

# Public Overview of Lac La Biche County's Emergency Response Plan

*Public Information drawn from the  
Community Emergency Management Plan*

**Created: May 2017  
Last modified: Dec. 2023**



# CONTENTS

03	<b>INTRODUCTION</b>
03	<b>PART 1: ALERTING</b>
03	Incident Commander's Activation Decisions
04	<b>Activation Decision Flow Chart</b>
05	<b>Initial Actions Decision Tree</b>
05	Alert/Warning Procedures
06	Mutual Aid Operations
06	<b>PART 2: INCIDENT COMMAND POST (ICP)</b>
06	ICP Command Structure
07	ICP Command Structure Chart
08	Reception Centre Command Structure
08	<b>PART 3: ICP LOCATIONS</b>
08	Primary ICP Location
09	Alternative ICP Locations
10	<b>PART 4: OPERATIONS SECTION</b>
10	<b>PART 5: PLANNING SECTION</b>
11	<b>PART 6: LOGISTICS SECTION</b>
11	<b>PART 7: FINANCE/ADMINISTRATION SECTION</b>
11	<b>PART 8: DECLARATION OF A STATE OF LOCAL EMERGENCY</b>
11	Extraordinary Powers in a State of Local Emergency
12	Conditions
12	Procedure



*The County used its Community Emergency Management Plan during the Fort McMurray wildfire, when the Bold Center became a Reception Centre for evacuees.*

## NOTE:

*This summary and the full Community Emergency Management Plan are living documents that are reviewed and updated frequently. This document does not contain information that is protected by Freedom of Information and Protection of Privacy laws.*



# INTRODUCTION

This is a basic overview of Lac La Biche County's Community Emergency Management Plan (CEMP). Portions of the CEMP are protected by Freedom of Information and Protection of Privacy legislation, but this is a summary of the information that is publicly available.

Members of the public have expressed interest in knowing more about the County's emergency response procedures, especially after the Fort McMurray wildfire brought thousands of evacuees to our

community in May of 2016. The Province instructed the County to open a Reception Centre for evacuees and the County used this CEMP to manage our response, and we are pleased to report it worked very well.

The County has always had a comprehensive plan for emergency and disaster response and mitigation, but the procedures are reviewed and updated on a regular basis. In this overview, you will find public information on the County's alert and warning

procedures (including Mutual Aid operations), how personnel and resources are organized in large-scale responses, and what powers are available to the County when a State of Local Emergency is declared.

## ACKNOWLEDGMENTS

*This document incorporates best practices established by the Alberta Emergency Management Agency (AEMA). Certain wording and graphic elements are courtesy of AEMA and the Government of Alberta.*

# COMMUNITY EMERGENCY MANAGEMENT PLAN

The development and maintenance of the Community Emergency Management Plan (CEMP) is the responsibility of the Director of Emergency Management (DEM) and the Emergency Advisory Committee. The plan and this overview are organized as follows:

1. Alerting
2. Incident Command Post (ICP)
3. ICP Locations
4. Operations Section
5. Planning Section
6. Logistics Section
7. Finance/Administration Section
8. Declaration of a State of Local Emergency

