action Report.
- Keep the ECC Finance/Administration Section Head informed of all significant issues involving the Cost Unit.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).

## 3.8 ECC Emergency Social Services Section Head

### Responsibilities:

1. Activate and manage the Emergency Social Services (ESS) Response Plan in whole or in part in response to an emergency as part of the Emergency Command Centre (ECC).
2. Report to the Emergency Command Centre as requested by the Director of Emergency Management. (In instances where the *Emergency Coordination Centre is not established*, the Emergency Social Services Section Head would report to the Reception Centre site and establish a soft activation).
3. Act as the liaison between the Reception Centre(s), the Director or Emergency Management, and other municipal officials. Liaise between the Reception Centre(s), the Director of Emergency Management.
4. Provide direction and support to all activated ESS facilities (e.g., Reception Centres, Group Lodging facilities)
5. Provide routine situation reports to the ECC Director, Situation Unit and ESS Branch at the PECC, if activated.
6. Request mutual-aid assistance and/or provincial ESS resources from the PECC, if activated, through the ECC Director, when local and/or regional ESS resources are exhausted and ensures continuity of services.
7. Liaise with other agencies involved in the ESS response and the ESS Branch at the PECC.
8. Confer with ESS Operations Section Head and ESS Director to ensure that ESS response is appropriate and that expenditures for ESS are authorized.
9. Conduct periodic briefings and work to reach consensus among ECC Emergency Social Services staff on objectives for each operational period. (ECC Section Head Shift Change Briefing Agenda [3.1.a](#))

### Reports to:

- ECC Director

### Activation Phase:

- Follow the Generic Activation Phase Checklist ([3.1](#))
- Report to the Emergency Coordination Centre and be the liaison between the Reception Centre(s), the Director of Emergency Management and other representatives at the Emergency Coordination Centre. Ensure that you have the ESS Section Head tote case. Wear emergency identification as established.
- Obtain briefing from ECC Director.
- Assess level of ESS services needed and determine which Reception Centre site(s) will be used, notify the building contact(s) and arrange for the building(s) to be opened. Establish telephone and/or radio communications with Receptions Centres, Group Lodging facilities and other ESS organizations.
- Contact the Reception Centre Manager(s) and service supervisors and notify them of the situation and actions to take – Record assignments on the Staff and Volunteer Assignment Sheet.
- Initiate call-out of **Reception Centre Manager** to arrange for the Reception Centre Kit and other essential items, of which one set is stored in the **Town of Cochrane storage room** and two other sets are stored at the FCSS building, to be delivered to the Reception Centre. **Make determination as to whether to call in Canadian Red Cross for assistance.**
- Request the ECC Information Officer to issue an information release with Reception Centre details.

- Request that **Town of Cochrane Communications** issue a news release early on as a high priority regarding the Reception Centre/ESS response. The news release would typically include the following information:
  - Location of Reception Centre (name & address).
  - Purpose of Reception Centre and services provided.
  - Hours of operation.
  - Phone number for people inquiring about family members and friends.
- Request evacuees who have not registered in person to attend the reception centre and register. Listen to what is going on around you at the Emergency Coordination Centre – when you hear discussions that may affect your area, ask for further information. Anticipate what might be needed and be proactive (for example, you may want to have staff and/or resources on standby).
- Maintain regular contact with the Reception Centre Manager to provide information regarding the status of the event and to provide advice and support. You will forward copies of news releases issued by the municipality to the Reception Centre Manager so that they can update Reception Centre workers and evacuees.
- Respond to requests from the Reception Centre Manager.
- Ensure that all requests for resources like food and water for the Reception Centre are in a written format and flow from the Reception Centre to the ESS Section Manager, who will assign the request to the Logistics Section for completion.
- Provide updates to the Director of Emergency Management and other officials on the status of the Emergency Social Services response.
- Ask for assistance from other Emergency Coordination Centre members as required.
- Keep a log of activities, decisions, and expenditures.
- Note areas of concern to be addressed following the emergency.
- Arrange shift schedules with Alternate ESS Section Heads to allow for 24-hour extended operations.
- Ensure communication is established with ESS in ECCs in other affected communities and/or the PECC.

#### **Operational Phase:**

- Prepare and forward ESS situation reports to ECC Director and ESS in the PECC and any other necessary files.
- Maintain communications with, and provide direction to, the Reception Centres and Group Lodging facilities, if activated, pertaining to the level of services required and during of services.
- Prioritize requests for ESS services.
- Prepare objectives for the ESS Section for each operational period prior to the ECC Action Planning meetings.
- Maintain ESS resource status board, keeping track of number and type of ESS resources deployed and still available and share this information with ECC Director, PECC and other ECCs upon request.
- Actively share ESS information with other Sections and Branches in the ECC.
- Coordinate activities with other volunteer agencies as required (e.g., Red Cross, The Salvation Army, etc.)
- Maintain adequate records of financial expenditures. Ensure emergency expenses and extensions for ESS are pre-authorized through the ECC Director.
- Request and arrange for acquisition of provincial ESS resources (via PECC) when local and regional ESS resources are insufficient to meet needs.
- Refer all contacts with the media to the ECC Information Officer and ensure that critical ESS information (e.g., Location of activate reception centres) is included in media releases.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, Section objectives for the next operational period, and any other pertinent information.

**Demobilization Phase:**

- Follow the Generic Demobilization Phase Checklist ([3.1](#)).
- Demobilize ESS facilities as requested and advise the ECC Director of status.
- The ESS Section Head will determine if the Reception Centre is no longer needed and may authorize the deactivation of the ESS Plan. All decisions will be reported to the ECC Director.
- The ESS Section Head will notify the Reception Centre Manager about the deactivation.
- Collect and store all completed ESS forms and paperwork from all the ESS facilities. Consult with Documentation Unit for appropriate storage location.

## 3.8.1 Reception Centre Manager

### Responsibilities:

1. Open a Reception Centre to provide for the emotional and physical needs of evacuees and their companion animals.
2. Establish the appropriate staffing level for the Reception Centre and monitor effectiveness throughout the response.
3. Ensure the safety of all ESS responders and evacuees.
4. Allocate space and workstations for Reception Centre functions and oversee operations and implement changes to streamline operations.
5. Arrange for regular information updates from official sources for staff, volunteers, and evacuees.
6. Maintain liaison with the ESS Section Head.
7. Review and compile documentation and create summary report.
8. Establish open communication system with ESS Section Head.

### Reports to: ESS Section Head

### Activation Phase:

- Confirm with ESS Section Head which facility will be used as the Reception Centre.
- The Reception Centre will be located at any number of possible locations depending on the location and extent of the emergency or disaster. The decision on which location to open will be decided by the ESS Section Head. All Reception Centre locations have been pre-identified, and detailed facility overviews are in the Reception Centre Manager Ready Kit. Contact info, including afterhours phone numbers for key holders are included.
- Ensure that the Reception Centre Kit is being delivered to the Reception Centre for setting up. Wear identification (e.g., vest) to identify you as the Reception Centre Manager.
- Based on current status and information from ESS Section Head determine which ESS functions are required and ensure they are filled as soon as possible.
- Contact necessary service personnel and which ESS functions are required, to notify them of the situation and actions they are to take. Record all assignments on the Staff and Volunteer Assignment Sheet. See Contact Section for Call List.
- Report to the Reception Centre, meet with the custodian/facility representative, and arrange to use the building as a Reception Centre.
- Establish the following areas, post signage, and arrange for furnishings:
  - a) Administration office.
  - b) Evacuee waiting area that is near Registration & Inquiry. Ensure that Food Services provide refreshments in this area.
  - c) Rest area for staff/volunteers to meet, eat or take a break (this area should not be accessible to the public).
  - d) Service areas:
    - Registration & Inquiry
    - Clothing
    - Food Services
    - Lodging
    - Personal Services
    - Volunteer Services
    - Animal Services
- Arrange for a notice board for evacuees to post messages.



- Ensure that service personnel have arrived and hold an ESS action planning meeting to give their instructions and packages.
- Official information updates will be regularly provided to staff, volunteers, and evacuees.
- Meet with the Reception Centre staff/volunteers to brief them on the operation of the Reception Centre. Conduct regular briefings, if necessary.
- Inform the Emergency Social Services Section Head when the Reception Centre is operational.
- Contact the Emergency Social Services Section Head to forecast additional human and material requirements.
- Direct all media inquiries to **ECC Communications**.
- Notify the Volunteer Services Supervisor if additional volunteers are needed for areas you are directly responsible for (e.g. administration, meet and greet, traffic control, security).
- Arrange shift schedule with the Alternate Reception Centre Manager and for areas you are directly responsible for. Remind service supervisors, etc. to develop shift schedules for their areas or seek support from the ECC. Ensure shift changes occur regularly and shifts do not exceed 10 hours.

**Operational Phase:**

- Monitor general personnel activities to ensure that all appropriate actions are being taken.
- Facilitate regular briefing meetings with the Reception Centre Units to review the situation, identify issues, adjust plans, and share official information updates from the ECC.
- Request assistance from support organizations if needed through the ESS Section Head.
- Establish regular check-ins with ESS Section Head.
- Direct all media requests to the ECC Information Officer.
- Brief replacement for the next shift and identifies outstanding action items or issues.

**Demobilization Phase:**

- Upon direction from the ESS Section Head, authorize demobilization of Units no longer required.
- The Reception Centre Manager will close the facility being used as a Reception Centre by:
  - a) Collecting and finalizing all documentations,
  - b) Restoring the facility to its original state,
  - c) Releasing staff and volunteers, and
  - d) Providing a summary report to the ESS Section Head.
- Contact the facility staff for walk through and lock-up.
- Ensure ESS kits are re-assembled, restocked, and returned to storage.
- Note areas of concern that need to be addressed following the emergency.

## 3.8.2 Primary Services Unit Lead

### Responsibilities

1. Assist with the opening of the Reception Centre in preparation for the arrival of evacuees,
2. Staffing and managing all functions within the Primary Services Unit,
3. Oversee Primary Services Unit operations and implement changes to streamline operations.,
4. Maintain communication with the Reception Centre Manager.

### Activation Phase

- Report to the Reception Centre to obtain status and specific instructions.
- Obtain equipment, supplies, and required forms. Wear identification (e.g., vest) to identify you as the Primary Services Unit Lead.
- Contact necessary service personnel, as required, to notify them of the situation and actions they are to take. Record all assignments on the Staff and Volunteer Assignment Sheet. See Contact Section for Call List.
- Assist with establishing the following workstation areas, as required:
  - Registration & Inquiry
  - Meet and Greet
  - Worker Care
  - Security and Traffic
  - Donation Management
- Ensure that Primary Services Unit personnel have arrived and have their instructions and packages.
- Inform the Reception Centre Manager when the Primary Services Unit is operational.
- Meet with Reception Centre Manager to forecast additional human and material requirements.
- Notify the Volunteer Services Supervisor if additional volunteers are needed for areas you are directly responsible for (e.g. registration and inquiry, meet and greet, traffic control, security).
- Arrange shift schedule with the Alternate Primary Services Unit Lead and for areas you are directly responsible for. Remind service supervisors, etc. to develop shift schedules for their areas or seek support from the Reception Centre Manager.

### Operational Phase

- Inform the Reception Centre Manager of any significant issues affecting the Unit.
- Provide status report to Reception Centre Manager prior to briefing meetings.
- Assist, support, and provide direction to Unit personnel.
- Brief replacement of the next shift and identify outstanding action items or issues.

