

Regional Emergency Management Plan



Contents

POLICY	4
PURPOSE	4
APPLICATION AND SCOPE	4
ORGANIZATION	5
REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE (REMPC)	5
REGIONAL EMERGENCY ADVISORY COMMITTEE (REAC)	6
REPORTING STRUCTURE DURING PLAN ACTIVATION	7
PRIORITIES	7
INCIDENT MANAGEMENT	7
REGIONAL EMERGENCY OPERATIONS CENTRE (REOC)	8
INCIDENT COMMAND POST (ICP)	8
EMERGENCY SOCIAL SERVICE (ESS) FACILITIES	9
VOLUNTEER CENTRE(S)	9
DONATIONS MANAGEMENT CENTRE	9
INFORMATION CALL CENTRE	9
PLAN ACTIVATION	10
ACTIVATION	10
DEMOBILIZATION	10
TYPES OF ACTIVATIONS	11
NOTIFICATION	11
DECLARATION OF A REGIONAL STATE OF EMERGENCY (RSOE)	12
HAZARD RISK VULNERABILITY ANALYSIS (HRVA)	13
HAZARD, RISK, AND VULNERABILITY ASSESSMENT (HRVA)	13
FIGURE R1 REGIONAL HAZARD/RISK SUMMARY	13
HAZARD-SPECIFIC RESPONSE PLANS	13
BUSINESS IMPACT ANALYSIS (BIA)	14
REGIONAL MITIGATION PLAN	14
PREPAREDNESS	14
PUBLIC AWARENESS AND EDUCATION PLAN	14
TRAINING & EXERCISE POLICY	14
MULTI-YEAR EXERCISE PLAN	14
RESPONSE	15
ROLES AND RESPONSIBILITIES DURING A REGIONAL ACTIVATION	15
Regional Emergency Advisory Committee (Elected Officials)	15
Regional Emergency Management Planning Committee (REMPC)	15
Regional Emergency Operations Centre – RDEM Roles and Responsibilities	15
Incident Commander (IC)	16
Municipal Staff	16
MASS NOTIFICATION SYSTEM	16

Regional Emergency Management Plan



TRANSITION FROM RESPONSE TO RECOVERY16

 BUSINESS CONTINUITY PLAN (BCP).....16

 RECOVERY.....16

PLAN DISTRIBUTION17

ADMINISTRATION17

 PLAN DEVELOPMENT AND MAINTENANCE.....17

 REVIEW17

 REVISIONS17

 TRAINING17

REFERENCES18

ACKNOWLEDGEMENTS18

ANNEXES19

 ANNEX R-A MAPS20

 ANNEX R-B REGIONAL HRVA.....21

 ANNEX R-C RESOURCE SHARING AGREEMENT.....22

 ANNEX R-D MEMORANDUM OF UNDERSTANDING23



POLICY

The Regional Emergency Management Plan (REMP) will serve South Eastern Alberta as an operational guideline for managing an appropriate response to any emergency impacting two or three municipalities as identified in the EM bylaw. The Plan defines an “emergency” within the Regional context, and describes the emergency management structure and integrated response requirements to protect life, property, environment and the economy for the City of Medicine Hat, Cypress County and the Town of Redcliff. The Plan describes the procedure for declaring a State of Regional Emergency and defines the emergency assistance structures that may be employed during a planned event. The REMP builds on best practices in support of the overarching vision to build community resilience through regional collaboration.

The REMP also defines the governance framework by which the parties as co-signatories to the Memorandum of Agreement fund the Emergency Management program as required by the Emergency Management Act and provide prompt and coordinated response to emergencies affecting the municipalities within the South Eastern Alberta response area.

PURPOSE

This Plan has been designed to be flexible and adaptable to any emergency or crisis situation thus intended to:

- a. Provide for prompt coordination of the Region’s resources when an emergency/disaster is (or has potential to be) outside the scope of normal operations,
- b. Outline legislation (and agreements) indicating where authority lies in the event of an emergency or disaster,
- c. Document the roles and responsibilities of agency representatives during an emergency/disaster,
- d. Detail how the plan will be enacted and maintained.

APPLICATION AND SCOPE

Under the Emergency Management Act, Section 11.2

(1) “A local authority shall maintain an emergency management agency to act as the agent of the local authority in exercising the local authority’s powers and duties under this Act.”

(4) “For greater certainty, an emergency management agency may be maintained by and may act as the agent of more than one local authority.”

