

**Summer Village of Sandy Beach**

**Emergency  
Operations  
Plan**

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## Preface

This Emergency Management Plan is designed to provide guidelines that will enable the Council and Administration of the Summer Village of Sandy Beach to respond to emergency events in the Village that are within and/or exceed our ability to cope under normal conditions. Depending on the nature and scope of any particular event, all or a portion of the Emergency Management Plan may be implemented.

The priorities of the Emergency Management Plan are as follows:

1. Save lives and minimize the impact on people. The first priority is the safety of all people impacted by the event. This includes first responders as well as survivors.
2. Protect property. This includes protecting critical infrastructure as well as the property of the Village and its citizens.
3. Protect the environment.

The functions of the Emergency Management Plan include the following:

**Mitigation** – Measures taken to reduce or minimize the risks from the effects of an event with the aim to prevent or reduce a disaster impact when it occurs. Examples include updating building codes, building use regulations, zoning and land use management, diking, legislation and tax and insurance incentives and disincentives.

**Preparedness** – Involves building capability to effectively and rapidly respond when people, property and the environment are affected by events. Preparedness includes planning, exercising, education and training necessary to achieve a state of readiness for emergencies and disasters. Examples include developing emergency plans, training staff involved, exercises, creating multi-aid agreements and conducting resource inventories.

**Response** – The action(s) taken to minimize the damage and loss to people, property and the environment, with an emphasis on prevention of injury and loss of life. Examples include the implementation of emergency and disaster plans, activation of emergency operations centres, mobilization of resources, issuance of warning and directions, provision of medical and social services.

**Recovery** – Activities taken to return the affected communities and organizations to a reasonable state of normal life after it has been affected by an emergency or disaster. Examples include physical restoration and reconstruction, business resumption, counseling, financial assistance programmes, temporary housing and health and safety information.

## **Emergency Management Plan Authority**

The Director of Emergency Management for the Summer Village of Sandy Beach or Designate has the authority to implement the Emergency Management Plan. Alternately, under By-Law 06-2019, the Director of the Regional Emergency Management Agency may implement the emergency management plan. The Emergency Management Plan reflects what is legally required or generally expected as due diligence and the requirements of civil law and specific statutory requirements.

**Emergency Management Act (2020)** and **Government Emergency Planning Regulations (2007)** and the **Disaster Recovery Regulation (1994)** are the Provincial legislation and regulations which set out the preparedness and planning roles and responsibilities of the province and local municipal authorities.

Alberta's Disaster Services Act (2002) establishes the agency, Emergency Management Alberta (EMA) under the auspices of the Public Safety Division, Department of Municipal Affairs.

By-Law 06-2019 of the Summer Village of Sandy Beach establishes authority of the Mayor and Council to implement this Emergency Management Plan. By-Law 06-2019 references the Regional Emergency Management Agency and its relationship to the Summer Village.

## **Other Regulations**

The Occupational Health and Safety Act is the legislation passed by the provincial government around Occupational Health and Safety in the Province of Alberta. The OH&S Regulation is the official document that outlines the administration and policy issues related to the OH&S Act.

The Occupational Health and Safety Code contains the detailed technical requirements in support of the OH&S Act and OH&S regulation. Employer have responsibilities under Part 7 of the OH&S Code to have well development emergency plans in place.

## **Terms and Definitions**

These terms are used throughout with their specific meanings and abbreviations indicated:

**CAO** – Chief Administrative Officer of the summer Village of Sandy Beach.

**CEO** – Chief Elected Officer, Mayor, of the Summer Village of Sandy Beach. In the absence of the Mayor the Deputy Mayor or Counsellor may act in this capacity.

**Commander** – The person charged with overall responsibility within the designated area. The respective Commander (Operations or Site) has responsibility for the efficient performance of the Emergency Operations Centre and Emergency Site staff, as well as the responsibility to support and coordinate functional operations. A Deputy will normally be appointed to assist the Commander to ensure continued command capability.

**Emergency** – An event that requires prompt coordination of action or special regulation of persons to protect the safety, health or welfare of people or limit damage to property using existing resources and procedures. Examples are events that first responders (fire, police, EMS, utility companies, hospital, railroads, airlines and parts of industry) respond to on a routine basis using existing standard operating procedures (e.g. a motor vehicle accident, small scale utility outage, small contained fire).

**Emergency Management Plan (EMP)** – A comprehensive operational response plan that ensure a coordinated, organized response and recovery to any and all emergency incidents. The EOP also defines the functional and specific roles and responsibilities as defined in the incident command structure.

**Emergency Operations Centre (EOC)** – The established location, including a primary and alternate physical location, in which the Commander and staff will be headquartered during an emergency response.

**Emergency Response Plan (ERP)** – A consolidation of emergency response plans to an isolated event such as fire, mass casualty or evacuation.

**Disaster** – An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property and that disrupts social structure

and essential functions that will involve a multi-agency and mutual assistance response.

**Liaison** – Describes the intercommunications between the various parties and agencies involved in response operations.

**Local Authority** – As per the Emergency Management Act, local authority means:

- a) the council of the Summer Village or municipal district.
- b) The Regional Emergency Management Agency.

## **Emergency Management Plan (EMP) Conditions**

Emergency Management Plan conditions exist when an incident, or concurrent incidents, causes the normal operations of the Summer Village to be disrupted or overwhelmed. The emergency may affect one or several areas of the Summer Village. Where there is a need to coordinate the overall response by calling in additional resources from neighbouring municipalities, including the Regional Emergency Management Agency and/or Emergency Management Alberta, the Chief Elected Officer, (Mayor), must firstly declare a state of local emergency. Alternately, if there is an emergency that is more widespread that also affects the Summer Village, the Regional Emergency Management Agency may coordinate the emergency situation.

The Emergency Management Plan of the Summer Village of Sandy Lake is intended to set policy and procedure directives to coordinate such emergency responses.

## **Emergency Management Plan Response**

1. When the Summer Village is experiencing EMP conditions, the Director of Emergency Management or Designate, will be responsible for ensuring the immediate response at the Site and will establish an Emergency Operations Centre (EOC) if required. The site response shall be in accordance with the specific emergency response plan and the Emergency Operations Plan. All or part of the Emergency Management Plan may be required.

2. The Director of Emergency Management will initiate the on-call fanout call list to request assistance at the site and/or Emergency Operations Centre.
3. When the Summer Village Emergency Management Team has been contacted, a decision will be reached whether additional resources, neighbouring municipality assistance or the involvement of the Regional Emergency Management Agency is required.
4. Where the emergency is evaluated such that the situation can be managed by the Incident Commander, the establishment of the EOC may not be required and the Director of Emergency Management may request members of the Emergency Management Team to remain on stand-by and provide assistance as requested.
5. Where the Regional Emergency Management Agency is requested to be involved in the emergency, transfer of Command may occur in accordance with the normal incident command system protocols. Where the Regional Director of Emergency Management assumes Incident Command, the Chief Elected Officer, (Mayor), is required to formalize the appointment in writing.
6. Where an EOC is established, the Director of Emergency Management may also contact Emergency Management Alberta, for advice and assistance, including a request for a media relations officer.

## **Assessment and Categorization of the Emergency**

The seriousness of any emergency event is viewed in the context of the impact it would have on the Summer Village and the resources available to respond. The following emergency levels should be considered as a guideline only, with the actual response decided as the event unfolds.

### **Type 5, 4 or 3 Emergency – Minor Incident**

Any incident posing a direct threat to life and property that requires an immediate response from Police, Fire, EMS or on-scene personnel is defined as a minor incident. This may involve requests for assistance from utility

providers, (electric, gas or telephone), and perhaps a hazardous materials unit. The summer Village can likely manage with its internal resources and may or may not require an EOC and will be of **short duration with low impact**. The emergency can normally be handled by the summer Village without having to activate the Emergency Management Plan.

