Alberta Emergency Plan

“Alberta - A Province Prepared”
PRODUCED BY

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# RECORD OF AMENDMENTS

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Alberta Emergency Plan
ALBERTA EMERGENCY PLAN
MINISTERIAL SIGNATURE PAGE

The Alberta Emergency Plan (Plan) has been developed by the Alberta Emergency Management Agency in collaboration with provincial departments and agencies, as well as federal and non-government partners. It serves as the provincial plan to direct an integrated cross-government approach to emergency management and supports the Government of Alberta Goal 7: “Alberta will be a safe place to live, work and raise families.” The Emergency Management Act and the Government Emergency Management Regulation confirm the Agency as the coordinating agency for the emergency plans for the government and for ensuring that all partners work within a common framework to assure appropriate levels of emergency preparedness, response, recovery and business continuity.

The Plan is a living document that will be amended as necessary through a planning process that is managed by the agency in consultation with emergency management system partners.

This Plan is designed to ensure the protection of people, as well as their property, communities, environment and economy from the effects of emergencies. Through provincial coordination of the approach to emergencies and disasters, familiarity of all system partners with their role and responsibilities, and by thorough and ongoing testing of capacity and capability, we can be confident that Alberta is a “Province Prepared.”

Honourable Ray Danyluk
Minister
Municipal Affairs

Dec 22, 08
Date
# TABLE OF CONTENTS

1 EXECUTIVE SUMMARY ........................................................................... 1

1.1 INTRODUCTION ............................................................................... 1

1.2 PURPOSE ......................................................................................... 1

1.3 AUTHORITY .................................................................................... 1

1.4 SCOPE ........................................................................................... 1

1.5 DEFINITIONS .................................................................................. 2

1.6 STRATEGIC OBJECTIVES ............................................................... 2

1.7 PLAN MAINTENANCE ...................................................................... 2

2 ALBERTA'S EMERGENCY MANAGEMENT SYSTEM .......................... 3

2.1 LEAD AGENCY ................................................................................. 3

2.2 SUPPORTING AGENCY ................................................................... 3

2.3 COORDINATING AGENCY ............................................................... 3

2.4 HAZARDS ....................................................................................... 4

2.4.1 TYPES OF HAZARDS ................................................................. 4

2.5 EMERGENCY MANAGEMENT PARTNERS ..................................... 5

2.5.1 INDIVIDUAL CITIZENS ............................................................... 5

2.5.2 FIRST RESPONDERS ................................................................. 5

2.5.3 LOCAL AUTHORITIES ................................................................. 5

2.5.4 INDUSTRY .................................................................................. 5

2.5.5 NON-GOVERNMENT ORGANIZATIONS .................................. 6

2.5.6 GOVERNMENT OF ALBERTA ................................................... 6

2.5.7 GOVERNMENT OF CANADA ..................................................... 6

2.5.8 TRANS-BOUNDARY PARTNERS ................................................. 6

2.6 EMERGENCY MANAGEMENT FUNCTIONS .................................. 6

2.6.1 PREVENTION AND MITIGATION .............................................. 6

2.6.2 PREPAREDNESS ....................................................................... 6

2.6.3 RESPONSE ................................................................................ 7

2.6.4 RECOVERY ................................................................................ 7

2.7 EMERGENCY MANAGEMENT ACTIVITIES .................................. 7

2.7.1 COMMAND ............................................................................... 7

Alberta Emergency Plan
3 OPERATIONS AND PLANNING

3.1 GOVERNMENT OF ALBERTA – COMMON RESPONSIBILITIES

3.2 GOVERNMENT OF ALBERTA – RESPONSIBILITIES BY DEPARTMENT

3.3 RESPONSIBILITIES OF EMERGENCY MANAGEMENT PARTNERS

3.3.1 INDIVIDUAL CITIZENS

3.3.2 LOCAL AUTHORITY(S)

3.3.3 INDUSTRY

3.3.4 NON-GOVERNMENT ORGANIZATIONS

3.3.5 GOVERNMENT OF CANADA

3.4 PROCEDURES FOR THE COORDINATION OF EMERGENCIES

3.4.1 LOCAL AUTHORITY(S)

3.4.2 PROVINCIAL RESPONSE

3.4.3 GOVERNMENT FIELD AND LIAISON OFFICERS

3.4.4 STATE OF LOCAL EMERGENCY

3.4.5 STATE OF EMERGENCY

3.5 GOVERNMENT OF ALBERTA BUSINESS CONTINUITY PLAN

3.6 HAZARD SPECIFIC PLANS

3.6.1 HAZARD-SPECIFIC PLAN AUTHORITY

3.6.2 HAZARD-SPECIFIC PLAN MAINTENANCE

4 LOGISTICS

4.1 GENERAL SUPPORT CONCEPT

5 FINANCE

5.1 FINANCE

5.2 DISASTER RECOVERY PROGRAM

ANNEX A - DEFINITIONS

ANNEX B - RESPONSIBILITIES BY DEPARTMENT

Alberta Emergency Plan
1 EXECUTIVE SUMMARY

1.1 Introduction

Alberta’s emergency management system is being challenged by economic and industrial expansion, rapid population growth and increasingly severe weather events. These factors have combined to create a significant increase in the potential frequency and magnitude of emergency events that can negatively affect Albertans.

