

# Village of Chauvin Municipal Emergency Plan

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**Director of Emergency Management**  
**17 July 2014**

The purpose of this plan is to provide for prompt and co-ordinate response to emergencies affecting the Village of Chauvin.

VILLAGE OF CHAUVIN  
MUNICIPAL EMERGENCY PLAN

**PURPOSE**

1. The purpose of this plan is to provide for prompt and co-ordinate response to emergencies affecting the Village of Chauvin.

**SCOPE**

2. This plan does not apply to riot or insurrection or to any emergency operations undertaken by municipal departments as part of their normal function.
3. The basic arrangements applicable to any emergency are set out in the main body of this plan. Plans to deal with special hazards are attached in the Annexes.

**AUTHORITY**

4. This plan is issued by Council, under the authority of
  - a) The Alberta Emergency Management Act;
  - b) Disaster Services By-Law No. 2011-04 dated October 24, 2011.

**DEFINITIONS**

5. In this plan:
  - a) Emergency – means a present or imminent event which requires the prompt co-ordination of action or the special regulations of persons or property, to protect the health, safety and welfare of people, or to limit damage to property;
  - b) Director – means the Director of Emergency Management;
  - c) Minister – means the Minister responsible for administering the Alberta Emergency Management Act.

**REFERENCES**

6. References will be made in the plan to the under mentioned documents, copies of which are maintained by the Municipal Administrator;
  - a) The Alberta Emergency Management Act.

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- b) The Government of Alberta Peacetime Emergency Operations Plan.
- c) The Municipal Handbook for Peacetime Emergencies.

**IMPLEMENTATION**

- 7. This plan will be implemented, in part or in whole
  - a) When an emergency, imminent or in progress, affects the village; or
  - b) When required by the Alberta Director of Emergency Operations following the declaration, by the Lieutenant Governor in Council, of a Provincial State of Emergency.
- 8. This plan will be implemented by:
  - a) The Council; or
  - b) The Mayor or Committee of Council; or
  - c) The Director (subject to immediate report to a member of Council and ratification by Council as soon as possible).

**DIRECTION AND CONTROL**

- 9. The Mayor and Council by means of the Director are responsible for direction and control at all times, unless the government of Alberta assumes direction and control under the authority of the Alberta Public Safety Services Act.
- 10. Director of Emergency Management (DEM). The Director will act – on behalf of the Mayor and Council – as Emergency Operations (EOC) Manager and will co-ordinate all Emergency Services and other resources used in the emergency.
- 11. Incident Site Commander. The emergency operations site will normally be under the direct control of the first emergency officer on site and will remain so until he has handed the incident over to another agency or a more suitable senior officer. However, in extraordinary circumstances, Council may appoint another official as Site Commander.
- 12. The Emergency Operations Center (EOC) will be located in the Chauvin Fire Hall. If this is not feasible due to the hazard, the EOC will be established at the Village Works Office or Dr. Folkins Community School.

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13. A mobile EOC may be set up, if necessary, at or near the site of the emergency to provide coordinated control with the Site Commander and his operations.

14. Alberta Director of Emergency Operations. In the event that a State of Emergency is declared by the Lieutenant Governor in Council, direction and control will be assumed by the Alberta Director of Emergency Operations. (Section 16 (4) of the Alberta Emergency Management Act refers).

**ORGANIZATION AND FUNCTIONS**

15. The organization for the EOC is shown in diagrammatic form in Annex A. The extent to which this organization will be activated will depend on circumstances and will be at the discretion of the DEM.

16. The functions of the various elements of the EOC and the responsibilities of key appointments are shown in Annex B.

**RESOURCES**

17. The primary resources used during an emergency will be the manpower, equipment and supplies of the Village services. In the event these prove inadequate, calls will be made to the private sector. Volunteer procedures as listed in the DSS plan will be followed to manage donations of solicited and unsolicited goods, services and facilities. Names and telephone numbers of persons having knowledge of the availability of various resources are contained in the Municipal Handbook for Peacetime Emergencies.

18. Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other municipalities with which there are mutual aid agreements and/or the Government of Alberta. The procedure for obtaining such assistance is outlined in paragraphs 10.6 and 10.7 of the Municipal Handbook for Peacetime Emergencies.

**WARNING**

19. In the event of an impending or actual emergency, the arrangements for the dissemination of the warning are outlined in Annex C.

