

Town of Hinton

MUNICIPAL EMERGENCY MANAGEMENT PLAN

December 2019



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ACRONYMS

AEMA	Alberta Emergency Management Agency	HAZMAT	Hazardous Materials
AHJ	Authority Having Jurisdiction	HIRA	Hazard Identification and Risk Assessment
AHS	Alberta Health Services	ICS	Incident Command System
DRP	Disaster Recovery Program	MEMP	Municipal Emergency Management Plan
EMP	Emergency Management Plan	MVI	Motor Vehicle Incident
EOC	Emergency Operations Centre	PESS	Provincial Emergency Social Services
ERG	Emergency Response Guidebook	POC	Provincial Operations Centre
ESS	Emergency Social Services	SOLE	State of Local Emergency
GIS	Geographic Information System		

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AMENDMENT PROTOCOL

This Emergency Management Plan (EMP) will be reviewed, validated and updated annually, or as required, by the Director of Emergency Management or designate.

All amendments will be distributed to each individual plan holder who will be responsible for incorporating them as they are received. A record of all amendments will be maintained using the Record of Revisions at the front of this EMP.

As a registered holder of this plan, you have an obligation to assist in the maintenance of accurate and up to date information. If you detect an error in the plan, or subsequent to its revision publication date, become aware of any changes to any information contained herein, please forward such information as soon as possible to:

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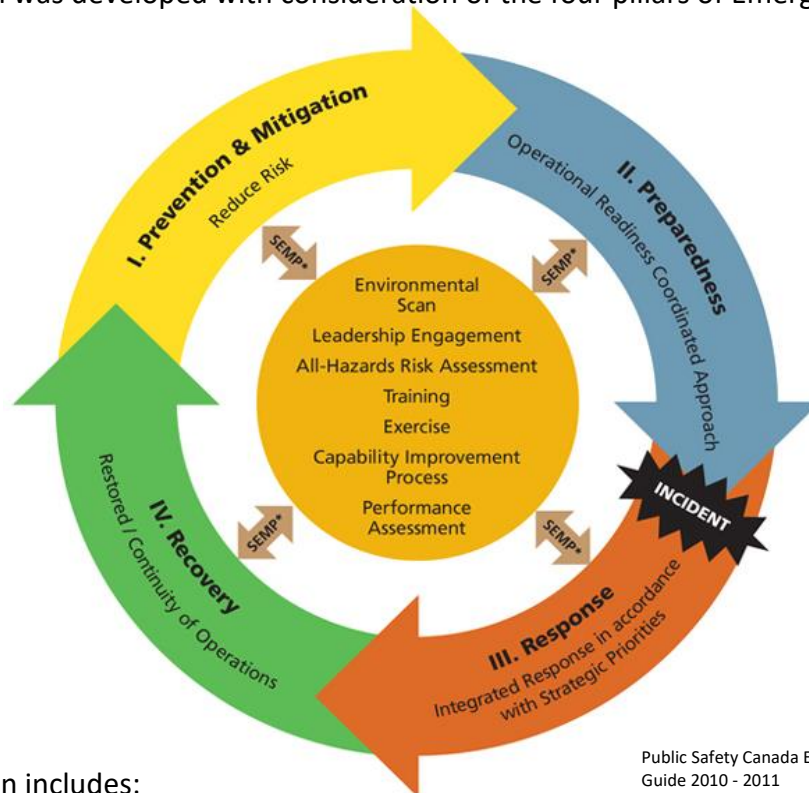
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1.0 PLAN OVERVIEW

1.1 Purpose

The purpose of the Town of Hinton's Municipal Emergency Management Plan (hereinafter referred to as the plan) is to provide a framework for the appropriate organizational structures and operational procedures to effectively respond to any incident affecting the community regardless of size or complexity.

This plan was developed with consideration of the four pillars of Emergency Management:



Public Safety Canada Emergency Management Planning
Guide 2010 - 2011

The plan includes:

- Overview of existing emergency management and public awareness programs
- Training and exercising requirements
- Criteria for plan activation
- Procedures or Emergency Operations Centre notification / activation
- Role specific checklists
- An Evacuation Response Plan
- Incident specific response actions
- Geographical map of the area including vulnerable populations, critical infrastructure, reception centres and primary evacuation routes
- Recovery objectives

1.2 Scope

This plan applies to any actual or anticipated emergency or disaster that could impact the Town of Hinton, whether within or outside of Town boundaries. Incident specific response procedures are included within the plan for scenarios which are most likely to occur and / or will have the greatest impact on life, safety, the environment and infrastructure in the area.

This plan does not address emergencies that are handled under normal circumstances by on-scene first responding agencies.

1.3 Legal Authority

The authority for the activation and implementation of this plan is derived from:

- Province of Alberta Emergency Management Amendment Act, Revised Statutes of Alberta 2000, Chapter E-6.8
- Province of Alberta Local Authority Emergency Management Regulation
- Town of Hinton Bylaw # 1144 – Emergency Management Bylaw

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2.0 PLAN PRINCIPLES AND PREPAREDNESS

2.1 Emergency Management Program

The Town of Hinton's Emergency Management Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management activities, plans and procedures. The program is reliant on the various partners who contribute to the overall success of the program and ensure that each component remains current and to the required regulatory and best practice standards.

The various roles and responsibilities of each partner are outlined below which include responsibilities towards the maintenance of the program, as well as responsibilities during an incident.

Mayoral Roles and Responsibilities:

When no disaster / emergency exists:

- Address policy needs to meet the needs of an incident
- Acts as the Chair of the EAC

During a disaster / emergency:

- Declare a State of Local Emergency (SOLE)
- Liaise with political counterparts in other municipalities and other levels of government as needed

Council Roles and Responsibilities:

When no disaster / emergency exists:

- All Council members are members of the EAC

During a disaster / emergency:

- Borrow any money necessary to pay expenses caused by the emergency
- Enter into agreements with and make payments or grants to persons or organizations for the provision of services in the development or implementation of MEMP and related programs
- Expend all sums required for the response to and recovery from an emergency event

Emergency Advisory Committee Roles and Responsibilities:

When no disaster / emergency exists:

- Guide and direct the Town's Emergency Management Agency in development of MEMP and related programs
- Approve MEMP
- Assess hazards, risks and mitigation strategies affecting the local authority
- Determine the level of Emergency management resourcing for the Town

During a Disaster / Emergency:

- Maintain regular Council member duties to the extent possible
- Provide political, financial and resourcing support to the EMA
- May be required to declare State of Local Emergency
- Make application to the Disaster Recovery Program (DRP) to provide financial assistance to individuals, small businesses, non-profit organizations, municipalities and government departments for uninsurable loss and damages
- Seek reasonable remuneration by the Person who caused the emergency for expenses and costs of the actions or measure for any persons who provide labour, services, equipment or materials to the municipality to eliminate the emergency

Municipal Emergency Management Agency (MEMA) Roles and Responsibilities:

When no disaster / emergency exists:

- Responsible for the administration of the Local Authority's Emergency Management Program
- Responsible for the development, maintenance and implementation of the MEMP
- Responsible for the maintenance of the EOC
- Coordinate and conduct all training to ensure effective operation of the EOC

During a disaster / emergency:

- Responsible for the operation of the EOC
- Provide Emergency Management advise to the DEM and EAC
- Conduct all coordination and liaison with AEMA

2.2 ICS Principles

The Town of Hinton acknowledges the Incident Command System (ICS) as the recognized standard for Incident Management and uses this standard in both the Emergency Operations Centre (EOC) and at the incident site. ICS is designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communications which all operate within a common organizational structure. The benefits of using ICS are:

- It provides for overall safety at the incident site
- It meets the needs of incidents of any size
- It allows for personnel from various agencies to meld rapidly into a common management structure
- It provides logistical and administrative support to operational staff
- It supports management by objectives
- It establishes clear lines of communication using common terminology
- It is cost effective by avoiding duplication of efforts of personnel and responding agencies

Detailed ICS Organizational structures and ICS Response Position Checklists can be found in *Section 5.0 Roles and Responsibilities*.

2.3 Public Awareness Program

Public awareness programs are paramount to protecting the community during a major incident or following a disaster. Pre-emptive measures to engage the public increases their ability to self-protect, and take appropriate actions during an emergency, by having knowledge of:

- Risks in their community
- How to be prepared for an emergency
- How to create a personal or family emergency plan
- What to do under an evacuation order or alert
- Location of safe muster / collection points
- Primary evacuation routes
- How and when to shelter-in-place
- How to stay informed during an emergency

The Town of Hinton leads an annual preparedness campaign where the public awareness information above is communicated to the community members. Resources, key contacts and instructions for an evacuation are also provided, as well as where to find information updates during an emergency.

A copy of the Public Information Handout is in Appendix E.

2.4 Training and Exercises

The cornerstone of any Emergency Management Program is training and exercises. Training and exercising opportunities are critical in developing abilities of responders and serve to:

- Increase competence in ICS response roles
- Increase confidence in the ability to apply the practical elements of ICS
- Standardize response procedures thus allowing opportunity to identify performance gaps and opportunities for improvement
- Enhance awareness of organizational structures required to respond to potential local risks and hazards
- Identify gaps and / or technical issues with systems, plans and equipment

2.4.1 Training Schedule

All elected officials and personnel with assigned roles and supporting positions respecting the implementation of the plan will be required to take the training courses specified below (at minimum) and participate in annual emergency exercises as outlined by the Alberta Emergency Management Agency (AEMA). If a Local Authority has responded to an emergency or disaster situation within the previous 4 years, a full-scale exercise is not required. Participating in regional exercises fulfill the obligation for annual exercises, if relevant portions of the MEMP were used.

	Course											
	ICS 100	ICS 200	ICS 300	ICS 400	Functional Position Courses	Municipal Elected Officials	Director of Emergency Management	Basic Emergency Management	Emergency Social Services	Emergency Coordination Centre	Scribing for Emergency Management	Media Training (recommended)
Title / Position												
Director of Emergency Management	x	x	x	x	x	x	x	x	x	x		x
Deputy Director of Emergency Management	x	x	x	x	x	x	x	x	x	x		x
Municipal Elected Officials (MEO)	x				x	x		x	x	x		x
Command and General Staff	x	x			x			x		x		x. ¹
Emergency Social Services Support Staff	x				x			x	x	x		
Scribe	x							x			x	

¹ Recommended for Information Officer

Elected Officials / Councillors – Must complete the following course within 90 days of being elected / appointed:

- The Municipal Elected Officials Course

Director of Emergency Management – Must complete the following courses within 18 months of being appointed:

- Basic Emergency Management
- Incident Command System (ICS) 100, 200 and 300
- The Director of Emergency Management

Command Staff (Information Officer, Safety Officer, Liaison Officer) – Must complete the following courses within six months of being identified for the role:

- Basic Emergency Management
- ICS 100

General Staff (Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Admin section Chief) – Must complete the following courses within six months of being identified for the role:

- Basic Emergency Management
- ICS 100

Emergency Social Services Staff – Must complete the following courses within six months of being identified for the role:

- Basic Emergency Management
- ICS 100

Scribe – Must complete the following courses within six months of being identified for the role:

- Basic Emergency Management
- ICS 100

All other courses as outlined in the table above should be completed as soon as possible after being identified for a role and supporting position.

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3.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT

		LIKELIHOOD				
		Very Low	Low	Moderate	High	Very High
CONSEQUENCES	Very High					<ul style="list-style-type: none"> Wildland and forestry fires causing evacuation of community
	High		<ul style="list-style-type: none"> Loss of emergency power due to Mill power failure systems 			
	Moderate		<ul style="list-style-type: none"> Failure of water treatment plant(s) Unable to respond to area due to road conditions (impassible) Overland flooding from Hardisty Creek, Athabasca River Serious mechanical failure of sewage system(s) and /or lift station(s) 	<ul style="list-style-type: none"> Structural fire or explosion Extended road closure due to heavy snowfall/blizzard or ice storm Cyber attack Receiving evacuees 	<ul style="list-style-type: none"> MVC on highway(s), major incident, i.e. mass casualty event Disruption of water supply (damage to West Fraser Mill line) Hazmat release from train derailment within community Vehicle Hazmat spill on DG route(s) 	
	Low	<ul style="list-style-type: none"> Infrastructure damage and casualties from severe wind and hail (including tornado), within community 	<ul style="list-style-type: none"> Failure of communication systems Contamination of water supply Civil disorder (special events) 	<ul style="list-style-type: none"> Major power lines ice over from storm, collapse support tower(s) Human epidemic/pandemic during peak tourism times (April – October) 		<ul style="list-style-type: none"> Extended power outage >24 hrs to 72 hrs due to heavy snowfall / blizzard / high winds
	Very Low	<ul style="list-style-type: none"> Terrorism 		<ul style="list-style-type: none"> Sabotage (pulling of copper wire) 		

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4.0 PLAN ACTIVATION

4.1 Criteria for Plan Activation

The decision to activate this plan in whole or in part is based on an analysis of the situation. Triggers for activating may include, but are not limited to circumstances where:

- There is a significant number of people at risk
- Additional support is required at the Incident Command Post
- The incident is expected to be of long duration (more than 12 hours)
- There is a potential for the incident to become much larger
- Additional authority is required (declaration of a SOLE, large spending, significant resource requirements)
- The incident will require resources beyond local capabilities
- The incident response leaves other parts of the town vulnerable (limited fire / police for another call)
- An evacuation of the area has occurred or may be required
- The incident crosses jurisdictional boundaries (train derailment, wildfire)
- The incident will require coordination of multiple agencies
- There is particularly high public concern and / or media attention
- The incident will have or could have a widespread impact on the community and utilities (power outages, water shortage, loss of essential services)

4.2 Response Priorities

A key principle of ICS is management by objectives. Objectives are derived from response priorities, which are constant and guide how objectives are set.

The Town of Hinton's response priorities are:

- Provide for the health and safety of responders
- Save lives
- Protect the environment
- Protect property
- Reduce social and economic losses

4.3 Emergency Operation Centre (EOC) Activation Authority

The decision to activate the EOC will be made by the Director of Emergency Management or Deputy Director of Emergency Management.

4.4 Activation Levels

The size and composition of the EOC organizational structure may vary according to the circumstances of the incident. It is the responsibility of the EOC Director to determine the level of activation that is required.

Activation	Event/Situation	Minimum Staffing Requirements
Level 1 Low Level Activation	<ul style="list-style-type: none"> • Small event • Impact to one site • Two or more agencies involved • Potential threat of: <ul style="list-style-type: none"> - Flood - Severe storm - Interface fire 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • Province notified
Level 2 Moderate Level Activation	<ul style="list-style-type: none"> • Moderate event • Two or more sites • Several agencies involved • Major scheduled event • Limited evacuations or reception of evacuees • More resources / support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Safety Officer • Section Chiefs (as required) • Provincial EOC notified
Level 3 Full Activation	<ul style="list-style-type: none"> • Major event • Multiples sites • Regional disaster • Multiple agencies involved • Extensive evacuations or reception of evacuees • Significant resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • Provincial EOC attend Municipal EOC

4.5 EOC Activation Procedures

4.5.1 EOC Location

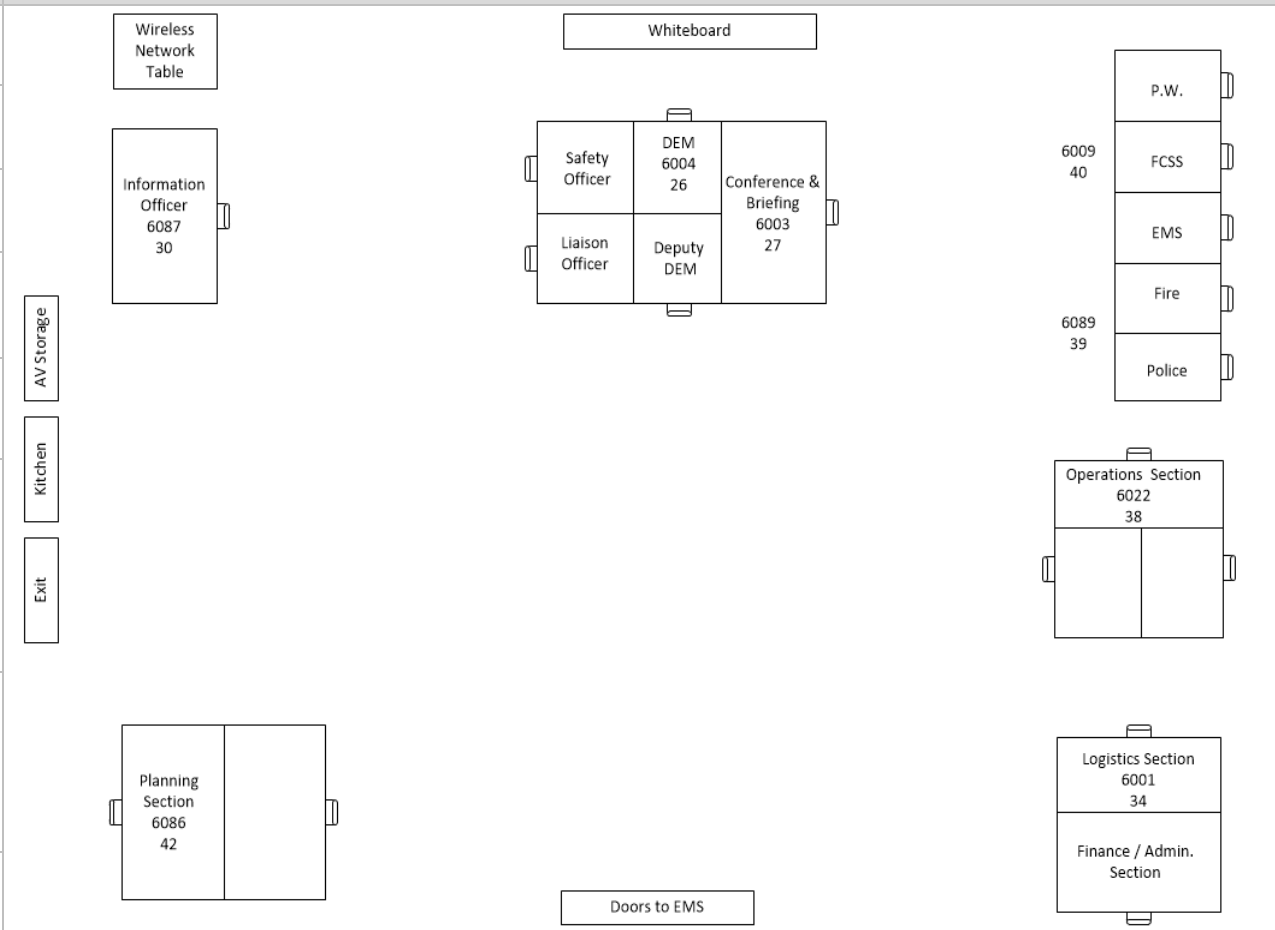
The location of the EOC will be determined at the time of the incident notification and will take into consideration:

- Location of the incident
- Possibility for the incident to physically impact the EOC
- Possibility for the incident to impact access to the EOC
- Possibility for the incident to impact power supply to the EOC

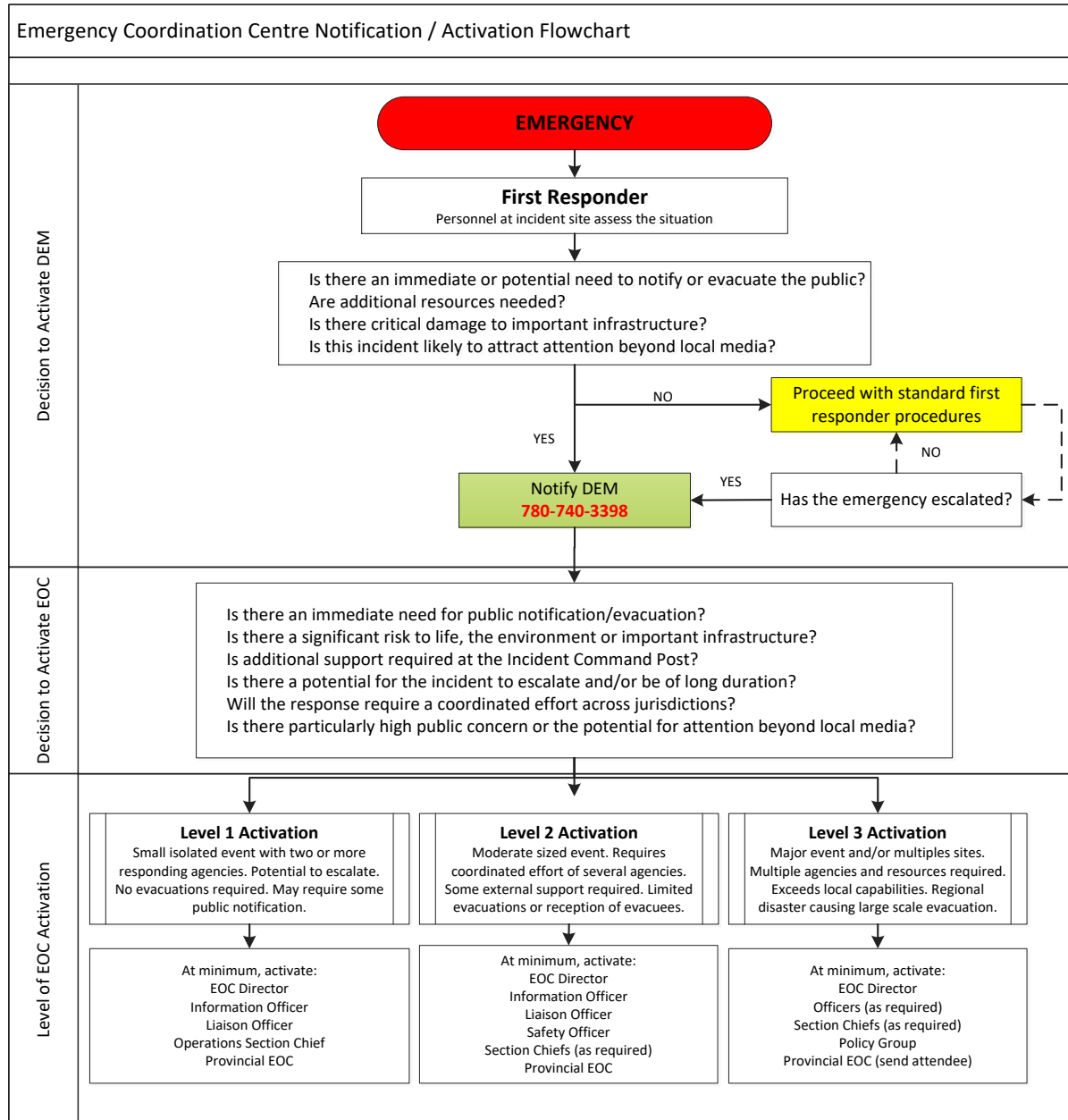
EOC Priority	EOC Location	Address	24 Hour Contact Number
Primary	Hinton Fire Hall	184 Eaton Rd.	780-865-6089
Alternate	Infrastructure Building	330 Fleming Drive	780-865-2634
Alternate	Training Centre	1176 Switzer Drive	780-865-8200

4.5.2 EOC Set-up

The first to arrive at the EOC will be responsible for set-up. Set-up responsibilities include (where applicable):

<input checked="" type="checkbox"/>	EOC Set-up Checklist	EOC Layout	
<input type="checkbox"/>	Turn on lights		
<input type="checkbox"/>	Turn on heating / cooling systems		
<input type="checkbox"/>	Check that hardwired phones are operational		
<input type="checkbox"/>	Check that televisions are operational		
<input type="checkbox"/>	Ensure computers / laptops are turned on		
<input type="checkbox"/>	Ensure stationary supplies are stocked: pens, pencils, highlighters, paper, forms, tape		
<input type="checkbox"/>	Ensure food and beverages are stocked: snacks, water, coffee, tea		
<input type="checkbox"/>	Set-up tables and distribute containers		

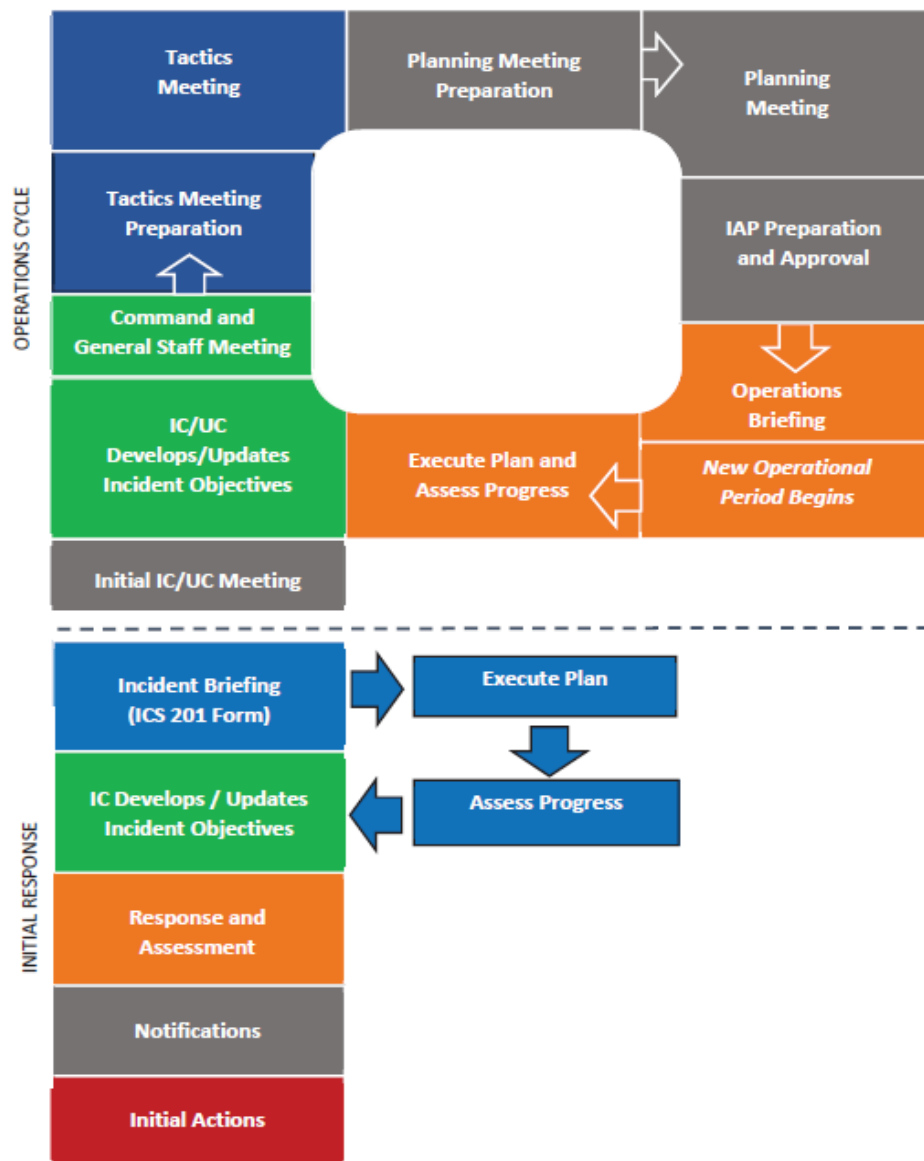
4.6 EOC Notification / Activation Flowchart



4.7 Operational Period Planning Cycle - Planning “P”

ICS uses a response process that is widely known as the Planning “P”. The Planning “P” is made up of two distinct response cycles; the initial response and the operational response. The initial response can be used for the first 0 - 72 hours of a response and can be managed by cycling through the bottom half of the Planning “P”. Most emergency events can be managed in the “Initial Response” phase.

