

EMERGENCY ADVISORY COMMITTEE MEETINGTuesday, January 14, 2020
1:00 pm
Strathcona County Council Chambers**AGENDA**

- 1. CALL TO ORDER**
- 2. ADDITIONS/DELETIONS/CHANGES TO AGENDA & ADOPTION OF AGENDA**
- 3. CONFIRMATION OF MINUTES**
 - 3.1 No previous minutes to confirm.
- 4. Key Legislation**
 - 4.1 Alberta Emergency Management Act (2018)
 - 4.2 Local Authority Emergency Management Regulation (2018)
 - 4.3 Bylaw 17-2018 Emergency Management Bylaw Strathcona County
- 5. Emergency Advisory Committee (EAC)**
 - 5.1 Responsibilities
 - 5.2 Declaring a State of Local Emergency (SOLE)
- 6. Strathcona County Emergency Management Agency (SCEMA)**
 - 6.1 Role
 - 6.2 Municipal Emergency Plan (MEP)
- 7. Emergency Social Services Update**
 - 7.1 Overview of ESS program
- 8. SCEMA 2020 program**
 - 8.1 Planned training
 - 8.2 EOC activations
 - 8.3 EAC notifications
 - 8.4 Parkade incident review implementation plans

ADJOURN



Strathcona County Emergency Management Agency

2020 Emergency Advisory Committee (EAC) Meeting



Jeff Hutton, Fire Chief
Director, Emergency Services, DEM



Gordon George, Acting-Assistant Chief
Emergency Management, DDEM

Lori Prediger, Manager Human
Services and Innovation, ESS Lead

Agenda

- Background
- Key Legislation
- Hazards
- Emergency Advisory Committee (EAC) and Declaring a State of Local Emergency (SOLE)
- Strathcona County Emergency Management Agency (SCEMA)
- Emergency Social Services (ESS)
- 2020 SCEMA program
- Questions



Emergency vs Disaster

- Emergency
 - A present or imminent event that requires prompt coordination of actions concerning persons or property to protect the health, safety and welfare of people, or to limit damage to property or the environment.
- Disaster
 - The physical, psychological and social consequences of the event that exceeds the capacity of local resources to cope and results in serious harm to safety, health or welfare of people or in widespread damage to property or the environment.

-Public Safety Canada 2017



Disaster Characteristics

- Things go wrong
- The scope is unknown
- Communications fail
- Emergency Services are affected
- The situation is changing
- Emergency Social Services (ESS) are necessary
- There is massive convergence
- Unusual responses are often required



Hazards

- Natural
 - Significant weather events
 - Wildfires/Interface fire
- Human Induced
 - Transportation accidents
 - Industrial release
 - Public health emergency
 - Terrorism
 - Cyber-terrorism
 - Disruptions to public order



What is Emergency Management?

- The management of emergencies concerning all hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.



Priorities of Emergency Management

- **Save Lives**
 - Minimize impact on residents, first responders and those directly affected by the disaster.
- **Protect Property**
 - Keeping both public and private property of the community and residents intact as much as possible.
- **Protect the Environment**
 - Preserve environmental elements (water and air) and protect the ecosystem.
- **Protect the Economy**
 - Reducing economic disruption in an emergency to lessen its impact on the community.



Key Legislation

- Emergency Management Act (2018) – EMA
 - Alberta’s legislation that determines EM roles and responsibilities.
- Local Authority Emergency Management Regulation (2018) – LAEMR
 - Developed to clarify roles and responsibilities
 - Section 1. Appoints the EAC
 - Section 2. Local EM by-law
 - Section 3. Local EM agency (SCEMA)
 - Section 4. Emergency plans (MEP)
 - Section 5. Reviews of emergency plans
 - Section 6. Training requirements (mandatory exercises)
 - Section 8. Training requirements for elected officials
 - Section 11. Training requirements for staff



Key Legislation

- Bylaw 17-2018 Emergency Management Bylaw Strathcona County
No Changes recommended in 2020
 - Part 1. Citations, Purpose, Interpretation and Definitions
 - Part 2. Emergency Advisory Committee (EAC)
 - Mayor and Council form the EAC
 - Annual meetings
 - Special Meetings
 - Part 3. Emergency Management Agency (SCEMA)
 - The Fire Chief is the DEM
 - Responsibility for the EM program is delegated to the DDEM
 - Part 4. Financial
 - Part 5. State of Local Emergency (SOLE)



