



CITY POLICY

POLICY NUMBER: C508

REFERENCE:

City Council 15 06 04
Province of Alberta Disaster Services Act, R.S.A. 2000
City of Edmonton Disaster Services Bylaw

ADOPTED BY:

City Council

SUPERSEDES:

New

PREPARED BY: Office of Emergency Preparedness

DATE: 25 05 04

TITLE: Municipal Emergency Plan

Policy Statement:

The Municipal Emergency Plan is an overall strategy for the management of major emergencies or disasters affecting Edmonton.

The purpose of this policy is to:

The purpose of the City of Edmonton's Municipal Emergency Plan (MEP) is to provide a guide to prepare for, and respond to, major emergencies and disasters affecting Edmonton.



CITY PROCEDURE

POLICY NUMBER: C508

AUTHORITY: City Council

EFFECTIVE DATE:

TITLE: Municipal Emergency Plan

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City of Edmonton

Municipal Emergency Plan

CITY OF EDMONTON
MUNICIPAL EMERGENCY PLAN

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Alberta Public Health Act

City of Edmonton Disaster Services Bylaw

Edmonton Police Service Memorandum of Understanding

Distribution List - Municipal Emergency Plan

Manual No.	Assigned To	Location
1	Mayor	Mayor's Office City Hall
2	Ward 1 Councillor	Councillors' Offices City Hall
3	Ward 1 Councillor	""
4	Ward 2 Councillor	""
5	Ward 2 Councillor	""
6	Ward 3 Councillor	""
7	Ward 3 Councillor	""
8	Ward 4 Councillor	""
9	Ward 4 Councillor	""
10	Ward 5 Councillor	""
11	Ward 5 Councillor	""
12	Ward 6 Councillor	""
13	Ward 6 Councillor	""
14	City Manager and Director of Disaster Services	3 rd Floor City Hall
15	Office of the City Clerk	3 rd Floor City Hall
16	GM Planning and Development	8 th Floor Allstream Tower
17	GM Asset Management and Public Works	3 rd Floor Century Place
18	GM Corporate Services	5 th Floor Chancery Hall
19	GM Emergency Response Department	4 th Floor ERD Station 1
20	GM Transportation and Streets	15 th Floor Century Place
21	GM Community Services	4 th Floor Century Place
22	Chief Edmonton Police Service	4 th Floor EPS Headquarters
23	Deputy Chief, Operations, Edmonton Police Service	4 th Floor EPS Headquarters
24	Deputy Chief, Administration, Edmonton Police Service	4 th Floor EPS Headquarters
25	Duty Officer's Office, Edmonton Police Service	3 rd Floor EPS Headquarters
26	Chief, Edmonton Fire Rescue Services, Emergency Response Department	4 th Floor, ERD Station 1
27	Deputy Chief, Fire Rescue Operations, Emergency Response Department	3 rd Floor, ERD Station 1
28	Deputy Chief, Fire Rescue Administration, Emergency Response Department	4 th Floor, ERD

		Station 1
29	Fire Rescue Duty Office, Emergency Response Department	3 rd Floor, ERD Station 1
30	Manager, Emergency Response Communications Center	ERCC, 2 nd Floor ERD Station 42
31	Chief, Emergency Medical Services Emergency Response Department	4 th Floor, ERD Station 1

Distribution List.... Cont'd

MANUAL NO.	ASSIGNED TO	LOCATION
32	Deputy Chief, Operations, Emergency Medical Services, Emergency Response Department	Station 42, EMS Operations
33	Deputy Chief, System Performance and Logistics, Emergency Medical Services, Emergency Response Department	ERCC, 2 nd Floor Station 42
34	Emergency Medical Services Duty Office, Emergency Response Department	EMS Operations Station 42
35	Capital Health c/o Medical Officer of Health	Suite 300, 10216 – 124 St.
36	EPCOR Power	10065 Jasper Ave.
37	EPCOR Water	10065 Jasper Ave.
38	ATCO Gas	10540 – 112 St.
39	Emergency Management Alberta	14515 – 122 Ave.
40	Land Force Western Area Headquarters	
41	Director, Office of Emergency Preparedness	ERD, Station 42

Amendments

Amendment Record

Edmonton City Council has the authority under administrative policy to approve the basic plan of the MEP. The Director of Disaster Services has the operational authority for revisions to the supporting plans (annexes) and hazard specific contingency plans (appendices) of the MEP.

The Office of Emergency Preparedness (OEP) is responsible for maintaining and updating the Municipal Emergency Plan (MEP). The MEP will be audited by the Office of Emergency Preparedness on an annual basis with revisions and updates made as required.