For extended, complicated, multi-jurisdictional and resource extensive emergencies, typically a response will need to enter the Operations Cycle and an Incident Action Plans (IAP) created for each operational cycle.



4.8 Conducting a Planning Meeting

It is critical that the Director of Emergency Management and Incident Commander are familiar with the actions required in the “stem” of the Planning “P”. Each stage with an overview or required actions is outlined below:

Response Step	Overview of Actions	
	Incident Commander	Director of Emergency Management
Incident Briefing	<ul style="list-style-type: none"> Receive and communicate response objectives and actions to on-site responders Update DEM or Operations Section Chief Set schedule for Updates 	<ul style="list-style-type: none"> Conduct briefing using the appropriate form Communicate incident objectives and actions Clarify issues and concerns Identify incident escalation potential Confirm update meeting cycle
IC or DEM Develops, Updates Incident Objectives	<ul style="list-style-type: none"> Provide a situational briefing to the EOC Director All relevant information must be documented Confirm regular update cycle 	<ul style="list-style-type: none"> Develop / update Objectives Complete / update forms Confirm on-site response personnel Prepare for briefings
Response and Assessment	<ul style="list-style-type: none"> Supervise all on-scene response actions Continue to size up the situation Ensure all actions are conducted safely; oversee or delegate site safety Provide updates to the EOC Director Assign on-site roles within span of control Brief tactical teams 	<ul style="list-style-type: none"> Gain situational awareness and clarify immediate needs from IC Discuss and approve objectives, tactics and strategies
Notifications	<ul style="list-style-type: none"> Fire/Medical/Police as required Assigned EOC Director Additional resources as required 	<ul style="list-style-type: none"> Information Officer Regulators and government agencies as required Authority Having Jurisdiction (AHJ) Other stakeholders Additional resources (Including ICS support)
Initial Actions	<ul style="list-style-type: none"> First on scene strategies Assume command Complete an initial safety analysis Initial hazard assessment Immediate resource request Incident stabilization 	

4.9 Declaration of a State of Local Emergency (SOLE)

4.9.1 Authority

Section 21(1) of the Act, states that a local authority may, at any time, when it is satisfied that an emergency exists in its municipality, by order may make a declaration of a state of local emergency relating to all or any part of the municipality.

Section 3.6 of the Town of Hinton Bylaw states that the power to declare or renew a state of local emergency is delegated to the Mayor, the Deputy Mayor or two members of the EAC.

A State of Local Emergency is declared in order to:

- Put emergency response plans into operation
- Acquire or use property necessary to prevent, combat or alleviate the effects of an emergency
- Authorize or require any qualified person to render aid of a type he or she is qualified to provide
- Control or prohibit travel to or from any area of the Town
- Provide for the restoration of essential facilities and the distribution of essential supplies
- Evacuate persons, livestock and personal property from any area of the Town that is affected
- Make arrangements for the adequate protection of evacuated people, livestock and property
- Authorize the entry into buildings or on any land, to implement emergency plans
- Authorize the removal of any objects necessary to reach or combat the progress of a disaster
- Procure or fix prices of food, clothing, fuel, equipment, medical supplies and essential supplies
- Authorize the conscription of persons needed to meet an emergency
- Authorize any persons at any time to exercise, in the operation of any emergency plan any power specified above

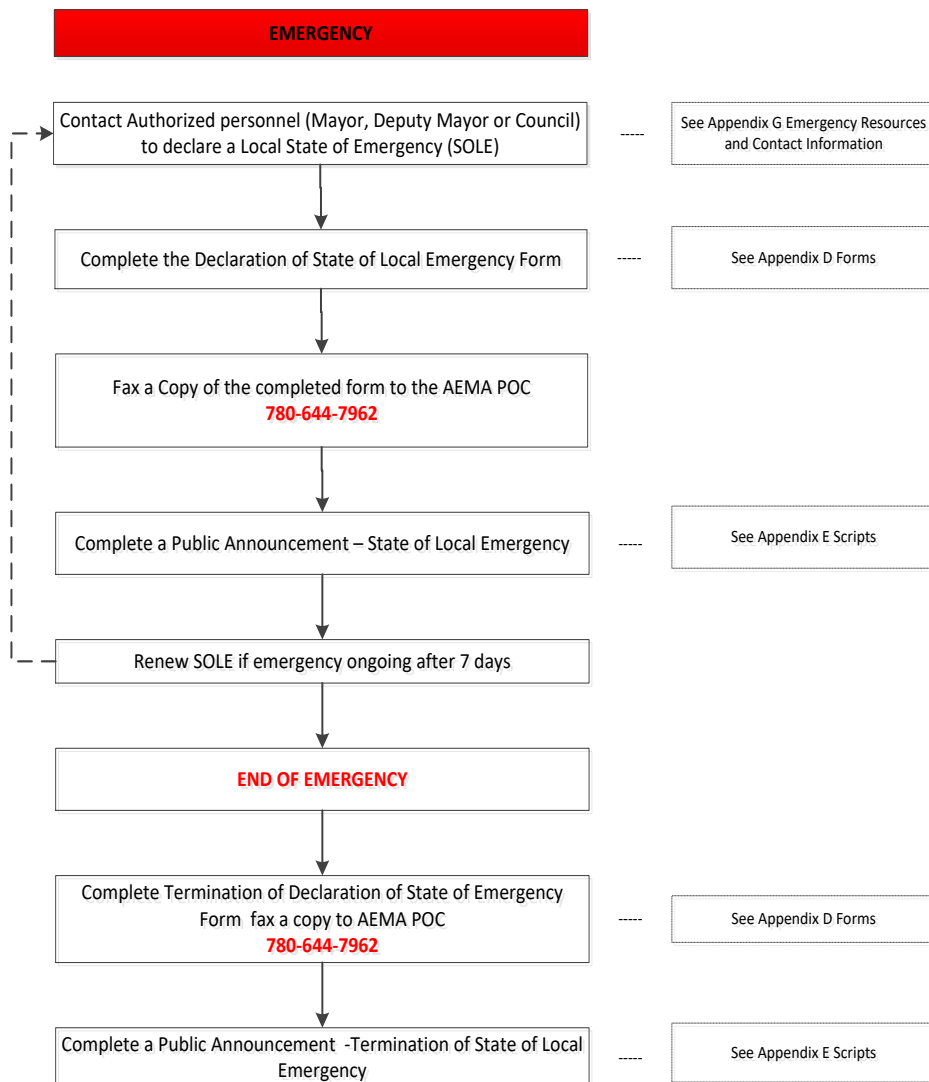
4.9.2 Renew a State of Local Emergency

After seven days, if the emergency has not subsided, the SOLE must be renewed by the same procedures which it was declared. *See Section 4.9.4 Declaration and Termination of SOLE Procedures.*

4.9.3 Terminating a State of Local Emergency

A SOLE is terminated when in the opinion of the DEM and committee who declared the SOLE (Mayor and / or Council) an emergency no longer exists or when the Lieutenant Governor in Council or Minister cancels the emergency. *See Section 4.9.4 Declaration and Termination of SOLE Procedures.*

4.9.4 Declaration and Termination of SOLE Procedures



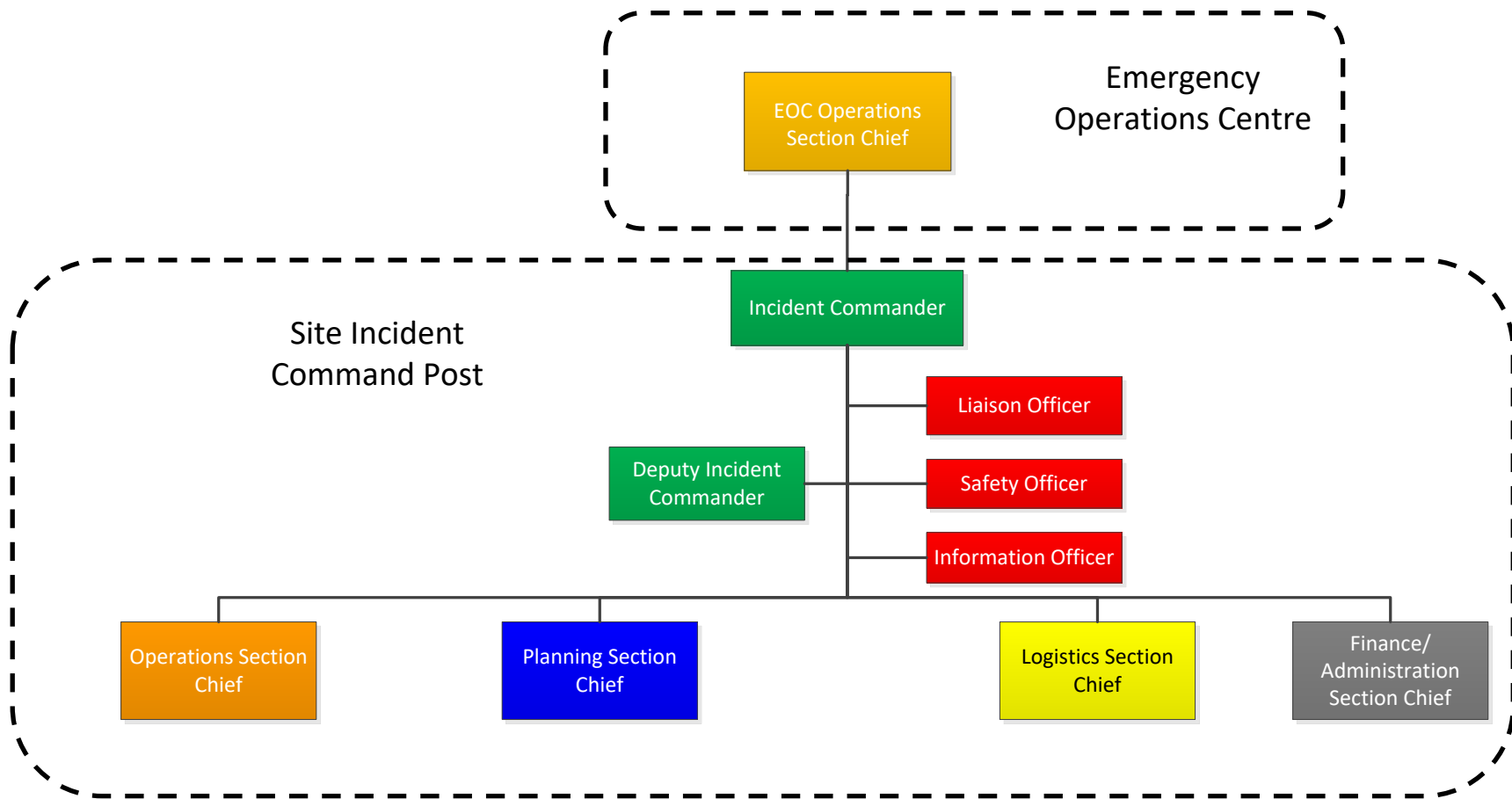
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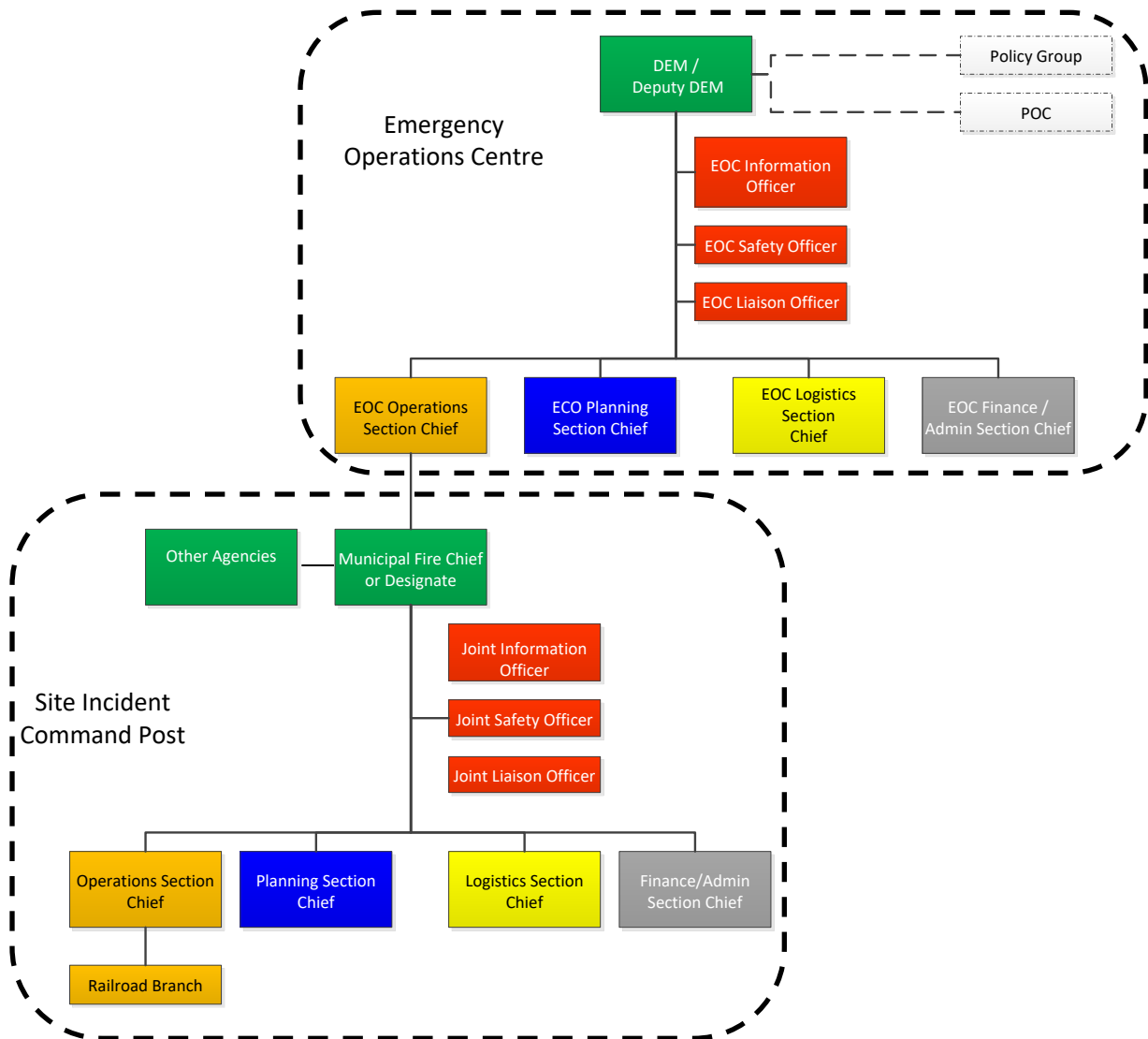
5.0 ROLES AND RESPONSIBILITIES

5.1 Site Incident Command Post – Single Command

5.1.1 ICS Organizational Chart



5.2 Site Incident Command Post – Unified Command



5.2.1 Roles and Responsibilities

The Incident Commander oversees the incident site. This position is typically filled by an RCMP Supervisor, Fire Officer or (depending on the incident type), may be filled by an individual from another organization such as an Emergency Medical Responder.

- The Incident Commander is responsible for all roles and functions until an ICS organization is developed and responsibilities are delegated
- The Incident Commander will report to the DEM/DDEM through the Operations Section Chief
- The DEM/DDEM will support the site, they will not drive operations at the site
- Only one location will be used as the Incident Command Post

Incident Command will:

- Size up the situation
- Ensure the safety of responders and the public
- Identify problems and conduct a hazard assessment
- Implement required response strategies and assign tasks
- Assess and identify resource needs, request additional resources through the EOC as needed
- Keep the EOC briefed on the situation and needs of the incident response
- Develop a single set of strategies and action plans in conjunction with Site Command Post staff. Direct responders to implement the action plan
- Activate appropriate site command resources to establish an incident organization to fit the needs of the response
- Isolate and contain the scene, preserve evidence if required

Unified Command:

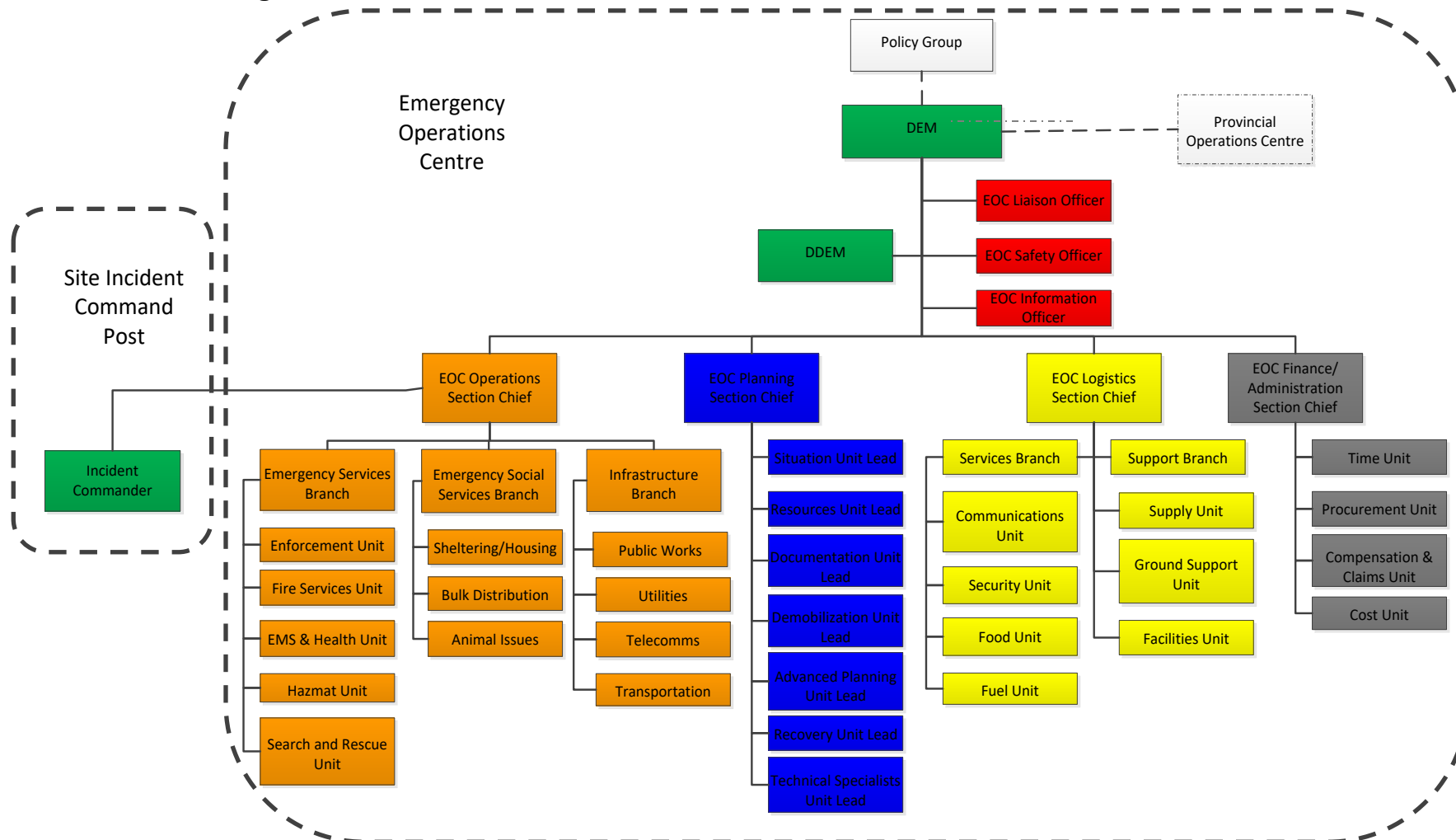
Unified Command is when one or more additional agencies or organizations that have responsibility and / or jurisdiction share incident management. If Unified Command is established, Incident Commanders, representing agencies or jurisdictions etc., manage the response from a single Command Post. Under a Unified Command, a single coordinated Incident Action Plan will direct all activities. The Incident Commanders will supervise a single Command and General Staff organization and speak with one voice.

The Incident Commander may appoint one or more Deputies if applicable from the same other agencies or jurisdictions. A Deputy IC may be designated to:

- Perform specific tasks as requested by the IC
- Perform the incident command function in a relief capacity
- Represent an assisting agency that shares jurisdiction

5.3 Emergency Operations Centre

5.3.1 Organizational Chart – Full Activation



5.3.2 Emergency Operations Centre Management

The Emergency Operations Centre (EOC) will be managed by the Director of Emergency Management (DEM). The DEM will determine activation and staffing levels at the on-set of the incident as well determine the need for additional and standby staff when an incident may last more than one operations cycle. The Town of Hinton attempts to maintain a 3-deep staffing level for each position when possible.

5.3.3 Emergency Operations Centre Response Position Checklists

5.3.3.1 Director of Emergency Management (DEM)

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Person in charge of EOC. Activates Emergency Response Plan (ERP). Supports Incident Commander. Overall incident management support providing personnel, resources and coordination of support actions. 	<ul style="list-style-type: none"> Incident Commander. General Staff as appointed. Command Staff directly or via Deputy DEM. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Clarify information / record data and assess the situation.
<input type="checkbox"/>	Assess hazards and risk to life safety (workers / public / responders).
<input type="checkbox"/>	Proactively mobilize resources / responders. Appoint team members as necessary. Depending on available people, some positions can be filled from remote locations. (i.e. Planning, Logistics & Finance/Admin Chiefs).
<input type="checkbox"/>	Classify and communicate initial Activation Level (situation unit can assist).
<input type="checkbox"/>	Determine objectives and develop Incident Action Plan.
<input type="checkbox"/>	Ensure that adequate documentation is being maintained. Appoint a scribe to assist.
<input type="checkbox"/>	Instruct Information Officer to issue public messaging. Review and approve all messages before distribution.
<input type="checkbox"/>	Instruct Liaison Officer to ensure appropriate agencies, county, health authority etc. is contacted in the event of impact to public.
<input type="checkbox"/>	Instruct Liaison Officer to ensure County and adjacent municipalities and Ministry of Transportation are notified if roads are blocked and / or if implementing public protection.
<input type="checkbox"/>	Appoint an Operations Section Chief if the emergency on site has potential to escalate. Note: Operations Section Chief will assume responsibility for contact and response with Incident Commander regarding activities.
<input type="checkbox"/>	Ensure Operations Section Chief reviews the need for Public Protection.
<input type="checkbox"/>	Expand Incident Command System organization as appropriate. Proactively assign other response functions and delegate responsibilities. Review media releases.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Develop and display response objectives in EOC (situation unit can assist).
<input type="checkbox"/>	Ensure implementation of strategies to achieve emergency response objectives.
<input type="checkbox"/>	Obtain Safety Officer's input and assessment of hazard / risk to personnel.
<input type="checkbox"/>	Obtain Environment Unit Leader input and assessment of environmental hazards / risks.
<input type="checkbox"/>	Continually re-evaluate actual / potential risks to life safety, to the environment and business impact.
<input type="checkbox"/>	Regularly conduct Incident Briefings to confirm status (gaining / losing), refine objectives and the response priorities. Establish an Incident Command Post Briefing Schedule (~ 30 min.).
<input type="checkbox"/>	Review Incident Action Plan and Site Safety Plan.
<input type="checkbox"/>	As appropriate, request Closure Order and Notice to Airmen (NOTAM).
<input type="checkbox"/>	Determine your 24-hour staffing requirements as required – use Logistics section.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports. Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Confirm that any non-essential personnel or services are released.
<input type="checkbox"/>	Ensure that all responders are notified of the call down.
<input type="checkbox"/>	Consider Incident Stress Debriefing for personnel who may have been exposed to stress situations during the emergency.
<input type="checkbox"/>	Support preparation of incident investigation and reporting.
<input type="checkbox"/>	Conduct an incident response debriefing meeting with key responders.
<input type="checkbox"/>	Ensure all documentation is collected and consolidated. (Documentation Unit can assist).
<input type="checkbox"/>	Ensure that commitments made to public or agencies are followed up.
<input type="checkbox"/>	Ensure public expense claims have been collected and are processed. (Finance / Admin Section can assist).
<input type="checkbox"/>	Collect all incident related documentation.

5.3.3.2 Deputy Director of Emergency Management (DDEM)

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> • Orders carry the same authority as the DEM. • Assist DEM with response duties, as required / requested. Duties may include: <ul style="list-style-type: none"> ○ Assume the role of key responder until others are assigned. ○ Assist in setting up the Emergency Operations Centre. ○ Assist with communications to the DEM. 	<ul style="list-style-type: none"> • DEM • Command Staff. • General Staff. <p>As requested by DEM:</p> <ul style="list-style-type: none"> ○ Updates to Incident Commander 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Clarify information / help DEM record data and assess the situation.
<input type="checkbox"/> Help DEM assess hazards and risk to life safety (workers / public / responders).
<input type="checkbox"/> Help DEM proactively mobilize resources / responders. Appoint team members as necessary. Depending on available people, some positions can be filled from remote locations. (i.e. Planning, Logistics & Finance/Admin Chiefs).
<input type="checkbox"/> Help DEM classify and communicate initial Activation Level.
<input type="checkbox"/> Help DEM determine objectives and create Incident Action Plan – Life Safety is #1 Priority.
<input type="checkbox"/> Help DEM ensure that documentation is being maintained.
<input type="checkbox"/> Ensure Information Officer is notified if public or media is contacted.
<input type="checkbox"/> Ensure appropriate authorities are notified (county, other municipalities, and province).
<input type="checkbox"/> Ensure a Ministry of Transportation is notified if roads are blocked and / or if implementing public protection.
<input type="checkbox"/> Ensure proactive public protection activities are implemented at the incident site i.e. roadblocks, defined hazard control areas and evacuation zones.
<input type="checkbox"/> Obtain Safety Officer's input and assessment of hazard / risk to personnel.
<input type="checkbox"/> Obtain Environment Unit Leader input and assessment of environmental hazards / risks.
<input type="checkbox"/> Continually re-evaluate actual / potential risks to life safety, to the environment and business impact.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Help DEM regularly conduct Incident Briefings to confirm status (gaining / losing) and refine objectives and the response priorities. Establish a Briefing Schedule.
<input type="checkbox"/>	As appropriate, request Closure Order and Notice to Airmen (NOTAM).
<input type="checkbox"/>	Determine your 24-hour staffing requirements as required – use Logistics.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Help DEM confirm that any non-essential personnel or services are released.
<input type="checkbox"/>	Support DEM in ensuring that all responders are notified of the call down.
<input type="checkbox"/>	Consider Incident Stress Debriefing for personnel who may have been exposed to stress situations during the emergency.
<input type="checkbox"/>	Support preparation of incident investigation and reporting.
<input type="checkbox"/>	Help conduct an incident response debriefing meeting with key responders.
<input type="checkbox"/>	Help ensure all documentation is collected and consolidated (Documentation Unit can assist).
<input type="checkbox"/>	Help ensure that commitments made to public or agencies are followed up.
<input type="checkbox"/>	Help ensure public expense claims have been collected and are processed (Finance/Admin Section can assist).
<input type="checkbox"/>	Submit all incident related documentation to the DEM.