In accordance with the Government Emergency Management Regulation, emergency management means the management of emergencies concerning all hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

1.2 Purpose

The purpose of the Plan is as follows:

- Identify and direct the arrangements government must make to ensure appropriate preparedness, response and recovery strategies exist and are tested within provincial and local government departments.

- Describe the emergency management system and clarify how the government will connect with and support all emergency management partners in a risk based, all-hazards system.

1.3 Authority

The Plan is prepared under the authority of the Minister responsible for the Alberta Emergency Management Agency pursuant to both the Emergency Management Act and the Government Emergency Management Regulation.

This Plan supersedes the Alberta Emergency Plan dated November 6, 2000. The Plan does not replace any hazard-specific or departmental plan or area of responsibility.

1.4 Scope

The Plan describes the emergency management activities in relation to all participants within the emergency management system.
The Plan includes:

- A description of the Alberta emergency management system.
- Reference to the Government of Alberta Business Continuity Plan and hazard-specific plans developed and maintained by the government.
- The roles and responsibilities of departments and emergency management partners (Annex B, 3.1 and 3.3);
- In the emergency management system; and
- In the preparation, implementation and maintenance of plans required by departments and local authorities.
- Direction on the procedures for the coordination of emergencies.

1.5 Definitions

Annex A provides a list of definitions which support the Plan.

1.6 Strategic Objectives

- Save lives and reduce suffering.
- Protect property and the environment.
- Maintain public confidence.
- Reduce economic and social losses.
- Enable rapid and comprehensive recovery.

1.7 Plan Maintenance

The agency is responsible for the management and maintenance of the Plan. The agency will update the Plan as required by changes in policy, legislation or to incorporate lessons learned from exercises, evaluations and corrective action as a result of actual emergencies. All partners will be involved in the consultation process and on completion, be provided with the details of any updates. The changes will be reflected in the Record of Amendments.

At a minimum and as coordinated by the agency, the Plan will undergo a review every two years. Following the completion of the review process, the Plan will be redistributed to all partners by the agency.
2 ALBERTA’S EMERGENCY MANAGEMENT SYSTEM

Alberta’s emergency management system includes those elements and entities required for effective emergency management, including legislative, regulatory and policy frameworks, emergency plans and the involvement of emergency management partners. The spectrum of emergency management in the province includes individual responsibilities for safety and security, the roles and responsibilities of formal emergency management partners including first responders, municipalities and their mutual aid partners, provincial government assistance and the role of the federal government in the most serious and widespread cases. Industry and non-government organizations are key partners in the system at almost every level and have the capacity to influence and support emergency management activities.

To facilitate a standardized approach to emergency management, the Alberta Emergency Management System and this Plan are based on the tenets of the Incident Command System and the following defined roles:

2.1 Lead Agency

The lead agency is the organization assigned by legislation, regulation, policy or a plan to lead in the emergency management of a specific hazard. Depending on the nature of the hazard, there may be multiple lead agencies functioning under unified command.

2.2 Supporting Agency

A supporting agency is an organization assigned by legislation, regulation, policy or a plan to assist in the emergency management of a specific hazard. Supporting agencies provide general or specialized assistance to the lead agency.

2.3 Coordinating Agency

The assignment of the coordinating agency is crucial to the success of the emergency management system and the Plan.

The coordinating agency is the organization assigned by legislation, regulation, policy or a plan to coordinate the efforts of different orders of government, supporting/logistic agencies and other emergency management partners to assist in the coordination of requests from the lead agency to deal with the direct affects of the hazard, while dealing with the indirect consequences of the specific hazard.

The coordinating agency for Alberta is the Alberta Emergency Management Agency. The coordinating agency for national emergencies is Public Safety Canada.
2.4 Hazards

The province faces a myriad of hazards on a daily basis. These hazards and their potential impact are influenced by a number of factors, including population growth and density, economic and industrial growth, climate change, globalization, community capacity and resilience.

The identification/assessment of hazards, the determination of the probability of occurrence and the impact or consequences, and the ability of the community to respond to the hazard are significant components of emergency planning.

2.4.1 Types of Hazards

Hazards in Alberta are categorized as either natural or human induced.

Human induced hazards are further categorized as either non-intentional or intentional. While the prevention and preparedness for intentional hazards fall under the authority of the department responsible for public security, the response and recovery of the consequences of an intentional act is the responsibility of all emergency management partners.

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<tbody>
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<td>Human</td>
<td>Human Error</td>
</tr>
<tr>
<td>Animal</td>
<td>System Failure</td>
</tr>
<tr>
<td>Plant</td>
<td>Intentional</td>
</tr>
<tr>
<td>Meteorological</td>
<td>Terrorism</td>
</tr>
<tr>
<td>Flood</td>
<td>International Tension</td>
</tr>
<tr>
<td>Ice/Snow</td>
<td>Criminal Acts</td>
</tr>
<tr>
<td>Wind/Tornado</td>
<td>War</td>
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<td>Extremism</td>
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2.5 Emergency Management Partners

Emergency management partners include all persons and organizations that have a role in Alberta’s emergency management system.

2.5.1 Individual Citizens

All Alberans are integral to the success of the emergency management system.

2.5.2 First Responders

First responders include practitioners from the fire service, emergency medical service, integrated services and police services. Additionally, they include all partners who are trained and equipped to meet the strategic objectives of this Plan, and may come from other government departments, non-government organizations or industry.