Key Legislation

- LAEMR Audit 2019 Highlights

- Sustain

- Bylaw meets current requirements
 - Employees assigned roles within the emergency plan have completed required courses
 - The Municipal Emergency Plan details the assigned of responsibilities by position

- Improve

- Elected Officials must complete the Municipal Elected Officials (MEO) course within 90 days of appointment
 - Update the Community Hazard and Risk Assessment
 - Develop a training plan that identifies both individual and collective training exercises
 - Follow pre-defined rosters that ensure trained staff are employed to their level of expertise



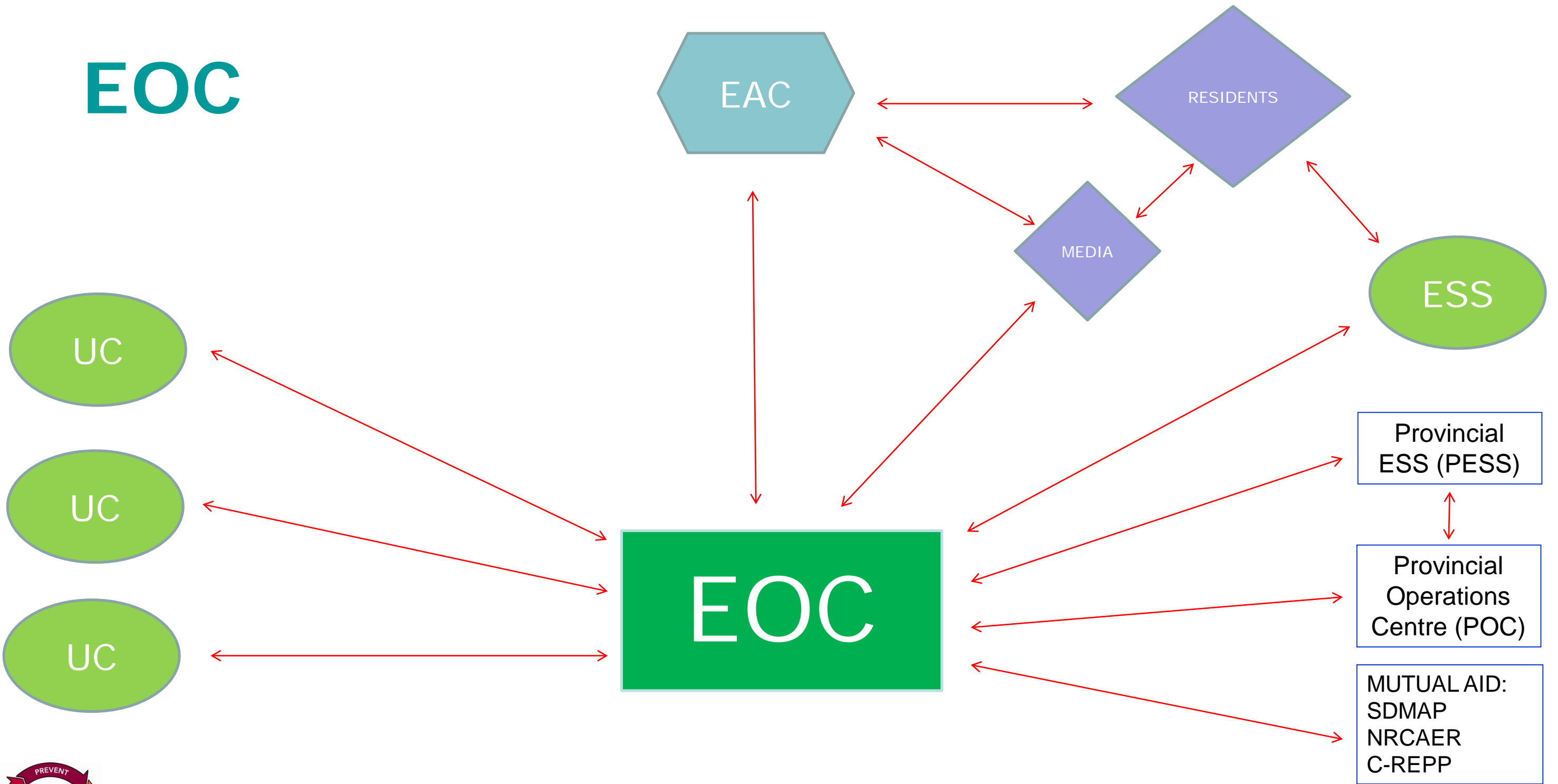
EAC Responsibilities

- Before a disaster

1. Ensure MEP is up to date and risk assessments are regularly conducted
2. Understand your legal responsibilities and authorities regarding:
 - Roles and powers during an emergency
 - Declaring a SOLE
3. Be aware of notification procedures
4. Promote training and exercises