5.3.3.3 Safety Officer

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Primary concern is the safety of responders and public. Provide advice to DEM on safety procedures and Emergency Response Plan implementation. Has the authority to alter or suspend any activities that pose an immediate life safety threat. 	<ul style="list-style-type: none"> DEM Operations Section personnel, as required, such as: <ul style="list-style-type: none"> Site Safety. Response Team members as necessary. General Staff. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Establish communication with Site Safety and obtain a safety briefing.
<input type="checkbox"/> Review current and potential responder safety hazards and life safety risks.
<input type="checkbox"/> Promptly and clearly make safety concerns known to DEM.
<input type="checkbox"/> Help DEM ensure safety and environmental protection measures are in place.
<input type="checkbox"/> Ensure that adequate documentation is being maintained.
<input type="checkbox"/> Identify hazardous situations associated with the incident.
<input type="checkbox"/> Provide directions to Site Safety as required.
<input type="checkbox"/> Participate in Incident Briefings.
<input type="checkbox"/> Review Incident Action Plan for safety implications.
<input type="checkbox"/> Assist with a review of a Site Safety Plan as requested.
<input type="checkbox"/> Assist Liaison Officer with notification and / or communication with Health Authorities as requested.
<input type="checkbox"/> Determine your 24-hour staffing requirements as required – use Logistics.
<input checked="" type="checkbox"/> Shift Change
<input type="checkbox"/> Communicate your shift change to all direct reports.
<input type="checkbox"/> Fully brief your relief on events and status of actions being taken.

<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Advise the DEM to consider Incident Stress Debriefing for personnel who may have been exposed to stress situations resulting from the emergency.
<input type="checkbox"/>	Determine if your position will require follow-up actions before leaving EOC.
<input type="checkbox"/>	Deactivate your position when authorized by the DEM.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.
<input type="checkbox"/>	Support preparation of incident investigation and reporting.
<input type="checkbox"/>	Submit all incident related documentation to the DEM.

5.3.3.4 Liaison Officer

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Initial notification to applicable government agencies. Ongoing communications with agency personnel. Point of contact for other assisting or cooperating agency representatives. 	<ul style="list-style-type: none"> DEM Assisting or cooperating agency representatives. Command Staff. General Staff. 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Clarify the with the DEM classification of Activation Level and understand how it was determined (current situation and potential to increase in severity).
<input type="checkbox"/> Make all required notifications to government agencies. Document details of each conversation and the name of the agency representative contacted. <ul style="list-style-type: none"> If you are in doubt whether a particular agency should be notified, make the notification, even if it is a courtesy notification.
<input type="checkbox"/> Advise the DEM of any outstanding questions or concerns from the other government agencies.
<input type="checkbox"/> Notify local county, health authority if public is offered voluntary assisted evacuation or media is contacted.
<input type="checkbox"/> Notify and regularly update county, adjacent municipalities and / Ministry of Transportation if roads are blocked and / or if implementing public protection.
<input type="checkbox"/> Document your conversations and activities (consider appointing a scribe).
<input type="checkbox"/> With DEM approval, re-assign assisting agencies to the Operations Section as appropriate and cooperating agencies to the Planning Section.
<input type="checkbox"/> If you are contacting agencies, ensure duplicate calls are not made: <ul style="list-style-type: none"> Provide your name, response position and contact numbers. Briefly explain the situation and clarify the support required. Confirm whether they will be able to provide support and a safe location to meet a company representative e.g. Staging Area. Obtain name / phone number of agency representative being dispatched and the estimated time of arrival. Immediately update appropriate Section Chiefs and the DEM of the results and details of the mobilization of any support being provided by the various agencies.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Participate in planning meetings, providing limitations and capability of assisting agency resources.
<input type="checkbox"/>	Confirm whether county and / or adjacent municipalities or the province will be activating their municipal emergency plan and / or setting up their Municipal Emergency Operation Centre.
<input type="checkbox"/>	Handle requests from agencies for a company liaison personnel to be present at any activated agency emergency operations centre(s).
<input type="checkbox"/>	Determine your 24-hour staffing requirements as required – use Logistics.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to DEM and Command Staff.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure all agencies are notified of the call down.
<input type="checkbox"/>	Ensure that commitments made to any agencies are completed.
<input type="checkbox"/>	Determine if your position will require follow-up actions before leaving EOC.
<input type="checkbox"/>	Deactivate your position when authorized by the DEM.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.5 Information Officer

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Responsible for developing and releasing information about the incident to the media, public, incident personnel and to other appropriate agencies and organizations. 	<ul style="list-style-type: none"> DEM. Command Staff. Local media. General Staff. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Provide field response team members with contact information. Note: Field responders will provide Information Officer contact information to any public or media that approach them.
<input type="checkbox"/> Document verified known facts vs. unverified information or hearsay. Update DEM when known facts change.
<input type="checkbox"/> Identify, document and advise DEM of any media involvement or information that has already taken place.
<input type="checkbox"/> Determine from the DEM if there are any limits on information release.
<input type="checkbox"/> Confirm agencies that have been notified or are involved with the DEM and / or Liaison Officer and identify potential need to align media releases.
<input type="checkbox"/> Determine if local media are required to broadcast public safety messages. If yes, discuss with the DEM and activate this immediately.
<input type="checkbox"/> Confirm that the County and regional health authority are notified if / when media is contacted.
<input type="checkbox"/> Provide Reception Centre Unit Leader (if appointed) with any public notices or media releases from the company that are to be posted in the Reception Centre.
<input type="checkbox"/> Collect information about any community relations issues identified at the Reception Centre.
<input type="checkbox"/> Document your conversations and activities (consider appointing a scribe).
<input type="checkbox"/> Maintain current information summaries and / or displays on the incident and provide information on status of incident to assigned personnel.
<input type="checkbox"/> Obtain DEM approval of Media Releases.
<input type="checkbox"/> Work with media to ensure that accurate incident information is conveyed.
<input type="checkbox"/> Assign assistants as needed to handle all general public inquiries and community relations issues at the local level.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	<p>Ensure that response team personnel DO NOT RELEASE:</p> <ol style="list-style-type: none"> Names of injured or deceased. Nature of injuries. Any opinion as to the cause of the incident.
<input type="checkbox"/>	<p>In the event of an emergency with significant public or media concern, set up an Information Centre from which media can work as directed by the DEM.</p>
<input type="checkbox"/>	<p>Media Access: The number one priority in any emergency is life safety, including the safety of any media representatives. During an emergency, media access to the incident site is strictly prohibited, unless the Information Officer has received approval from the Incident Commander.</p> <ul style="list-style-type: none"> If access denied, provide explanation to media that for their own safety, they are denied access to area. If access is granted, limited numbers of media personnel must be safely escorted by company personnel while on company property and activities such as photographing / filming are only allowed when safe to do so and when authorization by the Incident Commander.
<input type="checkbox"/>	<p>Ensure updates to affected community members are regularly posted / broadcasted.</p>
<input type="checkbox"/>	<p>Determine your 24-hour staffing requirements as required – use Logistics.</p>
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	<p>Communicate your shift change to the Incident Commander.</p>
<input type="checkbox"/>	<p>Fully brief your relief on events and status of actions being taken.</p>
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	<p>Discuss longer-term communications needs (news releases / conferences).</p>
<input type="checkbox"/>	<p>Determine if your position will require follow-up actions before leaving EOC.</p>
<input type="checkbox"/>	<p>Ensure that any required post-incident media releases are completed.</p>
<input type="checkbox"/>	<p>Deactivate your position when authorized by the DEM.</p>
<input type="checkbox"/>	<p>Participate in the incident response debriefing meeting.</p>
<input type="checkbox"/>	<p>Submit all incident related documentation to the DEM.</p>

5.3.3.6 Information Assistant

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Assists Information Officer with addressing communication needs of the incident. 	<ul style="list-style-type: none"> Reports to Information Officer 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Information Officer and obtain a briefing.
<input type="checkbox"/> Log all activity using Form 214 (Activity Log). Prepare other forms and logs as necessary.
<input type="checkbox"/> Arrange workspace, materials.
<input type="checkbox"/> Observe constraints on the information imposed by the Information Officer.
<input type="checkbox"/> Make contact with individuals you are assigned to work with.
<input type="checkbox"/> Become familiar with tasks you have been assigned.
<input type="checkbox"/> Confirm the process for the release of information concerning incident-related injuries or deaths.
<input type="checkbox"/> Assist with the development of media releases.
<input type="checkbox"/> Prepare information summaries.
<input type="checkbox"/> Gather information.
<input type="checkbox"/> Maintain communication links with various groups such as, staff, volunteers, victims, media, the public etc.
<input type="checkbox"/> Work closely with other organizations to ensure consistent coordinated message.
<input type="checkbox"/> Monitor media outlets.
<input type="checkbox"/> Assist with special alerts and / or warning efforts.
<input type="checkbox"/> Copy and tape media releases, interviews etc.
<input type="checkbox"/> Coordinate media releases.
<input type="checkbox"/> Provide updates to identified groups.
<input type="checkbox"/> Respond or re-direct questions.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Disseminate information.
<input type="checkbox"/>	Messenger service - deliver information to various locations.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that any non-essential personnel or services are released, and all operations section responders are notified of the call down.
<input type="checkbox"/>	Ensure that commitments made to public are completed.
<input type="checkbox"/>	Ensure that personnel that could be psychologically impacted are identified and provided a Critical Incident Stress Debriefing and required support.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.
<input type="checkbox"/>	Submit all incident related documentation to the DEM.

5.3.3.7 Operations Section Chief

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Directs and coordinates all operations section personnel. Conducts tactical operations to carry out the assist the IC. 	<ul style="list-style-type: none"> DEM. General Staff. Incident Commander. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> As approved by the DEM, get a status update directly from the Incident Commander.
<input type="checkbox"/> Activate a Scribe if necessary.
<input type="checkbox"/> Confirm objectives, current Activation Level and hazard area radius, and the status of Incident Action Plan implementation.
<input type="checkbox"/> Communicate with and support the Incident Commander to assess hazards and risk to life safety (workers / public / responders). Priority is Life Safety.
<input type="checkbox"/> Support DEM in update meetings.
<input type="checkbox"/> Confirm status (gaining / losing) and work with direct reports and with Incident Commander request, refine tactical objectives and response priorities.
<input type="checkbox"/> Continually re-evaluate actual / potential risks to life safety, the environment, the business impact and company reputation impact.
<input type="checkbox"/> Regularly communicate with Planning Section to determine future outlook where possible.
<input type="checkbox"/> Confirm that a Staging Area has been established in a safe location if required.
<input type="checkbox"/> Obtain Safety Officer's input and assessment of hazard / risk to personnel. Continue communicating closely with Safety Officer.
<input type="checkbox"/> Advise the DEM, and other response team members of the hazards involved with the current on-site operations and the expectations for mitigation (or potential for escalation).
<input type="checkbox"/> Ensure that Responder Safety Control Zones are defined to control response and maximize responder safety.
<input type="checkbox"/> Assist with mobilization of aerial over-flight operations if requested by IC.
<input type="checkbox"/> Determine your 24-hour staffing requirements as required – use Logistics.

<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that any non-essential personnel or services are released, and all operations section responders are notified of the call down.
<input type="checkbox"/>	Ensure that commitments made to public are completed.
<input type="checkbox"/>	Ensure that personnel that could be psychologically impacted are identified and provided a Critical Incident Stress Debriefing and required support.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.
<input type="checkbox"/>	Submit all incident related documentation to the DEM.

5.3.3.8 Fire / Hazmat Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> • Supports fire suppression response along with hazardous material incident response, rescue response etc. • Implements the fire related objectives identified in the EOC Incident Action Plan • Supports the fire related needs of site. • Supports fire suppression activities by activating mutual aid or requesting additional resources as needed. • Ensures fire department services are available to unaffected areas of the municipality or municipalities. • Activates the fire emergency response plans as appropriate. • Overall supervision of the Fire Branch. 	<ul style="list-style-type: none"> • Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required fire personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Provide assistance and / or procedural guidance to the DEM or Operations Section Chief.
<input type="checkbox"/> Support the Incident Commander and site as needed.
<input type="checkbox"/> Based on the situation, activate the necessary units within the fire branch and coordinate their activities outside the defined incident site.
<input type="checkbox"/> Ensure continuance of ongoing fire service availability within the municipalities.
<input type="checkbox"/> If mutual aid system is activated, coordinate the use of area fire resources.
<input type="checkbox"/> Attend Planning Cycle meetings.
<input type="checkbox"/> Prepare objectives for the fire branch (for outside of incident site) and forward to Operations Section Chief before planning meeting.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Work with other Operations Section branches and groups to ensure coordinated actions, safety of personnel etc.
<input type="checkbox"/>	Communicate with on site Fire services at regular intervals.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Refer all media contact to the Information Officer. Be prepared to speak on technical matters when required.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.9 RCMP / Enforcement Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes and manages policing response. Implements the policing objectives identified in the EOC. Supports the RCMP needs at the site. Ensures RCMP services are available to unaffected areas of the municipality or municipalities. Activates the RCMP emergency response plans as appropriate. Overall supervision of the RCMP Branch. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/>	Determine and obtain the required RCMP and Enforcement personnel to staff the EOC.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Provide assistance and / or procedural guidance to the DEM or Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander and site as needed.
<input type="checkbox"/>	Based on the situation, activate the necessary units within the RCMP Branch and coordinate their activities outside of the defined incident site. This includes, but is not limited to: <ul style="list-style-type: none"> RCMP Operations Enforcement Services Unit Search and Rescue Unit Coroner Unit Evacuation Unit
<input type="checkbox"/>	Ensure the coordination of ongoing RCMP and Enforcement service availability within the municipalities.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the RCMP Branch (for outside of incident site) based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure objectives are implemented; report on progress to Operations Section Chief.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Work with other Operations Section Branches and Groups to ensure coordinated actions, safety of personnel etc.
<input type="checkbox"/>	Communicate with on site RCMP in charge at regular intervals.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Refer all media contact to the Information Officer. Be prepared to speak on technical matters when required. (NOTE: RCMP Information Officer will work with the EOC Information Officer to ensure appropriate release of information related to criminal or suspected criminal situations).
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on RCMP Branch activities.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operation Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.10 EMS Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes and manages Emergency Medical Services response. Implements the EMS objectives in the EOC Incident Action Plan. Supports EMS response at the site. Ensures EMS services are available to unaffected areas of the municipality or municipalities. Activates Emergency Services emergency response plans as necessary. Overall supervision of the EMS Branch. Coordinates response with Northern Communication Centre (EMS Dispatch) and Emergency Link Centre (STARS Dispatch). Acts as link to AHS. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required EMS personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Provide assistance and / or procedural guidance to the DEM or Operations Section Chief.
<input type="checkbox"/> Support the Incident Commander and site as needed.
<input type="checkbox"/> Support the incident site Ambulance service.
<input type="checkbox"/> Determine medical transportation needs.
<input type="checkbox"/> Coordinate with Logistics Section, Transportation Unit to obtain suitable transportation or shelter for injured people (e.g. buses, tents etc.).
<input type="checkbox"/> Coordinate with medical air services for transportation needs. NOTE: Emergency Link Centre can coordinate rotary and fixed winged transport.
<input type="checkbox"/> Establish communication with area hospitals and other medical facilities to determine capability to treat casualties.

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Establish communication with Emergency Medical Services to assess availability of ambulances.
<input type="checkbox"/>	Ensure availability of EMS services for rest of municipality.
<input type="checkbox"/>	Based on the situation, activate the necessary elements of emergency medical services and coordinate their activities. This includes, but is not limited to: <ul style="list-style-type: none"> • Local ambulances • Air medical transportation (STARS, Air Ambulance) • EMS services from other areas
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the EMS Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Work with other Operations Section Branches and Groups to ensure coordinated actions, safety of personnel etc.
<input type="checkbox"/>	Communicate with on site EMS members in charge at regular intervals.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Act as a link / liaison with AHS. This role to continue unless a specific health representative is assigned to the EOC.
<input type="checkbox"/>	Refer all media contact to the Information Officer. Be prepared to speak on technical matters when required.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on EMS Branch activities.
<input checked="" type="checkbox"/> Shift Change	
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.

<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.11 Emergency Social Services Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes and manages Emergency Social Services response as appropriate. This may include food, clothing, lodging, reception centre, personal services, registration and inquiry, the central registration and inquiry bureau (CRIB), or mobile support team. Organizes and manages the needs of responders. Implements the Emergency Social Services objectives identified in the EOC Incident Action Plan. Activates the ESS response plan as appropriate. Overall supervision of the ESS. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required ESS personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Provide assistance and / or procedural guidance to the DEM or Operations Section Chief.
<input type="checkbox"/> Support the Incident Commander and site as needed.
<input type="checkbox"/> Assess level of ESS support needed.
<input type="checkbox"/> Based on the situation, activate the necessary elements of ESS Branch and coordinate their activities. This includes, but is not limited to: <ul style="list-style-type: none"> Food Clothing Lodging Personal services Reception centre Registration and inquiry Central record information bureau Meeting responder needs

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Establish communication with reception centre, group lodging facilities and other ESS facilities.
<input type="checkbox"/>	Prioritize requests for ESS services.
<input type="checkbox"/>	Coordinate activities with other agencies as required (e.g. Red Cross, Salvation Army etc.).
<input type="checkbox"/>	Actively share ESS information with other Branches and Sections.
<input type="checkbox"/>	Work with health services to ensure that necessary health services are available and necessary precautions are taken (e.g. food, water, critical incident stress debriefing, health services for victims of the incident etc.).
<input type="checkbox"/>	Coordinate with Logistics Section to acquire necessary supplies and equipment.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the ESS Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Work with other Operations Section Branches and Groups to ensure safety of personnel etc.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on ESS activities.
<input type="checkbox"/>	Request assistance from other jurisdictions if needed.
<input type="checkbox"/>	Coordinated services for those impacted by the disaster.
<input checked="" type="checkbox"/> Shift Change	
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.

<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.12 Utilities Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Surveys utility systems and provides priorities to staff for addressing outages and / or maintaining service as per the EOC Incident Action Plan. Provides assistance and / or procedural guidance to the DEM and Operations Section Chief regarding utility issues. Supports the incident site, Incident Commander and utility needs / services. Works with other Utility Coordinators to ensure a coordinated response. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required Utilities personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Assess the incident situation status and impact or potential impact on utility services.
<input type="checkbox"/> Provide a utility situation report to the Operations Section Chief.
<input type="checkbox"/> Based on initial priorities of the EOC, prepare objectives / plan and provide to the Operations Section Chief.
<input type="checkbox"/> Determine extent of damage on utility systems in impacted area; determine ability of system to provide service to areas outside of the incident site.
<input type="checkbox"/> Determine the impacts and dangers (current and potential) of the damaged utility systems and share with appropriate Branches and Sections.
<input type="checkbox"/> Determine and obtain the required utility personnel to implement objectives.
<input type="checkbox"/> Ensure support is provided to the utility providers to repair damaged systems and / or to put alternate delivery systems in place.
<input type="checkbox"/> In consultation with other Section, Branches, prioritize restoration activities.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Work with other Operations Section Branches and Groups to ensure coordinated action, safety of personnel etc.
<input type="checkbox"/>	Keep Health Branch Coordinator informed of any threats regarding drinking water contamination.
<input type="checkbox"/>	Ensure continuance of utility services outside of impacted area within the municipality.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Coordinate with Logistics Section to acquire necessary supplies and equipment.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the Utility Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on Utility Branch activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.13 Air Operations Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes aviation resources at the local level to support site operations. As appropriate, initiates request for Notice to Airmen (NOTAM). Establishes procedures for emergency reassignment of aircraft if required. Coordinates with any provincial or regional authority's Air Operations in the operational area. Liaise with Air Operations at the POC. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required Air Operations personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Assess the current level of local regional and provincial air operations in the operational area.
<input type="checkbox"/> Determine activation status of POC aviation resources and establish communication links with their Air Operations if necessary.
<input type="checkbox"/> Identify key issues currently affecting air operations; prepare initial report for Operations Section Chief.
<input type="checkbox"/> Liaise with POC Air Operations.
<input type="checkbox"/> Receive resource requests and pass on to Operations Section.
<input type="checkbox"/> Liaise with Logistics to coordinate air transport of personnel, material and evacuees as required.
<input type="checkbox"/> Schedule flights of non-emergency aircraft into the operational area if approved.
<input type="checkbox"/> Evaluate requirement for non-tactical use of emergency aircraft assigned to EOC.
<input type="checkbox"/> Ensure proper safety and risk management measures are being taken regarding aircraft.
<input type="checkbox"/> Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Provide reports on air operations issues to Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the Air Operations Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on Air Operations Branch activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.14 Special Operations Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes specialised resources at the EOC level to support site activities. As appropriate, initiates requests for Notice to Mariners. Establishes procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue if required. Coordinates with any regional or provincial special operations in the operational area. Liaises with Special Operations at the POC. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required Special Operations personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Assess the current level of local regional and provincial special operations in the operational area.
<input type="checkbox"/> Determine activation status of POC special operations and establish communication links with their Special Operations if necessary.
<input type="checkbox"/> Identify key issues currently affecting special operations; prepare initial report for Operations Section Chief.
<input type="checkbox"/> Evaluate request for tactical and non-tactical use of specialized resources assigned to the EOC.
<input type="checkbox"/> Receive resource and operational requests and forward to Operations Section Chief.
<input type="checkbox"/> Organize preliminary special operations.
<input type="checkbox"/> Initiate request for Notice to Mariners if required.
<input type="checkbox"/> Ensure proper safety and risk management measures are being taking regarding special operations.
<input type="checkbox"/> Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Provide reports on special operations issues to Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the Special Operations Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on Special Operations Branch activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.15 Environmental Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Assists and coordinates local response to hazardous spills, waste disposal and dam failures. Liaises with regional, provincial and federal environmental officials and the private sector. 	<ul style="list-style-type: none"> Operations Section Chief 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required Environmental personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Assess and anticipate environmental concerns and recommend responses in support of the emergency situation.
<input type="checkbox"/> Determine the scope of environmental assistance required in consultation with the Operations Section Chief and other Branch Coordinators.
<input type="checkbox"/> Determine the status and availability of waste storage and disposal facilities in the area.
<input type="checkbox"/> Liaise with the Health Branch to assist and consult with exposure to hazardous waste materials and impacts on water and air resources.
<input type="checkbox"/> Develop intelligence of environmental issues, damages and threats. Forward to Situation Unit.
<input type="checkbox"/> Prioritize environmental issues.
<input type="checkbox"/> Liaise with Engineering and Utilities Branch Coordinators to assist with dam safety issues as required.
<input type="checkbox"/> Coordinate HAZMAT response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials.
<input type="checkbox"/> Liaise with Environmental Branches in other EOCs and PO if established.
<input type="checkbox"/> Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.
<input type="checkbox"/> Provide reports on environmental issues to Operations Section Chief.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the Environmental Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on Environmental Branch activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.16 Engineering Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> • Surveys all local facilities, assessing the damage to such facilities and coordinates the repair of damage. • Surveys all other infrastructure systems, such as, local roads, bridges, sewer and water systems within the area. • Assists other Sections, Branches and Units as needed. • Liaises with other Engineering Branches in EOCs and the POC. 	<ul style="list-style-type: none"> • Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required Engineering personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Based on the situation, activate the necessary units within the Engineering Branch: <ul style="list-style-type: none"> • Roads and Bridges Unit • Public Works Unit • Damage / Safety Assessment Unit
<input type="checkbox"/> Provide initial situation report to the Operations Section Chief.
<input type="checkbox"/> Prepare objectives for the Engineering Branch based on EOC Incident Action Plans and provide to Operations Section Chief.
<input type="checkbox"/> Ensure Branch and Unit positions and other necessary files are maintained.
<input type="checkbox"/> Maintain current status on all engineering activities being conducted in the area.
<input type="checkbox"/> Ensure that damage and safety assessments are being carried out for both public and private facilities.
<input type="checkbox"/> Determine and document the status of transportation routes into and within the affected areas.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Determine and document the status of public works (water and sewer systems) within affected areas.
<input type="checkbox"/>	Coordinate debris removal services as required.
<input type="checkbox"/>	Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.
<input type="checkbox"/>	Ensure all Unit Status Reports, as well as the Initial damage assessment are completed and forwarded to the Operations Section Chief and Situation Unit.
<input type="checkbox"/>	Provide reports on engineering issues to Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the Engineering Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on Engineering activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.17 Generic Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Manages and coordinates activities of assigned division / group / branch. Ensures coordination with other divisions /groups / branches. Implements the Incident Action Plan for the division / group / branch. Ensures safety of staff. 	<ul style="list-style-type: none"> Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Determine resources assigned to the Division or Group.
<input type="checkbox"/> Confirm the geographical boundaries and functional responsibilities of the Division or Group.
<input type="checkbox"/> Confirm location and function of additional Divisions and Groups operating adjacent to or within the geographical location.
<input type="checkbox"/> Confirm tactical assignment.
<input type="checkbox"/> Confirm communications assignment.
<input type="checkbox"/> Attend briefing meetings.
<input type="checkbox"/> Review assignments with subordinates and assign tasks.
<input type="checkbox"/> Ensure subordinates observe safety requirements.
<input type="checkbox"/> Implement Incident Action Plan of Division or Group.
<input type="checkbox"/> Pass critical status information to Section Chief.
<input type="checkbox"/> Provide reports on issues to Section Chief.
<input type="checkbox"/> Support the Incident Commander at site as needed.
<input type="checkbox"/> Attend Planning Cycle meetings.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Prepare objectives for the Branch based on the EOC Incident Action Plan and forward to the Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.18 Health Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes and manages health services response. Implements the health objectives identified in the EOC Incident Action Plan. Ensures health services are available to unaffected areas of the municipality or municipalities. Activates the health emergency response plans. Overall supervision of the Health Branch. 	<ul style="list-style-type: none"> Operations Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/> Determine and obtain the required health personnel to staff the EOC.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Provide assistance and / or procedural guidance to the DEM or Operations Section Chief.
<input type="checkbox"/> Support the Incident Commander as needed.
<input type="checkbox"/> Prepare objectives for the health Branch based on EOC Incident Action Plans and provide to Operations Section Chief.
<input type="checkbox"/> Ensure coordination of hospitals, health units, continuing care, mental health and environmental within the area.
<input type="checkbox"/> Prioritize health issues.
<input type="checkbox"/> Based on the situation, activate the necessary elements of the health services branch and coordinate their activities. This may include but is not limited to: <ul style="list-style-type: none"> Public health measures Inspection and monitoring of potable water supplies. Monitoring of sewage systems to ensure operating at acceptable levels. Coordinate health care needs at reception centre with ESS Branch Coordinator Assist with coordination of other health care resources as needed.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Ensure continuance of ongoing health service availability within the municipalities. If local facilities are or will soon be overwhelmed, contact other unaffected areas to receive patients.
<input type="checkbox"/>	Coordinate with Logistics Section to acquire necessary supplies and equipment.
<input type="checkbox"/>	Coordinate with other units and groups for health-related issues (i.e. establishing reception centres, public health related issues etc.)
<input type="checkbox"/>	Pass critical status information to Operations Section Chief.
<input type="checkbox"/>	Provide reports on health services issues to Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the health Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on health services activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.19 Volunteer Branch Coordinator