**TASKS**

20. During an emergency some or all of the tasks listed in the following paragraphs may be anticipated. The responsible agency, if not a regular municipal department, is show in brackets.

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21. Communications officer

The main source of communication during an emergency will be by telephone, e-mail and radio supplemented by messengers as required. Should additional telephones be required, TELUS will be notified. Back-up communication will be provided in the EOC by the M.D. 61 Radio System, Amateur Radio and/or the RCMP.

22. Transportation officer

Coordination of:

- a. Emergency ambulances; (Alberta Health)
- b. Transportation for evacuees; (School District)
- c. Transport for heavy equipment (Benoit Oilfield Construction).
- d. Liaison at the EOC

23. Alberta Health Services

Coordination of:

- a. First Aid station(s) at the emergency site and/or Dr. Folkins Community School (Alberta Health Services).
- b. Provision of stretcher bearers at the emergency site (Fire Department plus volunteers).
- c. Liaison at the EOC.

24. R.C.M.P. (Wainwright Detachment) – in addition to normal police duties, the provision and coordination of:

- a. The Emergency Site Commander; (as the emergency dictates)
- b. Security at the site of the emergency;
- c. A temporary morgue, in conjunction with the Medical Examiner at the curling rink;
- d. Back-up communication;
- e. Liaison at the EOC.

25. Fire Rescue (Chauvin Volunteer Fire Dept) – in addition to normal fire protection services, the provision of:

- a. The Emergency Site Commander; (as the emergency dictates)
- b. Liaison at the EOC.

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25. Disaster Social Services  
Chauvin DSS, supported by Disaster Social Services from Wainwright, if necessary will provide under the supervision of the DSS Manager:
- a. Emergency feeding, clothing and lodging; (Ladies Church Auxiliaries)
  - b. Registration of victims of the emergency; (DSS Staff)
  - c. Counseling service for victims and/or relatives; (Local Clergy or Social Services as available)
  - d. Emergency Pet Care (4-H Club);
  - e. EOC Liaison.
26. Public Works – provision of (Village Foreman supported by Village Council);
- a. Emergency power service;
  - b. Inspection and report in condition of damaged buildings;
  - c. Procurement of emergency equipment, e.g. pumps, machinery, sandbags, etc.
  - d. Supervision of sandbagging operations;
  - e. Emergency water supplies;
  - f. Emergency sanitation facilities;
  - g. EOC Liaison.
27. Evacuation. In the event that it becomes necessary to evacuate all or part of the village, the evacuation will be carried out in accordance with the provisions of Annex E.
28. Reception. Procedures for the reception and accommodation of evacuees are contained in Annex F.
29. Accounting. The Finance Chief (CAO) will be responsible for the accounting of all funds expended or committed on behalf of the emergency and for keeping records of the operating items of equipment used in operations.

**REPORTS**

30. The Director of Emergency Management will be responsible for reports to the Mayor and Council and Alberta Emergency Management Agency as follows:
- a. As soon as possible after an occurrence, a report on the nature and extent of the emergency;
  - b. Periodic Situation Reports on the progress of operations;
  - c. On completion of operations, a final report to include a summary of operations manpower and equipment used, costs, lessons learned and recommendations.

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**REVIEW AND AMENDMENT**

31. This Plan will be reviewed bi-annually. The Director will be responsible for the presentation of amendments to Council for approval.

