

# The Summer Village of Sandy Beach, AB



## EMERGENCY MANAGEMENT POLICY AND PROCEDURES MANUAL

2020

Draft: 28/11/08

Approved: May 12, 2009

Revised: October 17, 2019

**Final Draft: 20 February 2020 (adopted)**



## **Emergency Management Team**

The Summer Village of Sandy Beach shall establish and maintain an Emergency Management Team. The Team shall be comprised of the following members:

Mayor – Chairman  
Deputy Mayor  
Counsellor  
Director of Emergency Management  
Deputy Director of Emergency Management

## **Duties**

1. Establish and maintain an Emergency Management Plan, including Policy and Procedures Manual and an Operation Manual.
2. Review, revise and edit the Policy and Procedures Manual and Operational Manual at least on an annual basis.
3. Publish and distribute the Policy and Procedures Manual and Operational Manual.
4. Publish and maintain a complete Emergency Operation Centre binder/manual, including position descriptions of all EOC staffing positions, on site at the Summer Village administration office.
5. Manuals shall be distributed to each of the following:  
Mayor  
Deputy Mayor  
Counsellor  
Director of Emergency Management  
Deputy Director of Emergency Management  
Office Copy  
Director of Regional Emergency Agency.
6. Ensure that all manuals and published information is current and up-to-date and reviewed at least once annually.
7. Follow and utilize the language and structure of the Incident Command System (ICS) in all published manuals, policy and procedures.
8. Ensure that the EOC and Alternate EOC centres are inspected regularly, and at least annually, and that a written report will include requests for any needed additional or upgraded equipment and/or resources.
9. Respond to any emergency/disaster as required and implement all or part of the Emergency Management Plan as required.
10. Operate under the jurisdiction of the Alberta Emergency Management Act (2007), Government Planning Regulations (2000), the Disaster Recovery Regulation (1994), By-Law 02-2008 of the Summer Village of Sandy Beach and By-Law 07-2017, Ste Anne Summer Villages Emergency Management By-Law.
11. Provide copies of the Emergency Management Plan to the Director of the Regional Emergency Planning Agency.

12. Ensure there is a mutual-aid agreement between the Summer Village of Sandy Beach and Sturgeon County pertaining to fire services.
13. Enter in agreement with other resources in order to respond to emergency social services needs, which may include but is not limited to Alberta Health Services, Northern Gateway School Division, and the Canadian Red Cross, and/or other cooperating agencies and resources that are part of the Regional Emergency Agency.
14. Ensure that the list of such additional resources and cooperating agencies is current and up-to-date and includes the necessary contact numbers and telephone/cell phone numbers.
15. Provide information and educational materials to the citizens of the Summer Village of Sandy Beach as necessary.
16. Review information pertaining to Firesmart received by the Summer Village and work to develop plans, policies, procedures and operations that are consistent with and support firesmart initiatives.
17. Schedule, complete and document debriefing following any emergency operation.
18. Conduct mock disaster or table-top session for preparedness of implementing the emergency plan at least every three years.

### **Preparedness**

Members of the Emergency Management Team shall be provided a copy of the Policy and Procedures Manual and the Operation Manual, as well as an emergency telephone fan-out contact list and any other equipment or materials, including but not limited to keys, access codes and emergency site vests.

### **Appointment**

At the Annual Organization Meeting, Council shall appoint one (1) elected official as the voting member of the Regional Emergency Management Committee and a second elected official as the alternate voting member.

At the Annual Organizational Meeting, Council shall appoint, re-appoint and/or re-affirm the positions of Director of Emergency Management and Deputy Director of Emergency Management, (typically the Chief Administrative Officer), to the Regional Emergency Agency.

The Director of Emergency Management for the Summer Village of Sandy Beach shall also be appointed as the designated Alberta Emergency Alert Authorized User.

The Director and Deputy Director of Emergency Management shall each be provided an annual honourarium in an amount determined by Council.

### **Required Training**

Within 90 days of being elected to the Council, elected official shall complete the Munis 101 course for elected officials.