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Organizes, places and manages volunteers according to need and abilities. Accepts offers to volunteer and links with needs as appropriate. Supervises the Volunteer Branch staff. 	<ul style="list-style-type: none"> ESS Branch Coordinator 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Operations Section Chief and obtain a briefing.
<input type="checkbox"/>	Determine and obtain the required volunteer personnel to staff the EOC.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Meet with the Section Chiefs to determine what additional volunteer resources are needed and with what skills.
<input type="checkbox"/>	Determine if any volunteers have been activated.
<input type="checkbox"/>	Ensure volunteer registration process is in place.
<input type="checkbox"/>	Establish communication with volunteer organizations and any other organizations that may be able to provide personnel resources.
<input type="checkbox"/>	Contact appropriate volunteers, ensure volunteers are not called out for more than one task.
<input type="checkbox"/>	Process incoming requests for volunteers: <ul style="list-style-type: none"> Identify number of personnel needed Identify any special qualifications or training Identify location and name of position / person volunteers should report to Ensure an orientation will be offered for volunteers after they report to the location. If unit / section does not have an orientation, advise requesting unit / section of need for orientation and identify critical orientation elements. This orientation needs to include safety review and situation briefing Ensure there is a check-in process for volunteers Ensure volunteers will be provided with appropriate identification
<input type="checkbox"/>	After request received, assess ability to fill requests, determine expected arrival time, and update requesting party accordingly.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Establish a record of volunteers activated, where they are working etc.
<input type="checkbox"/>	Record and report all volunteer time and estimated costs if volunteers were paid, to the Financial services to ensure proper reporting to WCB (ensuring WCB coverage for volunteers).
<input type="checkbox"/>	Pass critical status information to Operations Section Chief.
<input type="checkbox"/>	Provide reports on volunteer branch issues to Operations Section Chief.
<input type="checkbox"/>	Support the Incident Commander at site as needed.
<input type="checkbox"/>	Attend Planning Cycle meetings.
<input type="checkbox"/>	Prepare objectives for the volunteer Branch based on the EOC Incident Action Plan and forward to the Operations Section Chief before planning meetings.
<input type="checkbox"/>	Ensure all objectives are implemented; report on progress to Operations Section Chief.
<input type="checkbox"/>	Ensure availability of resources for extended incidents.
<input type="checkbox"/>	Ensure all fiscal / financial and administrative requirements are coordinated through the Finance / Admin Section.
<input type="checkbox"/>	Maintain current status on health services activities.
<input type="checkbox"/>	Refer all contact with the media to Information Officer. Be prepared to speak to technical issues as requested by the Information Officer.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Operations Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Operations Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.20 Planning Section Chief

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Collects, evaluates, disseminates and manages information to achieve objectives. Leads transition from initial response phase (reactive mode) to an on-going operations phase (proactive mode). Assures appropriate staffing of the Planning Section and its units. Supervises the Planning Section staff and ensure their functions effectively support the needs of the response organization. 	<ul style="list-style-type: none"> DEM Operations Section Chief Unit Leads Technical Specialists 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Collect, process and display incident information.
<input type="checkbox"/> Develop and maintain accurate and up to date situation reports.
<input type="checkbox"/> Ensure that the Unit Leaders provide effective incident check-ins and maintains resource status display and a tracking system of resources.
<input type="checkbox"/> Ensure that the Documentation Unit Leader maintains a file of all original incident logs, plans and all other pertinent incident information.
<input type="checkbox"/> Supervise development of written Incident Action Plan and present to DEM for approval.
<input type="checkbox"/> Recommend an operational period (12 or 24 hours).
<input type="checkbox"/> Develop a timeline for the operations planning cycle to meet the desired operations period.
<input type="checkbox"/> Review strategies and resources required to implement plans. Discuss with the DEM.
<input type="checkbox"/> The Planning Section Chief should manage expectations, prepare or make recommendations and drive the development of the Incident Action Plan (IAP).
<input type="checkbox"/> Working with the DEM, establish procedures that support the Incident Action Planning process.
<input type="checkbox"/> Maintain an Individual Action Log to document key elements of your conversations or activities.
<input type="checkbox"/> Ensure that adequate documentation is being maintained by all Units.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Determine your 24-hour staffing requirements as required – use Logistics.
<input type="checkbox"/>	Facilitate all Operations Planning process meetings to include the Initial Unified Command and General Staff Meeting, Tactics Meeting, Planning Meeting and Operations Briefing. Ensure the meeting room/area is prepared for each meeting or briefing in advance.
<input type="checkbox"/>	Maintain an up-to-date status of all Planning and Operations activities to understand the current situation, predict the probable course of incident events and guide preparation of alternative strategies to achieve all operational objectives.
<input type="checkbox"/>	Determine the need for, and provide management or coordination of, specialized resources and technical specialists to support response efforts.
<input type="checkbox"/>	Ensure the Demobilization Plan has been developed and published and continuously oversee the orderly demobilization of all personnel and resources.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the DEM, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Gather and compile all incident related documentation from the DEM in preparation of the Incident Summary Report.
<input type="checkbox"/>	Deactivate your position when authorized by the DEM.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.21 Situation Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Collects and analyzes incident information Ensures that collected information is validated. Ensures information situation board is current and information is legible. Ensures situation reports are developed and disseminated within the EOC and other areas as appropriate. Ensures Incident Action Plan is developed and written. Ensures contingency plans / options are developed as needed. Supervises the Situation Unit. 	<ul style="list-style-type: none"> Planning Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/> Establish working areas with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Review EOC Form 401A for incident status.
<input type="checkbox"/> Determine incident objectives and strategy.
<input type="checkbox"/> Determine necessary contingency plans.
<input type="checkbox"/> Identify reporting requirements and schedules – both internal and external to the incident.
<input type="checkbox"/> Organize and staff Unit as necessary <ul style="list-style-type: none"> Assign field observers as needed Required technical specialists as needed
<input type="checkbox"/> Compile and display incident status summary information on situation display board. Ensure boards are current and the information is neat and legible. Document on ICS Incident Status Summary Form.
<input type="checkbox"/> Forward Incident Status Summary Forms to Agency Administrator or other designated staff once per operational period, or as required.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Provide copy of Incident Status Summary to Information Officer
<input type="checkbox"/>	Obtain / develop incident maps.
<input type="checkbox"/>	Supervise technical specialists.
<input type="checkbox"/>	Brief technical specialists on current incident status.
<input type="checkbox"/>	Assign analysis tasks to technical specialist.
<input type="checkbox"/>	Notify staff of timelines and format requirements for Form completion.
<input type="checkbox"/>	Monitor progress of incident objectives.
<input type="checkbox"/>	<p>Compile, maintain and display incident status information in EOC:</p> <ul style="list-style-type: none"> Sort data into required categories of information (e.g. geographical area, population, facilities, environmental values at risk, location of facilities etc.). Determine appropriate map displays. Review all data for completeness, accuracy and relevancy prior to posting. Plot incident boundaries, location of perimeters, facilities, access routes etc. on display maps in planning area.
<input type="checkbox"/>	<p>Develop additional displays (weather repots, etc.) as necessary</p> <ul style="list-style-type: none"> Ensure displays and maps are kept up to date FOR EMERGENCIES ONLY – contact Environment Canada Weather Forecast Operations for critical weather information 1 800 667 8676.
<input type="checkbox"/>	<p>Provide photographic services and maps</p> <ul style="list-style-type: none"> Photographic services may be used to document operations and intelligence activities, public information activities and accident investigations. Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate. Ensure photographs are processed at the end of each operational period. Request or develop additional and specialized maps as required. Provide incident maps for IAP.
<input type="checkbox"/>	<p>Provide situation evaluation, prediction and analysis for Command and Operations. Prepare information on alternative strategies:</p> <ul style="list-style-type: none"> Review current and projected incident and resource status. Develop alternative strategies Identify resources required to implement contingency plans. Document alternatives for presentation to Incident Commander and Operations and inclusion in the IAP.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.
<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Request weather forecasts and spot weather forecasts as necessary from Environment Canada.
<input type="checkbox"/>	Prepare Incident Status Form prior to planning meetings.
<input type="checkbox"/>	Participate in planning meetings as required.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the DEM, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.22 Documentation Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> • Accepts, organizes, files and maintains files / documents. • Establishes and provides duplication services for EOC. • Distributes documents such as the IAP and situation report. • Ensures records are accurate and complete before filing. If not, work with submitting unit to correct. • Supervises Document Unit. 	<ul style="list-style-type: none"> • Planning Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Ensure adequate duplication capability for large scale operations and adequate staff to assist in the duplication and documentation process.
<input type="checkbox"/> Establish and organize incident files.
<input type="checkbox"/> Establish duplication services and respond to request.
<input type="checkbox"/> Organize staff and supervise unit as appropriate. Provide adequate relief.
<input type="checkbox"/> Determine number of IAPs needed for distribution and duplicate.
<input type="checkbox"/> Retain and file duplicated copies of official forms and reports.
<input type="checkbox"/> Accept and file reports and forms submitted by incident personnel.
<input type="checkbox"/> Check the accuracy and completeness of records submitted for files.
<input type="checkbox"/> Ensure that legal restrictions on public and exempt records are observed.
<input type="checkbox"/> Provide briefing on current activities and unusual events.
<input type="checkbox"/> Give complete incident files to Planning Section Chief.
<input type="checkbox"/> Prepare Incident Status Form prior to planning meeting.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Participate in planning meetings as required.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.23 Advanced Planning Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Develops an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 – 72 hours. Reviews all available situation reports, action plans and other significant documents. Determines potential future impact of the event or disaster, particularly issues that might modify the overall EOC priorities and objectives. Provides periodic briefings for the DEM. Supervises the Advance Planning Unit. 	<ul style="list-style-type: none"> Planning Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Organize staff and supervise unit as appropriate. Provide adequate relief.
<input type="checkbox"/> Review the current situation report and include recent updates.
<input type="checkbox"/> Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or disaster.
<input type="checkbox"/> Develop an Advance Plan to identify future policy related issues, social and economic impacts, significant response or recovery needs and any other issues likely to affect EOC operations within 36 -72 hours.
<input type="checkbox"/> Submit the Advance Plan to the Planning Section Chief for review and approval prior to implementation via briefings with the DEM.
<input type="checkbox"/> Review Incident Action Plan objectives submitted by each Section for the forthcoming operational period. In conjunction with the Management Team, recommend a transition strategy to the DEM when EOC activity shifts predominantly to recovery operations.
<input type="checkbox"/> Assist recovery unit coordinator in developing initial relief plans.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Give complete incident files to Planning Section Chief.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.24 Logistics Section Chief

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Assists with procurement of resources and manpower to help manage the incident. The Logistics section may consist of the following branches and units: <ul style="list-style-type: none"> Service: Security, Communications, Food and Fuel Units. Support: Facilities, Supply and Ground Support Units. 	<ul style="list-style-type: none"> DEM. General Staff, as necessary. Support services. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Initial Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Maintain a detailed Individual Action Log to document key elements of your conversations or activities.
<input type="checkbox"/> Establish and confirm resource ordering process.
<input type="checkbox"/> Organize staff for Logistics Section as needed. Consider the need for Security at EOC and Incident site Communications unit Information technology Supply unit Food unit Transportation unit
<input type="checkbox"/> Notify resource unit of units activated including names and locations of unit leaders.
<input type="checkbox"/> Notify and mobilize requested resources (internal and external).
<input type="checkbox"/> Ensure all company & third-party equipment is operational and meets industry standards and worker safety requirements.
<input type="checkbox"/> Track the status of ordered resources and their estimated time of arrival.
<input type="checkbox"/> Review the longer-term resource requirements with the Planning Section Chief and arrange for the additional resources.
<input type="checkbox"/> Place additional resources on standby as necessary to address incident escalation.

<input checked="" type="checkbox"/>	Initial Tasks
<input type="checkbox"/>	Participate in preparing IAP <ul style="list-style-type: none"> • Provide information on availability of resources • Work with division and groups to ensure site needs are met • Identify future operations needed • prepare Incident Communication Form (EOC Form 410) • Assist with the preparation of transportation plan
<input type="checkbox"/>	Determine your 24-hour staffing requirements as required.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated.
<input type="checkbox"/>	Advise all persons contacted of the call down status.
<input type="checkbox"/>	Ensure all standby resources are advised of the call down status.
<input type="checkbox"/>	Assemble response related cost summaries and forward information to the Finance / Administration Section Chief.
<input type="checkbox"/>	Deactivate your position when authorized by the DEM.
<input type="checkbox"/>	Submit all incident related documentation to the DEM.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.25 Recovery Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Assesses the requirements for assistance for community and individual recovery from a major emergency or disaster. Identifies immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area. Anticipates actions required over the long term to restore local services and return the area to pre-emergency conditions. Supervises the Recovery Unit and all recovery operations unless otherwise directed by the Planning Section Chief and / or DEM. 	<ul style="list-style-type: none"> Planning Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Organize staff and supervise unit as appropriate. Provide adequate relief.
<input type="checkbox"/> Act as liaison for the EOC and other disaster assistance agencies to coordinate the recovery process.
<input type="checkbox"/> Ensure that short-term relief efforts such as: interim housing, counselling, utility restorations, debris removal, building safety inspections, etc. have been planned for an initiated.
<input type="checkbox"/> Prepare Recovery Plan, including actions required by priority for recovery of public and private infrastructure public and private property, mental health, public health, and the social economic fabric.
<input type="checkbox"/> Obtain DEM's approval in consultation with other Planning Section Units and EOC Management Team, prepare the EOC After-Action Report.
<input type="checkbox"/> Submit After-Action Report to the Planning Section Chief for review and approval prior to conducting briefings with the DEM.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Give complete incident files to Planning Section Chief.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.26 Resources Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Tracks resources used in response by coordinating with the branches and unites in Operations and Logistics Sections. Develops and maintains resource tracking board. Supervises the Resource Unit. 	<ul style="list-style-type: none"> Planning Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Organize staff and supervise unit as appropriate. Provide adequate relief.
<input type="checkbox"/> Establish contact with incident information sources such as Operations, and DEM to determine what resources have been assigned to the incident, their status sand location.
<input type="checkbox"/> Establish check-in function at incident site.
<input type="checkbox"/> Ensure logs and other necessary files are maintained.
<p>Compile maintain and display resource status information on:</p> <ul style="list-style-type: none"> All tactical and support personnel and apparatuses and Transportation and support vehicles Review EOC Form 401A <p><input type="checkbox"/> Review check-in list (EOC Form 511)</p> <p>Confirm resources assigned to:</p> <ul style="list-style-type: none"> Staging Tactical operations Other command and general staff functions
<input type="checkbox"/> Establish and maintain resource tracking system.
<input type="checkbox"/> Obtain copy of critical resource request from Logistics and post requests on status board and track progress of the request until filled.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Establish and maintain a current accurate status board tracking requests from Logistics. Post requests and track until request is filled. Board should include date and time of request, items requested, priority designation, and time request was processed and estimated time of arrival or delivery of item.
<input type="checkbox"/>	Maintain master roster of all resources at incident, including number of: <ul style="list-style-type: none"> • Personnel assigned to the incident • Resources assigned to each Section and / or unit • Specific equipment types
<input type="checkbox"/>	An additional status board may be developed to track the resource usage. This board may include arrival time of resources, location of use and estimation of how long the resource will be needed.
<input type="checkbox"/>	Assist in preparation of the IAP <ul style="list-style-type: none"> • Prepare organization chart (EOC Form 500) and post in each room or area of the EOC • Prepare organization assignment list (EOC Form 501) • Assist in preparing the EOC Incident Action Plan (EOC Form 502)
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input type="checkbox"/>	Participate in Planning meeting as assigned.
<input type="checkbox"/>	Assist in identification of additional and special resources: <ul style="list-style-type: none"> • Other disciplines • Technical specialists • Resources needed to implement contingency plans
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.27 Demobilization Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Develops demobilization plan for the EOC and incident site. Supervises the Demobilization Unit. 	<ul style="list-style-type: none"> Planning Section Chief 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Organize staff and supervise unit as appropriate. Provide adequate relief.
<input type="checkbox"/>	Watch for indications that demobilization can begin <ul style="list-style-type: none"> no new requests for resources End of incident is in sight There are unassigned resources
<input type="checkbox"/>	Review the incident resource records to determine scope of demobilization effort <ul style="list-style-type: none"> Resource tracking system Check-in forms Master resource list
<input type="checkbox"/>	Meet with agency representatives to determine <ul style="list-style-type: none"> Agencies not requiring formal demobilization Personnel rest and safety needs Coordination procedures with cooperating / assisting agencies
<input type="checkbox"/>	Assess the current and projected resource needs of the Operations Section.
<input type="checkbox"/>	Obtain identification of surplus resources and probable release times.
<input type="checkbox"/>	Determine logistical support needs of released resources (rehab, transportation, equipment replacement, decontamination etc.).
<input type="checkbox"/>	Determine Finance / Admin. communications, supply and other incident check-out stops.
<input type="checkbox"/>	Determine de-briefing requirements.
<input type="checkbox"/>	Establish communication links with off-incident organizations and facilities.

<input checked="" type="checkbox"/>	Tasks
	<p>Prepare demobilization plan (EOC Form 518)</p> <ul style="list-style-type: none"> • General – discussion of demobilization procedures • Responsibilities -specific implementation responsibilities and activities • Release priorities – according to agency and kind and type of resource • Release procedures - detailed steps and process to be followed • Directories – maps, telephone numbers, instructions and other needs elements • Continuity of operations (follow up to incident operations) • Public information • Finance / administration • Other <p><input type="checkbox"/> Designate to whom outstanding paperwork must be submitted</p> <p>Include demobilization of ICP and EOC staff. In general, ICP and EOC staff will not be released until</p> <ul style="list-style-type: none"> • Incident activity and workload are at the level the agency can reasonably assume • Incident is controlled • On-scene personnel are released except those needed for final tactical assignments • Incident base is reduced or in the process of shutdown • Planning Section has organized final incident package • Finance / Admin Section has resolved major known finance problems and defined process for follow-up • Rehabilitation / cleanup accomplished or contracted • Team has conducted or scheduled de-briefing.
<input type="checkbox"/>	Obtain approval for Demobilization Plan (EOC Form 518) from Planning Section Chief
<input type="checkbox"/>	Distribute Demobilization Plan to processing points for both on and off incident.
<input type="checkbox"/>	Monitor implementation of Demobilization Plan.
<input type="checkbox"/>	Assist with coordination of the Demobilization Plan.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input type="checkbox"/>	Participate in Planning meeting as assigned.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.

<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.28 Technical Specialists

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Provides technical expertise to the EOC to assist with response, contingency plans and / or demobilization planning. 	<ul style="list-style-type: none"> Planning Section Chief 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Report to the EOC. Check-in with Planning Section Chief and obtain a briefing.
<input type="checkbox"/>	Identify Supervisor in organization.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Obtain copies of the IAP.
<input type="checkbox"/>	Participate in Planning Meetings as necessary.
<input type="checkbox"/>	Provide technical expertise to supervisor in organization according to established format, timelines etc.
<input type="checkbox"/>	Notify Planning Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.29 Communications Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Develops, implements and monitors a communication plan to meet the requirements of the situation: Phones, radios etc. Communication of public information handled through Information Officer Supervises the communication Unit staff. 	<ul style="list-style-type: none"> Logistics Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Assign staff unit as appropriate. Assign Communication Centre Manager and Lead Incident Dispatcher. Assign Message Centre Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
<input type="checkbox"/> Conduct a communications assessment to determine what systems are currently working and to establish what is needed for the response.
<input type="checkbox"/> Prepare and implement Incident Communications Plan (EOC Form 410) <ul style="list-style-type: none"> Obtain current organizational chart Determine most hazardous tactical activity and ensure adequate communication Determine most critical communication needs, ensure adequate communication
<input type="checkbox"/> Make communications assignments to all other Operations elements, including volunteers, contract or mutual aid.
<input type="checkbox"/> Establish and post any specific procedures for use of EOC / ICP communications equipment.
<input type="checkbox"/> Determine which phones / numbers will be assigned to what personnel and for what purpose.
<input type="checkbox"/> Do not publicize outgoing numbers.
<input type="checkbox"/> Determine need and research availability of additional nets and systems. Order through Supply Unit after approval by Section Chief.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Provide technical information as required on: <ul style="list-style-type: none"> • Adequacy of communications systems currently in use • Geographic limitations on communications equipment • Equipment capabilities • Amount and types of equipment available • Anticipated problems in use of equipment
<input type="checkbox"/>	Notify Logistics Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.30 Personnel Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Provides personnel resources as requested in support of the EOC and site operations. Identifies, recruits and registers staff and volunteers as required. Develops EOC organizational chart. Supervises Personnel Unit. 	<ul style="list-style-type: none"> Logistics Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Establish EOC check-in procedure. Check-in incoming staff.
<input type="checkbox"/> In conjunction with Documentation Unit, develop a large poster sized EOC organizational chart. The chart should be posted in a conspicuous place visible to all EOC staff.
<input type="checkbox"/> Coordinate with the DDEM and Safety Officer to ensure all EOC staff and volunteers receive a current situation and safety briefing upon check-in.
<input type="checkbox"/> Establish communication with volunteer agencies and other agencies that can provide personnel resources.
<input type="checkbox"/> Process all incoming requests for personnel. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine estimated time of arrival of support personnel and advise requesting parties accordingly.
<input type="checkbox"/> Maintain a status board or other reference to keep track of incoming personnel resources.
<input type="checkbox"/> Coordinate with the DDEM and Safety Officer to ensure access, badging or identification and proper direction for responding personnel upon arrival at EOC.
<input type="checkbox"/> Develop shift schedule (EOC Form 503).
<input type="checkbox"/> Assist the Operations Section with ordering of mutual aid personnel resources as requested.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Coordinate all requests for personnel resources from the functional branches with the EOC Operations Section prior to acting on request.
<input type="checkbox"/>	In coordination with the DDEM, determine the need for counselling and critical incident stress debriefing for EOC staff and emergency workers. Acquire mental health specialists as needed.
<input type="checkbox"/>	Arrange for childcare services for EOC personnel as required.
<input type="checkbox"/>	Establish and staff registration locations to register volunteers, and issue ESS worker identification cards.
<input type="checkbox"/>	Ensure that accommodation is arranged for out-of-town personnel. Coordinate with ESS Branch and Supply Unit.
<input type="checkbox"/>	Coordinate transportation requirements with Transportation Unit.
<input type="checkbox"/>	Notify Logistics Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.31 Support Branch – Supply Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Oversees the acquisition and distribution of equipment and personnel for the incident response (note: for equipment and personnel not provided through mutual aid). Works with other units to ensure equipment and personnel are delivered appropriately. 	<ul style="list-style-type: none"> Logistics Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Determine charge code for incident.
<input type="checkbox"/> Confirm ordering process.
<input type="checkbox"/> Assess need for 24-hour staffing.
<input type="checkbox"/> Determine scope of supply process.
<input type="checkbox"/> Consider need for “lead agency” representation in ordering process.
<input type="checkbox"/> Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel and supplies).
<input type="checkbox"/> Determine ordering parameters, authorities and restrictions (including spending limits). Ensure that Unit staff observes ordering system and chain of command for ordering: <ul style="list-style-type: none"> Establish clearly defined time when the Supply Unit. Confirm process for coordinating contract related activities with the Procurement Unit. Confirm predetermine type and amount of supplies and equipment on hand and en-route. Contact resources unit to determine resources on order.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	<p>Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208).</p> <ul style="list-style-type: none"> • Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications etc.). • Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered. • Obtain estimated price for resources which are exempt from reimbursement. • Coordinate delivery of rented equipment to ground support unit for inspection before use. • Whenever possible talk with ordering party to clarify types and amount of supplies or materials. Verify the requires has not previously been filled through another source.
<input type="checkbox"/>	Determine if requested supplies are available in inventory or from the area.
<input type="checkbox"/>	Before completing an order, determine if the vendor will accept purchase orders.
<input type="checkbox"/>	Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.
<input type="checkbox"/>	<p>Order, receive, distribute and store supplies and equipment:</p> <ul style="list-style-type: none"> • Obtain resource name, number identifiers etc. Along with ETAs • Relay this information to appropriate staff
<input type="checkbox"/>	Advise affected Unit of Section of changes in arrival times of required resources. Advise immediately if order cannot be filled.
<input type="checkbox"/>	Alert Section Chief to changes in resource availability which may affect incident operations.
<input type="checkbox"/>	Work with Resource Unit to maintain the resource status board and / or other systems tracking supply and personnel orders.
<input type="checkbox"/>	Develop and implement safety and security requirements for supply areas.
<input type="checkbox"/>	Review IAP for information affecting Supply Unit.
<input type="checkbox"/>	Maintain inventory of supplies and equipment.
<input type="checkbox"/>	Coordinate donated goods and services from community groups and private organizations. Link with ESS Director.
<input type="checkbox"/>	Service re-usable equipment.
<input type="checkbox"/>	Keep and submit copies of all orders and related documents to the Documentation Unit.
<input type="checkbox"/>	Notify Logistics Section Chief of unforeseen changes.

