

Summer Village of Ghost Lake

Emergency Management
Plan



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1 Introduction

1.1 Purpose

The Summer Village of Ghost Lake Emergency Management Plan provides a framework for the Summer Village’s emergency management program. The Plan provides operational and organizational best practices for local authorities, volunteers, and private partners to follow during an emergency.

Planning for emergencies is an on-going process that reflects the changing nature of the community. To reflect this, the Summer Village of Ghost Lake reviews its Emergency Management Plan annually. This plan seeks to reflect the most relevant legislation, best practices, and professional standards.

1.2 Emergency Management Phases

The Summer Village of Ghost Lake Emergency Management has three distinct emergency management phases: preparedness, response, and recovery. Although these phases are distinct, they may overlap depending on the emergency. The figure below provides an illustration of the relationship between the three phases.



1.3 Assumptions

This plan includes the following assumptions:

- The Incident Commander(s) will have authority to coordinate on-scene response activities during an emergency/disaster situation in conjunction with the Emergency Coordination Centre and the Director of Emergency Management.
- Emergency responders, such as the Fire Services, Emergency Medical Services, and the RCMP, will be available to provide the required level of first responder assistance during most incidents. It is also assumed that these agencies will coordinate efforts in conjunction with the Summer Village of Ghost Lake's Director of Emergency Management (DEM) or delegate, to manage the emergency in a collaborative and effective manner.

1.4 Legislation

The Summer Village of Ghost Lake Emergency Management Plan is issued under the authority of:

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

1.5 Activation and Termination

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

- When no Declared State of Emergency Exists
 - By Council or;
 - By the Mayor, or Committee of Council
 - By the Director of Emergency Management (subject to the immediate report to a Member of Council and prompt ratification by Council)
- Upon declaration of a State of Local Emergency by those authorized to do so in the Summer Village of Ghost Lake
- Upon declaration of a Provincial State of Emergency in accordance with the Province of Alberta *Emergency Management Act*.

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

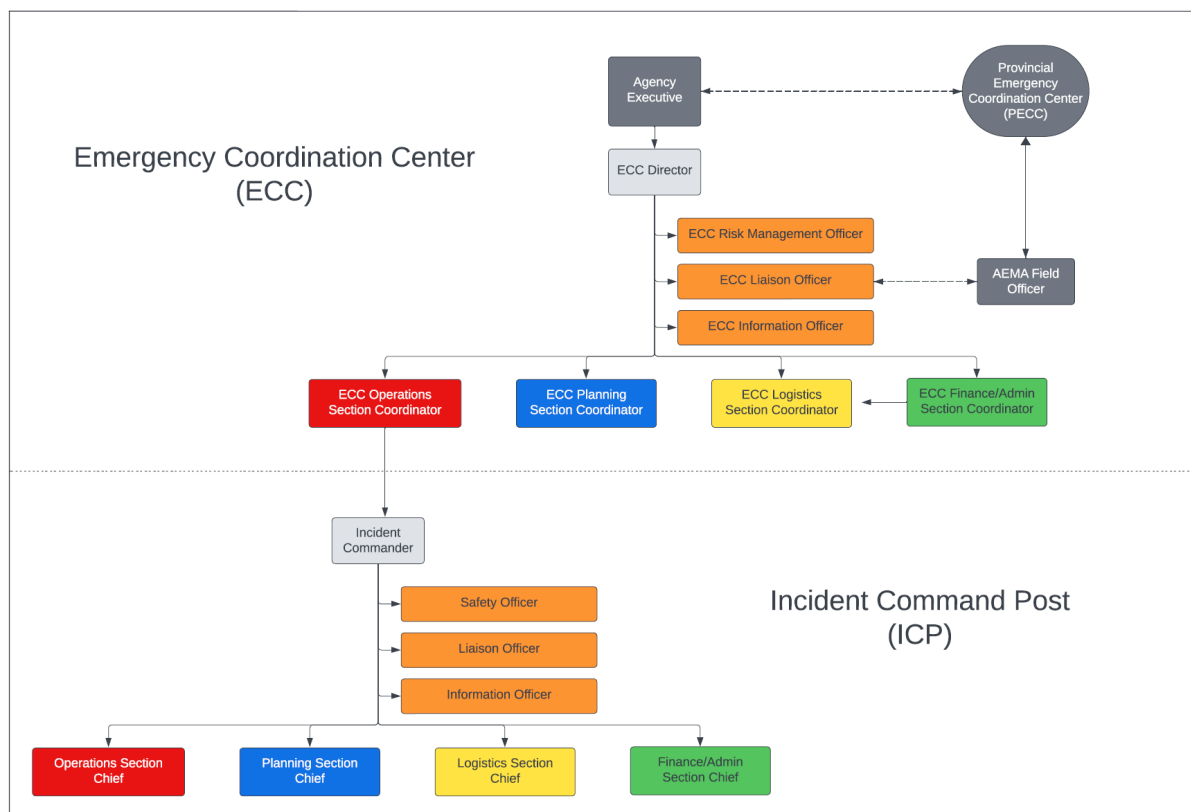
- Implement the Summer Village of Ghost Emergency Management Plan
- Activate the Emergency Coordination Center (ECC)
- Access Disaster Recovery Funding

2 Emergency Preparedness

2.1 Emergency Response Organization

The Summer Village of Ghost Lake Emergency Management Plan utilizes the Incident Command System (ICS) as its organizational structure for the Incident Command Post (ICP) and Support operations such as the Emergency Coordination Center (ECC).

Once an Incident Commander (IC) is activated, the IC must always be present to oversee the operations. The ECC is only activated if it is required to support and coordinate all off-site activities. The first individual to enter the ECC upon its activation is automatically titled as the ECC Director. If the individual is not qualified to fill the ECC Director position, they must transfer the position to the first qualified person to arrive. The Alberta Emergency Management Agency (AEMA) Provincial Emergency Coordination Center (PECCC) is Alberta's communication and response coordination center. It serves as a central point for the collection, evaluation and dissemination of information concerning incidents across the province. The figure below provides an illustration of the ICS organizational structure.



2.2 Hazard and Risk Assessment

One of the first steps to effective preparedness is to identify specific hazards and risks to the community through Hazard and Risk Assessments. Although there can be similarities in how the Summer Village responds to different incidents, there may be crucial differences that should be identified beforehand. As part of the emergency management program, the Summer Village conducts Hazard and Risk Assessments for hazards that have a potential to impact the community. Hazard assessments, such as the *Summer Village of Ghost Lake Wildfire Hazard and Risk Assessment*, can help the community prioritize hazards and risks by ranking them based on likelihood of occurrence and severity.

2.3 Continuous Improvement

2.3.1 Training and Exercises

Training and exercises are a critical component of effective emergency preparedness. These types of activities give personnel the opportunity to familiarize themselves with various roles and responsibilities that are activated in the event of an emergency. The Summer Village of Ghost Lake offers training that includes but is not limited to:

- [Basic Emergency Management \(BEM\)](#)
- [Incident Command System \(ICS\)](#)
- [Director of Emergency Management \(DEM\)](#)
- [Municipal Elected Officials Course \(MEO\)](#)

In addition, alternate forms of training are available through other streams such as the MD of Bighorn Mutual Aid Agreement with Alberta Wildfire.

Exercises are also a critical part of the Summer Village's Continuous Improvement Program. Exercises provide an opportunity to assess the operational readiness of personnel and the effectiveness of the Summer Village's Emergency Planning. The Summer Village commits to providing opportunities to engage in exercises to help maintain the operational effectiveness of its personnel.

2.3.2 Plan Revisions

The Summer Village of Ghost Lake Director of Emergency Management has the operational authority to review and maintain all revisions and updates to this plan.

Revision Number	Description of Change	Effective Date
00	Initial Release	December 2024

3 Emergency Response

Response actions are carried out immediately before, during, and after an incident for the purpose of saving lives, preventing further impact to infrastructure, property, and the environment. In order to determine objectives and resource allocations during an emergency, resources are allocated according to the following priorities:

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

3.1 Emergency Coordination Center Activation

The Director of Emergency Management (DEM) or designate has the authority to activate the Emergency Coordination Center (ECC). Alternately, the ECC can be activated at the request of the Incident Commander from the responding agency (RCMP, Fire, Search & Rescue, etc.). Once the decision has been made to activate the ECC, it must be activated as soon as possible. The Emergency Coordination Center locations are the following:

Function	Location	Address	Comments
Primary	SVGL Community Building	601 Road, Ghost Lake, AB T0L 1N0 Summer Village of Ghost Lake	Contact number is in Appendix for access
Secondary	Beaupre Hall	26035 Beaupre Creek Rd, Rocky View County, AB	Contact number is 403-932-5497

3.2 Declaration of a State of Local Emergency

3.2.1 Authority

The Council's power to declare, terminate and renew a State of Local Emergency in accordance with Sections 21 and 22 of the *Emergency Management Act* allows the local authority to take extraordinary actions to respond to an emergency.