**Use of the EOC is optional.**

**Type 2 Emergency – Serious Emergency**

Event is more serious and has a major impact on all or part of the summer Village. This will likely require a response by regional resources along with a site EOC and some local municipality support and will be of **short duration with high impact**. When the decision to hand administrative control of the EOC to the Regional Emergency Management Agency, the Chief Elected Officer must provide a written delegation of authority.

Alternately, under the By-Law 06-2019 Agreement, the Regional Emergency Management Agency may have included the Summer Village of Sandy Beach as part of an emergency incident, and will assume command of the emergency situation.

**Use of the EOC is essential, regional support is optional.**

**Type 1 Emergency – Major Emergency or Disaster**

An event that not only has major negative impact on the Summer Village but also adjacent areas and requires the assistance of regional emergency services. This will require a regional and/or provincial and/or national response and will be of **long duration with high impact**. When the decision to hand administrative control of the EOC to Regional Emergency Management Agency the Chief Elected Officer must declare a state of local emergency.

Alternately, under the By-Law 06-2019 Agreement, the Regional Emergency Management Agency may have included the Summer Village of Sandy Beach as part of an emergency incident, and will assume command of the emergency situation.



## **Use of EOC, Regional and Provincial support mandatory.**

### **EOC Activation**

In emergency situations, there is no firm line between response and recovery which results in considerable overlap of response and recovery activities. The response and plan is to be activated under the following conditions:

1. The operation requirements far exceed regular operational resources.
2. There is an identifiable emergency or disaster.
3. A portion or all of the Emergency Management Plan needs to be implemented.
4. Major coordination of resources is required in a single location.
5. The Chief Elected Officer declares a state of emergency.

The level of activation and the associated staffing and organizational development of the EOC will depend on:

1. The nature, scope and expected duration of the emergency.
2. The extent of activation at other jurisdiction's levels.
3. Function needed to support EOC requirements.

Activation of the EOC will require communication links and coordination to be established with:

1. Regional Emergency Management Agency Director.
2. Site Commander(s) responding to the emergency/disaster.

### **Site Locations**

#### **EOC**

The primary EOC site will be the Administration Building of the Summer Village of Sandy Beach.

The alternate EOC site will be the Summer Village of Sandy Beach Community Hall.

## **Reception Centre and Media Centre**

When the EOC is located at the Administration Building, the alternate site, (Community Hall), can/will be designated as the Reception Centre, with a separate area within the Community Hall designated as the Media Centre.

An alternate evacuation site, if required, will be arranged in a neighbouring community when local residents are evacuated for a period longer than 12 hours.

The use of additional and cooperating agencies, such as Alberta Health Services, Canadian Red Cross and possible housing options provided by Northern Gateway School Division, may be required.

## **Staging Area**

The primary staging area will be designated as the overflow parking lot located on Secondary Highway 642 across from the Community Hall for those resources awaiting their tactical assignment

The secondary staging area will be designated as the boat launch parking lot located at the intersection of Secondary Highway 642 and Westcove Drive.

## **Base Area**

The base area, required to accommodate all out-of-service equipment, materials and resources, will be designed as the parking lot of the Sandy Beach Day Park, located at the intersection of Secondary Highway 642 and Lakeshore Drive.

## **Muster Points**

For any persons working within or visiting the Sandy Beach Administration Building, the designated muster point is the northwest corner of the parking lot.

For residents and visitors located along Blue Heron Drive the muster point shall be designated as the northeast corner of the parking lot at the Sandy Beach Administration building.

For residents and visitors located along Westcove Drive and for those residents and visitors located along Lakeview Drive between Blue Heron Drive and

Westcove Drive, the muster point shall be designated as the boat launch parking lot located at the intersection of Secondary Highway 642 and Westcove Drive.

For residents and visitors located along Lakeshore Drive as well as those residents and visitors located along Lakeview Drive between the eastern entry to the Summer Village and Lakeshore Drive, the muster point shall be designated as the parking lot of the Burger Baron restaurant located at the intersection of Secondary Highway 642 and Lakeshore Drive.

From these muster points residents and visitors may be directed to the local Reception Centre at the Sandy Beach Community Hall, or another location outside the Summer Village.

## **Site Team**

### **Team Members**

The Site Emergency Management Team shall be reduced or expanded depending upon circumstances. The initial members of the Team shall assume responsibility for the coordination and operational response activities. The core team members shall be:

1. Director of Emergency Management.
2. Deputy Director of Emergency Management.
3. Summer Village Elected Officials, Mayor, Deputy Mayor and Counsellor.

### **Team Function**

The functions of the Site Team are to:

1. Establish an EOC Commander, normally the Director of Emergency Management.
2. Establish, coordinate and forward all information between the emergency site and the EOC; that is between the Site Commander and the EOC Commander.
3. Establish and maintain liaison between the site and EOC, including Emergency Management Alberta and/or the Regional Emergency Management Agency, as necessary.

4. Ensure the safety of all staff, volunteers and emergency responders and the public by designating someone to assume the role of Safety Officer.
5. Carry out the logistical response, initiate Recovery Plans and coordinate with external supports.

## **EOC Setup**

1. Team members should be familiar with the EOC profile which should be updated annually and a current copy provided to all team members.
2. Colour-coded binders for each EOC position shall be available on this site, as are colour-coded vests.
3. Identify a scribe to record all discussion throughout the duration of the EOC to ensure information is visible to all EOC participants at all times.
4. Set up and initialize at least three computer workstations, with a minimum of two being connected to an internet provider for email access. Each workstation shall have a dedicated person familiar with all software applications and skills should match the function.
5. Accessory equipment and supplies, such as flip charts, whiteboards, sticky notes, paper, pens, etc., should be readily available.
6. Alternate power sources are identified and accessible.
7. Cell phones and/or two-way radio communications are available in the event of a power failure, and access to ham radio operators and or CB radio operators is also available.
8. A designated media centre is established.

## **Communication Protocol**

In an emergency or other increased level of activity, communications is critical and often the cause of problems because of incorrectly processed information. To mitigate this, a number of steps should be followed to ensure that information received is promptly delivered to the right recipient along with a record of follow-up actions and time record.

The majority of information will consist of requests for information, supplies or staff. The Communications Officer must be able to direct these inputs to the proper persons quickly and reliably.

Generally there are two types of communication, operational and administrative.

## **Operational**

Operation communications will include requests for supply replenishment other than normal requests, additional staffing requests, equipment replacements for critical items, reports of unusual medical situations.

## **Administrative**

This level of communications typically includes statistical reports, information bulletins, meeting minutes, etc.

## **Priority Levels**

**Operational Emergency** – relates to a life and death threat, which can have an immediate impact on a site's ability to provide life saving support.

**Operational Urgent** – relates to a request for support, which, if not provided within a specified time period, will result in a degradation of level of service. This may also apply to sending out critical or time sensitive information related to operational requirements.

**Operational Routine** – relates to any non-administrative information and which involves operational capabilities.

**Administrative Urgent** – relates to non-operational information that requires action within a specified time period.

**Administrative Routine** – all other non-operational messages.

## **Critical Information Required on All communiqués**

- Message priority level
- Date and time the message was written and prepared
- Author's name and contact information
- Designated recipient, including contact information
- Date/time delivered and received
- Tracking record
- Time closed

## **Emergency Operations Centre (EOC) Structure**

The EOC Commander will use the **Incident Command System** structure to define a command and control system. This system breaks down the total responsibilities of the EOC into manageable groups of responsibilities, which are then assigned to branches of the Emergency Management Team, staff and first responders.

**Site Command** – Implements the activities at the site of the emergency/disaster and usually is assigned to the Fire Chief, police or EMS responders. In Type 5, 4 or 3 emergency situations, the Director of Emergency Management may assume the role of Incident Commander, as the operation of the EOC may not be required.

This position is normally assumed by the Summer Village Director of Emergency Management. Where there is a transfer of command, the Director of Emergency Management will assume the position of Safety Officer.