The MEP will be available in an electronic format, for easy of reference and revision. Departments and agencies will be advised of updates and revisions.

Individuals identified in the distribution list will be provided with printed copies of the MEP.

Amendment Request

Requests for amendments to the annexes and appendices of the MEP should be forwarded to OEP.

AMENDMENT RECORD

SECTION	REPLACE	DESCRIPTION OF CHANGE(S)MADE

INDEX OF ACRONYMS

CBRN	Chemical, Biological, Radiological and Nuclear
CH	Capital Health
CHA	Capital Health Authority
CIC	Coordination Information Center
CPC	Corporate Procurement Card
CPCA	Corporate Procurement Card Administrator
CSD	Corporate Services Department
CSU	Canadian Service Union
DATS	Disabled Adult Transportation System
DDS	Director of Disaster Services
DND	Department of National Defense
DSS	Disaster Social Services
EMA	Emergency Management Alberta
EMS	Emergency Medical Services

EOC	Emergency Operations Centre
EPIC	Emergency Public Information Centre
EPS	Edmonton Police Service
EPWS	Early Public Warning System
ERCC	Emergency Response Communications Centre
ERD	Emergency Response Department
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MCI	Mass Casualty Incident
MEP	Municipal Emergency Plan
MOH	Medical Officer of Health
NGO	Non-Governmental Organization
OEP	Office of Emergency Preparedness
PIO	Public Information Officer

PSEPC	Public Safety and Emergency Preparedness Canada
RCMP	Royal Canadian Mounted Police
SOP	Standard Operating Procedure

GLOSSARY OF TERMS

Alert	Is a phase of emergency response in which there is a possibility of an emergency situation occurring within the near future. During the "Alert" phase of the response, selected Emergency Operations Centre personnel monitor the situation and provide informational and instructional bulletins to department, agencies, and the general public, as appropriate.
Council	Municipal Council of the city of Edmonton.
Declaration of a State of Local Emergency	A resolution of the Disaster Services Committee to create a temporary legal state in which extraordinary action may be taken to address a major emergency or disaster.
Director of Disaster Services	The City Manager or his designate. The Director of Disaster Services assumes the position of EOC Director upon activation.
Disaster	An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. Beyond the capability of the City to handle with its resources.
Emergency Operations Centre (EOC)	The protected site from which civil officials coordinate, monitor, and direct emergency response activities during an emergency or disaster.
Emergency	Any occasion or instance that warrants action to save lives and to protect property, public health and safety. A situation is larger in scope and more severe in terms of actual or potential effects.
Evacuation	Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.
Evacuees	All people removed or moving from areas threatened or struck by a disaster.

Hazard Analysis	A document separate from the MEP that identifies the local hazards that have caused, or possess the potential to adversely affect public health and safety, public and private property, or the environment.
Hazard	A potential threat to the health or life of individuals, to property and/or to the ability of individuals to maintain their livelihoods and regular daily activities. Hazards could include natural forces (such as wind, drought, earthquakes etc.) or technologically induced threats (such as aircraft and highway mishaps, industrial accidents, explosions etc.)
Impact	The effect that each hazard will have on people such as injury and loss, adverse effects on health, property, the environment and the economy.
Incident	A situation that is limited in scope and potential effects.
Incident Commander (IC)	The individual responsible for making operational decisions to manage an incident.
Incident Command Post (ICP)	A location from which the Incident Commander directs the site response to the emergency. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.
Incident Command System (ICS)	A standardized organizational structure used to command control, and coordinate the use of resources and personnel that have responded to the scene of an emergency.
Interface Fire	A fire in an area where combustible wildland fuels are found adjacent to houses and other structures.
Local Authority	Municipal Council of the city of Edmonton.
Mass Care	The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, and other essential life support needs to those people that have been displaced from their homes because of a disaster