Legislation	Section	Description
Emergency Management Act	21(1)	A local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality. . . , by order make a declaration of a state of local emergency relating to all or any part of the municipality,

3.2.2 Procedures

The process below outlines the procedures for the Summer Village of Ghost Lake when declaring a State of Local Emergency (SOLE):

1. Contact authorized Council members to request a State of Local Emergency
2. Complete the SOLE Form:
 - a. Complete the Declaration of a State of Local Emergency (Appendix C: ECC 400A)
 - i. Authorized individual must sign the Declaration of a State of Local Emergency Form
 - b. Send the form to the AEMA (contact information is on the bottom of the form)
 - c. Provide the document to the ECC Planning section for filing.
3. Make Public Announcement
 - a. Complete the Public Announcement Form (Appendix C: ECC 400B) and publish the announcement by the most effective means at the time (i.e., Alberta Emergency Alert, Radio, Social Media, etc.)
4. Terminate the State of Local Emergency
 - a. Complete the Termination of SOLE Form (Appendix C: ECC 400C) and send to AEMA. The email address and contact information are at the bottom of the form.

3.3 Evacuation

In order to ensure the priorities are maintained, the Incident Commander(s) may choose to evacuate a portion or all of the Summer Village of Ghost Lake. Once the Incident Commander has determined the need for an evacuation, the IC will notify the Director of Emergency Management as soon as possible. The Summer Village of Ghost Lake will use a three-stage evacuation process:

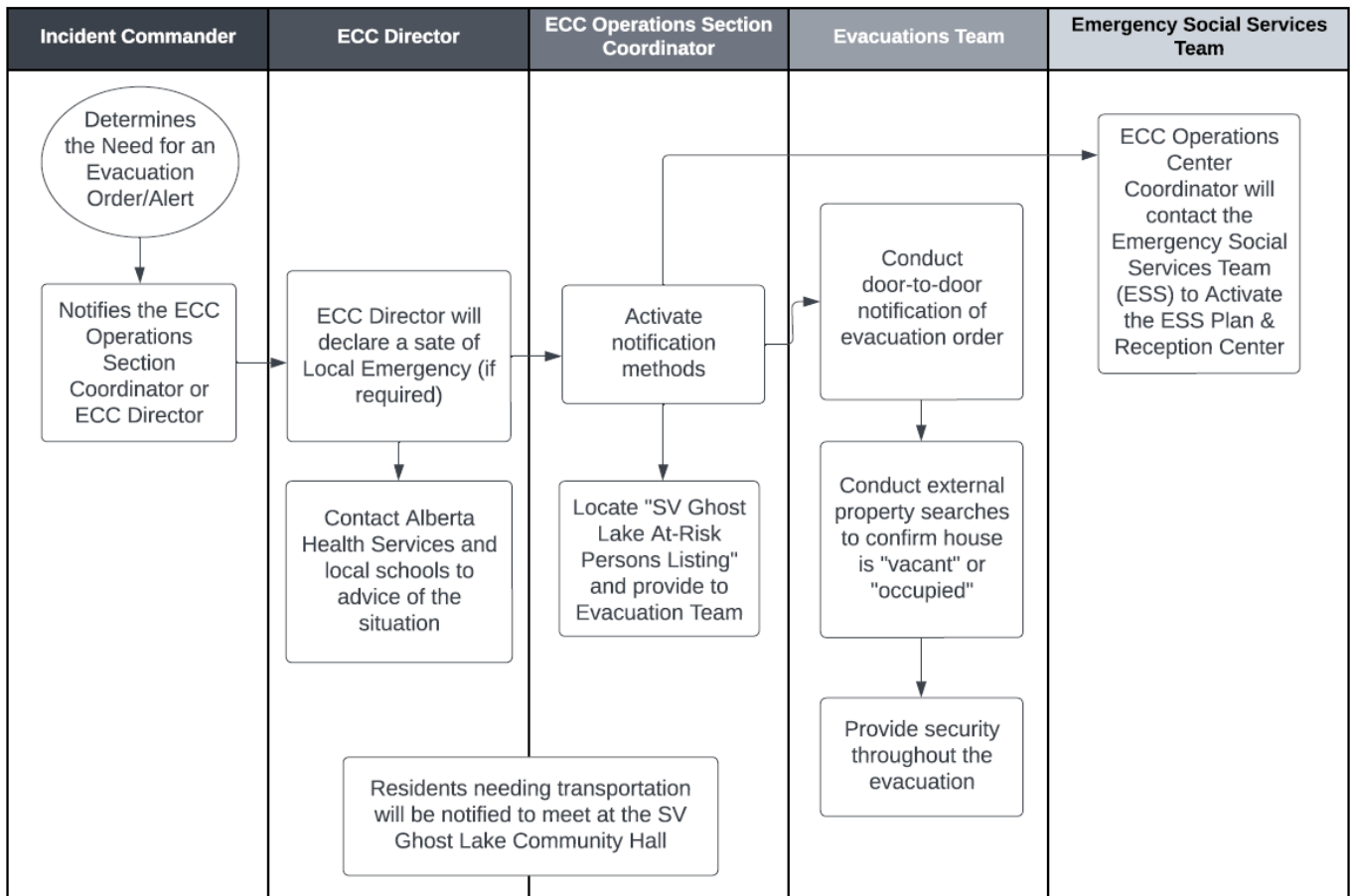
Stage	Explanation	Procedures
Evacuation Alert	Evacuation alerts help residents prepare to leave on short notice. The evacuation alert should provide information on the emergency, specific instructions in the event of an evacuation order, and additional information/resources	<ul style="list-style-type: none"> • Issued by the Director of Emergency Management • Recommendation to Elected officials to declare a Local State of Emergency • Consider moving at risk-persons • Refer to the Summer Village of Ghost Lake Social Services Plan • Notify public that an evacuation alert is in effect (Alberta Emergency Alert, radio, door-to-door)
Evacuation Order	Evacuation orders are issued when persons are in danger. If an individual is inside of the evacuation boundary, they must leave the area immediately and follow the directions outlined in the evacuation order	<ul style="list-style-type: none"> • Issued by the Director of Emergency Management • Verify that a Local State of Emergency is in effect. • Activate the Reception Center (See Social Services Plan) • Notify public that an evacuation order is in effect (Ghost Lake Auto Callout, Alberta Emergency Alert, radio, door-to-door)
Evacuation Rescind	The evacuation order is only withdrawn once it is determined that it is safe for residents to return. Evacuees may only return once an evacuation rescind is in effect.	<ul style="list-style-type: none"> • Issued by the Director of Emergency Management • Notify public of the Evacuation Rescind (Ghost Lake Auto Callout, Alberta Emergency Alert, radio, door-to-door) • Advise evacuees that an Evacuation Alert/Order may be

		re-issued should the need arise.
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3.3.1 Evacuation Procedures

The lead agency for evacuations will be the RCMP. Depending on the amount of time available, the lead agency will either implement a **tactical** or **strategic** evacuation.

- **Tactical Evacuation** (immediate) will be coordinated by the Incident Management Team
- **Strategic Evacuations** (sufficient time) will be implemented by the ECC Management Team.



3.4 Evacuation Re-entry Protocol

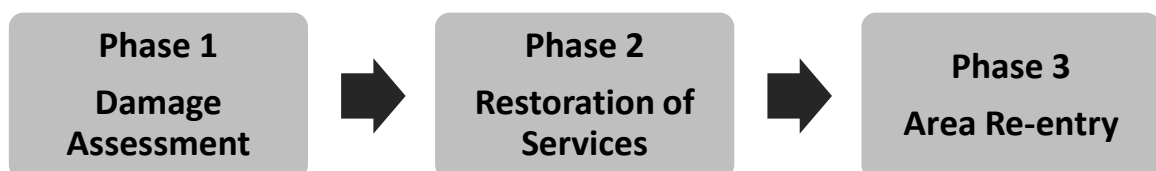
The trigger for re-entry will occur when the Director of Emergency Management, in consultation with the Incident Commander, determines that it is safe for residents to return to their homes. The decision to re-enter should also be based on information provided by agencies such as the following.