## PART 1: ALERTING

### 1.1 Incident Commander's Activation Decisions

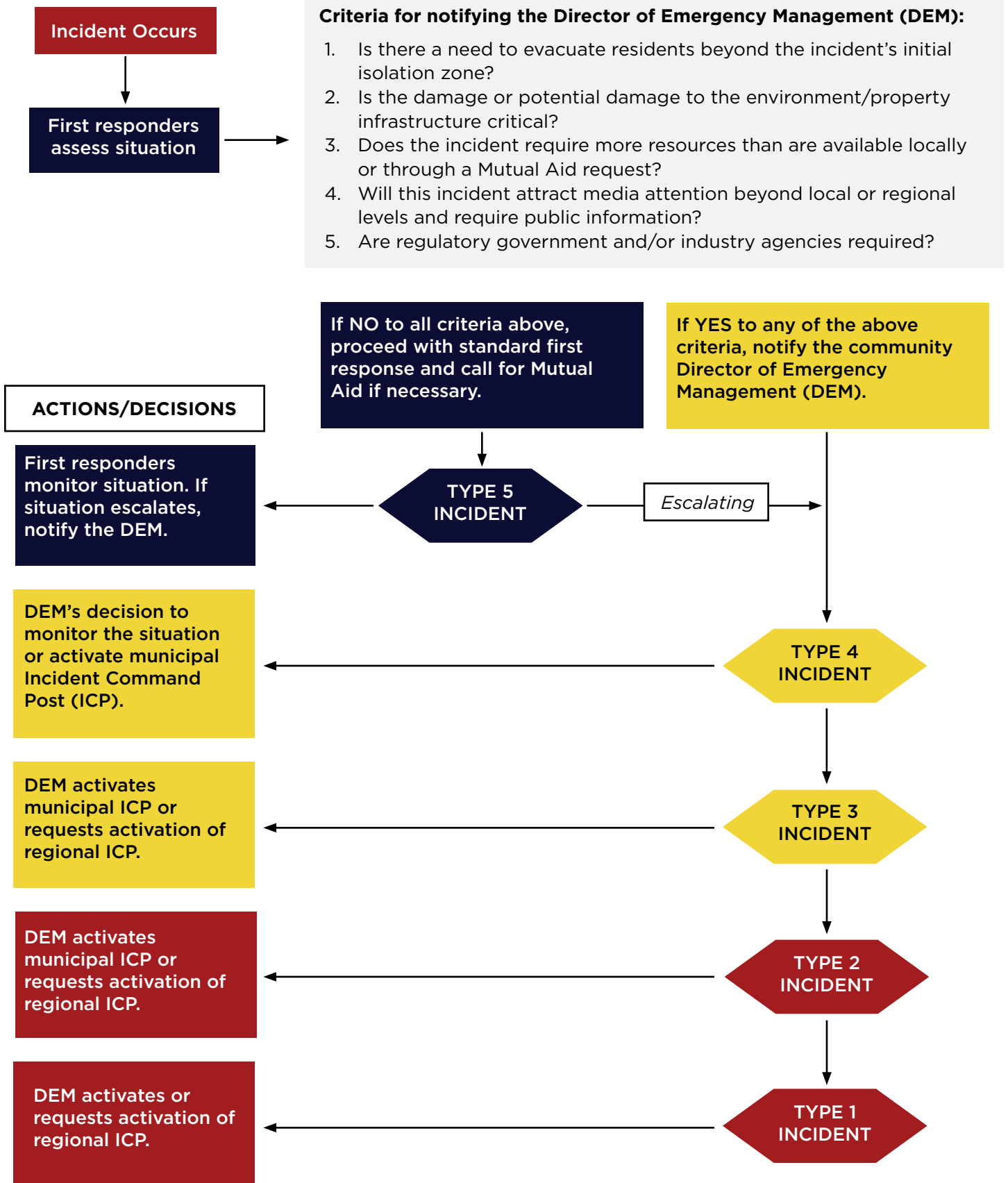
**All incidents are ranked according to their severity and complexity. As situations escalate, rising from Type 5 towards Type 1 (the most demanding), more personnel and resources are required to manage them effectively. Type 5 incidents account for more than 95 per cent of all emergency situations, but events like large floods or wildfires are more demanding.**