32. Urgent amendments will be made at any time.

**ANNEXES**

Annex A – Emergency Operations Center Organization

B – Functions and Responsibilities

C – Warning Arrangements

D – Hazard Analysis

E – Evacuation Procedures

F – Reception Procedures

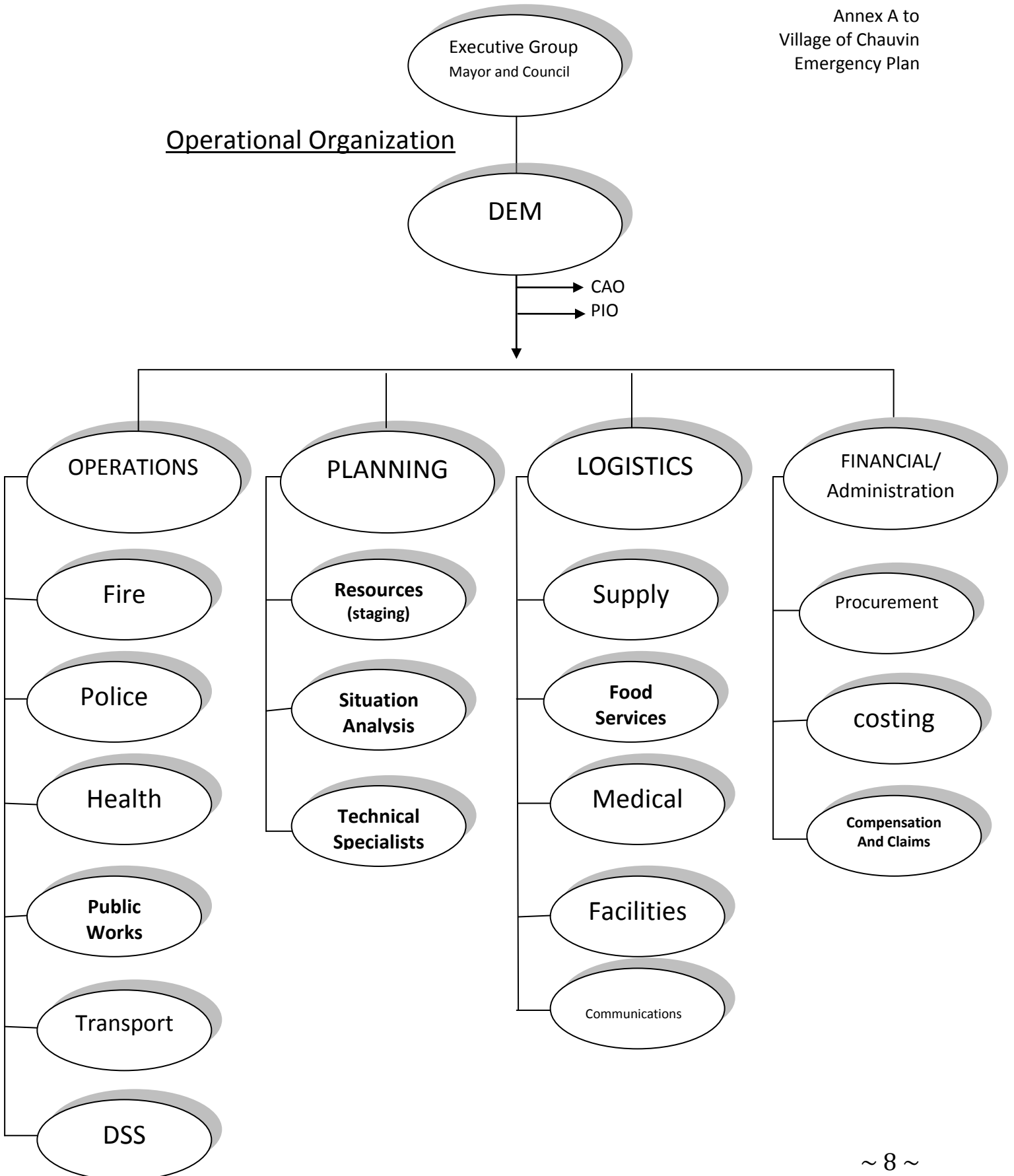
G – Health Unit Support

H - Communications Plan

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MUNICIPAL EMERGENCY PLAN

Annex A to  
Village of Chauvin  
Emergency Plan

Operational Organization





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MUNICIPAL EMERGENCY PLAN

Annex B to  
Village of Chauvin  
Emergency Plan

**FUNCTIONS AND RESPONSIBILITIES**

1. The responsibilities of the various elements, key personnel and some sections are outlined in the following paragraphs.

**EMERGENCY OPERATIONS CENTER**

2. **EXECUTIVE GROUP**

- a. **Mayor and Council**

- (1) Declare a State of Local Emergency (on recommendation of Director);
    - (2) Maintain continuity of elected government, under emergency conditions;
    - (3) Exercise executive control over emergency operations;
    - (4) Decide on the commitment of resources outside the municipal boundaries.

