Alberta Emergency Management Agency Ministry of Municipal Affairs 12360 142 St NW, Edmonton, AB T5L 2H1

January 10, 2025

DEM Duane Coleman Director of Emergency Management (DEM), 101-1101 5 St, Nisku, AB T9E 2X3

Phone: (780) 955-6400

# Re: Community Emergency Plan (CEP) Review on 7 January 2025

Duane,

This letter summarizes the Community Emergency Program (CEP) review conducted with DDEMs Tylor Bennett, Ivana Irwin, and Clarence Nelson at the Nisku District South Fire Station.

## **Summary of Findings**

Leduc County did not require any major amendments to the CEP since the last review to meet legislative requirements. The plan is in a maintenance stage, with updates needed for contacts, risk assessments, and Emergency Management (EM) team changes as they arise.

Notably, a Livestock Emergency Management Plan and a Household Animal Rescue Plan were added to the CEP during this review period. These additions will significantly support the County and regional responders in the event of an emergency activation.

# Key components of the plan include:

- 1. Bylaw Designations and Authorities
- 2. **Emergency Plan Requirements**, such as:
  - Emergency Social Services
  - Risk Assessment
  - Plan Review Process
  - EM Plan Activation Procedures
- 3. Training Requirements
- 4. Exercise Requirements
- 5. Best Practices

# **Training and Exercises**

Leduc County continues to strengthen its EM team through Incident Command System (ICS) training and by testing the EM plan via exercises. This progress is evident in the functional exercises conducted at the Edmonton International Airport (EIA) and the Petrus Resources Pipeline exercises, as well as numerous tabletop exercises. These activities effectively test the plan, EM activation, and planning processes for the EM team, including specialized areas within the County organization.

Several EM staff members have completed advanced ICS training and the All-Hazard Regional Incident Management Team (ARIMT) training. These efforts will enhance the County's Incident Management Team (IMT) capabilities and provide opportunities to conduct IMT exercises specifically for municipal EM staff.

## Recommendations

Continued training and exercises will ensure the EM team remains prepared for potential activations and can provide robust support for the region. This may include expanding the County's capacity to assist communities within its jurisdiction.

Leduc County has made significant advancements in both training and exercise components of Emergency Management during the past review period. Considerable focus and effort have been dedicated to the EM program.

### **Final Remarks**

If you require assistance or have any questions regarding the comments outlined above, please feel free to contact John or me.

Lastly, please retain a copy of this letter and the checklist as an official record of the 2024 Community Emergency Plan Review.

Sincerely,

# **Troy Carriere & John Swist**

Field Officers

North Central Region

Alberta Emergency Management Agency

## CC:

- Ivana Irwin, DDEM
- John Swist, NCR Field Officer



# **AEMA Annual Visit / Review**

**Year:** 2024-2025

# **Community:**

Leduc County

# **Date of Review and Meeting Format:**

January 7, 2025 - In-Person Meeting

# **Emergency Management Officials present at meeting:**

**DDEM Tylor Bennett** 

**DDEM Ivana Irwin** 

**DDEM Clarence Nelson** 

## **General Comments:**

Leduc County has added a Livestock Emergency Management and Household Animal Rescue plan.

Field Officer: Name(s) and signature(s)

Troy Carriere & John Swist

AEMA Emergency Management Field Officer, North Central Region

Cell 780-984-1507/ 780-289-3874

BYLAW / ORDER requirements				
1. LEMR Section 2(1)	Appoints an Emergency Advisory Committee.	Yes		
2. LEMR Section 2(2)(a)				
3. LEMR Section 2(2)(b)	ı u			
4. LEMR Section 2(2)(c)	LEMR Establishes the procedures that must be followed when declaring a state of local			
5. LEMR Section 2(2)(d)	Identifies the Committee's membership and Chair by title or position.	Yes		
6. LEMR Section 2(2)(e)	Sets out a minimum meeting frequency for the Committee, of at least once per year.	Yes		
7. LEMR Section 2(2)(f)	· · · · · · · · · · · · · · · · · · ·			
8. LEMR Section 3(1)				
9. LEMR Section 3(2)(a)	j ,			
10. LEMR Section 3(2)(b)				
11. LEMR Section 3(2)(c)	5 , 1			
12. LEMR Section 3(2)(d)				
13. LEMR Section 3(2)(e)	States that a command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency.	Yes		
14. LEMR Section 3(2)(f)  If the Agency is acting as the agent of more than one local authority, indicates which local authorities the Agency is acting for.		N/A		
Acting as Agent for the following local authorities:				
<b>15.</b> LEMR Section 7(1), 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a Regional Services Commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency.	N/A N/A		

<b>16.</b> LEMR Section 7(2), 14(c)				
<b>17.</b> LEMR Section 7(3)(a), 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated.			
18. LEMR Section 7(3)(b)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, the other local authority must establish in a by law that it has accepted the powers and duties that have been delegated to it.			
19. LEMR Section 2(3), 3(4)	Section 2(3), Emergency Management Bylaw (# and date)			
Date of last Emergency Advisory Committee meeting: 6 February 2024				
Date of last Emergency Management Agency meeting: 4 December 2024				