- Elected Officials
- Chief Administrative Officer
- Local Emergency Management Staff
- Public Works/Engineering Departments
- Alberta Emergency Management Agency Field Officers
- Provincial and Federal Partners

During the re-entry process it is critical to provide timely, accurate and consistent information to residents. During re-entry, the Summer Village of Ghost Lake ECC Director and ECC Information Officer are responsible for information management. In communication with the AEMA Field Officer, utilize the Alberta Emergency Alert to provide updates to residents in addition to other channels of communication such as websites, radio, and social media. For additional information, see Section 3.5 Communications. **It is important to accurately document damages during ALL phases of the re-entry process.**

3.4.1 Re-Entry Planning

Planning for re-entry into the Summer Village will occur in three stages outlined below. The re-entry process should be used for the entire incident area; however, it is up to the discretion of the Director of Emergency Management, in consultation with the Incident Commander, whether the entire incident area is completed at once.



3.4.2 Phase 1: Damage Assessment

During this phase, access is restricted to emergency response agencies and service providers with essential roles in damage assessment. It is the responsibility of the Summer Village of Ghost Lake to determine the minimum level of services that are required prior to community re-entry. Resources should be dedicated to providing

damage assessments and planning during the Damage Assessment Phase. Areas that may require damage assessments include:

- **Structures:** Damage Assessors should use a systematic approach to ensure that all structures within the re-entry area are assessed.
- **Water and Wastewater Services:** Both water and wastewater services provided to the Summer Village should be inspected in accordance with industry standards for damage and proper function.
- **Air Quality Conditions:** Smoke or other airborne contaminants may create poor and/or hazardous air quality in the Summer Village. Information about the air quality may be provided by Alberta Health, Alberta Environment and Protected Areas.
- **Gas and Electric:** Gas and Electric Lines should be inspected by the utility provider. Gas and electric services must be restored prior to re-entry.
- **Telecommunications:** Communications must be established prior to re-entry
- **Food/Accommodation:** Consider whether sufficient food and accommodations are available for both residents and first responders prior to re-entry
- **Debris/Waste Removal:** Consider how debris/waste will be stored, collected, and treated. Lack of effective waste management may lead to secondary hazards such as insect/animal infestation and infectious disease.

3.4.3 Phase 2: Restoration of Services

Phase 2 of the re-entry protocol is the restoration of services for residents. Services that enable safe and sustainable living to an acceptable level should be prioritized. The following provides a non-exhaustive list of services that should be considered before re-entry:

- **Medical Facilities:** Alberta Health Services should be consulted to determine the minimum adequate level of health services.
- **Emergency Services:** Emergency Services includes Fire, Police, Ambulance, and 911.
- **Water System:** the community's water system should be functional. A boil water advisory may be utilized to ensure residents have access to an adequate water system.
- **Sewage:** The sewage collection and treatment system is functional
- **Garbage:** The garbage collection and treatment system is functional
- **Storm Water:** Storm water collection and discharge system is functional

- **Gas and Electric:** Gas and electrical services are restored for residents
- **Communications:** Telecommunications (voice and data) are restored for residents
- **Public Works:** Public works sites such as landfills, and waste collection systems are available to residents. A system is in place to collect hazardous waste, vegetation debris, decaying garbage, and appliances/electronics.
- **Donations:** A system in place to collect and organize donations and contributions
- **Childcare Services:** A system in place to assist residents with childcare.

3.4.4 Phase 3: Area Re-Entry

During Phase 3, consideration should be given to the size and demographic of the evacuees from the evacuated area. Larger-scale evacuations may utilize Welcome-Centers, where evacuees are provided with a more comprehensive briefing before they re-enter. For smaller-scale evacuations, traditional information sources such as media, Alberta Emergency Alert, and pamphlets may be sufficient. Regardless of how the information is communicated to residents, consider providing the following information during re-entry:

- Information on the status of public services
- Information on weather conditions, wildfire status, air quality conditions, community updates, etc.
- Status of water systems, including boil advisories, waste disposal procedures, or usage restrictions
- Psychosocial assistance programs
- Clean up procedures and available resources.
- Clean-up kits (may include, bucket, mop, hand brush, heavy duty garbage bags, disposable gloves, dust particulate masks, safety glasses, etc.)
- Health and Safety Advice
- "Returning to your home" information pamphlets. Service providers or government agencies (such as Alberta Health Services) can provide additional resources.

Although it is acknowledged that some residents will voluntarily evacuate before an evacuation order is implemented, re-entry must be planned by the local authority. To ensure the safety of residents, it is essential to provide accurate, coordinated, and timely communications. For assistance with evacuation pre-planning, Alberta Emergency Management's Field Officer should be the initial Government of Alberta Contact. The AEMA Field Officer contact information can be found in Appendix B.

3.5 Communications

It is essential to ensure accurate and timely information is passed onto the public during an emergency. The Summer Village of Ghost Lake is responsible for information releases during short-term, minor emergencies until a larger public information and inquiry center is activated.

During an emergency, the Summer Village of Ghost Lake ECC Director and ECC Information Officer are responsible for information management.

The following protocols are recommended:

- Prepare for information releases early in the incident. Use the ECC Information Release Forms (Appendix C: ECC 422A & ECC 422B)
- The Summer Village can use the Mayor, ECC Director, ECC Information Officer, or other specialized responder to provide a media release
- **DO NOT** speculate, only release facts
- **DO NOT** release the names of injured or deceased, or the nature of their injuries
- Ensure that media is provided with the name and contact information for the Summer Village of Ghost Lake's spokesperson
- Coordinate information releases with other involved agencies to ensure that information releases are consistent.

3.6 Post-Incident Actions

Timely and effective incident post-actions are essential to ensure ECC personnel and first responders overcome the effects of being involved in an incident. Failing to provide these services may delay or prevent people from returning to their normal lives.

The ECC Director must constantly remain aware of the working conditions and stressful events that could affect the ECC Staff's ability to function. There are multiple ways to help Personnel cope with the stress of the incident while also providing opportunities for improvements in the future. The following types of meetings should be considered after an incident:

Debriefing: Debriefings are typically held at the end of a shift to review operational procedures, discuss performance, and identify areas that require immediate attention. Ensure the debriefings are documented so they can be considered during the Summer Village's emergency planning.

Defusing: Diffusing is a much shorter, less formal version of a Critical Incident Stress Debriefing (CISD). A diffusing should be held within 12 hours of an event and typically last 30-45 minutes. The meeting only involves the most seriously affected personnel. The purpose is to allow the affected persons to express their feelings and prepare to go back to work. A Diffusing may not be an adequate substitute for CISD in situations where personnel were seriously affected by the incident.

CISD: Critical Incident Stress Debriefing is a group meeting, conducted in a confidential environment that provides a forum for individuals to communicate their emotions and reactions to an event. Two major goals of a CISD are to reduce the psychological impact and accelerate the recovery of personnel who have experienced trauma during an incident.