It is desired that the two (2) elected officials appointed as members of the Regional Emergency Management Committee also complete the Basic Emergency Management Course and the Incident Command System 100 (ICS-100) Course and optionally, the Incident Command System 200 (ICS-200) Course.

The Director and Deputy Director of Emergency Management shall be required to complete the Basic Emergency Management Course, the Incident Command 100 (ICS-100) and the Incident Command 200 (ICS-200) courses within one (1) years of initially being appointed.

The Director and Deputy Director of Emergency Management shall participate as members of the Regional Emergency Agency, be appointed to such duties/positions as mutually agreed with the Regional Director of Emergency Management, and complete such additional training as necessary to fulfill those positions. Council shall provide time away from regular duties to attend and complete such required courses and/or attend Regional Emergency Agency meetings.

In addition, the Director of Emergency Management shall completed the required training to become an Authorized User on the Alberta Emergency Alert system.

Costs related to these required/suggested training sessions shall be reimbursed by Council, including travel, meals and accommodations costs, upon presentation of receipts.

### **Fan Out Telephone List**

Each Team Member shall be provided a copy of the emergency contact fan out list and will ensure this list is located adjacent to their home telephone.

The emergency contact fan out list shall be updated as necessary with any changes in contact persons or contact numbers and the list shall be indented by noting an Effective Date.

When the emergency contact fan out list has been revised, Team Members shall replace the revised list and dispose of the previous list.

To activate the emergency fan out contact list, the person first aware of an emergency or disaster shall initiate the first call, which will be to the Director of Emergency Management or Designate. Emergency calls require only that each person make one call and that call is to the individual listed immediately below their name. If that person is not available or does not respond, you are to call the next person on the list.

Once the Team has been assembled, the Director of Emergency Management, based on the information available, can/will initiate additional calls to whatever services/resources required in a minor incident, such as fire, police, ambulance services and including utility providers such as electricity, gas and telephone, and as may also be necessary to the Regional Emergency Management Agency and/or Emergency Management Alberta. The Director of Emergency Management shall also advise the Chief Elected Officer, (Mayor), when a state of local emergency needs to be declared.

## **EOC Roster**

During any emergency situation the Summer Village shall adhere to the Incident Command System in terms of formal and informal communications, leadership, management and the delegation of authority.

The Chief Administrative Officer shall be in charge of the Emergency Operations Centre roster.

A display board shall list the following EOC positions:

EOC Commander (typically Director of Emergency Management)  
EOC Deputy Commander (typically Deputy Director of Emergency Management)  
Mayor/Designate  
Deputy Mayor  
CAO  
Public Information Officer  
Safety Officer  
Communications Officer  
Liaison Officer  
Security  
Runner

This Policy and Procedure Manual and the Emergency Operations Manual shall be available at the EOC and Alternate EOC centres.

A separate binder, clearly labelled and colour-coded, shall be available for each position required for any incident and is to be distributed as each person arrives and checks in at the EOC.

Vests, which are colour-coded and labelled with each EOC position, shall be maintained in the Summer Village Administration offices and readily available or distributed at the time an incident response is mobilized.

Colour coded vest shall be as follows:

Green	Incident Commander
Red	Information Officer Liaison Officer Safety Officer
Orange	Operations Sections Chief and all subordinates
Blue	Planning Section Chief and all subordinates



Yellow          Logistic Section Chief and all subordinates

Grey             Finance and Admin Section Chief and all subordinates

Sign-In and Sign-Out sheets shall be placed at the reception station of the EOC and the CAO shall ensure that each responder completes these sheets.

Vests indicating EOC positions shall also be distributed at the time of Sign-In.

### **Keys**

Individuals having keys to the EOC Main and EOC Alternate sites shall be clearly identified on the emergency fan out call list. It is a priority that those team members who have keys arrive and respond first to the EOC Main and/or alternate sites.

### **Access Code**

The alarm system access code for the EOC Main site shall be clearly identified on the emergency fan out call list in order that the first individual arriving can disarm the security system and enable access to the EOC site.