EOC



EAC Responsibilities

- During a disaster
 1. Obtain regular situation reports from the EOC
 2. Approve extraordinary measures and expenditures to meet response requirements
 3. Declare/terminate a State of Local Emergency (SOLE)
 4. Provide strategic guidance and direction
 5. In conjunction with Public Information Officer, share verified information with the public and media (through designated spokespersons).



EAC Responsibilities

State of Local Emergency

- Declaration of SOLE elevates Provincial Operations Center (POC) activation level and support capability
- Declaration will identify specific powers, to whom they are delegated and when they are in force
- County can make a declaration which lasts for seven (7) days unless terminated or renewed
- Province does not have to approve a declaration but can cancel it (Emergency Management Act, Section 22.2)



EAC Responsibilities

Powers under a SOLE

- Seize real or personal property
- Control or prohibit travel
- Restore essential services
- Cause evacuation
- Authorize entry without a warrant
- Cause demolition
- Procure or fix prices
- Authorize conscription



EAC Responsibilities

Information Management

- Regular briefings will be scheduled from the EOC and as requested by the EAC
- Depending on the incident, it could be done via e-mail, teleconference, or face-to-face

Media

- The Mayor is the designated spokesperson for the municipality (media availabilities and briefings), with support from the Public Information Officer.



EAC Responsibilities

Recovery

- Terminate the State of Local Emergency (SOLE)
- Ensure the needs of affected citizens are communicated to the EOC
- Authorize recovery operations including damage and loss assessments
- Review incident after-action report (AAR), provide strategic direction and approve recommendations to be adopted.



EOC Responsibilities

Planning and managing community recovery including:

- Caring for our people – return to our new normal
- Restoration of services, facilities and infrastructure
- Damage assessments and building inspections
- Documentation of disaster operations and costs including applications to the Disaster Assistance Program (DRP) and Municipal Wildfire Assistance Program (MWAP)
- Ensure a post-incident assessment is completed
- Review all relevant plans, including approval of all public/media information releases.
- Consider social impacts at all phases during the incident