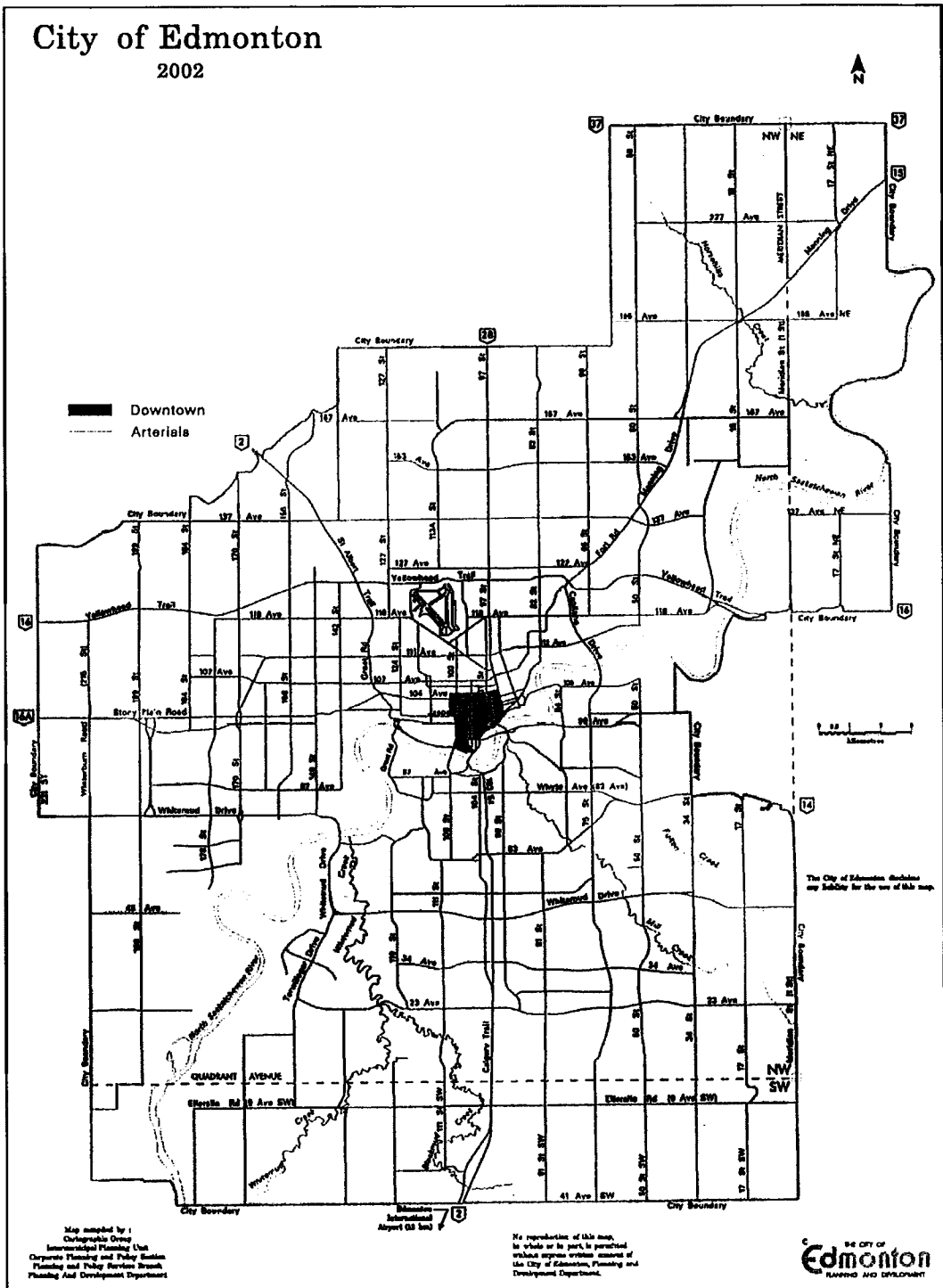
or threatened disaster.

Municipal Emergency Plan	A document that describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies and other resources available for use in the disaster; and outlines how the actions will be coordinated.
Public Order Event	An incident where a crowd of people are displaying civil disobedience requiring police to establish order.
Office of Emergency Preparedness (OEP)	The organization within the City of Edmonton responsible for managing the City's Emergency Program.
Response	Those measures undertaken immediately after an emergency has occurred, primarily to save human life, treat the injured, and prevent further injury and losses. They include response plan activation, opening and staffing the EOC, mobilization of resources, issuance of warnings and direction, provision of aid, and may include the declaration of a State of Local Emergency.
Risk	The chance or likelihood of an occurrence based on the vulnerability and known circumstances of a community.
Standard Operating Procedure (SOP)	A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement the MEP by detailing and specifying how tasks assigned in the MEP are to be carried out.
Warning	The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects those specific hazards may cause. A warning issued by Environment Canada (e.g., severe storm warning, tornado warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch

Indications by a monitoring agency that, in a defined area, conditions are favorable for the development of specific types of hazards (e.g., severe thunderstorms, tornadoes, flooding).