*See Activation Decision Flow Chart on the next page for more information.*



# ACTIVATION DECISION FLOW CHART

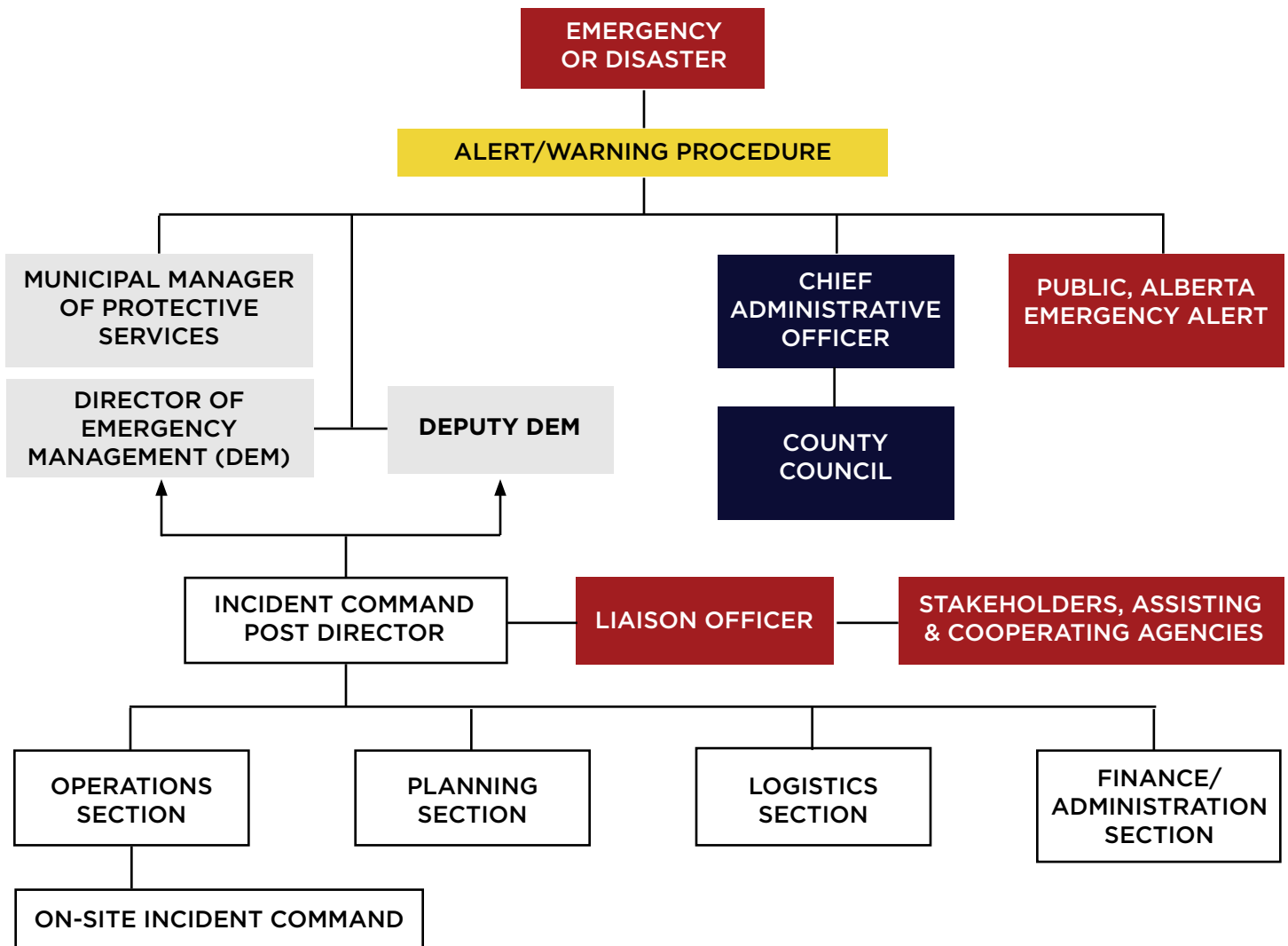
Source: Alberta Emergency Management Agency





## 1.2 Initial Actions Decisions Tree

When an emergency ensues or disaster strikes, there are clear reporting procedures for notifying different parties and relaying information from the outset.



## 1.3 Alert/Warning Procedures

When an emergency is imminent or has occurred, the following groups or persons must be notified:

1. Emergency first responders
2. DEM, Chief Administrative Officer (CAO) and Planning Agency
3. County Council
4. Members of the public
5. Provincial authorities
6. Other stakeholders

When emergency services personnel become aware of a situation, they alert other emergency services and the DEM, who will in turn alert the CAO and mobilize the Incident Command Post (ICP) team.

When it comes to alerting the public, the DEM authorizes the release of warning messages and the Public Information Officer, if there is one, will arrange to make the public information announcement.

If lives are in danger and evacuation becomes necessary in the course of an emergency, the Incident Commander, with assistance from on-scene emergency services, will warn people in areas of danger. An initial public warning will be supplemented by formal door-to-door warnings. Suggested methods for public warnings include but are not limited to:

1. Radio and/or television broadcasts
2. Alberta Emergency Alert
3. Telephone calls
4. Loudhailers
5. Door-to-door messengers
6. Social media posts (e.g. Facebook, etc.)

The Province should be contacted through the Local Field Officer representing the Alberta Emergency Management Agency (AEMA). The AEMA is a division of Alberta Municipal Affairs, and it connects municipalities with provincial support and resources when incidents become too large or complex for local authorities to handle on their own.

## 1.4 Mutual Aid Operations

When Lac La Biche County is experiencing an event of such magnitude that an effective and safe response is beyond our capabilities, assistance can be obtained from neighbouring jurisdictions, as well as industrial and provincial agencies.