SCEMA Role

Annual review of MEP to address hazards within the community

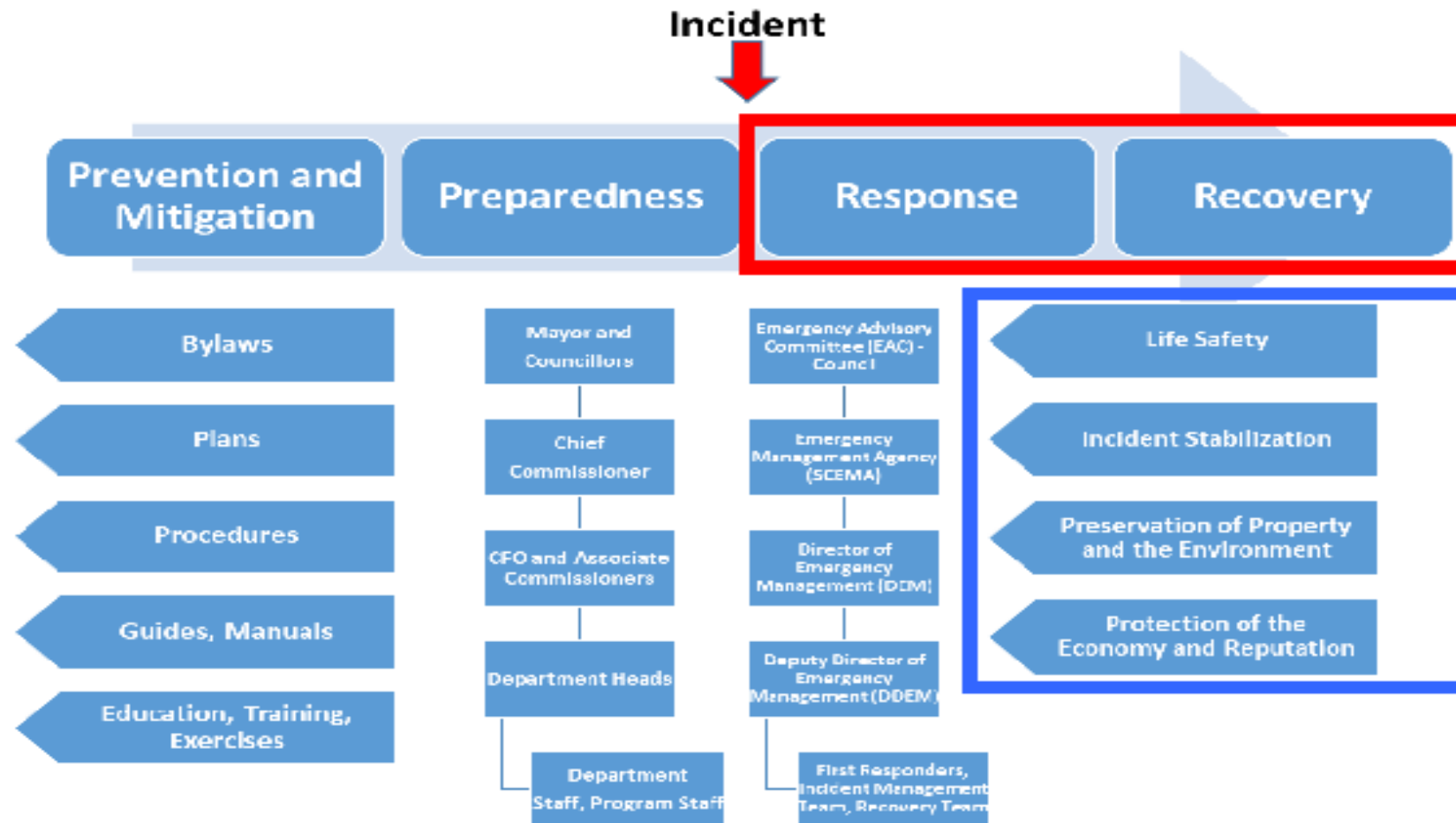
Implement the municipal disaster response during a serious incident or disaster.

- Mitigation/Prevention
 - Land use, bylaws, inspections
- Preparedness
 - Training / Exercises including Emergency Social Services (ESS).
 - Testing our plans
 - Business Continuity Planning (BCP), residential engagement
- Response
 - Incident Response Plans, First responders, Mutual Aid, Industrial partnerships, ESS
- Recovery
 - BCP, Disaster Recovery Program (DRP), ESS, Documentation and reporting



