

**Town of
High Prairie**

DANGEROUS GOODS INCIDENT

MUNICIPAL EMERGENCY RESPONSE PLAN

**Dangerous Goods 24 hour Co-ordination
And Information Centre 1-800-272-9600**

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1.0 ACTIVATION OF PLAN AND NOTIFICATION PROCEDURES

1.1 Fire Chief, Public Works Superintendent, and/or Municipal Employee:

Upon responding to a dangerous goods incident, where public safety, property or the environment are threatened, the responding person;

- 1.1.1 Shall contact the Director of Emergency Management, the Deputy Director or designate, and
- 1.1.2 Shall provide sufficient and significant details of the situation at hand, including details or any imminent dangers that may result.
- 1.1.3 Shall classify the emergency to be a Level 1, Level 2 or Level 3 Emergency and may recommend the activation of the Municipal Emergency Response Plan.

1.2 Director of Emergency Management, Deputy Director or Designate:

Upon receiving notification as above described, the Director or Disaster Services, Deputy Director or designate;

- 1.2.1 May contact and alert the Disaster Services Committee members of the situation at hand and request their assembly at the Emergency Operations Centre (EOC), or select an alternate location as EOC.
- 1.2.2 May contact an administrative support person and request the administrative support person to notify the appropriate Disaster Services Agency members and Agency advisors to assemble at the EOC.
- 1.2.3 May proceed to the EOC and prepare the facility for operations.
- 1.2.4 In the event that a state of local emergency is declared, the Disaster Services Director shall activate the Hazard Specific Municipal Emergency Response Dangerous Goods Incident Plan.
- 1.2.5 Shall notify the Emergency Management District Officer of the emergency and the declaration of the state of local emergency.
- 1.2.6 Shall act as Emergency Site Manager, or shall appoint a person to manage the response and control procedures required to secure the site.
- 1.2.7 Shall arrange for specialized equipment and response personnel to respond to the incident.
- 1.2.8 May recommend to the Disaster Services Committee, in the event that

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municipal resources are inadequate to facilitate the necessary response required by the Town of High Prairie, that additional equipment or resources be employed from the private sector or through the activation of Mutual Aid Agreements.

- 1.2.9 Shall provide for road closures where required.
- 1.2.10 Shall establish a communication system with the other emergency responders on site.
- 1.2.11 Shall report the dangerous goods incident in accordance with the established provincial procedure.
- 1.2.12 Shall provide situation reports to the Disaster Services Committee and provide information to the Public Information Officer (PIO) for release to the media and the public.
- 1.2.13 Shall monitor site clean-up and restoration.
- 1.2.14 Shall endeavour to ensure the health and safety of the workers on site.
- 1.2.15 Shall arrange for air monitoring and environmental impact assessments to be undertaken.
- 1.2.16 May recommend to the Disaster Services Committee that assistance be requested from Provincial or Federal government resources.
- 1.2.17 Shall implement the provisions of the Evacuation Plan if/when an evacuation is deemed necessary.
- 1.2.18 Shall maintain an accurate and complete record of all actions taken.
- 1.2.19 Shall request a full report from each emergency service provider activated, on the emergency operations/actions taken by those emergency service providers.

1.3 Disaster Services Committee:

Upon receiving notification of an emergency or emergent emergency situation;

- 1.3.1 Shall gather at the designated EOC. *Note: Because of this type of Emergency, the Director of Emergency Management may appoint an alternate location for the EOC.*
- 1.3.2 A quorum of the Disaster Services Committee, or subsequent to a quorum

not being available, two members of the Disaster Services Committee, shall evaluate the information and details of the dangerous goods incident, and shall determine if a state of local emergency is to be declared. In the absence of a quorum of the Disaster Services Committee, or two members of the Committee, the power to declare a state of local emergency is delegated to the Mayor or in the absence of the Mayor, the Deputy Mayor.

- 1.3.3 Shall, in the event that a state of local emergency is declared, insure the declaration identifies the area of the Town of High Prairie in which the emergency exists.
- 1.3.4 Shall cause the declaration of the state of local emergency to be published immediately by ways of communication considered effective for the notification of the populace in the emergency area.
- 1.3.5 Shall forward a copy of the declaration to the Minister of Municipal Affairs forthwith.
- 1.3.6 Shall utilize the provisions of Bylaw xx-2009, the Municipal Emergency Management Bylaw, to the extent required or deemed necessary to adequately combat the emergency at hand.
- 1.3.7 Shall be provided with periodic updates on the emergency by the Director of Emergency Management.
- 1.3.8 Shall, by resolution, terminate the declaration of the state of local emergency when satisfied that the state of local emergency no longer exists.
- 1.3.9 Shall notify the Minister of Municipal Affairs that the state of local emergency has been lifted or terminated.