### Demobilization Phase

- The ESS Section Head will notify the Reception Centre Manager about the deactivation.
- The Reception Centre Manager will notify the Primary Services Unit Lead and Continuing Care Unit Lead.
- Close down the facility being used as a Reception Centre by:
  - Collecting and finalizing all documentations,
  - Restoring the facility to its original state,
  - Releasing staff and volunteers, and
  - Providing a summary report to the ESS Section Head.
- Note areas of concern that need to be addressed following the emergency.

## 3.8.2.1 Continuing Care Unit Lead

### Responsibilities

1. Assisting with the opening of the Reception Centre in preparation for the arrival of evacuees,
2. Staffing and managing all functions within the Continuing Care Unit,
3. Overseeing Continuing Care Unit operations and implementing changes to streamline operations,
4. Maintaining communication with the Reception Centre Manager.

### Activation Phase

- Report to the Reception Centre to obtain status and specific instructions.
- Obtain equipment, supplies, and required forms. Wear identification (e.g., vest) to identify you as the Continuing Care Unit Lead.
- Contact necessary service personnel, as required, to notify them of the situation and actions they are to take. Record all assignments on the Staff and Volunteer Assignment Sheet. See Contact Section for Call List.
- Assist with establishing the following areas:
  - Clothing
  - Lodging
  - Personal Services
  - Volunteer Services
  - Childcare Services
  - Companion Animal Care
- Ensure that Continuing Services Unit personnel have arrived and have their instructions and packages.
- Inform the Reception Centre Manager when the Continuing Care Unit is operational.
- Meet with Reception Centre Manager to forecast additional human and material requirements.
- Notify the Volunteer Services Supervisor if additional volunteers are needed for areas you are directly responsible for (e.g. registration and inquiry, meet and greet, traffic control, security).
- Maintain a log of events. Complete all required paperwork and forms.
- Arrange shift schedule with the Alternate Continuing Care Unit Lead and for areas you are directly responsible for. Remind service supervisors, etc. to develop shift schedules for their areas or seek support from the Reception Centre Manager.

### Operational Phase

- Inform the Reception Centre Manager of any significant issues affecting the Unit.
- Provide status report to Reception Centre Manager prior to briefing meetings.
- Assist, support, and provide direction to Unit personnel.
- Brief replacement of the next shift and identify outstanding action items or issues.

### Demobilization Phase

The ESS Section Head will notify the Reception Centre Manager about the deactivation. The Reception Centre Manager will notify the Primary Services Unit Lead and Continuing Care Unit Lead.

Close down the facility being used as a Reception Centre by:

- a) Collecting and finalizing all documentations
  - b) Restoring the facility to its original state
  - c) Releasing staff and volunteers
  - d) Providing a summary report to the ESS Section Head.
- Note areas of concern that need to be addressed following the emergency.

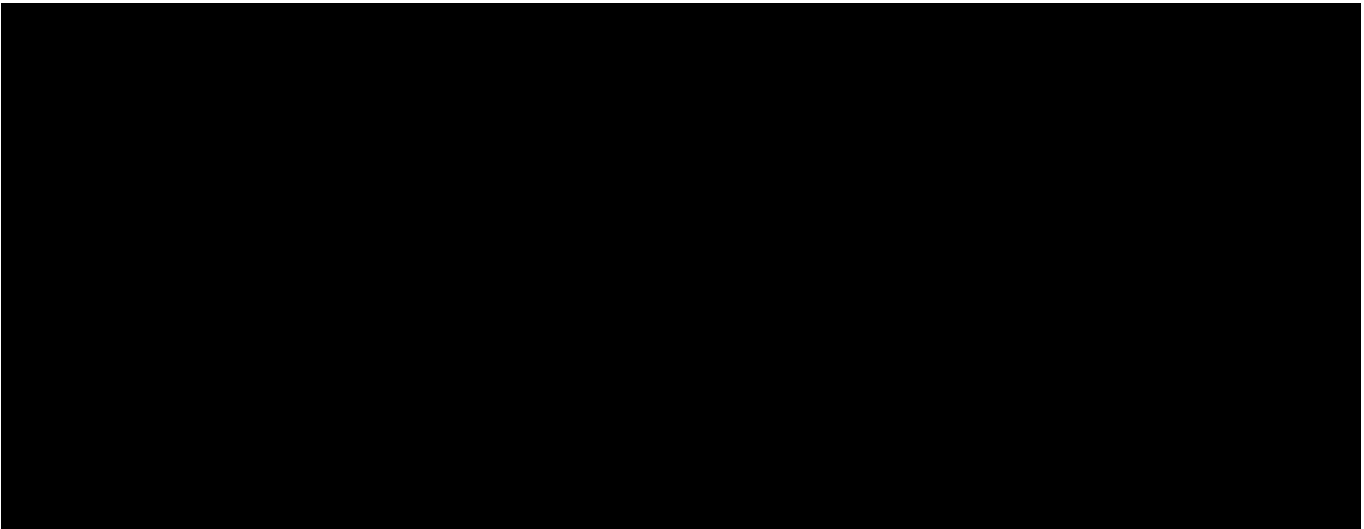


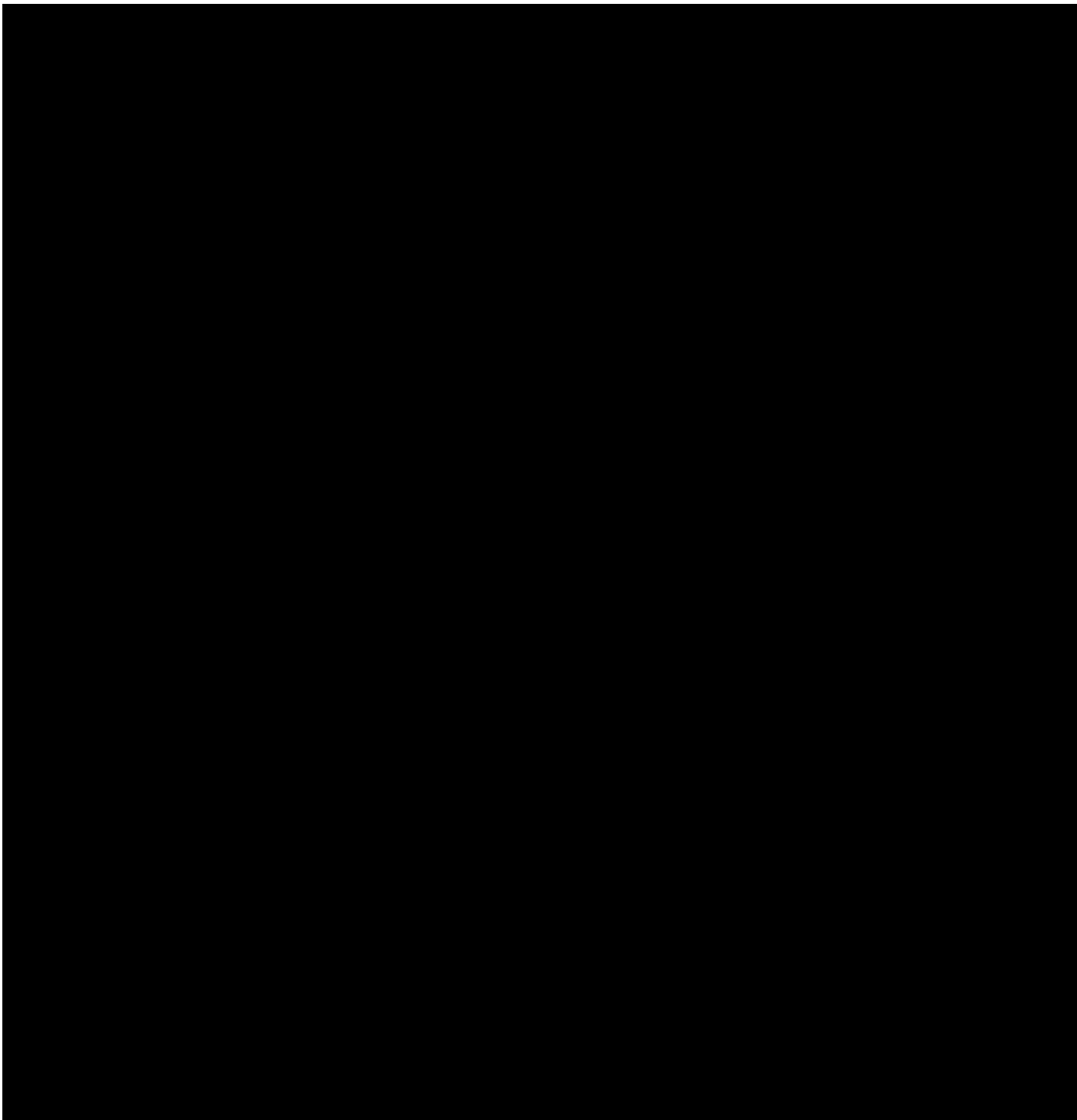
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## 5.0 Recovery Roles and Procedures

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Recovery operations in the ECC utilize the same functional positions as in response but may involve different tasks. This section summarizes the core functions in recovery to assist the effort.

**Note that the functions may be decentralized due to the duration of the recovery process.**

### 5.1 ECC Director

#### Responsibilities

The ECC Director is responsible for leading the overall recovery effort. If the response actions are substantially completed, the person filling the function of ECC Director may transfer management to a more appropriate agency or department. **During prolonged recovery efforts, consideration should be given to staffing this position with a dedicated employee or contractor.**

#### Recovery Phase

- Inform and brief elected officials.
- Provide leadership for policy decisions.
- Issue public information releases.
- Ensure safety of recovery activities.
- Ensure Action Plans are prepared as required.

### 5.2 ECC Operations Section

#### Responsibilities

The ECC Operations Section is responsible for restoring community services and utilities to normal pre-emergency/disaster day-to-day operations.

#### Recovery Phase

- Provide building and public safety inspections.
- Remove debris.
- Restore medical facilities and services.
- Restore government facility functions.
- Demolish buildings.
- Restore utilities.
- Provide emergency housing.

### 5.3 ECC Planning Section

#### Responsibilities

The ECC Planning Section documents and provides management with direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

#### Recovery Phase

- Provide documentation of response and recovery for disaster assistance
- Provide after-action reports.
- Provide direction in land use and zoning issues.
- Issue building permits

- Develop alternative building regulations and code enforcement.
- Provide an Action Plan for recovery operations.
- Prepare redevelopment plans.
- Prepare recovery situation reports.
- Document recovery operations.
- Recommend mitigation plans.

#### 5.4 ECC Logistics Section

##### Responsibilities

The ECC Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment.

##### Recovery Phase

- Allocate office space.
- Provide recovery supplies and equipment.
- Provide vehicles and personnel.

#### 5.5 ECC Finance/Administration Section

##### Responsibilities

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies.

##### Recovery Phase

- Facilitate application process for Emergency Response funding and Disaster Recovery Program assistance.
- Manage public finances.
- Prepare and maintain the recovery budget.
- Develop and maintain contracts.
- Process accounting and claims.
- Manage insurance settlements.

#### 5.6 ECC Emergency Social Services Section

##### Responsibilities

The ECC Emergency Social Services Section is responsible for ensuring the coordination of transition from Emergency Social Services to the local recovery organization to ensure follow up and/or continued services are provided to those impacted by the emergency.

##### Recovery Phase

- The ESS Section Head will determine if the Reception Centre is needed and may authorize the deactivation of the ESS Plan.
- The ESS Section Head will notify the Reception Centre Manager about the deactivation.
- Collect and store all completed ESS forms and paperwork from all the ESS facilities. Consult with Documentation Unit for appropriate storage location.
- Complete personal logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other ECC Sections to follow up on.
- Coordinate the transition from ESS to the local recovery organization to ensure follow up and/or continued services are provided to those impacted by the emergency.

