
MUNICIPAL EMERGENCY PLAN SUMMARY

KANANASKIS IMPROVEMENT DISTRICT

Mailing Address:
Kananaskis Improvement District
PO Box 70
Kananaskis Village, AB
T0L 2H0

Community Development and Sustainable
Resource Development Administration:
2nd Floor, Canmore Provincial Building
Suite 201, 800 Railway Avenue
Canmore, AB
T1W 1P1

Office Hours: Monday to Friday 0815-1630
Phone: 591-7774
Fax: 591-7123

KANANASKIS EMERGENCY SERVICES CENTRE:

24 hour emergency:	591-7767
Business:	591-7755
Fax:	591-7123

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1.1 PURPOSE

The purpose of this plan is to provide a prompt and coordinated response to emergencies affecting the Kananaskis Improvement District.

1.2 APPLICATION & CONCEPT

This plan is not designed to replace existing procedures for dealing with normal emergencies in the Kananaskis Improvement District. 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 Kananaskis Improvement District Municipal Emergency Plan is issued by council under the authority of and in conjunction with:

- (1) The Disaster Services Act, Revised Statutes of Alberta 2000. Chapter D-13 with amendments in force as of December 4th, 2002.
- (2) The Kananaskis Improvement District Ministerial Order # 6/99 dated 07 January 1999.
- (3) The Operating Plans and Procedures as directed by the Alberta Department of Community Development.

1.4 MUNICIPAL EMERGENCY PLAN

- (1) The development and maintenance of the Kananaskis Improvement District Municipal Emergency Plan (M.E.P.) is the responsibility of the Director of Disaster Services and the disaster services agency. The plan is organized as follows:

<u>Part 1</u>	Emergency Management
<u>Part 2</u>	Emergency Operations Procedures
<u>Part 3</u>	Emergency Response Plans
<u>Part 4</u>	References
<u>Part 5</u>	Municipal Fire / Rescue Response Guidelines *
<u>Part 6</u>	Mountain Rescue Emergency Response Guidelines*

(*) denotes separate binder

- (2) This plan must be reviewed annually with the Disaster Services Committee.

1.5 PLAN ACTIVATION

This plan 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 Ministerial Order
(Reference – Part 2.1.6 – Declaration of a State of Local Emergency)
- (2) On a declaration of a Provincial State of Emergency by the Lieutenant Governor in Council in accordance with Section 18 of the Disaster Services Act.
- (3) When *NO* declared state of emergency exists by the Director (subject to immediate report to a Member of Council and prompt ratification by 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 Disaster Services.
- (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

“**council**” means:

- i) the council of a city, town, village, summer village, municipal district, or specialized municipality.
- ii) the council of a county under the *County Act*.
- iii) the council of a town under the *Parks Towns Act*, or
- iv) the council of a municipality incorporated by a Special Act.

“**declaration of a state of local emergency**” means a declaration by Director of Disaster Services or designate of the Kananaskis Improvement District to create a legal state of affairs of a temporary nature in which extraordinary action may be taken to address prevailing conditions pursuant to section 21 of the *Disaster Services Act*;

“**director of disaster services**” means the person appointed by Ministerial Order as the Director of the Disaster Services Agency.

“**disaster**” means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property.

“disaster services agency” means an organization that acts as the agent of the Director of Disaster services to carry out his / her statutory powers and obligations as prescribed in the Ministerial Order.

“disaster services committee” a subcommittee of the Emergency Services Committee

“emergency” means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

“emergency operations centre” means the physical location in the Kananaskis Improvement District where representatives from the Disaster Services 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.

“level 1 emergency” means an incident in which the Kananaskis Improvement District has the capability to manage and control the incident utilizing its own resources and expertise. Generally, this is an emergency of short duration (approximately under 8 hours) and low impact to the Improvement District.

“level 2 emergency” means an incident that requires, in addition to normal emergency services response, municipal support for coordination of on-site operations. It may require assistance of mutual aid partners. Generally, this is an incident of short duration (approximately under 8 hours) and high impact to the Improvement District.