### **Operations**

Implementation of the Emergency Plan shall follow the published current Emergency Operations Plan for the Summer Village of Sandy Beach and may require a response by Summer Village personnel to respond to a regional emergency incident when requested by the Director of the Regional Emergency Agency.

### **Documentation, Records and Reports**

All documentation for orders, requests, report updates and communications between incident command and subordinate members assigned to an incident shall be in carbonless triplicate format. Copies shall be as follows:

- Original copy is for the receiver of the communication
- Second copy is for the initiator of the communication
- Third copy is retained by the Finance and Admin section

All formal communications in written form shall be signed as follows:

- Signature of the author/initiator on the signature line
- Name and title clearly printed in BLOCK letters below the signature
- Date to be written in BLOCK letters with full month, day and year, (i.e. January 05, 2019) on each communication
- Time to be noted using the 24-hour clock as in hours and minutes, (13:15 hours)

## **Review and Revision**

Council shall ensure that this Emergency Management Policy and Procedures Manual and Emergency Operations Planning Manual are reviewed on a regular basis, at least annually, and ensure that only the most recently updated manuals are distributed to the Emergency Management Team.

The Director of Emergency Management shall conduct the site inspections of the EOC and the Alternate EOC on a regular basis and at least annually.

**Adopted by Council resolution # 017 – 20 on 20 February 2020**







EOC EVALUATION FORM

**General Organization and Layout**

	Yes	No
1. Is the EOC in a secure areas and removed from outside influences? Comments:	✓	
2. Was the EOC profile readily accessible to EOC site participants? Comments:	✓	
3. Is there a central telephone access point and are calls forwarded to the EOC? Comments:	✓	
4. Is there adequate access to the communication modes, telephone, fax, e-mail? Comments:	✓	
5. Is there space outside the EOC to support EOC activities? Comments:	✓	

## Communications Capabilities and Procedures

	Yes	No
<p>1. Are there dedicated personnel assigned for all modes of communication such as phone, fax, e-mail and photocopiers?</p> <p>Comments:</p>	✓	
<p>2. Is there a formal message/communication handling protocol in use and is it understood by all users?</p> <p>Comments:</p>	✓	
<p>3. Is there an activity log that records all incoming and outgoing messages including sender/addressee, date/time of action, unique message tracking number and disposition of each message?</p> <p>Comments:</p>	✓	
<p>4. Information is managed effectively?</p> <p>Comments:</p>	✓	

## Personnel

	Yes	No
<p>Is it clear who the EOC Commander is?</p> <p>Comments:</p>	✓	

2. Are there enough individuals in designated roles to provide an effective EOC? Comments:	✓	

**Additional Comments:**

**Date Completed:** 20<sup>th</sup> February 2020



## Emergency Operations Centre (EOC) Profile

### Contact Information:

Name of EOC: Summer Village Administration Building 1208A  
Highway 642 Rural Lac Ste. Anne County, AB Highway 642 (west)  
EOC Phone: (780) 967-2873 Cell 780.718.1894  
EOC Fax: (780) 967-2813  
EOC E-mail: [svsandyb@xplornet.ca](mailto:svsandyb@xplornet.ca)

### Site Access:

EOC Commander: Elaine Guy  
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	Yes
11	Display Boards	No
	<b>Information Systems</b>	
1	Network Connections Wireless	No
2	File Server Access	Yes
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
	<b>EOC Roster</b>	
1	Elaine Guy	EOC Commander

2	Rudolf Liebenberg	Alternate EOC Commander
3	Gordon Drybrough	Mayor
4	Michael Harney	Deputy Mayor
5	Denise Lambert	Counsellor
6		
7		
8	Diane	Admin Support
	<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	
5	1 – 2 inch water pump	
6	5000 gallon water tank	
7	1800 gallon water tank	

### Secondary EOC Site/Media Centre

	<b>Infrastructure</b>	
1	Physical Location	63 Lakeside Drive
2	Mailing Address	Box 63, RR !, 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
11	Display Boards	No
	<b>Information Systems</b>	
1	Network Connections Wireless	Possible
2	File Server Access	No
3	E-mail Access	Possible
4	Desktop Computers	No
5	Laptop computers	Yes
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

