EMERGENCY MANAGEMENT POLICIES
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Historical – Effective Date July 2/13 CM – Res. 13-07-19	Nov. 1/16 CM – Res. 16-11-36 (Policy relocated from Section 8 to Section 13)

MUNICIPAL EMERGENCY MANAGEMENT POLICY

Background

In accordance with CSA Z1600-08, Municipal Emergency Management should be based on a policy that includes a vision, mission statement, roles and responsibilities and enabling authority. The policy should be approved by the executive, which is the local authority.

Risk

Without a clear policy statement as the foundation for the overall Municipal Emergency Management framework, the Municipal Emergency Management Agency will lack direction and the necessary authority to carry out their emergency management functions of prevention, planning, response and recovery.

Policy

Vision
To make Wheatland County a safe and secure place for residents, businesses, and visitors during any emergency or disaster.

Mission Statement
To achieve emergency management capacity in Wheatland County for the prevention, planning, response and recovery of all emergencies in a pro-active, operations-focused manner, based on standards, policies and continuous improvement in cooperation and coordination with all stakeholders and partners.

Roles and Responsibilities
Under the leadership and guidance of Council, Wheatland County will establish and maintain a Municipal Emergency Management Agency that defines the goals and objectives of the municipal emergency management program and creates and maintains plans and procedures based on hazard-analysis to achieve the mission statement objectives in coordination and cooperation with neighbors, industry and agencies that are active in the municipality.

PROTECTIVE SERVICES POLICY EMERGENCY MANAGEMENT 8.3.2	Activation of Municipal Emergency Operations Centre (EOC) Page 1/1
PURPOSE	
Historical - Effective Date: July 2/13 CM – Res. 13-07-20	Nov. 1/16 CM – Res. 16-11-36 (Policy relocated from Section 8 to Section 13)

ACTIVATION OF MUNICIPAL
EMERGENCY COORDINATION CENTRE (ECC) POLICY

Background

Activation of the Municipal Emergency Coordination Center (ECC) is the process which initiates municipal emergency management procedures to coordinate the response to any emergency in progress. The Municipal Director of Emergency Management (DEM) will decide whether or not to activate the ECC based on established criteria and provide information to Council in this regard.

Risk

Not activating municipal emergency coordination procedures in a timely manner could prevent the municipality from supporting the incident response as required and protecting public safety, property and the environment in a timely manner. The procedure should be clear and based on operational criteria. The procedures need to be communicated to all agencies operating in the municipality. The activation procedure forms part of the Municipal Emergency Management Plan and should be included in training and exercises.

Policy

To ensure timely and effective emergency management in Wheatland County, the activation of the municipal ECC to facilitate the emergency coordination procedures shall be proactive, developed as part of the Municipal Emergency Management Plan and based on event criteria. The Director of Emergency Management shall establish and exercise these municipal activation procedures as part of the Municipal Emergency Management Plan.

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PURPOSE	
Historical - Effective Date: July 2/13 CM – Res. 13-07-21	Nov. 1/16 CM – Res. 16-11-36 (Policy relocated from Section 8 to Section 13)

TRAINING AND EXERCISES POLICY

Background

Emergency management response operations are generally divided into three main areas:
1. The actual emergency first response activities–usually operating at the emergency site.
2. The site coordination function also referred to as site management.
3. The municipal coordination function, also called ECC operations.

All three functions are distinct, carried out by different agencies and personnel and require different training and equipment.

In this policy, the coordination functions of the ECC and site management are addressed. First responders typically have their own policies, a well-established training, exercises and equipment regimen within their respective agencies.

Training is required to perform in an effective and efficient manner in the ECC or site management. Training and planning are validated through yearly exercises.

Risk

The municipal ECC and site management functions are carried out to ensure efficient and effective emergency management in a very specialized environment, often under stress and time pressure. To perform well in these circumstances, specialized training should be made available to, and required of all personnel that may work in these functions. Training is available from educational institutions, consultants, provincial government programs, federal government courses, on-line resources and many other sources.