**EOC Command** – Implements the policy and direction of the Emergency Management Plan and coordinates services and activities away from the site of the emergency/disaster. The EOC operates under the authority of the Incident Commander.

**Communications Officer** – Implements and coordinates all aspects of communications for the EOC.

**Liaison Officer** – Manages the contact between the EOC and representatives of multiple agencies that are assisting or cooperating during the emergency.

This position shall typically be assigned to the Deputy Mayor.

**Information Officer** - Manages information to the public, the media and Emergency Management Alberta in consultation with the EOC Commander. The Information Officer may also prepare notes/reports for the Chief Elected Officer, (Mayor or Designate), when addressing the public and/or the media. May involve the establishment of a Media Centre.

This position shall typically be assigned to the Chief Elected Official, Mayor.

**Safety Officer** - Monitors situations and ensures that good risk management practices are applied throughout the response organization and ascertains probabilities and potential consequences of future events. May assign others for duties as traffic wardens or site security officers.

When not acting as the Incident Commander, this position shall be assigned to the Director of Emergency Management.

**Operations Chief** – In an expanded incident, authority is delegated by the Incident commander to the Operations Chief to supervise resources required to accomplish tasks and oversee tactical operations.

**Planning Section Chief** – In an expanded incident authority is delegated by the Incident Commander to the Planning Section Chief to gather and disseminate information and intelligence critical to the incident.

**Logistics Section Chief** – In an expanded incident authority is delegated by the Incident commander to the Logistic Section Chief in order to support personnel and resources directly assigned to the incident, including the communications unit.

**Finance and Administration Section Chief** - In an expanded incident authority is delegated by the Incident commander to the Finance and Administration Section Chief to manage all financial aspects related to the incident.

This position shall typically be assigned to the Chief Administrative Officer.

## **Emergency Management Plan Duties and Responsibilities**

### **Staff On-Call/On Site**

This individual is likely the first on-the-scene representative of the Summer Village.

### Responsibilities

1. Provides overall emergency direction and coordination until an emergency management structure is established.
2. Initiates the fan-out/call-out requests.
3. Assumes the initial EOC Commander/Site Commander position until relieved or until a transfer of command occurs.
4. Determines the extent of the emergency and the potential future impact the situation could have on the Summer Village in maintaining normal operations.

### Activate Phase of Operation: Type 5, 4 or 3 emergency, as appropriate

1. Provides direction until the EOC is established.
2. Acts as spokesperson until EOC is established.
3. Sets priorities in terms of responding to the incident
4. Determines what are the current problems caused by the incident.
5. Determines objectives in terms of what immediately needs to be accomplished.
6. Selects methods, in terms of strategies, to accomplish those objectives.
7. Determine tactics to specify how strategies will be executed, including deploying and directing or resources.



### Activation Phase

1. Obtains current situation status and a briefing on priority actions taken and outstanding from the Site Commander, if established.
2. Provides direction for the establishment of the EOC site.
3. Initiates fan-put/call-out requests.
4. Appoints individuals to required EOC temporary positions.
5. Starts and maintains log of all actions taken, decisions made and information on the extent of the emergency.
6. Advises and updates key people.

### Transfer of Command

1. The incoming relief should personally perform an assessment.
2. Brief the relief as to the incident history.
3. Provide operation period priorities and objectives.
4. Provide a briefing of the current plan.
5. Provide an update on resource assignments.
6. Provide an update of the incident organization.
7. Identify resources requested and provided.
8. Update the status of communications.
9. Update any constraints or limitations.
10. Provides a summary of current actions.
11. Notifies all persons involved in the emergency that a transfer of command has occurred.

### **Emergency Management Team**

The Emergency Management Team is comprised of the elected officials and the Chief Administrative Officer for the Summer Village.

### Responsibilities

1. Provide overall emergency policy direction to the Director/Deputy Director of Emergency Management.
2. Assists the EOC Commander in setting up the EOC.
3. Identifies the need for and required powers for declaration and termination of a state of local emergency.
4. Where the position of Incident commander is transferred to a person outside of the summer Village emergency management team, the Chief

- Elected Official shall appoint that Incident Commander in writing, (delegation of authority).
5. Provides direction for emergency public information activities.
  6. Through the Chief Elected Official, acts as spokesperson for the Summer Village.

### Activation Phase

1. Convenes at the EOC or designated site.
2. Obtains current situation status and a briefing on priority actions taken and outstanding from the temporary EOC Commander.
3. Acts as EOC Commander until the arrival of the Regional EOC Commander.

### Operational Phase

1. Examine the need for new or temporary policies, as required, to support response operations.
2. Consult with the EOC Commander to determine other operational or administrative needs.
3. Provide full status briefing and update to the Regional EOC Commander.
4. Transfers command to the Regional EOC Commander.
5. Prepare for and participates in any media briefings.
6. Determines the need to contact Emergency Management Alberta and initiates contact as necessary.
7. Consult with the Regional EOC Commander to determine the need for extraordinary resources and/or additional outside assistance.
8. Receive regular briefings and updates from the Regional EOC Commander.

### Demobilization Phase

1. Declare the termination of a local state of emergency if previously declared.
2. Ensure all paperwork has been assembled and is contained in a single file.
3. Recognize Regional EOC Commander, EOC personnel and other responders for their efforts.

## **General Checklist – For All Positions**

### Activation Phase

1. Identify self immediately upon arrival at the designated EOC and complete the Sign In sheet.
2. Obtain identification card and vest for the assigned area.
3. Report to assigned station and its supervisor.
4. Set up workstation, review position checklists, forms and flowcharts.
5. Establish and maintain a Position Log that chronologically describes the actions taken during your shift.
6. Determine resource needs, such as computer, phone, fax, two-way radio, stationery, plan copies and other reference documents.
7. Participate in any facility/safety orientations as required.
8. Participate in any EOC current situation debriefings.

### Demobilization Phase

1. Deactivate your assigned position and close out log when authorized/directed by the EOC Commander or Designate.
2. Complete all required forms, reports and other documentation.
3. If any actions are not completed, ensure a designate is thoroughly briefed before your leave your station.
4. Clean up your work area and return any communications equipment or other materials.
5. Leave a forwarding number where you can be reached.
6. Complete the Sign Out sheet.
7. Be prepared to provide input for the after-action report and participate in any formal post-operational debriefings.
8. Access Critical Incident Debriefings as needed.

## **Emergency Operations Center Commander**

### Responsibilities

1. Determine the appropriate level of activation based on the situation as it is known.
2. Mobilize the appropriate personnel for activation of the EOC.

3. Respond immediately to the Regional EOC Commander and provide status update and briefings.
4. Examine the EOC facility for safety and the ability to provide resources.
5. Move to the pre-established alternate EOC centre as required.

#### Start Up Actions

1. Assign staff to initiate the check-in and sign-in procedures.
2. Ensure the EOC organization and staff chart is posted and team members are assigned by name.
3. Ensure the EOC is properly set up and ready for operations.
4. Ensure that communications systems are tested and operational.
5. Open and maintain a log.
6. Determine areas of the Summer Village that will be affected.

#### Establish Objectives

1. List actions to be accomplished.
2. Set objectives for the nature of the incident impact.
3. Appoint Deputy Commander for future relief.

#### Operational Duties

1. Establish the operational period.
2. Appoint key liaison personnel.
3. Establish and maintain contacts with adjacent jurisdictions and with other agencies as appropriate.
4. Monitor activities to ensure that all appropriate actions are being taken.
5. Thoroughly brief relief upon shift change.

#### Develop Appropriate Strategies

1. Confirm/establish operational period.
2. Establish tactics to accomplish objectives.
3. Assign resources to accomplish objectives.
4. Conduct briefings as required.
5. Approve and authorize implementation of recovery plans.
6. Approve and authorize financial allocation for obtaining required resources.

7. Authorize release of information to the public and the media.  
Establish Communications.
8. Ensure EOC communication systems are tested and operational.
9. Contact Emergency Management Alberta if unable to establish communications.
10. Contact alternate communications, such as HAM radio and CB radio operators, VHF radio or runners in order to transmit and share necessary information.