- b. **CAO**

- (1) Act as staff officer to the Mayor and Council and advise them on regulations and procedures;
    - (2) Keep records of usage of any village equipment;
    - (3) Keep records of personnel or equipment in use from Mutual Aid or Assistance partners;
    - (4) arrange for suitable personnel as scribes to; DEM, Operations Chief, PIO or others requiring such services;
    - (5) Provide or act as Finance/Administration Chief

- c. **PIO**

- (1) Arrange for essential information to be passed to the public, in the affected area, using emergency means of dissemination as necessary.
    - (2) Ensure good communications between the EOC and Site;
    - (3) Provide accurate and up to date information to the members of the press;
    - (4) Prepare Public Information releases, for approval by the Mayor and Council;

3. **DIRECTOR OF EMERGENCY MANAGEMENT**

- a. Pass the warning, as detailed in Annex C;
  - b. Initiate stand up of the EOC and the required components as required;
  - c. Supervise the activities of the EOC and Liaise with the Incident Site Commander;

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- d. Coordinate the activities and elements of the EOC as required;
- e. Ensure that directions from the Executive Group are considered;
- f. Keep the Executive Group informed of developments and refer major problems for their decision;
- g. Act as liaison between the EOC and AEMA.
- h. Stand down or reduce EOC activities as required.
- i. Organize and make available all reports and returns on completion of an incident.

4. **OPERATIONS CHIEF**

Will be responsible to:

- a. Develop and manage the Operations sections to accomplish the incident objectives;
- b. Coordinate the activities of the EOC and liaise with the Incident Site as required;
- c. Keep the Director of Emergency Management up to date and informed on the incident and act as his Deputy as/when required;
- d. Receive and check all incoming information and refer items to the Emergency Service(s) concerned for action, as required.
- e. Check all outgoing messages and reports for accuracy before releasing them for transmission;
- f. Receive copies of memoranda (prepared by members of the Emergency Services Agency);
- g. Correlate all information pertaining to emergency operations;
- h. Have copies filed of all incoming and outgoing messages and Emergency Services memoranda;
- i. Maintain a record of major events;
- j. Prepare Situation Reports;
- k. Arrange briefings as required.

5. **Operations Section Heads will:**

- a. Supervise and control the operations of their respective service;
- b. Maintain an up-to-date record of the resources of the Service;
- c. Maintain liaison with other Services on matters of mutual concern;
- d. Advise the Operations Chief on matters pertaining to the service;
- e. Keep the Operations Chief informed of current activities and state of resources of the Service;
- f. Prepare memoranda (for Operations Chief) recording any important operational decisions made and/or action taken concerning the Service;
- g. Prepare the respective portion of Situation Reports applicable to the Services;
- h. Give briefings on the situation of the Service, as required.

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6. **Disaster Social Services.**

The DSS Manager when activated will:

- a. Activate the DSS plan or portions thereof as and when required;
- b. Supervise and control the operations of DSS services and volunteers;
- c. Activate a Reception Center at the request of the DEM;
- d. Ensure accurate records of Reception and Inquiry are handled properly;
- e. Keep the EOC informed of current activities and state of resources of the Service;
- f. Prepare the respective portion of Situation Reports applicable to the Services;
- g. Give briefings on the situation of the Service, as required.

7. **PLANNING CHIEF**

Will be responsible for and supervise the:

- a. Collecting, evaluating and Displaying of incident intelligence information;
- b. Prepare and document incident action plans;
- c. Conducting long range and/or contingency planning;
- d. Develop plans for demobilization;
- e. Maintain incident documentation;
- f. Track resources assigned to the incident;
- g. Make preparations and schedule shift changes for EOC.

8. **LOGISTICS CHIEF**

Will be responsible for and supervise the:

- a. Ordering, obtaining, maintaining and accounting for essential personnel, equipment and supplies;
- b. Provide communication planning and resources;
- c. Setting up food services;
- d. Setting up and maintaining incident facilities;
- e. Provide support transportation;
- f. Provide medical services to incident personnel.

9. **COMMUNICATIONS OFFICER**

Will be responsible for and supervise:

- (1) Operation of communications equipment at the EOC;
- (2) Coping of all incoming messages and forward them to the Operations Chief;
- (3) Transmitting of all outgoing messages released by the Operations Chief.
- (4) Ensure good communications with Site Commander and other emergency services with the EOC.