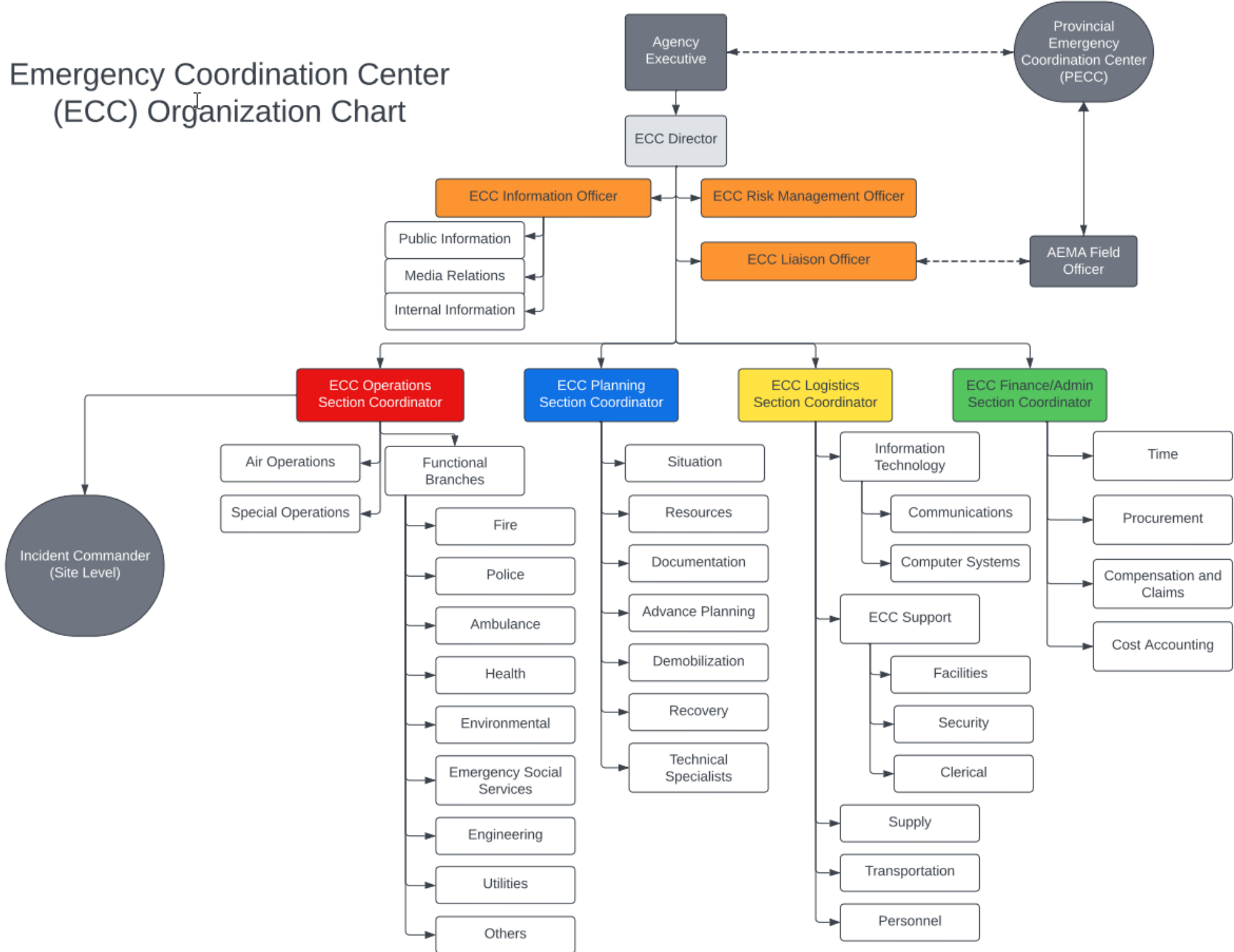
Counselling: Counseling services should be offered every time the emergency management procedures are activated. Actively promoting counseling services to all personnel, including volunteers, will help ensure the long-term success of the Summer Village's Emergency Management program.

4 ECC Functional Positions

4.1 Overview

The Incident Command System Organizational Structure is designed to adapt to the type of incident, and the number of personnel able to fill each function. Not all positions must be filled, only the positions that are needed to effectively manage the incident. One person may also be tasked with more than one function if required. Due to the limited capacity of the Summer Village of Ghost Lake, ICS functions may be limited to a single person managing each of the five main functions in the Incident Command System. The following page provides an illustration of the ECC positions.

Emergency Coordination Center (ECC) Organization Chart



ICS Function	Role
ECC Director	Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and risk management procedures through the joint efforts of local government agencies and private organizations.
Operations Section Coordinator	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction's Action Plan.
Planning Section Coordinator	Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situational Status in coordination with other functions; maintaining all ECC documentation.
Logistics Section Coordinator	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance / Administration Coordinator	Responsible for financial activities and other administrative aspects.

This section provides the ECC functional roles and responsibilities for each of the five main functions. If additional personnel are available to assist with the incident, the following Section provides more detailed information on the ICS organization structure and its various positions.

4.2 Agency Executive

Function Filled By

- Mayor or Elected Officials
- Senior Executive/Administration

Responsibilities

1. Provide overall policy and direction to the ECC Director
2. Set expenditure limits.
3. Formally request assistance from external agencies (e.g., Provincial and Federal support)
4. Authorize declaration and termination for a State of Local Emergency
5. Represent the spokesperson for the jurisdiction.

Activation Phase

- Convene as Agency Executive at the ECC or designated site as recommended by the ECC Director
- Obtain status briefing from the ECC Director
- Follow the Generic Activation Phase Checklist (3.1)

Operational Phase

- Examine need for new temporary policies to support incident operations
- Consult with the ECC Director to determine expenditure limits
- Prepare for media or public briefings as requested
- Consult with legal advisors to mitigate any potential legal issues during the incident
- Consult with ECC Director to determine any additional resource/support needs
- Consult with ECC Director to evaluate the need for Declaration and Termination of State of Local Emergency
- Remain up-to-date on the status of the incident by reviewing ECC Situation Reports

Demobilization Phase

- Declare termination of emergency response and direct ECC to commence with recovery.
- Ensure all notes and paperwork have been submitted to the Planning Section
- Provide feedback during after-action report or debriefings
- Recognize ECC personnel for their efforts
- Follow the Generic Demobilization Phase Checklist (3.1)

4.3 ECC Director

Responsibilities

1. Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the ECC. In conjunction with Incident Commander(s), ECC General Staff and Management Staff, set priorities for response efforts in the affected area.
2. Provide support to local authorities and provincial agencies and ensure that all actions are accomplished within the priorities established.
3. Establish the appropriate staffing level for the ECC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
4. Ensure that inter-agency coordination is accomplished effectively within the ECC.
5. Direct, in consultation with the Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required.
6. Liaise with Policy Group and Elected Officials.
7. Ensure risk management principles and procedures are applied for all ECC activities.

Reports to

- Agency executive or Elected officials/Mayor

Activation Phase

- Follow the Generic Activation Phase Checklist (3.3).
- Obtain briefing from whatever sources are available.
- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the ECC.
- Respond immediately to ECC location and determine operational status.
- Determine which sections are needed, assign Section Chiefs as

appropriate and ensure they are staffing their sections as required.

- Operations Section Chief
 - Logistics Section Chief
 - Planning Section Chief
 - Finance / Administration Section
- Determine which Management Staff positions are required and ensure they are filled as soon as possible.
 - Information Officer
 - Risk Management Officer
 - Liaison Officer
 - Ensure ECC organization and staffing chart is posted and arriving team members are assigned appropriate roles.
 - Establish initial priorities for the ECC based on current status and information from Incident Commander(s).
 - Schedule the initial ECC Action Planning meeting and have Planning Chief prepare the agenda.
 - Consult with Liaison Officer and General Staff to determine what representation is needed at the ECC from other emergency response agencies.
 - Assign the Liaison Officer to coordinate outside agency response to the ECC, and to assist as necessary.
 - Obtain personal telecommunications equipment if required.

Operational Phase

- Monitor general staff activities to ensure that all appropriate actions 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.
- In conjunction with the Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.

- In coordination with Management Staff, identify priorities and management function objectives for the initial ECC Action Planning Meeting.
- Convene the initial ECC Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the Planning Section facilitates the meeting appropriately.
- Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.
- Conduct periodic briefings with the ECC Management Team to ensure response priorities and objectives are current and appropriate (see ECC 401).
- Establish and maintain contacts with adjacent jurisdictions / agencies and other BCERMS levels as appropriate.
- Conduct periodic briefings for Policy Group, elected officials or their representatives.
- In conjunction with the Liaison Officer, prepare to brief elected officials on possibility for declaration of state of local emergency.
- Document all decisions / approvals.
- Approve resource requests not included in Action Plan as required.
- Ensure Policy Group and elected officials are informed of State of Provincial Emergency if declared by the Attorney General, and coordinate local government Proclamations (if any) with other emergency response agencies, as appropriate.
- Assign in writing, delegated powers allowed under declaration if any are given.
- Assign special projects to Deputy Director, as needed.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Authorize demobilization of sections, branches and units when they are no longer required.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Ensure that an ECC After Action Report is prepared in consultation with the Planning Section and ECC Management Team.
- Terminate emergency response and proceed with recovery operations as proclaimed by Policy Group.
- Deactivate ECC when emergency event no longer requires the ECC activated. Ensure all other facilities are notified of deactivation.
- Follow the Generic Demobilization Phase Checklist (3.3)

4.4 Operations Section Coordinator

Responsibilities

1. Ensure that the Operations Coordination function is carried out including coordination of response for all operational functions assigned to the ECC.
2. Ensure that operational objectives and assignments identified in the ECC Action Plan are carried out effectively.
3. Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Coordinate any activated DOCs in the operational area.
5. Maintain a communications link between Incident Commanders (sites), DOCs and the ECC for the purpose of coordinating the overall response, resource requests and event status information.
6. Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports.
7. Conduct periodic Operations briefings for the ECC Director and Management team as required or requested.
8. Supervise the Operations Section.