<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.32 Supply Branch – Facilities Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Determines the need for and activates facilities for response to the incident. Supervises Facilities Unit staff. 	<ul style="list-style-type: none"> Logistics Section Chief 	EMERGENCY OPERATIONS CENTRE (EOC)

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/>	Identify Supervisor in organization.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Obtain briefing on expected duration and scope of incident, facilities already activated, and anticipated facility needs.
<input type="checkbox"/>	Obtain a copy of the IAP and determine: <ul style="list-style-type: none"> Location of ICP Staging areas Incident base Supply / receiving / distribution centres Information / media briefing centre Other incident facilities
<input type="checkbox"/>	Determine requirements for each facility to be established <ul style="list-style-type: none"> Sanitation Sleeping Feeding supply area Medical support Communications needs Security needs Lightings

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	<p>In cooperation with incident staff and other EOC staff, determine the following requirements for each facility:</p> <ul style="list-style-type: none"> • Needed space • Location • Access • Parking • Security • Safety
<input type="checkbox"/>	Plan facility layouts in accordance with above.
<input type="checkbox"/>	<p>Coordinate negotiations for rental office or storage space:</p> <p><60 days – coordinate with procurement unit</p> <p>>60 days – coordinate with procurement unit, agency facility manager and agency finance department.</p>
<input type="checkbox"/>	Video or photograph rental office or storage space prior to taking occupancy
<input type="checkbox"/>	Notify Logistics Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.33 Supply Branch – Transportation Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> In coordination with the Engineering Branch Coordinator and the Situation Unit, develops a Transportation Plan to support the EOC Action Plan. Arrange for transportation resources. Supervises the Transportation Unit. 	<ul style="list-style-type: none"> Logistics Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Obtain briefing on: <ul style="list-style-type: none"> Fueling needs of apparatus on incident site. Transportation needs for responders. Location of supply Unit receiving and distribution points. Incident transportation maps and restrictions on transportation routes. Need for vehicle repair services and policy towers repair and re-fuelling of mutual aid and rental equipment.
<input type="checkbox"/> Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.
<input type="checkbox"/> Support out-of-service resources according to agreement for mutual and it and rental equipment.
<input type="checkbox"/> Notify resources unit of all changes on support and transportation vehicles.
<input type="checkbox"/> Maintain fuel, parts and service use records and cost summaries. Forward to Finance / Admin Section.
<input type="checkbox"/> Arrange for and activate towing, fueling, maintenance and repair services.
<input type="checkbox"/> Maintain inventory of support and transportation vehicles.

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	<p>Provide transportation services:</p> <ul style="list-style-type: none"> • Review IAP for transportation requirements • Review inventory for needed resources • Requires additional resources through supply Unit. Give type, time needed and reporting locations. • schedule use of support vehicles. • Document mileage , fuel consumption and other costs.
<input type="checkbox"/>	<p>Implement Transportation Plan</p> <ul style="list-style-type: none"> • Determine timelines • Identify types of services required. • Assign resources required to implement Transportation Plan.
<input type="checkbox"/>	Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.
<input type="checkbox"/>	Notify Logistics Section Chief of unforeseen changes.
<input checked="" type="checkbox"/> Shift Change	
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/> Demobilization – Post Incident Tasks	
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.34 Finance / Administration Section Chief

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Assists response teams with cost tracking, financial and administrative management during the incident. May consist of the following units: Time, Procurement Compensation / Claims and Cost. 	<ul style="list-style-type: none"> DEM. General Staff, as necessary. Support services. 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with DEM and obtain a briefing.
<input type="checkbox"/> Maintain a detailed Individual Action Log to document key elements of your conversations or activities.
<input type="checkbox"/> Participate in Incident Briefing meetings as requested.
<input type="checkbox"/> Raise purchase orders and Authority for Expenditures as necessary.
<input type="checkbox"/> Set up cost-tracking processes and ensure financial records are maintained throughout the incident.
<input type="checkbox"/> Ensure on-duty time is recorded and that the time records are collected.
<input type="checkbox"/> Provide the Reception Centre (if established) with procedures to handle expenses incurred by affected public.
<input type="checkbox"/> Determine your 24-hour staffing requirements as required – use Logistics.
<input checked="" type="checkbox"/> Shift Change
<input type="checkbox"/> Communicate your shift change to all direct reports.
<input type="checkbox"/> Fully brief your relief on events and status of actions being taken.
<input checked="" type="checkbox"/> Demobilization – Post Incident Tasks
<input type="checkbox"/> Provide preliminary disaster recovery summary of expenses.
<input type="checkbox"/> Advise all persons contacted of the call down status.
<input type="checkbox"/> Ensure all standby resources are advised of the call down status.
<input type="checkbox"/> Assemble response related cost summaries and prepare management summary report.
<input type="checkbox"/> Submit all incident related documentation to the DEM.

<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Deactivate your position when authorized by the DEM.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.35 Time Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Ensures time reports are kept for all personnel and equipment during the response (including hired, contracted or rented.) Ensures travel expense claims and other related forms are completed and submitted. Supervises the Time Unit. 	<ul style="list-style-type: none"> Finance / Administration Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Obtain briefing on: <ul style="list-style-type: none"> Incident and EOCs requirement for time recording Required timelines for reports Location of timekeeping activity Number of personnel and rental equipment for which time will be kept
<input type="checkbox"/> Advise Ground Support Unit, Air Support Groups, Facilities Unit (and other users of equipment) of the requirement of a daily report of equipment time.
<input type="checkbox"/> Establish contact with appropriate agency personnel representatives: Determine time keeping constraints on individual agencies Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.
<input type="checkbox"/> Ensure that daily personnel and equipment time recording documents are prepared and compliance with time keeping policy is maintained.
<input type="checkbox"/> Establish files for time records as appropriate.
<input type="checkbox"/> Provide for records security.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Brief Finance / Admin Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.
<input type="checkbox"/>	Notify Finance / Administration Section Chief of unforeseen changes.
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

5.3.3.36 Procurement Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Negotiates and administers contracts and agreements. Establishes local sources for equipment, supplies and services etc. Manages and accounts for all payments related to contacts and agreements. Supervises the Procurement Unit. 	<ul style="list-style-type: none"> Finance / Administration Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/>	Identify Supervisor in organization.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Obtain briefing on: <ul style="list-style-type: none"> Current vendor list Contracts / agreements that have been activated Timelines for reporting cost information
<input type="checkbox"/>	Determine purchase order process.
<input type="checkbox"/>	Contact Supply Unit to find out about incident needs and any special procedures or requirements.
<input type="checkbox"/>	Prepare and sign offers for rental as necessary.
<input type="checkbox"/>	Develop incident Procurement Plan. This plan should address / include: <ul style="list-style-type: none"> Spending caps Necessary forms Identify who has purchasing authority Process for obtaining approval to exceed caps Coordination process with Supply Unit Supply of emergency purchase orders
<input type="checkbox"/>	Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	Prepare and sign contracts, land-use agreements and cost-sharing agreements as necessary.
<input type="checkbox"/>	Draft Memorandums of Understanding as needed (obtain legal review and DEM signature prior to implementation).
<input type="checkbox"/>	Establish contact with supply vendors as needed.
<input type="checkbox"/>	Determine whether additional vendor service agreements will be necessary.
<input type="checkbox"/>	Interpret contracts / agreements and resolve claim issues or disputes with delegated authorities.
<input type="checkbox"/>	Provide cost data from rental agreements, contract etc. to Cost Unit Leader according to reporting time frames established for operational period.
<input type="checkbox"/>	<p>Verify all invoices. It is imperative that all contractors are accounted for and their time documented:</p> <ul style="list-style-type: none"> • Coordinate with all Sections • It may be helpful to assign one person (or more) to simply travel to the incident site and document everything they see being used. • Ensure that all equipment rental documents and inspection are complete (coordinate inspection information with Ground Support Unit and / or Operations) before signing).
<input type="checkbox"/>	Complete final processing and send documents for payment.
<input type="checkbox"/>	<p>Maintain final incident receiving documents:</p> <ul style="list-style-type: none"> • Obtain copies of all vendor invoices • Verify that all equipment time records are complete • Maintain comprehensive audit trail for all procurement documents • Check completeness of all data entries on vendor invoices • Compare invoices against procurement documents • Assure that only authorized personnel initiate orders
<input type="checkbox"/>	Notify Finance / Administration Section Chief of unforeseen changes.

<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.37 Compensation /Claims Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Oversees the investigation of injuries and claims from the incident response. Oversees the investigation and reporting of equipment damage from the incident response. Completes forms required by WCB and ensures communication with the WCB. Establishes and maintains files of injuries and illness resulting from the response activities. Supervises the Compensation Unit. 	<ul style="list-style-type: none"> Finance / Administration Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks
<input type="checkbox"/> Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/> Identify Supervisor in organization.
<input type="checkbox"/> Establish working area with necessary tools and supplies.
<input type="checkbox"/> Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/> Obtain briefing on: <ul style="list-style-type: none"> Accidents / injuries to date Status of investigations
<input type="checkbox"/> Establish contact with Safety Officer and Liaison Officer or department / agency representatives.
<input type="checkbox"/> Determine need for Compensation for injury and Claims Specialists, require additional personnel as necessary.
<input type="checkbox"/> Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
<input type="checkbox"/> Ensure that volunteer personnel have been appropriately registered.
<input type="checkbox"/> Ensure written authority for persons requiring medical attention.
<input type="checkbox"/> Ensure correct billing forms for transmittal to doctor and / or hospital.
<input type="checkbox"/> Ensure all witness statements are reviewed for completeness.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	<p>Coordinate with Safety Officer to provide liaison with Occupational Safety and Health Administration.</p> <ul style="list-style-type: none"> • Provide analysis of injuries. • Ensure appropriate level of protective equipment is being used and personnel are trained in their use.
<input type="checkbox"/>	Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.
<input checked="" type="checkbox"/>	Claims Specialist
<input type="checkbox"/>	Work closely with Operations and Planning for information from the field.
<input type="checkbox"/>	Some agencies / Units have "Claim Teams" who are trained to do claim investigation and documentation for large incidents.
<input type="checkbox"/>	Coordinate with AEMA, private organizations (Red Cross) and other Government agencies for claims documentation and their needs (Liaison Officer can often be of assistance in coordinating and obtaining information). Note: "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit, however information gathered by the Unit may be forwarded to the agency as a part of recovery efforts.
<input checked="" type="checkbox"/>	Compensation for Injury Specialists
<input type="checkbox"/>	Determine accidents / injuries to date
<input type="checkbox"/>	Coordinate with Safety Officer, Liaison Officer and / or departments / agency representatives.
<input type="checkbox"/>	Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
<input type="checkbox"/>	Work with local agency representatives to find treatment options for injuries.
<input type="checkbox"/>	Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
<input type="checkbox"/>	Prepare written authority for person requiring medical treatment, and correct billing forms for transmittal to doctor / hospital. Ensure all written statements are reviewed for completeness.
<input type="checkbox"/>	Keep informed and report on status of hospitalized personnel.
<input type="checkbox"/>	Maintain log of all injuries occurring.
<input type="checkbox"/>	Arrange for notification of next of kin for serious injuries and deaths.

<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	Communicate your shift change to all direct reports.
<input type="checkbox"/>	Fully brief your relief on events and status of actions being taken.
<input type="checkbox"/>	With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.
<input type="checkbox"/>	Deactivate your position when authorized by the Planning Section Chief.
<input type="checkbox"/>	Participate in the incident response debriefing meeting.

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5.3.3.38 Cost Unit Lead

Functional Role	Key Communications	Facility
<ul style="list-style-type: none"> Provides incident costs analysis, analyzes and prepares estimates of incident costs. Records all cost data and maintains records of incident costs. Maintains list of all equipment and personnel requiring payment. 	<ul style="list-style-type: none"> Finance / Administration Section Chief 	<p>EMERGENCY OPERATIONS CENTRE (EOC)</p>

<input checked="" type="checkbox"/> Tasks	
<input type="checkbox"/>	Report to the EOC. Check-in with Logistics Section Chief and obtain a briefing.
<input type="checkbox"/>	Identify Supervisor in organization.
<input type="checkbox"/>	Establish working area with necessary tools and supplies.
<input type="checkbox"/>	Start log and document all activity on EOC Form 214 (Activity Log). Prepare other forms and documents as necessary.
<input type="checkbox"/>	Obtain briefing on: <ul style="list-style-type: none"> Reporting timelines Standard and special reports required Desired report format
<input type="checkbox"/>	Obtain and record all cost data: <ul style="list-style-type: none"> Agency equipment costs Contract or mutual aid costs Contract or mutual aid personnel costs Damage to facilities, infrastructure, equipment or vehicles Supplies Food Facility rental
<input type="checkbox"/>	Identify in reports all equipment / personnel requiring payment.
<input type="checkbox"/>	Prepare incident cost summaries by operational period, or as directed by the Finance / Administration Section Chief.
<input type="checkbox"/>	If cost sharing agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

<input checked="" type="checkbox"/>	Tasks
<input type="checkbox"/>	<p>Prepare resource use cost estimates for Planning Section</p> <p>Make sure estimates are updated with actual costs as they become available</p> <p>Make sure information is provided to Planning according to Planning's schedule</p>
<input type="checkbox"/>	<p>Make recommendations on cost savings to Finance / Admin Section. This must be coordinated with Operations and Planning Section – use of high cost equipment may have justification.</p>
<input type="checkbox"/>	<p>Maintain cumulative incident cost records. Costs should reflect each individual entity (individual crew or personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime / hazard). These records should reflect:</p> <ul style="list-style-type: none"> • Agency contract and / or mutual aid equipment costs • Agency, contract and / or mutual aid personnel costs and pay premiums (straight, hazard and overtime) • Contract or mutual aid equipment costs • Contract or mutual aid personnel costs • Damage to agency facilities, infrastructure or equipment or vehicles • Supplies • Food • Facility rental
<input type="checkbox"/>	<p>Ensure all cost documents are accurately prepared.</p>
<input type="checkbox"/>	<p>Enter data into an agency cost analysis system (Incident Analysis Reporting System or similar systems if appropriate)</p>
<input checked="" type="checkbox"/>	Shift Change
<input type="checkbox"/>	<p>Communicate your shift change to all direct reports.</p>
<input type="checkbox"/>	<p>Fully brief your relief on events and status of actions being taken.</p>
<input type="checkbox"/>	<p>With the Planning Section Chief, review degree of success of previous Incident Action Plan and discuss objectives and actions for subsequent Incident Action Plan.</p>
<input checked="" type="checkbox"/>	Demobilization – Post Incident Tasks
<input type="checkbox"/>	<p>Ensure that all documentation is completed and consolidated. Note: Each Section Chief is tasked with collection of documentation from their response team members.</p>
<input type="checkbox"/>	<p>Deactivate your position when authorized by the Planning Section Chief.</p>
<input type="checkbox"/>	<p>Participate in the incident response debriefing meeting.</p>

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6.0 INCIDENT SPECIFIC RESPONSE ACTIONS

6.1 Civil Disturbance

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	<p>Complete the Incident Status Summary form (ICS 209) found in Appendix E. Where possible, confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Estimated number of people involved in disturbance <input type="checkbox"/> Estimated number of injured <input type="checkbox"/> Occurrence of any fatalities <input type="checkbox"/> Threats or actual violence <input type="checkbox"/> Threats or actual weapons <input type="checkbox"/> Who and what is at risk: people, property and environment <input type="checkbox"/> Presence of secondary hazards i.e. tear gas, fires <input type="checkbox"/> Are evacuations necessary <input type="checkbox"/> What support resources are needed immediately
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing.
<input checked="" type="checkbox"/>	Initial Actions
<input type="checkbox"/>	Consider declaring SOLE if emergency services and ability to protect the public is compromised. See Section 4.8 for procedures.
<input type="checkbox"/>	Notify Province, County and MAA partners if additional protective services are required.
<input type="checkbox"/>	Where possible, ensure the hot zone is isolated with road closures and roadblocks.
<input type="checkbox"/>	Where possible, ensure the warm zone is isolated for response personnel and vehicles.
<input type="checkbox"/>	Liaise with Alberta Transportation for highway closures.
<input type="checkbox"/>	Advise CN / CP rail to halt service to the area if at risk.
<input type="checkbox"/>	Procure tactical resources as requested from the incident site.
<input type="checkbox"/>	Issue public advisory to avoid the area.
<input type="checkbox"/>	Issue public advisory for the enforcement of curfews if required.
<input type="checkbox"/>	If safe to do so, issue Evacuation Orders for business and residents in hot zone as required.
<input type="checkbox"/>	Provide media briefing and update social media sites with relevant information for the protection of the public.
<input type="checkbox"/>	Activate Evacuation and ESS Plan for reception of evacuees.

<input checked="" type="checkbox"/>	On-going Response and Monitoring Action
<input type="checkbox"/>	Continue threat level monitoring to anticipate changes in the situation which could negatively impact the response – See Section 7.4.1
<input checked="" type="checkbox"/>	Demobilization
<input type="checkbox"/>	Rescind evacuation orders (if required).
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, MAA partners and other agencies as required.
<input type="checkbox"/>	Prioritize clean-up and restoration projects – starting with returning basic utilities, opening of roads and highways and debris removal.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Demobilize resources and EOC Staff.

6.2 Hazardous Materials Release

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	<p>Complete the Incident Status Summary form (ICS 209) found in Appendix E. Where possible, confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Substance released – is there a Safety Data Sheet with an emergency number <input type="checkbox"/> Location of release (land and water) <input type="checkbox"/> Amount of product released <input type="checkbox"/> If the release is ongoing or contained <input type="checkbox"/> Who and what is at risk: people, property and environment <input type="checkbox"/> Are evacuations necessary <input type="checkbox"/> What support resources are needed immediately
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing.
<input checked="" type="checkbox"/>	Initial Actions
<input type="checkbox"/>	Assess hazards and risk to life safety (workers / public / responders).
<input type="checkbox"/>	Consult ERG2016 to ensure appropriate evacuation and isolation zones have been established.
<input type="checkbox"/>	<p>Consult ERG2016 and / or / Safety Data Sheets and / or CANUTEC for potential health effects and product stability. Products may:</p> <ul style="list-style-type: none"> - Explode from heat, shock, friction - React violently with air, water or foam - Be ignited by heat, sparks or flame - Cause negative health effects such as asphyxiation, burns to skin and eyes, infection, disease or death
<input type="checkbox"/>	Ensure that appropriate air quality monitoring is being conducted if required.
<input type="checkbox"/>	Ensure responders have access to appropriate PPE and backup PPE.
<input type="checkbox"/>	Notify County and Province. Confirm activation of EOCs if required for mass evacuations, mass casualties or extensive damage.
<input type="checkbox"/>	Declare SOLE if mass evacuations are required. See Section 4.8 for procedures.
<input type="checkbox"/>	Activate Evacuation and ESS Plan as required.
<input type="checkbox"/>	Identify evacuation routes and reception centres if required.
<input type="checkbox"/>	Contact Alberta Transportation if highway closures are required.
<input type="checkbox"/>	Contact CN / CP Rail if service could be impacted.
<input type="checkbox"/>	Issue Evacuation Order (see Appendix F for Scripts).

<input checked="" type="checkbox"/>	Initial Action
<input type="checkbox"/>	Issue Public Advisory for short term events to advise the public of any isolation zones, and
<input type="checkbox"/>	Contact the public health authority and report any public exposure.
<input type="checkbox"/>	Procure additional resources to the site as required: Hazmat response, security, technical specialists.
<input checked="" type="checkbox"/>	Containment and Control Options
<input type="checkbox"/>	<p>In conjunction with the Incident Commander, and technical specialists discuss containment and control options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Retain (collect in low lying area) <input type="checkbox"/> Dike (small curb of dirt around spill) <input type="checkbox"/> Dam (build overflow or underflow dams for products in water) <input type="checkbox"/> Divert (change direction of flow) <input type="checkbox"/> Disperse (apply fog) <input type="checkbox"/> Dilute (apply water or other solvent) <input type="checkbox"/> Foam (suppress vapours) <input type="checkbox"/> Absorb (use of sorbent materials) <input type="checkbox"/> Boom (use of booms on water to isolate and remove) <input type="checkbox"/> Vacuum (use of vacuum trucks to remove) <input type="checkbox"/> Plug and patch (patch leaking vessels)
<input checked="" type="checkbox"/>	On-going Response and Monitoring Action
<input type="checkbox"/>	<p>Use the Threat Level Monitoring Table in Section 7.4.1 to continually monitor the situation and identify factors that could cause the emergency to escalate.</p> <p>Important Factors to Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Weather (current and forecast): wind direction, wind speed, precipitation, temperature <input type="checkbox"/> Air quality: is the air quality decreasing, increasing or remain unchanged <input type="checkbox"/> Environment: can or has the substance resulted in harm to the environment <input type="checkbox"/> Is there a need to expand evacuation / isolation zones in anticipation of changing conditions <input type="checkbox"/> Are there enough resources locally to handle the response <input type="checkbox"/> What additional resources are required
<input type="checkbox"/>	Track incident expenditures.
<input type="checkbox"/>	Continue to liaise with appropriate authorities: POC, County, Health Authority etc.
<input checked="" type="checkbox"/>	Remediation
<input type="checkbox"/>	Decontaminate personnel if exposed to spill.
<input type="checkbox"/>	Clean-up and restoration of environment priority to sensitive areas (water sources, sensitive terrain and animal habitat).

<input checked="" type="checkbox"/>	Remediation
<input type="checkbox"/>	Dispose waste, contaminated clothing and equipment if it cannot be decontaminated.
<input checked="" type="checkbox"/>	Demobilize
<input type="checkbox"/>	Rescind evacuation orders (if required).
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, Health Authority and other agencies as required.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Demobilize resources and EOC Staff.
<input type="checkbox"/>	Evaluate response and lessons learned. Update plan accordingly.

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6.3 Industrial Fire / Explosion

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	<p>Complete the Incident Status Summary form (ICS 209) found in Appendix E. Where possible, confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Size of fire / % contained <input type="checkbox"/> Number of injured <input type="checkbox"/> Number of fatalities <input type="checkbox"/> Who and what is at risk: people, property and environment <input type="checkbox"/> What secondary structures are at risk – vessels, buildings, critical infrastructure etc. <input type="checkbox"/> Are evacuations necessary <input type="checkbox"/> What support resources are needed immediately
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing requirements.
<input checked="" type="checkbox"/>	Initial Actions
<input type="checkbox"/>	Assess hazards and risk to life safety (workers / public / responders).
<input type="checkbox"/>	Ensure appropriate isolation and evacuation zones have been established.
<input type="checkbox"/>	Ensure roadblocks and road closures have been established.
<input type="checkbox"/>	Ensure adequate number of trained personnel and resources at the site to combat the fire, including PPE and backup PPE.
<input type="checkbox"/>	Notify County and Province as required.
<input type="checkbox"/>	Activate MAA partners if additional resources are required.
<input type="checkbox"/>	Notify Health Authority if public may be at risk of exposure.
<input type="checkbox"/>	Issue public advisory regarding the perimeter of the hazardous area, road closures, evacuations and potential health exposures and how to self-protect.
<input type="checkbox"/>	Establish air monitoring if required.
<input type="checkbox"/>	If evacuations are required for more than 3 hours, activate the Evacuation and ESS Plan accordingly.

<input checked="" type="checkbox"/>	On-going Response and Monitoring Action
<input type="checkbox"/>	<p>Use the Threat Level Monitoring Table in Section 7.4.1 to continually monitor the situation and identify factors that could cause the emergency to escalate.</p> <p>Important Factors to Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Weather (current and forecast): wind direction, wind speed, precipitation, temperature <input type="checkbox"/> Air quality: is the air quality decreasing, increasing or remain unchanged <input type="checkbox"/> Environment: are there any environmentally sensitive areas at threat <input type="checkbox"/> Is there a need to expand evacuation / isolation zones in anticipation of changing conditions <input type="checkbox"/> Are there enough resources locally to handle the response <input type="checkbox"/> What additional resources are required
<input checked="" type="checkbox"/>	Demobilize
<input type="checkbox"/>	Rescind evacuation orders (if required).
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, Health Authority and other agencies as required.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Evaluate response and lessons learned. Update plan accordingly.

6.4 Pandemic

<input checked="" type="checkbox"/>	Surveillance
<input type="checkbox"/>	Health authorities to monitor the introduction and spread of illnesses.
<input type="checkbox"/>	Identify and characterize outbreaks immediately notify the authorities of any trends or unusual events such as increases in frequency and severity of disease.
<input checked="" type="checkbox"/>	WHO Pandemic Phases 1, 2 and 3 – No human to human transmission sufficient to sustain community outbreak
<input type="checkbox"/>	Promote community awareness and protection measures through public announcements and postings on social media sites.
<input type="checkbox"/>	Ensure Plans are up to date and ready to be implemented.
<input type="checkbox"/>	Review the national Pandemic Response Plans.
<input type="checkbox"/>	Collaborate with relevant sectors (health, emergency services) to ensure adequate resource exist to implement surveillance programs.
<input checked="" type="checkbox"/>	Phase 4 and 5 – Human to human transmission able to sustain community level outbreak confirmed
<input type="checkbox"/>	Enhance surveillance, testing and reporting of possible outbreaks.
<input type="checkbox"/>	Monitor WHO reports and situational updates and outbreaks, prevention and control measures.
<input type="checkbox"/>	Ensure public information is available to travellers and those going abroad.
<input checked="" type="checkbox"/>	Phase 6 – Pandemic Declared
<input type="checkbox"/>	Activate EOC for monitoring purposes (during surveillance phase).
<input type="checkbox"/>	Continue to implement enhance surveillance measures for the detection, testing and reporting of any potential infections.
<input type="checkbox"/>	Continue to monitor WHO and provincial recommendations on the status of the outbreak and preventative measures.
<input type="checkbox"/>	Update public announcement with any new developments, information and access to health services during the pandemic.
<input type="checkbox"/>	Work with health care officials to ensure the adequate supply and distribution of vaccinations.
<input type="checkbox"/>	Work with health officials to ensure adequate monitoring and documentation of immunization programs and progress.
<input type="checkbox"/>	Identify critical staff and key resources and procedures to implement business continuity strategies and plans.
<input type="checkbox"/>	Follow direction of Health Authority for any prevention or response measures as necessary.
<input type="checkbox"/>	Consider the closure of public spaces if an outbreak occurs locally.