Lac La Biche County has entered into Mutual Aid agreements with the following:

1. Athabasca County
2. Beaver Lake Cree Nation
3. Buffalo Lake Métis Settlement
4. Heart Lake First Nation
5. Kikino Métis Settlement
6. Municipal District of Bonnyville
7. Municipal District of Opportunity No. 17
8. Smoky Lake County
9. St. Paul County
10. Thorhild County
11. Government of Alberta: Ministry of Forestry and Parks
12. Whitefish Lake First Nation #128
13. Borderlands Agreement

# PART 2: INCIDENT COMMAND POST (ICP)

## 2.1 ICP Command Structure

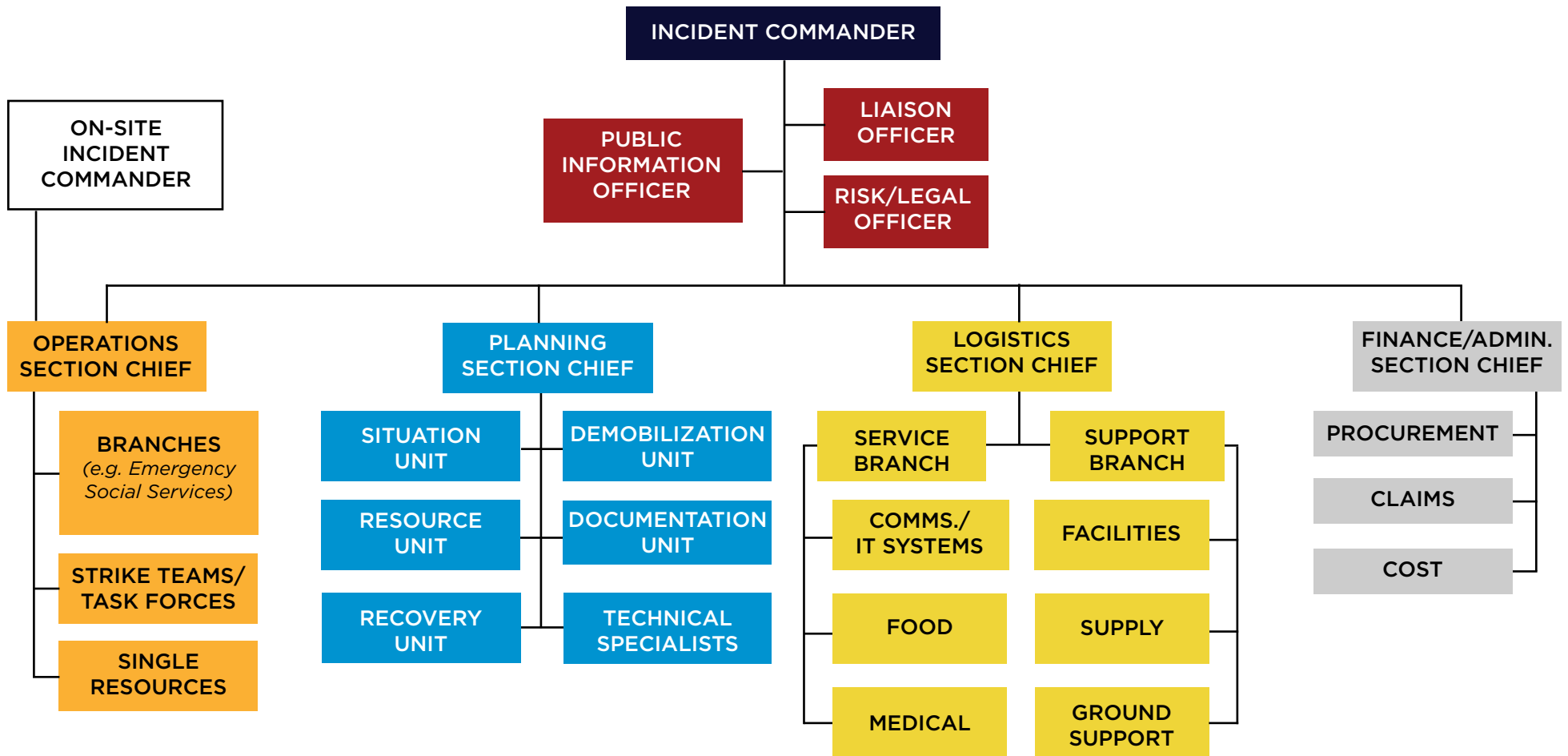
**The ICP serves as a headquarters during larger-scale emergencies. While there may be command posts, staging areas and other “hubs” for emergency response elsewhere, the ICP serves as a centralized location for high-level response coordinating.**

*For more information, see Incident Command Post Command Structure chart on next page.*



# INCIDENT COMMAND POST COMMAND STRUCTURE

Source: Alberta Emergency Management Agency



*It is worth noting that not all Sections may be activated and not all positions may be filled. The organizational structure grows alongside the response level, and depends on what is required to manage the incident. For more complex incidents, resources are often grouped into branches and units, each of which must have a leader. For effective management, no supervisor should have more than seven subordinates reporting to him/her.*



## 2.2 Reception Centre Command Structure

This is the basic organizational structure that was used when the Bold Center was converted into a Reception Centre during the Fort McMurray wildfire in May of 2016. This same structure, which has proven effective, serves as a template for similar situations in the future.