This REMP is to be used in conjunction with the Municipal Emergency Management Plan (MEMP). The REMP outlines the governance for a regional emergency and follows the same principles, guidelines, roles/responsibility descriptions and structure as the MEMP including the components and annexes included therein.

This plan is not designed to replace existing procedures for dealing with routine emergencies that occur within the three municipalities. Following the initial emergency response, an on-site size-up will be conducted by the emergency services first responders or operational department lead. When it is determined that an emergency is beyond that of a type 5 or 4 response, they will, in consultation with other agencies as appropriate, determine the extent of the response that will be required to deal effectively with the emergency, and activate the appropriate response.



ORGANIZATION

Regional Emergency Management Planning Committee (REMPC)

In order that the Regional Emergency Management Plan be operationally sound, it requires stakeholder agencies to remain conversant with its contents thus committed to participation in annual EM training and exercises. Stakeholder agencies must also ensure departmental plans are in place and kept current. Therefore a REMPC is established to be the primary leader in support of these objectives.

The REMPC will work collaboratively with stakeholder agencies to develop, implement, and maintain all emergency plans and programs for the Region. The REMPC leads planning activities with respect to prevention, mitigation and preparedness. The REMPC also engages relevant stakeholders such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans. REMPC members are responsible to report back to their respective Municipal Emergency Management Agencies.

The following are the representatives for the REMP Committee:

- Three Municipal DEM(s);
- Alternate Municipal Deputy DEMs;

The City of Medicine Hat assumes the role of Regional DEM (Chair) and is responsible for the overall leadership of the REMPC.

The responsibilities of the REMPC are, but not limited to, the following:

- Conducting an annual meeting for review of REMP
- Conducting an annual review of the Regional Hazard, Risk, Vulnerability Analysis
- Recommending and/or implementing prevention, mitigation, response, recovery and preparedness strategies
- Ensuring the REMP and any supporting documents are updated routinely
- Ensuring provisions of the REMP harmonize with party MEMPs and public safety management
- Ensuring updates on the REMP are communicated to:
 - a) Municipal Councils, Administration and Leadership
 - b) Mutual Aid partners
 - c) Neighbouring/partnering stakeholders
- Planning and executing training, drills, and exercises
- Ensuring that all training and exercise documentation is maintained
- Reviewing applicable exercises / post incident reports
- Implementing strategies to maintain or improve response effectiveness
- Ensuring the Regional Emergency Operations Centre (REOC) is supplied and prepared at all times
- Liaising with any external agencies / industry organizations that may have a role in an emergency response involving the Region



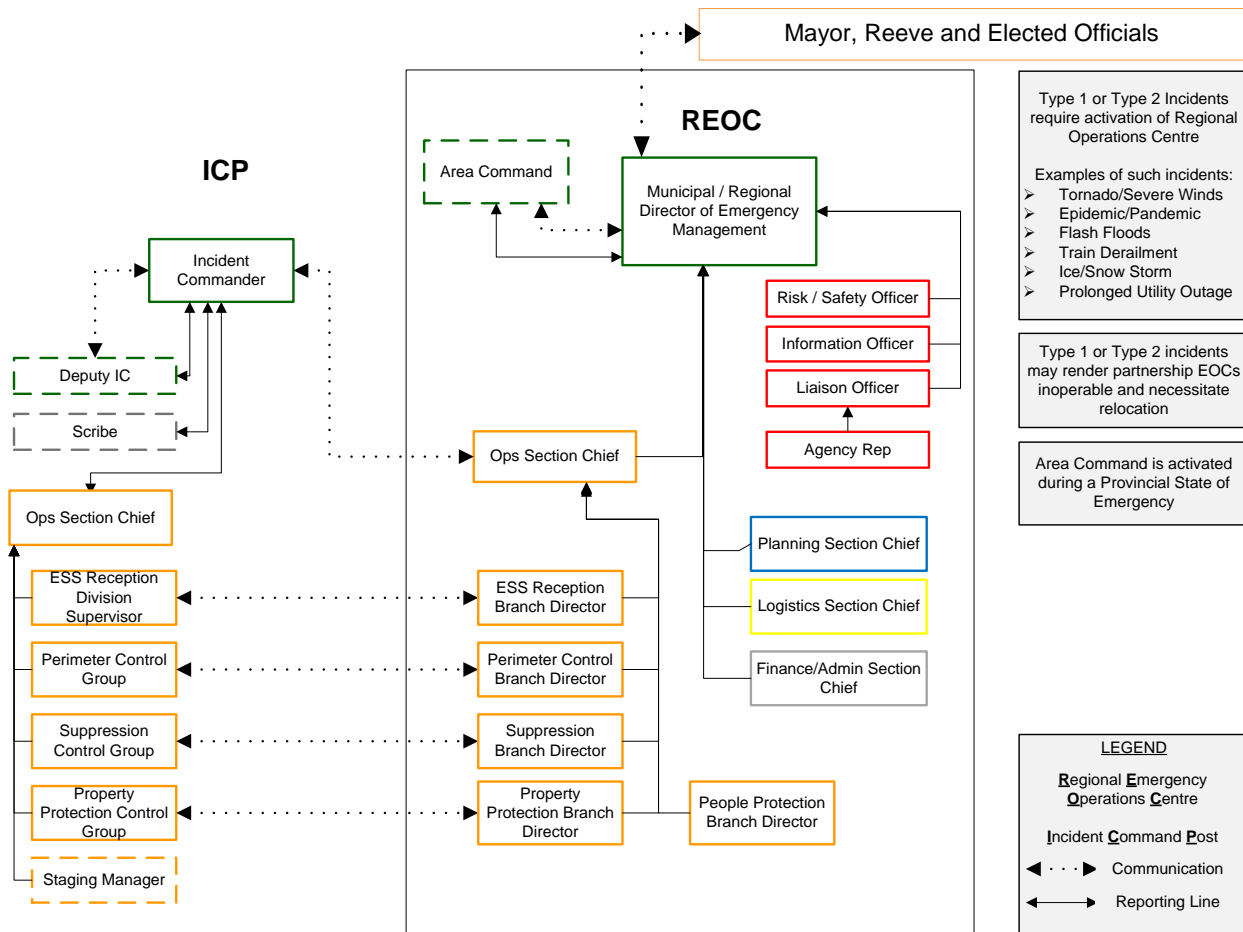
Regional Emergency Advisory Committee (REAC)