<input checked="" type="checkbox"/>	Phase 6 – Pandemic Declared
<input type="checkbox"/>	Consult with health authority on isolation and quarantine measures if outbreak occurs locally.
<input checked="" type="checkbox"/>	Post-Pandemic
<input type="checkbox"/>	Conduct debrief and document lessons learned.
<input type="checkbox"/>	Assess effectiveness of plan and update accordingly.
<input type="checkbox"/>	Evaluate financial and social impact of pandemic.
<input type="checkbox"/>	Demobilize resources and facilities used for clinics, isolation and quarantines.
<input type="checkbox"/>	Update public announcements to inform of resumption of normal operations.
<input type="checkbox"/>	Provide community support, grief counselling etc. to community members and staff as needed.

6.5 Severe Weather

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	Severe weather alerts may be issued by Environment Canada and through the Alberta Emergency Alert System.
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing requirements.
<input checked="" type="checkbox"/>	Severe Weather Watch
<input type="checkbox"/>	Assess hazards and risk to life safety (workers / public / responders).
<input type="checkbox"/>	Monitor conditions broadcast on news stations, social media and the Environment Canada website.
<input type="checkbox"/>	Follow instructions for immediate sheltering if required.
<input type="checkbox"/>	Where time permits, place resources on standby i.e. snow removal, salt trucks, tree and debris removal.
<input type="checkbox"/>	Ensure there is adequate emergency services staff police, fire and ambulance.
<input type="checkbox"/>	Ensure emergency shelters are open or on standby for vulnerable populations.
<input type="checkbox"/>	Consider the need for emergency cooling and / or heating centres in the event of power
<input type="checkbox"/>	Identify equipment, structures and important areas that may require protection.
<input type="checkbox"/>	Ensure that there is backup power for EOC.
<input type="checkbox"/>	Ensure EOC is equipped with emergency supplies: water, non-perishable food, batteries, cell phone charges, flashlights, tool kits, first aid kit, blankets, candles, lighter or matches.
<input checked="" type="checkbox"/>	Severe Weather Warning
<input type="checkbox"/>	Issue public advisories on Alberta Emergency Alert, E-Notify, social media sites, radio, TV.
<input type="checkbox"/>	If required, facilitate road closure orders; contact Alberta Transportation for highway closures.
<input type="checkbox"/>	If required, facilitate isolation zones around hazardous areas i.e. riverbeds.
<input type="checkbox"/>	Anticipate changes in weather which may intensify the severity of the storm / event.
<input type="checkbox"/>	Monitor local response capabilities and activate MAA if unable to maintain response levels.
<input checked="" type="checkbox"/>	Post-event Actions
<input type="checkbox"/>	Prioritize clean-up and restoration projects – starting with returning basic utilities, opening of roads and highways and debris removal.

<input checked="" type="checkbox"/>	Post-event Actions
<input type="checkbox"/>	Rescind public advisories (weather related).
<input type="checkbox"/>	Issue public advisories for any hazardous conditions as a result of the weather incident.
<input type="checkbox"/>	Request assistance from County, MAA and Province as required.
<input checked="" type="checkbox"/>	Demobilize
<input type="checkbox"/>	Rescind evacuation orders (if required).
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, Health Authority and other agencies as required.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Evaluate response and lessons learned. Update plan accordingly.

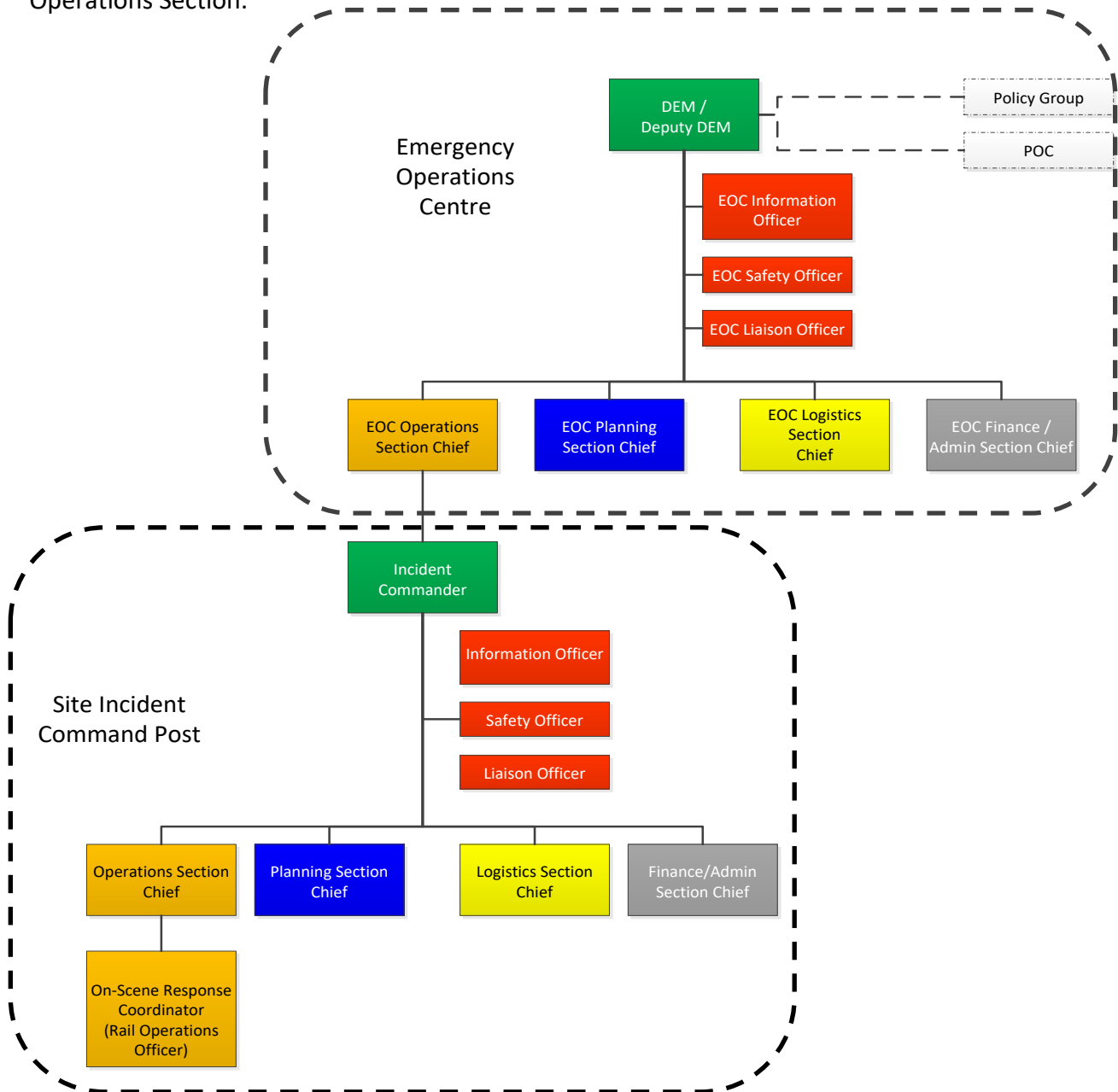
6.6 Train Derailment

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	<p>Complete the Incident Status Summary form (ICS 209) found in Appendix E. Where possible, confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of cars derailed (passenger / cargo) <input type="checkbox"/> Contents of cars <input type="checkbox"/> Are contents contained or leaking (land and / or water) <input type="checkbox"/> Number of injured <input type="checkbox"/> Number of fatalities <input type="checkbox"/> Who and what is at risk: people, property and environment <input type="checkbox"/> Are evacuations necessary <input type="checkbox"/> What support resources are needed immediately <p style="text-align: center;">NOTIFY RAILWAY BEFORE APPROACHING RAILROAD PROPERTY AND CONFIRM THEIR UNDERSTANDING THAT YOU ARE AT THE LOCATION</p>
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing requirements.
<input checked="" type="checkbox"/>	Initial Actions – Provide support to Incident Commander on-site with tactical operations as required
<input type="checkbox"/>	Begin site assessment from safe distance, upwind and uphill.
<input type="checkbox"/>	Secure the area – the incident may span a large area and additional support may be required.
<input type="checkbox"/>	Locate train crew if possible. Conductor will have the list of the train's contents (train Consist).
<input type="checkbox"/>	<p>CP Rail: If the train crew is unavailable, contact the CP Police Communications Centre emergency number 1-800-716-9132 to establish communication with the railroad.</p> <p>CN Rail: Contact CN Rail Police at 1-800-465-9239</p>
<input type="checkbox"/>	Look for mile posts or grade crossing numbers to confirm location or use GPS coordinates.
<input type="checkbox"/>	Contact utility locator services. Be aware of utilities overhead and buried services that commonly run next to or on the railroad right of way.
<input type="checkbox"/>	<p>CP / CN Officers will arrive at site and assume Incident Command. Establish Unified Command and / or support CP / CN Incident Commander. See below for Unified Command Structure.</p> <p>- The CP / CN Officer or designate oversees all CP / CN personnel, contractors and other company resources.</p>
<input type="checkbox"/>	Declare SOLE as required i.e. derailment in town centre or near town centre, mass casualties, and mass evacuations.
<input type="checkbox"/>	Notify Province and County confirm EOC activated.

<input checked="" type="checkbox"/>	Initial Actions – Provide support to Incident Commander on-site with tactical operations as required
<input type="checkbox"/>	If evacuations are required, activate Evacuation and ESS Plan.
<input type="checkbox"/>	Establish communication with railway Liaison Officer.
<input type="checkbox"/>	Ensure appropriate number of trained personnel and equipment can respond to the site.
<input type="checkbox"/>	Activate MAA partners for additional support as requires / requested from Rail Officer.
<input checked="" type="checkbox"/>	Demobilize
<input type="checkbox"/>	Upon declaration of the end of the emergency by the Rail Officer, de-mobilize personnel and facilities.
<input type="checkbox"/>	Rescind evacuation orders.
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, Health Authority and other agencies as required.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Evaluate response and lessons learned. Update plan accordingly.

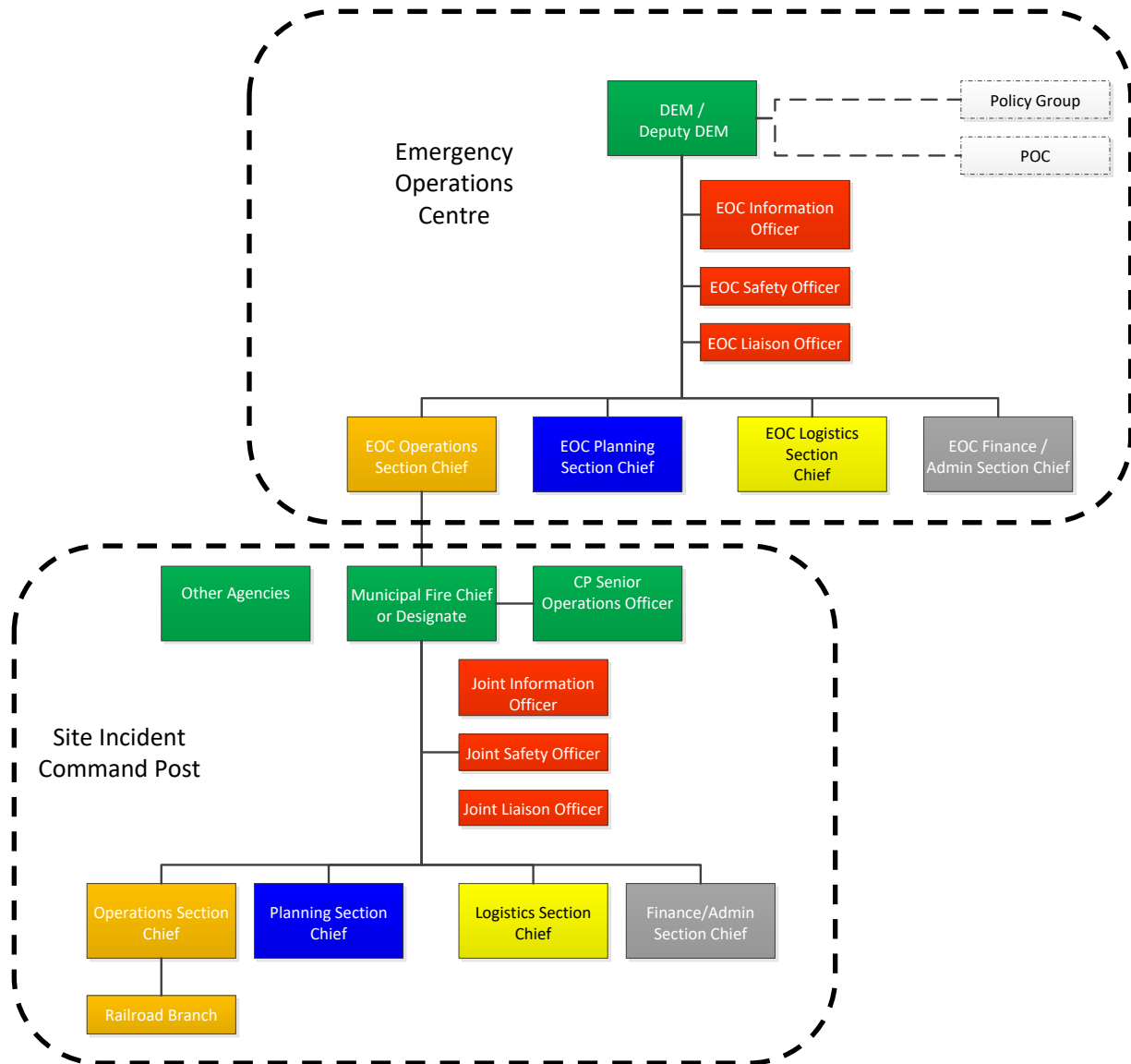
Train Derailment - Incident Command Structure

Under an Incident Command Structure, the Incident Commander is the Fire Chief or designate of the (AHJ). The Senior Rail Operations Officer of designate at the incident site will be the On-Scene Response Coordinator (OSRC) for CP to interface with the AHJ Incident Commander through the Operations Section.



Train Derailment - Unified Command

Under a Unified Command System, the Senior Rail Operations Officer or designate will operate in a unified command structure as the Railroad IC with the lead agency Incident Commander.



6.7 Wildfire

<input checked="" type="checkbox"/>	Initial Notification
<input type="checkbox"/>	<p>Complete the Incident Status Summary form (ICS 209) found in Appendix E. Where possible, confirm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of the fire <input type="checkbox"/> Distance (in hours) to impact public / infrastructure (including egress routes) <input type="checkbox"/> Rate of spread <input type="checkbox"/> Percent contained <input type="checkbox"/> Who and what is at risk: people, property and environment <input type="checkbox"/> Are evacuations necessary <input type="checkbox"/> What support resources are needed immediately
<input checked="" type="checkbox"/>	Activate EOC
<input type="checkbox"/>	Determine threat level and activate EOC. See Section 4.4 or activation levels and ICS staffing requirements.
<input checked="" type="checkbox"/>	Wildfire Monitoring Phase
<input type="checkbox"/>	Establish direct contact with Forestry Officer for status updates.
<input type="checkbox"/>	With the aid of Forestry Officer, review possible trigger points.
<input type="checkbox"/>	With aid of Forestry, identify possibility of creating fire breaks.
<input type="checkbox"/>	Issue public notification and updates to social media site of the wildfire location and operations underway to monitor the situation.
<input type="checkbox"/>	Depending on location of fire and approximately distance (in hours) from Town impact, issue Evacuation Alert.
<input type="checkbox"/>	Notify the public of any precautionary measures they must take to prevent exposure to wildfire smoke if necessary.
<input type="checkbox"/>	<p>Begin Evacuation Planning (<i>See Section 7.0 for Evacuation Response</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine appropriate priority of evacuation zones <input type="checkbox"/> Determine primary evacuation routes <input type="checkbox"/> Determine location of evacuation centres <input type="checkbox"/> Identify vulnerable population (consider early evacuation) <input type="checkbox"/> Place transportation on standby (municipal and public resources) <input type="checkbox"/> Identify and prioritize critical infrastructure at risk <input type="checkbox"/> Identify protection measures (and when to begin) to protect critical infrastructure <input type="checkbox"/> Identify and place Reception Centre on standby (with assistance of MAA partners as required) <input type="checkbox"/> Identify location of Alternate EOC upon evacuation
<input type="checkbox"/>	Notify County and confirm EOC activation.

<input checked="" type="checkbox"/>	Wildfire Monitoring Phase
<input type="checkbox"/>	Notify Province and confirm EOC standby.
<input type="checkbox"/>	Notify MAA partners and place on standby for evacuee reception.
<input checked="" type="checkbox"/>	On-going Response and Monitoring Action
<input type="checkbox"/>	<p>Use the Threat Level Monitoring Table in Section 7.4.1 to continually monitor the situation and identify factors that could cause the emergency to escalate.</p> <p>Important Factors to Consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Weather (current and forecast): wind direction, wind speed, precipitation, temperature <input type="checkbox"/> Air quality: is the air quality decreasing, increasing or remain unchanged <input type="checkbox"/> Environment: are there any environmentally sensitive areas at threat <input type="checkbox"/> Is there a need to expand evacuation / isolation zones in anticipation of changing conditions <input type="checkbox"/> Are there enough resources locally to handle the response <input type="checkbox"/> What additional resources are required
<input checked="" type="checkbox"/>	Wildfire Response Phase – Wildfire Impact Imminent (24 Hours or less)
	Declare SOLE.
	Issue Evacuation Order.
	Notify County and Province. Confirm activation of EOCs.
	<p>Initiate Evacuation Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commence evacuation of vulnerable population <input type="checkbox"/> Commence evacuation of priority zones <input type="checkbox"/> Establish roadblocks <input type="checkbox"/> Contact Alberta Transportation for highway closures to facilitate the evacuation <input type="checkbox"/> Implement plans to protect critical infrastructure <input type="checkbox"/> Ensure the closure of non-essential businesses and school <input type="checkbox"/> Mobilize evacuation transportation <input type="checkbox"/> Activate ESS Plan <input type="checkbox"/> Notify MAA partners of incoming evacuees <input type="checkbox"/> Confirm activation and location of Reception Centres
<input checked="" type="checkbox"/>	Demobilize
<input type="checkbox"/>	Rescind evacuation orders (if required).
<input type="checkbox"/>	Issue public statement that threat has subsided.
<input type="checkbox"/>	Notify Province, County, Health Authority and other agencies as required.
<input type="checkbox"/>	Conduct debrief and gather all documentation.
<input type="checkbox"/>	Evaluate response and lessons learned. Update plan accordingly.

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7.0 EVACUATION RESPONSE

7.1 Objectives

The primary objective of an evacuation response is to protect the public from the adverse effects, or potential adverse effects of an emergency. The decision to evacuate will be made by the Incident Commander in conjunction with the DEM based on a current and projected threat assessment.

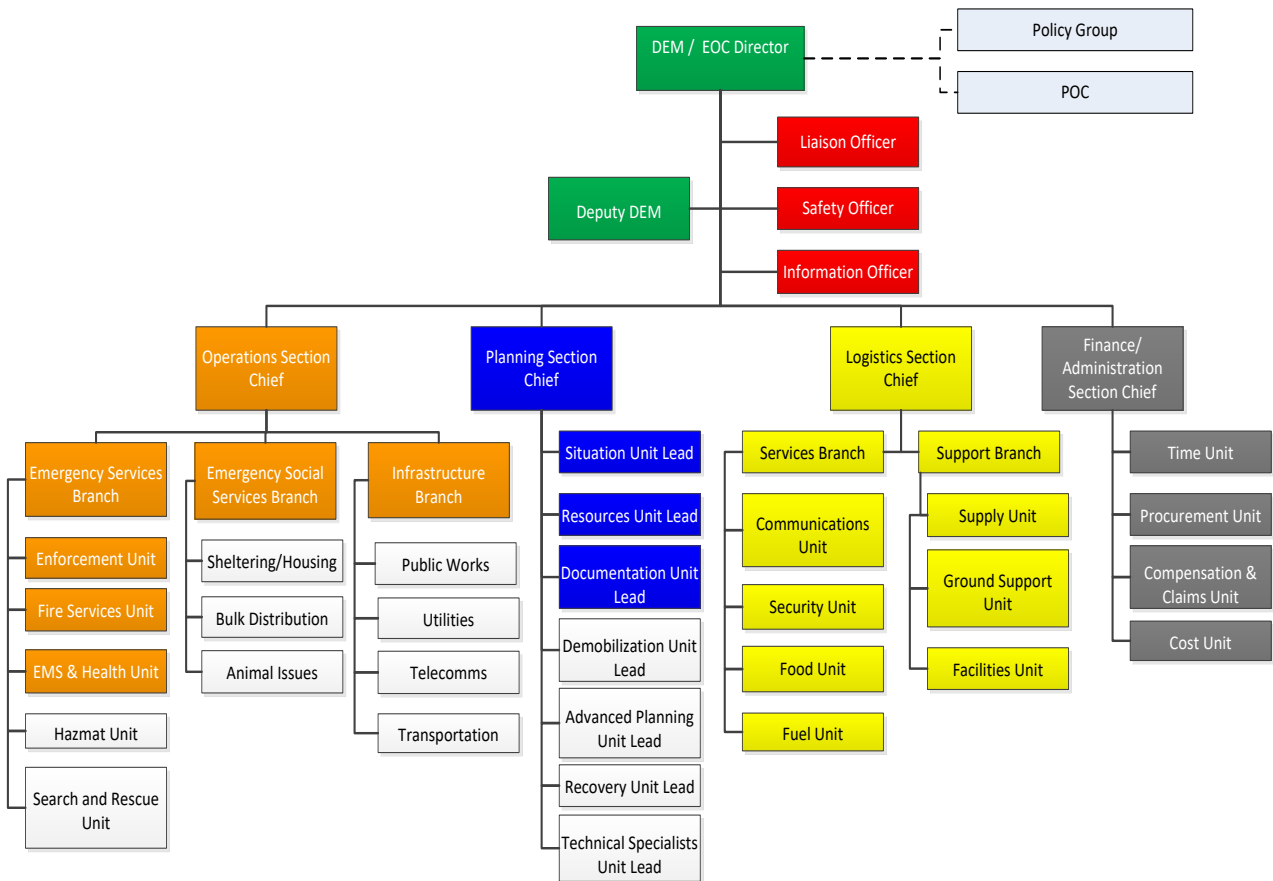
An important planning consideration when determining if an evacuation is required and to what extent it is required is the early identification of indicators and triggers.

Indicators are information-based forecasts and predictions such as: rainfall, wind speed and direction, temperature, humidity etc.

Triggers are pre-determined decision points that may be related to the hazard affecting a particular geographical point such as: distance of the hazard to the public and / or important infrastructure, the nature of the hazard (toxic fumes, set back distances etc.), and historical events of comparison. (See Section 7.5 for Evacuation Trigger Points).

The notice to evacuate may require rapid implementation of the Alberta Emergency Alert or E-Notify systems without the ability / time to declare a SOLE. The EOC Director may activate a tactical evacuation response based on the evaluation of the risk whenever deemed necessary for the protection of life, health and safety of the public.

7.2 Incident Organization



7.3 Functional Roles and Responsibilities

The level of activation in the Emergency Operations Centre will depend on the situation and available resources. A small-scale evacuation may require fewer positions to be filled. For large scale evacuations, when possible each position in the Command and General Staff be activated.

Note, the DEM is responsible for all actions unless assigned / delegated to another position.

7.3.1 Mayor

The Mayor, Deputy Mayor or two members of council will be responsible for declaring a State of Local Emergency and signing Evacuation Alerts and / or Orders. They will also issue a notice to Rescind and Evacuation Alerts and / or Orders.

7.3.2 Director of Emergency Management

The DEM will be responsible for the following (in addition to regular duties):

- ☐ Determine the level of staffing required at the EOC
- ☐ In conjunction with the Incident Commander and Operations Section Chief, determine appropriate trigger points for evacuation
- ☐ In conjunction with the Incident Commander and Operations Section Chief, advise the Town Mayor, Deputy Mayor or members of Council when an Evacuation Alert and / or Order should be issued
- ☐ Provide support to the Incident Command Post
- ☐ Advise the Province of any evacuation Alerts and / or Orders
- ☐ Request additional resources from the Province to support the response, may request assistance from the Liaison Officer
- ☐ Activate the ESS Plan when necessary

7.3.3 Information Officer

The Information Officer will be responsible for the following (in addition to regular duties):

- ☐ Issuing evacuation Alerts and / or Orders through Alberta Emergency Alert, E-Notify, social media sites etc.
- ☐ Ensuring that Evacuation Alert and / or Order messages are approved by the DEM
- ☐ Ensure that the public has a means to receive updated information
- ☐ Be a point of contact for any media related issues
- ☐ Provide the Incident Command Post support in responding to any media inquiries etc.
- ☐ Report any media involvement, any issue raised by the public to the DEM

7.3.4 Safety Officer

The Safety Officer will be responsible for the following (in addition to regular duties):

- ☐ Ensuring that evacuation procedures are conducted in a manner to protect responder and public safety
- ☐ Provide support to the Incident Command Post in reviewing the site safety plan as requested
- ☐ Report any safety concerns to the DEM

7.3.5 Liaison Officer

The Liaison Officer will be responsible for the following (in addition to regular duties):

- ☐ Acting as a point of contact for outside agencies requesting information and / or providing support to the evacuation
- ☐ Act as Liaison to the Province in requesting additional support as requested by the DEM
- ☐ Report any issues or concerns raised by supporting agencies to the DEM

7.3.6 Operations Section Chief

The Operation Section Chief will be responsible for the following (in addition to regular duties):

- ☐ Work with the Incident Commander to assess the situation and develop tactics to meet the evacuation objectives
- ☐ Support the Incident Commander in obtaining and requesting additional support in terms of personnel and / or equipment to aid the evacuation response
- ☐ Continue to regularly update the DEM and Planning Section Chief with status of operations
- ☐ Immediately report any issues or concerns form the Incident Command Post to the DEM

7.3.7 Logistics Section Chief

The Logistics Section Chief will be responsible for the following (in addition to regular duties):

- ☐ Procure resources as requested from the DEM, Planning Section Chief and / or Operations Section Chief
- ☐ Ensure that an appropriate staging area has been established and provide this direction to resources deployed to the Incident site
- ☐ Provide all cost estimates and assumptions to the Finance / Admin Section
- ☐ Immediately report any issues or concerns to the DEM

7.3.8 Planning Section Chief

The Planning Section Chief will be responsible for the following (in addition to regular duties):

- ☐ In conjunction with the Operations Section Chief, attempt to provide realistic forecasts of any factors that may impact operations i.e. weather changes, wind patterns, other incidents competing for resources
- ☐ Ensure displays of status updates are current
- ☐ Immediately report any factors that may affect the operations to the DEM

7.3.9 Finance / Admin Section Chief

The Finance / Admin Section Chief will be responsible for the following (in addition to regular duties):

- ☐ Maintain all records related to the evacuation expenditures
- ☐ Where possible, ensure that spending is in accordance with any agreed upon contracts etc.
- ☐ Establish orders for purchase where necessary
- ☐ Ensure all spending is approved by the DEM
- ☐ Immediately report any financial issues that may affect the operations to the DEM

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7.4 Evacuation Considerations

7.4.1 Threat Level Monitoring

The table below represents various factors to be monitored when considering an evacuation or the potential for an evacuation in the near term. A full evaluation of each item in context of the situation must be taken into consideration. Note, this list is not exhaustive of all potential aggravating and mitigating factors to consider.