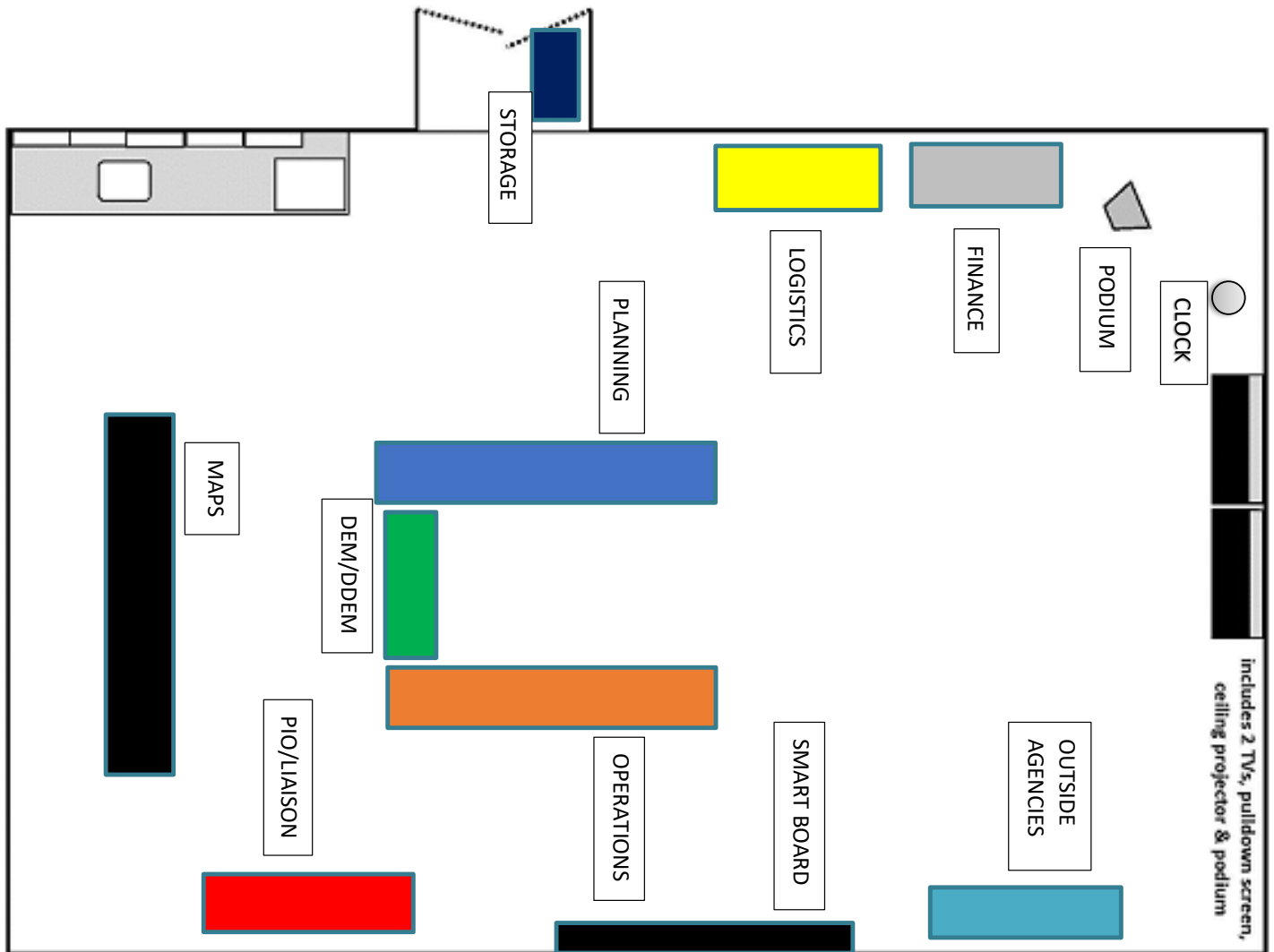
# PART 3: EOC LOCATIONS

## 3.1 Primary ICP Location

The primary ICP is the View Point Room at the Bold Center. Should this location be unsuitable due to the nature of the emergency, the Tea Room at McArthur Place and the meeting room at Plamondon Festival Centre have been designated as alternative sites for the ICP.