# **Bylaw / Order Comments**

Due for review in 2025

EMERGENCY PLAN requirements:			
20. LEMR Section 4(a)	Includes a description of the administration of the local authority's emergency management program.		
21. LEMR Section 4(b)	Includes the procedures for implementing the emergency plan during an emergency or exercise response.	Yes	
22. LEMR Section 4(c)	Includes the local authority's plan for preparedness, response and recovery activities.	Yes	
23. LEMR Section 4(d)	Includes a hazard and risk assessment.	Yes	
24. LEMR Section 4(e)	Includes the emergency management program exercises that the local authority will engage in.	Yes	
25. LEMR Section 4(f)	Includes a plan for regular review and maintenance of the local authority's emergency plan.	Yes	
26. LEMR Section 4(g)	Includes the Agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster.	Yes	
27. LEMR Section 4(h)	Includes how the command, control and coordination system prescribed by Section 3(3) will be used by the local authority's emergency management agency.		
28. LEMR Section 4(i) Includes the assignment of responsibilities to employees and elected officials, by position, when the local authority's emergency plan is activated.		Yes	

Date of current risk assessment: 2024			
In the case of a summer village that has delegated the summer village's duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsections (1) and (2).		Yes	
<b>34.</b> LEMR Section 5(2)	The Emergency Management Agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.	Yes	
33. LEMR Section 5(1)	The Emergency Management Agency must review the emergency plan that applies to that local authority at least once per year.		
32. LEMR Section 4(m)	Includes the local authority's plan for providing emergency social services during an emergency or disaster.		
<b>31.</b> LEMR Section 4(I)	Includes the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters.	Yes	
<b>30.</b> LEMR Section 4(k)	Includes the mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the local authority's emergency plan.		
29. LEMR Section 4(j)	Includes a training plan for staff assigned with responsibilities under the emergency plan.	Yes	

# **Emergency Plan Comments**

Risk Assessment updated.

**EXERCISES** 

<b>36.</b> LEMR Section	Which type of exercise did the Emergency Management Agency participate in this year?	Functional
6(1)(2)(4)(5)(6)	(1) Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 table top exercise per year.	
	(2) The emergency management agency must engage in at least 1 functional exercise every 4 years.	
	The emergency management agency has met the requirements of subsection (1) and (2) by	

Which type of exercise did the Emergency Management Agency participate in this

of the local authority's emergency plan.	
The Emergency Management Agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in Section 6(2). The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.	

Classification: Protected A

**Exercise** Notification

### **Exercise Details**

Local / Regional: Leduc County

Date: September 24, 2024

Scenario: Participated in the EIA full-scale crash exercise. The exercise, which is intended to practice emergency procedures at YEG, is a requirement from Transport Canada/ Previous Tabletop was held in preparation of full-scale exercise.

Objectives:

Participants: RCMP, Leduc County Fire Services and IMT, EIA representatives, AEMA, Transport

Local / Regional: Leduc County

Date: February 2, 2024

Scenario: Conducted the annual activation practice for the Crisis Trauma Response Network (Leduc county network that is led by our ESS- regional partnership with RCMP and Blackglod Schools).

Objectives:

Participants: Leduc county network that is led by Leduc County ESS- regional partnership with RCMP and Blackglod

Schools

Local / Regional: Leduc County

Date: August 28, 2024

Scenario: Conducted a Petrus Pipeline Functional Exercise (FX).

Objectives:

Participants: Petrus Pipeline EM, RCMP, Leduc County Fire Services and IMT

Leduc County conducted many more small exercises during this review period.

<b>37.</b> LEMR Section 6(3)	Response to an emergency or disaster that required the activation of the emergency plan.	No
38. LEMR Section 6(3)	Response included a Post-Incident Assessment.	

#### **Response Details**

#### **Next Functional Exercise Due:**

2027

## **Exercise Comments**

LEMR Sections 6(5)(6) requires Notification to AEMA 90 days prior to a functional exercise, along with the following information: Date, Scenario. Objectives, List of Participants.

# TRAINING 39. LEMR Section 8(1), 8(2)(a), 9(1-3) Elected Officials, Councillors of an ID, Special Areas Board Members to complete the following courses within 90 days of taking oath or being appointed. Yes

# **Comments**

All completed

<b>40.</b> LEMR Section 10(1)(2), 12, 13	The Director of the Emergency Management Agency must complete the following courses within 18 months of appointment.		
	Basic Emergency Management	Yes	
	ICS 100	Yes	
	ICS 200	Yes	
	ICS 300	Yes	
	DEM Course	Yes	

# **Comments**

<b>41</b> . LEMR 11(1)(2)	Each employee with assigned EM responsibilities must complete the following courses within 6 months of assignment.		
	Basic Emergency Management	Yes	
	ICS 100	Yes	

# **Comments**

Majority of EM staff exceed mandatory minimum. ICS training continues with EM members taking I400 and I200 courses. EM Staff continue to participate in NHIMT training.

# **BEST PRACTICES**

# **Best Practices Recommendations**

Evacuation Plan, Shelter-in-Place Plan, Re-Entry Plan, ESS Plan, Documentation Plan, Post Event Procedures / Guidelines, Pets / Companion Animal Plan, Livestock Plan, Purchasing Process, Agreements / Contract with Major Suppliers for emergency supplies, Pre-determined Delegation of Authority (Comprehensive/Fiscal), Primary Location of ICP, Secondary Location of ICP

### **Best Practices Comments**

Hazard Specific Plans: Train derailment Wildland fire Winter storm Severe storms (tornado) Hazmat IT Cyber-attack Downed aircraft Special events Mass Cass