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- (5) Distribution of messages and memoranda within and outside the EOC as required. (with the use of messengers if required)

10. **FINANCE/ADMINISTRATION CHIEF**

Will be responsible and supervise the:

- a. Contract negotiating and monitoring;
- b. Time keeping;
- c. Costing analysis;
- d. Compensation for injury or damage to property;
- e. Provision of scribes, as and where required;
- f. Maintain and upkeep incident financial status and produce reports and returns.

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Annex C to  
Village of Chauvin  
Emergency Plan

**TRANSPORTATION ACCIDENT**

Chauvin lies on the CNR transcontinental main line and some 35 high speed trains pass through daily. Most do not stop. Large quantities of dangerous goods are transported and some of the trains pass through at critical hours when school busses are moving.

Secondary highway 610 on the north side of the Village carries normal local traffic and significant amount of oilfield traffic. Three (3) school busses carry some 80 students, Kindergarten to Grade 12, and make frequent crossings of the Highway and the tracks

**FIRE**

The Village is scattered residentially, however, Main Street is more congested with wooden buildings. There is a sensitive area in the former lumber outlet beside the hotel, which was constructed in 1910. There is one elevator on the south side along the tracks. Chauvin has a capacity of 18 volunteer firefighters, 1 Fire Trucks, 2 Water Trucks, 1 Rescue Unit, 13 self-contained breathing apparatus with 6 spare cylinders, a Jaws-of-Life, and some foam equipment for fighting oilfield fires.

The Village has suffered several fires, the most prominent ones being:

1910 – Several Businesses in the downtown area were burned out

1927 – Livery Barn

1920 – Downtown Fire

1951 – Downtown Fire

1978 – School Fire

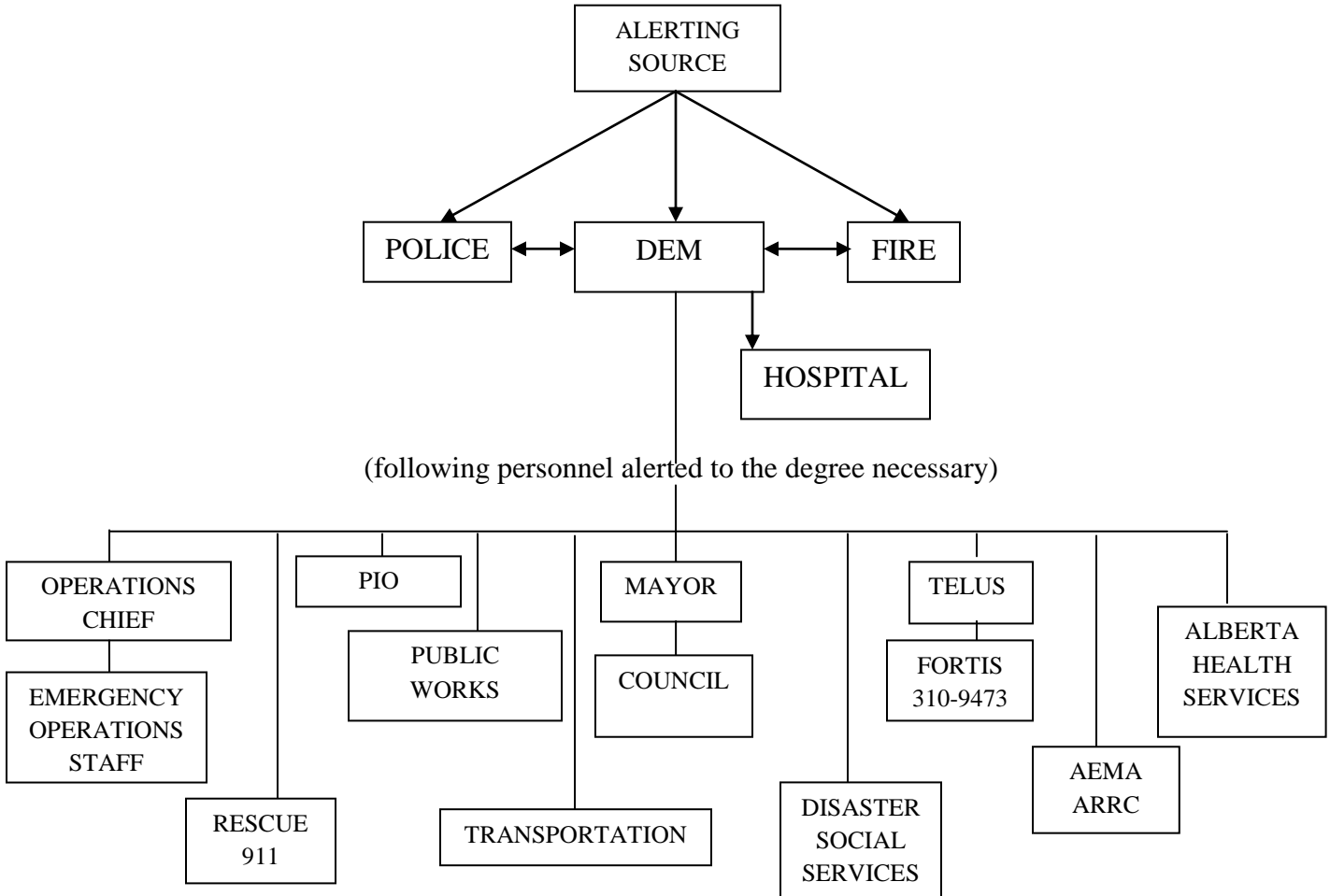
Annex C to  
Village of Chauvin  
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Emergency Plan