Reports to:

- ECC Director

Activation Phase

- Follow the Generic Activation Phase Checklist (3.3).
- Ensure that the 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 Chief or other ECC Management Staff as appropriate.
- Based on the situation, activate appropriate branches based on functions or geographical assignments within the section.

Designate Branch Coordinators as necessary:

- Fire
- Police
- Health
- Environmental
- Engineering
- ESS
- Utilities
- Air Operations
- Special Operations
- Others as needed

- Establish radio or cell-phone communications with DOCs, other ECCs, or PRECC operating in the region and coordinate accordingly.
- Request additional personnel for the section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities.
- Confer with the ECC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the 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 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 Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches; develop a plan / process detailing strategies for carrying out operational objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Obtain personal telecommunications equipment.

Operational Phase

- Ensure that all Section personnel maintain their individual position logs and other paperwork as required.
- Conduct periodic briefings and work to reach consensus among Operations staff on objectives for each operational period.
- Ensure that all media contacts are referred to the Information

Officer.

- Prepare for and participate in ECC Director's Action Planning meetings and other relevant ECC Management Team meetings. (See ECC 401A Status Report.)
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that situation and resource information is provided to the appropriate units in the 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 are made available to the Planning Section (Situation Unit) in a timely manner.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Authorize resource requests and forward extraordinary and / or critical resource requests to the ECC Director for approval. (See ECC 414.)
- Ensure that fiscal and administrative requirements are coordinated through the Finance / Administration 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.
- Share status information with other sections as appropriate.

Demobilization Phase

- Deactivate branches and any organizational elements, when no longer required. Ensure that all paperwork is completed and logs are closed and sent to the Documentation Unit.
- Ensure that any open actions are assigned to appropriate agency and / or ECC staff as appropriate.

- ❑ Deactivate the Section and close out logs when authorized by the ECC Director.
- ❑ Ensure that any required forms or reports are completed prior to your release and departure.
- ❑ Be prepared to provide input to the ECC After Action Report.
- ❑ Follow the Generic Demobilization Phase Checklist (3.3)

4.5 Planning Section Coordinator

Responsibilities

1. Ensures that the following responsibilities of the Planning Section are addressed as required:
 - Collect, analyze, and display situation information
 - Prepare periodic Situation Reports
 - Prepare and distribute ECC Action Plan and facilitate Action Planning process
 - Track Resources
 - Conduct Advance Planning activities and reports
 - 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 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 Planning Section.
5. In coordination with the other Section Chiefs, ensure that Status Reports are completed and utilized as a basis for ECC Situation Reports, and ECC Action Plans.

Reports to

- ECC Director

Activation Phase

- Follow the Generic Activation Phase Checklist (3.3).
- Report to the ECC facility and obtain a briefing from the ECC Director.
- Ensure that the 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 Planning Section as needed and designate Leaders for each unit:
 - Situation Unit
 - Documentation Unit
 - Resources Unit
 - Advance Planning Unit
 - Demobilization Unit
 - Recovery Unit
 - Technical Specialists Unit
 - Request additional personnel for the section from Logistics as necessary to maintain a 24-hour operation.
 - Meet with Operations Section Chief; obtain and review any major incident reports.
 - Review responsibilities of units in Planning section; develop plans for carrying out all responsibilities.
 - Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
 - Keep the ECC Director and ECC Management Team informed of significant events.
 - Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operations Phase

- Ensure that Planning position logs and other necessary files are maintained.
- 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 Operations Section and are accessible by Planning Section. It is recommended to provide a Planning Liaison to Operations Section.

- ❑ Ensure that an ECC Situation report is produced, approved and distributed to ECC Sections, PEP or PRECC 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 and that posted information is neat and legible.
- ❑ Ensure that the Information Officer has immediate and unlimited access to all status reports and displays.
- ❑ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ❑ Chair the ECC Action Planning meetings approximately two hours before the end of each operational period.
- ❑ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- ❑ Ensure that the ECC Action Plan is completed and distributed prior to the start of the next operational period.
- ❑ Work closely with each branch / unit within the Planning Section to ensure the section objectives, as defined in the current ECC Action Plan are being addressed.
- ❑ 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 Finance / Administration Section.
- ❑ Ensure Risk Management Officer is involved in Action Planning process.

Demobilization Phase

- ❑ 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.
 - Determine demobilization status of all Planning Units and advise the ECC Director.
 - Complete all logs and documentation and forward to Documentation Unit.
 - Ensure any open actions are assigned to appropriate Planning staff or other ECC sections to follow up on.
 - Ensure that all expenditures and financial claims have been coordinated through the Finance / Administration Section.
 - Review ECC After Action Report prior to submitting to ECC Director and Management Team for approval.
 - Follow the Generic Demobilization Phase Checklist (3.3).

4.6 Logistics Section Coordinator

Responsibilities

1. Ensure the Logistics function is carried out in support of the ECC. This function includes providing telecommunication services and information technology, locating, or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required both for the ECC and site requirements.
2. Establish the appropriate level of branch and / or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the ECC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
5. Keep the ECC Director informed of all significant issues relating to the Logistics Section.
6. Ensure critical resources are allocated according to ECC Action Plan policy, priorities and direction.
7. Coordinate with ESS Branch Coordinator on the provision of food and lodging for ECC and Site Personnel.
8. Supervise the Logistics Section.

Reports to

- ECC Director

Activation Phase

- Follow the Generic Activation Phase Checklist (3.3).
- Ensure the 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 and Unit Leaders for each element:

- Information Technology
 - Communications
 - Computer Systems
 - ECC Support
 - Facilities
 - Security
 - Clerical
 - Supply
 - Transportation
 - Personnel
- Mobilize sufficient section staffing for 24-hour operations.
 - Establish communications with the Logistics Section at the PRECC if activated.
 - Advise Units within the section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from Incident Commanders and DOCs. 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 Finance / Administration Section Chief and determine level of purchasing authority for the Logistics Section.
 - Assist Unit Leaders in developing objectives for the Logistics section as well as plans to accomplish their objectives within the first operational period, or in accordance with the ECC Action Plan.
 - Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on Logistics section objectives for forthcoming operational periods.

- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each 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 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 Planning Section Resource Unit, as well as resources ordered through Mutual Aid.
- Provide Section Staff with information updates via section briefings, as required.
- Provide your relief with a briefing at shift change, informing them of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Determine demobilization status of the Logistics Section and advise the ECC Director.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other ECC sections to follow up on.

- Ensure that all expenditures and financial claims have been coordinated through the Finance / Administrative Section.
- Provide input on the ECC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.3).

4.7 Finance / Administration Coordinator

Responsibilities

1. Ensure that all financial records are maintained throughout the event.
2. Ensure that all on-duty time is recorded and collected for all personnel.
3. Ensure there is a continuum of the payroll process for all employees responding to the event or disaster.
4. In consultation with ECC Director determine spending limits, if any, for Logistics, Operations, and Management Staff.
5. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Activate units within the Finance / Administration Section as required; monitor section activities continuously and modify the organization as needed.
8. Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained.
9. Supervise the Finance / Administration Section.

Reports to

- ECC Director

Activation Phase

- Follow the Generic Activation Phase Checklist (3.3).
- Ensure that the 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.:
 - Time Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Unit.
- Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- Consult with the ECC Director for spending limits.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
- Meet with all Unit Coordinators and ensure that responsibilities and procedures are clearly understood.
- In conjunction with Unit Coordinators, determine the initial Finance / Administration Action Planning objectives for the first operational period.
- Notify the ECC Director when the Finance / Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Finance / Administration position logs and other necessary files are maintained. Note: Jurisdiction should use the same financial, cost accounting and time sheet forms used in non-emergency times.
- Ensure that displays associated with the Finance / Administrative Section are current and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Provide cost estimates to Action Planning Process.
- Brief all Unit Coordinators and ensure they are aware of the ECC priorities particularly those affecting the Finance / Administration Section, as defined in the 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 disaster.
- Ensure that the Time Unit tracks and records all agency staff time.
- In coordination with the 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 disaster, 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 Financial Assistance is accurately maintained by the Cost Unit during the response, and submitted on the appropriate forms.