The REAC is a small committee of elected officials that will come together as required by an emergency for the purposes of supporting the implementation of a RSOLE.

The Emergency Advisory Committee consists of three (3) members of each municipality who shall be drawn in the following order from:

- (a) Mayor and/or Reeve of each municipality;
- (b) Chief Administrative Officer of each municipality;
- (c) Chair of Public Services Committee of each municipality;
- (d) Chair of Development and Infrastructure Committee of each municipality;
- (e) Deputy Mayor/Reeve of each municipality;
- (f) Remaining members of Council of each municipality as listed alphabetically by surname.

Reporting Structure during Plan Activation



PRIORITIES

During an incident the response priorities, in order of importance and in alignment with Incident Command System (ICS) are:

1. Life Safety
2. Incident Stabilization
3. Property/Environment Protection
4. Economy/Other

INCIDENT MANAGEMENT

The incident management methodology and organizational structure throughout the plan is based on ICS. The overarching philosophy and principles of ICS will be applied recognizing ICS is flexible and adaptable to any situation.



FACILITIES

Regional Emergency Operations Centre (REOC)

The REOC is a predesignated facility(s) in which the Regional Emergency Management Agency meet in response to a type 3/2/1 emergency. Activities within the facility include the overall direction and support for the Plan activation. Activities at this facility are directed by the RDEM or the on-call alternate. Managing *incidents* is a complex endeavor requiring a focal point for decision-making and centralized direction for Emergency Services and Emergency Management personnel. The Regional Emergency Management Agency is responsible for providing support, guidance, and non-tactical strategic direction to staff at the Incident Command Post(s) and other subordinate operational support Sites in the Region. The REOC is staffed by senior members of the various services and stakeholder entities referred to as the Regional Emergency Management Agency and because they have the authority and accountability for their department/agencies/community, will be able to provide expedient direction and decisions.

Primary REOC Location:

Electric Utilities Building, 2172 Brier Park Place NW in Medicine Hat.

Should this location be unsuitable due to the nature of the *emergency*; although limited, alternate sites have been predesignated as noted below. Note: If an alternate REOC location is chosen, the materials in the storage cabinet will need to be moved to provide the required stationery and other materials required.

