

**Town of  
High Prairie**

# **PANDEMIC INFLUENZA**

**MUNICIPAL EMERGENCY**

**RESPONSE PLAN**

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# MUNICIPAL PANDEMIC INFLUENZA PLAN

## General

Following the receipt of information of a pandemic influenza outbreak from the Peace Region of Alberta Health Services that necessitates the activation of this Pandemic Influenza Annex to the Municipal Emergency Plan, the EOC may or may not be activated, depending on the degree necessary to support the municipal response, in accordance with the check lists provided. (As this response would need to be implemented for an extended period of time, the EOC may simply be run from the Town Manager's Office.)

As required, resource members of the Disaster Services Agency (DSA) will be called upon to establish and maintain a presence at the EOC to coordinate service delivery of their resources.

The degree of EOC and DSA activity will be determined by the support required by the Peace Region of Alberta Health Services response.

The Director of Emergency Management will coordinate the municipal response and ensure that other necessary components of the Municipal Emergency Plan are implemented as required to respond to a pandemic. Activities such as making a declaration of a state of emergency, providing Disaster Social Services, and providing municipal support to Health Care Facilities, Long Term Care Centres, Seniors Homes, and Environmental Health will be carried out as deemed appropriate and already described in the Municipal Emergency Plan.

## 1.0 Pandemic Response Priorities

1.1 In the face of a pandemic influenza outbreak, the municipality in consultation with the Peace Region of Alberta Health Services will activate the necessary contingency plans and set priorities for:

- 1.1.01 continuing local government and maintaining administrative support;
- 1.1.02 maintaining public safety services [Fire, Ambulance, Police];
- 1.1.03 maintaining the integrity of essential public works, municipal services such as water treatment and delivery, waste management, garbage disposal and utilities;
- 1.1.04 working with the Peace Region of Alberta Health Services [Communications] in providing information and advice to the public via regular announcements and prepared information guidelines;

- 1.1.05 closing public buildings where it is deemed to be in the best interests of public safety and minimizing the spread of infection;
- 1.1.06 establishing alternative care facilities, triage centers, morgue facilities, and immunization as requested by the Peace Region of Alberta Health Services to facilitate provision of health services to the public;
- 1.1.07 activating a committee of local business persons charged with the task of activating their mutual aid pacts to assist one another in maintaining a level of service to the community, particularly those services involving access to pharmaceuticals, retail food purchases, gasoline and other commerce deemed necessary;
- 1.1.08 coordinating and directing of Family and Community Support Services (FCSS) and local NGO support to the municipal response;
- 1.1.09 coordinating travel restrictions as mandated provincially or required locally.

## **2.0 ACTIVATION OF PLAN AND NOTIFICATION PROCEDURES**

### **2.1 Peace Region of Alberta Health Services**

Peace Region of Alberta Health Services of Alberta Health Services will advise the Director of Emergency Management, or designate, of an impending situation and /or the onset of influenza pandemic.

### **2.2 Director of Emergency Management, Deputy Director or Designate**

Upon receiving notification as above described, the Director of Emergency Management, Deputy Director or designate:

- 2.2.01 Shall contact and inform the Mayor and Council, and the Disaster Services Committee members of a notification received from the Peace Region of Alberta Health Services respective to an impending situation and/or the onset of an influenza pandemic.
- 2.2.02 Shall request the assembly of the Disaster Services Committee at the Emergency Operation Centre (EOC). *Note: Because of this type of Emergency, the Director of Emergency Management may appoint an alternate location is the EOC.*
- 2.2.03 Shall contact an administrative support person and request the administrative support person to notify the all the Disaster Services Agency members and Agency advisors to assemble at the EOC for a briefing on the situation.
- 2.2.04 Shall proceed to the EOC and prepare the facility for operations.