2.5.3 Local Authorities

Local authorities include:

- In a municipality which has a council within the meaning of the Municipal Government Act, that council;
- In the case of an improvement district, the Minister responsible for the Municipal Government Act;
- In the case of a special area, the Minister responsible for the Special Areas Act;
- The settlement council of a settlement under the Métis Settlements Act;
- The park superintendent of a national park or the superintendent’s delegate where an agreement is entered into with the Government of Canada under section 9(b) of the Emergency Management Act in which it is agreed that the park superintendent is a local authority for the purposes of the Emergency Management Act; and
- The band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) of the Emergency Management Act in which it is agreed that the band council is a local authority for the purposes of the Emergency Management Act.

2.5.4 Industry

Industry will include representation from all sectors of the economy with resources within Alberta’s geopolitical boundary.
2.5.5 Non-government Organizations

The organizations are represented by the Non-government Organization Council.

2.5.6 Government of Alberta

The Government of Alberta includes all departments, agencies, boards and commissions established under the Government Organization Act.

2.5.7 Government of Canada

The Government of Canada includes all federal departments responsible for public safety, Defence, Indian and Northern Affairs and the Royal Canadian Mounted Police (RCMP). The RCMP holds a federal, provincial policing responsibility and where applicable municipal policing responsibility. Under the Provincial Policing Agreement the RCMP is the designated Provincial Police Force. Under the Municipal Policing Agreement the RCMP holds certain municipal policing service responsibilities.

2.5.8 Trans-boundary Partners

Inter-jurisdictional partners include the provincial, territorial, state and local governments of:

- British Columbia;
- Saskatchewan;
- Northwest Territories; and
- Montana.

2.6 Emergency Management Functions

The emergency management functions within the system include:

2.6.1 Prevention and Mitigation

The aim of prevention and mitigation is to eliminate or reduce the impacts and risks of hazards through pro-active measures taken before an emergency or disaster occurs. Examples include land-use management, public education and protective structures such as flood dykes. Prevention and mitigation may be considered independently or one may include the other.

2.6.2 Preparedness

Recognizing that perfect mitigation is impossible, preparedness builds capability to effectively and rapidly respond when people, property, the environment and the
economy will be or are affected by hazards. It includes the planning, exercising and education necessary to achieve a state of readiness for incidents, disasters and major emergencies.

2.6.3 Response

Response includes those actions during or immediately after an emergency or disaster in order to manage its consequences to minimize suffering and losses. Examples include emergency public communication, search and rescue, emergency medical assistance and evacuation.

2.6.4 Recovery

Recovery focuses on the reparation or restoration of conditions to an acceptable level through measures taken after a disaster. Examples include the return of evacuees, trauma counseling, reconstruction, economic impact studies and financial assistance. There is a strong relationship between long-term recovery and prevention and mitigation of future disasters.

2.7 Emergency Management Activities

The Incident Command System is the system adopted by the government. The Incident Command System allows emergency management partners to scale their efforts and focus on those activities that best meet the demands of the situation as related to the emergency management function. The following emergency management activities will be used:

2.7.1 Command

Command includes those activities associated with overall authority in emergency management. Also, directly related to command are the activities associated with public affairs, health and safety and the liaison with partners.

- Public affairs and crisis communications includes those activities that provide timely, clear and reliable information to the public and emergency management system partners.

- Liaison with partners serves as the point of contact for assisting and coordinating activities between various agencies and groups. This may include, but is not limited to federal and local government officials, the military and law enforcement.

2.7.2 Planning

Planning includes those activities associated with the collection, evaluation and dissemination of information related to support the planning process.
A risk assessment is the first stage of any planning process and should be completed by all partners to inform the roles and responsibilities of the plan.

The agency will coordinate all planning for provincial level, cross-government hazard-specific plans, assisting the lead agency in assembling the right planning team, facilitating a logical planning process, review of the finished plan and the coordination of an exercise schedule.

2.7.3 Operations

Operations include those activities directly applicable to achieving planned objectives of the emergency management function (prevention/mitigation, preparedness, response and recovery).

2.7.4 Logistics

Logistics includes those activities associated with the provision of facilities, services and materials to support the emergency management function.

2.7.5 Finance and Administration

This includes those activities related to the financial, administrative and cost analysis aspects of the activity or event.

2.7.6 Training, Exercises and Evaluations

Emergency management training is an essential component of the preparedness phase. Training is coordinated at the municipal level by the Director of Emergency Management, with assistance from agency staff. Provincial financial assistance is available for some types of training and the agency also delivers select courses to municipal emergency management staff. The agency facilitates participation in federally run courses at the Canadian Emergency Management College.

Emergency management training at the provincial level is coordinated by the agency. Partner and stakeholder participation is coordinated by the agency.

2.7.7 Post Operation Review/Lessons Learned and Best Practices Process

This process includes activities related to capturing information, observations and recommendations with a view to supporting continuous improvement and corrective action after an activity, event or incident.
3 OPERATIONS AND PLANNING

3.1 Government of Alberta – Common Responsibilities

The following responsibilities are common to and will be implemented by all government departments:

- Appoint a business continuity officer and alternates.
- As directed in the Government Emergency Management Regulation and in accordance with the schedule at Annex C, complete and maintain a department Consequence Management Plan and Business Continuity Plan.
- When requested by the agency and/or the lead agency:
  - Provide personnel to advise or assist the local authority(s);
  - Provide services, resources and/or personnel to other departments to assist with emergency operations, as required; and
  - Account for all department costs incurred during emergency operations (staff overtime, resources deployed in support of the emergency, etc.).
- Participate in post operations lessons learned/best practices process.
- In accordance with the Government Emergency Management Regulation, the department may require an agency, board commission or Crown Corporation of that department to prepare, implement and maintain Consequence Management Plan and Business Continuity Plan plans.

