Town of Raymond

Municipal Emergency Plan

Public Version

November 2019

ACKNOWLEDGEMENT

This Town of Raymond Municipal Emergency Plan (MEP) was written using the following primary documents: the Alberta Emergency Management Model as a guide, the 19 November 2018 Emergency Management Act, the Local Authority Emergency Management Regulation AR 203/2018 and the Town of Raymond Bylaw # 1081 – 19.

Ref: The Freedom of Information and Protection of Privacy Act of Alberta
This public MEP is a direct reflection of the Town of Raymond MEP dated November 2019. Except, all personal and sensitive information have been removed prior to promulgation where no written or implied consent has been granted.

FOREWORD

The Plan is written in four parts.

Part I indicates our municipality's authority and overall concept for emergency management. These two aspects ensure the reader's understanding of who is accountable (the Local Authority i.e. the mayor), who manages emergency management activities (the Director of Emergency Management), and the supporting organizations: the Emergency Advisory Committee and the Emergency Management Agency and the process by which our MEP is activated.

Part II details standing procedures for all emergency operations staff and activities associated with our Emergency Operations Centre.

Part III includes detailed plans for potential events within our municipality or in support of other municipalities. These include, but are not limited to, floods, dangerous goods incidents, chemical, biological, wild or forest fires, evacuation or reception, school, seniors, utility or like events that would cause disruption to any part of your municipality and population.

Part IV is designed for references associated to the municipality's emergency management activities.

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Emergency Management

1.1 Purpose

The purpose of this plan is to provide a prompt and coordinated response to emergencies affecting the Town of Raymond.

1.2 Application & Concept

This plan is not designed to replace existing procedures for dealing with normal emergencies in the municipality. Following the initial emergency response, an on-site assessment will be conducted by the emergency services first responders. When it is determined that the emergency is beyond that of a normal response, they will (in consultation with other agencies as appropriate) determine the extent of the response that will be required to deal effectively with the emergency, and notify the municipality accordingly.

1.3 Authority

The Town of Raymond Municipal Emergency Plan (MEP) is issued by Local Authority under the authority of:

(1) The *Emergency Management Act*, Revised Statutes of Alberta 2000 Chapter E-6.8 dated 19 November 2018

(2) The Town of Raymond Emergency Management

By-Law # 1081-19 dated 6 August 2019

(3) Local Authority Resolution dated 6 August 2019.

1.4 Municipal Emergency Plan

(1) The development and maintenance of the MEP is the responsibility of the Director of Emergency Management, the Town Emergency Advisory Committee and the Emergency Management Agency. The plan is organized as follows:

Part 1 Emergency Management

Part 2 Emergency Operations Procedures

Part 3 Emergency Response Plans

Part 4 References

1.5 Plan Activation

This MEP may be activated in part or in whole:

(1) On a declaration of a State of Local Emergency by those authorized to do so in accordance with the Municipal Emergency Management By-Law.

(2) On a declaration of a Provincial State of Emergency by the Lieutenant Governor in Council in accordance with Section 18 of the *Emergency Management Act*.

(3) When NO declared state of emergency exists:

a) by the Director of Emergency Management; or

b) by the Mayor or the Town Council.

1.6 Plan Deactivation & Response Evaluation

(1) The formal deactivation of the plan or downgrading of emergency levels shall be communicated to all agencies and organizations by the Director of Emergency Management.

(2) Within 3 weeks of the deactivation of the plan, representatives from all services/organizations involved shall meet to review the plan.

1.7 Definitions

"**declaration of a state of local emergency**" means a resolution or order of a local authority pursuant to section 21 of the *Emergency Management Act*;

"**director of Emergency Management**" means the person appointed by Council resolution as the Director of the Emergency Management Agency;

"**disaster**" means an event that results in serious harm to the safety, health, or welfare of people or in widespread damage to property or the environment;

"**Emergency Advisory Committee”** The Committee's purpose is to advise on the development of the Town's emergency plans and programs. It shall consist of one (1) Council member, the Director of Emergency Management, and the Deputy Director of Emergency Management. The Town shall provide for the payment of expenses of the members of the Committee.

"**Emergency Management Agency**" The Agency's purpose is to act as the agent of the Town in exercising the powers and duties under the Act. It assists in the development and executes the emergency plans and programs prepared by the Emergency Advisory Committee to address potential emergencies or disasters within the Town.

"**emergency**" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;

"**emergency operations centre**" means the physical location in the municipality where representatives from the Emergency Management Agency conduct emergency operations;

"**emergency site manager**" means the person who has the authority to command and control operations at the site of the emergency or disaster;

"**local authority**" means the Council of the Town of Raymond,

"**risk assessment**" means the document identifying known risks to the municipality, the degree of risk perceived and the assigned planning priority;

"**site command post**" means the location near the site of the emergency or disaster, from which the coordinated control of emergency operations is directed by the emergency site manager.

Provincial Operations Centre Operational Levels: Level 1 – Routine, Level 2 – Augmented for an incident potentially significant, Level 3 – Mandatory Coordination of key GoA organizations to respond to a significant incident, Level 4 – Mandatory Full GoA Coordination for a significant incident.

1.8 Emergency Services Organization

(1) Town of Raymond Council is responsible for the direction and control of the municipal emergency response unless the Government of Alberta assumes direction and control under Section 18 of the Act.

(2) When the MEP is activated, coordination of emergency response is delegated to the:

a) Director of Emergency Management: The Director or designate will act on behalf of the Mayor and Council as coordinator of all emergency services and resources used in the emergency.

b) Emergency Site Manager (ESM): The Director of Emergency Management will appoint an on-site manager who will establish a site command post near the actual scene in order to manage and coordinate the overall emergency response operations.

c) Emergency Operations Centre (EOC): The EOC may be established under the management of the Director of Emergency Management at any time.

1.9 Resources

The primary resources utilized during an emergency or disaster will be the manpower, equipment and supplies of the Town of Raymond.

1.10 Mutual Aid Assistance

Requests for mutual aid assistance with whom mutual aid agreements exist shall be made in accordance with that/those agreement(s).

1.11 Alberta Government Assistance

Should Town and mutual aid resources be insufficient to deal with the emergency/disaster, assistance may be requested from the Alberta Emergency Management Agency District Officers in Lethbridge.

1.12 Public Protection

Protection of the public has primacy. In the event evacuation or sheltering-in-place of residents is required, notification and evacuation operations will be coordinated by the Director of Emergency Management.