Alternate REOC Locations:

Cypress County Office, 816 - 2nd Avenue Dunmore, AB

Redcliff Town Hall, 1 – 3rd Street NE, Redcliff, AB

Medicine Hat Police Services, 884 – 2 St SE, Medicine Hat, AB

Fire Station #3, 5 Halifax Way, SW, Medicine Hat, AB

Incident Command Post (ICP)

According to the Incident Command System the Incident Command Post (ICP) is a temporary facility typically mobile such as the Major Event Support Apparatus (MESA) and signifies the physical location of the tactical-level, on-scene incident command and management organization. It usually comprises the Incident Commander (IC) and/or Unified Command (UC) and required Command and General staff and may include other incident management officials and responders from Federal, Provincial, Local, and Tribal agencies, as well as private-sector, industry, nongovernment organization (NGO's), and volunteer organizations. The Incident Commander originates from the most appropriate first on-scene agency and may be transferred based on the nature and scope of the incident. If there are discrepancies in which agency will provide the IC, the RDEM will appoint the Incident Commander.

Typically, the mobile ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. Incident action planning is also conducted at the ICP; and an incident communications center may also be established at this location. The ICP may be collocated with the incident base, if the communications requirements can be met. The ICP may collocate with the Emergency Operations Center-like functions in the context of type 2 / type 1 complex incident scenario such as a wide spread flood.



Emergency Social Service (ESS) Facilities

ESS deals with the immediate short term physical, social/emotional needs of individuals impacted by a disaster or large scale emergency. Assistance provided may include food, clothing, lodging and personal services. In providing these services, ESS may set up a reception centre (a location for individuals to register and get information), group lodging (a location in which lodging and food are provided to a large number of people) or other types of facilities to meet the needs of people.

In addition to the REOC being activated, there may be a need to activate a Reception Centre(s) (RC) where an evacuation is required as a result of the emergency. The primary purpose of a Reception Centre is to administer support for the immediate needs of evacuees. The location of the Reception Centre(s) will be confirmed by the Regional ESS Director at the time of activation.

The pre-designated regional facilities appropriate for a Reception Centre include but not limited to:

1. City of Medicine Hat Strathcona Centre (36-200 people)
2. City of Medicine Hat Cultural Centre (36-200 people)
3. City of Medicine Hat Crescent Heights High School (200-500 people)
4. City of Medicine Hat High School (200-500 people)
5. City of Medicine Hat College (200-500 people)
6. City of Medicine Hat Cypress Centre (500-3000 people)
7. Cypress County Administration Building (36-200 people)
8. Cypress County Eagle Butte School (200-500 people)
9. Town of Redcliff Town Hall (36-200 people)

Volunteer Centre(s)

Volunteer Centres are in essence staging areas for ESS volunteers. The Centre(s) would fall under the direct jurisdiction of the Personnel Unit Lead in the Logistics section during a response, but its effective conduct is the overall responsibility of the REOC.

Donations Management Centre

During many large scale emergencies, it is common to have an overwhelming amount of community support in the form of donated items. There may be a need to activate a Donations Management Centre to manage this generosity. This Donation Centre would fall under the responsibility of the Equipment / Supplies Director in Logistics section during a response, but its effective conduct is the overall responsibility of the REOC.

Information Call Centre

The Information Call Centre is the overall responsibility of the REOC during a response and the ESS Director is responsible for the setup, staffing, and communications between the EOC and the Public in concert with EOC messaging. The public will be informed to utilize 403-502-8900 during an *emergency* reception center activation to reach City of Medicine Hat information. Where applicable the public will be informed to call 403.525.2329 to reach Cypress County Administration or 403-548-3618 to reach Town of Redcliff Administration for information. These contact numbers may also be used by the respective municipalities during the recovery phase of an *emergency* for the public to seek information and assistance.



PLAN ACTIVATION

The REMP Is activated through notification by an official from City of Medicine Hat, Cypress County, Town of Redcliff or 9-1-1 communications that an incident of scale is imminent or has occurred is also reflected in the regional activation flow chart. Figure

A sixty minute guideline whereby call-out notification and the REOC is operational from time of notification is recommended. Actual incident response and/or functional table top exercises will determine if this guideline is consistently achievable.

The REMP is designed to be activated in a timely manner in accordance with the provincial *Emergency Management Act* and may be activated by:

- A municipal first response agency whereby the RDEM is notified,
- The local Director of Emergency Management, or
- Where a State of Regional Emergency is recommended by the RDEM to the Regional Emergency Advisory Committee.

Timely REMP activation is key to providing adequate support to Incident Command through an EOC based Incident Management Team. When incident complex factors include impacts to life and/or property, residents and responder safety, hazardous materials and/or cascading events whereby the probability is likely for the incident to become more serious requiring comprehensive resource management the EOC and REMP is to be activated.