#### Brief Incoming Personnel

1. Provide current situation assessment.
2. Outline your job responsibilities.
3. Outline their job responsibilities.
4. Identify co-workers.
5. Identify work area/workstation.
6. Identify eating and sleeping arrangements.
7. Provide instructions on obtaining support, services and resources, including required authority.
8. Identify period work shifts.

#### Deactivation

1. Authorize demobilization for personnel no longer required.
2. Deactivate the EOC and close out logs.
3. Notify other jurisdictions as necessary or planned time for deactivation.
4. Ensure that all required forms and reports are complete prior to deactivation.

#### Transfer of Command

1. The incoming relief should personally perform an assessment.
2. Brief relief as to incident history.
3. Provide operation period priorities and objectives.
4. Provide a briefing of the current plan.
5. Provide an update on resource allocation and assignments.
6. Identify resources requested and provided.
7. Update the status of communications.
8. Update any constraints or limitations.

### **Communications Officer**

Implements and coordinates all aspects of communications for the EOC.

### **Public Information Officer**

Manages information to the public, the media and Emergency Management Alberta in consultation with the EOC Commander. The Information Officer may also prepare notes/reports for the Chief Elected Officer, (Mayor or Designate), when addressing the public and/or the media. May involve the establishment of a Media Centre.

### **Safety Officer**

Monitors situations and ensures that good risk management practices are applied throughout the response organization and ascertains probabilities and potential consequences of future events. May assign others for duties as traffic wardens or site security officers.

When not acting as the Incident Commander, this position shall be assigned to the Director of Emergency Management.

**Summer Village of Sandy Beach**

**Land Use District Map**  
Bylaw No. 99-04

Legend:

- Residential
- Commercial
- Parks
- Urban Reserve

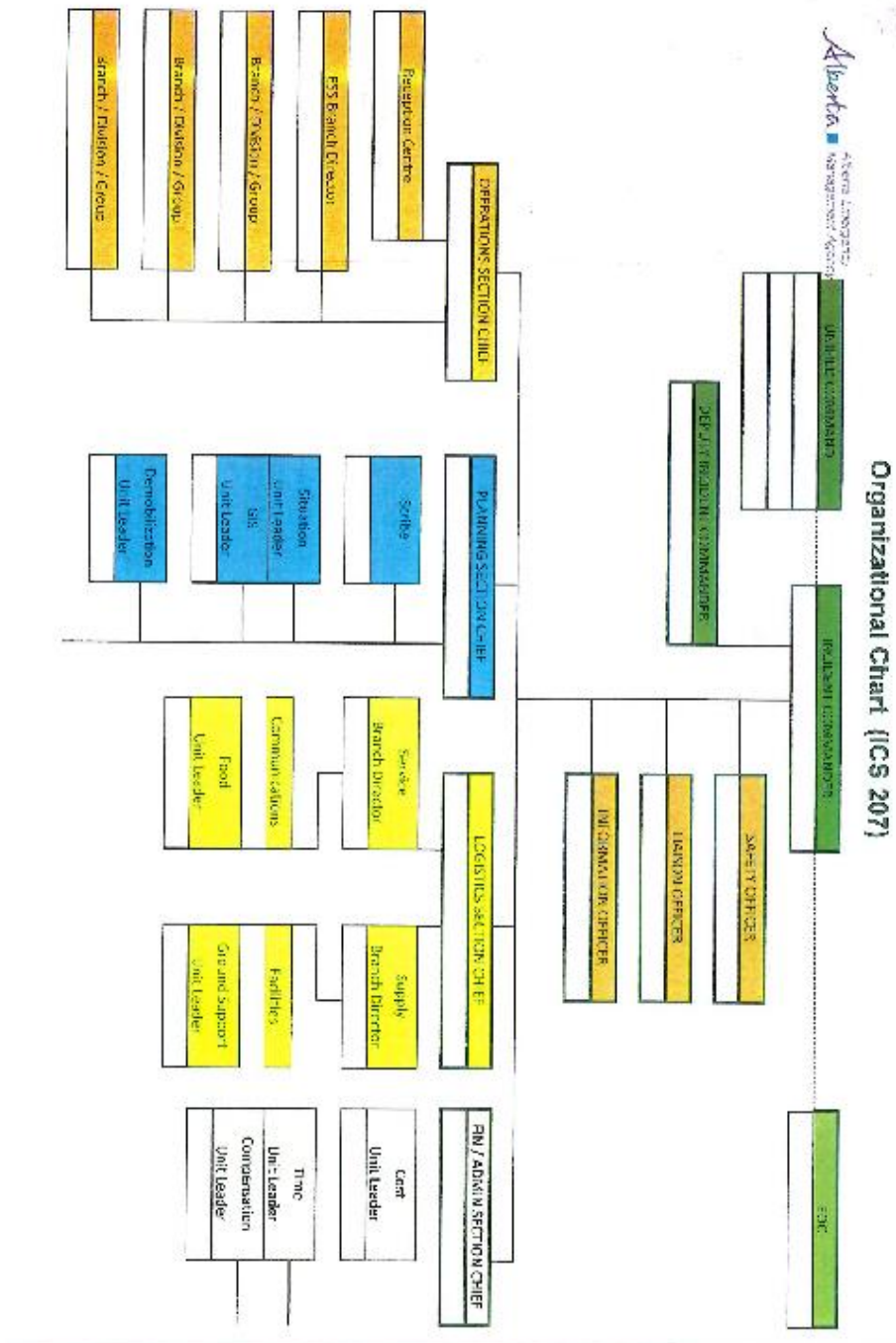
Drawn by: **New Era Municipal Services**

Scale: 1:10,000

Map No. 99-04

## APPENDIX II

### Incident Command Organizational Chart





## **APPENDIX III - Principles of the Incident Command System**

ICS is based on proven management principles, which contribute to the strength and efficiency of the overall system. ICS principles are implemented through a wide range of management features. This unit covers each of these principles and features in detail.

The basic features of the ICS include:

### **Standardization**

1. Common terminology

### **Command**

2. Establishment and transfer of command
3. Chain of command and unity of command
4. Unified command

### **Planning/Organization Structure**

5. Management by objectives
6. Incident Action Plan (IAP)
7. Modular organization
8. Manageable span of control

### **Facilities and Resources**

9. Comprehensive resource management
10. Incident locations and facilities

### **Communications/Information Management**

11. Integrated communications
12. Information and intelligence management

### **Professionalism**

13. Accountability
14. Dispatch/Deployment

## **APPENDIX IV & V - Emergency Fan Out Call List and Record Sheet**

<b>Title/Agency</b>	<b>Contact Person</b>	<b>Residence Telephone #</b>	<b>Business Telephone #</b>	<b>Cell Phone #</b>	<b>Contacted</b>
Fire & Emergency Services	Dial 911				
Mayor	Gordon Drybrough	(780) 967-2924			
Deputy Mayor	Michael Harney	(780) 299-7456			
Councillors:	Denise Lambert				
CAO	Rudolf Liebenberg	(780) 718-1894			
DEM	Diane Wannamaker	(780) 892-2098		(780) 910-8185	
RCMP Morinville			(780) 939-4520		
Fire Dept. & Ambulance	911				
Medical Facility	Sturgeon Hospital		(780) 418-8200		
Dept. of Transportation (SH642)	Alberta Transportation (North Central Reg.)		(780) 674-4700		
Highway Contractor	Emcon Serv. Inc.		(780) 963-5711		
Environmental Emergency (lake)			1-800 222-6514		
Dept. of Natural Resources (Forestry)	Report a Wildfire		310-FIRE 310-3473		