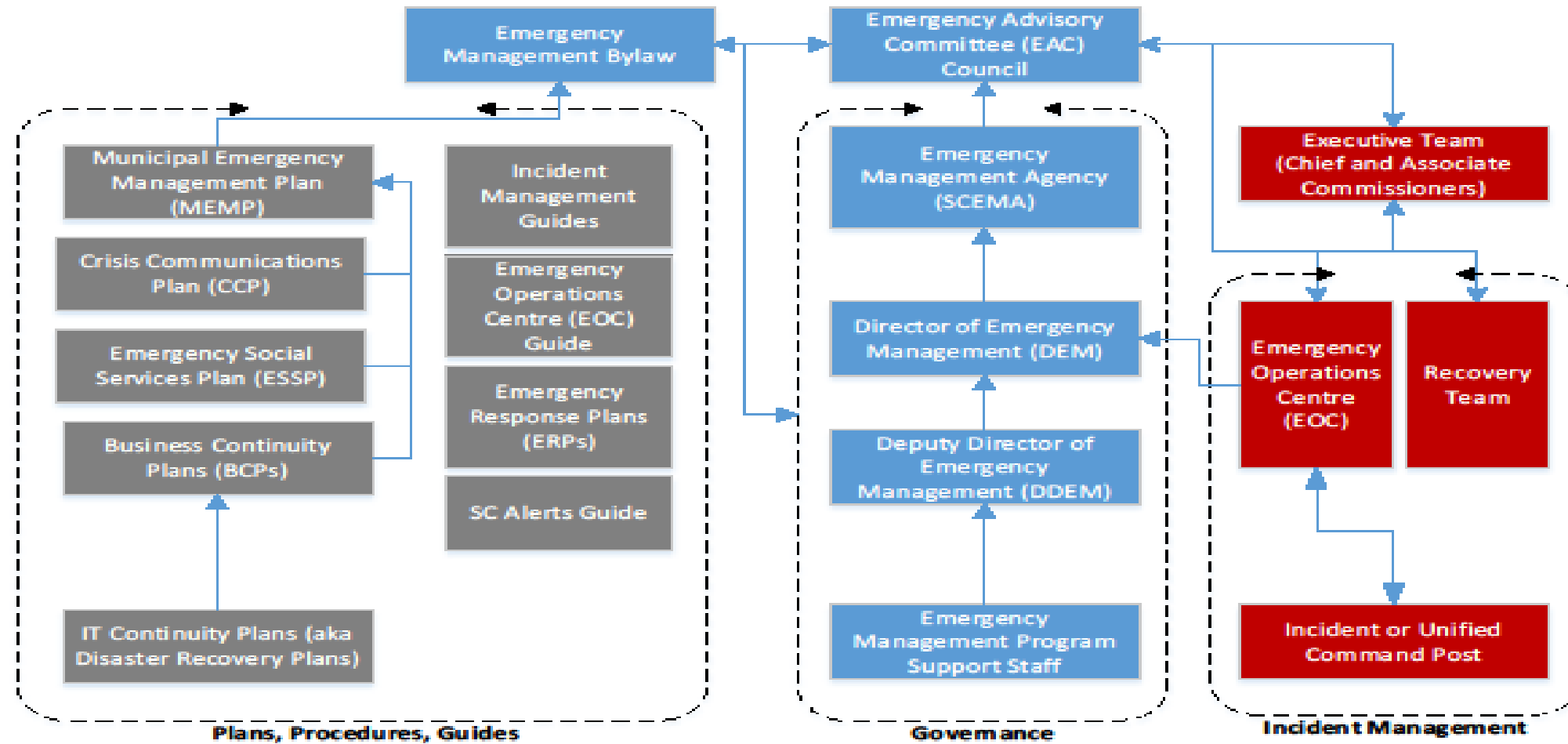
Appendix F. Pillars of Emergency Management

This appendix provides an illustration of the four pillars of emergency management including components of County Emergency Management.



Appendix G. Emergency Management Linkages

This appendix provides an illustration of key emergency management linkages including elements and relationships of plans, governance, and incident management.



Municipal Emergency Plan

- Review and Approval by the EAC
 - Notification and activation procedures
 - Emergency Operations Centre (EOC)
 - Local organization and structure
 - Mutual Aid Agreements
 - Checklists and Resources
 - Reference section
 - SOLE procedures