2.0 DISASTER AGENCY MEMBERS AND ADVISORS - PROCEDURES

2.1 Public Works Superintendent or Designate:

- 2.1.1 Shall, in consultation with the Director of Emergency Management and with the industrial operator, implement the initial local emergency response to secure the emergency site, take appropriate emergency action, and seek information and/or advice on how to deal with the dangerous good incident.
- 2.1.2 Shall provide assistance to coordinate the emergency responders and other supporting emergency services personnel that will be responding to the site, and shall provide assistance with set up of an on-site command post.

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- 2.1.3 Shall co-ordinate efforts with the R.C.M.P., Fire Department, and Peace Officers for warning and instructing citizens of the emergency through the use of “loud-hailers”, etc.
- 2.1.4 Shall maintain contact with other authorities with expertise in handling dangerous goods, to garner information which will enhance prompt decision making by Municipal Authorities.
- 2.1.5 Shall forward periodic reports to the Director of Emergency Management on the incident, the emergency response being undertaken, and progress on control of the dangerous good.
- 2.1.6 Shall keep accurate and detailed records on the emergency that will at minimum include a description of the dangerous goods incident, a record of the municipal resources and manpower used to assist with the incident, a record of other emergency responders and agencies attending, and a record of private enterprise equipment and manpower secured to assist with the incident.
- 2.1.7 Shall assist with evacuation procedures if an evacuation is required.
- 2.1.8 Shall insure all utility support agencies are contacted, if required.

2.2 R.C.M.P. and Town of High Prairie Peace Officers:

- 2.2.1 Shall assist in the establishment of a communications system so that communications can be maintained with the emergency responders that are on site.
- 2.2.2 Shall co-ordinate with the Town of High Prairie and the involved industry to define the perimeter of the dangerous goods incident and shall control the perimeter of the incident area to ensure unauthorized persons do not enter the area.
- 2.2.3 Shall provide crowd and panic control in the affected areas.
- 2.2.4 Shall establish and control routes for emergency vehicles to egress and regress from the incident area.
- 2.2.5 Shall establish traffic routes to divert traffic from the incident area, provide traffic control and direction.
- 2.2.6 Shall establish a mobile public warning system to relate information to people that may be affected by the incident or any other hazard created by the incident.

- 2.2.7 Shall notify the hospital of any casualties and injuries (numbers and type) so the hospital can prepare to receive same.
- 2.2.8 Shall provide security for the protection of lives, public and private property.
- 2.2.9 Shall assist with the evacuation of buildings and residential areas when an evacuation is authorized by the Director of Emergency Management or his designate.
- 2.2.10 Shall secure any area where future investigations may need to be undertaken.
- 2.2.11 Shall assist with a casualty search operation if one is required.

2.3 Town of High Prairie Public Information Officer (PIO):

- 2.3.1 Shall inform the public, as soon as possible, of any emergency or disaster that is imminent. Advise the public of appropriate self-help actions.
- 2.3.2 Shall prepare news releases in conjunction with the Director of Emergency Management or designate.
- 2.3.3 Shall consult with Director of Emergency Management to arrange for media access to the site.
- 2.3.4 Shall establish contact with Alberta Transportation - Communications Branch, (through the Disaster Services Branch).
- 2.3.5 Shall arrange for a central media facility, if required.
- 2.3.6 Shall obtain information from all relevant sources and be prepared to provide the media with honest, non-speculative answers related to these basic questions:
 - Who is involved?
 - What happened?
 - Where did it happen?
 - When did it happen?
 - Why did it happen?
 - How is it being dealt with?
 - How much will it cost?

2.4 Town or High Prairie Administrative and Clerical Staff:

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- 2.4.1 Shall alert the required Disaster Services Agency and Advisory Members to gather at the Emergency Operations Centre (EOC), upon receiving instructions from the Director of Emergency Management or designate.
- 2.4.2 Shall, in conjunction with the Director of Emergency Management, prepare to co-ordinate volunteer services. This shall include registering people who are willing to provide voluntary services, scheduling voluntary services, arranging for food, water and refreshments and providing transportation requirements for the volunteers.
- 2.4.3 Shall provide administrative support to managers or designates of municipal emergency response agencies.
- 2.4.4 Shall purchase and distribute supplies and/or services as required.
- 2.4.5 Shall maintain a record of all supplies and/or services purchased.
- 2.4.6 Shall, upon being requested by the Director of Emergency Management, arrange security staff for the EOC.
- 2.4.7 Shall attend to public inquiries. The support staff will be briefed on how to communicate information to the public and will be provided with “fact sheets” of information on the municipal response, and telephone contact numbers that have been established to respond to the emergency.
- 2.4.8 Shall maintain a log of all activities.