- Ensure that all expenditures and financial claims have been coordinated through the ECC Finance/Administration Section.



# Appendices

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## Appendix A: Legislation

A.1 - Town of Cochrane Emergency Management Bylaw 18-2019

A.2 - Emergency Management Act – Nov 16, 2022

A.3 - Local Authority Emergency Management Regulation – Jan 1, 2020



## Appendix C: ECC Email, Room Layout and Forms



## **Appendix A: Legislation**

Town of Cochrane Bylaw 18-2019

Alberta Emergency Management Act

Local Authority Emergency Management Regulation







## TOWN OF COCHRANE

### Bylaw 18/2019

Being a bylaw of the Town of Cochrane in the Province of Alberta, Canada with respect to Emergency Management.

WHEREAS: Pursuant to *Emergency Management Act, RSA 2000 c. E-6.8* the Town of Cochrane is responsible for the direction and control of the Town's response in the event of a major emergency;

WHEREAS: Pursuant to section 11 of the Emergency Management Act, the Council of the Town of Cochrane is required to appoint a committee consisting of a member or members of Council to advise on the development of emergency plans and programs, to appoint a director of emergency management, and to establish and maintain a municipal emergency management agency to act as the agent of the Council of the Town of Cochrane in exercising its powers and duties under the Act;

AND WHEREAS It is in the public interest that such an agency be established and maintained and that such a committee be appointed to carry out Council's statutory powers and obligations under the Emergency Management Act;

AND WHEREAS Pursuant to section 203 of the *Municipal Government Act, R.S.A. 2000*, the Council of the Town of Cochrane may by bylaw delegate any of its powers, duties or functions under the Municipal Government Act or any other enactment or bylaw to a council committee, the chief administrative officer or a designated officer, unless the Municipal Government Act or other enactment or bylaw provides otherwise;

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

#### TITLE

1. This bylaw shall be known as the "Emergency Management Bylaw"

#### DEFINITIONS

2. For the purpose of this bylaw:
  - a) "Act" means the *Emergency Management Act, RSA 2000, c. E-6.8*, as amended, or any legislation substituted for it;
  - b) " Agency" means the Emergency Management Agency established under this Bylaw;
  - c) "Chief Administrative Officer" or "CAO" means the individual appointed by Council pursuant to the Designated Officer Bylaw, or any successor legislation, who is responsible for the overall coordination, direction and administration of all policies of Council;
  - d) "Committee" means the Emergency Advisory Committee established under this bylaw;
  - e) "Council" means the municipal Council of the Town of Cochrane;
  - f) "Director" means the person appointed Director of Emergency Management under this bylaw;
  - g) "Disaster" shall have the same meaning given to it by the Act;
  - h) "Emergency" shall have the same meaning given to it by the Act;
  - i) "Emergency Management Program" means the development, coordination, and execution of plans, measures, and programs pertaining to the mitigation, preparedness, response, and recovery before, during, and after an emergency event;
  - j) "Minister" means the Minister charged with administration of the Act;
  - k) "Municipal Emergency Management Plan" means the plan prepared and maintained by the Emergency Management Agency to govern the emergency management program for the Town of Cochrane; and
  - l) "State of Local Emergency" shall have the same meaning given to it by the Act.

### **EMERGENCY ADVISORY COMMITTEE**

3. There is hereby established an Emergency Advisory Committee, with the function being to advise on the development of emergency plans and programs. The membership of which shall be the Mayor and Deputy Mayor.
  - 3.1. The Committee shall meet annually or more frequently as required.
  - 3.2. The Committee shall:
    - 3.2.1. Review the Municipal Emergency Management Plan and related plans and programs; and

- 3.2.2. Be responsible to advise Council on the development of those emergency management plans and programs at least annually.

### **STATE OF LOCAL EMERGENCY (SOLE)**

4. The power to declare, renew, or terminate a state of local emergency in accordance with the Act is hereby delegated to the Committee, the membership of which shall be
  - 4.1. the Mayor; or
  - 4.2. if the Mayor is unavailable, the Deputy Mayor; or
  - 4.3. if both the Mayor and the Deputy Mayor are unavailable, the first member of council who is present and able to act is considered a member of the Committee.
5. The Committee may, at any time when it is satisfied that an emergency exists or may exist, can declare a state of local emergency.
6. When a state of local emergency is declared, the Committee shall:
  - 6.1. ensure that the declaration identifies the nature of the emergency and the area(s) of the Municipality in which it exists;
  - 6.2. immediately cause the details of the declaration to be published by any means of communication considered most likely to make known to the population of the area(s) affected by the contents of the declaration;
  - 6.3. forward a copy of the declaration to the Minister forthwith; and
  - 6.4. advise all members of Council of the declared state of local emergency forthwith.
7. When, in the opinion of the Committee, an emergency no longer exists in relation to which the declaration was made, they shall terminate the declaration.
8. When a declaration of a state of local emergency has been terminated, the Committee shall immediately cause the details of the declaration to be published by any means of communication considered most likely to make know to the population of the area affected by the contents of the declaration.

### **EMERGENCY MANAGEMENT AGENCY**

9. There is hereby established an Emergency Management Agency.
10. The Agency will act as the agent of Council to carry out all statutory powers and obligations under the Act, except for those powers and duties delegated by the bylaw to the Committee.

11. The Chief Administrative Officer (CAO) shall be the Director of Emergency Management. (DEM)
12. The Director is authorized to appoint other Deputy Directors of the Emergency Management Agency. (DDEM)
13. The Emergency Management Agency will consist of:
  - 13.1. The Director of Emergency Management (DEM)
  - 13.2. The Deputy Directors of Emergency Management (DDEM)
  - 13.3. The officer in charge of the Royal Canadian Mounted Police (RCMP) detachment; and
  - 13.4. Members of the Town of Cochrane's administration as required by the Director of Emergency Management.
14. The Agency is responsible for:
  - 14.1. The development, maintenance and implementation of the Municipal Emergency Management Plan and related plans and programs;
  - 14.2. The establishment, maintenance, and operation of the Emergency Coordination Centre;
  - 14.3. The provision of assistance and guidance to the Director and, as requested by the Director, to the Committee;
  - 14.4. The conduct of appropriate training to facilitate the effective operation of the Emergency Coordination Centre.

#### **EMERGENCY COORDINATION CENTRE**

15. Designated employees from the following departments, divisions, and business units shall form an Emergency Coordination Centre (ECC);
  - Communications
  - Community Services
  - Development Services
  - Information Services
  - Legislative and Protective Services
  - Infrastructure Services
  - Corporate Services
  - Human Resources
  - Additional members of the Town of Cochrane Administration as required.
  - Outside agencies or individuals deemed necessary by the Director.

## **FINANCIAL**

16. Council may:
  - 16.1. By Bylaw, that is not advertised but is approved by the Minister responsible for the Municipal Government Act, during or within 60 days after the state of local emergency borrow, levy, appropriate and expend, all sums required for the operation of the Agency; and
  - 16.2. Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency management plans or programs, including mutual aid plans and programs.
17. Where possible, the Agency shall forward copies of all resolutions passed under the State of Local Emergency and specifics of agreements or payments made during this period to the General Manager, Corporate Services, or designate, within fourteen days of the termination of the State of Local Emergency.
18. The General Manager, Corporate Services, or designate, shall verify that each expenditure made under the State of Local Emergency was authorized by the Agency and shall report to Council on the findings.

## **PROTECTION FROM LIABILITY**


19. No action lies against the Committee, the Agency or any member of the Committee or Agency or any person acting under the Committee's or Agency's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Bylaw during a State of Local Emergency.

## **GENERAL PROVISIONS AND COMING INTO FORCE**

20. Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name of the staff position, department or committee is known by.
21. If any term, clause or condition of this Bylaw or application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or the application of such term, clause or condition shall not be affected and shall remain in force and effect.

This Bylaw shall come into full force and effect upon the date of third and final reading.

Read a first time March 25, 2019  
Read a second time March 25, 2019  
Unanimous consent March 25, 2019  
Read a third time March 25, 2019

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Manager, Legislative Services



Province of Alberta

# **EMERGENCY MANAGEMENT ACT**

Revised Statutes of Alberta 2000  
Chapter E-6.8

Current as of November 16, 2022

Office Consolidation

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## Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

## Regulations

The following is a list of the regulations made under the *Emergency Management Act* that are filed as Alberta Regulations under the Regulations Act

	<b>Alta. Reg.</b>	<i>Amendments</i>
<b>Emergency Management Act</b>		
Disaster Recovery .....	51/94 .....	196/2006, 218/2022
Government Emergency Management .....	248/2007 .....	112/2012, 18/2017, 216/2017, 202/2018
Local Authority Emergency Management .....	203/2018	



# **EMERGENCY MANAGEMENT ACT**

## Chapter E-6.8

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HER MAJESTY, by and with the advice and consent of the  
Legislative Assembly of Alberta, enacts as follows:

#### **Definitions**

**1(1)** In this Act,

- (a) "Agency" means the Alberta Emergency Management Agency referred to in section 3.1(1);
- (a.1) "Cabinet Committee" means the committee of the Executive Council appointed under section 4;
- (b) "declaration of a state of emergency" means an order of the Lieutenant Governor in Council under section 18;
- (c) "declaration of a state of local emergency" means a resolution or order of a local authority under section 21;
- (d) repealed 2007 c12 s3;
- (e) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
- (f) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- (f.1) "evacuation order" means an evacuation order made under section 19(1)(g) or section 24(1)(b);
- (g) "local authority" means

- (i) where a municipality has a council within the meaning of the *Municipal Government Act*, that council,
  - (ii) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*,
  - (iii) in the case of a special area, the Minister responsible for the *Special Areas Act*,
  - (iv) the settlement council of a settlement under the *Metis Settlements Act*,
  - (v) the park superintendent of a national park or the superintendent's delegate where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or
  - (vi) the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act;
- (g.1) "Managing Director" means the person designated under section 3.1(2), and includes any person acting in the capacity of the Managing Director;
- (h) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) "municipality" means the area comprising a municipality within the meaning of the *Municipal Government Act* or an improvement district or special area and includes
- (i) the settlement area of a settlement under the *Metis Settlements Act*,
  - (ii) the area comprising a national park where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, and

- (iii) the area comprising an Indian reserve where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is a local authority for the purposes of this Act.
- (2) For greater certainty, a reference in this Act to an order
- (a) made under section 19(1) or (1.1) includes an order made by the Managing Director or any other person authorized to make that order under section 19(7), and
  - (b) made under section 24(1)(b) includes an order made by a person authorized by a local authority to make that order under section 24(1)(c).

RSA 2000 cD-13 s1;2002 c32 s5;2004 c30 s2;  
2007 c12 s3;2018 c14 s2;2020 c7 s2

#### **Crown bound**

- 2 This Act binds the Crown.

1992 c31 s3

#### **Proof of authorization**

- 3(1) If the Minister authorizes a person to carry out a power or duty of the Minister under this Act as the Minister responsible for this Act or as a local authority and the authorization
- (a) is made in writing,
  - (b) purports to be signed by the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, and
  - (c) states that the person named in it is authorized under this section to carry out the power or duty set out in the written authorization,

that written authorization or a copy of it shall be admitted in evidence as proof, in the absence of evidence to the contrary, of that person's authorization to carry out the power or duty without proof of the signature or official character of the Minister.