“level 3 emergency” means an incident that requires level 2 response with additional government support to coordinate emergency activities. Generally, this is an incident of long duration (approximately over 8 hours) and high impact to the Improvement District.

“local authority” means

- (i) the council of a city, town, village or municipal district,
- (ii) in the case of an improvement district, the Minister responsible for the *Municipal Government Act*,
- (iii) in the case of a special area, the Minister responsible for the *Special Areas Act*,
- (iv) the settlement council of a settlement under the *Metis Settlements Act*,
- (v) 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) in which it is agreed that the park superintendent is a local authority for the purposes of this Act, or
- (vi) the band council of an Indian band where an agreement is entered into with the Government of Canada under section 9(b) in which it is agreed that the band council is

a local authority for the purposes of this Act;

“risk assessment” means the document identifying known risks to the Kananaskis Improvement District, 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.

1.8 EMERGENCY SERVICES ORGANIZATION

- (1) The Regional Director, Natural Resources Service, Alberta Environmental Protection is responsible for the direction and control of the municipal emergency response as per Ministerial Order, unless the Government of Alberta assumes direction and control under Section 15 of the Act.
- (2) When the municipal emergency plan is activated, coordination of emergency response is delegated to the:
 - a) **Director of Disaster Services:** The Director or designate will act as coordinator of all emergency services and resources used in the emergency.
 - b) **Emergency Site Manager (ESM):** The Director of Disaster Services will appoint an on-site manager who may 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):** An off-site Emergency Operations Centre may be established under the management of the Director of Disaster Services. This will normally be the EOC that is identified in **Part 2.2 – Emergency Operations Centre (EOC)**.

1.9 RESOURCES

The primary resources utilized during an emergency will be the manpower, equipment and supplies of the Kananaskis Improvement District. In the event that these prove inadequate, the Director of Disaster Services will access the various resources identified in **Part 2 – Operations Procedures**.

1.10 MUTUAL AID ASSISTANCE

Requests for mutual aid assistance from other municipalities with whom mutual aid agreements exist shall be made in accordance with that/those agreements(s). Copies of those agreements are included in Part 3 of this plan. There are three distinct types of mutual aid agreements:

- (1) Fire mutual aid agreements;
- (2) Disaster mutual aid agreements with neighboring municipalities;
- (3) Industrial mutual aid agreements.

Fire mutual aid requests may be initiated by the Fire Chief or Fire Duty Officer, who has standing authority to request or respond to requests for assistance, subject to notification of Kananaskis Improvement District council at the earliest opportunity.

Disaster mutual aid requests between municipalities may be initiated by the Director of Disaster Services subject to immediate notification and approval by council.

Industrial mutual aid requests may be initiated by the signatories as indicated in the agreement. These may vary from one agreement and/or municipality to the next.

1.11 ALBERTA GOVERNMENT ASSISTANCE

Should municipal and mutual aid resources be insufficient to deal with the emergency, assistance may be requested from government sources. The procedure is outlined in **Part 2.3 – Director of Disaster Services**.

1.12 PUBLIC PROTECTION

If evacuation or in-place sheltering of Kananaskis Improvement District residents is required, notification and evacuation operations will be coordinated by Kananaskis Emergency Services.

If the Alberta Emergency Public Warning System services the area, it may be activated by the local municipality or the Weather Office to increase public safety in life-threatening situation. **(Reference – Part 2.1 – Alert / Warning Procedures & Part 3.1 – Evacuation Plan)**

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 factual and descriptive as to what actions are being taken to bring the emergency under control. **(Reference – Part 2.1 – Public Information Procedures)**

1.14 ANNEXES

Annex “A” – Organization of Municipal Disaster Services
Annex “B” – Distribution List

Annex “C” – Plan Amendment Record

ORGANIZATION OF MUNICIPAL DISASTER SERVICES