## **APPENDIX VI**

### **Emergency Operations Centre (EOC) – Main Site Profile Contact Information:**

Name of EOC: Summer Village Administration Building

EOC Phone: (780) 967-2873

EOC Fax: (780) 967-2813

EOC E-mail: sv sandyb@xplornet.ca

#### **Site Access:**

EOC Commander: Diane Wannamaker

Alternate Commander: Rudolf Liebenberg

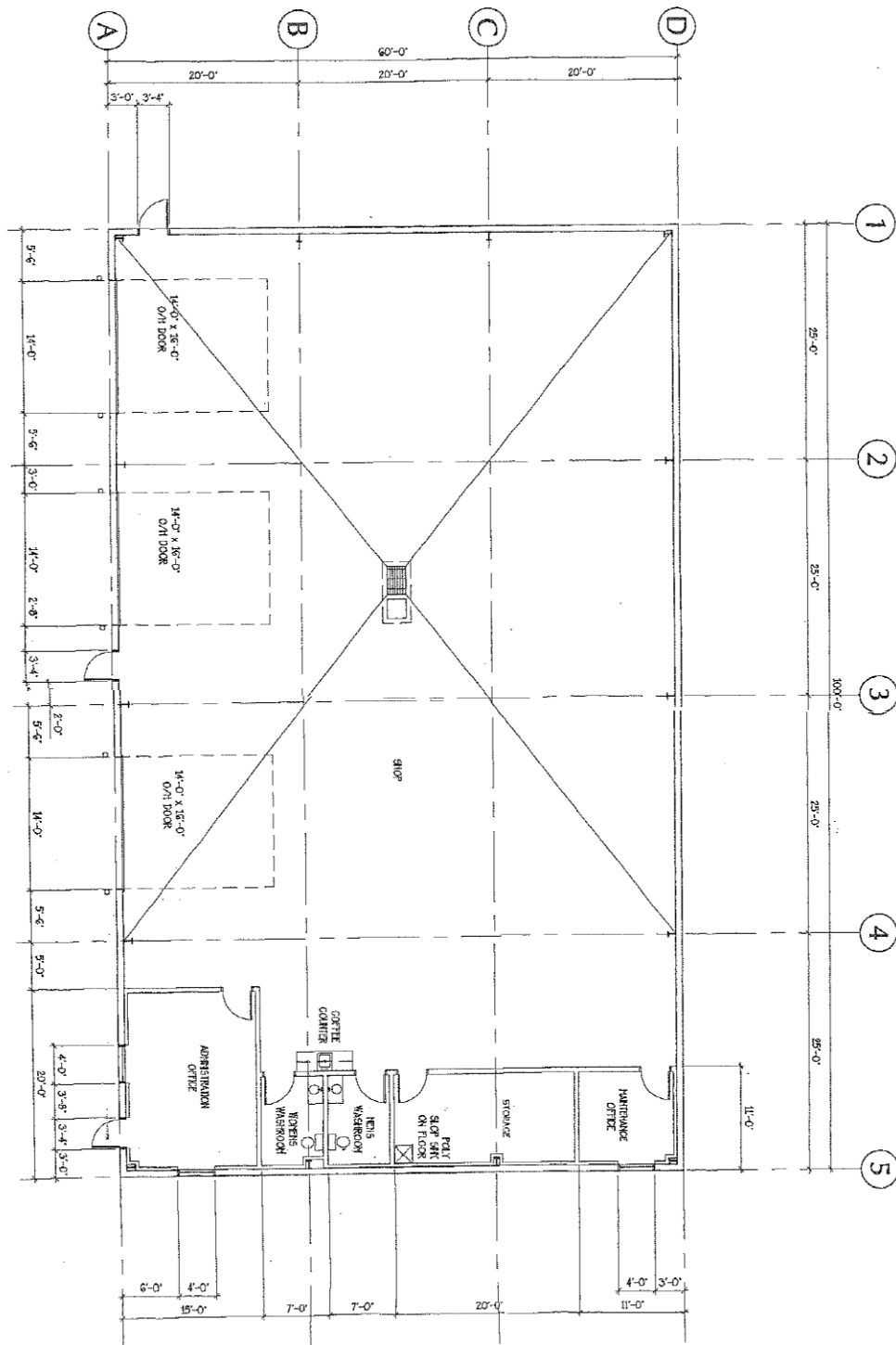
### **Primary EOC Site**

	<b>Infrastructure</b>	
1	Physical Location	1208A Highway 642
2	Mailing Address	Box 63, RR1, Site 1 Onoway, Alberta T0E 1V0
3	Description	Office and shop building
4	Structure	Metal structure building
5	EOC Layout	See attached diagram
6	Seating Capacity in mission control room	8
7	Adjacent Meeting Rooms	1
8	Washroom facilities	2
9	Kitchen Facilities	Fridge, microwave, coffee maker
10	Sleeping Accommodations	None specifically
11	Uninterrupted Power Supply	No
12	Backup Generator	500 watt generator

	<b>Communications</b>	
1	Telephone Connections	4
2	Telephone Handsets	3
3	Teleconference Capabilities	No
4	Video Conference Capabilities	No
5	FAX Machines	1
6	Photocopy Machines	1
7	Television Feed	No
8	Television Sets	No
9	VCR Sets	No
10	Two-Way Radio Capabilities	No, not at this time
11	Display Boards	No
	<b>Information Systems</b>	
1	Network Connections Wireless	No
2	File Server Access	Yes, as long as power is available
3	E-mail Access	Yes
4	Desktop Computers	2
5	Laptop Computers	1
6	Printers	1
7	LCD Projectors	No
	<b>Security &amp; Safety</b>	
1	Access	2-man door, 3 overhead doors, security alarm system installed. EOC is capable of being locked to ensure security
2	Check-In & Check-Out	Sign In/Out Sheets will be used (DEM kit)

	<b>EOC Roster</b>	
1	Diane Wannamaker	EOC Commander
2	Rudolf Liebenberg	Alternate EOC Commander
3	Gordon Drybrough	Mayor
4	Michael Harney	Deputy Mayor
5	Denise Lambert	Counsellor
6		
7		
8		
	<b>Equipment/Machinery</b>	
1	1 - 5 ton dump truck	
2	1 – 1 ton dump truck	
3	1 Kubota tractor with front loader	
4	1 - 5000 watt gen set	no
5	1 – 2 inch water pump	
6	5000 gallon water tank	At day park
7	1800 gallon water tank	
	<b><u>REQUIRE (in red)</u></b>	<b>Large map</b>
	<b>Two way radios</b>	<b>Vests (for EOC &amp; flaggers)</b>
	Registration information	(pens/pencils, forms – sign in sheets etc.) in DEM kit
	<b>Appointed scout on each end of</b>	<b>causeway (resident count)</b>
	<b>Flip chart</b>	<b>Barricades</b>
	<b>First aid kit(s)</b>	Contact # list (emergencies)
	<b>Detour signs/barricades</b>	<b>Emergency lights</b>