Activation

Incidents may be categorized into five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex. Activation of the REMP may be triggered for a Type 3, 2 or 1 incident or event. These types of incident/events typically:

- Require coordination of multiple agencies,
- Require centralized decision making,
- Require coordinated communications and messaging,
- Require a collaborative approach with other levels of government,
- Require attention outside of the scope of regular business activities,
- Require information gathering and analysis from multiple sources,
- Require additional resources,
- Have critical widespread aspect on the community/region,
- Are pre-planned and requires management to ensure public safety.

Demobilization

The Incident Action Plan will include a demobilization plan which will begin development within the first operational period as supported by the Regional Director of Emergency Management in concert with the Incident Commander. When in the opinion of the IC resources can begin to be released the demobilization plan will be communicated to all agencies and organizations involved in the response.

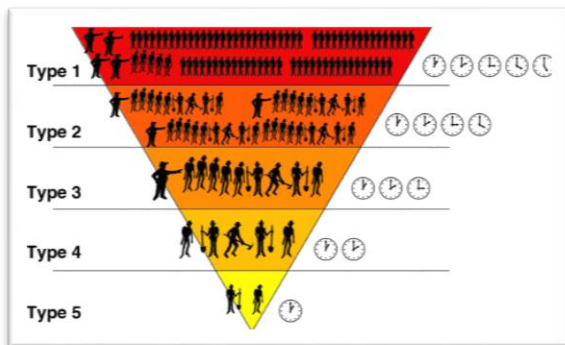
Types of Activations

Scheduled Event: is a preplanned EOC activation in support of events that include mass gathering of 300-500 or more people. Events such as Peaceful demonstrations, Winter/Summer games, British Monarchy visit, Occupy Medicine Hat, Event Center high profile acts and entertainment, where a coordinated approach would be beneficial to security, public safety and business continuity.

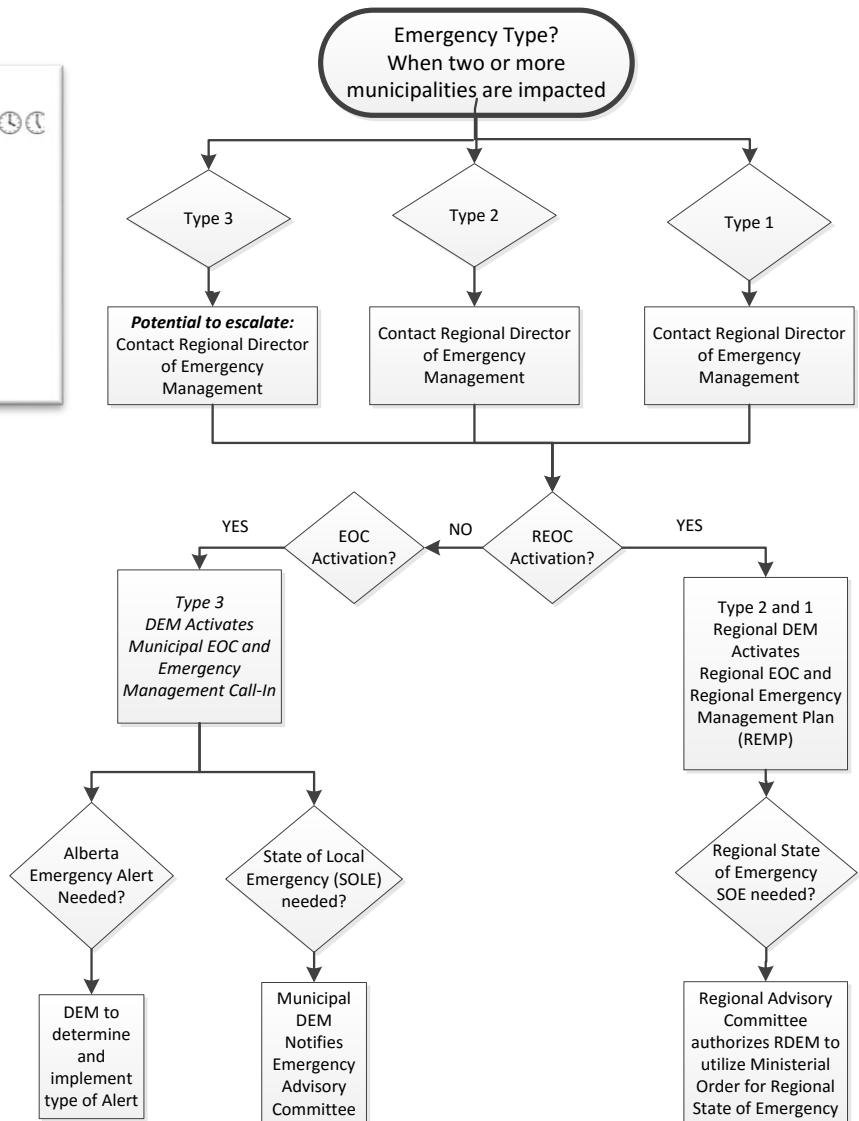
Emergency: is an unplanned incident as defined by the Emergency Management Act 1(f) as “an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property”.