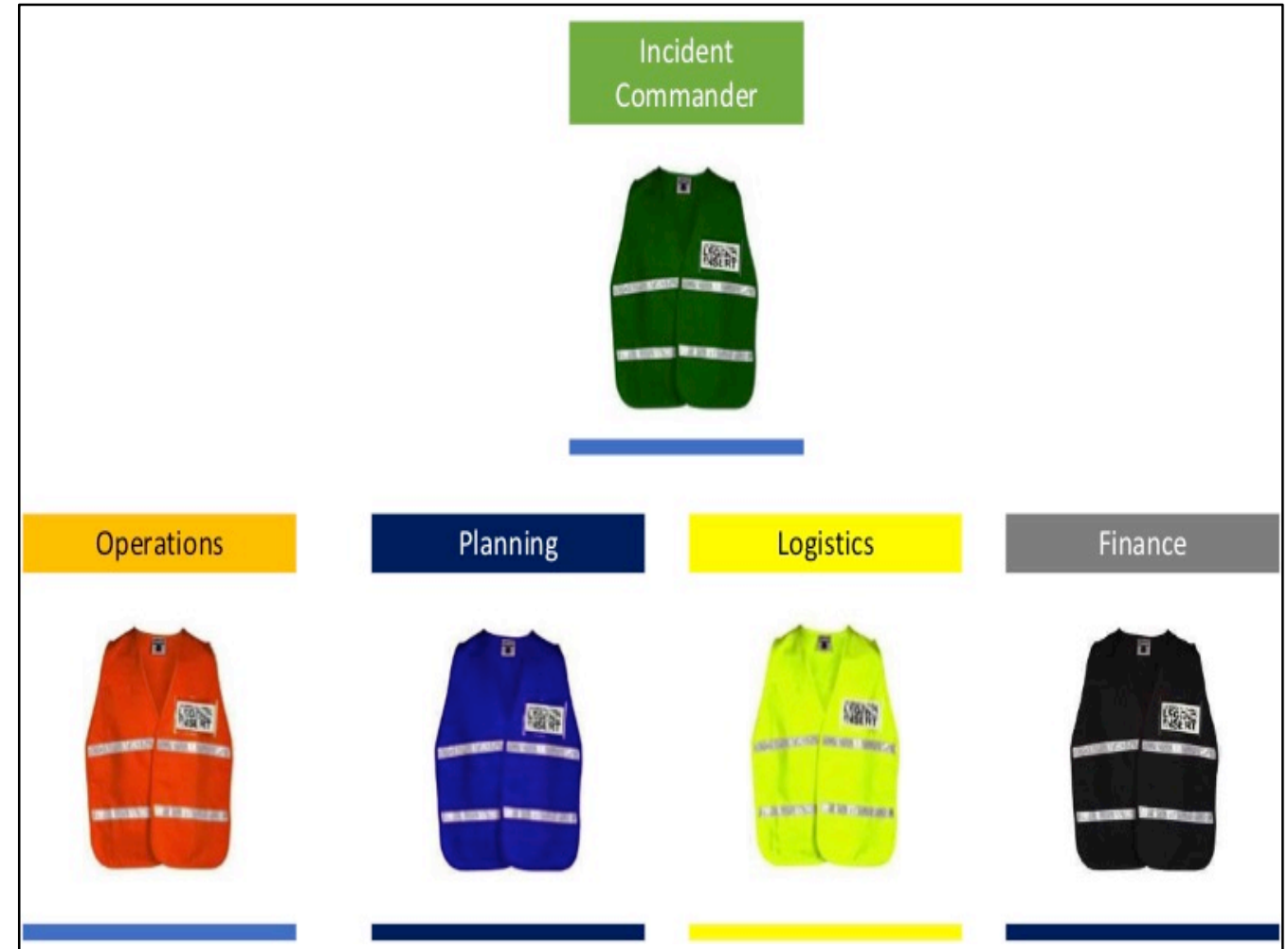
Emergency Social Services (ESS)

- Emergency Social Services are short term services provided to people impacted by an emergency or disaster, and is a function of the EOC.
- Family and Community Services has responsibility for ESS preparedness, activation, and recovery.
- In 2019, FCS developed an Emergency Social Services Manual to assist staff to operationalize a Reception Centre during an emergency.