1.13 Public Information

To ensure that the public is informed about risks or threats to health and safety, information released to the public and media must be timely, factual, and descriptive as to what actions are being taken to bring the emergency under control. Part 2 of the MEP describes the warning systems and details on communications.

1.14 Emergency Management Programme Exercises

(1) The current Five Year Training Plan:

2016 – Exercise Black Out – set up Town Hall with extension cords, use generator power. Lessons Learned, coordination within Town staff and AEMA

2017 – Exercise Be Healthy – SOLE, evacuate to Stake Centre/Ag Buildings, infectious disease, pets. Lessons Learned Coordination with AEMA & AHS, LDS Church, Ag Society

2018 – Exercise Get Out - Evacuate Town – who, when, where, why, notice and timings, route. Table Top Exercise, invite receiving community to join the exercise

2019 – Exercise Go Home – set up, Recovery, personnel control, resources, infra priorities, comms, security. Table Top Exercise, establish priorities, transportation requirements

2020 – Exercise BLACK OUT II – set up Town Hall and EOC with generator power and ensure functionality of lights and computers.

(2) The Training Plan for 2021 – 2025:

2021 - Exercise Stay Dry – flash flood, S to N through centre of Town, personal safety, infrastructure priorities. Table Top Exercise, communication, public relations, personal protection and infrastructure clean up

2022 – Exercise PREPARATION CHECK – Table Top Exercise, review MEP, By-Law, emergency stock

2023 – Exercise FULL RESPONSE – Table Top Exercise, review Town Communication Plan and our ability to respond to an emergency or disaster

2024 – Exercise TOWN RECOVERY – Table Top Exercise, develop a recovery plan and set priorities

2025 – Exercise SICKNESS RESPONSE – infectious disease, SOLE, evacuate to Stake Centre and AG Bldg, pet management at AG Centre.

1.15 Town of Raymond Plan for Preparedness, Response and Recovery

The Town Risk Assessment and Infrastructure Priorities have been reviewed in detail and from this information goals and priorities have been established to prepare the Town for likely emergencies and disasters. Emergency supplies have been and will continue to be purchased and stored for future use. The DEM keeps an up to date list of all supplies. The Town's Emergency Response Plans are discussed in Part 3 of this MEP. The response to an emergency is practised annually during training exercises and briefings are given semi-annually to the Town Council. An Exercise is scheduled to review the principle of Recovery and a Town Recovery Plan will be developed from lessons learned and the discussions after the Exercise.

The members of the Emergency Advisory Committee and Town staff specifically assigned a role in emergency management must have the training qualifications as described in the Local Authority Emergency Management Regulation. The DEM will coordinate their training with the AEMA Field Officers.

1.16 Regular Review of MEP

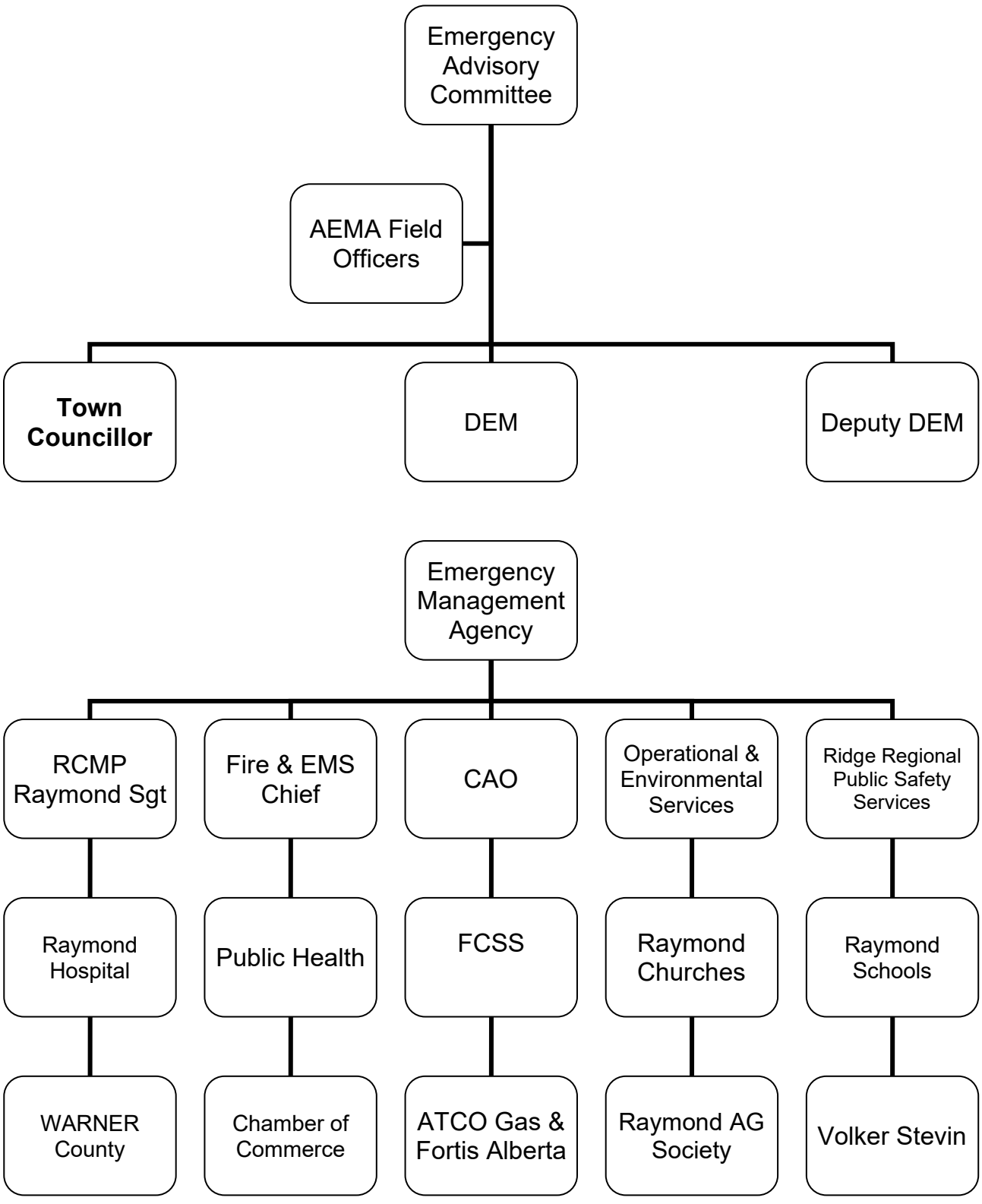
The MEP will be reviewed and updated annually by the DEM and reviewed by the Emergency Advisory Committee and the Emergency Management Agency. The updated MEP will be presented to Council annually. The AEMA Field Officers will be provided with a copy of the MEP annually for review and comments.