- (2) In a proceeding under this Act in which proof is required as to the existence and contents of a declaration or order made under this Act, a certified or notarized copy of the declaration or order is admissible in evidence as proof of the statements contained in the declaration or order, and proof of the signature of the Minister or members of the local authority is not required.

RSA 2000 cD-13 s3;2007 c12 s4;2010 c5 s2;2018 c14 s3

## Part 1 Administration

### Alberta Emergency Management Agency

**3.1(1)** There shall be a part of the public service of Alberta known as the “Alberta Emergency Management Agency”.

**(2)** The Minister shall designate a person employed in the Minister’s department as the Managing Director of the Agency.

**(3)** In accordance with the *Public Service Act*, there may be appointed such officers and employees that the Minister considers are required for the administration of the business and affairs of the Agency.

2007 c12 s5;2018 c14 s4

### Cabinet Committee

**4** The Lieutenant Governor in Council may appoint a committee consisting of those members of the Executive Council whom the Lieutenant Governor in Council designates to advise on matters relating to emergencies and disasters.

RSA 1980 cD-36 s3

### Advisory committees

**5(1)** The Minister may appoint committees as the Minister considers necessary or desirable to advise or assist the Minister, the Cabinet Committee or the Managing Director.

**(2)** The members of committees appointed under subsection (1) who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expenses at a rate or rates fixed by the Minister.

RSA 2000 cD-13 s5;2007 c12 s6

### Regulations

**6** The Lieutenant Governor in Council may make regulations

- (a) assigning responsibility to departments, boards, commissions or Crown agencies for the preparation or implementation of plans or arrangements or parts of plans or arrangements to deal with emergencies;
- (b) repealed 2018 c14 s5;
- (c) governing the assessment of damage or loss caused by a disaster and the payment of compensation for the damage or loss;
- (c.1) respecting the providing of funding for the reimbursement of costs incurred by local authorities and individuals in

- connection with measures taken to reduce or mitigate potential flood hazards, including, without limitation, regulations
- (i) prescribing or describing the measures to be taken to reduce or mitigate potential flood hazards that are eligible for the reimbursement of costs, and
  - (ii) governing the procedures applicable to and the proof required for the reimbursement of costs;
- (c.2) respecting the filing and removal of caveats against titles to land in a flood fringe or floodway, as those terms are defined in the regulations, for which funding has been provided pursuant to a disaster recovery program administered under the regulations;
- (d) governing the sharing of costs incurred by the Government of Alberta or by a local authority in conducting emergency operations;
- (e) requiring persons
- (i) who are engaged or may be engaged in any operation,
  - (ii) who are utilizing or may be utilizing any process,
  - (iii) who are using any property in any manner, or
  - (iv) on whose real property there exists or may exist any condition,
- that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard;
- (f) governing the administration of the Disaster Relief Fund;
- (g) concerning any other matter or thing necessary for the administration of this Act and for which no specific provision is made in this Act.

RSA 2000 cD-13 s6;2002 c32 s5;2007 c12 s7;  
2010 c5 s3;2013 c21 s1;2018 c14 s5

#### **Subrogation regulations**

**7(1)** The Lieutenant Governor in Council may make regulations establishing that His Majesty in right of Alberta has a right of subrogation with respect to

- (a) payments of compensation made by His Majesty in right of Alberta for damage or loss caused by a disaster, or
  - (b) payments made by His Majesty in right of Alberta for the purpose of sharing costs incurred by a local authority in conducting emergency operations.
- (2) The regulations under this section may define and describe the right of subrogation and may deal with any matter respecting the enforcement of or procedures relating to the right of subrogation.
- (3) The regulations under this section may provide that the right of subrogation applies to payments made before November 15, 1993.

RSA 2000 cE-6.8 s7;AR 217/2022

### **Local authority emergency management regulations**

#### **7.1** The Lieutenant Governor in Council may make regulations

- (a) respecting the powers, duties and functions of local authorities under this Act;
- (b) respecting the establishment of emergency advisory committees referred to in section 11.1, including the duties and functions of the committees;
- (c) respecting the establishment of emergency management agencies referred to in section 11.2, including the duties and functions of the agencies;
- (d) respecting the delegation of a local authority's powers or duties under this Act and the regulations;
- (e) respecting training requirements for persons designated by the regulations;
- (f) respecting the preparation, approval, maintenance and co-ordination of local authority emergency plans and programs;
- (g) respecting the conduct of exercises relating to emergency plans.

2018 c14 s6

**8** Repealed 2011 c13 s3.

### **Powers of Minister**

#### **9** The Minister may

- (a) review and approve or require the modification of provincial and municipal emergency plans and programs;

- (b) enter into agreements with the Government of Canada or of any other province or territory or any agency of such a government, dealing with emergency plans and programs;
- (c) make surveys and studies of resources and facilities to maintain and provide information necessary for the effective preparation of emergency plans and programs;
- (d) make surveys and studies to identify and record actual and potential hazards that may cause emergencies;
- (e) make payments and grants, subject to any terms or conditions that the Minister may prescribe, to local authorities for the purposes of assisting in emergency preparedness and the provision of public safety programs;
- (f) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;
- (g) conduct public information programs relating to emergency preparedness for and the mitigation of disasters.

RSA 1980 cD-36 s6;1985 c22 s7;1992 c31 s5;1995 c34 s13

#### **Ministerial orders**

**10(1)** The Minister may, by order,

- (a) divide Alberta into various subdivisions for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs;
- (b) require local authorities of those municipalities located within a subdivision referred to in clause (a) to prepare integrated plans, procedures and mutual assistance programs to deal with emergencies and to submit them to the Managing Director for review;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies;
- (d) require a person to whom the order is directed and
  - (i) who is engaged or may be engaged in any operation,
  - (ii) who is utilizing or may be utilizing any process,
  - (iii) who is using any property in any manner, or



- (iv) on whose real property there exists or may exist any condition,

that may be or may create a hazard to persons or property, whether independently or as a result of some other event, to develop plans and programs in conjunction with one or more local authorities to remedy or alleviate the hazard and to meet any emergency that might arise from the hazard.

- (2) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s10;2002 c32 s5;2007 c12 s8

### **Municipal emergency organization**

#### **11** A local authority

- (a) 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 19(5.1) or 22(3.1);
- (b) shall approve emergency plans and programs, subject to the regulations;
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

RSA 2000 cD-13 s11;2007 c12 s9;2010 c5 s4;2018 c14 s7;  
2020 c2 s2

### **Emergency advisory committee**

**11.1(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.

2010 c5 s4;2018 c14 s8

### **Emergency management agency**

**11.2(1)** A local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

- (2) There shall be a director of the emergency management agency, who shall
- (a) prepare and co-ordinate emergency plans and programs for the municipality,
  - (b) act as director of emergency operations on behalf of the emergency management agency,
  - (c) co-ordinate all emergency services and other resources used in an emergency, and
  - (d) perform other duties as prescribed by the local authority.
- (3) A local authority, except an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the emergency management agency.
- (4) For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.

2010 c5 s4;2018 c14 s9

**Delegation by local authority**

- 11.3(1)** A local authority may delegate some or all of the local authority's powers or duties under this Act to
- (a) a committee composed of a member or members of the local authority, including an emergency advisory committee appointed under section 11.1(1), and
  - (b) subject to the regulations, one or more of the following:
    - (i) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized by its bylaws to exercise that power or duty;
    - (ii) if authorized by order of the Minister, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities;
    - (iii) in the case of a summer village and if authorized by order of the Minister, another local authority.
- (1.1) Where, under subsection (1)(b)(iii), a summer village has delegated its powers or duties under this Act to a local authority, the local authority may subdelegate those powers or duties to a

committee composed of a member or members of that local authority, including an emergency advisory committee appointed under section 11.1(1).

(2) Despite sections 21(1) and 23(1), a delegate of a local authority under subsection (1) that declares or terminates a local state of emergency shall do so by resolution.

2010 c5 s4;2018 c14 s10;2020 c25 s3

#### **Disaster Relief Fund**

**12(1)** There is hereby established a Disaster Relief Fund into which may be deposited public donations for disaster relief in areas inside or outside Alberta.

(2) The Disaster Relief Fund shall be administered in accordance with the regulations by a committee called the “Disaster Relief Committee” consisting of those persons who are appointed to the committee by the Lieutenant Governor in Council.

(3) Members of the Disaster Relief Committee who are not officers or employees of the Crown, or officers or employees of an agency of the Crown, may be paid remuneration for their services and expense allowances at the rate fixed by the Lieutenant Governor in Council.

RSA 1980 cD-36 s10

#### **Recovery of expenditures**

**13** When an expenditure with respect to a disaster is made by the Government within or for the benefit of a municipality, the local authority, other than a park superintendent or an Indian band council, shall, if so required by the Lieutenant Governor in Council, pay to the Minister the amount of the expenditure or the portion of it as may be specified in the order, at the times and on the terms as to the payment of interest and otherwise that the order may require.

RSA 2000 cD-13 s13;2006 c23 s23

#### **Fees**

**14** The Minister may charge fees for any services or materials that are provided and any research that is carried out in respect of matters to which this Act pertains.

1985 c22 s12

**15 and 16** Repealed 2010 c5 s5.

#### **Offence**

**17** Any person who

- (a) contravenes this Act or the regulations,

- (b) fails to comply with an evacuation order, or
- (b.1) fails to comply with an order made
  - (i) under section 19(1)(d), (e), (f), (j) or (k) or 24(1)(b) with respect to the matters referred to in section 19(1)(d), (e), (f), (j) or (k), or
  - (ii) under section 19(1.1),
- or
- (c) interferes with or obstructs any person in the carrying out of a power or duty under this Act or the regulations

is guilty of an offence and liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and a fine.

RSA 2000 cD-13 s17;2010 c5 s6;2018 c14 s11;2020 c7 s3

#### **Confidentiality**

**17.1(1)** Terms used in this section have the same meaning as is assigned to them in the *Freedom of Information and Protection of Privacy Act*.

**(2)** The *Freedom of Information and Protection of Privacy Act* does not apply in respect of information in a record that is in the possession of a public body where the information

- (a) is used or to be used for the purpose of preparing or administering a consequence management plan for human-induced intentional threats under a regulation under this Act, or
- (b) forms part of a consequence management plan for human-induced intentional threats under a regulation under this Act.

2002 c32 s5;2018 c14 s12

## **Part 2 State of Emergency**

#### **Declaration of state of emergency**

**18(1)** 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.

- (2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of Alberta in which it exists.
- (3) Immediately after the making of an order for a declaration of a state of emergency, the Minister shall cause the details of the declaration to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the declaration.
- (4) Unless continued by a resolution of the Legislative Assembly, an order under subsection (1) expires at the earlier of the following:
- (a) at the end of 28 days, but if the order is in respect of a pandemic, at the end of 90 days;
  - (b) when the order is terminated by the Lieutenant Governor in Council.
- (5) Repealed 2010 c5 s7.
- (5.1) Unless otherwise provided for in the order for a declaration of a state of emergency, where
- (a) an order for a declaration of a state of emergency is made, and
  - (b) there is a conflict between this Act or a regulation made under this Act and any other Act or regulation, other than the *Alberta Bill of Rights* or the *Alberta Human Rights Act* or a regulation made under either of those Acts,
- during the time that the order is in effect, this Act and the regulations made under this Act shall prevail in Alberta or that part of Alberta in respect of which the order was made.
- (6) The *Regulations Act* does not apply to an order made under subsection (1).