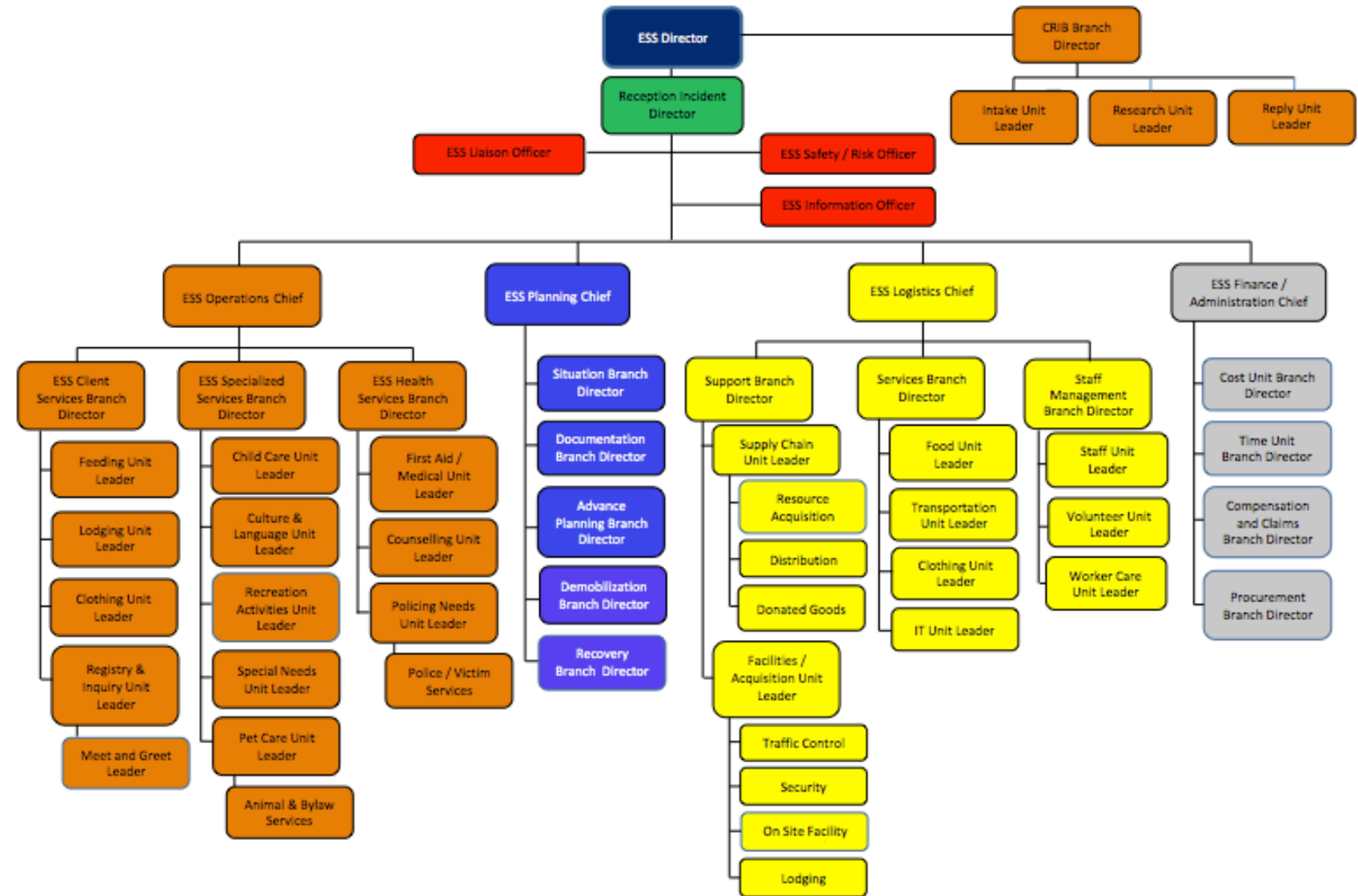
ESS Manual- 2019

- Manual outlines ESS guiding principles, Reception Centre organizational structure, function checklists and supporting aids e.g. forms, instructions, equipment, etc.
- Manual was developed in compliance with multiple standards and regulations including Canadian Standards Z1600, and Occupational Health and Safety regulations
- Complies with Incident Command System (ICS)