3.2 Government of Alberta – Responsibilities by Department

Annex B identifies the responsibilities of Government of Alberta departments.

3.3 Responsibilities of Emergency Management Partners

3.3.1 Individual Citizens

Critical to the success of the emergency management system is that citizens are prepared for the first 72 hours. To support this concept, the following actions are required:

- Know the risks. Although the consequences of disasters can be similar, knowing the risks specific to the community and region can help you better prepare.
- Make a plan. Every household needs an emergency plan. It will help you and your family know what to do if disaster strikes.
- Get a kit. An emergency kit helps ensure you and your family are ready to cope on your own for at least the first 72 hours of an emergency.
3.3.2 Local Authority(s)

The responsibilities of the local authority are pursuant to the *Emergency Management Act* and include:

- The direction and control of the local authority’s emergency response unless the government assumes direction and control under section 18 of the *Emergency Management Act*.

- Appointing a committee consisting of a member or members of the local authority or in the case of an improvement district, of a person or persons that the Minister responsible for the *Municipal Government Act* designates, in the case of a special area, of a person or persons that the Minister responsible for the *Special Areas Act* designates, or in the case of a national park, of a person or persons that the park superintendent designates, to advise on the development of emergency plans and programs.

- Provide for the payment of expenses of the members of the committee appointed.

- Establish and maintain a municipal emergency management agency to act as the agent of the local authority to carry out the local authority’s statutory powers and obligations under the *Emergency Management Act*.

- In the case of a municipality other than an improvement district, special area, national park or Indian reserve, may by bylaw that is not advertised borrow, levy, appropriate and expend all sums required for the operation of the municipal emergency management agency.

- Appoint a director of the municipal emergency management agency, who shall prepare and coordinate emergency plans and programs for the municipality, act as director of emergency operations on behalf of the municipal emergency management agency, coordinate all emergency services and other resources used in an emergency, and perform other duties as prescribed by the local authority.

- Prepare and approve emergency plans and programs.

- 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.

3.3.3 Industry

Industry will respond in accordance with applicable provincial and federal policy, legislation and regulation.

3.3.4 Non-government Organizations

Non-government Organization responsibilities include:
o Participation in the Non-government Organization Council with the capacity to respond to the needs of disaster victims in any community anywhere in Alberta; and

o Provision of a council consequence management officer and alternates to the agency.

3.3.5 Government of Canada

Federal responsibilities include:

o Provision of consequence and crisis management officers and alternates from the federal departments responsible for public safety, defence and the Royal Canadian Mounted Police; and

o Agreement between Indian and Northern Affairs Canada and the agency to support Alberta First Nations emergency management and training.

3.4 Procedures for the Coordination of Emergencies

The procedures as defined in the Incident Command System will be used to define how coordination will occur.

3.4.1 Local Authority(s)

Most response efforts are conducted at the municipal level. Prior to the response, municipalities will have in place their Municipal Emergency Plan and regional/mutual aid agreements. The local authority will respond to a disaster or emergency using their integral first response resources, obtaining additional provincial resources and response through their mutual aid arrangements and as necessary, seeking assistance from the province.

3.4.2 Provincial Response

The Agency Response Readiness Centre (ARRC) is the Alberta Emergency Management Agency 24/7 emergency call and decision support centre maintained to ensure a rapid, integrated and comprehensive government response in support of communities. The ARRC telephone number is 1-866-618-AEMA (2362) or by email at arrc@gov.ab.ca.

Through the ARRC, government assistance is available to municipalities for emergencies and disasters when their resources have or are likely to be overwhelmed. When the scale or complexity of an event reaches the threshold described below, the Government Emergency Operations Centre (GEOC) will be activated:
o The threat has affected more than one municipality and requires provincial coordination.

o Municipality(s) cannot adequately respond to the disaster and formally request provincial assistance.

o The Lead Agency has requested the activation in accordance with a Hazard-specific Plan.

o A planned event requires activation (e.g. a Royal visit).

o The progress of a developing major public emergency must be monitored for proactive response by the government. (e.g. flood).

o The Lieutenant Governor in Council has declared a provincial State of Emergency for a portion of, or all, the province.

3.4.3 Government Field and Liaison Officers

Assistance to local authorities from the province may come in many forms, such as:

o An agency field officer who can assist and advise the local authority in implementing their Municipal Emergency Plan, and general assistance with overall planning, coordination and conduct of operations.

o Facilitation of on-site coordination and control in order to support a positive outcome and the provision of resources beyond those available to the local authority.

o The agency will coordinate government representatives in support of the local authority.

3.4.4 State of Local Emergency

In accordance with the Emergency Management Act, a State of Local Emergency can be declared by the local authority. Notification of the declaration will be provided by the municipality to the Minister. The declaration is made by the elected official(s) within the appropriate jurisdiction with the advice of the agency.