## APPENDIX VIII - EOC Main Site Diagram



### **APPENDIX VIII - Alternate EOC/Reception and Media Centre Profile**

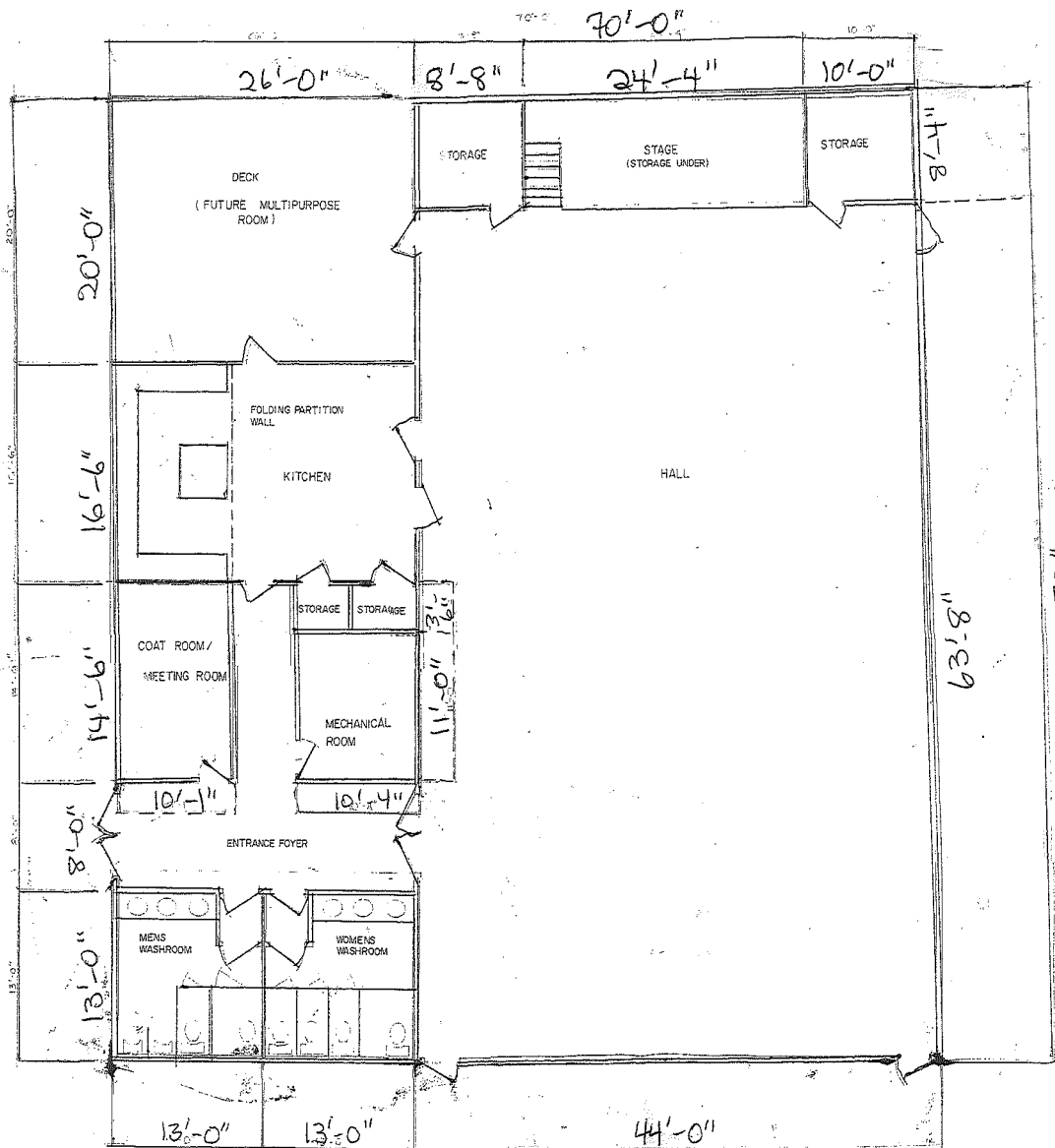
	<b>Infrastructure</b>	
1	Physical Location	63 Lakeside Drive
2	Mailing Address	Box 63, RR 1, Site 1 Onoway, Alberta T0E 1V0
3	Description	Community Hall
4	Structure	Wood framed single storey building, 2044 sq. ft.
5	EOC Layout	See diagram
6	Seating capacity	75
7	Adjacent Meeting Rooms	2
8	Washroom facilities	2
9	Kitchen facilities	Full kitchen
10	Sleeping accommodations	No but suitable
11	Uninterrupted power supply	No
12	Backup generator	No, portable available
	<b>Communications</b>	
1	Telephone Connections	None
2	Telephone Handsets	None
3	Teleconference Capabilities	None
4	Video conference capabilities	None
5	FAX Machines	None
6	Photocopy Machines	None
7	Television Feed	None
8	Television Sets	None
9	VCR Sets	None
10	Two-way Radio Capabilities	Yes <b>no 2 ways available</b>
11	Display Boards	No
	<b>Information Systems</b>	
1	Network Connections Wireless	Possible <b>not at this time</b>
2	File Server Access	No

3	E-mail Access	Possible <b>not at this time</b>
4	Desktop Computers	No
5	Laptop computers	Yes <b>could be 1 available</b>
6	Printers	No
7	LCD Projectors	No
	<b>Security &amp; Safety</b>	
1	Access	3 doors capable of being locked
2	Check-In & Check-Out	Sign In/Sign Out sheets will be used DEM kit



## APPENDIX VIII

### EOC Alternate Site Diagram (Community Hall)



**APPENDIX X - Sign-In/ Sign-Out Sheet**

**INDIVIDUAL CHECK IN/OUT    EVENT:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

<b>NAME (Printed</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>	<b>CHECK IN TIME</b>	<b>CHECK OUT TIME</b>

## **APPENDIX XI – Emergency Operations Center (EOC) Logs**

## ACTIVITY LOG (ICS 214)

[illegible]

## APPENDIX XII - EOC Incident Action Plan Template



### Operational Planning Worksheet (ICS 215)

OPERATIONAL PLANNING WORKSHEET			1. INCIDENT NAME				2. DATE PREPARED				3. OPERATIONAL PERIOD (Date/Time)									
							Time Prepared													
4. DIVISION/GROUP or OTHER LOCATION	5. WORK ASSIGNMENTS		6. RESOURCE BY KIND AND TYPE																7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
			Req																	
			Have																	
			Need																	
			Req																	
			Have																	
			Need																	
			Req																	
			Have																	
			Need																	
			Req																	
			Have																	
			Need																	
9. TOTAL RESOURCES		Req															PREPARED BY (Name and Position)			
		Have																		
		Need																		

ICS 215

## APPENDIX XII - Emergency Operations Centre (EOC) Situation Report



### Incident Status Summary (ICS 209)

*1. INCIDENT NAME		2. INCIDENT NO.	
*3. REPORT VERSION (Check one box on left) <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used) <input type="checkbox"/> Final	*4. INCIDENT COMMANDER(S) & AGENCY OR ORGANIZATION		5. INCIDENT MANAGEMENT ORGANIZATION
		Time	
7. CURRENT INCIDENT SIZE OR AREA INVOLVED (Use unit label – e.g. "sq km", "city block")	8. PERCENT (%) CONTAINED	*9. INCIDENT DEFINITION	10. INCIDENT COMPLEXITY LEVEL
	COMPLETED		
		*11. FOR TIME PERIOD From Date/Time	
		To Date/Time	

#### APPROVAL & ROUTING INFORMATION

*12. PREPARED BY		*13. DATE/TIME SUBMITTED
Print Name	ICS Position	
Date/Time Prepared		
*14. APPROVED BY		*15. PRIMARY LOCATION, ORGANIZATION, OR AGENCY SENT TO
Print Name	ICS Position	
Date/Time Prepared		

#### INCIDENT LOCATION INFORMATION

*16. PROVINCE/TERRITORY		*17. COUNTY, REGIONAL/RURAL MUNICIPALITY, REGIONAL/MUNICIPAL DISTRICT		*18. CITY
19. UNIT OR OTHER		*20. INCIDENT JURISDICTION		21. INCIDENT LOCATION OWNERSHIP (if different than jurisdiction)
22. LONGITUDE	LATITUDE	23. DATUM		24. LEGAL DESCRIPTION (township, section, range)
*25. SHORT LOCATION OR AREA DESCRIPTION (list all affected areas or a reference point)				*26. UTM COORDINATES
27. NOTE ANY ELECTRONIC GEOSPATIAL DATA INCLUDED OR ATTACHED (indicate data format, content, and collection time information and labels)				

#### INCIDENT SUMMARY

*28. SIGNIFICANT EVENTS FOR THE TIME PERIOD REPORTED (summarize significant progress made, evacuations, incident growth, etc.)				
29. PRIMARY MATERIALS OR HAZARDS INVOLVED (hazardous chemicals, fuel types, infectious agents, radiation, etc.)				
30. DAMAGE ASSESSMENT INFORMATION (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