Notification

Upon activation of the Plan, the initial REOC group will be notified through the Regional Mass Notification System. If additional support is required; internal and external municipal and assisting and or cooperating agency representatives will be notified.



Resource (kinds and types)
 Time Span/Operational period





DECLARATION OF A REGIONAL STATE OF EMERGENCY (RSOE)

The RDEM may recommend that a Regional State of Emergency be declared to the Regional Emergency Advisory Committee. Declaring a RSOE provides protection for the impacted communities, EOC and emergency response personnel. It also provides the authority for the Emergency Management Agency to take extraordinary measures to protect the public and manage the incident.

Based on information supplied by the RDEM; the Regional Emergency Advisory Committee (REAC) is given the authority under the Emergency Management Act to declare a RSOE "...at any time when it is satisfied that an emergency exists or may exist in two or more municipalities".

Complete the following steps using RSOE Declaration Guide (*to be developed*)

1. Contact authorized REAC members to declare
2. Fill out RSOE form and have it signed as per the Emergency Management Act.
3. Make a public announcement of the declaration and at a minimum, post it in public domain (e.g. on Social Media). The municipal websites as well as other available means should be used to notify residents.
4. Forward declaration to the Minister of Municipal Affairs via the Alberta Emergency Management Agency (AEMA)
5. Fax to: 780-644-7962 or provide copy to AEMA Field Officer



HAZARD RISK VULNERABILITY ANALYSIS (HRVA)

Regional Approach for Programs

While each municipality requires its own plan, and must be prepared to respond to emergencies in their respective community, there are considerable benefits and synergies to be gained by taking a regional approach to some emergency management programs. In particular it is recommended that public education and awareness, exercises, and training take a regional approach and become routine regional Emergency Management programs. The partner municipalities have the autonomy and are responsible to develop and execute training and preparedness programs. However, it is beneficial to our taxpayer and stakeholders to share the costs of these programs and therefore will leverage collaborative regional training and program initiatives as routinely as possible.

Hazard, Risk, and Vulnerability Assessment (HRVA)

The HRVA is the South Eastern Alberta Region's risk registry and all companion emergency response plans and all hazard project charters within the Region. It is an analysis and ranking of the risks and associated hazards and vulnerabilities – natural, human, and technological – that may impact the Region. Each risk is ranked based on the probability of its occurrence and the severity of its impact.

Figure R1 Regional Hazard/Risk Summary

Hazard Category	Hazard Sub-Category	City of Medicine Hat	Town of Redcliff	Cypress County
Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	16 – High	9 – Medium	9 – Medium
Natural	Wildfire/Drought	4 – Low	4 – Low	15 – High
Natural	Flood - Overland, Tributaries, and Infrastructure/Dam	12 – High	6 – Medium	9 – Medium
Natural	Human Health Emergency -	9 – Medium	9 – Medium	9 – Medium
Natural	Epidemiological	9 – Medium	9 – Medium	6 – Medium
Technological	Utility Emergency - Natural Gas, Water, Electricity	6 – Medium	8 – Medium	6 – Medium

(see Annex G – Reference Documents, for details of most recent regional HRVA.)

Hazard-Specific Response Plans

Hazard specific response plans are created for hazards identified in the Regional Hazard, Risk, and Vulnerability Analysis. These describe special response considerations, such the need to evacuate or shelter-in- place, as well as identifying agencies that may be required for the response. These are included as appendices to the MEMP and Include the Flood Response Plan, Hazmat Plan, Pandemic Plan etc.



Business Impact Analysis (BIA)

The Business Impact Analysis is a ranking of all business functions that the municipalities perform based on how critical they are, how long these functions can be interrupted before causing serious consequences, and the minimum number of staff needed to perform these critical tasks.

The BIA determines the priority in which business functions are restored after an interruption.

Note: BIAs will be developed in the next REMP iteration.

MITIGATION

Regional Mitigation Plan

The Regional HRVA provides the basis for each of the municipalities to assess priorities for the most significant hazards and then look at strategies to minimize or limit potential consequences.