City of Edmonton 2002



Map 1 - Planning and Development - 2002
City of Edmonton Map

PART I

BASIC PLAN

City of Edmonton Municipal Emergency Plan

1. Purpose

The purpose of the City of Edmonton's Municipal Emergency Plan (MEP) is to provide a guide to prepare for, and respond to, major emergencies and disasters affecting the city.

2. Scope

The MEP is an overall strategy for the management of major emergencies or disasters affecting Edmonton. The MEP is intended to:

- (a) Document the roles and responsibilities of City departments during and after a major emergency or disaster.
- (b) Document the roles and responsibilities of other responders to a major emergency or disaster in the city.
- (c) Provide a basis for training in emergency response and recovery in the city.
- (d) Detail how the MEP will be activated and maintained.
- (e) Provide a framework within which the principal written plan elements will fit together into a single cohesive, organized strategy for major emergency and disaster response and recovery in the community.

3. Authority

The City of Edmonton's MEP is approved by City Council under the authority of:

- (a) Province of Alberta Disaster Services Act.
- (b) The City of Edmonton Disaster Services Bylaw.

4. Declaration of a State of Local Emergency

Under the Province of Alberta Disaster Services Act, the City of Edmonton is permitted under specific circumstances to declare a "State of Local Emergency" covering all or part of the city. Once this declaration is formally made, emergency response personnel working under

the direction of the City of Edmonton will be assigned additional and extraordinary powers.

5. Municipal Emergency Plan

The MEP has been developed to deal with the effects common to several hazards, rather than develop separate plans for each hazard. A critical aspect of planning for the response to emergency situations is to identify all common tasks, or functions, that must be performed, assign responsibility for accomplishing each function, and ensure that tasked organizations have prepared Standard Operating Procedures (SOPs) that detail how they will carry out critical tasks associated with a larger function.

The MEP is comprised of three components:

(a) **Basic Plan**

Provides an overview of the City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the MEP and explains general concepts for emergency operations.

(b) **Supporting Annexes**

Plans organized around the performance of a broad task. The annexes are oriented towards operations, with the primary audience consisting of those who perform the tasks.

(c) **Hazard Specific Contingency Plans (Appendices)**

Provide additional information applicable to the performance of a particular function, in the context of a particular hazard.

The MEP applies to major emergencies or disasters that occur within the city of Edmonton. It is not intended to be used to replace existing SOPs or guidelines that are normally utilized at the scene of an emergency by the appropriate first responding agencies. Departments or lead response agencies shall maintain detailed SOPs related to their area of expertise. These SOPs will not be included in the MEP.

5.1. Activation of the Municipal Emergency Plan

The MEP may be activated in part or in whole:

(a) On a declaration of a State of Local Emergency in accordance with the Municipal Disaster Services Bylaw.

(b) On a declaration of a Provincial State of Emergency in accordance with Section 18 of the Alberta Disaster Services Act.

- (c) By the Director of Disaster Services when an emergency situation occurs that requires a coordinated and controlled response by City departments or agencies.

5.2. Deactivation of the Municipal Emergency Plan

The formal downgrading of the emergency levels shall be communicated to all agencies and organizations by the Director of Disaster Services or, on his/her instruction by the Director of the Office of Emergency Preparedness (OEP).

5.3. Post-Incident / Exercise Response Evaluation

- (a) Following the conclusion of any significant emergency event or exercise, the OEP may conduct a post-incident or exercise review. Such reviews shall be conducted in the form of a meeting or by requesting written inputs from participating departments or agencies regarding problems observed and recommendations for improvements in the plan, procedure, or training.
- (b) The Lead Response Agency (the agency that has the greatest involvement in an incident) may conduct a review of operational activities during an emergency incident or exercise, either as part of a larger overall review or on an individual basis. Reviews may take the form of a meeting or written inputs from member agencies. Participating agencies are expected to provide written or oral comments and recommendations. These will be consolidated into a summary and provided to the OEP for review and possible revision to the MEP.

6. Components of Emergency Management

The City of Edmonton will meet its emergency management responsibilities by taking four interrelated actions: mitigation, preparedness, response and recovery. This systematic approach treats each action as one phase of a comprehensive process, with each phase building on the outcomes of the preceding one. The overall goal is to minimize the negative impact caused by an emergency or disaster.

- (a) *Mitigation*: Any activity taken to eliminate or reduce the degree of long-term risk to human life and property from natural and manmade hazards. Mitigation assumes that the city is exposed to risks whether or not an emergency occurs.
- (b) *Preparedness*: Any activity taken in advance of an emergency that develops operational capabilities and facilitates an effective response in the event an emergency or disaster.
- (c) *Response*: Any activity taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery.