RSA 2000 cD-13 s18;2007 c23 s1;2009 c26 s34;2010 c5 s7;  
2011 c13 s3;2013 c21 s1;2020 c7 s4

#### **Powers of Minister in emergency**

- 19(1)** On the making of the declaration and for the duration of the state of emergency, the Minister may do all acts and take all necessary proceedings including the following:
- (a) put into operation an emergency plan or program;

- (b) authorize or require a local authority to put into effect an emergency plan or program for the municipality;
  - (c) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - (d) authorize or require or make an order to authorize or require any qualified person to render aid of a type the person is qualified to provide;
  - (e) control or prohibit or make an order to control or prohibit travel to or from any area of Alberta;
  - (f) provide for or make an order to provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate or make an order to provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of Alberta;
  - (g) order the evacuation of persons and the removal of livestock and personal property from any area of Alberta that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
  - (h) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - (i) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - (j) procure or fix prices or make an order to procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within any part of Alberta for the duration of the state of emergency;
  - (k) authorize the conscription or make an order for the conscription of persons needed to meet an emergency.
- (1.1)** In addition to any other orders the Minister is authorized to make under this Act, the Minister may make any order necessary, in the Minister's opinion, to lessen the impact of the emergency.

- (2) As it relates to the acquisition of real property, subsection (1)(c) does not apply to real property located within a national park or an Indian reserve.
- (3) If the Minister acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the Minister in preventing, combating or alleviating the effects of an emergency or disaster, the Minister shall cause compensation to be paid for it.
- (4) The Lieutenant Governor in Council may make regulations in respect of any matter mentioned in subsection (1).
- (5) Subject to subsection (5.1), on the making of an order under section 18(1) respecting an emergency in respect of which a state of local emergency has been declared, the local authority is responsible in the municipality for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act.
- (5.1) If the Minister authorizes the Managing Director or another person under subsection (6), the Managing Director or the other person authorized by the Minister is responsible for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of the Managing Director or the other authorized person.
- (6) The Minister may, by order, authorize another person to be responsible for the co-ordination and implementation of the necessary plans or programs prepared pursuant to this Act and all persons and agencies involved in the implementation are subject to the control and direction of that person.
- (7) On the making of an order under section 18(1), the Minister may, by order, authorize the Managing Director or any other person to exercise some or all of the powers given to the Minister under subsection (1) or (1.1).
- (8) The *Regulations Act* does not apply to an order made under subsection (1)(d), (e), (f), (g), (j) or (k) or (1.1).

RSA 2000 cD-13 s19;2007 c12 s11;2010 c5 s8;2018 c14 s13;  
2020 c2 s3;2020 c7 s5

#### **Compliance with evacuation order**

**19.1(1)** If an evacuation order is made, every person within the area that is the subject of the evacuation order must leave the area

- (a) immediately, or

(b) if a deadline for evacuation is specified in the evacuation order, by that deadline.

(2) Subsection (1) does not apply to a person acting under the direction of a person exercising powers under section 19(1) or 24(1)(b), as the case may be, so long as there is a plan for safely evacuating that person in a timely manner and the means available to carry out the plan.

2018 c14 s14

#### **Termination of state of emergency**

**20(1)** When, in the opinion of the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made, the Lieutenant Governor in Council shall make an order terminating the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1), the Minister shall cause the details of the termination to be published by any means of communication that the Minister considers is most likely to make known to the majority of the population of the area affected the contents of the termination order.

RSA 1980 cD-36 s17

#### **Declaration of state of local emergency**

**21(1)** A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality, by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, make a declaration of a state of local emergency relating to all or any part of the municipality.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the area of the municipality in which it exists.

(3) Immediately after the making of a resolution for a declaration of a state of local emergency, the local authority shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected the contents of the declaration.

(4) Repealed 2010 c5 s9.

RSA 2000 cE-6.8 s21;2010 c5 s9



**Cancellation of declaration of state of local emergency**

**22(1)** The local authority shall forthwith on making a declaration of a state of local emergency forward a copy of the declaration to the Minister.

**(2)** The Minister may cancel the declaration of a state of local emergency at any time the Minister considers appropriate in the circumstances.

**(3)** Where a declaration of a state of local emergency has been made and the Lieutenant Governor in Council makes an order for a state of emergency relating to the same area of the municipality, if there is any conflict between the direction of the Managing Director or another person authorized by the Minister under section 19(6) and the local authority, the direction of the Managing Director or the other authorized person prevails.

**(3.1)** If a declaration of a state of local emergency has been made, an order under section 18(1) for a state of emergency by the Lieutenant Governor in Council relating to the same area of the municipality may provide that the declaration of a state of local emergency ceases to be of any force or effect.

**(4)** A declaration of a state of local emergency lapses at the end of 7 days, or at the end of 90 days if the declaration is in respect of a pandemic, after its making by the local authority unless it is earlier cancelled by the Minister or terminated by the local authority or unless it is renewed by the local authority.

**(5)** This section and section 21(3) apply to any renewal of a state of local emergency.

RSA 2000 cE-6.8 s22;2020 c2 s4;2020 c7 s6

**Termination of declaration of state of local emergency**

**23(1)** When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution or, in the case of the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act* or a park superintendent of a national park, by order, terminate the declaration of a state of local emergency in respect of that area.

**(2)** Immediately after

- (a) the passage of a resolution or order terminating a declaration under subsection (1),

- (b) the cancellation by the Minister of a declaration of a state of local emergency, or
- (c) the termination by lapse of time of a declaration of a state of local emergency,

the local authority shall cause the details of the declaration or cancellation or the fact of the termination by lapse of time to be published by any means of communication that it considers is most likely to make known to the majority of the population of the area affected the contents of the declaration or cancellation or the fact of the termination.

RSA 1980 cD-36 s20;1985 c22 s18

#### **Notice provisions do not apply**

**23.1** Where the sole purpose of a meeting of a local authority is to pass a resolution referred to in section 21(1) or 23(1), the notice requirements in sections 194 to 196 and 199 of the *Municipal Government Act* do not apply.

2002 c32 s5;2020 c7 s7

#### **Powers of local authority**

**24(1)** On the making of a declaration of a state of local emergency and for the duration of the state of local emergency, the local authority may do all acts and take all necessary proceedings including the following:

- (a) cause any emergency plan or program to be put into operation;
- (b) exercise any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration;
- (c) authorize any persons at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any part of the municipality affected by a declaration of a state of local emergency.

**(1.01)** Despite subsection (1)(b) and (c), the Minister may, by order, restrict, prohibit or terminate the exercise

- (a) by a local authority of any power given to the Minister under section 19(1) in relation to the part of the municipality affected by the declaration of a state of local emergency, or
- (b) by a person authorized by a local authority to exercise, in the operation of an emergency plan or program, any power given to the Minister under section 19(1) in relation to any

part of the municipality affected by a declaration of a state of local emergency.

**(1.02)** The Minister may, by order, rescind, cancel or modify any bylaw enacted, resolution passed, action taken, order made or direction given by a local authority during a state of local emergency.

**(1.03)** The *Regulations Act* does not apply to an order made under subsection (1.01) or (1.02).

**(1.1)** If the local authority acquires or utilizes real or personal property under subsection (1) or if any real or personal property is damaged or destroyed due to an action of the local authority in preventing, combating or alleviating the effects of an emergency or disaster, the local authority shall cause compensation to be paid for it.

**(2)** A local authority, except the local authority of an improvement district, special area, national park or Indian reserve, may, during or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the Minister responsible for the *Municipal Government Act*, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.

**(3)** In the case of an improvement district, the Minister responsible for the *Municipal Government Act* and in the case of a special area, the Minister responsible for the *Special Areas Act* may, during or within 60 days after the state of local emergency, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, as the case may be.

RSA 2000 cE-6.8 s24;2010 c5 s10;2020 c7 s8

#### **Dispute re compensation amount**

**25(1)** If any dispute arises concerning the amount of compensation payable under section 19(3) or 24(1.1), the matter shall be determined by arbitration and the *Arbitration Act* applies.

**(2)** For greater certainty, arbitration is not available to contest eligibility for compensation under this Act or the regulations.

RSA 2000 cD-13 s25;2018 c14 s15

**Conscript's employment**

**26** A person's employment shall not be terminated by reason only that the person is conscripted pursuant to section 19(1) or 24(1).

1992 c31 s10

### **Part 3**

## **Liability Protection for Emergency Service Providers**

**Minister**

**27** No action lies against the Minister or a person acting under the Minister'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, including a power or duty under section 19(1)(d), (e), (f), (g), (j) or (k) or (1.1) or 19.1 of this Act.

2010 c5 s11;2018 c14 s16;2020 c7 s9

**Local authority**

**28** 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 including a power or duty under section 19(1)(d), (e), (f), (g), (j) or (k) or 19.1 or the exercise of the powers under section 24(1)(b) of this Act, during a state of local emergency.

2010 c5 s11;2018 c14 s17;2020 c7 s10


**Search and rescue organization**

**29** No action in negligence lies against a search and rescue organization, the directors of that organization or a person acting under the direction or authorization of that organization for anything done or omitted to be done in good faith while acting under an agreement between that organization and the Minister.

2010 c5 s11





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Province of Alberta

## EMERGENCY MANAGEMENT ACT

# LOCAL AUTHORITY EMERGENCY MANAGEMENT REGULATION

### Alberta Regulation 203/2018

Filed on November 27, 2018, in force January 1, 2020

### Extract

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**ALBERTA REGULATION 203/2018**

**Emergency Management Act**

**LOCAL AUTHORITY EMERGENCY  
MANAGEMENT REGULATION**

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**Definition of employee**

**1** In this Regulation, “employee” means

- (a) in the case of a municipality with a council within the meaning of the *Municipal Government Act*, employees of the council and the municipal corporation;
- (b) in the case of an improvement district,
  - (i) employees of the Minister’s department or any other department who have been assigned responsibilities relating specifically to the improvement district, or
  - (ii) if the Minister has established a council for the improvement district, employees of the improvement district including, but not limited to, employees of the council;

- (c) in the case of a special area, employees of the Special Areas Board;
- (d) in the case of a band council of an Indian band that is a local authority under the Act, employees of the band including, but not limited to, employees of the band council;
- (e) in the case of a Metis settlement, employees of the settlement including, but not limited to, employees of the settlement council;
- (f) in the case of a park superintendent of a national park or a superintendent's delegate, if the park superintendent is a local authority under the Act, employees of the Parks Canada agency who are supervised by the park superintendent or superintendent's delegate.

**Emergency advisory committee bylaws and orders**

**2(1)** A local authority shall appoint an emergency advisory committee by

- (a) bylaw, if the local authority is a municipal council, the settlement council of a Metis settlement, or the band council of an Indian band, or
- (b) order, if the local authority is the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act*, or a park superintendent of a national park or a superintendent's delegate.

**(2)** The bylaw or order must

- (a) set out the purposes of the committee, both during an emergency or disaster and when those events are not occurring,
- (b) establish that the committee provides guidance and direction to the local authority's emergency management agency,
- (c) establish procedures that must be followed when declaring a state of local emergency,
- (d) identify the committee's membership and Chair by title or position,
- (e) set out a minimum meeting frequency for the committee, which must be at least once per year, and

- (f) outline committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw.

**(3)** The bylaw or order must be enacted or made and in effect on or before the date when this Regulation comes into force or, if an entity becomes a local authority under the Act after that date, within one year of the entity becoming a local authority.