A municipal training program needs to outline municipal emergency management functions, list all training resources, identify training requirements for each function, identify contingencies in each function, provide a training schedule for the next period (usually one year) and list all previous training and document follow-up. Once training is completed, regular exercises will validate planning procedures and that the training program is effective.

Policy

To ensure all functions outlined in the Wheatland County Municipal Emergency Management Plan (MEMP) are carried out in an effective and efficient manner, a training and exercise plan shall be included in the Municipal Emergency Management Plan (MEMP). This plan shall include a list of all personnel carrying out Emergency Management functions including contingencies, identify training requirements for each function and list training opportunities for each in yearly cycles.

Exercises shall be scheduled regularly in such a way that training and procedures will be verified through appropriate exercise objectives and formats. The DEM shall provide regular training and exercise reports to Council.

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PURPOSE	
Historical - Effective Date: Aug. 20/13 CM – Res. 13-08-73	Nov. 1/16 CM – Res. 16-11-36 (Policy relocated from Section 8 to Section 13)

POST-EMERGENCY EVENT LESSONS LEARNED POLICY

Background

With every emergency, particularly those requiring municipal coordination procedures, offer operational and resource challenges. Some of these challenges may not have been considered or known prior to the event. Debriefing after the event provides an opportunity to capture those experiences and learn from the event. This review can provide insight to assessing and continuously improving procedures, resources and functions.

Risk

Those involved in municipal emergency management operations during a real event can provide very valuable information for improving existing procedures or functions. In reality, very few of these valuable insights are captured and applied, as often good intentions to do debriefing with all agencies are not included in procedures. To capture lessons learned after every emergency requiring the activation of the municipal ECC, it is recommended to include 'Lessons Learned' procedures in the Municipal Emergency Management Plan. This debrief procedure should outline when the general debrief (all agencies present) is done, who participates and how to follow up on recommendations resulting from debrief. The procedure should also require or encourage every participating agency, including the ECC, to do an additional internal agency review of the event response and to document debriefing recommendations and follow-up.

Policy

To ensure all participating agencies review the overall event response whenever the ECC is activated, a debrief procedure shall be included in the Wheatland County's Municipal Emergency Management Plan requiring a debrief meeting of all agencies involved soon after the emergency is concluded. The meeting shall be recorded, lessons learned documented and follow-up recommendations reported to Council during the next Council update by the DEM. The procedure shall also require municipal agencies involved in the event response to do a formal internal agency debrief and to document agency recommendations and follow-up.

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PURPOSE	
Historical - Effective Date: Aug. 20/13 CM – Res. 13-08-73	Nov. 1/16 CM – Res. 16-11-36 (Policy relocated from Section 8 to Section 13)

BUSINESS CONTINUITY POLICY

Background

Municipalities may lose the ability to operate and provide services to residents. This loss may be the result of one or more of the following factors:

- Loss of infrastructure due to destruction, contamination or a potential danger preventing use or access;
- Loss of staff due to death, sickness or transportation problems;
- Other reasons.

Risk

If a municipality loses vital municipal services, the health or safety of residents, property or the environment may be endangered.

Municipalities need to consider business continuity planning for all municipal services. At the very least, the continuity plan should identify those services considered vital to ensuring the basic health and safety of residents, as well as contingency plans to ensure those services are operational even when municipal infrastructure or staff is not fully operational.

Municipal emergency response operations are vital services. The loss of infrastructure and staff may decrease the ability to provide services. The municipality should plan for the loss of infrastructure (i.e. ECC) and staff shortages (i.e. Emergency Responders and ECC staff) as part of their business continuity plan, included in the municipal emergency plan.

Policy

To ensure vital and necessary municipal services are provided when infrastructure or staff are not available to deliver normal municipal services, Wheatland County's Municipal Emergency Management Plan shall include a business continuity plan. The plan shall categorize all general municipal services and identify which are vital or necessary and address contingencies to resume disrupted vital and necessary services within a reasonable time frame. These vital services shall include the delivery of emergency response services and emergency operation center functions, including considerations for ECC secondary infrastructure and replacement equipment. Business Continuity Plans shall be reviewed at a minimum of every three years.