Regional mitigation requires individual municipalities to work collaboratively on development, implementation and assessment of mitigation strategies.

PREPAREDNESS

Public Awareness and Education Plan

The Regional Emergency Management Planning Committee is responsible for the annual public awareness and education campaigns throughout the Region.

Training & Exercise Policy

The Memorandum of Agreement (MOA) outlines the emergency preparedness related training and exercises for key staff and partner organizations. This agreement is designed to use as a building-block approach in which staff are familiarized to and have the opportunity to practice roles and responsibilities in progressively complex stages.

Multi-Year Exercise Plan

The REMP develops a five-year program for training and exercising EM stakeholders while looking for opportunities to collaborate with partnering agencies and jurisdictions.

Note: Multi-Year Exercise Plan schedule will be developed upon following the respective Councils approval.



RESPONSE

ROLES AND RESPONSIBILITIES DURING A REGIONAL ACTIVATION

Regional Emergency Advisory Committee (Elected Officials)

With leadership and recommendations from the RDEM elected officials may:

- Declare/renew/terminate a state of local emergency in their municipality or a regional state of emergency depending on the nature of the incident,
- Participate in media events *as requested* by the Information Officer,
- Support the DEM and agency personnel in respect of the Incident Action Plan,
- Host dignitaries and officials where required,
- Provide long term strategic direction in alignment with the Emergency Management Act,
- Be requested to liaise with officials in other municipalities/regions and/or at other levels of government,
- Be asked to address Business Continuity issues to support the community outside the needs of the incident.

Regional Emergency Management Planning Committee (REMP)

The REMPC serves to ensure compliance with the Emergency Management Act 11.2 (2) who shall (a) prepare and co-ordinate emergency plans and program (b) act as director of emergency operations on behalf of the emergency management agency and (c) co-ordinate all emergency services and other resources used in an emergency. During an event or incident, the planning committee serves to provide expertise in the REOC as Regional Director of Emergency Management (RDEM) and in certain instances Command and/or General staff functionality.

Regional Emergency Operations Centre – RDEM Roles and Responsibilities

During Regional Emergency Operations Centre activation; the RDEM:

- Coordinates and directs resources to respond to emergency/disaster incidents/events,
- When required recommends to the EAC that a declaration of a regional state of emergency be declared, and
- Liaises with the CAO's, Administration and Regional council(s) or delegates this responsibility to a Liaison officer.

During a Regional incident (two or more municipalities impacted) a duly authorized DEM or DDEM shall serve as the REOC Director regardless of the location of the incident. As determined by the RDEM, the DEM or DDEM from the impacted municipality shall typically fill the role of REOC Director. Flexibility in filling the REOC Director role is intended to ensure that there is seamless leadership at the REOC while the DEM may be acting with or without a state of local emergency, the DEM is away or not available for whatever reason, and to cover the DEM position on a 24 hour a day, 7 day a week basis if necessary.



Incident Commander (IC)

The incident commander manages and coordinates operations at the incident site. This position is located at the site.

Municipal Staff

Some municipal staff are identified and trained to fill roles in the REOC, at the site or in emergency social services. During a large scale event, staff may be pulled from their regular duties to assist with the response/recovery. An orientation will be provided to staff before being assigned a role.

Mass Notification System

The Mass Notification System (MNS) enables users to send notifications to individuals or groups using lists, locations, and visual intelligence. It is a dashboard comprehensive notification system that is designed to keep everyone who is signed-up, informed before, during, and after incidents/events whether emergency or non-emergency.

The MNS has been chosen by the region for its robust analytics, GIS capabilities, flexible, customizable contact management system that makes it accessible to notify or manage contacts and/or manage contact data across multiple distributed data stores from a single access point.

The system uses stored contact information and messaging to assist REOC/IC in messaging life safety strategies such as shelter-in-place and/or evacuate and can be used to provide severe weather alert, boil water advisory, water restriction, reception centre location etc.

TRANSITION FROM RESPONSE TO RECOVERY

Business Continuity Plan (BCP)

The responsibility for directing business continuity fall to the respective municipalities' CAO, Commissioners, and Managers in coordination with the RDEM and REOC. The BCP provides a framework for maintaining and, if necessary, restoring critical municipal services during an interruption to regular business function. It identifies critical municipal services, strategies for how to continue these functions in the event of an interruption, and the roles and responsibilities of the individual municipality/agency's Business Continuity Team.

This BCP may be activated in conjunction with the REMP if the interruption is from a large-scale emergency.