- (d) *Recovery*: Is short-term activity to return vital life-support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels

7. Emergency Management Organization

Edmonton City Council passed the Disaster Services Bylaw to set the administrative responsibility and structure under the Disaster Services Act. The Disaster Services Bylaw provides for the establishment of the following:

7.1. Disaster Services Committee

The Disaster Services Committee is established and defined by the Disaster Services Bylaw. (See Disaster Services Bylaw – Section IV – Supporting Documents).

7.2. Disaster Services Agency

The Disaster Services Agency is established and defined by the Disaster Services Bylaw (See Disaster Services Bylaw – Section IV – Supporting Documents).

7.3. Director of Disaster Services

The Director of Disaster Services shall carry out the following responsibilities:

- (a) Guiding and oversee the activities of the Disaster Services Agency in carrying out the City of Edmonton's emergency preparedness activities,
- (b) Activation of the MEP, in part, or in whole,
- (c) Authorization of all strategic objectives,
- (d) Notification of the Disaster Services Committee when necessary, recommending a declaration of a State of Local Emergency. When appropriate, recommending that the State of Local Emergency be withdrawn or terminated,
- (e) Ensuring that the Disaster Services Committee receives situational and system status reports as necessary,
- (f) Verifying and authorizing the release of all information, and
- (g) Ensuring that post-incident debriefings occur and a final report is prepared for the Disaster Service Committee.

7.4. Director, Office of Emergency Preparedness

The Director of the OEP is responsible for:

- (a) In consultation with the Director of Disaster Services, the implementation of the MEP, in part or in whole, and the activation of the EOC, in part or on whole,
- (b) The overall coordination of EOC activity; including overall responsibility for ensuring adequate support and administrative personnel to support the activities of the EOC.
- (c) In consultation with the Director of Disaster Services, recommends to the Disaster Service Committee to have a State of Local Emergency declared,
- (d) Ensures that the Disaster Services Agency receives situational and system status reports as necessary,
- (e) Arranging and/or conducting post-incident debriefings,
- (f) Preparing and submitting a final report summarizing emergency response activity, recovery efforts, financial expenditures and recommendations for improvement, and
- (g) Ensuring that any required changes as a result of a training exercise, major emergency or disaster is made to the MEP.

8. Concept of Operations

8.1. General

The primary objective for emergency management in the City of Edmonton is to provide a coordinated effort from all supporting departments and agencies in the preparation for, response to and relief from injury, damage and suffering resulting from either a localized or widespread disaster. The City of Edmonton's OEP is the focal point of emergency management activities. However, emergency management responsibilities extend beyond this office, to all City of Edmonton departments, and ultimately, to each individual citizen.

8.2. Incident Management

The City of Edmonton has adopted the Incident Command System (ICS) as its management tool for major emergencies and disasters.

- (a) The EOC is the facility within which necessary coordination takes place to ensure that there is effective response and recovery. The EOC may also have a primary role in setting objectives and priorities, which may have an impact on resource allocation and

incident level planning. The EOC coordinates the deployment of emergency resources and supports on-scene operations.

- (b) Incident Command is used to provide direction and control over on-scene activities. The Incident Commander (IC) is normally the ranking official on-scene from the agency having primary responsibility/authority over on-scene operations. The IC and command staff work from an Incident Command Post (ICP) at or near the incident location. The IC sets the objectives to be accomplished and approves the strategy and tactics to be used to meet the objectives.
- (c) In the event of a major incident, a unified command may be established for the coordination of activities between multiple agencies. This team approach facilitates achieving the objectives of each organization and provides the on-scene coordination necessary to facilitate response and recovery.
- (d) Major emergencies and disasters often require additional resources, policy decisions and extraordinary measures to resolve the emergency situation. In these cases the EOC will be activated to support the on-scene activities.
- (e) IC requests for additional resources, or to deviate from department policy, are normally channeled through agency representatives located in the EOC.

8.3. Emergency Response Concepts

- (a) Day-to-day incidents are handled by the initial dispatch of emergency resources. These are normally coordinated on-scene by the respective agencies. There are times however, when an incident involves multiple sites, emergency resources are overtaxed or a potential exists for the escalation of the event, increasing the risk of injury or property damage. When this occurs, the EOC becomes the focal point for the coordination of such incidents.
- (b) In emergencies and disasters, the emergency response agency most involved with the incident will be in command of the response effort.