1.17 Command, Control and Coordination System

The Town of Raymond will employ the command, control and communication system prescribed by the Managing Director of AEMA. It is currently the Incident Command System (ICS).

1.18 Emergency Management Contact List

The DEM will prepare and maintain an emergency management staff contact list and promulgate it to Town employees and elected officials whom have a role in emergency management responsibilities.


Emergency Advisory Committee
AEMA Field Officers
Town Councillor
DEM
Deputy DEM
Emergency Management Agency
RCMP Raymond Sgt
Fire & EMS Chief
CAO
Operational & Environmental Services
Ridge Regional Public Safety Services
Raymond Hospital
Public Health
FCSS
Raymond Churches
Raymond Schools
WARNER County
Chamber of Commerce
ATCO Gas & Fortis Alberta
Raymond AG Society
Volker Stevin

Part 2

Emergency Operations Procedures

2.1 Alert / Warning Procedures

(1) When an emergency is imminent or has occurred, the **Emergency Advisory Committee** must be alerted and the **Public** must be warned.

EMERGENCY ALERT CHECKLIST – MUNICIPAL ADMINISTRATION

- ❖ Is there a present or imminent emergency which requires prompt coordination and deployment of resources to protect the health, safety, and welfare of people and/or property?
- ❖ Is an evacuation or Shelter-in-Place of residents required?
- ❖ Have all appropriate local emergency services been notified?
- ❖ Has the Director of Emergency Management been notified?
- ❖ Has contact been established with the emergency site(s)?
- ❖ Does the emergency require assistance beyond the capabilities of the first response agencies?
- ❖ Is mutual aid being requested?

(2) WARNING THE PUBLIC

The decision to warn the general public rests with the Local Authority and designated agencies. The Director of Emergency Management may recommend a warning message to the public. The Public Information Officer will prepare and arrange the public information announcement once authorized by the Local Authority.

Procedures

If the nature of the emergency is such that lives are in immediate jeopardy and evacuation is essential, the emergency site manager, aided by on-scene emergency services, will warn people in the danger zone. This general public warning will be followed up with a formal door-to-door warning.

2.1.1 Alberta Emergency Alert

For participating municipalities, the Alberta Emergency Alert, (AEA) provides municipal officials with swift on-air access to radio, television, cable outlets, and social media to warn residents of major life-threatening emergencies. Its technology allows municipal officials to over-ride the current programming of major broadcast stations by use of a touch tone telephone.

Procedure for access to the Alberta Emergency Alert by Raymond officials is limited to the DEM.

2.1.2 Worker's Compensation for Volunteers

Introduction

(1) The *Workers' Compensation Act* (RSA 2000 c.W-15) includes a provision whereby benefits under the Act may be extended to volunteers engaged in work related to an emergency.

(2) A related provision is a 1960 Canada - Alberta Agreement on Workers' Compensation for Civil Defence Workers, whereby Canada will share with Alberta the costs of compensation awarded to a volunteer emergency worker.

(3) In order for these provisions to have effect, it is necessary that volunteers be enrolled with the Executive Director of Emergency Management Alberta, Alberta Municipal Affairs; this requirement will be satisfied if volunteers are registered with the municipality at the time any injury is sustained.

Procedure

(1) The following steps should be followed:

a) Ensure all volunteer emergency workers are registered when they start their emergency tasks (see Volunteer Worker Registration Form).

b) In the event an emergency task-related injury is sustained by a volunteer, the appropriate Workers' Compensation Board report forms (one completed by the volunteer as the employee, and one completed by the municipality as the employer) should be forwarded to:

Attention: Executive Director
Emergency Management Alberta

Emergency Management Alberta
14515 - 122 Avenue
Edmonton, Alberta
T5L 2W4

(2) For further explanation or information, contact your Emergency Management Alberta District Officer.

Volunteer Worker Registration Form

Municipality:	**Town of Raymond**		
Incident:			
Date:		**Page:**	**of**
Name	Address	Phone	Remarks

Certified Correct: **Signature:**	**Title/Position:**

Shift Schedule Town of Raymond

Incident:	**Page: of**
Unit:	**Location:**
Day:	**Date:**

No.	Duties	8:00 am – 4:00 pm	4:00 pm - 12:00 am	12:00 am - 8:00 am

Signature:	**Title/Position**:

PUBLIC ANNOUNCEMENT FORM

The Local Authority of the Town of Raymond_____

_____declares a State of Local Emergency exists or may exist due to:

The public is advised for the duration of the emergency, the Local Authority will take any action it deems necessary to mitigate the situation.

PLEASE AWAIT FURTHER INFORMATION!

EVACUATION ORDER

This is _____

(*name and position*)

An emergency exists in the _____ of **the Town of Raymond** _____

(*name of municipality*)

For your personal safety, a mandatory evacuation of _____ of _____

(*state which parts or whole*)

is necessary due to _____

_____.

The collection points for the evacuation are: (using following as necessary and established)

1. NW LDS Church Taylor Street Chapel
2. NE LDS Church Knight Street Chapel
3. SW LDS Stake Centre
4. SE Ag Building

Note: Please ensure you bring your medication.

If you require transportation, go to the collection point in your area. If you are evacuating with your own car, please go via the collection point in your area to pick up people without transportation. If you are physically unable to go to the collection point, call 752-3322 (Emergency Operations phone number) to make arrangements for pick up.

The evacuation route to follow is

_____

(*describe route to avoid danger*)

All evacuees are requested to report and register at the reception centre set up in _____

_____

(*state reception community and reception centre*)

If you are planning to stay with friends, advise the Reception Centre (Telephone #: _____)

You will be advised when the emergency has ended, and it is safe to return to your homes. During the period of evacuation, security of your homes and businesses will be provided by the Police.

For additional information, listen to radio _____ and _____

NO ALCOHOL, WEAPONS, OR PETS MAY BE TAKEN TO A RECEPTION CENTRE. HOWEVER, PETS MAY BE TAKEN TO THE RAYMOND AG SOCIETY RECEPTION CENTRE (RED BARN).
BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.

Declaration of a State of Local Emergency

Conditions under which a state of local emergency exists or may exist include the need for extraordinary legal authority or the provision of liability protection for elected officials.