Recovery

Recovery planning will begin during the initial stages of the *emergency*. The RDEM will identify when emergency operations have shifted focus to recovery operations.

The recovery and renewal plan describes the considerations, strategies, and organizational requirements to coordinate community recovery and renewal. It looks at issues such as the reduction of suffering, protection of community culture, reduction of economic and social losses, and the enhancement of a sustainable community.



PLAN DISTRIBUTION

The public version Regional Emergency Management Plan is available electronically on each municipality's website.

Hard copies of the Regional Emergency Management Plan are distributed by the Regional Emergency Management Agency as authorized by the Regional Director of Emergency Management.

ADMINISTRATION

Plan Development and Maintenance

The Emergency Management Planning and Programs Committee is responsible for the development of the REMP. The task of actually developing or revising the plan may be delegated, but it is the Committee's responsibility, under the leadership of the DEM, to ensure that the REMP meets the Committee's desired standard.

Review

The REMP will be reviewed as follows:

- Annually
- After an emergency, following an After Action Review
- As directed by the Emergency Management Planning Committee

Revisions

To initiate changes or add new material, manual holders can email a request to a member of the Emergency Management Planning and Programs Committee

The Emergency Management Planning and Programs Committee reviews and considers all material for inclusion or revision in the REMP. Revisions will be distributed to each individual manual holder, who will incorporate the material as it is received.

A record of all major revisions will be kept. Examples of major revisions are when a section or a large portion of the plan is updated and/or revised, including semi-annual updates of contact information. Such revisions will be documented in the chart at the beginning of this document, and Dates and Revision Numbers in each Section header/footer will be identified (see this page for an example).

Training

Regular training opportunities related to the Plan will be provided by Emergency Management. Training may include formal class room education, informal training, table top discussion, larger scale exercises and drills. Activation of the Plan is also a training opportunity.



REFERENCES

The following references were used in the development of this plan:

- Province of Alberta, Alberta Emergency Management Agency – Alberta Emergency Plan
- CAN/CSA Z731-03, A National Standard of Canada – Emergency Preparedness and Response
- CAN/CSA Z1600-08, A National Standard of Canada – Emergency Management and Business Continuity Programs
- The City Of Red Deer Regional Emergency Management Plan (Public Version) 2012
- The City of Calgary Municipal Emergency Plan (Public Version) 2010
- The City of Edmonton Municipal Emergency Plan (Public Version) 2011
- Grande Prairie Regional Emergency Partnership Emergency Response Plan (Public Version) Draft August 2011
- ICS Canada – ICS Material and Forms 2013
- The Town of High River Regional Emergency Management Plans 2014

ACKNOWLEDGEMENTS

The regional emergency management agency wishes to acknowledge the significant contribution and insight of major municipalities in Alberta and the Alberta Emergency Management Agency in the development of the new REMP. Shared best practices, source documents, templates, support through review and recommendations and subject matter expertise support of the following Municipalities and agencies in the development of the Regional Emergency Management Plan:

- City of Medicine Hat Emergency Management Team
- Cypress County Director of Emergency Management
- Town of Redcliff Director of Emergency Management
- Alberta Emergency Management Agency field officers
- Alberta Municipal Emergency Management Partnership Committee including Red Deer, Calgary, Lethbridge, Wood Buffalo, Edmonton, Strathcona County, St. Albert, Grande Prairie.
- Emergency Response Management Consulting Ltd.



ANNEXES

The annexes to the REMP include the following:

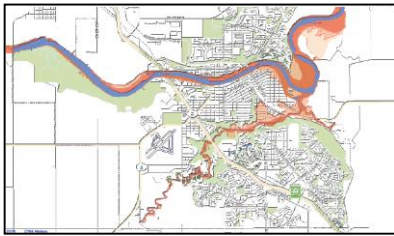
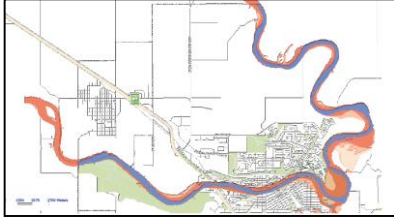
- Annex R-A Maps
- Annex R-B Regional HRVA
- Annex R-C Resource Sharing Agreement
- Annex R-D Memo of Understanding



Annex R-A Maps

Maps

- The City of Medicine Hat



- Cypress County

- Town of Redcliff



Annex R-B Regional HRVA



Annex R-C Resource Sharing Agreement



Annex R-D Memorandum of Understanding