**WARNING ARRANGEMENTS**

1. When an emergency occurs or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the other emergency services, including the Director.



2. If the nature and magnitude of the emergency requires warning of the general public, the warning will be passed by continuous sounding of the fire siren, door to door and by telephone. The warning may also be passed by police car, if available.
3. If time permits, general information/advice to the population will be broadcast via the EPWS system, over radio stations:  
FM Lloydminster, C.F.C.W. Camrose, C.H.E.D. Edmonton, 93.7 Wain FM and 106.1 The Goat. The Public Information Officer or EPWS trained personnel will be responsible for completing the necessary arrangements.

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Emergency Plan

Emergency and Disaster  
Hazard Analysis and Planning Priorities

Municipality

Village of Chauvin

Date: 27 Mar 2011-  
updated October 15, 2012

TYPE OF DISASTER EMERGENCY	HISTORY	POTENTIAL	PLANNING PRIORITY	REMARKS
<u>NATURAL</u> Tornado	None	Medium	----	Should include Seim's
Blizzard	Several	Low	---	With modern day housing and transportation, blizzard threat has been greatly reduced
<u>MAN MADE</u> Transportation Accident	Few	High	1	Evacuation or shelter in place
Fire	Some large scale fires	Medium	2	Possible evacuation
Winter Power Failure	Several	Medium-High	3	Single line from Wainwright. Chauvin is the end of the line. Could be dangerous in very cold weather or blizzard conditions. Prepare to open a Reception Center.
Explosion Bulk Gasoline	None	Low		One bulk station – edge of village
<p><b><u>PUBLIC HEALTH</u></b> Chauvin uses the facilities of both the Wainwright (84 km) and the Provost (50 km) Hospitals. Both are very efficient Health Care Centers. They have the services of one ambulance in the Village which is stored in the Fire Hall.</p>				

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Annex E to  
Village of Chauvin  
Emergency Plan

**EVACUATION PROCEDURES**

**GENERAL**

1. In the event of a major emergency it may be necessary to evacuate all or a portion of the Village. Any evacuation will be carried out in accordance with the following paragraphs.

**WARNING**

2. The notification of a threat and a warning to evacuate will be passed to the Mayor or a member of the council from the Director of Emergency Management,.
3. Upon receiving the warning the Director of Emergency Management will initiate the action required to:
  - a. Pass the warning in accordance with the provisions of Annex C;
  - b. Request a State of Local Emergency, if necessary;
  - c. Order evacuation as required;
  - d. Advise reception centers/communities of the number and expected time of arrival of evacuees.

**COLLECTION POINTS**

4. For evacuation purposes the village has been divided into three areas, with one collection point designated for each:
  - a. NORTH/WEST – Dr. Folkins Community School;
  - b. CENTRAL - Community Centre – Hall/Arena/Curling Rink
  - c. SOUTH/EAST – Catholic Church



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**TRANSPORTATION**

5. It is anticipated the majority of people will provide their own transportation. Any individuals requiring transportation will make their own way to the Collection Point designated for their area. Persons physically unable to make their way to the Collection Point must advise the Village Office of their situation so that a pick-up may be arranged.
6. Persons having space in their vehicles for additional passengers will be requested to evacuate by way of the Collection Points to pick up those without transport.
7. Schools. As per the School Emergency Plan. (Chauvin Gospel Center)

**SECURITY**

8. Following the evacuation, members of the Fire Department will check to ensure the evacuation is complete.
9. During the emergency period, the R.C.M.P. will maintain security patrols as required.