Procedures:

(1) By resolution of Local Authority, complete the Declaration of a State of Local Emergency (see suggested format on following pages).

(2) Ensure the Declaration is recorded in the Municipal Register.

(3) Complete a public announcement form, following the Declaration of a State of Local Emergency (see suggested format on following pages).

(4) Publish the public announcement by such means considered most likely to make the Declaration known to the population of the area affected.

(5) Forward a copy of the official declaration to the Minister, Alberta Municipal Affairs, via Emergency Management Alberta.

(6) Should the Declaration be terminated or renewed by the Local Authority, the Minister must be notified. Otherwise the declaration lapses after seven (7) days, or may be cancelled at any time by the Minister (see suggested format on following pages).

Declaration of
a State of Local Emergency

WHEREAS an emergency exists in the Town of Raymond

due to _____

_____

_____

(*enter a description of the nature of the emergency*)

THEREFORE, the Local Authority declares a state of local emergency exists in the

_____

(*enter a detailed description of the area affected*)

Time: _____ Date: _____

Signature(s): Title(s):

_____ _____

_____ _____

Note: Must be signed by the Mayor and a Councillor, or in the absence of the Mayor, two Councillors.

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in the Town of Raymond

due to _____

_____

_____

(*enter a description of the nature of the emergency*)

The Mayor and/or Town Council satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____ Date: _____

Signature(s): Title(s):

_____ _____

_____ _____

Note: Must be signed by the Mayor and a Councillor, or in the absence of the Mayor, two Councillors

Renewal of Declaration of a State of Local Emergency

WHEREAS an emergency continues to exist in the Town of Raymond

due to _____

_____

_____

(*enter a description of the nature of the emergency*)

THEREFORE, the Mayor and or Town Council declares a state of local emergency continues to exist in the

_____

(*enter a detailed description of the area affected*)

Time: _____ Date: _____

Signature(s): Title(s):

_____ _____

_____ _____

Note: Must be signed by the Mayor and a Councillor, or in the absence of the Mayor, two Councillors

2.2 Emergency Operations Centre (EOC)

The primary EOC is located at the Town Hall. Should this location be unsuitable due to the nature of the emergency, an alternate site has been designated at the Fire Hall or another location as directed by the Director of Emergency Management.

The EOC may be activated to the degree considered necessary by the Director of Emergency Management. The DEM can activate the EOC at any time, ie a SOLE is not necessary to activate the EOC.

2.3 Director of Emergency Management

Responsibilities

The responsibilities of the Director of Emergency Management during a Level 3 emergency are to maintain communications with Emergency Site Manager and Elected Officials during the term of the emergency as follows:

a) report to and activate the EOC;

b) notify members of the Emergency Advisory Committee and the Emergency Management Agency;

c) activate the MEP in whole or in part;

d) notify the AEMA Field Officers;

e) notify the Regional Peace Officers;

f) recommend a Declaration of a State of Local Emergency to the Local Authority;

g) determine if municipal resources are adequate to manage the emergency;

h) cooperate with other municipal departments, adjacent municipalities, and other emergency services;

i) recommend the Local Authority approve mutual aid;

j) recommend, when required, that assistance be requested from the provincial or federal governments;

k) take such action as is necessary to minimize the effects of the emergency persons, property, or the environment;

l) maintain a log of all actions taken;

m) request a full report of all emergency operations from each emergency service activated; and

n) track lessons learned and conduct a post-activity review.

Checklist: Director of Emergency Management

- Notify elected officials
- Activate the EOC
- Make sure support staff members have been alerted
- Get an overview of what happened
- Notify Emergency Management Alberta (1-866-618-2362 - 24 hours) and the AEMA Field Officers
- Check information displays:_____ operations map_____ main event log
- Obtain briefing from response departments, i.e. situation reports
- Ensure that new arrivals are briefed
- Request situation reports from the site
- Appoint appropriate services to be in charge of the emergency
- Ensure ESM is appointed and establish direct communications with them
- Prepare a briefing for elected officials
- Deal with immediate problems and requests
- Begin long-range planning (e.g. feeding and accommodation of personnel)
- Location for media holding and briefing area

- Consider security for Emergency Operations Centre
- Consider the environment
- Consider seniors and people home bound
- Consider pets and animals

REMEMBER:

- Your success depends on information. Insist on the following:
- Frequent briefings from support staff
- Frequent situation reports from the site
- Maintenance of operational records and EOC Log

Town of Raymond
Emergency Operations Log

Incident:	Page: of

Date	Time	Event/Activity

Signature:	Date:

Part 3

Emergency Response Plans

3.1 Evacuation Plan

General

If any emergency or disaster makes it necessary to evacuate all or any portion of the Town of Raymond, the following procedures will be followed:

Alert / Warning

(1) The DEM will be notified by any first response agencies of a threat or need to evacuate residents.

(2) The DEM will issue a warning to the public to evacuate and then coordinate evacuation operations.

(3) The DEM will action the Emergency Response, and

a) alert Emergency Management Agency members, and mobilize those as required;

b) determine if all or any part of the municipality needs to be evacuated and, if so, in what order;

c) recommend to Mayor and/or Council to declare a state of local emergency, (SOLE);

d) advise the Directors of Emergency Management in neighbouring communities intended to receive evacuees to activate their Reception Centre Plans. Also provide the expected numbers and times of arrival for evacuees;

e) alert all surrounding schools, the Regional Health Authority, institutions, etc.;

f) assess need for mutual aid assistance; and

g) notify Alberta Municipal Affairs, Emergency Management Alberta.

Possible Collection Areas

(1) For purposes of evacuation, the Town of Raymond is divided into four areas with a collection point designated for each area. Any, all or none of the areas may be used;

Area	NW	LDS Church Taylor Street Chapel
Area	NE	LDS Church Knight Street Chapel
Area	SW	LDS Stake Centre
Area	SE	Ag Building (Fair Grounds) - Pets

(2) Evacuees should be advised to report to the applicable collection centre before being transported to a designated reception centre.

Transportation

(1) It is anticipated that most people will provide their own transportation during an evacuation. However, any person in the need of transportation should contact the Town of Raymond office to make arrangements.

(2) Persons physically unable to go to the designated collection points must pre-arrange for pick-up by appropriate transportation.

(3) Persons with extra space in their vehicles will be requested to assist others needing transportation from collection points.

(4) Further instructions for evacuees will be given with the official public announcement and evacuation advisory.