## **APPENDIX XIV - Emergency Operations Centre (EOC) Message Request Form**

### **GENERAL MESSAGE (ICS 213)**

<b>1. Incident Name (Optional):</b>		
<b>2. To (Name and Position):</b>		
<b>3. From (Name and Position):</b>		
<b>4. Subject:</b>	<b>5. Date:</b>	<b>6. Time</b>
<b>7. Message:</b>		
<b>8. Approved by: Name:</b> _____ <b>Signature:</b> _____ <b>Position/Title:</b> _____		
<b>9. Reply:</b>		
<b>10. Replied by: Name:</b> _____ <b>Position/Title:</b> _____ <b>Signature:</b> _____		
<b>ICS 213</b>	<b>Date/Time:</b> _____	

## **APPENDIX XV - Copy of By-Law 02-2008**

By-Law of the Summer Village of Sandy Beach to  
establish an emergency/disaster management plan

### **EMERGENCY MANAGEMENT AGENCY – BYLAW 02-2008**

WHEREAS the Council of the Summer Village of Sandy Beach is responsible for the direction and control of its emergency response and is required, under the Disaster Services Act, Chapter D-36, Revised Statutes of Alberta 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Disaster Services Act;

NOW, THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF SANDY BEACH, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. In this Bylaw,
  - (a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000;
  - (b) "Council" means the Council of the Summer Village of Sandy Beach;
  - (c) "Disaster" means an event that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
  - (d) "Emergency Management Committee" means a committee established under this Bylaw in compliance with section 11 (b) of the "Act";
  - (e) "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - (f) "Minister" means the Minister charged with administration of the Act;

- (g) "Municipal Emergency Management Agency" means the agency established under this Bylaw in compliance with section 11(d) of the "Act"; and
  - (h) "Municipal Emergency Plan" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
- 3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
- 4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this Bylaw.
- 5. Council shall:
  - (a) by resolution, appoint two of its members to serve on the Emergency Management Committee;
  - (b) provide for the payment of expenses of the members of the Emergency Management Committee;
  - (c) by resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence;
  - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Summer Village of Sandy Beach;
  - (e) approve the Summer Village of Sandy Beach's emergency plans and programs; and
  - (f) review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 6. Council may



- (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
  - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
- 7. The Emergency Management Committee shall
  - (a) review the Municipal Emergency Plan and related plans and programs on a regular basis; and
  - (b) advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 8. (i) The Municipal Emergency management Agency representing the Summer Village of Sandy Beach shall be comprised of one or more of the following:
  - (a) the County Director of Emergency Management;
  - (b) the Community Emergency Management Officer;
  - (c) the Manager, Administrator, Clerk or other administrative staff member(s) of the  
municipality;
  - (d) anybody else who might serve a useful purpose in the preparation or implementation  
of the Municipal Emergency Plan.
- (ii) See Appendix A or Schedule A
- 9. The Director of Emergency Management shall
  - (a) prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Summer Village of Sandy Beach;

- (b) act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency; and
  - (c) co-ordinate all emergency services and other resources used in an emergency;
  - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
- 10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to the Mayor, or in their absence any one member of Council.
- 11. When a state of local emergency is declared, the person or persons making the declaration shall
  - (a) ensure that the declaration identifies the nature of the emergency and the area of the Summer Village in which it exists;
  - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
  - (c) forward a copy of the declaration to the Minister forthwith.
- 12. Subject to Section 15, when a state of local emergency is declared, the person or persons making the declaration may
  - (a) cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
  - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - (c) authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - (d) control or prohibit travel to or from any area of the Summer Village;

- (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Summer Village;
  - (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the Summer Village that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
  - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Summer Village for the duration of the state of emergency;
  - (j) authorize the conscription of persons needed to meet an emergency; and
  - (k) authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
13. When a state of local emergency is declared,
- (a) neither Council nor any member of Council, and
  - (b) no person appointed by Council to carry out measures relating to emergencies or disasters,
- is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
14. Notwithstanding Section 13,
- (a) Council and any member of Council, and

- (b) any person acting under the direction or authorization of Council,  
is liable for gross negligence in carrying out their duties under this Bylaw.
- 15. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
  - (a) a resolution is passed under Section 15;
  - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - (d) the Minister cancels the state of local emergency.
- 17. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 18. This bylaw hereby rescinds all previous bylaws establishing a municipal emergency management agency in their entirety upon passing of this bylaw.

This Bylaw comes into force on the day it is finally passed.

Read a first time this 10<sup>th</sup> day of April A.D., 2008.

Read a second time this 10<sup>th</sup> day of April A.D., 2008.

Read a third time and finally passed this 10<sup>th</sup> day of April A.D., 2008.

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MAYOR, THEA MCDOUGALL

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CAO, WENDY WILDMAN

## Appendix A

Municipal Emergency Management Agency	Name
a) The County Director of Emergency Management.	Manager of Protective Services Lac Ste. Anne County
b) The Community Emergency Management Officer.	Sandy Beach Public Works Foreman
c) The Manager, Administrator, Clerk or other administrative staff member(s) of the Summer Village of Sandy Beach.	CAO of the Summer Village of Sandy Beach and DEM
d) Anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.	

## Schedule B

Mayor Gordon Drybrough	Home – 780-967-2924 Work – 780-967-9117
Deputy Mayor Michael Harney	Home – 780-967-4868 Cell - 780-913-9036
Councillor Denise Lambert	
CAO – Rudolf Liebenberg	Cell – 780-718-1894
DEM SV Sandy Beach – Diane Wannamaker	Home – 780-892-2098 Cell – 780-910-8185
Public Works Foreman – Neil Barnett	Cell – 780-905-1443
RCMP – Morniville detachment	780-939-4550

## **APPENDIX XVI - Copy of By-Law 06-2019**

### **Agreement of the Summer Village of Sandy Beach to join the Regional Emergency Management Agency**

#### **Bylaw No. 06-2019**

**A BYLAW OF THE SUMMER VILLAGE OF SANDY BEACH IN THE PROVINCE OF  
ALBERTA TO ESTABLISH THE FOLLOWING: A REGIONAL EMERGENCY ADVISORY  
COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE  
FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF SANDY BEACH AND  
SUMMER VILLAGES THAT ARE PARTNER OF THIS BYLAW.**

WHEREAS the Council of the Summer Village of Sandy Beach is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the Summer Villages that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS the Ste. Anne Summer Villages Councils wish to enter into a regional emergency management partnership with each other for the purpose of integrated emergency management planning and operations;

NOW THEREFORE, the Councils of the Ste. Anne Summer Villages, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
2. In this Bylaw:
  - (a) "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8.
  - (b) "Councils" means the Council of all partner Ste. Anne Summer Villages.
  - (c) "Municipality" means Sandy Beach as referenced in this Bylaw.
  - (d) "Municipalities" means Summer Villages as referenced in this Bylaw.
  - (e) "Commissioner" means the Chief Administrative Officer or designate, of each Ste. Anne Summer Village.
  - (f) "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
  - (g) "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.

- (h) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.
  - (i) "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw.
  - (j) "Ste. Anne Summer Villages" refers to the following municipalities:
    - i. Summer Village of South View
    - ii. Summer Village of Silver Sands
    - iii. Summer Village of Nakamun Park
    - iv. Summer Village of Yellowstone
    - v. Summer Village of Ross Haven
    - vi. Summer Village of West Cove
    - vii. Summer Village of Sunrise Beach
    - viii. Summer Village of Sunset Point
    - ix. Summer Village of Val Quentin
    - x. Summer Village of Sandy Beach
    - xi. Summer Village of Birch Cove
  - (k) "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
  - (l) "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
  - (m) "Ste. Anne Summer Villages Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.
  - (n) "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.
  - (o) "Minister" means the Minister responsible for the Emergency Management Act.
3. There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to advise the Council of the Summer Village of Sandy Beach on the development of emergency plans and programs.