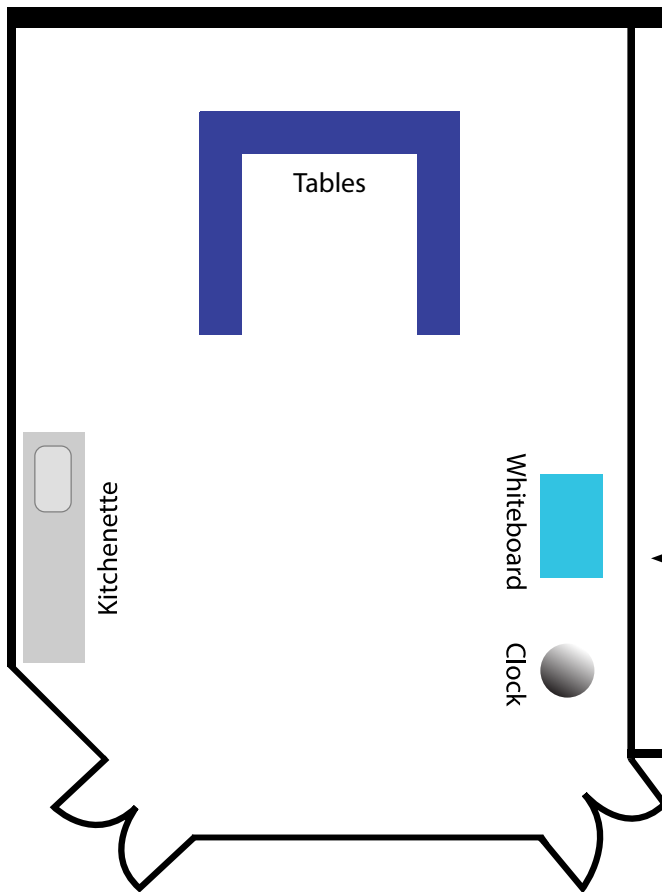
The Bold Center's View Point Room includes:

- Two televisions
- Ceiling projector with screen
- Podium
- Kitchenette

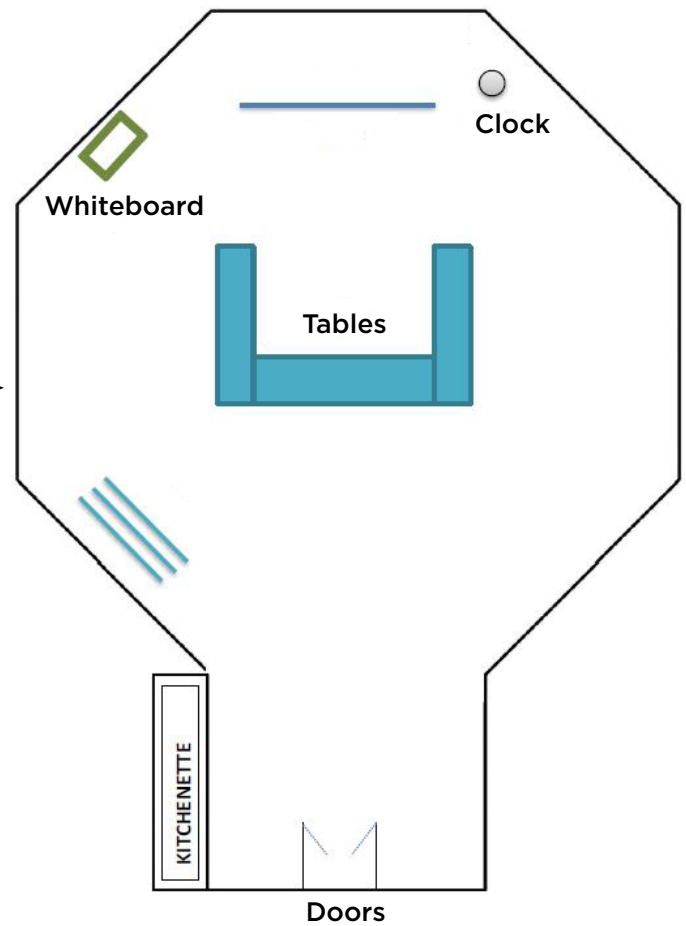


### 3.2 Alternative ICP Locations

Meeting Room, Plamondon Festival Centre



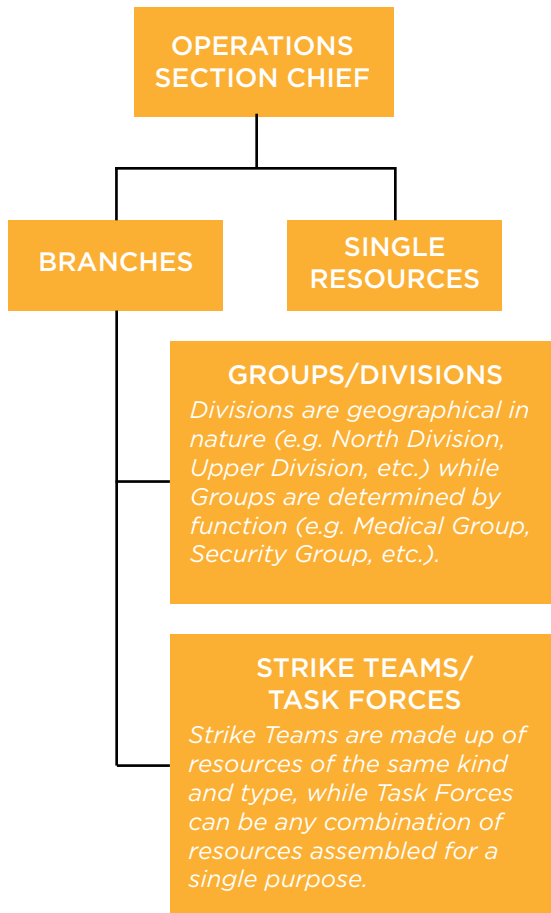
Tea Room, McArthur Place





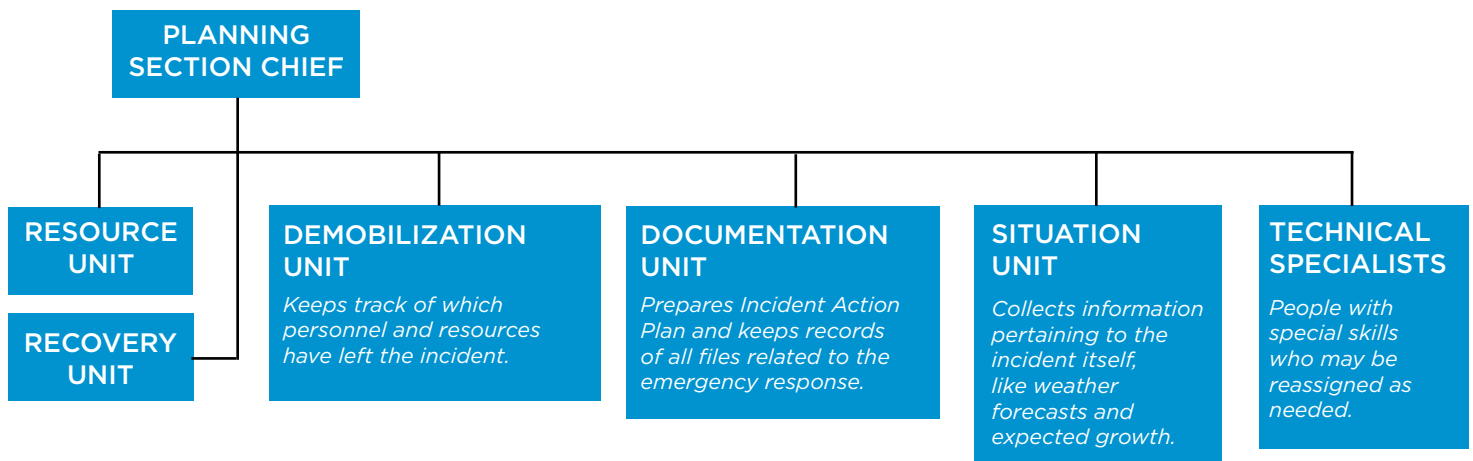
## PART 4: OPERATIONS SECTION

The Operations Section handles all tactical operations, so it is typically the largest Section. As it grows, it gets organized into Branches, Groups and Divisions, Strike Teams and Task Forces, and Single Resources.