Demobilization Phase

- Determine demobilization status of the Finance / Administration Section and advise the ECC Director.
- Ensure that all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Finance / Administration staff or other ECC sections to follow up on.
- Provide input towards the ECC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.3).

5 Hazard-Specific Action Plans

There is a higher probability of occurrence of specific emergencies within the Summer Village of Ghost Lake including urban interface wildfire, weather events, and flooding. Each of these emergencies will have specific issues that should be considered and addressed by the Emergency Coordination Center Team. The following section provides a more detailed list of functional roles that personnel should consider during each emergency.

5.1 Urban-Interface Wildfire

Lead Agency – Alberta Wildfire

ECC Director

- Select Fire Chief or alternate as ECC Operations Section Coordinator
- Establish line of communication with existing ECCs or IMTs (MD Bighorn, Alberta Wildfire)
- Notify PECC that ECC has been established
- Staff the ECC Liaison Officer, Information Officer, and Risk Management Officer Positions
- Establish News and Public inquiry system (ECC Information Officer)

ECC Operations

- Consider Establishing Branch Directors (Police Branch, Fire Branch, Utilities Branch, Health Branch, ESS Branch)
- Monitor the spread of wildfire (Fire Branch)
- Coordinate evacuation and control evacuation perimeter with RCMP (Police Branch)
- Coordinate the elimination of hazards from utilities with FORTIS (Utilities Branch)
- Establish Emergency Public Health Facilities and communicate with Health Center (Health Branch)
- Establish Emergency Social Services and staff the required ESS Positions (ESS Branch)

ECC Planning

- Supervise damage assessment
- Consider possible effects of injuries, fires, damage to property, release of toxic fumes, and disruptions to utilities and roadways

ECC Logistics

- Facilitate requests for additional supplies
- Facilitate requests for food, accommodation, and transportation
- Facilitate equipment needs.

5.2 Atmospheric Events (extreme winds/storms)

Lead Agency – Summer Village of Ghost Lake

ECC Director

- Notify PECC that the ECC has been established
- Establish priority for snow/debris removal to allow for transportation of first responders and essential staff
- Staff the ECC Liaison Officer, Information Officer, and Risk Management Officer Positions
- Advise public of current status and provide recommendations to public on measure they can take (ECC Information Coordinator)
- Establish news release and public inquiry system (ECC Information Coordinator)

ECC Operations

- Establish the necessary Branch Directors (Engineering Branch, Police Branch, Utilities Branch, Health Branch, ESS Branch)
- Coordinate routes for emergency vehicles (Police Branch)
- Coordinate the elimination of hazards from utilities (Utilities Branch)
- Coordinate the provision of auxiliary power (Utilities Branch)
- Coordinate the clearing of debris (Utilities Branch/Engineering Branch)
- Establish Emergency Public Health Facilities and communicate with Health Center (Health Branch)
- Establish Emergency Social Services and staff the required ESS Positions (ESS Branch)

ECC Planning

- Monitor weather and provide updates to the ECC Operations Coordinator
- Evaluate transportation routes and provide updates to ECC Operations Coordinator
- Track road conditions and closures

ECC Logistics

- Facilitate available snow/debris removal services (with assistance from ECC Finance/Admin)
- Facilitate food and supplier resources
- Facilitate equipment needs

5.3 Flooding

Lead Agency – Summer Village of Ghost Lake and Environment & Parks

ECC Director

- Notify PECC that the ECC has been established
- Staff the ECC Liaison Officer, Information Officer, and Risk Management Officer Positions
- Establish communication with AEMA, Alberta Environment and Parks, and Alberta Transportation.
- Advise public of current status and provide recommendations to public on measure they can take (ECC Information Coordinator)
- Establish news release and public inquiry system (ECC Information Coordinator)

ECC Operations

- Establish the ESS Branch Director if necessary
- Coordinate routes for emergency vehicles and traffic control (Police Branch)
- Coordinate the elimination of hazards from utilities (Utilities Branch)
- Coordinate the provision of auxiliary power (Utilities Branch)
- Determine the necessary resources required for flood damage control (Engineering Branch)
- Establish Emergency Public Health Facilities and communicate with Health Center (Health Branch)
- Establish Emergency Social Services and staff the required ESS Positions (ESS Branch)

ECC Planning

- Monitor meteorological data and provide updates to the ECC Operations Coordinator
- Monitor road conditions and closures
- Evaluate adverse effects of emergency including
 - Damage to environment and property
 - Water contamination
 - Dangers to public health

ECC Logistics

- Locate available heavy equipment services (with assistance from ECC Finance/Admin)
- Facilitate food and supplier resources
- Facilitate sandbag and equipment needs

6 Recovery Guidelines

6.1 Procedures

Recovery refers to all of the activities taken to restore, rebuild, and renew the Summer Village of Ghost Lake following an emergency. The Summer Village has two distinct areas of focus for recovery, they are municipal service recovery and community recovery and renewal:

Municipal Service Recovery	The primary objective is to reduce the direct impact to residents by restoring critical municipal services and maintaining public safety
Community Recovery and Renewal	Community Recovery and Renewal is the restoration of the physical, social, and economic landscape of the Summer Village after an emergency.

6.2 Recovery Roles

Recovery operations in the Emergency Coordination Center utilize the same ICS functions as the response phase. However, in the recovery phase they will likely involve a different set of tasks. Certain functions may also be decentralized during the recovery process depending on the duration of the incident. The illustration below provides information on the recovery roles for the ICS Roles.

ECC Director

The ECC Director is responsible for overseeing the recovery phase of the incident. If there the recovery phase is prolonged, consider staffing the ECC Director with a dedicated memembr.

- Provide accurate and relivant information to elected officials
- Provide direction on policy-related decisions
- Ensure overall safety of persocneel during recovery
- Ensure action plans are developed if required
- Oversee Communiity Recovery and Renewal

ECC Operations

The ECC Operations Coordinator is primaraly responsible for implementing muncipal service recovery, including the restoration of community services and utilities.

- Implement building and public safety inspections
- Restore public servies such as medical facilities and utilities
- Restore government functions to pre-emergency operations
- Provide emergency housing if required

ECC Plannig

The ECC Planning Coordinator is responsible for providing

- Oversee After Action report

ECC Logistics

-
- Facillitate available snow/debris removall services (with assistance from ECC Finance/Admin)
 - Facillitate food and supplier resources
 - Facillitate equitement needs

Appendix A Summer Village of Ghost Lake Map

Summer Village of Ghost Lake



Appendix B Contacts and Resources

- B-1 ECC Management Team First Call List**
- B-2 Alberta Emergency Alert – Authorized Users**
- B-3 Municipal Council and Administration**
- B-4 Emergency Social Services Team**
- B-5 Resident Contact List**
- B-6 Royal Canadian Mounted Police**
- B-7 Regional Mutual Aid**
- B-8 Utility Providers and Industry**
- B-9 School Divisions**
- B-10 Government Agencies – Provincial and Federal**
- B-11 Services and Supplies**

B-1 ECC Management Team First Call List

Position	Name	Work	Cell	Home
ECC Director				

B-2 Alberta Emergency Alert – Authorized Users

Name	Agency	Work	Cell	Home

B-3 Municipal Council and Administration

Name	Position	Work	Cell	Home
John Walsh	Mayor		403-554-5646	
Carey Fougere	Deputy Mayor/DEM		403-819-4080	
Karen Foudy	Councilor		403-971-0342	
Mustafa Hashimi	CAO		825-735-7224	

B-4 Emergency Social Services Team

Function	Name	Work	Cell	Home
Reception Manager				

B-5 Resident Contact List

Name	Address	Work	Cell	Home

B-6 Royal Canadian Mounted Police

Name	Position	Admin	24 – Hr Emergency
Cochrane Department		403-932-2213	403-932-2211
Canmore Department		403-678-5519	403-6785516

B-7 Regional Mutual Aid

Name	Position	Work	Cell
MD of Bighorn No. 8			
Shaina Tutt	CAO	403-673-3611 (ext. 229)	
Andrew Box	DEM/Fire Chief	403-673-3611 (ext. 233)	403-899-9666
Brad Coleman	Jamieson Firehall Chief	403-673-3611	587-435-2723
Rocky View County	Disaster Services (24hr)	403-291-1401	
Town of Cochrane	Town Office	403-851-2505	
	Fire/Rescue	403-851-2590	
Town of Canmore			
Lisa Desoto	CAO	403-678-1535	
Caitlin Miller	DEM	403-678-8922	403-679-1620
Canmore Fire/Rescue		403-678-6199	