A State of Local Emergency is declared in order to exercise specific powers within the Emergency Management Act, without which a timely response could not be achieved, or in situations which may jeopardize life, property and/or the environment.

In accordance with the Emergency Management Act, the Minister may amend or revoke a State of Local Emergency if it is deemed that the declaration is inappropriate.
3.4.5 State of Emergency

In accordance with the *Emergency Management Act*, a provincial State of Emergency can be declared by the Lieutenant Governor in Council. The reasons for declaring a State of Emergency, and the powers such a declaration gives the Minister, are similar to those in a State of Local Emergency and the powers it provides to the local authority.

3.5 Government of Alberta Business Continuity Plan

The Government of Alberta Business Continuity Plan provides the interface between the existing departmental Business Continuity Plans currently held by the agency. It provides the operational framework for a continuity response to a multi-department business disruption.

The plan provides the framework by which the government, through the Cross-Government Coordination Team, will provide the necessary resources in support of the implementation of departmental business continuity plans thereby facilitating an efficient recovery of government essential services.

The primary resource document for government departments in the development of a Business Continuity Plan is the government Business Continuity Guide.

3.6 Hazard Specific Plans

3.6.1 Hazard-specific Plan Authority

Each hazard-specific plan is prepared under the authority of the Minister responsible for the Alberta Emergency Management Agency pursuant to both the *Emergency Management Act* and the Government Emergency Management Regulation.

Each government hazard-specific plan will be co-signed by the deputy head of the lead agency and the Managing Director of the agency.

3.6.2 Hazard-specific Plan Maintenance

Hazard-specific plans will be updated by the lead agency responsible for the specific plan as required by changes in policy, legislation or to incorporate lessons learned from exercises, evaluations and corrective action as a result of actual emergencies.

At a minimum, hazard-specific plans will undergo a review by the lead agency and coordinating agencies in consultation with emergency management partners, a minimum of every two years. Following the completion of the process, the plans will be redistributed to all partners.
While the lead agency and concept for each plan may change, these plans including any updates form an integral part of the emergency management system.

The lead provincial agency for each hazard-specific plan is as follows (the agency acts as the coordinating agency for these plans):

- Blockade Plan - recommended by Pre-Appointed Liaison Group when event occurs. This plan will be administered by the Alberta Emergency Management Agency.
- Communicable Disease Emergency Response Plan (under development) - Health and Wellness.
- Critical Pest Infestation Plan - confirmed by deputy heads when the event threatens strategic objectives. Applicable departments are indicated in the Critical Pest Infestation Plan.
- Foreign Animal Disease Eradication Plan - Agriculture and Rural Development.
- Pandemic Influenza Plan - Health and Wellness.

The Alberta Emergency Management Agency is the lead provincial agency for the following hazard-specific plans and plan templates:

- Business Continuity Guide;
- Consequence Management Plan Template;
- Earthquake Response Plan for British Columbia (to be issued);
- Government of Alberta Business Continuity Plan;
- Major Air Disaster Plan (to be issued);
- Pandemic Influenza Operations Plan; and
- Search and Rescue Plan (to be issued).
4 LOGISTICS

4.1 General Support Concept

Procurement and/or the provision of needed resources to one or more local authorities affected by an emergency or disaster will be coordinated by the agency and the logistics section staff from the department responsible for purchasing, procurement and information technology.

The logistics concept is supported through the ARRC and GEOC by the following:

- A single window for requests for resources from the local authority;
- Coordination for the sourcing, mobilization and deployment of resources in support of the:
  - local authority; and
  - lead and supporting departments.
- Tracking the status and availability of major government resources that have been deployed in support of requests.

For the purpose of this plan, resources include, but are not limited to the following:

- Trained and equipped personnel;
- Services;
- Equipment:
  - Crewed equipment;
  - Telecommunications; and
  - Office;
- Supplies and consumables;
- Infrastructure; and
- Information.

Vital to the success of this concept is the elimination of duplicate effort by other key partners. This is accomplished through communication and coordination of resource requests through the ARRC and the GEOC when activated.
5 FINANCE

5.1 Finance

All partners are responsible for tracking their costs associated with the implementation of this Plan. All partners are responsible for their incurred costs associated with the response to a major emergency or disaster. This is especially important if a Disaster Recovery Program is applied to the event at which point, partners will be responsible for reporting emergency operations costs to the Alberta Emergency Management Agency.

5.2 Disaster Recovery Program

Disaster recovery programs provide financial assistance to local authorities and their citizens who incur uninsurable loss and damage as a result of a disastrous event. These programs are an effective way of assisting the local authority by ensuring that the costs of disasters are shared by all Albertans, and whenever possible, by all Canadians through cost sharing arrangements with the Government of Canada.

Disaster recovery programs are administered by the agency. The Disaster Recovery Regulation, Alberta Regulation 51/94 of the Emergency Management Act allows the province to provide disaster recovery assistance to residents, small businesses, agriculture operations and provincial and municipal governments if the event meets the criteria as outlined in the regulation. The criteria are as follows:

- The event is considered extraordinary;
- Insurance is not reasonably or readily available; and
- There is evidence that the event is wide spread.

Once losses and damages have been assessed, the Minister may approve a disaster recovery program. Most disaster recovery programs are associated with overland flooding events.