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Annex F to  
Village of Chauvin  
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**RECEPTION PROCEDURES**

**GENERAL**

1. Local conditions in neighboring communities may necessitate their evacuation and the Village of Chauvin could be asked to provide for those evacuees.
2. It is not anticipated that the evacuees would be assisted for a period of more than one or two days, however, the possibility of a longer stay should not be discounted.
3. To receive and accommodate evacuees the following will be enacted in whole or in part as required. More detailed instructions will be found in section 4 of the Municipal Emergency book (RED BOOK) and the DSS Plan.

**RECEPTION**

4. A Reception Centre will be set up under the direction of the Disaster Social Services Manager.
5. The primary Reception Centre will be located at the Community Centre.
6. The functions of the Reception Centre may be:
  - a. registration and inquiry;
  - b. clothing;
  - c. lodging;
  - d. feeding; and
  - e. personal and pet services (off site).

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**BLANKETS AND EMERGENCY CLOTHING**

7. 500 BLANKETS ARE STORED AT Camrose and 590 stored at St. Paul. Access details are maintained in the Red Book. For additional blankets, contact the Duty Officer at the Alberta Emergency Management Agency, Rapid Response Center (1-866-618-2362) 24 hour number.

8. Emergency Clothing may be obtained from the Goodwill Store in Camrose or local drives. Access details are maintained in the Red Book.

**LODGING**

9. Accommodation will be arranged on the congregate lodging basis in the first instance. The buildings listed can provide congregate accommodation for the numbers shown.

<b><u>BUILDING</u></b>	<b><u>CAPACITY</u></b>	<b><u>COOKING FACILITIES</u></b>
Elks Hall	100	Yes
Dr. Folkins Community School	300	Yes
Roman Catholic Church	150	Yes
Presbyterian Church	75	Yes
Senior's Drop In Centre	100	Yes
Curling Rink	75	Yes
Chauvin Arena	100	Yes
Chauvin Hall	<u>350</u>	Yes
	1250	

10. If a prolonged stay is anticipated, or develops, billeting in private homes or commercial accommodation will be considered.

11. Assistance and advice regarding health and sanitation will be obtained through the East Central Health Unit at Wainwright.

**FEEDING**

12. Feeding of evacuees will be coordinated by the DSS Manager, using local restaurant/cafeteria services or other Catering Services.

13. Details for obtaining supplies are contained in the Red Book.

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14. Cooking facilities in the buildings selected to accommodate the evacuees will be activated to provide coffee and a light snacks for the evacuees upon arrival and to serve hot meals twice per day for the duration of the reception. If the selected building(s) does not have feeding capabilities, alternate arrangements will be made with the local restaurants or Catering Services.

**REGISTRATION AND INQUIRY**

15. A Registration and Inquiry service will be provided by Chauvin DSS staff.

**PERSONAL SERVICES**

16. Counseling services will be provided by Local Clergy or Provincial Social Services.

17. Additional personal services will be provided by the DSS Manager using volunteer service as needed.

18. Pet/Animal Services will be provided by the 4-H Club.

**STAFF**

19. The following organizations have volunteered to assist in the reception emergency:

- a. Chauvin Gospel Center;
- b. 4-H Club; (pet registration, housing and care)
- c. Presbyterian Women's Fellowship; and
- e. Elks Auxiliary

20. The telephone numbers, names and procedures for accessing additional resources are stated in the Municipal Emergency Handbook (Red Book), located at the Village office.

**ADVICE OR ASSISTANCE**

21. Alberta Social Services and Community Health if required can provide management with Disaster Social Services. This assistance can be accessed by contacting the District Office in Wainwright.

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**SUPPLIES AND ADDITIONAL SERVICES**

22. Arrangements have been made with local merchants to support the Reception Center. They will submit statements to the CAO for services provided. Details are contained in the Red Book.