Schools

School children and staff will be evacuated in accordance with the Schools' Emergency Plan.

Institutions

Evacuation of patients or residents from the Hospital, Prairie View Lodge (Good Sam Centre) and Ridgeview Lodge will be supported by this MEP.

3.2 Town of Raymond - Evacuation Plan - Summary

The three stages of Evacuation are:
1. Evacuation Alert – to inform the Town of a potential or current threat which could lead to an evacuation.
2. Evacuation Order – when it is issued the impacted population should leave the specified area immediately. It must include the fact that evacuation is mandatory.
3. Evacuation Rescind – It is issued when the DEM and the Incident Commander determine that it is safe to return and the evacuated area can adequately support the returning population.

If an Evacuation Order is made, every person within the area that is the subject of the evacuation order must leave the area immediately, or if a deadline for evacuation is specified in the evacuation order, by that deadline. Stated clearly, evacuation is mandatory for the area described in the Evacuation Order.

Preparation

If time is available, an Evacuation Alert or a notice of intent to evacuate the area(s) will be given, residents should be informed to:

a) alert all family members, immediately;

b) maintain constant knowledge of whereabouts of all family members;

c) private motor vehicles should be prepared and fuelled;

d) emergency supplies should be readied; and

e) prepare their home to be secure on departure.

Equipment

Most important items for residents to take, time permitting, are 72 Hour Kits and or:

a) protective clothing - clothing appropriate to the weather conditions; such as a parka, winter jackets, overcoat, rain gear, boots, gloves, etc. and extra functional clothing for an extended stay;

b) emergency equipment - first aid kit, flashlights, portable radios, batteries, basic tools, matches, candles, etc.;

c) personal items - medicines, money, personal papers, identification, etc.; and

d) emergency food and water - basic utensils, dry foods, high energy snacks, etc.

Optional Items

The following items, if available time and space permit, could prove useful in temporary accommodations and would lessen the burden on the hosting municipality:

a) bedding - sleeping bags, extra blankets, camp cots, or air mattresses;

b) Camping or portable furniture - lawn chairs, camp stoves, cooking utensils, etc.;

c) Recreational materials - books, cards, games, portable TV's, handheld video games, etc.

Prohibited Items

Alcoholic beverages, firearms, or dangerous articles are not permitted in an Emergency Centre.

Pets

Pets are not permitted in any Emergency Centre. However, pets can be taken to the Raymond AG Centre during an emergency. Residents should take pet food with the pet. A photo of each pet and its owner will be taken for identification purposes.

Official service dogs are not considered pets and are permitted in Emergency Centres.

Security

Residents should be informed that on evacuating, they should secure their homes (i.e., doors/windows locked, heat turned off/down, etc., (instructions will be issued) and "attractive" items stored indoors, time permitting.

Medications/Drugs

Medications should be taken along with the person. Evacuees should inform Registrar at Evacuation Reception Centre of any special medical needs.

3.3 Town of Raymond Re-Entry Plan – Summary

The Re-entry Plan and the re-entry are the responsibility of the Town with advice from others. It is important to manage resident's expectations regarding levels of service and safety precautions. Major decisions should be carefully guided by a legal framework. The AEMA Field officers should be consulted regularly by Town staff.

The following three stages will apply when planning a Town of Raymond re-entry:

Stage 1. Damage Assessment. During this stage access into the Town should be restricted to agencies and private service providers with key roles in damage assessment. All damage and safety concerns should be accurately documented;

Stage 2. Restoration of Services. During this stage the restoration of services required in order to enable safe, sustainable living to an acceptable level. ie. it is not expected that services would be restored to the level and quality that existed before evacuation.

Stage 3. Community Re-entry. Once it is deemed safe to return. The decision to re-enter Raymond must be based on accurate information provided by members of the Emergency Advisory Committee, the Emergency Management Agency, Town staff, Alberta Health Services and other agencies as necessary.

3.4 Communications

Accurate and consistent communication to residents and AEMA is crucial. If homes or businesses have been destroyed or badly damaged the impacted owners should be notified prior to an announcement of re-entry. Timings, stages, routes and transportation restrictions of re-entry must be clearly stated. A Town of Raymond Welcome Centre should be established. A Re-entry Guidelines Information Package should be provided.

3.5 Reception Centre Plan

General

(1) Local conditions or conditions in neighbouring municipalities may result in an evacuation being carried out and it may be necessary to establish a Reception Centre(s) to meet the immediate emergency needs of the evacuees.

(2) Although it is not expected that evacuees would require assistance for a lengthy period, the possibility of providing shelter and assistance for an extended stay should not be discounted.

(3) Details for accessing the necessary resources will be dealt with by Council and the DEM.

Reception Centres

(1) Reception Centre(s) will be activated by the DEM or the designated Disaster Social Services Manager to provide for the immediate needs of evacuees.

(2) Primary Reception Centre(s) will be at:

Name of Building	Capacity		
LDS Stake Centre	1,000		

(3) Alternate Reception Centre(s) will be at:

Name of Building	Capacity		
Ag Building	200		
Red Barn	160		

Reception Centre Kit

A Reception Centre Kit containing registration forms, inquiry forms, signage, portable loudspeaker and other supplies is stored in the DEMs office.

Reception Centre Services

The following services will be provided, as required, at the Reception Centre(s):

(1) Registration & Inquiry Service

a) A Registration & Inquiry Service will be provided to register all evacuees arriving at the Reception Centre(s) in order to facilitate the handling of inquiries and reuniting of family members.

b) Central Registry & Inquiry will be set up at the Town Office to process all registrations and handle inquiries about missing family members. Telephone communications will be arranged and the phone number for the public to contact Central Registry & Inquiry will be publicized.

c) Registration & Inquiry forms are stored at the Town Office. Additional forms can be obtained by contacting Alberta Municipal Affairs, Emergency Management Alberta.

d) (2) Emergency Food Services

Cooking facilities in the buildings selected as Reception Centres will be used to provide nourishment and light snacks for the evacuees upon their arrival and hot meals for the duration of Reception Centre activities. Feeding of emergency response and rescue personnel may also be required and arrangements will be made at the Reception Centres. Alberta Health will be contacted to provide advice to ensure that health and sanitation standards are maintained.