**Emergency management agency bylaws and orders**

**3(1)** A local authority shall establish the local authority's emergency management agency by

- (a) bylaw, if the local authority is a municipal council, the settlement council of a Metis settlement, or the band council of an Indian band, or
- (b) order, if the local authority is the Minister responsible for the *Municipal Government Act*, the Minister responsible for the *Special Areas Act*, or a park superintendent of a national park or a superintendent's delegate.

**(2)** The bylaw or order must

- (a) set out the responsibilities of the agency,
- (b) appoint a person as the director of emergency management, or state that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position,
- (c) state that the agency is responsible for the administration of the local authority's emergency management program,
- (d) identify the frequency at which the agency must report to the emergency advisory committee to provide updates on agency activities, which must be at least once per year and must include an update on the agency's review of the local authority's emergency plan,
- (e) state that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency, and
- (f) indicate, if an agency is acting as the agent of more than one local authority, which local authorities the agency is acting as an agent for.

(3) The Managing Director of the Alberta Emergency Management Agency shall prescribe the command, control and coordination system referred to in subsection (2)(e) by posting notice of the incident command, control and coordination system to the Alberta Emergency Management Agency's website.

(4) The bylaw or order must be enacted or made and in effect on or before the date when this Regulation comes into force or, if an entity becomes a local authority under the Act after that date, within one year of the entity becoming a local authority.

#### **Emergency plan requirements**

**4** A local authority's emergency plan must include

- (a) a description of the administration of the local authority's emergency management program,
- (b) the procedures for implementing the emergency plan during an emergency or exercise response,
- (c) the local authority's plan for preparedness, response and recovery activities,
- (d) a hazard and risk assessment,
- (e) emergency management program exercises that the local authority will engage in,
- (f) the local authority emergency management agency's plan for regular review and maintenance of the local authority's emergency plan,
- (g) the local authority emergency management agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster,
- (h) how the command, control and coordination system prescribed by section 3(3) will be used by the local authority's emergency management agency,
- (i) the assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan,
- (j) a training plan for staff assigned with responsibilities under the local authority's emergency plan,
- (k) the mechanisms that will be used to prepare and maintain an emergency management staff contact list for

employees and elected officials who have been assigned responsibilities respecting the implementation of the local authority's emergency plan,

- (l) the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters, and
- (m) the local authority's plan for providing emergency social services during an emergency or disaster.

### **Review of emergency plans**

**5(1)** A local authority's emergency management agency must review the emergency plan that applies to that local authority at least once per year.

**(2)** A local authority's emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.

**(3)** In the case of a summer village that has delegated the summer village's duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsections (1) and (2).

### **Mandatory exercises**

**6(1)** Unless an exercise under subsection (2) is carried out that year, a local authority's emergency management agency must engage in at least one exercise per year in which participants identify a significant possible emergency or disaster scenario and discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario.

**(2)** A local authority's emergency management agency must engage in at least one exercise every 4 years in which participants identify a significant possible emergency or disaster scenario and carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources.

**(3)** Subsection (2) does not apply to a local authority emergency management agency that has responded to an emergency or disaster within the previous 4 years that resulted in the implementation of the local authority's emergency plan and a written post-incident assessment that included observations and recommendations for improvement and corrective action being conducted.

- (4) A local authority emergency management agency may fulfill the obligations set out in subsections (1) and (2) by participating in regional emergency exercises that require the local authority to utilize relevant portions of the local authority's emergency plan.
- (5) A local authority emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days before engaging in the exercise required by subsection (2).
- (6) The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.

#### **Regional services commissions and joint committees**

- 7(1)** If a local authority has delegated some or all of the local authority's powers or duties under the Act to a regional services commission, the local authority shall establish in a bylaw which powers or duties under the Act have been delegated to the commission, including whether the local authority will maintain an independent emergency management agency.
- (2) A local authority that is to be represented by a joint committee under section 11.3(1)(b)(ii) of the Act shall establish a bylaw setting out the powers or duties that are being delegated to the joint committee.
- (3) If a summer village has delegated some or all of the summer village's powers or duties under the Act to another local authority,
- (a) the summer village must establish in a bylaw which powers or duties under the Act have been delegated to the other local authority, and
  - (b) the other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to the local authority.

#### **Training requirements for elected officials and delegates**

- 8(1)** The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each of a local authority's elected officials must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.
- (2) Any courses that are prescribed under subsection (1) must be completed
- (a) within 90 days of the elected official taking an official oath as required by section 156 of the *Municipal*

*Government Act* or section 23 of the *Metis Settlements Act*, as the case may be, or within one year of this Regulation coming into force, whichever is later, or

- (b) within 90 days of the councillor of an Indian band assuming office, or within one year of this Regulation coming into force, whichever is later, in the case of an Indian band that is a local authority under the Act.

(3) In the case of an improvement district for which a council has been established, each councillor shall take any courses prescribed under subsection (1) within 90 days of the councillor being appointed to the council, or within one year of this Regulation coming into force, whichever is later.

(4) In the case of an improvement district for which a council has not been established, each person to whom the Minister has delegated powers or duties under the Act as a local authority for that improvement district shall take any courses prescribed under subsection (1) within 90 days of the person being delegated those powers or duties, or within one year of this Regulation coming into force, whichever is later.

(5) Each of the members of the Special Areas Board shall take any courses prescribed under subsection (1) within 90 days of being appointed to the Board, or within one year of this Regulation coming into force, whichever is later.

(6) For greater certainty, this section does not apply to the Minister responsible for the *Municipal Government Act* or the Minister responsible for the *Special Areas Act*, or to any other Minister.

#### **Park superintendent training requirements**

**9(1)** If a park superintendent of a national park is a local authority under the Act, the park superintendent shall complete any courses prescribed under section 8(1).

(2) If a park superintendent has delegated the park superintendent's role as a local authority, the park superintendent's delegate shall complete the courses prescribed under section 8(1).

(3) Any courses that are prescribed under section 8(1) must be completed within 90 days of

- (a) the person being appointed as the park superintendent or being delegated the park superintendent's role as a local authority, or
- (b) the park superintendent or the superintendent's delegate becoming a local authority under the Act,

or within one year of this Regulation coming into force, whichever occurs last.

**Director of emergency management agency training requirements**

**10(1)** The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each director of a local authority emergency management agency must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.

**(2)** Any courses prescribed under subsection (1) must be completed within 18 months of the person being appointed as the director of a local authority's emergency management agency, or within 6 months of this Regulation coming into force, whichever is later.

**Local authority employee training requirements**

**11(1)** The Managing Director of the Alberta Emergency Management Agency may prescribe courses that each employee who has been assigned responsibilities respecting the implementation of the local authority's emergency plan must complete by posting notice of the courses on the Alberta Emergency Management Agency's website.

**(2)** Any courses prescribed under subsection (1) must be completed within 6 months of the employee being identified for a role in the local authority's emergency plan.

**Exemption from course requirements**

**12(1)** The Managing Director of the Alberta Emergency Management Agency may identify and approve courses that have substantially similar content to courses required under section 8, 9, 10 or 11 of this Regulation.

**(2)** The Managing Director may exempt a person from the requirement to complete courses required by section 8, 9, 10 or 11 of this Regulation if the person has completed courses that have been approved under subsection (1) as having substantially similar content.

**(3)** The Managing Director may exempt a person from the requirement to complete a course required by section 10 if the Managing Director determines that the person has experience or credentials in emergency management which make the completion of the course unnecessary

**(4)** The Managing Director may establish criteria to provide guidance on whether a person has experience or credentials in



emergency management which make the completion of a course required by section 10 unnecessary.

(5) The Managing Director may delegate all or part of the authority provided to the Managing Director by subsection (1), (2) or (3).

#### **Extension of time to complete courses**

**13(1)** The Managing Director of the Alberta Emergency Management Agency may grant an extension of time to a person who is required to complete courses under section 8, 9, 10 or 11 of this Regulation.

(2) The Managing Director may establish criteria to provide guidance regarding the granting of extensions of time to complete courses required by section 8, 9, 10 or 11 of this Regulation.

(3) The Managing Director may delegate all or part of the authority provided to the Managing Director by subsection (1).

#### **Delegation by local authority**


**14** A local authority may delegate any of the powers or duties set out in this Regulation to

- (a) a committee composed of a member or members of the local authority, including an emergency advisory committee,
- (b) a regional services commission established under the *Municipal Government Act* representing 2 or more local authorities if the regional services commission is authorized in its establishing regulation to exercise that power or duty,
- (c) if authorized by ministerial order, a joint committee representing 2 or more local authorities that is composed of one or more members appointed by each of the local authorities, or
- (d) in the case of a summer village and if authorized by ministerial order, another local authority.

#### **Coming into force**

**15** This Regulation comes into force on January 1, 2020.



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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

















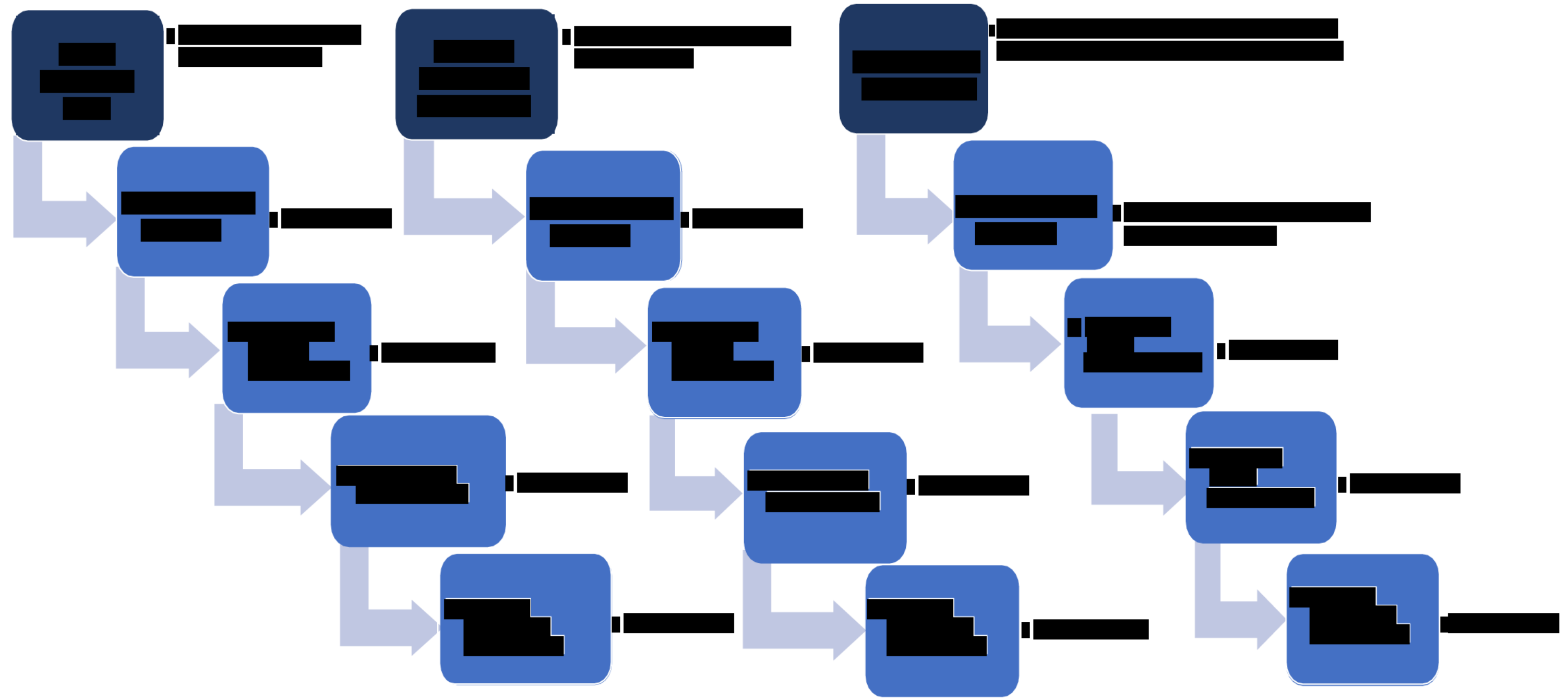


[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[Redacted Title]