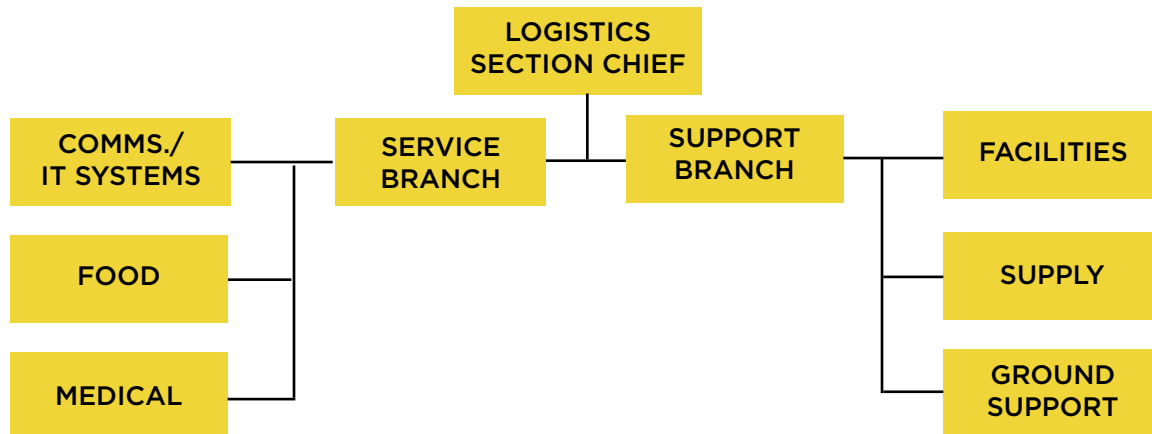
## PART 5: PLANNING SECTION

As its name suggests, the Planning Section monitors the current situation and plans for the future. In the case of more complex emergencies, that means preparing and updating an official Incident Action Plan.



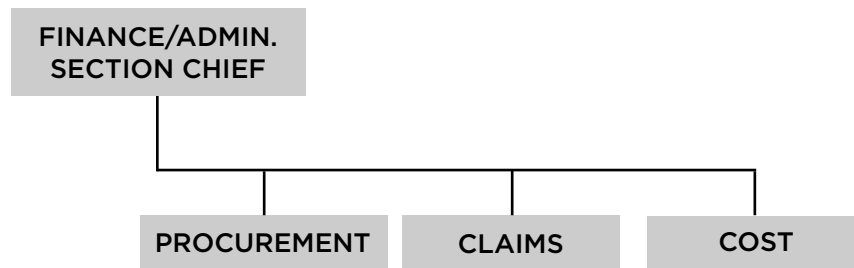
## PART 6: LOGISTICS SECTION

The Logistics Section exists to support personnel and resources that are involved in the emergency response, making sure that firefighters, paramedics and other responders have what they need.



## PART 7: FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section handles the financial side of the emergency response, logging personnel hours and contracting service providers and vendors, among other responsibilities as required.



## PART 8: DECLARATION OF A STATE OF LOCAL EMERGENCY

### 8.1 Extraordinary Powers in a State of Local Emergency

Under Section 21 of the Emergency Management Act, Lac La Biche County can declare a State of Local Emergency if extraordinary powers are needed to help manage an emergency situation.

Examples of powers that become available in a State of Local Emergency include:

- Acquiring property
- Removing structures, trees, crops, etc.
- Conscripting people to assist
- Fixing prices for essential items such as food, clothing, fuel and medical supplies
- Entering land or buildings without warrants
- Evacuating geographical areas
- Controlling or prohibiting travel

A State of Local Emergency will automatically lapse after seven days unless the County renews it or cancels it earlier. The Minister of Municipal Affairs can also cancel it.

## 8.2 Conditions

Conditions under which a State of Local Emergency exists or may exist include:

- a) Inadequacy of Lac La Biche County's existing authority to deal effectively with the emergency situation.
- b) Need for extraordinary legal authority, as granted through the Emergency Management Act.



## 8.3 Procedure

1. Complete a Declaration of a State of Local Emergency, in accordance with the Emergency Management Bylaw.
2. Ensure the declaration is recorded in the municipal register.
3. Complete a public announcement form, following the Declaration of a State of Local Emergency.
4. Publish the public announcement by such means considered most likely to make the declaration known to the population of the area(s) affected. At a minimum, radio broadcasts, social media posts and, if required, door-to-door messaging should be utilized.
5. Forward a copy of the Declaration to the provincial government through the local Alberta Emergency Management Agency (AEMA) representative.

*i. Should the declaration be terminated or be renewed, the Minister of Municipal Affairs must be notified through the local AEMA representative. The Declaration lapses after seven (7) days, or may be cancelled by the Minister.*