The initial emergency response of emergency services first responders will result in an on-scene assessment of the situation. If it is determined that the situation is beyond that of a normal response, they will (in consultation with other agencies as appropriate) determine the extent of the response that will be required to deal effectively with the emergency, and notify the OEP accordingly.

The OEP will apprise the Director of Disaster Services of the situation and may recommend the partial or total activation of the EOC, as required.

8.4. Levels of an Emergency or Disaster

An event is neither an emergency nor a disaster, but rather a set of circumstances that require a greater level of action, or may involve an increasing number of agencies or jurisdictions. The MEP is not

intended to direct response activities with regard to Level I emergencies. The MEP should be implemented only for Level II, III or IV emergency conditions.

Level	Description
Level I Emergency	A routine incident which the municipality has the capability to manage and control by utilizing its own resources, expertise and standard procedures. Generally, this is an emergency of short duration (less than 8 hours) and of low impact to the city.
Level II Emergency	An incident that requires, in addition to normal emergency services, City support for coordination of on-scene operations in addition to routine emergency service response. It may require assistance from mutual aid partners. Generally, this is an incident of short duration (less than 8 hours) and involves a high impact to the city.
Level III Emergency	An incident that requires more than a Level II response and may require additional government support to coordinate emergency activities. Generally, this is an incident of long duration (greater than 8 hours) and involves a high impact to the city.
Level IV Emergency	An incident that involves not only the city of Edmonton, but one or more surrounding municipal jurisdictions, resources and assistance is required outside normal mutual aid agreements.

9. Hazard Analysis Summary

A Hazard Analysis provides a mechanism for identification of situations which have the potential for disrupting the community, causing casualties or destroying public and private property.

Information based on historical data related to major emergencies or disasters affecting the city was utilized in developing the Hazard Categorization Matrix. This Matrix ranks the various identified hazards as high, medium or low and forms the basis for the development of hazard specific contingency plans found in Part III of the MEP.

10. Assignment of Emergency Response Functions – City Departments

10.1. Edmonton Police Service

EPS will have the following emergency response functions:

- (a) Participate in the activities of the Emergency Operations Center;
- (b) Ensure that public access to the 911 system is maintained;
- (c) Provide crowd control, civil order, disaster area security;
- (d) Control traffic where required to facilitate the movement of emergency vehicles both into and out of the emergency area;

- (e) Establish and maintain control over evacuation routes;
- (f) Conduct, or assist in, the evacuation of buildings as authorized;
- (g) Provide assistance in search and rescue operations where possible;
- (h) Act as a liaison with other law enforcement agencies;
- (i) Provide and request mutual aid where required;
- (j) Advise and assist the Medical Examiner in the event of fatalities;

EPS will assume the lead department role in managing an integrated response of municipal agencies to an emergency or disaster caused by one of the following events, or if requested to do so by the Director of Disaster Services:

- Transportation Accident
- Aircraft Crash
- Public Disorder/Sabotage/Terrorism

10.2. Emergency Response Department

10.2.1. Edmonton Fire Rescue Services

Edmonton Fire Rescue Services will have the following emergency response functions:

- (a) Participate in the activities of the EOC;
- (b) Conduct all operations connected with the fighting of fires;
- (c) Establish and maintain communications with Emergency Response Communications Centre (ERCC);
- (d) Determine if special equipment or supplies are required, and if so make the necessary arrangements for procurement;
- (e) Conduct, or assist in, the evacuation of buildings as authorized;
- (f) Provide, or assist in, rescue operations and medical aid where required;
- (g) Assist with the handling/abatement of impacts from dangerous goods incidents;

Fire Rescue Services will assume the lead agency role in managing an integrated response of municipal agencies to an emergency or disaster caused by one of the following events, or if requested to do so by the Director of Disaster Services:

- Fire Suppression
- Explosion
- Dangerous Goods Spill/Release
- Rescue

10.2.2. Emergency Medical Services

Emergency Medical Services (EMS) will have the following emergency response functions:

- (a) Participate in the activities of the EOC;
- (b) Establish and maintain communications with ERCC;
- (c) Establish and maintain communications with Capital Health and local Health Care facilities;
- (d) Establish triage areas and casualty collecting areas as required;
- (e) Report the operational status to the Director of Disaster Services;
- (f) Allocate the City's emergency medical services resources where needed;
- (g) Coordinate requests for mutual aid resources;
- (h) Coordinate resources for medical evacuations;
- (i) Obtain a casualty count and brief the Director of Disaster Services;

EMS will assume the lead agency role in managing an integrated response of municipal agencies to an emergency or disaster caused by one of the following events or if requested to do so by the Director of Disaster Services:

- Public Health Emergency

10.3. Asset Management & Public Works Department (Public Works)

Asset Management and Public Works Department will have the following emergency response functions:

10.3.1. Land and Buildings Branch

- (a) Provide City-owned warehousing and residential space,
- (b) Provide maintenance personnel and equipment to support Reception Centres, EOC, City Hall, and provide temporary services related to buildings or moving materials.