A State of Local Emergency does not have to be declared in order for the receipt of financial assistance under a disaster recovery program.
ANNEX A - DEFINITIONS

Business Continuity Plan means, with respect to a business disruption, a plan by which:

- services will be prioritized as essential, critical, desired and necessary;
- mitigation measures are employed; and
- continuity of service strategies are coordinated and implemented.

Consequence Management Plan means a plan that sets out actions to be taken:

- for mitigation, preparedness, response and recovery with regard to emergencies or planned events (such as a Royal visit), except human-induced intentional threats; and
- for response and recovery in respect of human-induced intentional acts.

Crisis Management Plan means a plan that sets out actions to be taken for mitigation and preparedness in respect of human-induced intentional threats.

Cross-Government Coordination Team means a government team comprised of representatives from the departments that provide corporate services that may be activated during a multi-departmental business disruption to coordinate a cross-government response with to minimize the impact on delivery of essential services.

Consequence Management means actions coordinated by the Alberta Emergency Management Agency for:

- mitigation, preparedness, response and recovery with regard to emergencies, except human-induced intentional threats; and
- response and recovery in respect of a human-induced intentional act.

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

Emergency Management System means the elements required for effective emergency management, including legislative, regulatory and policy frameworks, emergency plans and procedures and the involvement of emergency management partners.
**Emergency Plans** means the following plans:

- government plans;
- department plans;
- municipal plans; and
- industry plans.

**Mutual Aid/Mutual Assistance Agreement** includes cooperative agreements, partnership agreements, memoranda of understanding, intergovernmental compacts and other terms commonly used to describe the sharing of resources.

**Risk Assessment** means the measurement of probability and severity of an adverse affect on health, property and the environment. Risk assessment is the process for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, impact, exposure and consequences.

**Unified Command** is a concept that brings together the "Incident Commanders" of all major organizations involved in the incident in order to facilitate an effective response while allowing each agency to fulfill their own responsibilities. Although a single Incident Commander normally handles the command activities, the Incident Command System tenet provides that the activity be expanded into a Unified Command when there is more than one lead agency.
ANNEX B - RESPONSIBILITIES BY DEPARTMENT

The following responsibilities are assigned to the Government of Alberta department(s) and specific agencies, boards and commissions:

Aboriginal Relations

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Liaise with Indian and Northern Affairs Canada during a public emergency.
- Liaise with non-treaty aboriginal settlements during a public emergency.
- Provide advice and assistance to the GEOC when requested.

Advanced Education and Technology

- Identify and provide a consequence management point of contact to the GEOC.

Agriculture and Rural Development

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Provide advice and assistance on all agricultural matters.
- Manage a critical pest infestation response when so designated.
- Coordinate provincial support to the Canadian Food Inspection Agency for provincial level agriculture response plans.
- Participate and support the agency or designated lead agency in managing the sourcing and distribution of emergency food supplies in the event of a provincial food emergency.
- Provide support to the Government of Canada Food and Agriculture Emergency Response System as it relates to their emergency response plan for the management of the sourcing and distribution of emergency food supplies in the event of a national food emergency.
- Participate and support the coordination and control of provincial food safety.
- Participate in the coordination and distribution of information to and from the agricultural and agri-food industry.

**Children and Youth Services**

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- In conjunction with Child and Family Services Authorities:
  - Provide safety and protection services to children and youth during a major public emergency in accordance with the *Child, Youth and Family Enhancement Act*; and
  - Provide continuity of care to children and youth under the custody of a Director, or is the subject of a Supervision Order, or Temporary, or Permanent Guardianship Order.

**Culture and Community Spirit**

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Protect, to the extent possible, heritage resources and art collections belonging to or in the custody of the government.
- Provide expertise in matters relating to the preservation of archival materials, including museum and art collections, World Heritage Site collections, historic buildings and documents in the Provincial Archives.

**Education**

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Provide emergency management contingency planning assistance to Kindergarten to Grade 12 institutions.
- Provide advice and assistance to the GEOC when requested.
- Maintain a list of schools that may be used in emergency response activities.
Employment and Immigration

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- When requested by municipalities, assist in meeting the needs of disaster victims by providing emergency social services and arranging for:
  - Temporary shelter, food and clothing;
    - Registration and inquiry services; and
    - Financial assistance.
- Provide advice in radiation emergencies in coordination with the Atomic Energy Control Board of Canada.
- Provide occupational health and safety advice for workers employed at emergency sites.

Energy

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Provide professional expertise for all matters related to energy sources and energy, as appropriate.
- Coordinate the provision of information and support to and from the private energy sector, as appropriate.

Energy Resources Conservation Board

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Manage, with the assistance of Alberta Environment, oil spill control and clean-up operations.
- Assist Alberta Environment in the management of pollution problems related to the petroleum industry.
o Ensure remedial operations related to all problems of well control, pipeline failures, power interruption or oil, gas, oil sands and coal facilities, is carried out by operators as required by law.

o Provide professional expertise for all matters related to energy sources and energy as appropriate.

o Coordinate the provision of information and support to and from the private energy sector as appropriate.

o Provide geosciences information and expertise, including geological monitoring services needed by government, industry and the public for earth-resources stewardship and sustainable development in Alberta.

o Provide advice and assistance regarding (or if necessary, control of) the distribution of public gas utilities.