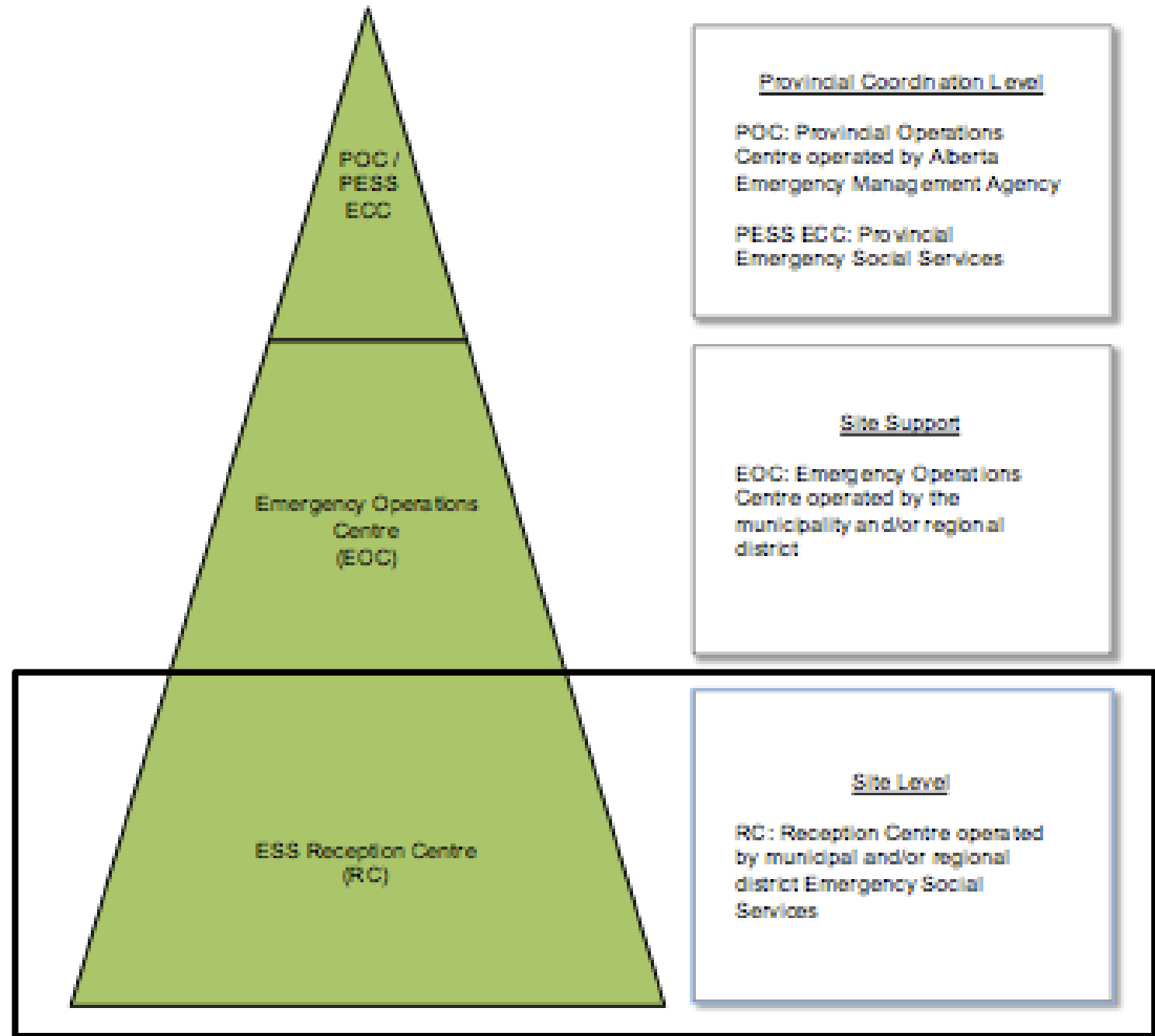
Reception Centre Function Checklists

- ESS Manual designed to be easy to use in an emergency
- Included in the Manual are function specific checklists
- A fully operational Reception Centre has over 40 functions/roles



ESS Manual- 2019

- Manual outlines how ESS fits into the larger municipal/provincial response structure
- Reception Centre is the physical location (the Site) where ESS services are provided
- Our County Emergency Operations Centre provides site strategic and functional support to assist with operationalizing a Reception Centre location



SCEMA 2020 Plans

- Training
 - Individual training
 - EMX 20
 - EOC and ESS activation
 - Regional training
- EOC activations
 - Partial activations in support of community events. i.e Canada Day
- EAC notifications
 - EAC notifications in support of EOC activations



Work to be done

Theme 1 – Plans and Readiness

- 3 months
 - Complete Incident Package (corporate record)
 - Review governance roles
 - Update Bylaw to ensure alignment with Emergency Management Act (2018) and Local Authority Emergency Management Regulation 2018 (in force January 1, 2020)
- 6 months
 - Schedule and conduct an exercise
 - Conduct an exercise that covers notification to and assembly of Emergency Advisory Committee (EAC)
- 12 months
 - Develop implementation plan for EM system such as CSA Z1600



Work to be done

Theme 2 – Incident Management

- 3 months
 - Review IMT assignments with assigned staff
- 6 months
 - Conduct a unified command workshop



Work to be done

Theme 3 – Crisis Communications

- 9 months
 - Initiate/continue discussions regarding crisis communications with key stakeholders (e.g. RCMP, Industry, School Boards)



Work to be done

Theme 4 – Business Continuity

- 3 months
 - Recruit senior Emergency Management position
- 6 months
 - Recruit junior Emergency Management position (approved by Council December 5, 2019)
- 12 months
 - Complete a Hazard Risk Vulnerability Assessment (HRVA)
 - Complete a prioritization of critical business functions
 - Document and enhance the recovery framework utilized for this incident



Questions

Strathcona County Emergency Management Agency

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