10.3.2. Mobile Equipment Services Branch

- (a) Coordinate vehicles and heavy equipment as well as the facilities and manpower for fueling and repair (City owned and or contracted),
- (b) Provide maintenance and fueling services for emergency response vehicles, Transit and emergency equipment,
- (c) Provide fueling of emergency generators located at corporate buildings and Reception Centers,

10.3.3. Drainage Service Branch

- (a) Provide personnel and equipment for the maintenance and repair of drainage systems,
- (b) Provide emergency wastewater collection,
- (c) Provide personnel, equipment and supplies for flood control,
- (d) Respond to possible environmental threats to the North Saskatchewan River,
- (e) Supply manual labor for general duties,
- (f) Supply maps showing utility locations.

10.3.4. Waste Management Branch

- (a) Provide refuse collection personnel and equipment for the removal of refuse,
- (b) Coordinate refuse collection for removal of demolition debris,
- (c) Provide disposal sites for refuse and demolition debris.

10.4. Community Services Department (Disaster Social Services)

Community Services Department will have the following emergency response functions:

- (a) Activate and staff pre-designated Reception Centers within the city,
- (b) Provide of bedding and clothing for evacuees,
- (c) Provide food for evacuees at designated Reception Centers,
- (d) Provide liaison with the Red Cross for Registration/Inquiry,
- (e) Provide personal services/special needs, and

- (f) Provide Donation Management and Service Group Volunteer Management.

Branches not assigned specific functions will provide assistance to other departments and agencies as required.

10.5. Corporate Services Department

Corporate Services Department will have the following emergency response functions:

10.5.1. Communications Branch (Public Information Officer)

- (a) Manage the Emergency Public Information Centre (EPIC),
- (b) Provide liaison with the media and prepare news releases / information packages as directed by the EOC,
- (c) Provide and co-ordinate public information updates,
- (d) Provide information to the Mayor and Council.

10.5.2. Law Branch

- (a) Advise the Director of Disaster Services and elected officials on legal details that may involve liability,
- (b) Provide legal advice,
- (c) Provide assistance to the Disaster Services Agency in coordinating the claims recovery process for damage to City assets.

10.5.2.1. Corporate Security

- (a) Arrange, upon request, contracted security guard services to assist EPS at the emergency site, during and after the emergency to:
 - i. Maintain traffic and crowd control, and
 - ii. Safeguard City property, if necessary.
- (b) Provide necessary direction to security guards relative to duties they are expected to perform.
- (c) Provide security at City facilities including City Hall and the EOC.

10.5.3. Information Technology Branch

- (a) Provide for the procurement and maintenance of all necessary computer and telecommunications systems and access to data.

10.5.4. Corporate Finance Branch

- (a) Establish the accounting structure necessary to track expenditures for futures recovery.

10.5.4.1. Materials Management

- (a) Provide for the acquisition of materials, equipment, goods and services required for the mitigation of a major emergency or disaster.

Branches not assigned specific functions will provide assistance to other departments and agencies as required.

10.6. Transportation and Streets Department (Roads)

Transportation and Streets Department will have the following emergency response functions:

10.6.1. Streets Engineering Branch

- (a) Provide roadway construction and maintenance services,
- (b) Provide heavy equipment as required, and
- (c) Provide structural and geotechnical engineering services, as required.

10.6.2. Traffic Operations Branch

- (a) Provide street lighting, traffic signals, barricades and detours as required, and
- (b) Provide liaison with EPCOR Power (Distribution and Transmission), as required.

10.6.3. Edmonton Transit System (Transit)

- (a) Provide and maintain transit system,
- (b) Provide evacuation transportation, as required, and
- (c) Provide patient transportation for EMS if requested.

Branches not assigned to specific functions will provide assistance to other departments and agencies as required.

10.7. Planning and Development Department

Planning and Development Department will have the following emergency response functions:

- (a) Provide mapping and demographic resources to the EOC,
- (b) Provide damage assessments to areas that have been involved in a major emergencies or disaster, and
- (c) Assist in the disaster recovery management.

Branches not assigned to specific functions will provide assistance to the other department and agencies as required.