- 2.2.05 Shall provide those present at the EOC with a brief update on the nature of Pandemic Influenza, and will present any information provided by the Peace Region of Alberta Health Services on the precautions that must be taken by all staff members.
- 2.2.06 Shall provide, for review by the Disaster Services Agency, the self-help guidelines on influenza precautions for schools, workplaces and all essential services.
- 2.2.07 Shall co-ordinate communication with the Peace Region of Alberta Health Services and Town of High Prairie Public Information Officer (PIO) to ensure timely and appropriate public information transmissions are released.
- 2.2.08 Shall ensure key representatives of local service organizations, and local non government organizations are briefed on the pandemic alert and asked to assist in the distribution of information packages to the community at large.
- 2.2.09 In the event that a state of local emergency is declared, the Disaster Services Director shall activate the Hazard Specific Municipal Emergency Response Pandemic Influenza Plan.
- 2.2.10 Shall notify the Emergency Management District Officer of the emergency and the declaration of the state of local emergency.
- 2.2.11 May recommend to the Disaster Services Committee, in the event that municipal resources are inadequate to facilitate the required emergency response measures, that additional emergency equipment or other resources are employed from the private sector or through the activation of Mutual Aid Agreements.
- 2.2.12 May recommend to the Disaster Services Committee that assistance be requested from Provincial or Federal government resources for the maintenance and provision of essential municipal services.
- 2.2.13 Shall request the Public Works Superintendent to confirm contact information and the availability of pre-designated facilities and arrangements for alternative care facilities, triage areas, secures storage area and morgue facilities; and arrange for those facilities to be reviewed by the Peace Region of Alberta Health Services.
- 2.2.14 Shall request the Public Works Superintendent to arrange for transportation requirements respective to personnel, equipment and supplies. A listing of suitable transportation vehicles will be confirmed.

- 2.2.15 Shall assist the RCMP with security arrangements for the storage of supplies required by the Peace Region of Alberta Health Services.
- 2.2.16 Shall facilitate a meeting of local business representatives (essential service providers) to discuss collective emergency mutual aid arrangements for the loan of support staff in the event of a major shortfall in staff, so that staff shortages do not force closure of essential service businesses. Arrangements will be made to provide those businesses with information on the magnitude and scope of the pandemic, and to provide precautionary information they should take to protect themselves, their staff and their families.
- 2.2.17 Shall, forty-eight (48) hours after receiving notification of a pandemic alert, recall the members of the Disaster Services Agency to meet at the EOC to review and report on their pandemic response status. Representation from the Peace Region of Alberta Health Services will be requested to be present for this review, however if this is not possible, a formal status report on the briefing is to be faxed to the Peace Region of Alberta Health Services.
- 2.2.18 Shall, seventy two (72) hours after receiving notification of a pandemic alert, recall all Disaster Services Agency members and advisors, representatives of local service organizations, and non government organizations to the EOC to review and report on their pandemic response status.
- 2.2.19 Shall, after consulting with the Peace Region of Alberta Health Services and determining the situation dictates the necessity for such action, order the closure of any public building.
- 2.2.20 Shall, after consulting with the Peace Region of Alberta Health Services and determining the situation dictates the necessity for such action, order constraint and control of the movement of personnel in to and out of the community.
- 2.2.21 Shall maintain a record of where and how each Disaster Services Agency member, and non government organization representative can be contacted. Members of the Disaster Services Agency, Advisors and non-government office representatives are to be requested to maintain an active, continued presence or communication with the EOC and to provide status updates on their operations.
- 2.2.22 Shall, if deemed necessary, establish or direct that a Victim Assistance Centre be established in accordance to the attached guidelines. The facility shall be activated following consultation and counsel with the Peace Region of Alberta Health Services and Emergency Management Alberta.

- 2.2.23 Shall maintain an accurate and complete record of all actions taken.
- 2.2.24 Shall request a full report from each emergency service provider activated, on the emergency operations/actions taken by those emergency service providers.

