

**Activation of Municipal Emergency
Operations Center (EOC)
Policy No: 2402**



**Approval: Town Council
Effective Date: September 20, 2010**

Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is in the residents' best interest that a policy be documented for the Activation of the Municipal Emergency Operations Center (EOC), a process which initiates municipal emergency management procedures to coordinate the response to an emergency in progress. The Municipal Director of Emergency Management (DEM) will decide whether or not to activate the EOC based on established criteria.

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. 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 Plan and should be included in training and exercises.

RECOMMENDED POLICY

To ensure timely and effective emergency management in the Town of Hardisty, the activation of the municipal EOC to facilitate the emergency coordination procedures shall be proactive, shall be developed as part of the Municipal Emergency Management Plan and shall be 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.

GOAL

To coordinate emergency operations effectively, the municipal EM procedures must be activated early and pro-actively. The activation will ensure, that the municipality will support the emergency event first response operations, will coordinate the public safety operations beyond the emergency site, will coordinate the overall agency and government support, public information and media activities, and will ensure first response and critical municipal services are available to those parts of the municipality not immediately affected by the emergency. The activation will also coordinate municipal business continuity and recovery procedures if necessary.

PROCEDURE

1. The decision to activate the municipal EOC is based on the operational criteria of the emergency event, or the potential impact of that event or of the secondary consequences of that event.

The person receiving the event notification will immediately ask the following questions:

1. Immediate EPWS activation for public safety? If "yes"
Activate EPWS now by calling authorized users in box below!
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents?
4. Prolonged or potentially prolonged disruption of key services?
5. Is public information required or is media interest likely beyond local media?

2. Should lives be in danger, or potentially in danger and immediate public warning is required, ensure that EWPS is activated by one of the authorized users below:
EPWS authorized users:

Name	Home Phone	Cell Phone	Other Contact

3. If any of the questions is answered "yes", the DEM/Deputy/Designate must activate the EOC by facilitating that: see "EOC Activation Procedure Guide"
 - a. EOC call list is used to notify EOC staff EOC (activation call list)
 - b. EOC is opened up
 - c. EOC is made operational
 - d. Arriving staff is briefed and EOC functions assigned
 - e. Initial notification and EOC procedures are carried out.
For further start-up procedures, see EOC Start-UP Procedure Guide.
4. If immediate evacuation is required, see section, the "Evacuation Plan" and "Disaster Social Services Plan".
5. For further EOC operations, see other sections.

EOC Fan-Out Procedure

EOC activation fan-out procedure:

1. The DEM/designate calls the Scribe, who phones all those names in bold italic with *. The DEM also contacts the mayor or a council member.
2. The name in bold italic calls the names below on the list, and reports to the operations officer/scribe when completed. When making calls, document each call in "Called" column with initial, time and date.

Name	Function	Home #	Work #	Cell #	Called
Alan Parkin	DEM	888-2558	888-3623	888-1171	
Anita Miller	Mayor	888-3550	888-8202	888-1442	
John Pioker	Deputy Mayor	888-3817		806-7000	
	Ops Officer				
Sandy Otto	*Deputy DEM	386-3808	888-3623	888-1174	
Brian Peach	Public Works	888-3794	888-1747	888-1747	
	Transportation				
Todd Baumgartner	Fire Department	888-3661	888-8200		
SGT Gerbrandt	Police		383-3509		
Alan Parkin	*PIO	888-2558	888-3623	888-1171	
Sandy Otto	PIO #2	386-3808	888-3623	888-1174	
	Scribe				
Dave Wolsey	IT		679-0355		
	DSS Director				
	*Security				
Alan Parkin	CAO	888-2558	888-3623	888-1171	
Sandy Otto	Finance	386-3808	888-3623	888-1174	
Kevin Luntz	EMS		384-4105		
ATCO	Utilities Gas		1-800-511-3447		
FORTIS	Utilities Power		310-9473		
	Transportation				
Larry Payne	School		672-6131	672-1036	
Virg Weatherly	Senior Facility	888-3885			
Site Manager	Health Facility		888-8302	888-3742	
Dieter Langer	AEMA		679-1271	608-6042	
	AEMA ARRC		1-866-618-2362		
Steve Keown	AB Trans.		679-1770	878-1307	