## **Appendix C: ECC Email, Room Layout and Forms**

Assigned role email addresses for use in the ECC during an activation

Emergency Coordination Centre – IT/GIS

ECC Room Map

ECC Forms





[REDACTED]

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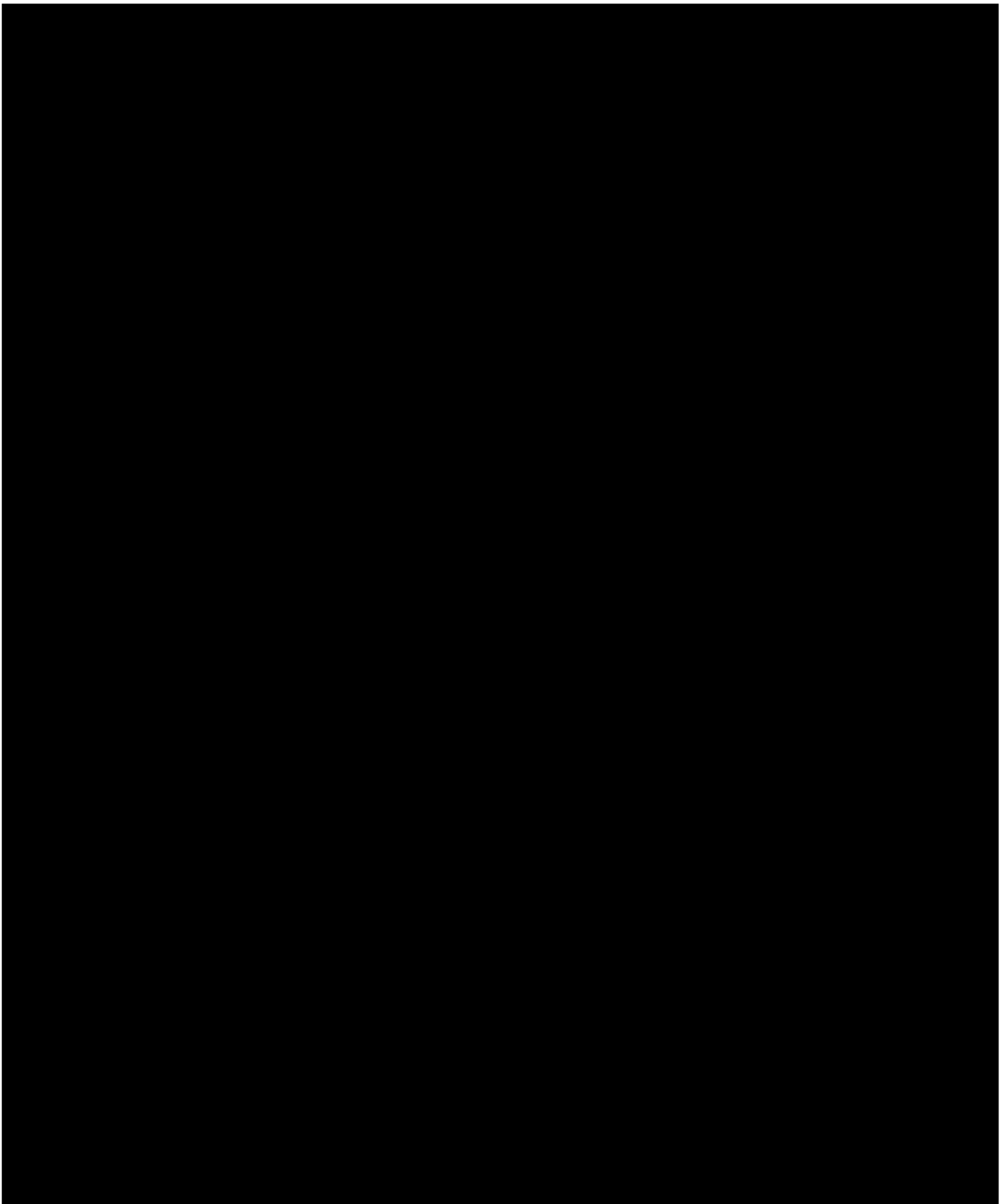
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]







## ECC Forms

<b>Form #</b>	<b>Form Name</b>	<b>Primary User</b>
ECC 400A	Declaration of a State of Local Emergency	ECC Management
ECC 400B	Public Announcement Following the Declaration of a State of Local Emergency	ECC Management
ECC 400C	Termination of a State of Local Emergency	ECC Management
ECC 401A	ECC Status Report	All
ECC 414	ECC Position Log	All
ECC 420A	Evacuation Alert	ECC Management
ECC 420O	Evacuation Order	ECC Management
ECC 420R	Evacuation Rescind	ECC Management
ECC 501	ECC Situation Report	ECC Planning
ECC 502	ECC Action Plan	ECC Planning
ECC 511	ECC Check-In/Check-Out List	ECC Planning
ECC 514	ECC Resource Request	All
ECC 515	ECC Resource Request Tracking Sheet	ECC Logistics & Operations
ECC 516	ECC Resource Status	ECC Planning
ECC 531	ECC Expenditure Tracking Report	ECC Finance/Admin
	Incident Report	ECC Operations



## Declaration of a State of Local Emergency (SOLE) - ECC 400A

Whereas an emergency exists in the TOWN OF COCHRANE  
(Name of municipality)

due to \_\_\_\_\_  
(Description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists in the  
TOWN OF COCHRANE  
(Name of Municipality, or portion of the named Municipality)

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

**Send to: Alberta Emergency Management Agency (AEMA)**

**Email: [REDACTED]**

## Public Announcement Following Declaration of SOLE - ECC 400B

The Council of the TOWN OF COCHRANE  
(Name of Municipality)

declares that a State of Local Emergency exists or may exist in the

TOWN OF COCHRANE

(Name of Municipality or affected portion of the named Municipality)

---

due to \_\_\_\_\_

---

(Description of emergency)

**“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.”**



## Termination of a State of Local Emergency - ECC 400C

WHEREAS an emergency existed in the TOWN OF COCHRANE  
*(name of Municipality)*

due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Description of emergency)*

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

**Send to: Alberta Emergency Management Agency (AEMA)**

**Email: [REDACTED]  
[REDACTED]**

## ECC Status Report - ECC 401A

<b>Incident Name/No:</b>		<b>Date/Time:</b>	
<b>Section/Function Reporting:</b>		<b>Prepared By: (Name/Agency/Contact #)</b>	

**Current Situation:** What is currently occurring within the area of responsibility for the Section/Function?

**Outstanding Issues/Challenges/Problems:** What issues within the current Operational Period still need to be resolved?

**Anticipated Priorities/Activities:** What will the Section/Function priorities be during the next Operational Period?

**Other Comments/Issues:**

Distribution:    Section/Function Personnel       ECC Planning       ECC Director        
Other: \_\_\_\_\_





# EVACUATION ALERT

INSERT MAP of Evacuation Alert Area

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

An **Evacuation Alert** has been issued by the TOWN OF COCHRANE due to the potential threat to life and health from describe the threat.

The **Evacuation Alert** applies to the following area(s) (see attached map):

- Provide accurate geographic description including boundaries

This **Evacuation Alert** has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation however you may receive limited notice due to changing conditions.

## WHAT YOU SHOULD DO:

Prepare for an Evacuation Order by:

- Locating all family members or co-workers and designate a meeting place/Reception Centre outside the Evacuation Area, should an Evacuation Order be called while separated
- Gathering essential items such as prescription medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependants and, if you choose, keepsakes – have these items readily available for quick departure
- Preparing to move any disabled persons and/or children
- Moving pets and livestock to a safe area
- Arranging for transportation for household members or co-workers in the event of an Evacuation Order – if you need transportation assistance, please call [REDACTED]
- Pre-arranging accommodation for your family if possible
- Monitor the Town of Cochrane website, social media, and local radio for information on Evacuation Orders and Reception Centre locations

Further information will be issued as it arrives or should the situation change.

Signature

\_\_\_\_\_  
Name, Title of Authorized Designate

**Send to: Alberta Emergency Management Agency (AEMA)**

**Email:** [REDACTED]

[REDACTED]

# EVACUATION ORDER

INSERT MAP of Evacuation Alert Area

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Pursuant to cite legal authority an **Evacuation Order** has been issued by the TOWN OF COCHRANE due to immediate threat to life safety from describe the threat.

Members of the list agencies will be expediting this action.

The **Evacuation Order** applies to the following area(s) (see attached map):

- Provide accurate geographic description including boundaries and which Reception Centre each area should report to

## WHAT YOU SHOULD DO:

- You must leave the area **immediately**
- Follow the travel route provided and register at name and address of Reception Centre(s)
- If you need transportation assistance please advise the individual providing this notice or call [REDACTED]
- Close all windows and doors
- Turn off all gas and electrical appliances except refrigerators and freezers
- Close gates but do not lock
- Gather your family
- Take critical items (prescription medications, eyeglasses, purse/wallet, keys, valuable papers)
- Take pets in pet kennels or on leash
- Do not use telephone unless you need emergency service

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information contact: [REDACTED] or go to the Town of Cochrane website

Signature

\_\_\_\_\_  
Name, Title of Authorized Designate

Send to: Alberta Emergency Management Agency (AEMA)

Email: [REDACTED]

[REDACTED]

# EVACUATION RESCIND

INSERT MAP of Evacuation Alert Area

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The Evacuation Order, pursuant to cite legal authority issued date and time to the following areas is **rescinded** (see attached map):

- List areas rescinded

An **Evacuation Alert** will remain in place for (delete if not applicable):

- List areas remaining under Evacuation Alert

An Evacuation Order may need to be re-issued however if that is necessary the process will re-commence.