(3) Emergency Lodging Service

a) The following can provide emergency lodging:

Facility Name		
Ag Building		
The Church of Jesus Christ of Latter-day Saints		
Stake Centre		

(4) Personal Services

a) Personal Services will provide for the initial support to disaster victims at the Reception Centre(s) by providing for individual needs of evacuees not included in other Reception Centre services, such as:

- ❖ informing them of immediate help available
- ❖ offering temporary care for unattended children and dependant adults
- ❖ providing for immediate medical needs
- ❖ offering immediate psychological support and assessing the need for long term support

b) The following agencies may provide Personal Services support:

Name of Agency	Type of Support	Contact	Phone No.
The Church of Jesus Christ of Latter-day Saints	Volunteer workers		
Raymond Care Centre	Medical		
Alberta Health Services	Medical		
Raymond Rotary and Lions Clubs	Volunteer workers		

(5) Volunteer Services

a) Volunteer Services will be set up to recruit, register and assign volunteers and volunteer groups offering support to the Reception Centre. (**Reference - Part 2 - Municipal Administration**)

b) The following local volunteer groups/agencies have agreed to provide the services listed:

3.6 Designated Disaster Social Services Functions

The following Disaster Social Service functions may be assigned:

Position	Name	Number	Alternate	Number
1. Disaster Social Services Manager				
2. Reception Centre Manager				
3. Registration & Inquiry Coordinator				
4. Emergency Clothing Coordinator				
5. Emergency Food Services Co-ordinator				
6. Emergency Lodging Coordinator				
7. Personal Services Coordinator				
8. Volunteer Services Coordinator				

Alberta Family & Social Services Assistance

The DEM, who anticipates a need for provincial government involvement in the delivery of Disaster Social Services, may make arrangements with the District Office Manager of Alberta Human Resources and Employment to assume the role of Disaster Social Services Manager. In this case, the District Office Manager will be included in local planning activities so that department resources can be efficiently and realistically tasked and co-ordinated.

District Office Managers who are not appointed by a municipality to a local Disaster Social Services management role may be requested by a local authority to assist in managing the delivery of Disaster Social Services during an emergency.

Direction and control of committed department resources will be exercised by designated staff of Alberta Human Resources and Employment under the overall direction of the municipal Director of Emergency Management.

Costs incurred in the provision of Disaster Social Services, excluding government employee's salaries, are normally the responsibility of the municipality.

Alberta Human Resources and Employment support can be requested.

Supplies and Additional Services

Arrangements will be made with local merchants to provide supplies to support the needs of the Reception Centre(s). They will be obligated to submit statements to the Director of Emergency Management concerning methods of payment, amounts of supplies needed, etc. (**Reference - Part 2 - Municipal Administration**)

3.7 Municipal Support To Health Care Centre Emergency Plan

General

In the event it becomes necessary to implement the Raymond Health Care Centre Emergency Plan, the municipality will provide assistance as follows:

Casualty Transport Vehicles - Volunteer

(1) The DEM will coordinate arrangements for Casualty Transport Vehicles with the Emergency Medical Services (Ambulance).

(2) Volunteers must be registered and provided with full instructions before they proceed with their task.

(3) Coordination of casualty movement from site will be under the direction of the Emergency Medical Services (Ambulance).

On-Site Assistance

First Aid volunteers from the community may assist in casualty care on-scene. Emergency medical services will coordinate those services on-site.

Public Utilities

Essential services (water, gas, electricity, and telephone) will be the responsibility of each respective utility service.

Public Information

(1) News releases to the public and news media will be coordinated by the municipal public information manager. Media will not be allowed in the health care centre or Casualty Information Centre.

(2) A Casualty Information Centre will be located at the Raymond Hospital.

Communications

Radio communications between the health care centre and emergency services are with the:

a) site (ambulance/health care centre-radio);

b) municipality (telephone/messenger); and

c) Casualty Information Centre (telephone/messenger).

3.8 Municipal Support To Prairie View Lodge (Good Sam) Emergency Plan

General

In the event the Raymond Long Term Care Centre needs to evacuate the residents, the municipality will provide support as follows:

Evacuation

Evacuation of the Long Term Care Centre is under the direction and control of the Centre's Administration and staff. (**Reference - Part 4**)

Emergency Services

Request for additional municipal emergency resources from administration will be directed to the DEM.

On-Site Operations

Police, fire, and ambulance will assume their normal functions and, provide:

a) traffic control;
b) security for facility and holding area;
c) care for injured;
d) assist with the evacuation; and
e) auxiliary emergency communications

Municipal Support

The DEM or designate will:

a) arrange for a temporary evacuee holding area if necessary;

b) public information and news releases will be coordinated by the municipal public information manager and the administrator; and

c) arrange for auxiliary transport vehicles for evacuees, if required.

3.9 Municipal Support To Ridgeview Lodge Emergency Plan

General

In the event a Raymond Seniors' Home needs to evacuate the residents, the municipality will provide support as follows:

Evacuation

Evacuation of the Seniors Home is under the direction and control of Administration and Staff. (**Reference - Part 4**)

Emergency Services

Request for additional municipal emergency resources from administration will be directed to the municipal Director of Emergency Management.

On-Scene Operations

Police, fire and ambulance will assume their normal functions and, provide:

a) traffic control ;
b) security for facility and holding area;
c) care for injured;
d) assist with the evacuation; and
e) auxiliary emergency communications.

Municipal Support

The DEM or designate will:

a) arrange for a temporary evacuee holding area if necessary;

b) provide stretchers or blankets if needed;

c) public information and news releases will be coordinated by the municipal public information officer and the Seniors' Home administrator; and

d) arrange for auxiliary transport vehicles for evacuees, if required.

3.10 Municipal Support To School Emergency Plans

General

In the event a Raymond School implements their emergency plan, the Town will provide support as follows:

Additional Emergency Services

Requests for emergency services, above the normal police, fire, and ambulance services, will be directed to the DEM.

On-Scene Operations

On-scene operations will follow the Level 1, 2, or 3 Emergency Response procedure. (**Reference - Part 2**)

Municipal Support

In coordination with school administration, the DEM will:

a) establish communication links with school administration and site operations;

b) arrange for auxiliary transportation;

c) establish an evacuee holding area; and

d) provide some stretchers or blankets.

3.11 Disaster Recovery Plan

General

A disaster will cause extensive personal suffering and extensive loss or damage to property, requiring broad range of resources and assistance to those affected. The establishment of a Disaster Victims Assistance Centre is the most effective method of providing immediate and mid-term services to victims of the disaster.