		Wildfire	Industrial Fire / Explosion	Hazmat Release	Train Derailment	Pandemic / Epidemic	Severe Weather (heavy rain, snow, ice, wind)	Civil Disturbance	Acceptance of Evacuees	Motor Vehicle Incidents
		<div> <div></div> Primary factors to consider <div></div> Secondary factors to consider </div>								
Meteorological	Are winds prevailing towards the community									
	Are winds expected to increase in near term									
	Is humidity lower than temperature									
	Are temperatures expected to rise									
	Are temperatures expected to fall									
	Is rain / snow expected in the forecast									
Environmental	Is there a threat of contamination from the environment									
	Is there a need to isolate the area to protect vegetation or animal habitat									
	Is there a toxic element in the environment i.e. invasive species, algae, leaching material, runoff									
Human Health	Has air quality reached unsafe levels									
	Is air quality expected to worsen or improve									
	Is there or will there be a prolonged issue with sanitation									
	Is there or will there be a prolonged issue with lack of heat / cooling of residential units									
	Is evacuation / isolation necessary to prevent spread of disease									
	Is there or will there be a prolonged issue with radiation									
	Is there or will there be a prolonged issue with exposure to toxic emissions									
Life Safety	Is there a threat of violence to community members									
	Has local infrastructure become unstable / inaccessible posing a threat of injury									
	Has the carrying capacity of the community been dangerously exceeded									
	Is there a lack of emergency services (police, fire, ambulance)									
Expert Opinion	Has an outside agency suggested evacuation for public protection (forestry, health authority, fish and wildlife etc.)									
	Has an outside agency indicated an that there is an imminent threat to the public that could potentially require evacuation									
	Has an incident historically prompted an evacuation									
Available Resources	Are there enough resources locally to facilitate an evacuation									
	Is there enough time to evacuate									
	Is an evacuation centre accessible									
	Is the evacuation centre affected by the emergency									
	Is there a mass emergency affecting multiple jurisdictions that may be affecting resource availability									

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7.5 Evacuation Trigger Points

Evacuation trigger points are determined based on the proximity of a threat to the local population. They are typically geographical locations that, once crossed by a hazard, triggers actions taken to issue evacuation alerts and / orders.

The locations of trigger points are determined based on an assessment of the threat, the rate of advancement and current and forecasted conditions. Points should remain flexible as situations may rapidly change without notice. The Incident Commander, in conjunction with the DEM and Evacuation Group Leader will determine appropriate trigger points. Wherever possible, technical specialists should assist in developing trigger points.

The table below outlines possible actions to be taken at certain trigger points.

Note: Certain actions can only be taken where time permits.

Distance to Threat (Hours)	EOC Activation Level	Evacuation Response Actions
0 – 12	3	<ul style="list-style-type: none"> • Activate EOC or Alternate EOC (full activation) • Declare a SOLE • Confirm activation of County and / or Provincial EOC • Establish evacuation zone(s) and evacuation routes • Issue Evacuation Order (See Appendix F for Script) <ul style="list-style-type: none"> ○ Initiate Alberta Emergency Alert Message (See Section 7.6.6. for instructions) ○ Initiate E-Notify Message (See Section 7.6.5.) ○ Update Social Media Sites (Facebook, Twitter) ○ Use physical means where possible: <ul style="list-style-type: none"> ○ door-knocking and loud hailers • Establish roadblocks • Cordon off area (for small isolation zone) • Activate reception centres (for extended durations and / or where damage is extensive, and residents will require temporary shelter) <p>Additional Actions (time permitting and as required):</p> <ul style="list-style-type: none"> • Mobilize evacuee transportation to collection / muster points • Conduct aerial survey to locate transient population and / or recreational users • Notify medical facilities of mass casualties • Activate Mutual Aid Agreements and request support where needed

Distance to Threat (Hours)	EOC Activation Level	Evacuation Response Actions
12-24	3	<ul style="list-style-type: none"> • Activate EOC (full activation) • Place alternate EOC on standby • Contact County and Province and confirm standby of EOC • Determine evacuation zone(s) and evacuation routes • Issue Evacuation Alert (See Appendix F for Script) <ul style="list-style-type: none"> ○ Initiate Alberta Emergency Alert Message (See Section 7.6.6. for instructions) ○ Initiate E-Notify Message (See Section 7.6.5.) ○ Update Social Media Sites (Facebook, Twitter) • Pre-determine roadblock locations and assignments • Place transportation resources on standby • Place reception centres on standby • Notify Mutual Aid partners of potential resource needs • Close non-essential services / business and schools • Consider transportation of vulnerable population and livestock • Continue to Monitor the situation
24-36	3	<ul style="list-style-type: none"> • Activate EOC (full activation) • Issue Evacuation Alert • Consider closure of non-essential services / business and schools • Consider transportation of vulnerable population and livestock • Continue to monitor the situation • Notify Province and County and confirm EOC activation / standby
36-48	2	<ul style="list-style-type: none"> • Activate EOC (partial activation) • Commence tactical evacuation planning • Identify and prioritize evacuation zone(s), collection points and evacuation routes • Issue Public Notice • Identify roadblock locations and assignments • Identify transportation needs • Identify reception centre needs (location, capacity, supplies etc.) • Identify external emergency resource needs (police, fire, Ambulance) • Place resources and personnel on standby • Contact County and Province confirm standby of EOC • Continue to monitor the situation
48+	1	<ul style="list-style-type: none"> • Activate EOC (partial activation) • Contact technical specialists to validate trigger points • Identify special needs facilities and vulnerable populations • Contact County and confirm standby of EOC • Identify evacuation resource requirements • Contact MAA partners to determine resource availability • Monitor the situation (See Section 7.4.1 Threat Level Monitoring Table)

7.6 Vulnerable Populations

7.6.1 Special Facilities and Special Needs Populations

Special facilities are responsible for the welfare of their patients and clients. They are required to maintain an emergency plan which includes provisions for evacuation. Whenever possible, advanced warning should be given to special facilities for them to effectively implement their evacuation plans.

Special Facilities Include:

- Hospitals
- Health clinics
- Special nursing facilities
- Nursing homes
- Assisted living centres (for disabled and elderly)

If an evacuation of these facilities is required, patients should be transported with the appropriate medical and / or security support to a facility that is comparable in capability of standard of care. The facility operator is responsible for making these arrangements, however when there is insufficient time to do so, they may request assistance from Alberta Health Services.

See Appendix G Vulnerable Population and Critical Infrastructure Inventory

7.6.2 Schools and Childcare

If an evacuation of a school is required, students should be transported by bus to another school outside of the risk area, where they can be picked up by a parent or guardian. The public should be immediately notified of these arrangements to facilitate a timely transfer and reduce the risk of those attempting to gain access to an unsafe site.

When there is advanced warning of an emergency, schools should be closed.

See Appendix G Vulnerable Population and Critical Infrastructure Inventory

7.6.3 Special Needs Population

Special needs populations are those individuals which will require evacuation assistance in the form of transportation and shelter and possibly some medical assistance.

These include, but are not limited to:

- Home bound elderly
- Public transportation dependent individuals and families
- Individuals and families with language barriers
- Economically isolated individuals and families

Whenever possible, provisions should be made to ensure that these populations are included and accounted for in evacuation planning. Planning for special needs populations may include multi-lingual messaging, collection points within proximity to economically isolated regions, door-to-door transportation from homes to temporary housing.

7.6.4 Non-residents / Seasonal Visitors

Evacuation planning and response must account for expected increases in population due to tourism (seasonal) and during special events. Efforts should be made when possible to contact event organizers and tourist facilities including hotels, inns and lodges in order to anticipate additional evacuation assistance that may be required in form of shelter, supplies and transportation.

In situations where there is enough advanced warning of an emergency, organized events and tourist facilities should consider suspending activity.

7.6.5 E-Notify

E-Notify is a web-based messaging system capable of sending mass notification to registered users in voice, text and email format. This tool enables pre-determined groups of individuals to simultaneously receive prefabricated messages. The system can be accessed by computer or through a licensed iPhone App.

If an Evacuation Alert or Evacuation Order is given, an information brief will be sent in all three formats (voice, text and email) to all lead stakeholder agencies:

- Town of Hinton – EOC Designated Staffing roster for Sections Chiefs
- Yellowhead County – CAO and Alternate
- Alberta Emergency Management Agency
- Emergency Agencies:
 - Fire Service
 - Ambulance
 - RCMP
- Members of the public who have registered to receive alerts will also be issued a notice as illustrated in Appendix F.

7.6.6 Alberta Emergency Alert

Alberta Emergency Alert is used to broadcast life saving emergency information through television, radio and LTE-connected and capable wireless devices. No subscription is required to receive alerts on wireless devices.

In the event of an Evacuation Alert or Evacuation Order, the system can be activated to distribute a pre-approved emergency script as illustrated in Appendix F.

7.7 Evacuation Stages

7.7.1 Tactical Evacuation

When an incident occurs with little or no warning, a tactical evacuation is conducted by emergency responders at the scene (Fire, Police and Ambulance) for the immediate protection of life and health. The DEM will be immediately notified for additional support in issuing formal declaration of SOLE, issuing formal evacuation orders / alerts, and procuring additional resources and expanding evacuation orders as necessary.

7.7.2 Stage 1 - Evacuation ALERT

A process to alert the population at risk of the potential need for evacuation. The Evacuation Alert advises that because of the danger they should be prepared to evacuate the area. This Evacuation Alert may allow the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame.

See Appendix F Script, for pre-scripted messages.

7.7.3 Stage 2 - Evacuation ORDER

An Evacuation Order will only be issued by authorities in response to the imminent danger and potential of loss of life or injury to the population at risk in the affected area. These notices are issued in the interest of LIFE SAFETY. Members of the Police, Local Fire Departments, and the Local Authorities may be involved in expediting that action through door-to-door contact, the media, E-Notify and Alberta Emergency Alert.

See Appendix F Script, for pre-scripted messages.

7.7.4 Stage 3 - Evacuation RECIND

The population at risk can return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the evacuation notification might need to be re-instated.

See Appendix F Script, for pre-scripted message.

7.8 Evacuation Routes

7.8.1 Primary Evacuation Routes

Evacuation routes will be determined based on the threat posed to the community at the time of the emergency. They should take into consideration the following:

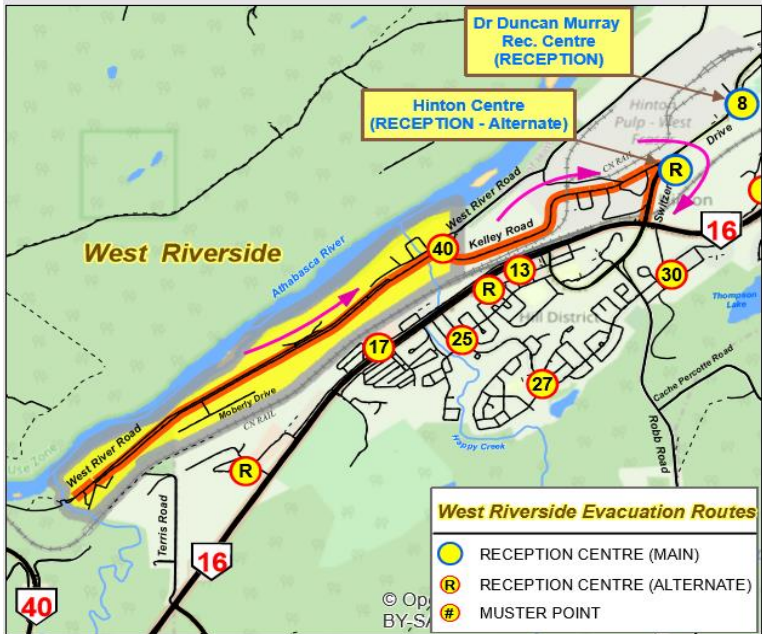
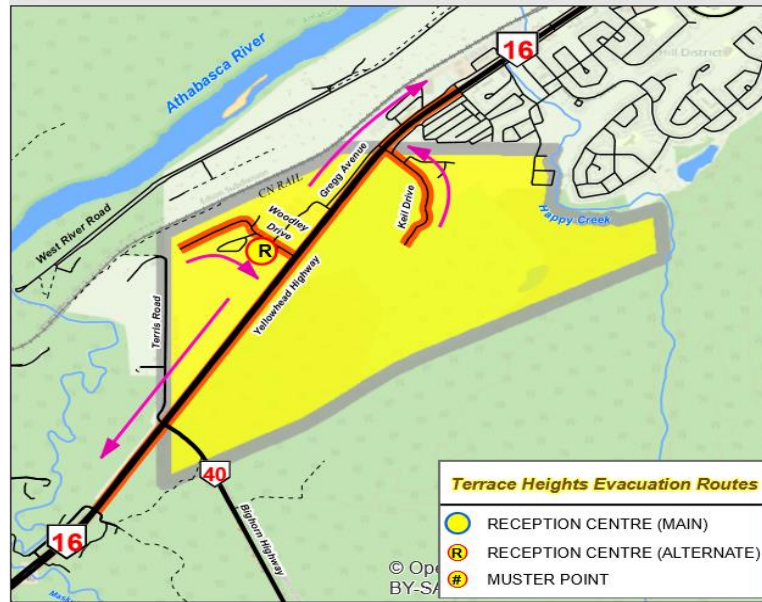
- Population density
- Peak traffic volumes
- Road accessibility
- Road reliability
- Those that may have accessibility challenges

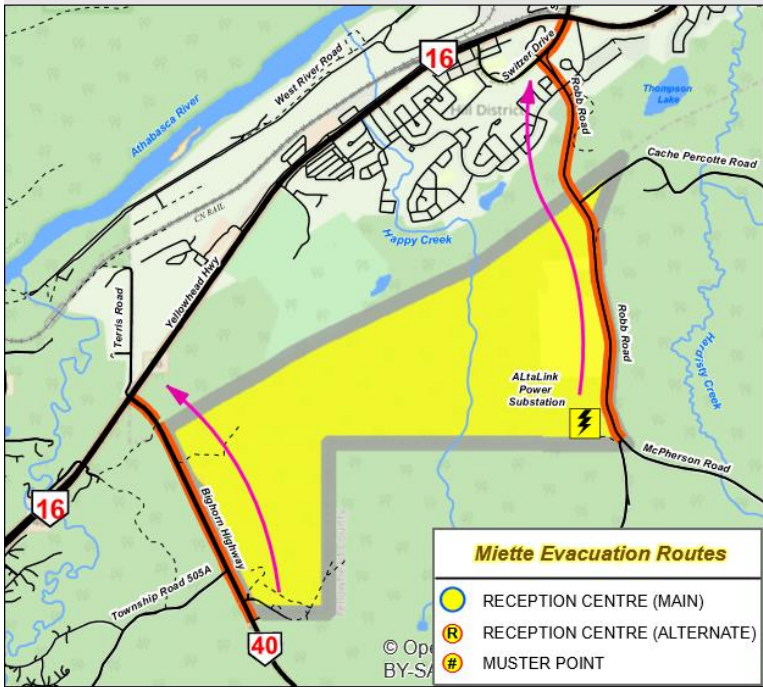
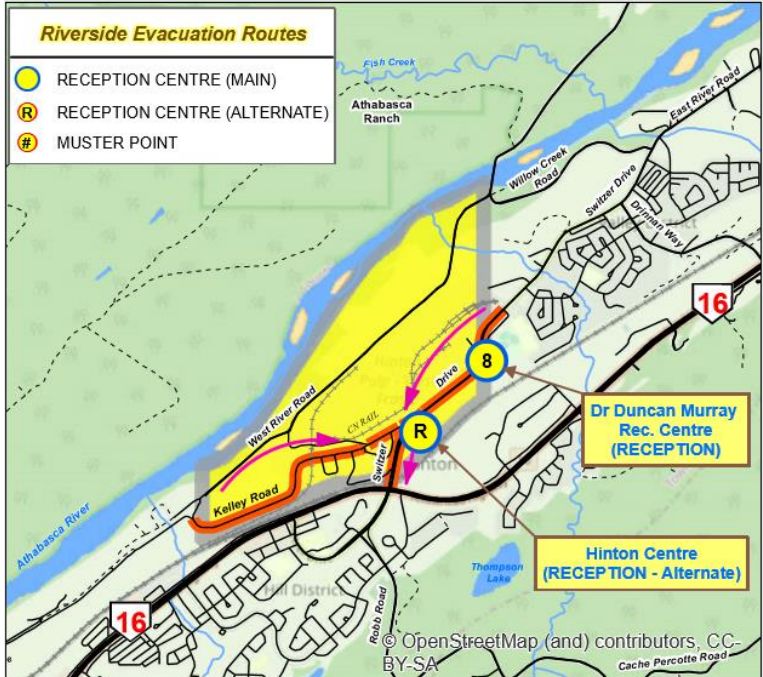
Emergency services should be immediately dispatched to assigned evacuation zones to facilitate road blocking, re-routing and lane reversals where necessary.

When enough time allows, a staged approach to an evacuation should be used in order to alleviate traffic congestion and avoid evacuating one zone through another. Zones should be evacuated starting in closest proximity to the threat and fanning out from the incident site.

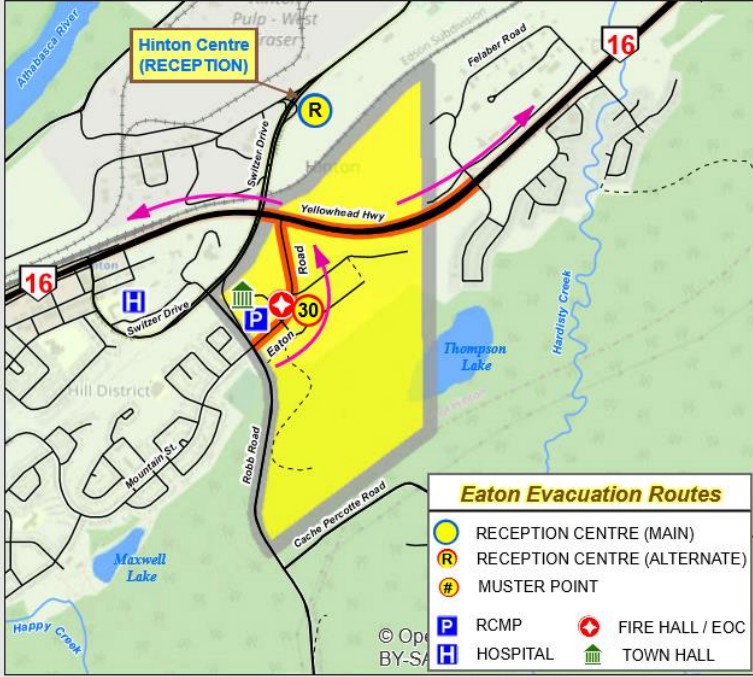
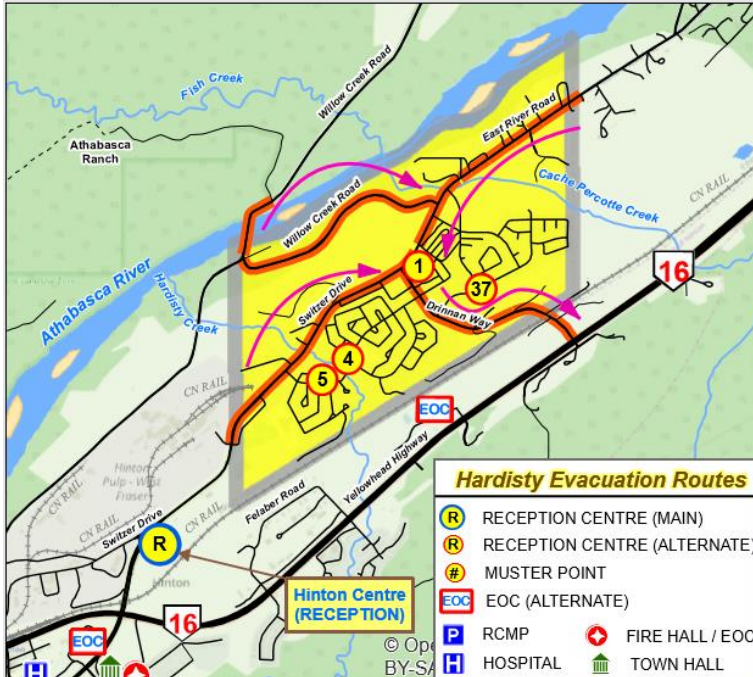
7.8.2 Suggested Evacuation Routes

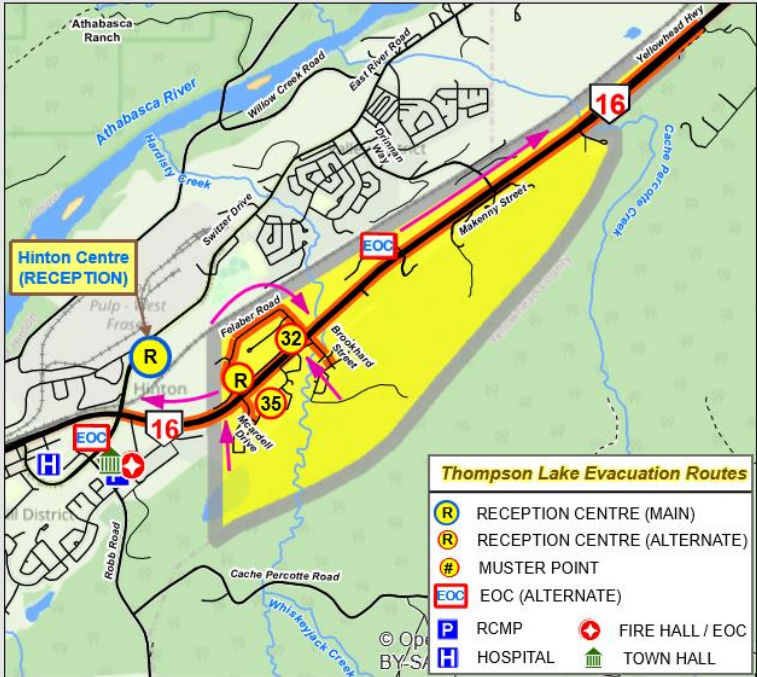
Primary evacuation routes have been modelled based on population density, accessibility, road reliability, as well as accounting for those that may have accessibility challenges. Where possible, zones have primary routes to the major highway that do not intersect with other zones (SEE Appendix I for enlarged area maps).

Zone	Directions	Map
West Riverside	Travel eastbound on West River Rd. to Kelley Rd. to southbound Switzer Dr. to Highway 16.	 <p>West Riverside Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT
Terrace Heights	Travel southbound on Woodley Dr. to Highway 16 OR Travel northbound on Keil Dr. to Highway 16	 <p>Terrace Heights Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT

Zone	Directions	Map
Miette	<p>Travel northbound on Robb Rd. to eastbound Switzer Dr. to Highway 16 OR Travel northbound on Highway 40 to Highway 16</p>	 <p>Miette Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT <p>The map shows the Miette area with evacuation routes highlighted in orange and pink. Key roads include Robb Rd, Switzer Dr, Highway 16, and Highway 40. Landmarks like the Athabasca River, Thompson Lake, and Cache Percotte Road are also shown.</p>
Riverside	<p>Travel eastbound on Kelley Rd. to southbound Switzer Dr. to Highway 16 OR Travel westbound on Switzer Dr. to Highway 16</p>	 <p>Riverside Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT <p>The map shows the Riverside area with evacuation routes highlighted in orange and pink. Key roads include Kelley Rd, Switzer Dr, and Highway 16. Landmarks like the Athabasca River, Fish Creek, and Willow Creek are also shown. Specific reception centers are labeled: Dr Duncan Murray Rec. Centre (RECEPTION) and Hinton Centre (RECEPTION - Alternate).</p>

Zone	Directions	Map
Mountain View	Travel northbound on Mountain St. to Highway 16	<p>Mountain View Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT
Hillcrest	Travel southeast on Mountain St. to northbound Robb Rd. to eastbound Switzer Dr. to Highway 16	<p>Hillcrest Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT RCMP HOSPITAL FIRE HALL / EOC TOWN HALL

Zone	Directions	Map
Eaton	Travel northeast on Mountain St. to Highway 16	 <p>Eaton Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT RCMP HOSPITAL FIRE HALL / EOC TOWN HALL
Hardisty	<p>Travel east on Switzer Dr. to southbound Drinnan Way to Highway 16</p> <p>Travel southbound on Willow Creek Rd. to East River Rd. to southbound Drinnan Way OR travel east on East River Rd. to Highway 16</p>	 <p>Hardisty Evacuation Routes</p> <ul style="list-style-type: none"> RECEPTION CENTRE (MAIN) RECEPTION CENTRE (ALTERNATE) MUSTER POINT EOC (ALTERNATE) RCMP HOSPITAL FIRE HALL / EOC TOWN HALL

Zone	Directions	Map
Thompson Lake	<p>Travel on Felaber Rd. to Highway 16</p> <p>Travel on Brookhard St. to Highway 16</p> <p>Travel ton Mcardell Dr. to Highway 16</p>	

7.8.3 Muster / Collection Points

One or more Muster Points have been identified for most evacuation zones. They are located at official Town transit stops which facilitate ease of identification and access for both transit personnel and evacuees.

Transit buses will collect evacuees at designated muster points for delivery to the designated reception centre.

The location of safe Muster Points as well as their designated reception centre should be reviewed upon initial Evacuation Alerts / Orders and communicated to evacuees and transit personnel.

See Appendix I Maps for locations of Muster Points

7.9 Access Control and Security

Security in evacuated areas is extremely important to protect the health and safety of the population outside of the evacuation zone, and to protect property within the evacuation zone.

Law enforcement will establish roadblocks to limit entry into evacuated areas and, where possible, conduct periodic roving patrols within such areas to deter theft by those on foot. To the extent possible, fire departments may take measures to ensure continued fire protection.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, a sign-in / sign-out protocol may be required, to monitor and limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

7.10 Recall of Evacuees

Following the call-down of an emergency, when safe to do so, Evacuation Rescind will be issued (see Section 7.7.4). All evacuated persons will be contacted using the contact information provided at the time of evacuation. Social media outlets will also be updated with information regarding re-entry protocols etc. (see Section 7.10). The Evacuation Centre, if established, will remain open until all the evacuated public has been advised of the call-down / rescind.