**2.3 Disaster Services Committee**

Upon receiving notification of an emergency, or an imminent emergency, situation:

- 2.3.01 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.*
- 2.3.02 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 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, the power to declare a state of local emergency is delegated to the Mayor, or in the absence of the Mayor, the Deputy Mayor.
- 2.3.03 Shall, in the event that a state of local emergency is declared, ensure the declaration identifies the area of the Town of High Prairie in which the emergency exists.
- 2.3.04 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.
- 2.3.05 Shall forward a copy of the declaration to the Minister of Municipal Affairs forthwith.
- 2.3.06 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.
- 2.3.07 Shall be provided with periodic updates on the emergency by the Director of Emergency Management.
- 2.3.08 Shall, by resolution, terminate the declaration of the state of local emergency when satisfied that the state of local emergency no longer exists.
- 2.3.09 Shall notify the Minister of Municipal Affairs that the state of local emergency has been lifted or terminated.

### **3.0 DISASTER AGENCY MEMBERS AND ADVISORS - PROCEDURES**

#### **3.1 Municipal Department Managers, Municipal Emergency Responders and Municipal Supervisors.**

- 3.1.01 Shall be requested to review their list of back-up support staff and prepare a list of additional personnel that may be called upon in the event of a staff shortage, or in the event that additional staff and personnel are required to provide essential municipal services and support services to the Peace Region of Alberta Health Services.
- 3.1.02 Shall, within forty-eight (48) hours of being alerted to an impending or onset of pandemic influenza, report on the status of the preparedness of their Department to provide essential municipal services and support services to the Peace Region of Alberta Health Services.
- 3.1.03 Shall, within seventy-two (72) hours of being alerted to an impending or onset of pandemic influenza, be prepared to report on the status of their activities respective to the pandemic influenza.
- 3.1.04 Shall establish a communication system with the Emergency Response Centre and the Peace Region of Alberta Health Services.

#### **3.2 Public Works Superintendent and Public Works Department**

- 3.2.01 Shall implement arrangements to access designated facilities as alternative care facilities, triage centres, storage facilities and a morgue(s).
- 3.2.02 Shall discuss security arrangements for the designated facilities above described with the police.
- 3.2.03 Shall, under the direction of the Director of Emergency Management, select the most suitable location for a Victim Assistance Centre to provide for service delivery of government departments and non-government organizations.
- 3.2.04 Shall provide barriers and other means of control to eliminate access to public facilities that have been closed to the public.
- 3.2.05 Shall, when an order has been issued to constrain and control the movement of personnel in and out of the community, provide barriers and other means of facilitating the control of access to and from the community.

- 3.2.06 Shall keep accurate and detailed records on the emergency which will at minimum include a record of the municipal resources and manpower used to respond to the situation, a record of other emergency responders and agencies attending, a record of private enterprise equipment and manpower secured to assist with the emergency, and a record of any mutual aid partners attending.
- 3.2.07 Shall co-ordinate casualty search operations in co-operation with other emergency response agencies.

**3.3 R.C.M.P. and Town of High Prairie Peace Officers**

- 3.3.01 Shall assist in the establishment of a communications system so that communications can be maintained with the Emergency Response Centre, the Peace Region of Alberta Health Services and other emergency responders.
- 3.3.02 Shall control the perimeter of the working areas to ensure unauthorized persons do not enter the areas.
- 3.3.03 Shall provide security to storage locations for supplies required by the Peace Region of Alberta Health Services.
- 3.3.04 Shall provide crowd and panic control at the emergency scenes and in the affected area.
- 3.3.05 Shall establish and control routes for emergency vehicles to egress and regress from the hospital and the buildings and facilities designated to be used by the Peace Region of Alberta Health Services.
- 3.3.06 Shall establish traffic routes to divert traffic from the emergency routes, provide traffic control and direction.
- 3.3.07 Shall establish a mobile public warning system to relate information to the public if necessary.
- 3.3.08 Shall provide security for the protection of lives, public and private property.
- 3.3.09 Shall assist with the evacuation of buildings and residential areas when an evacuation is authorized by the Director of Emergency Management or his designate.
- 3.3.10 Shall assist with casualty search operations.