Establishment of a Disaster Victims Assistance Centre

The Director of Emergency Management, in liaison with the local Emergency Management District Officer will conduct an on-site assessment of the situation and recommend the establishment of a Disaster Victims Assistance Centre. The Raymond Senior Centre is designated as the Disaster Victims Assistance Centre. (**Reference - Part 4 - Disaster Victims Assistance Centre**)

Disaster Recovery Priorities

If the municipality suffers from widespread disaster or major emergency, the municipality must set priorities for:

a) preparation of a damage and loss assessment for Disaster Recovery Program;

b) restoration of community services (utilities, transportation, community support services, schools, institutions, etc.);

c) resumption of business operations; and

d) rebuilding and restoration of social services/activities to pre-incident conditions.

3.12 Disaster Recovery Program

There is no disaster recovery program permanently in place. The provincial government may authorize a program after evaluation of all the circumstances following a widespread disaster.

If Raymond suffers from a disaster or emergency, and you think disaster recovery assistance may be appropriate, then take the following action:

(1) Immediately advise your local Emergency Management Alberta District Officer or Alberta Municipal Affairs, Emergency Management Alberta in Edmonton of your request for recovery assistance.

(2) Without delay, collect all available information as to the extent of the problem, including the cause, the number of people, homes, farms,

businesses and public property affected and in what manner. Record all costs related to emergency operations.

(3) Assist Alberta Municipal Affairs, Emergency Management Alberta and other government departments in the collection of information and registration if a program is announced.

3.13 Disaster Relief Fund

The Province of Alberta has established a Disaster Relief Fund. Contact the AEMA Field Officers for details and applicability to the Town of Raymond should a disaster occur.

Part 4

References

DANGEROUS GASES		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Tendency of people to disperse	
4.	Disruption of traffic	
5.	Explosions and fires	
6.	Hazards to humans and livestock	
7.	Disruption of business and industrial activities	
8.	Evacuation	
B.	**Potential Actions**	**Agency Responsible**
1.	Establish an emergency headquarters	Local Government/DDS
2.	Establish adequate communications	Police/Fire/DDS
3.	Rescue and fire fighting	Fire Department/Rescue Services
4.	Determine nature and effects of the gas	Police/Medical/Industry
5.	Warn adjacent areas and define area of risk	Police/Fire/Industry
6.	Evacuate area	Police
7.	Eliminate further escape of gases	Engineering/Industry
8.	Notify hospitals and casualties, including number and type	Medical/Police
9.	Establish temporary morgue	Police/Medical Examiner
10.	Establish a news release system, including instruction to the public	Local Government Authority
11.	Establish social services	Social Services/FCSS
12.	Establish traffic control	Police
13.	Establish evacuation routes	Police/DDS
14.	Set up an inquiry service	Social Services/FCSS
C.	**Equipment**	**Source**
1.	Ambulances	Medical/Police/Volunteers
2.	Fire fighting and rescue equipment, including respirators and resuscitators	Fire/Police/Rescue Services
3.	Communication equipment	Police/DDS
4.	Decontaminating equipment	Industry/Fire/DDS
5.	Mobile public address equipment	Fire Department/Police/DDS
6.	Barricades	Engineering
7.	Anti-gas clothing, if necessary	Rescue Services/Police/Fire
8.	Emergency feeding facilities	Social Services/FCSS

EXPLOSION		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Trapped persons	
4.	Damage to property	
5.	Infrastructure damage - roads and bridges, utilities, buildings	
6.	Fires, explosions and fire hazards	
7.	Escape of gases	
8.	Flooding	
9.	Slides and/or seismic waves	
10.	Dangers to public health	
11.	Evacuation of population and livestock	
12.	Jurisdictional problems	
B.	**Potential Actions**	**Agency Responsible**
1.	Establish an emergency headquarters	Local Government/DDS
2.	Mobilize necessary manpower and equipment	Local Govt/Canada Employment Centres
3.	Request outside assistance, including military	Local Government
4.	Rescue	Police/Fire/Rescue Services
5.	Establish adequate communication (internal and external)	Police/DDS
6.	Establish medical facilities	Emergency Health Services
7.	Establish emergency social services	Social Services/FCSS
8.	Establish temporary morgue	Police/Medical Examiner
9.	Establish control of population	Police
10.	Coordination and administration of incoming aid	Local Government
11.	Establish a news release system	Province/DDS/Municipal PIO
12.	Set up an inquiry service	Social Services/Volunteer Agencies
13.	Eliminate hazards from damaged utilities	Police/Fire
14.	Establish salvage operations of essential items, if necessary	Police/Fire
C.	**Equipment**	**Source**
1.	Transportation vehicles	Road/Rail/Air Authorities
2.	Rescue equipment, all types	All agencies
3.	Public service maintenance vehicles	Engineering/Utilities
4.	Mobile generators, lighting & commercial equipment	Province/Fire/DDS/Industry
5.	Medical units and supplies	Health Services
6.	Emergency feeding facilities	Social Services/FCSS
7.	Piping for emergency repairs to water and sewage facilities	Engineering/Industry
8.	Tank cars for drinking water	Utilities/Railways/Dairy Trucks
9.	Mobile public address equipment	Police/Fire/DDS/Radio Stations

FIRE - Major		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Damage to property	
5.	Sudden hospital requirements	
6.	Disruption of traffic and communications	
7.	Explosions and other hazards	
8.	Collapse of buildings	
9.	Disruption of buildings	
10.	Evacuation	
B.	**Potential Actions**	**Agency Responsible**
1.	Establish an emergency headquarters	Local Government/DDS
2.	Establish adequate communications	Police/Fire/DDS
3.	Define a working area and establish a control perimeter	Police
4.	Secure disaster scene for subsequent investigation	Police
5.	Rescue and firefighting	Fire Department/Rescue Services
6.	Control panic in firefighting area	Police
7.	Establish routes for emergency vehicles	Police
8.	Notify hospital of casualties, including number and type	Medical/Police
9.	Establish temporary morgue, if required	Police/Medical Examiner
10.	Establish traffic control	Police
11.	Establish crowd control	Police
12.	Eliminate hazards from damaged utilities	Engineering/Utilities
13.	Warning of spread of fire	Police/News Media
14.	Establish a news release system	Local Government Authorities
15.	Set up an inquiry service	Social Services/FCSS
16.	Establish a social service	Social Services/FCSS
C.	**Equipment**	**Source**
1.	Firefighting and rescue equipment	Fire Department
2.	Ambulances	Private/Hospitals
3.	Water tankers, i.e. street cleaners	Engineering
4.	Relay pumps	Engineering
5.	Communication equipment	Fire Department/Police/DDS
6.	Auxiliary lighting	Engineering/Utilities/Fire Department
7.	Blankets and food	Social Services/FCSS
8.	Mobile public address equipment	Police/Fire/DDS