7.11 Re-Entry Protocol

Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For short-term incidents, the Incident Commander will normally make the decision to return evacuees and disseminate the message at the incident location as appropriate. For large-scale evacuations, the decision will normally be made by the Incident Commander and disseminated through the media (via the Information Officer).

7.11.1 Re-Entry Checklist

<input checked="" type="checkbox"/>	Task
<input type="checkbox"/>	The threat prompting the evacuation has been resolved or subsided.
<input type="checkbox"/>	The transportation authority has verified the safety of any town roads and bridges before reopening them. Sufficient debris has been removed to permit travel.
<input type="checkbox"/>	Structures have been inspected and deemed safe for occupancy. The town may need to request inspectors to validate that damaged buildings are safe to reoccupy or condemn them.
<input type="checkbox"/>	The local Health Authority has provided guidance about testing and possible contamination of water supplies and air quality.
<input type="checkbox"/>	Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
<input type="checkbox"/>	Adequate water is available for firefighting.
<input type="checkbox"/>	For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
<input type="checkbox"/>	Public information intended for returnees should address such issues as: <ul style="list-style-type: none"> a) Documenting damage for insurance purposes. b) Caution in reactivating utilities and damaged appliances. c) Cleanup instructions. d) Removal and disposal of debris.

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8.0	POST-INCIDENT ACTIONS	1
8.1	Downgrade or Call-Down.....	1
8.2	Documentation	1
8.3	Critical Incident Stress Debriefing.....	1
8.4	Incident Debriefing	2
8.5	After-Action Report.....	2

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8.0 POST-INCIDENT ACTIONS

8.1 Downgrade or Call-Down

The decisions to downgrade or call-down an emergency will be made by the Incident Commander in consultation with the DEM and any assisting authorities when unified command is established. All staff will be notified of the downgrade or call-down by their direct supervisor.

8.2 Documentation

The Incident Commander and DEM will be responsible for gathering all incident documentation from the Command and General staff to facilitate and reporting and investigation.

8.3 Critical Incident Stress Debriefing

During a response to an emergency or disaster event, responders may undergo significant sustained periods of stress during and after the event, particularly if there are injuries or fatalities. Response team members should watch for signs of physical and psychological stress in themselves and others and report them immediately to their direct supervisor. Signs of stress may include

- Unusual levels of anger
- General fatigue or inability to concentrate, process information or make rational decision
- Inability to sleep
- Nausea or loss of appetite
- Dizzy spells, headaches
- Feelings of anxiety or panic
- Shortness of breath or heart pains

Anyone experiencing these symptoms should immediately be relieved and provided with professional physical and / or mental evaluation and support.

Depending on the nature of the event, professional evaluation may be offered on voluntary or non-voluntary basis to all responders.

8.4 Incident Debriefing

Following the call-down of an emergency, the Incident Commander and DEM will conduct a Post-incident debriefing with Command and General staff. Attending agencies and representative from supporting organizations (County, POC, Mutual Aid partners etc.) will also be invited to attend the briefing. The briefing will include a review of the following:

- Initial notification and call-out
- Response team activation
- EOC activation
- Initial and ongoing response actions
- Incident documentation
- Incident communication
- Effectiveness of Emergency Response Plan

All participants will be provided an opportunity to share feedback on what worked well and how future responses could be improved. “Lessons Learned” will be documented and action items assigned accordingly.

8.5 After-Action Report

An After-Action Report (AAR) should be completed after all major incidents and exercises. The AAR details the strengths of the response, captures areas for improvement, and provides recommendations to improve operations and / or plans. The AAR should include (at minimum):

- Overview of the incident (date, time, duration, sequence of events)
- List of response agencies and organizations involved
- Strengths of the response
- Areas for improvement
- List of recommendations
- Improvements plan:
 - Action item
 - Person responsible
 - Required completion date

AARs should be reviewed by the EAC and action items should be tracked to completion.

APPENDIX A

PROVINCE OF ALBERTA EMERGENCY MANAGEMENT ACT

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APPENDIX B

LOCAL AUTHORITY EMERGENCY MANAGEMENT REGULATION

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APPENDIX C

TOWN OF HINTON EMERGENCY MANAGEMENT BYLAW

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APPENDIX D

MUTUAL AID AGREEMENTS

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APPENDIX E

PUBLIC INFORMATION HANDOUT

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APPENDIX F

FORMS AND STATUS BOARD TEMPLATES

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EOC Form Inventory		
EOC Form #	Form	Primary Users
EOC 214	Activity Log	All Positions
EOC 400	Declaration of a State of Local Emergency	Management
EOC 401	EOC Management Team Briefing Agenda	Management, Planning
EOC 401A	Status Report	Management, Planning, Logistics, Finance / Admin
EOC 403	EOC Daily Time Report	Operations, Planning, Logistics, Finance / Admin
EOC 410	Contact Directory	Operations, Planning, Logistics, Finance / Admin
EOC 414	Position Log	All Positions
EOC 415	Damage Assessment Summary	Management, Operations, Planning
EOC 416	EOC Internal Message Form	Management, Operations, Planning, Logistics, Finance / Admin
EOC 417	ESS Reception Centre / Group Lodging Situation Report	Operations
EOC 418	ESS Local Emergency Operations Centre (EOC) Situation Report	Operations
EOC 419	Safety Message Plan	Management
EOC 420	Evacuation Plan Message	Management
EOC 420A	Evacuation Scripts	Management
EOC 421	Urgent Evacuation Procedures	Management
EOC 422	Spokesperson Media Statement	Management
EOC 423	Media Tracking Report	Management
EOC 424	Media Conference Attendance Record	Management
EOC 425	After the Disaster (Sample Media Release)	Management

EOC Form Inventory		
EOC Form #	Form	Primary Users
EOC 500	Incident Organization Chart	Logistics
EOC 501	Situation Report	Management, Planning
EOC 502	EOC Action Plan	Planning
EOC 503	EOC Shift Schedule	Logistics
EOC 508	EOC Staff Food and Lodging Plan	Logistics
EOC 511	EOC Check In / Check Out List	Logistics
EOC 514	Request for Resources or Assistance	Operations, Planning, Logistics, Finance / Admin
EOC 515	Resource Request Tracking Sheet	Planning, Logistics
EOC 516	Resource Status (by type)	Operations, Planning, Logistics
EOC 517	Resource Status (by location)	Operations, Planning, Logistics
EOC 518	Demobilization Checkout	Logistics
EOC 523	Facility Equipment Inventory for the EOC	Logistics
EOC 530	EOC Expenditure Authorization Form	Management, Operations, Logistics, Finance / Admin
EOC 531	EOC Expenditure Tracking Report	Operations, Planning, Logistics, Finance / Admin
EOC 532	EOC Daily Cost Estimate Summary Report	Finance / Admin
EOC 534	EOC Total Cost Estimate Report	Finance / Admin
EOC 550	EOC Major Incident Report	Operations, Planning, Finance / Admin

Form Inventory – Functional Listing	
Management (DEM, DDEM, Information Officer, Safety Officer, Liaison Officer)	
EOC Form #	Form
EOC 400	Declaration of State of Local Emergency
EOC 401	EOC Management Team Briefing Agenda
EOC 401A	Status Report
EOC 410	Contact Directory
EOC 414	Position Log
EOC 415	Damage Assessment Summary
EOC 416	EOC Internal Message Form
EOC 420	Evacuation Plan Message
EOC 420A	Evacuation Scripts
EOC 421	Urgent Evacuation Procedures
EOC 422	Spokesperson Media Statement
EOC 423	Media Tracking Report
EOC 424	Media Attendance Conference Record
EOC 425	After the Disaster (Sample Media Release)
EOC 501	Situation Report
EOC 514	Request for Resources or Assistance
EOC 530	EOC Expenditure Authorization Form

Form Inventory – Functional Listing	
Operations	
EOC Form #	Form
EOC 401A	Status Report
EOC 403	EOC Daily Time Report
EOC 410	Contact Directory
EOC 414	Position Log
EOC 415	Damage Assessment Summary
EOC 416	EOC Internal Message Form
EOC 417	ESS Reception Centre / Group Lodging Situation Report
EOC 418	ESS Local EOC Situation Report
EOC 514	Request for Resources or Assistance
EOC 516	Resource Status (by type)
EOC 517	Resource Type (by location)
EOC 531	EOC Expenditure Tracking Report
EOC 550	EOC Major Incident Report

Form Inventory – Functional Listing	
Planning	
EOC Form #	Form
EOC 401	EOC Management Team Briefing Agenda
EOC 401A	Status Report
EOC 403	EOC Daily Time Report
EOC 410	Contact Directory
EOC 414	Position Log
EOC 415	Damage Assessment Summary
EOC 416	EOC Internal Message Form
EOC 501	EOC Situation Report
EOC 502	EOC Action Plan
EOC 514	Request for Resources or Assistance
EOC 515	Resource Request Tracking Sheet
EOC 516	Resource Status (by type)
EOC 517	Resource Type (by location)
EOC 531	EOC Expenditure Tracking Report
EOC 550	EOC Major Incident Report

Form Inventory – Functional Listing	
Logistics	
EOC Form #	Form
EOC 401A	Status Report
EOC 403	EOC Daily Time Report
EOC 410	Contact Directory
EOC 414	Position Log
EOC 416	EOC Internal Message Form
EOC 500	Incident Organization Chart
EOC 503	EOC Shift Schedule
EOC 511	EOC Check-in / Check Out List
EOC 514	Request for Resources or Assistance
EOC 515	Resource Request Tracking Sheet
EOC 516	Resource Status (by type)
EOC 517	Resource Type (by location)
EOC 518	Demobilization Checkout
EOC 523	Facility / Equipment Inventory
EOC 530	EOC Expenditure Authorization Form
EOC 531	EOC Expenditure Tracking Report

APPENDIX G

VULNERABLE POPULATION AND CRITICAL INFRASTRUCTURE INVENTORY

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West Riverside Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	40	--	--	West River Rd./ Kelley Rd Jughandle	--

Terrace Heights Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Reception Centre	Ramada by Wyndham	--	Meeting space for 60 seated, business centre	149 Woodley Dr.	1-866-419-8406

Miette Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Infrastructure	ALtaLink Cold CR 6025 Power Substation	--	--	--	--

Hillcrest Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	27	--	--	Mountain St. and Collinge Rd.	--
School	St. Gregory Catholic School	--	--	190 Rispler Way	780-865-4555
School	Father Gerard Redmond Community Centre	--	--	174 Maligne Dr.	780-865-2820
Recreation	Beaver Boardwalk	--	--	408 Collinge Rd.	--
Recreation	Maxwell Lake	--	--	--	--
Recreation	Hinton Bike Park	--	--	--	--
Infrastructure	Water reservoir and pumphouse	--	--	--	--
Infrastructure	Reimer Dr. lift station	--	--	--	--

Eaton Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	30	--	--	Eaton Rd. (across from firehall)	--
EOC	Hinton Firehall	--	--	184 Eaton Rd.	780-865-6089
RCMP	Hinton RCMP	--	--	111 Civic Centre Rd.	780-865-5544
Ambulance	Hinton Firehall	--	--	184 Eaton Rd.	780-865-6089
Government	Hinton Town Office	--	--	131 Civic Centre Rd.	780-865-6000
Infrastructure	Communications towers (2)	--	--	--	--

Mountainview Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	17	--	--	Carmichael Lane (Near Hill IGA/Crestwood Hotel)	--
Muster Point	25	--	--	MacLeod Ave. at Mountain St. (West end)	--
Muster Point	13	--	--	Pembina Ave. (Near Seniors Manor)	--
Hospital	Hinton Healthcare Centre	23	--	1280 Switzer Dr.	780-865-3333
Child Care	Giggles & Scribbles	--	49	143 Erith Dr.	780-865-1120
Child Care	Little Rascals Child Care Centre	--	14	140B Sherwood Dr.	709-572-0845
Recreation / Child Care	Hinton Friendship Centre	--	25	965 Switzer Dr.	780-865-5189
Assisted Living	Continuing Care Services	--	--	1290 Switzer Dr.	780-865-5926
Seniors Living	Lions Manor	32	--	110 West Jasper St.	780-865-5444
Reception Centre	Holiday Inn	104	Meeting area for 90. A/V	393 Gregg Avenue	780-865-3321
School	Ecole Mountainview	--	--	141 MacLeod Ave.	780-865-2628
Recreation	Royal Canadian Legion	--	--	250 Pembina Ave.	780-865-3116
Historic	GTP Railway Station House	--	--	--	--
Infrastructure	Timber St. pumphouse	--	--	--	--
Infrastructure	Telus tower	--	--	--	--

Riverside Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	8	--	--	Dr. Duncan Murray Rec Centre	--
Child Care	Hinton Children's Learning Centre	--	50	805 Switzer Dr.	780-865-4005
Reception Centre	Dr. Duncan Murray Rec Centre	--	Peoples Centre accommodates 80-100. A/V, Meeting space for 12, 2 arenas	805 Switzer Dr.	780-865-4412
Industry	West Fraser – Hinton Pulp	--	--	760 Switzer Dr.	780-865-2251
Industry	West Fraser – Hinton Wood	--	--	99 W River Rd.	780-865-8900
Recreation	Gateway R.V. Park	--	--	685 Gregg Ave.	--
Animal Care	SPCS Animal Care Centre	--	--	209 Kelley Rd.	780-865-2800
Infrastructure	West Fraser water treatment plant	--	--	--	--
Infrastructure	Switzer Dr. water booster pumphouse	--	--	--	--

Hardisty Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	5	--	--	Hardisty Ave. (near United Church)	--
Muster Point	4	--	--	Hardisty Ave. (near Lutheran Church)	--
Muster Point	1	--	--	Athabasca Hotel (Hardisty Shopping Area)	--
Muster Point	37	--	--	East Hardisty (near Pine Valley)	--
Alternate EOC	Infrastructure Building	--	--	330 Fleming Dr.	780-865-2634
Seniors Living	Pine Valley Lodge	30	--	177 Boutin Ave.	780-865-7366
Child Care	Children's Creative Early Learning Centre	--	24	213 Tamarack Ave.	780-865-2569
Child Care	Growing Adventures Preschool	--	25	141 MacLeod Ave.	780-865-2628
School	Harry Collinge High School	--	--	158 Sunwapta Dr.	780-865-3714
School	Crescent Valley Elementary School	--	--	213 Tamarack Ave.	780-865-2569
Infrastructure	East River Rd lift station	--	--	--	--

Thompson Lake Zone					
Object	Facility Name	Units	Capacity	Address	Main Number
Muster Point	35	--	--	Tocher Ave. at Huisman Cres.	--
Muster Point	32	--	--	Smith St. (near Ranchers/ESSO)	--
Reception Centre	Best Western Plus	100	1500 sq. ft meeting space, business centre	340 Smith St.	780-817-7000
Infrastructure	Hardisty water reservoir	--	--	--	--
Infrastructure	Thompson Lake water reservoir	--	--	--	--
Infrastructure	SuperNet building	--	--	--	--

APPENDIX H

EMERGENCY RESOURCES AND CONTACT INFORMATION

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EMERGENCY OPERATIONS CENTRE RESPONSE POSITIONS

Response Position	A Designate	B Alternate 1	C Alternate 3	D Alternate 4
Director of Emergency Management	(Acting) Emily Olsen 780-223-3960	Laura Howarth 780-817-8878	Carla Fox 780-740-3950	Emdad Haque 780-865-0250
Deputy Director of Emergency Management	(Acting) Emily Olsen 780-223-3960	TBD	N/A	N/A
Information Officer	Josh Yaworski 780-229-4212	Scott Kovatch 780-237-8339	Garry Schaffel 780-817-4380	N/A
Safety Officer	Angela Ross 780-223-3755	Nikiea Hope 780-740-4447	Elaine Fiander 780-817-0618	N/A
Liaison Officer	TBD	Emily Olsen 780-223-3960	TBD	N/A
Operations Section Chief	Hans van Klaveren 780-817-0115	Laura Howarth 780-817-8878	Heather Waye 780-865-0162	N/A
Planning Section Chief	Peter Vana 587-926-8368	George Bunning 780-865-6439	Lorraine Walker 780-865-0821	Diana Daley-Beckford 780-223-7113
Logistics Section Chief	Emdad Haque 780-865-0250	Dale Woloszyn 780-865-6263	Kevin Misiurski	N/A
Finance / Admin. Section Chief	Carla Fox 780-740-3950	Shelbey Donkin 780-865-8017	Stacey Stahl 780-817-1030	Louise MacKay
Scribe	Jean Snow 780-740-3755	Jennifer Davey-Campbell 780-740-1654	Yvette Donais 780-817-4275	N/A
ESS Director	Carla Fox 780-740-3950	Shelbey Donkin 780-865-8017	Stacey Stahl 780-817-1030	Louise MacKay

EMERGENCY SERVICES

Organization/Name	Location	24-Hour Number
Police		
Hinton RCMP	111 Civic Centre Road	780-865-5544
Fire		
Hinton Fire Department	184 Eaton Rd.	780-865-6089
Ambulance / EMS		
Associated Ambulance	186 Eaton Rd.	780-740-2348
STARS	Province-Wide Emergency Link Centre	1-888-888-4567 or 403-299-0932
Hospital		
Hinton Healthcare Centre	1280 Switzer Dr.	780-865-3333
Health Authority		
Environmental Public Health - North Zone	Edmonton	780-342-2000
Poison Control Centre - Advice	Province-Wide	1-800-332-1414

GOVERNMENT AGENCIES

Organization/Name	Location	24-Hour Number
Alberta Emergency Management Agency	Province-wide	1-866-618-2362
Provincial Emergency Operations Centre	Province-wide	1-866-618-2362
Alberta EDGE (TDG and Rail Safety)	Province-wide	1-800-272-9600
Alberta Transportation	Edson	780-723-8563
Forestry - Edson Forest Area	Edson	780-723-8269
Ministry of Environment and Parks	Edmonton	1-877-944-0313
Yellowhead County	Edson	780-723-4800
Municipality of Jasper	Jasper	780-852-3356
Town of Edson	Edson	780-723-4401
Town of Grande Cache	Grande Cache	780-827-3611

SUPPORT SERVICES

Accommodations			
Facility Name	Location	Resource / Services	Contact Number
Aspen Whispers B&B	276 Collinge Rd.	Suites	780-865-5251
Athabasca Valley Inn & Suites	124 Athabasca Ave.	Standard rooms and suites, restaurant	780-865-2241
BCMIInns	386 Smith St.	Standard rooms and kitchenettes, laundry, business center, pet-friendly	780-865-5099
Best Western Plus	340 Smith St.	Standard rooms and kitchenettes, restaurant	780-817-7000
Big Horn Motel	485 Gregg Ave		780-865-1555
Collinge Roadhouse B&B	240 Collinge Rd.		780-865-5914
Days Inn by Wyndham	358 Smith St.	Pet-friendly	780-817-1960
Econo Lodge & Suites	571 Gregg Ave.	Standard rooms and kitchenettes, restaurant, pet-friendly	780-817-2000
Flying Dog B&B	240 Woodley Dr.	Private suites	780-865-4148
Hinton Highway Inn	257 Gregg Ave.		780-740-3557
Hinton Lodge	752 Carmichael Lane		780-817-5050
Holiday Inn	393 Gregg Ave.	Restaurant	780-865-3321
Holiday Inn Express & Suites	462 Smith St.	Standard rooms and suites	780-865-2048
Lakeview Inn & Suites	500 Smith St.	Standard rooms and suites	780-865-2575
Pines Motel	709 Gregg Ave.		780-865-2624
Quality Inn & Suites	782 Carmichael Lane	Standard rooms and suites, pet-friendly, business centre	780-865-5255

Accommodations			
Ramada by Wyndham	149 Woodley Dr.	Laundry services, business centre, pet-friendly	780-865-4755
Super 8 by Wyndham	284 Smith St.	Standard rooms and kitchenettes, laundry facilities, business centre, pet-friendly	780-817-2228
Timberland Hotel	114 Park St.	Restaurant	780-865-2231
Twin Pine Inn & Suites	595 Gregg Ave.	Standard rooms and kitchenettes, laundry facilities restaurant	780-865-2281
White Wolf Inn	828 Carmichael Lane	Business centre, pet-friendly	780-865-7777
Aircraft (Airlines)			
Company Name	Location	Resource /Services	Contact Number
Air Canada	Canada-Wide	International Flights (from Edmonton)	1-888-247-2262
Westjet	Canada-Wide	International Flights (from Edmonton)	1-888-937-8538
Aircraft (Helicopters)			
Company Name	Location	Resource / Services	Contact Number
Highland Helicopters	174 Kelly Road	35 light and intermediate aircraft: forestry, fire suppression, aerial, infrared scanning, crew moves	780-865-7081
Peregrine Helicopters	50424 Yellowhead Highway	3 aircrafts with boost kit for external cargo and baskets and stretcher kit, Parks Canada Certified for rescue	780-865-3353

Aircraft (Helicopters)			
Thebacha Helicopters	Edson Municipal Airport	5-6 aircraft: forestry, fire suppression, aerial, infrared scanning, crew moves	780-723-4180
Animal Services			
Agency Name	Location	Resource / Services	Contact Number
Animal Control	184 Eaton Rd.	Cat and dog violations	780-865-6009
Hinton SPCA	209 Kelley Rd.	Animal care/shelter	780-865-2800
Automobile, Boat and ATV Rentals			
Company Name	Location	Resource / Services	Contact Number
Griffiths Ford	553 Gregg Ave	Car and truck rentals	780-865-3354
Herc Rentals	533 Gregg Ave., Hinton	Truck and trailer rentals	780-740-0236
Ron's Rentals	17130 Highway 748, Edson	Argos, ATVs, Side by Sides, snowmobiles	780-712-2697
Bulk Fuels			
Company Name	Location	Resources / Services	Contact Number
4Refuel		Mobile on-site re-fueling, generator re-fueling, gas and diesel delivery	1-888-473-3835
Black Tiger Fuels	246 Kelley Road	Bulk fuel delivery, tank rental	780-865-3776
Bus Transportation			
Company Name	Location	Resources / Services	Contact Number
Beaupre Bus Svc Ltd.	156 Steele Crescent	Charter buses	780-817-2111
Big Horn Adventures		Charter buses, tours	780-740-3639
Hinton Public Transit			780-865-6036
Hinton Freedom Express Services		Seniors and persons with disabilities	780-817-0498

Bus Transportation			
First Canada Bus Lines		Charter bus, rentals	780-817-4434
Neighborlink		Medical trips	780-865-0389
Sun Dog Tours		Medical, airport, rentals	780-852-4056
Communications Equipment			
Company Name	Location	Resources / Services	Contact Number
Applied Communications Services Ltd.	211 Pembina Ave.	Video surveillance, satellite internet, telephone communications	780-865-8840
Morad Communications	506 Carmichael Lane	Two-way radios, cellular devices	780-865-4484
Cranes			
Company Name	Location	Resources / Services	Contact Number
ABCO Cranes Services	125 Felaber Rd.	25-50 ton picker trucks, 50-300 ton mobile cranes, winch trucks and tractor trailers, rigging rentals, hotshot service	780-756-5606
Hy-line Crane and Picker Service	102 Scott St.	Cranes, pickers and equipment transportation	780-865-3448
Environmental Services			
Company Name	Location	Resources / Services	Contact Number
QM Environmental	Edmonton	Hazmat, remediation, emergency response	780-467-8881
Fluid Hauling and Pumping			
Fluidpro	3764B 30th Street, Whitecourt	High- and low-pressure fluid pumping	780-533-3338

Fluid Hauling and Pumping			
JD&C Services	522 East River Road	Potable water hauling, fire watch and standby, road watering, water sheds, portable water filters, portable water pumps and hoses	780-865-1090
NCS Fluid Systems	280 Portage Close, Sherwood Park, AB	Emergency firewater and flood mitigation	780-801-5326
Gravel Trucks and Hauling			
Company Name	Location	Resources / Services	Contact Number
Minich Oilfield Services	125 Milner Rd.	Sand and gravel hauling, contaminate haling, gravel crushing	780-865-7287
Nelson Bros.			780-542-5777
West Central Contracting	450 East River Road	Gravel hauling, gravel crushing	780-865-0068
West Ridge Sand & Gravel		Sand and gravel hauling	780-865-2605
Heavy Equipment Rentals and Operators			
Company Name	Location	Resource / Services	Contact Number
All Choice Rentals	125 Steele Crescent	Excavators, skid steers, backhoes, tractors, rollers	780-865-2585
Chandel Equipment Rentals	53304 RR170, Edson	Loaders	780-723-1593
Fine Line Services	High Level, AB	Picker services	780-926-3298
Johnson & Herbert Construction	101 6823 4th Ave. Edson	Loaders, excavators, compactors, rock trucks, graders	780-723-6661
Finning	28007 AB-16 Stony Plain	Backhoes, loaders, compactors, excavators, articulated trucks, skid steers	780-963-2251

Heavy Equipment Rentals and Operators			
Herc Rentals	533 Gregg Ave., Hinton	Tractors, loaders, excavators, backhoes	780-740-0236
Minich Oilfield Services	125 Milner Rd	Hydraulic excavators, dozers, graders, snow cats, front end loaders, crusher spread, snowcats, sanders, graders, rock trucks	780-865-7287
Media-Radio			
Company Name	Location	Resources / Services	Contact Number
Boom 104.9	506 Carmichael Lane	Radio Station	780-865-8804
97.5 Real County West	506 Carmichael Lane	Radio Station	780-865-8804
Rental Equipment			
Company Name	Location	Resources / Services	Contact Number
Herc Rentals	113 King St.	Aerial, air compressors and tools, climate control. Compaction, concrete and masonry, earthmoving, generators, trucks and trailers	780-740-0236
All Choice Rentals Ltd.	125 Steele Crescent	Aerial, air equipment, compaction, concrete and masonry, excavators, fencing, garbage bins, general equipment, heaters, fans, lighting, scaffolding, pumps, trailers, skid steers, generators, portable toilets	780-865-2585

Rental Equipment			
HD Energy Rentals	498 E River Rd.	Builders and heat exchangers, Recycle and sewage containment, insulated tanks	780-223-0040
CYA Rentals	156 Williams Rd.	Combination units – generator, lighting, water supplied washroom, sewage and waste storage, communications satellites	780-841-9271
Road Services			
Company Name	Location	Resources / Services	Contact Number
Ledcor Alberta Ltd.	Hinton	Highway maintenance	780-723-8250
Minich Oilfield Services	125 Milner Rd	Road maintenance and snow removal, road and lease construction, sanding, grading	780-865-7287

APPENDIX I MAPS

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