4. There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the Council of the Summer Village of Sandy Beach to carry out its statutory powers and obligations under the Act.
5. The Council of the Summer Village of Sandy Beach shall:
  - (a) by resolution, appoint one (1) of its members to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee;
  - (b) provide for the payment of expenses of the Summer Village of Sandy Beach member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
  - (c) advise the Ste. Anne Summer Villages Regional Emergency Advisory Committee, of the appointed Director of Emergency Management for the Summer Village of Sandy Beach;
  - (d) ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the partners of this Bylaw;
  - (e) endorse Ste. Anne Summer Village's emergency plans and programs, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
  - (f) review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.
6. Each partner Summer Village Council may:
  - (a) by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory Committee; and
  - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:
  - (a) at the first meeting of the year, elect from the membership, a Chairperson and Vice-Chairperson
  - (b) establish a quorum of a minimum of 9 voting members and a majority vote for all decisions
  - (c) schedule a minimum of one meeting per year or more frequently at the call of the Chairperson or a majority of the committee members.

- (d) review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs on a regular basis.
  - (e) advise each partner Summer Village Council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.
  - (f) provide guidance and direction to the Regional Emergency Management Agency.
  - (g) review and approve the work plan and budget submitted by the Regional Emergency Management Agency, the work plan and budget shall then be forwarded to each municipality for approval.
  - (h) Adopt the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.
  - (i) adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency.
  - (j) provide input for hazard identification risk assessments as required
8. The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- (a) a Director of Emergency from each partner Summer Village; or
  - (b) a Deputy Director of Emergency Management; or
  - (c) a Chief Administration Officer
9. In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan, may be invited to provide representative(s) to the Ste. Anne Summer Villages Regional Emergency Management Agency:
- (a) the Fire Chief, or designate;
  - (b) the Summer Village's Communications Officer (Information Officer), or designate;
  - (c) the Summer Village's Operations Department Manager, or designate;
  - (d) the Summer Village's Planning and Development Manager, or designate;
  - (e) representative(s) from law enforcement;
  - (f) the School Division Superintendent, or designate;
  - (g) representative(s) from Alberta Health Services;
  - (h) representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;

- (i) representative(s) from local industry or industrial associations;
  - (j) representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency; and
  - (k) any other agency or organization that, in the opinion of the Ste. Anne Summer Villages Regional Emergency Management Agency may provide assistance.
10. The Ste. Anne Summer Villages Regional Emergency Management Agency shall:
- (a) act on behalf of the partnership to carry out its statutory powers and obligations under Section 11.2(2) and Section 24(1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the State of Local Emergency;
  - (b) assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
  - (c) report on their work plan activity status to the Regional Emergency Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management Plan;
  - (d) ensure that a Regional Director of Emergency Management is designated under the Ste. Anne Summer Villages Regional Emergency Management Plan to so act, on behalf of the Ste. Anne Summer Villages Regional Emergency Management Agency;
  - (e) implement the concepts and principles of the Incident Command System
  - (f) coordinate all emergency services and other resources used in an emergency; and/or
  - (g) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).
11. The Summer Village of Sandy Beach's power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Villages Regional Emergency Advisory Committee. The Ste. Anne Summer Villages Regional Emergency Advisory Committee (minimum two representatives) may, at any time when it is satisfied that an emergency exists or may exist (as defined within the Terms of Reference and the Ste. Anne Summer Villages Regional Emergency Management Plan), by resolution, make a declaration of a state of local emergency within the geographic boundaries of one or more of the partners in this Bylaw.
12. When a state of local emergency is declared, the person or persons making the declaration shall:

- (a) ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;
  - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
  - (c) forward a copy of the declaration to the Minister forthwith.
13. Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:
- (a) cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;
  - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - (c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
  - (d) recommend control or prohibition of travel to or from any area within the Municipality;
  - (e) authorize for the restoration of essential facilities and the distribution of essential supplies and provision, maintenance and coordination of emergency medical, welfare and other essential services in any part of the Municipality;
  - (f) authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
  - (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - (h) authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - (i) authorize the procurement or fixing of prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the state of local emergency;
  - (j) authorize the conscription of persons needed to support an emergency; and
  - (k) authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in

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

14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
  - (a) a resolution is passed by the Ste. Anne Summer Villages Regional Emergency Advisory Committee;
  - (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
  - (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - (d) the Minister cancels the state of local emergency.
16. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
17. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
18. This Bylaw shall take effect on the day of final passing thereof.

READ a first time this 19<sup>th</sup> day of December, 2019.

READ a second time this 19<sup>th</sup> day of December, 2019.

Given Unanimous consent to go to third reading on this 19<sup>th</sup> day of December, 2019.

READ a third and final time on this 19<sup>th</sup> day of December, 2019.



\_\_\_\_\_  
Summer Village of Sandy Beach  
Mayor

\_\_\_\_\_  
Date

2019-12-19

\_\_\_\_\_  
Summer Village of Sandy Beach  
CAO

\_\_\_\_\_  
Date

2019-12-19

## **APPENDIX XVII**

### **Declaration of State of Local Emergency Template (in DEM kit)**

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

Conditions under which a state of local emergency exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency.
- Potential inadequacy of existing legal authority to respond effectively.
- Provision of liability protection for all agencies involved in emergency response.

#### **Procedure:**

**Follow these steps to make a valid Declaration of State of Local Emergency:**

#### **1. Contact Council members to declare.**

According to (name of municipality) Municipal Emergency Management Bylaw, the following Council member(s) is/are authorized to declare by resolution:

Name	Office/Home Phone	Emergency Phone	Time of Call	Initial

#### **2. Fill out "SOLE" form and have it signed.**

- Fill out the attached form including date and time of declaration
- Have the form signed by the authorized individuals. If Council members have declared "in absentia" by phone, sign and date the document, list the means of contact and obtain Council member signature(s) as soon as possible.
- Enter declaration into Municipal Register as soon as feasible.

#### **3. Issue an Alberta Emergency Alert message.**

#### **4. Make public announcement of declaration.**

- Use the attached form or similar format and contact the following agencies to make the declaration public and/or post it in public domain (e.g. on front door).

Media/Radio/TV station	Office Phone	Fax Phone	Emergency Contact

#### **5. Forward declaration to the Minister responsible for the Alberta Emergency Management Agency (AEMA).**

Fax: 780-644-7962 or Email: [ma.poc@gov.ab.ca](mailto:ma.poc@gov.ab.ca) or provide copy to AEMA Field Officer.

Note: Should the declaration be terminated by Council or renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days or when cancelled by the Minister, whichever is shorter.

## **APPENDIX XVIII - Delegation of Authority for an Incident Commander Template**

### Delegation of Authority Form

\_\_\_\_\_ (insert title) is assigned as the Incident Commander for the purpose of directing and coordinating response operations for the \_\_\_\_\_ incident in the jurisdiction of \_\_\_\_\_.

This Assignment will be in effect until it is rescinded by the Requesting Jurisdiction.

Under this Assignment of Authority you have full authority and responsibility for the coordination and implementation of any or all necessary plans or programs prepared to address the emergency incident, pursuant to the Emergency Management Act and all persons and agencies involved in the implementation are subject to your control and direction.

Your primary responsibility is to organize and direct your assigned/ordered resources for efficient and effective mitigation of the incident. You are accountable to the \_\_\_\_\_ or their designated representative (named here: \_\_\_\_\_). Financial limitations will be consistent with the best approach to the values at risk. You are authorized a spending authority of \$ \_\_\_\_\_ per transaction up to a maximum of \$ \_\_\_\_\_ per day. Any requirements above these amounts will require approval of the undersigned.

Any specific direction or limitations for managing this incident are listed below:

This authority is effective: Date \_\_\_\_\_ Time (24-hours) \_\_\_\_\_

Requesting Jurisdiction Authority: Name \_\_\_\_\_

Signature \_\_\_\_\_

Recipient of Authority: Name \_\_\_\_\_ Signature \_\_\_\_\_