TORNADO or HEAVY WINDSTORM		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Disruption of community	
4.	Disruption of utilities	
5.	Damage to property	
6.	Disruption of traffic and communications	
B.	**Potential Actions**	**Agency Responsible**
1.	Warning of imminence	Meteorological Service/CBC/Other News Media
2.	Establish an emergency headquarters	Municipal Government/DDS
3.	Establish adequate communications	Police/DDS
4.	Define a working area and establish a control perimeter	Police
5.	Establish routes for emergency vehicles	Police
6.	Notify hospitals of casualties, including number and type	Medical/Police
7.	Rescue	Fire/Police/Rescue Service
8.	Establish a temporary morgue	Police/Medical Examiner
9.	Eliminate hazards from damaged utilities	Engineering/Utilities
10.	Establish a news release system	Police/DDS/Alberta Municipal Affairs – PIO
11.	Protection of property	Police
12.	Establish emergency feeding services	Social Services/Volunteer Services/FCSS
13.	Establish an inquiry service	Social Services/FCSS
14.	Provide auxiliary power	Engineering/Utilities
15.	Clear debris	Engineering
C.	**Equipment**	**Source**
1.	Rescue equipment	Police/DDS/Industry
2.	Fire equipment	Fire Department
3.	Ambulances	Medical/Transportation/Police
4.	Road clearing equipment	Engineering
5.	Barricades	Engineering
6.	Auxiliary generators	Various Sources
7.	Mobile public address equipment	Police/DDS/Radio Stations

EXTENDED POWER FAILURE		
A.	**Possible Major Effects**	
1.	Casualties - indirect effects due to lack of power	
2.	Deaths - as above	
3.	Panic - real danger in crowded areas	
4.	Disruption of traffic	
5.	Disruption of utilities	
6.	Trapped persons	
B.	**Potential Actions**	**Agency Responsible**
1.	Establish a headquarters for restoration of power	Power Authorities
2.	Establish a headquarters for emergency services to community	Local Government/DDS
3.	Restore power	Power Authorities
4.	Establish a priority for essential requirements	Local Government/DDS
5.	Control the allocation of auxiliary power	Power Authorities/DDS
6.	Establish a news release system and keep population informed	Power Company Authorities
7.	Establish traffic control	Police
8.	Protection of property by requesting assistance in law enforcement	Police
9.	Establish special assistance to aged, infirm and home patients	Social Services
10.	Establish an inquiry service	Social Services/Volunteer Agencies/ FCSS
11.	Establish adequate emergency communications	Telephone/Radio Facilities
12.	Organize an emergency transportation pool	Engineering Department/DDS
13.	Ascertain the status of water and food and arrange distribution	Health/Social Services/DDS
14.	Release trapped persons in electrically operated devices	Specialists
15.	Assess danger to public health and provide emergency services	Health
16.	Lack of heat for schools and public buildings	Engineering/School Boards
C.	**Equipment**	**Source**
1.	Auxiliary power	Engineering Department/Any other source of supply
2.	Auxiliary heaters	Engineering Department/Any other supply source
3.	Mobile public address equipment	Police/DDS
4.	Auxiliary lighting	Engineering/Police/Fire Department/Retail Stores, etc.
5.	Emergency lodging and feeding	Social Services and Voluntary Organizations

TRANSPORTATION - Road		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Fires and explosions	
4.	Trapped persons	
5.	Disruption of traffic	
B.	**Potential Actions**	**Agency Responsible**
1.	Establish an emergency headquarters	Police/DDS
2.	Establish adequate communications	Police/DDS
3.	Request additional police assistance	Police
4.	Establish routes for emergency vehicles	Police
5.	Request doctors, ambulances, wreckers, fire truck and heavy equipment, as required	Police
6.	Notify hospitals of casualties, including number and type	Medical/Police
7.	Define a working area and establish a control perimeter	Police
8.	Establish temporary morgue, if required	Police/Medical Examiner
9.	Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	Police/Medical Examiner
10.	Establish a news release system	Police/EMS
C.	**Equipment**	**Source**
1.	Wrecker/tower equipped with cutting torches	Police/Garage
2.	Fire fighting equipment	Fire Department
3.	Barricades to control traffic	Engineering Department
4.	Radio test equipment if accident involves radioactive material	Industry/EMS/DDS/Province
5.	Test equipment for dangerous gases, where applicable	Industry/Fire/DDS/EMS

TRANSPORTATION - Rail		
A.	**Possible Major Effects**	
1.	Casualties	
2.	Deaths	
3.	Fires	
4.	Disruption of rail traffic	
5.	Disruption of railway communications	
B.	**Potential Actions**	**Agency Responsible**
1.	Warn other traffic	Train crew or first on scene
2.	Establish an emergency headquarters (at scene or divisional point)	Railway Staff
3.	establish adequate communications	Railway Staff
4.	Request a relief train	Railway Staff
5.	Give an accurate and complete report of accident	Railway Staff
6.	Request police/fire/ambulance, doctors, and heavy equipment when reporting accident	Railway Staff
7.	Organize rescue parties as required	Railway Staff
8.	Notify hospitals of casualties, including number and type	Medical/Police
9.	Arrange temporary reception area for casualties	FCSS/Social Services
10.	Dispatch ambulances to ensure proper distribution of casualties	Medical/Police
11.	Establish control routes for emergency vehicles	Police
12.	Define a working area and establish a control perimeter	Railway Staff/Police
13.	Establish a temporary morgue	Police/Medical Examiner
14.	Restrict entrance to work area if accident involves dangerous goods	Railway Staff/Police
15.	Establish a news release system	Railway Company Authorities
16.	Set up an inquiry service	FCSS/Social Services/Volunteers
C.	**Equipment**	**Source**
1.	Relief train	Railway Authorities
2.	Ambulances	Medical Authorities
3.	Firefighting equipment	Fire Department
4.	Heavy recovery equipment, cutting torches	Railway Authorities/DDS
5.	Special Equipment for handling Dangerous Goods	Suppliers/Province
6.	Auxiliary Lighting	Police/Fire/DDS/Railway Staff
7.	Mobile public address system	Police/DDS
8.	Emergency feeding facilities	FCSS/Social Services