

**Town of
High Prairie**

FIRE

**MUNICIPAL EMERGENCY
RESPONSE PLAN**

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3.0 FOREST/WILDFIRE RESPONSE PLAN

1.0 ACTIVATION OF PLAN AND NOTIFICATION PROCEDURES

1.1 Fire Chief, Deputy Fire Chief, or Designate:

Upon responding to a fire that the Fire Chief, Deputy Chief or a designate thereof believes to be of a magnitude that requires the Municipal Emergency Response Plan to be activated, the Fire Chief, Deputy Chief or designate:

- 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 of 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 of Emergency Management, 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 to select an alternate location as the 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 Fire 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 appoint an Emergency Site Manager. In most cases the Fire Chief shall be appointed as Emergency Site Manager.
- 1.2.7 May recommend to the Disaster Services Committee, in the event that municipal resources are inadequate to facilitate the required fire suppression needs, that additional fire suppression equipment or other resources are

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- employed from the private sector or through the activation of Mutual Aid Agreements.
- 1.2.8 May recommend to the Disaster Services Committee that assistance be requested from Provincial or Federal government resources.
- 1.2.9 Shall implement the provisions of the Evacuation Plan if and when an evacuation is deemed necessary.
- 1.2.10 Shall maintain an accurate and complete record of all actions taken.
- 1.2.11 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 fire, 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 Fire Chief, Deputy Chief or Designate

- 2.1.1 Shall take control of the emergency site, request, direct, and co-ordinate persons and municipal resources for fire suppression purposes.
- 2.1.2 Shall undertake the duties of an Emergency Site Manager or designate the duties appropriately.
- 2.1.3 Shall co-ordinate and assist other emergency response agencies, persons and resources on site to facilitate orderly site management and enhance safety on the site.
- 2.1.4 Shall co-ordinate operations with the Director of Emergency Management or the designate and periodically communicate with the Director of Emergency Management to provide updated information on the emergency.
- 2.1.5 Shall establish a communication system with the other emergency responders on site.
- 2.1.6 Shall keep accurate and detailed records on the emergency which will at minimum include a description of the fire, a record of the municipal resources and manpower used to suppress the fire, a record of other emergency responders and agencies attending, a record of private enterprise equipment and manpower secured to assist with suppressing the fire, and a record of any mutual aid partners attending.
- 2.1.7 Shall co-ordinate casualty search operations in co-operation with other emergency response agencies.
- 2.1.8 Shall insure utility support agencies are contacted, if required.
- 2.1.9 Shall assist with evacuation procedures if an evacuation is required.

2.1.10 Shall contact a dangerous goods support agency, 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 Fire Department and other emergency responders.
- 2.2.2 Shall co-ordinate with the Fire Chief to establish and define a working area required to facilitate effective fire suppression activities.
- 2.2.3 Shall control the perimeter of the working area to insure unauthorized persons do not enter the area.
- 2.2.4 Shall provide crowd and panic control at the emergency scene and in the affected area.
- 2.2.5 Shall establish and control routes for emergency vehicles to egress and regress from the emergency scene.
- 2.2.6 Shall establish traffic routes to divert traffic from the emergency scene, provide traffic control and direction.
- 2.2.7 Shall establish a mobile public warning system to relate information to people that may be affected by a spreading fire or any other hazard created by the emergency.
- 2.2.8 Shall notify the hospital of casualties and injuries (numbers and type) so the hospital can prepare to receive the casualties.
- 2.2.9 Shall provide security for the protection of lives, public and private property.
- 2.2.10 Shall secure the emergency scene for future investigation requirements.
- 2.2.11 Shall assist with the evacuation of buildings and residential areas when an evacuation is authorized by the Director of Emergency Management or designate.
- 2.2.12 Shall assist with casualty search operations.

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

- 2.3.1 Shall inform the public, as soon as possible, of the emergency or disaster that is imminent and advise the public of appropriate self-help actions, or issue public warning messages as directed by the Director of Emergency

- Management.
- 2.3.2 Shall prepare news releases in conjunction with the Director of Emergency Management or the designate.
- 2.3.3 Shall consult with the 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:

- 2.4.1 Shall alert the required Disaster Services Agency and Advisory Members to gather at the Emergency Operations Centre, 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 Emergency Response Centre.

- 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 Fire Chief, Deputy Chief or designate.
- 2.5.4 Shall provide barricades and flashing lights.
- 2.5.5 Shall ensure adequate supplies of water are available, in consultation with the Environmental Officer if required.
- 2.5.6 Shall restore essential services.
- 2.5.7 Shall take such action as is necessary to minimize the effects of the emergency on the municipality.
- 2.5.8 Shall coordinate public works response with Director of Emergency Management and Emergency Services on scene.
- 2.5.9 Shall provide for a staging area for Emergency Services arriving at site.
- 2.5.10 Shall consult with the Environmental Health Officer as required.

2.6 Utility Companies - Electric Power, Natural Gas, Telephone

- 2.6.1 The utility companies shall, upon being notified of a fire, eliminate the utility related hazards from damaged utility facilities at the scene.
- 2.6.2 The utility companies shall, when safe to do so, restore utility facilities to

buildings and structures not affected by the fire.

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 FCS 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.

FOREST / WILDFIRE RESPONSE PLAN

General:

In the event an uncontrolled brush or forest fire is endangering populated areas, threatening lives, or causing extensive damage to property, municipal response will use the following procedure:

Alert / Warning:

Procedures for alerting first response emergency services and warning the public are outlined in

Part 2 - 2.1 ALERT/WARNING PROCEDURES & LEVEL 2 (G) PUBLIC INFORMATION PROCEDURES.

Evacuation:

Procedures for evacuation are detailed in the **EVACUATION PLAN.**

Mutual Aid Assistance:

Procedures for accessing mutual aid assistance from other municipalities, provincial government or industry are provided in

**Part 1 - Director of Emergency Management, and
Part 4 - Reference Mutual Aid Agreements.**

Alberta Environmental Protection - Land & Forest Service:

Requests for assistance for fire suppression outside of Forest Protection Areas are activated by Alberta Environmental Protection - Land & Forest Service as follows:

- a. requests will originate with the municipal Director of Emergency Management authorized by Council;
- b. assistance from the Land & Forest Service may consist of a forest fire officer providing advice to the municipal response;
- c. subject to the availability of resources, at the time of request, the Land & Forest Service may loan equipment or provide direct assistance in fire suppression (water bombers);
- d. if water bombers are on site, the "bird dog" officer, or forest officer-in-charge will report to the designated emergency site manager;
- e. costs incurred by the Land & Forest Service will be borne by the requesting municipality.

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To access Land & Forest Service assistance, the following procedure will be used:

1. Municipal Director of Emergency Management
2. Municipal Council
3. Transportation Disaster Services Branch, 1-800-272-9600 (24 hours)
4. Land & Forest Service - Local Contacts:
 Bill Lesiuk 780-523-6514 (w)
 780-523-5313 (h)
 780-523-8128 (c)

Information required when requesting Land & Forest Service assistance:

- a. Location of fire?
- b. Size of fire?
- c. What type of fuel (type of forest) is the fire burning in?
- d. Fire behavior (i.e. surface or ground fire, rate of speed)?
- e. What's at risk (i.e. life threatening (who and where), property (location and proximity to fire)?
- f. Manpower and equipment at fire?
- g. Radio frequency being monitored?
- h. In an emergency situation, a request may be verbally approved and followed up with a formal, signed request.