For more information contact: [REDACTED] or refer to the Town of Cochrane website

Signature

\_\_\_\_\_  
Name, Title of Authorized Designate

**Send to: Alberta Emergency Management Agency (AEMA)**

**Email: [REDACTED]**

[REDACTED]

## ECC Situation Report - ECC 501

<b>Incident Name/No:</b>		<b>Date/Time:</b>	
<b>Prepared By:</b>		<b>Approved By:</b>	

### Overview

ECC Contact Information:		Current Status:	
<b>Name:</b>		<b>Report Type:</b>	<input type="checkbox"/> Initial
<b>Function/Title:</b>			<input type="checkbox"/> Update #
<b>Agency:</b>			<input type="checkbox"/> Final
<b>Phone #:</b>		<b>Situation Forecast:</b>	<input type="checkbox"/> Worsening
<b>Email:</b>			<input type="checkbox"/> Stable
			<input type="checkbox"/> Improving

Weather Conditions:				
	Temp (°C)	RH (%)	Precipitation	Wind Direction (from) & Speed (kmh)
<b>Current</b>				
<b>Forecast</b>				

Highlights/Concerns (Situational Overview-Key Points):

Current Priority Needs (Resources/Information/Support):
Resource Request Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Future Outlook/Planned Actions:



## Site-Support Activities

<b>Protective Actions:</b>			
<b>State of Local Emergency Declared</b>		<b>Effective Date/Time</b>	<b>Anticipated Termination Date</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Protective Measures in Effect:</b>		<b>Coverage Area(s)</b>	<b># Persons Impacted</b>
<b>Shelter-in-Place</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Evacuation Alert(s)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Evacuation Order(s)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Evacuation Rescind(s)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>ESS Reception Centre Information:</b>						
<b>Facilities Activated</b>	<b>Location</b>	<b>Facility Capacity</b>	<b>Total # Registered</b>	<b>Comments</b>		
<b>Health Care Centre Information:</b>						
<b>Health Care Facility</b>	<b>Operational Status (Yes / No)</b>			<b># Beds Occupied</b>	<b># Beds Available</b>	<b>Comments</b>
	<b>Comms</b>	<b>Power</b>	<b>Water</b>			
<b>Current Resources Information:</b>						
<b>Resource</b>		<b>Assigned</b>	<b>Available</b>	<b>Critical Need</b>		
<b>Police Officers</b>						
<b>Search &amp; Rescue Members</b>						
<b>Fire &amp; Rescue</b>						
Structural Firefighters						
Structural Fire Apparatus						
Wildland Firefighters						
Wildland Fire Apparatus						
Aircraft						
<b>Municipal</b>						
Staff						
Vehicles						
Equipment						
<b>Emergency Social Services</b>						
Local Authority Staff						
Volunteer Staff						
<b>Provincial</b>						
Staff						
Vehicles						
Equipment						
<b>Ambulances/EMS</b>						

## Community Impacts

People Impacts: <input type="checkbox"/> None <input type="checkbox"/> Estimated <input type="checkbox"/> Confirmed					
# Evacuated	# Shelter-in-Place	# Missing	# Injured	# Fatalities	# Hospitalized

Livestock Impacts: <input type="checkbox"/> None <input type="checkbox"/> Estimated <input type="checkbox"/> Confirmed			
Animal Type	# Dead/Injured	# Evacuated	# Disposed

Transportation Impacts: : <input type="checkbox"/> None <input type="checkbox"/> Estimated <input type="checkbox"/> Confirmed		
Road/Bridge/Railroad Name	Status (Partially Blocked, Closed)	Comments (Anticipated re-open time)

Utility Impacts: <input type="checkbox"/> None <input type="checkbox"/> Estimated <input type="checkbox"/> Confirmed		
Type	Customers Without Service	Comments
Water		
Sewer		
Power		
Natural Gas		
Telephone		
Internet		

Structure Impacts: <input type="checkbox"/> None <input type="checkbox"/> Estimated <input type="checkbox"/> Confirmed			
	Damaged	Destroyed	Comments
Residential			
Commercial			
Industrial			
Municipal			
Prov/Federal			

## ECC Action Plan - ECC 502

<b>Incident Name/No:</b>		<b>Jurisdiction/Agency:</b>	
<b>Date Prepared:</b>		<b>Time Prepared:</b>	
<b>Prepared for Operational Period No:</b>		<b>Start Date &amp; Time:</b>	<b>End Date &amp; Time:</b>

**Objectives/Priorities:** (what high-level activities are necessary to complete during this operational period?)

<b>1.</b>			
<b>Related Tasks</b>		<b>Responsible</b>	

<b>2.</b>			
<b>Related Tasks</b>		<b>Responsible</b>	

<b>3.</b>			
<b>Related Tasks</b>		<b>Responsible</b>	

<b>4.</b>			
<b>Related Tasks</b>		<b>Responsible</b>	

<b>Prepared By (ECC Planning Section Coord):</b>	<b>Approved By (ECC Director):</b>	<b>Date/Time Approved:</b>

Distribution:     ECC Mgt Team     ECC Planning     ECC Director     ECC Personnel   

Other: \_\_\_\_\_







# ECC Resource Request Tracking Sheet - ECC 515

**PURCHASE ORDER NUMBER:**

**Section 1: General Resource Information**

To be filled out by Logistics, once ECC 514 form has been received

Date/Time Request (ECC 514) Received:  
(MM-DD-YYYY; TIME)

Incident Name/No: \_\_\_\_\_ Date/Time (MM-DD-YYYY; TIME): \_\_\_\_\_

Precedence Level:  Emergency  Priority  Routine

Requested By: \_\_\_\_\_ Name / Position: \_\_\_\_\_ Agency: \_\_\_\_\_ Contact No./Email: \_\_\_\_\_

No.	Resource Description (Kind/Type)	Quantity (No.)	Unit of Measure (Case, Hrs)	Delivery Location	How Long is Asset Required? (Days, Hrs)	Date Ordered (MM-DD-YYYY)	Business Name	Business Contact Name	Business Contact Phone Number	Estimated Total Order Cost	Estimated Date/ Time of Arrival (MM-DD-YYYY; TIME)
1											
2											
3											
4											
5											

Special Instruction to be provided to Business, see attached Original ECC 514 form, for special instructions: (Circle) YES / NO

Director approval required for purchases over threshold, assigned by Fin/Admin.  
Director Sign Off: Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Conti nu e fro m Ab su	No.	Payment made at time of order? *	Insurance ** (File in Binder)	WCB # ** (File in Binder)	Close-Out Required ***See Below for Definition	Attach ECC 514 to Master ****	Section 2: Financial Information (Pink) To be filled out by Fin/Admin						
		YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO	<input type="checkbox"/>	No.	Forms Received			PAID	Dollar Value Paid	Final Review Sign Off Confirm all forms received and payments are made
	1	YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO	<input type="checkbox"/>	1	PINK	YELLOW	GREEN	<input type="checkbox"/>		Name
	2	YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO		2				<input type="checkbox"/>		
	3	YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO		3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Function/ Title
	4	YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO		4				<input type="checkbox"/>		
	5	YES / NO	<input type="checkbox"/>	<input type="checkbox"/>	YES / NO		5				<input type="checkbox"/>		Date
					*** Close-Outs are required for resources that need to be cancelled when they are no longer required. For example: equipment rental, contractor services.	**** Master (White) Copy of ECC 515 will stay in PO Book	Total Expenditure				\$		

**Section 3: Requestor - Resources Received (Yellow)**

To be filled out by Requestor when requested resources have arrived

No.	Security Gate Personnel Notified	Field Personnel Notified	Arrived / Received	When Did Resource Arrive? (MM-DD-YYYY; TIME)	Acceptable (If not acceptable, reorder from Logistics)
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**Section 4: Requestor - Resources Cancelled (Orange)**

To be filled out by Requestor when resources have been cancelled

No.	Requires Close-Out	Cancelled Resource with Vendor? Vendor has confirmed?	Whom did you contact at Vendor? (Contract Name)	When did you cancel Resource? (MM-DD-YYYY)	Requestor Sign Off -> Return Completed Form to Fin/ Admin once Signed
1	YES / NO	<input type="checkbox"/>			Name
2	YES / NO	<input type="checkbox"/>			
3	YES / NO	<input type="checkbox"/>			Function/ Title
4	YES / NO	<input type="checkbox"/>			
5	YES / NO	<input type="checkbox"/>			Date

Requestor Sign Off: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do not complete this section or return the form until resources have been cancelled.

**LOGISTICS INSTRUCTIONS**

1. Logistics Receives *ECC 514*, from Requestor
2. Logistics Fills out ***ECC RESOURCE REQUEST TRACKING SHEET: ECC 515*** and Orders Resources, from vendor. One vendor per ECC 515.
3. Logistics Completes, white section, *Section 1: General Resource Information*, of ECC 515.
  - a. Close Outs are required when Services need to be cancelled; equipment needs to be returned to vendor.
  - b. If Resources are pre-paid (for example Credit Card, receipt needs to be attached to Pink Copy)
  - c. If WCB and Insurance are required, request from vendor and file in "Insurance/ WCB Files" binder.
4. Logistics Distributes Forms
  - a. If Close Out Require
    - i. White: Stays in the Book, attach original ECC514
    - ii. Yellow: Requestor
    - iii. Orange: Requestor
    - iv. Pink: Fin/ Admin
  - b. If No Close Require
    - i. White: Stays in the Book, attach original ECC514
    - ii. Yellow: Requestor
    - iii. Orange: Fin/ Admin
    - iv. Pink: Fin/Admin

**REQUESTOR INSTRUCTIONS**

1. Requestor Receives "ECC 515" form(s) from Logistics.

**IS CLOSE OUT REQUIRED? YES or NO**

**YES, CLOSE OUT REQUIRED**

1. Requestor Receives Yellow Copy and Orange Copy
  - a. Yellow Copy: *Requestor – Resources Received*
    - i. If Requestor Receives Resource
      1. Requestor Completes *Section 3: Requestor - Resources Received*, of yellow copy.
      2. Requestor Returns completed Yellow Form to Fin/ Admin
    - ii. If Requestor Does Not Receive Resource
      1. Requestor Contacts Logistics to follow up on resources. Logistics will either confirm resources or reorder
  - b. Orange Copy: *Requestor – Resources Cancelled*
    - i. Requestor cancels resources once services are no longer required Requestor Completes *Section 4: Requestor - Resources Cancelled*, of green copy
    - ii. Requestor Returns completed orange Form to Fin/ Admin

**NO, CLOSE NOT OUT REQUIRED**

1. Requestor Receives Yellow Copy
  - a. Yellow Copy: *Requestor – Resources Received*
    - i. If Requestor Receives Resource
      1. Requestor Completes *Section 3: Requestor - Resources Received*
      2. Requestor Returns completed Yellow Form to Fin/ Admin
    - ii. If Requestor Does Not Receive Resource
      1. Requestor Contacts Logistics to Confirm Order or Reorder. Logistics will either confirm resources or reorder

**FIN/ ADMIN INSTRUCTIONS**

1. Fin/ Admin Receives "ECC 515" Form(s) from Logistics

**IS CLOSE OUT REQUIRED? YES or NO**

**YES, CLOSE OUT REQUIRED**

1. Fin/ Admin Receives Pink Copy, from Logistics
  - a. Pink Copy: Fin/ Admin
    - i. Fin/ Admin Tracks Initial Costs
2. Fin/ Admin Receives Yellow Copy, from Requestor
  - a. Yellow Copy: *Requestor – Resources Received*
    - i. Resource has been received by Requestor
3. Fin/ Admin Receives Orange Copy, from Requestor
  - a. Orange Copy: *Requestor – Resources Cancelled*
    - i. Required Resources have been cancelled by Requestor
4. Fin Admin confirms receipt of Pink, Yellow and Orange Copy
5. Fin/ Admin Completes *Section 2: Financial Information*, of pink copy.
6. Fin/ Admin Pays/Refunds Vendor, if required
7. Fin/ Admin Tracks Total Costs

**NO, CLOSE NOT OUT REQUIRED**

1. Fin/ Admin Receives Pink Copy and Orange Copy
  - a. Pink Copy: Fin/ Admin
    - i. Fin/ Admin Tracks Initial Costs
  - b. Orange Copy: *Requestor – Resources Cancelled*
    - i. *Section 4: Requestor – Resources Cancelled*, section will be crossed out
2. Fin/ Admin Receives completed Yellow Copy: *Requestor – Resources Received*, from Requestor, once resources are received
3. Fin Admin confirms receipt of Pink, Yellow and Orange Copy
4. Fin/ Admin Completes *Section 2: Financial Information*, of pink copy.
5. Fin/ Admin Pays/ Refunds Vendor, if required
6. Fin/ Admin Tracks Total Costs

**ECC RESOURCES REQUEST TRACKING PROCESS FLOW**