B-8 Utility Providers and Industry

Name	Details	Office	Cell
Alberta One-Call (Call before you dig)		1-800-242-3447	
Cochran Lakes Gas Coop		403-932-2707	
FORTIS Alberta	24-Hour Emergency	403-932-2241	
Shell Canada	24-Hour Emergency	1-800-661-7378	
Canlin Energy (Wildcat Hills Gas Plant)	24-Hour Emergency	1-866-409-2744	
TELUS	24-Hour Emergency	611	
TransAlta Power	24-Hour Emergency	1-877-967-2555	

B-9 School Divisions

Office/School	Location	Office
Rocky View Public School District	Main Office, Airdrie	403-945-4000
	Elizabeth Barrett Elementary	403-932-3151
	Manachaban Middle School	403-932-2215
	Cochrane High School	403-932-2542
	Notre-Dames Des Vallees	403-851-0244
Calgary Catholic School District	Main Office, Calgary	403-500-2000
	Holy Spirit Elementary	403-500-2065
	St. Timothy High School	403-500-2106
	Steve Petingola (Area Director)	403-500-2535

B-10 Government Agencies – Provincial and Federal

Provincial

<u>Alberta Emergency Management Agency (AEMA)</u>			
Name	Position	Phone	Email
Provincial Emergency Coordination center (PECC)	24-Hour Emergency	1-866-618-2362	
Cheyenne Shubert	AEMA Field Officer		cheyenne.shubert@gov.ab.ca
Peter Genereux	AEMA Field Officer		peter.genereux@gov.ab.ca

Alberta Energy Regulator (AER)			
Name	Position	Work	24-Hour
24-Hour Response Line			1-800-222-6514
Calgary Head Office		1-855-297-8311	403-297-8311

Alberta Environment and Protected Areas			
Name	Position	Work	24-Hours
River Forecast Center		780-427-8173	
Energy and Environmental Response Line (24/7)		1-800-222-6514	780-422-4505
Fish & Wildlife (Report a Poacher)	Provincial Dispatch		1-800-642-3800
Calgary Environment and Protected Areas (EPA) Office		403-297-6674	

Forestry and Parks			
Name	Position	Work	24-Hour
Calgary Forest Area Wildfire Management Branch	Calgary Duty Officer (24/7)		403-297-8822
Wildfire Reporting			310-3473 (FIRE)

Public Land/Safety Reporting			310-5263 (LAND)
Kananaskis Emergency Services	Dispatch Cetner (24/7)		403-591-7755

Alberta Health Services			
Name	Position	Work	24-Hour
Cochrane Community Health Center		403-851-6000 (switchboard)	
Canmore Hospital		403-678-5536 (switchboard)	
Foothills Hospital		403-944-1110	
Air quality/Water Sampling		403-943-2295	
Environmental Health		403-943-2288	403-264-5615
Health Link Alberta			1-866-408-5465
Poison Centre		403-944-1414	1-800-332-1414
STARS Air Ambulance			1-888-888-4567 (*4567 on cell)

Alberta Occupational Health and Safety (AOHS)			
Name	Position	Work	24-Hour
OHS Contact Center	Provincial Center (Edmonton)	780-415-8690	1-866-415-8690

Alberta Transportation			
Name	Position	Work	24-Hour
Alberta Environmental and Dangerous Goods Emergencies (EDGE)		780-422-9600	1-800-272-9600
Alberta Transportation	Calgary Operations Office	403-297-6311	
Volker Stevin	Emergency Center		1-888-877-6237

Provincial

Parks Canada			
Name	Position	Work	24-Hour
Banff National Park	Dispatch Center		403-762-1470

B-11 Services and Supplies

Clothing and Blankets			
Name	Location	Work	Cell
Canadian Red Cross Society	Edmonton	1-888-800-6493	
The Clothesline	Cochrane	932-5984	

Telecommunications			
Name	Location	Work	Cell
Five Star Communication	Cochrane	932-5335	
Pathcom Wireless	Cochrane	932-2559	

Electrical & Plumbing			
Name	Location	Work	Cell
Big Hill Electrical Services	Cochrane	403-932-3377	
Cochrane Electric	Cochrane	403-966-4900	
Alberta Bound Plumbing & Heating	Cochrane	403-701-5557	
ProStar Plumbing & Heating	Cochrane	403-250-7232	
Royal Mechanical Services	Cochrane	403-899-9925	
Cochrane Hydronics	Cochrane	403-835-9890	

Rental Services			
Name	Location	Work	Cell
Cochrane Rental Center	Cochrane	403-851-9997	
Rogers Rent-All	Calgary	403-276-5501	

Food Service Providers			
Name	Location	Work	Cell
Cochrane Activettes Club (Food Bank)	Cochrane	403-932-9290	
Safeway	Cochrane	403-851-1290	

Save-On Foods	Cochrane	403-932-3222	
No Frills	Cochrane	1-866-987-6453	
Walmart	Cochrane	403-851-3040	

Heavy Equipment			
Name	Location	Work	Cell
OnGrowing Works Ltd.	Cochrane	403-932-3766	
SCS Construction Services	Cochrane	403-816-1190	
Slimdor Contracting	Cochrane	403-932-4666	

Helicopters			
Name	Location	Work	Cell
Alpine Helicopters	Canmore	403-678-4802	403-678-8152
Elbow River Helicopters	Springbank	403-202-2019	403-689-9509
Great Slave Helicopters	Springbank	403-286-2040	
Stoney Nakoda Sightseeing (Alpine)	Morley	403-881-9901	403-845-0066
LR Helicopters	Springbank	403-286-4601	403-669-1294
Mountain View Helicopters	Springbank	403-286-7186	

Hotels			
Name	Location	Work	Cell
Days Inn & Suites	Cochrane	403-932-5588	
Super 8	Cochrane	1-844-838-0484	
Ramada	Cochrane	403-932-6355	
Bow River Inn	Cochrane	403-932-7900	

Media & Public Communication			
Name	Location	Work	Cell
Cochrane Times	Cochrane	403-932-3500	
Cochrane Eagle	Cochrane	403-932-6588f	
91.5 FM Cochrane Now	Cochrane	403-851-0017	
106.1 FM Mountain Radio	Canmore	403-678-2222	

Pet Care and Boarding			
Name	Location	Work	Cell
Town of Cochrane Animal Services	Cochrane	403-851-2272	
Cochrane and Area Humane Society (CAHS)	Cochrane	403-932-2072	
Springfield Kennels	Cochrane	403-932-0037	

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Spills & Environmental Cleanup

Name	Location	Work	Cell
Western Canada Spill Services	Calgary	587-393-9620	

Septic Services

Name	Location	Work	Cell
Cochrane Septic	Cochrane	403-932-5515	
Rockyview Aqua	Calgary	403-239-4163	

Transportation

Name	Location	Work	Cell
Southland Transportation (School Bus)	Cochrane	403-932-7100	
Cochrane Cabs	Cochrane	587-576-4433	
Helping Hands of Society	Cochrane	403-948-2887	
SWIFT Mini Thini Transit	Morely	403-703-6731	

Vacuum Trucks

Name	Location	Work	Cell
The Suck Truck	Calgary	403-650-5451	
Inertia Hydrovac	Calgary	587-596-2224	

Volunteer

Name	Location	Work	Cell
Canadian Red Cross	Edmonton	1-888-800-6493	

Water Trucks

Name	Location	Work	Cell
Big Dropper Water Hauling	Cochrane	403-851-1003	
Big Rock Water Hauler	Calgary	403-804-5551	
Steelhead Ventures Ltd.	Cochrane	587-493-0598	

Welding

Name	Location	Work	Cell
Alberta Metal Works	Cochrane	403-932-5511	
Big Hill Welding	Cochrane	403-679-9987	
Big Blue Portable Welding	Calgary	403-295-0909	

Appendix C: ECC Forms

Form #	Form Name
ECC 400A	Declaration of a State of Local Emergency
ECC 400B	Public Announcement Following the Declaration of a State of Local Emergency
ECC 400C	Termination of a State of Local Emergency
ECC 401A	ECC Status Report
ECC 414	ECC Position Log
ECC 420	ECC Evacuation Advisory
	FireSmart Canada Evacuation Checklist
ECC 422A	ECC Media Holding Statement
ECC 422B	ECC Spokesperson Media Statement
ECC 502	ECC Action Plan
ECC 511	ECC Check-In/Check-Out List
ECC 517	Resource Status
ECC 531	ECC Expenditure Tracking Report