**Environment**

o Appoint a consequence management officer and alternates.

o Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.

o Provide flood and water-flow forecasting services and act as the provincial lead agency for flood response coordination operations.

o Provide technical assistance related to emergency water supply engineering.

o Provide technical assistance for groundwater, river engineering, hydrology and sewage problems.

o Provide technical expertise in matters relating to the environment, as required.

o Provide or coordinate air, water and land monitoring and reporting as required.

o Provide support and advice on environmental emergency response, recovery and remediation techniques, as required.

o Activate the Emergency Public Warning System for flood hazards.

**Executive Council**

o Provide accommodations and other necessities for business continuity of the Executive Council and associated committees.

o Identify and provide a consequence management point of contact to the GEOC.
Public Affairs Bureau

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Coordinate, in conjunction with involved departments, the release of information to inform the public and government employees of the emergency and the government’s emergency management activities.
- Coordinate provincial media relations activities associated with the emergency.
- Assist the agency, in conjunction with involved departments and through the use of a call centre (Public Inquiry Room), with the coordination and release of information to inform the public of the emergency and the government’s emergency management activities.
- Provide, in conjunction with involved departments, a coordinated public affairs plan for the government response to an emergency.
- Assist local governments, where required, to establish and maintain emergency public communications during a public emergency.
- Contribute a member to the Cross-Government Business Continuity Team.

Finance and Enterprise

- Identify and provide a consequence management point of contact to the GEOC.
- Facilitate the provision of information and support to and from the private financial sector as appropriate.
- Advise the GEOC on risk management and insurance.
- Contribute members to the Cross-Government Business Continuity Team.
- Be prepared to coordinate a hazard risk assessment on sectors of the economy during the mitigation, preparedness or recovery phases, as appropriate.
- Be prepared to provide economic advice and analysis during the mitigation, preparedness and recovery phases, as appropriate.

Health and Wellness

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
o Coordinate the provision of information and support to and from health services and other service providers, as appropriate.

o In conjunction with the health service providers, facilitate the development of contingency plans and the provision of health services.

o In conjunction with the health service providers, provide advice with respect to the health effects of chemical, biological, radiation and nuclear hazards as necessary.

o Lead the development of provincial level cross-government communicable disease plans by chairing planning meetings, providing planning guidance and providing specific advice.

**Housing and Urban Affairs**

o Provide advice and information on emergency shelters.

o Ensure the continuation of services to persons in the care of the department at the Gunn Centre.

**Human Resources**

o Provide assistance in seconding government employees to emergency management organizations or activities.

o Provide human resource expertise to the Government Business Continuity Cross-Government Coordination Team.

o Identify and provide a consequence management point of contact to the GEOC.

**Infrastructure**

o Appoint a consequence management officer and alternates.

o Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.

o Provide primary or alternate working accommodation for government emergency response organizations and business continuity operations in support of departments.

o Maintain a listing of building resources that may be used for evacuation and victim assistance centres.

o Provide advice and expertise related to the processes and requirements for damage assessment and salvage activities as a component of business continuity.
coordinate the provision of information and support to and from the private infrastructure sector as appropriate.

function as lead agency and coordinator for the provision and maintenance of a cross-government facility emergency response program.

international and intergovernmental relations

- appoint a consequence management officer and alternates.
- assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- support emergency management related negotiations with other governments.
- assist in liaison with other governments in emergency management issues.
- coordinate interpretation and translation services.

Justice and Attorney General

- appoint a consequence management officer and alternates.
- assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- provide legal advice and assistance to government emergency management officials.
- provide medical examiner services.
- continue court based operations.

Municipal Affairs

- appoint a consequence management officer and alternates.
- assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- contact municipalities which abilities to carry out legislated responsibilities have been impaired and make arrangements to provide any appropriate interim assistance.
- fulfill responsibilities as the municipal authority with respect to improvement districts and the special areas and in cases where the Minister has appointed an official administrator to assist the municipality.
In non-accredited municipalities, manage the actions of its contracted agencies responding to any emergency that causes an imminent serious danger to any building or thing to which the *Safety Codes Act* applies.

Manage investigations of unsafe conditions, accidents or fires in non-accredited municipalities and provide expert advice on investigations in accredited municipalities.

Receive and act upon the results of all investigations in the event of an emergency that results in an unsafe condition, accident or fire at any building or thing to which the *Safety Code Act* applies.

### Seniors and Community Supports

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Ensure the continuation of services to persons in the care of the department.
- Coordinate with health service providers who will assist, where required, in the care of senior citizens in lodging or extended care facilities during a public emergency.

### Service Alberta

#### Purchasing, Procurement and Technology

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Facilitate the coordination of shared services and resources with the government.
- Provide and control government telecommunications networks and services within the government.
- Provide emergency purchasing services in support of the GEOC.
- Provide continued information and technological services to the government during emergencies.
- Coordinate the provision of information and support to and from the private telecommunications sector.
- Provide information technology and technology support for Executive Council.
- Contribute members to the Cross-Government Business Continuity Team.
- Provide the logistics section chief in the GEOC.
- Provide aircraft from government or private sector charter sources.

**Registries, Utility Consumer Protection and Information Management**

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Provide consumer protection measures during emergencies.
- Provide registry services during emergencies.
- Facilitate the coordination of information management and privacy resources.
- Provide vital records services in support of cross-government business continuity planning.