2.5 Town of High Prairie Public Works Department:

- 2.5.1 Shall provide municipal equipment and personnel and set up staging area on site, as required.
- 2.5.2 Shall access equipment, supplies, and technical expertise from outside the municipality.
- 2.5.3 Shall contact utilities to disconnect services that present a hazard if not already done so by the Site Manager.
- 2.5.4 Shall provide barricades and flashing lights.
- 2.5.5 Shall restore essential services.
- 2.5.6 Shall take such action as is necessary to minimize the effects of the emergency on the municipality.

2.5.7 Shall coordinate public works response with Director of Emergency Management and Emergency Services on scene.

2.5.8 Shall provide for a staging area for Emergency Services arriving at site.

2.6 Utility Companies - Electric Power and Natural Gas, Telephone:

2.6.1 The utility company shall, upon being notified of a dangerous goods incident that has caused damage to a utility facility, eliminate the utility related hazards from the damaged utility facility.

2.6.2 The utility company shall, when safe to do so, restore utility facilities.

2.7 Social Services:

2.7.1 Alberta Human Resources and Employment shall set up social services and inquiry services in accordance to their Disaster Social Services Plan.

2.7.2 Big Lakes FCSS shall co-ordinate with and assist Alberta Human Resources and Employment in the provision of social and inquiry services.

2.8 Emergency Medical Services:

2.8.1 Shall establish and maintain communication with the local Medical Officer of Health and Health Care Centres.

2.8.2 Shall maintain contact with Emergency Site Manager on scene.

2.8.3 Shall coordinate emergency medical services resources on site.

2.8.4 Shall activate mutual aid emergency medical services resources.

2.8.5 Shall activate medivac resources.

2.8.6 Shall obtain a casualty count and brief the Director of Emergency Management or designate.

2.8.7 Shall assist other Emergency Services, as required.

2.9 Industry Roles and Responsibilities (the industry responsible for the dangerous goods incident):

The industry responsible for the incident usually has the best resources available for responding to the incident. The Director of Emergency Management or designate should coordinate with that industry as they implement their Emergency Response Plan.

- 2.9.1 Shall notify local authorities of actions being taken in response to a dangerous goods incident.
- 2.9.2 Shall provide chemical identity, MSDS and E/R documentation, properties and emergency medical information to emergency services.
- 2.9.3 Shall provide suitable representatives to the incident scene and Emergency Operations Centre to assist in the emergency response.
- 2.9.4 Shall design and implement a strategy for controlling the dangerous goods release after reviewing information gathered from on-scene authorities.
- 2.9.5 Shall provide the monitoring personnel and equipment.
- 2.9.6 Shall clean up and restore the incident site and shall ensure the contaminants are properly disposed of.
- 2.9.7 Shall co-ordinate media releases with the municipality.

2.10 Government of Alberta Roles and Responsibilities:

- 2.10.1 To advise and assist municipal authorities in implementing their emergency plan.
- 2.10.2 To ensure that the industrial operator's emergency response plan has been activated and emergency response team(s) have been dispatched.
- 2.10.3 To inform the public and media in conjunction with local authorities and other involved agencies.
- 2.10.4 To provide or arrange for the provision of on-site and off-site monitoring and evaluation of the threat.
- 2.10.5 To ensure that specialist advice, equipment, manpower and assistance with road closures are provided.
- 2.10.6 To ensure the safe removal of dangerous goods and post-event clean-up

standards are met.

- 2.10.7 To facilitate the implementation of Mutual Aid Agreements with neighbouring municipalities.
- 2.10.8 To monitor safety and health standards of workers and other outside agencies.
- 2.10.9 To provide liaison with Federal and other outside agencies.

2.11 Government of Canada Roles and Responsibilities:

- 2.11.1 Requests for assistance from the Federal government shall be directed to the Department of Disaster Services Branch, Provincial Programs Director, who will co-ordinate requests for assistance from the Government of Canada through the Federal Regional Director, Emergency Preparedness Canada (EPC)
- 2.11.2 Canadian Transport Emergency Center (CANUTEC), provides additional technical information on dangerous goods and communication links to international agencies. CANUTEC may be contacted directly by municipalities, by calling collect.

Phone No. 1-613- 996-6666 (24 hour phone number)

Phone No. 1-888-272-9600

- 2.11.3 Atmospheric Environmental Service will provide specialized weather reports and forecasts requested by the Emergency Site Manager or the Emergency Operations Center.