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

Whereas an emergency exists in the _____
(Name of Municipality)

Due to _____

(Description of the nature of the emergency)

Therefore, Council declares that a state of emergency exists in the

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

Time _____ Date _____

Signature _____ Title _____

Name: _____

Signature _____ Title _____

Name: _____

Send to: Alberta Emergency Management Agency

pses.pecc@gov.ab.ca

Fax: 780-644-7962

**Public Announcement Following the
Declaration of a State of Local Emergency
(SOLE)**

ECC 400B

The Council of _____
(Name of Municipality)

Declares that a Local State of Emergency exists in the

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

Due to _____

(Description of emergency)

Time _____ Date _____

Signature _____ Title _____

Name: _____

**“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
Declaration of a State of Local Emergency
(SOLE) ECC 400C**

WHEREAS an emergency existed in the _____
(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

ps.es.pecc@gov.ab.ca

Fax: 780-644-7962

STATUS REPORT ECC 401A

Event:		Status Report Source/Type:	
Date:	Time:	<input type="checkbox"/> Section/Function <input type="checkbox"/> Branch/Unit	
Operational Period:		Section/Function/Agency:	

Current Situation: (Incidents, actions taken, resource status...)

Outstanding Issues/Challenges/Problems:

Anticipated Priorities/Activities: (For future operational periods)

Other Comments/Issues: (i.e., media information, public information bulletins, safety tips...)

Distribution:			
<input type="checkbox"/>	ECC Director/Deputy Director	<input type="checkbox"/>	ECC Operations Section Coordinator
<input type="checkbox"/>	ECC Risk Mgt Officer	<input type="checkbox"/>	ECC Planning Section Coordinator
<input type="checkbox"/>	ECC Liaison Officer	<input type="checkbox"/>	ECC Logistics Section Coordinator
<input type="checkbox"/>	ECC Information Officer	<input type="checkbox"/>	ECC Fin/Admin Section Coordinator
<input type="checkbox"/>	Posted for all ECC Personnel	<input type="checkbox"/>	AEMA Provincial Coordination Centre
<input type="checkbox"/>	(other)	<input type="checkbox"/>	(other)

POSITION LOG

ECC 414

Event:	Section:	Position:
Operational Period:	Location:	Date:

LOG

Time (24 Hr.)	To	From	Action	Follow-Up	Closed

EVACUATION PLAN MESSAGE (ECC 420)

This is _____
Position Title *Name*

From the

Agency / Department

A

Incident

has occurred / is occurring

in / at

location

Because of the potential danger to life and health

the authority

has

ordered/recommended #

everyone within

blocks / kilometers / metres

of that area to

evacuate / shelter-in-place immediately / as soon as possible

This message will be repeated. Specific instructions and locations for help will be given.

If you are in the following areas, you must

evacuate / shelter-in-place immediately / as soon as possible

The areas involved are as follows:

North / South / East / West

Location: street, highway or other significant geographical point

North / South / East / West

Location: street, highway or other significant geographical point

North / South / East / West

Location: street, highway or other significant geographical point

Prepared By: _____

Approved By: _____



Last-Minute Checklist for Protecting Your Home and Property from Wildfire



Evacuation Tips

Monitor conditions and follow the advice of local authorities.

If ordered to evacuate, do so immediately.

	<p>Review your evacuation plan for your family and pets.</p> <ul style="list-style-type: none"> Visit www.getprepared.gc.ca for helpful tips and evacuation plan templates.
	<p>Have your "ready to go kit" (emergency kit) ready and stocked with cash, portable radio, prescription medications, eye glasses, change of clothes, pet food, flashlights and batteries, etc. Make sure your phone numbers, insurance information and other important documents for your go bag are current.</p> <ul style="list-style-type: none"> Visit www.getprepared.gc.ca for a more complete list of emergency supplies.
	<p>Before evacuating:</p> <ul style="list-style-type: none"> Turn off air conditioning. Turn off your home water and electricity Close all doors, garage doors and windows. If weather seal or doors have gaps, seal with duct tape.



Quickly address outside surroundings

Complete a scan around your home and property and take steps to remove combustibles.

	Remove leaves, pine needles and other debris from your roof and gutters.
	Mow grass and weeds within 10 metres of the house to 10 centimetres in length, or less.
	Clear all dead plants, leaves, and weeds within 10 metres of your home. Maintain a 1.5 metre non-combustible zone around your home and deck by sweeping or raking down to mineral soil, rock or concrete.
	Move combustible items such as toys, patio furniture, cushions, decorative items, firewood, and potted plants, that are on and under your deck and within 10 metres of your home. Move all combustible items into your home or garage.
	<p>If you have a propane tank located on your property:</p> <ul style="list-style-type: none"> Propane tanks should be moved to 10 metres away from structures. Remove weeds and other debris from area around large stationary propane tanks so there is no combustible material near tank.
	<p>If you have a combustible fence that attaches to your home:</p> <ul style="list-style-type: none"> Secure gate in an open position. Clear vegetation and debris along both sides of combustible fence lines.



Check around the house

Check vents on roof, foundation and exterior walls to prevent embers from entering your home.

	Check your attic and foundation (crawl space) vents to see if they are screened and in good repair. Use duct or metal tape to temporarily cover damaged vents and those with 3 millimetres mesh screening.
	<p>If you store cardboard boxes and other easily ignited materials near a vent in your attic or crawl space, move them as far away as possible from vent(s).</p> <ul style="list-style-type: none"> Another option is to place tape over vent(s) at these locations. Be sure to remove tape when you return home.
	Cover dryer vents and wall-mounted make-up air openings for furnaces with a plywood cover, metal tape or duct tape.



← Non-combustible Zone →



Visit www.firesmartcanada.ca for additional resources and information.

SPOKESPERSON MEDIA STATEMENT

ECC 422A

Event: _____ **Date:** ____ **Time:** _____

My name is: _____

My position is: _____

This is the information I can give you so far:

At _____ (*time: a.m. / p.m.*) on _____ (*date*), a(n)
_____ (*fire, flood, explosion, earthquake, chemical
spill, etc.*) occurred at _____
(*location*) in _____ (*local authority
/ jurisdiction*).

Information on the number injured and fatalities is (not) known at this time.

The cause of the _____ (*fire, explosion, chemical
spill*) is under investigation and no estimate of damage is available at this time. As
information becomes available, news releases will be issued.

Any further inquiries should be directed to _____
(*name and title*) at _____ (*location*)
_____ (*telephone number*).

Prepared By: _____

Authorized By: _____

SPOKESPERSON MEDIA STATEMENT

ECC 422B

Municipality: _____ **Date:** ____ **Time:** _____

Name: _____

Position: _____

Phone Number: _____

Email: _____

Media Statement (add title):

For more information please contact:

Name: _____

Phone Number: _____

Email: _____

Prepared By: _____

Authorized By: _____

ECC ACTION PLAN

ECC 502

Event:		Date:	Time:
Operational Period:	Location:	Prepared By:	

Objectives: (In priority order, for the designated operational period)

Tasks/Action Items:	Function Assigned	Estimated Completion Time

Attachments: (Check if attached)

<input type="checkbox"/> Organization Chart	<input type="checkbox"/> Public Information Plan	<input type="checkbox"/> Communication Plan
<input type="checkbox"/> ECC Floor Plan	<input type="checkbox"/> Transportation Plan	<input type="checkbox"/>
<input type="checkbox"/> Situation Map	<input type="checkbox"/> Evacuation Plan	<input type="checkbox"/>

Recommended By (Planning Section Chief):	Approved By (ECC Director):
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Distribution:		
ECC Director/Deputy Director	<input type="checkbox"/>	ECC Operations Section Coordinator
ECC Risk Mgt Officer	<input type="checkbox"/>	ECC Planning Section Coordinator
ECC Liaison Officer	<input type="checkbox"/>	ECC Logistics Section Coordinator
ECC Information Officer	<input type="checkbox"/>	ECC Fin/Admin Section Coordinator
Posted for all ECC Personnel	<input type="checkbox"/>	AEMA Provincial Coordination Centre
	<input type="checkbox"/>	

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