11. Assignment of Emergency Response Functions – Assisting Agencies

11.1. Capital Health / Public Health

11.1.1. Capital Health (CH)

- (a) Implement internal and/or external hospital disaster plans,
- (b) Advise the EOC representative for CH of the conditions of hospitals in the region and the number and type of available beds,
- (c) Establish and maintain field and interhospital medical communications,
- (d) Provide assistance to the ERD Medical Director on issues related to pre-hospital care during disasters,
- (e) Coordinate with EMS, other hospitals, and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility. Distribute patients to and among hospitals both inside and outside the Regional Health Authority based on severity and types of injuries, time and mode of transport, capability to treat, and bed capacity,
- (f) Coordinate with local emergency responders to isolate and decontaminate incoming patients if needed,
- (g) Coordinate with other hospitals and with EMS, on the evacuation of patients from the affected hospitals, if necessary,
- (h) Procure additional medical supplies and equipment as needed.

11.1.2. Public Health (Medical Office of Health or Designate)

- (a) Provide advice to the EOC on public health matters,

- (b) Arrange for the dissemination of special instructions to the population on matters concerning public health,
- (c) Arrange for mass immunization where needed,
- (d) Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies,
- (e) Notify other agencies and senior levels of government about health related matters,
- (f) Arrange for the sanitary inspections and health supervision of temporary emergency feeding and lodging facilities,
- (g) Arrange for the expansion of community health nurses and other workers to cater for patients who have been prematurely discharged from hospitals to make room for casualties,
- (h) Arrange for continuity of care for those under home care that have been evacuated to temporary accommodation,

11.2. Utilities

EPCOR – POWER, EPCOR – WATER, ATCO GAS, TELUS

On request from the City will:

- (a) Conduct a damage assessment of the utility system following the incident,
- (b) Restore their specific utility supply to critical facilities following the incident,
- (c) Conduct emergency planning with City agencies in the EOC if required.

11.3. Red Cross

On request from the City:

- (a) Assist with Registration and Inquiry functions at the Reception Centers,
- (b) Collaboratively work with Community Services (Disaster Social Services) to provide shelter and mass care,
- (c) Assist in Donation Management and Service Group Volunteer Management.

11.4. Salvation Army

On request from the City:

- (a) Provide trained staff for personal services at Reception Centers,
- (b) Provide support to site response personnel,
- (c) Assist in Donation Management and Service Group Volunteer Management.

11.5. Amateur Radio (Northern Amateur Radio Club)

On request from the City:

- (a) Provide a representative to the City's EOC to determine amateur radio communication needs and capabilities,
- (b) Establish an area-wide radio net in the event of telephone failure,
- (c) Coordinate the deployment of amateur radio operators and resources during an emergency according to the needs of the EOC,

11.6. St. John's Ambulance

On request of the City:

- (a) Provide first aid services at Reception Centers.
- (b) Provide assistance to EMS by providing first aid services at the site level.

12. Alberta Government Assistance

Should the City of Edmonton and mutual aid resources be insufficient to deal with the emergency, assistance may be requested from Provincial government. Requests for assistance shall be directed to Emergency Management Alberta, which will coordinate the response with the government departments concerned. The Director of Disaster Services must approve requests.

13. Government of Canada Assistance

The Executive Director of Emergency Management Alberta will request assistance from the Government of Canada. Requests other than to the Department of National Defense (DND) will be submitted to the Regional Director, Public Safety and Emergency Preparedness (PSEPC), who will coordinate this assistance.

Requests for DND emergency response assistance will be directed to the Executive Director, Emergency Management Alberta, who will coordinate the request with Land Force Western Area Headquarters.

14. Mutual Aid Assistance

Requests for mutual aid assistance from other municipalities with whom mutual aid agreements exist shall be made in accordance with those agreements.

Fire mutual aid agreements may be initiated by the Fire Chief, who has standing authority to request or respond to requests for assistance, subject to the notification of council at the earliest opportunity.

15. Disaster Recovery

The Municipal Emergency Plan does not detail the recovery actions beyond rapid damage assessment and the actions necessary to satisfy the immediate life support needs of disaster victims. Short-term recovery actions are natural extensions of the response and may mean bringing necessary lifeline systems (e.g., power, communications, water, transportation and drainage) up to an acceptable standard while providing for basic human needs of individuals and the community.

Once some stability is achieved, the City can begin recovery efforts for the long term; restoring economic activity and rebuilding community facilities with attention to long term needs.

City of Edmonton

Municipal Emergency Plan