**3.4 Town of High Prairie Public Information Officer (PIO):**

- 3.4.01 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.
- 3.4.02 Shall establish and maintain communications with the Peace Region of Alberta Health Services until the pandemic response operations have been concluded.
- 3.4.03 Shall communicate with the Peace Region of Alberta Health Services to assist with or co-ordinate the distribution of self-help information to the general public.
- 3.4.04 Shall arrange for the distribution of self-help information in print and electronic format to ensure the broadest possible coverage of information is available to the public.
- 3.4.05 Shall prepare news releases in conjunction with the Director of Emergency Management or the designate.
- 3.4.06 Shall consult with the Director of Emergency Management to arrange for media access to the site Emergency Operations Centre.
- 3.4.07 Shall establish contact with Alberta Transportation - Communications Branch, (through the Disaster Services Branch).
- 3.4.08 Shall arrange for a central media facility, if required.
- 3.4.09 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?

**3.5 Town or High Prairie Administrative and Clerical Staff:**

- 3.5.01 Shall alert all Disaster Services Agency and Advisory Members to gather at

the EOC, upon receiving instructions from the Director of Emergency Management or designate.

- 3.5.02 Shall, in conjunction with the Director of Emergency Management, prepare to co-ordinate volunteer services. This shall include registering people prepared to provide voluntary services, scheduling voluntary services, arranging for food, water, refreshments and providing transportation needs for the volunteers.
- 3.5.03 Shall provide administrative support to managers or designates of municipal emergency response agencies.
- 3.5.04 Shall purchase and distribute supplies and/or services as required.
- 3.5.05 Shall maintain a record of all supplies and/or services purchased.
- 3.5.06 Shall, upon being requested by the Director of Emergency Management, arrange security staff for the Emergency Response Centre.
- 3.5.07 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, telephone contact numbers, alternate care locations etc. that have been established to respond to the pandemic alert.
- 3.5.08 Shall maintain a log of all activities.

**3.6 Town of High Prairie Public Works Department:**

- 3.6.01 Shall provide municipal equipment and personnel and set up a staging area, as required.
- 3.6.02 Shall access equipment, supplies, and technical expertise from outside the municipality.
- 3.6.03 Shall provide barricades and flashing lights.
- 3.6.04 Shall ensure adequate supplies of water are available\*
- 3.6.05 Shall restore essential services.
- 3.6.06 Shall take such action as is necessary to minimize the effects of the emergency on the municipality.

- 3.6.07 Shall coordinate public works response with Director of Emergency Management, the Emergency Site Manager and other Emergency Services.
- 3.6.08 Shall provide a staging area for Emergency Services.
- 3.6.09 Shall consult Environmental Health Officer

### **3.7 Social Services (FCSS)**

- 3.7.01 When required, Alberta Human Resources and Employment shall set up social services and inquiry services in accordance to their Disaster Social Services Plan.
- 3.7.02 Big Lakes FCSS shall co-ordinate with and assist Alberta Human Resources and Employment in the provision of social and inquiry services.

### **3.8 Emergency Medical Services**

- 3.8.01 Emergency Medical Services will be responsible to establish and maintain communication with the local Medical Officer of Health and Health Care Centres.
- 3.8.02 Maintain contact with Emergency Site Manager on scene.
- 3.8.03 Coordinate emergency medical services resources.
- 3.8.04 Activate mutual aid emergency medical services resources as required.
- 3.8.05 Activate medivac resources as required.
- 3.8.06 Obtain a current casualty count and regularly brief the Director of Emergency Management or designate.
- 3.8.07 Assist other Emergency Services, as required.