**Solicitor General and Public Security**

- Appoint a consequence management officer and alternates.
- Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.
- Provide information on levels of threat, criminal intelligence, human-induced intentional events and critical infrastructure as part of an emergency planning process coordinated by the agency.
- Establish and maintain sector-critical infrastructure lists by level of criticality.
- Facilitate continuity of emergency police services.
- Facilitate the continuity of critical and vital services for correctional institutions and coordination of the use of resources from those institutions.
- Submit requests to the Government of Canada for military assistance for public order emergencies.
- Coordinate the physical security of ministers and members of the Legislative Assembly.
o In cooperation with the agency, ensure consistent use and training of provincial police services in the Emergency Public Warning System for Amber Alert activations.

o Monitor, implement and maintain the Alberta Counter Terrorism and Crisis Management Plan.

o Facilitate the continuity of critical courtroom security and prisoner transfer services.

**Sustainable Resource Development**

o Appoint a consequence management officer and alternates.

o Assign a consequence management officer and alternates as appropriate to the Government Emergency Operations Centre when requested by the Agency.

o Provide assistance for critical pest infestation response involving forested public lands.

o Coordinate the provision of private sector aircraft for wildfire suppression operations.

o Lead agency for managing wildfire suppression operations within the Forest Protection Area of Alberta.

o Provide damage assessment and restoration of public lands.

o Submit requests to the Government of Canada for military emergency assistance for wildfire suppression operations.

**Tourism, Parks and Recreation**

o Appoint a consequence management officer and alternates.

o Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.

o Make provincial parks available as emergency accommodation sites for evacuees in a major emergency.

**Transportation**

o Appoint a consequence management officer and alternates.

o Assign a consequence management officer and alternates as appropriate to the GEOC when requested by the agency.

o Control the movement of traffic on roads under the administration and control of the government. Advise and assist emergency management organizations in respect of the use and control of transportation on roads and federal and provincial railways, including local coordination with municipalities and other
departments when emergency restrictions are imposed on the use of roads and railways.

- Coordinate emergency repairs to, or construction of, roads, railways, bridges, airports, dams, dikes and levees under provincial control.

- Coordinate the operation and repair of railways not under provincial control and liaise with the operators of other railways.

- Coordinate the provision of emergency transport and heavy equipment.

- Function as lead agency for the coordination of the inter-provincial railways with Transport Canada during an emergency situation.

- Coordinate the provision of information and support to and from the private transportation sectors as appropriate.

- Fulfil department regulatory responsibilities including regional inspection roles for dangerous goods incidents in the province.

The following responsibilities are assigned to the Alberta Emergency Management Agency

- Establish and maintain the provincial emergency management system.

- Coordinate the government’s emergency management activities.

- Operate the ARRC.

- Maintain the Emergency Public Warning System.

- Provide recommendations to Executive Council regarding declarations of states of emergency in accordance with the Emergency Management Act.

- Activate and operate the GEOC as appropriate.

- Submit all requests to the Government of Canada for military emergency assistance, except for requests involving wildfire suppression operations or public order emergencies.

- Coordinate with federal and provincial agencies for emergency resources, except for assistance required for wildfire suppression operations or public order emergencies.

- Prepare, coordinate and distribute cross-government emergency management situation reports.

- Coordinate and administer provincial Disaster Recovery Programs in accordance with the Disaster Recovery Regulation.
o Collect, collate and analyze government emergency operations costs if a Disaster Recovery Program is announced.

o Provide recommendations to the government regarding assistance to citizens or municipalities affected by an emergency, including the sharing of costs.

o Coordinate the development, exercising and revision of the Alberta Emergency Plan, the Government of Alberta Business Continuity Plan and government hazard-specific plans.

o Implement a review process for department Business Continuity and Consequence Management Plans.

o Facilitate the review, revision and exercising of Municipal Emergency Plans.

o Develop, implement and maintain a Ground Search and Rescue Program for the province in partnership with emergency management partners and volunteer organizations.

o Liaise with Solicitor General and Public Security to coordinate the response and recovery to a human-induced, intentional event.
ANNEX C – PLAN SUBMISSION SCHEDULE

Consequence Management Plans and Business Continuity Plans are to be completed and submitted to the agency for review every two years with updates during alternate years in accordance with the following table:

<table>
<thead>
<tr>
<th>Entity/Plan</th>
<th>Group Consequence Plan</th>
<th>Group Business Continuity Plan</th>
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<tbody>
<tr>
<td>Advanced Education and Technology</td>
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<td>B</td>
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<tr>
<td>Children and Youth Services</td>
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<td>B</td>
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<tr>
<td>Education</td>
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<tr>
<td>Employment and Immigration</td>
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<tr>
<td>Health and Wellness</td>
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<tr>
<td>International and Intergovernmental Relations</td>
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<td>Justice and Attorney General</td>
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<td>B</td>
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<tr>
<td>Seniors and Community Supports</td>
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<tr>
<td>Service Alberta</td>
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<td>B</td>
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<tr>
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<tr>
<td>Treasury Board (includes Corporate Human Resources)</td>
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<td>Aboriginal Relations</td>
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<td>Agriculture and Rural Development</td>
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<tr>
<td>Culture and Community Spirit</td>
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<td>Energy</td>
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<td>Finance and Enterprise</td>
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<td>Housing and Urban Affairs</td>
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<tr>
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