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Annex G to  
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**HEALTH UNIT SUPPORT**

1. The East Central Health Unit will support the Village of Chauvin Emergency Operations Plan by providing, to the extent required, any or all of the following Environmental Health and emergency activities directed to the inspection and protection of the following:

- a. safe, sanitary accommodation;
- b. sanitary protection and distribution of food;
- c. potable water for human consumption;
- d. safe, sanitary disposal of sewage
- e. safe, sanitary disposal of solid wastes;
- f. vector control to prevent the spread of communicable diseases;
- g. emergency nursing services;
- h. health counseling;
- i. emotion support to individuals or families under stress;
- j. emergency home care programs; and
- k. upon the request of the medical Examiner's Office – supervision of temporary storage of dead human bodies.

2. This support would be coordinated by the East Central Health Unit Coordinating Committee and would be initiated through the Medical officer of Health and/or the Health Unit Inspector.

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Annex H to  
Village of Chauvin  
Emergency Plan

**Emergency Telecommunications Plan**

1. The Village of Chauvin Communications officer, will make use of the following communications resources on an as required basis. Contact phone numbers for these resources are listed in the RED BOOK and Schedule A of this document under “Emergency Resources List”.
2. The following resources will be used as determined by the event.
  - a. TELUS – 12 phone lines, one FAX line for Emergency Operations center (EOC),
  - b. Fire – Fire radios to be used for communications between incident and EOC,
  - c. Police – Police radios to be used for communications between the incident and EOC,
  - d. MD #61 – Municipal District of Wainwright portable radios,
  - e. E-mail – CCI wireless will provide service to the EOC router for use of individual emergency services representatives,
  - f. Amateur Radio – to be used in the event of loss of power or communications abilities of any of the above resources. Voice, data and wireless internet e-mail is available through this resource, and
  - g. Cell Phone – private cell phones will supplement the use of above listed resources.

Resource	Frequency
Fire	
Police	
Amateur Radio	146.94 -600
	145.69 simplex
MD of Wainwright	

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MUNICIPAL EMERGENCY PLAN

SCHEDULE "A"

**DISASTER HEALTH SERVICES**  
**CASUALTY COLLECTION UNIT – OPERATIONAL**

<u>ITEM</u>	<u>DENOM.</u>	<u>QTY.</u>	<u>BOXES</u>
8-430 Blankets, Grey, G.S. Each		40	4
5-1128 Litters, Straight Aluminum Pole	Each	20	5
8-450 Bottles, Water, Medical Complete	Each	17	1
8-850 Haversacks, First Aid	Each	12	2

Each Comprising:

1-1266 Tetracaine Ophthalmic Ointmenty 0.5%,	3/5 oz	1	Tube
3-311 Bandage, Gauze, 4" x 6 yds	Each	12	
3-415 Bandage, Triangular, Compressed	Pkgs	3	
3-590 Dressing, Shell, 6" x 2" x 3 1/2"	Each	15	
5-452 Pencil, Dermatograph, Red	Each	1	
5-453 Pencil, Indelible, Medium	Each	1	
5-476 Pin, safety, 2", card of 12	Card	1	
6-6015 Scissors, Stretcher Bearers, with Lanyard	Each	1	
8-200 Armband, Standard Disaster Health Supplies Type, Imprinted "Health"	Each	4	
8-5260 Haversack, First Aid, Empty	Each	1	
8-5787 Tag, Emergency, Medical, Pad of 20	Pad	1	
8-9052 Casualty Collecting Unit No 2 <u>Each Compromising:</u>			
3-415 Bandage, Triangular, Compressed	Pkg	25	
3-567 Dressing, Burn, Large	Each	5	
3-568 Dressing, Burn, Medium	Each	10	
3-585 Dressing, First Field	Each	50	

**(STORED AT THE CHAUVIN FIRE HALL)**

**EMERGENCY OPERATIONS CENTER KIT – LOCATED AT THE  
TALISMAN COMMUNITY CENTRE, 300 MAIN STREET, CHAUVIN, AB T0B 0V0**

**RECEPTION CENTER KIT (LARGE ORANGE TRUNK) IN STORAGE ROOM OF  
THE BAR, IN THE COMMUNITY HALL/CURLING RINK. KEY AT OFFICE.**



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**EMERGENCY MUTUAL AID AGREEMENT**

BETWEEN the incorporated Municipalities listed below:

- |    |                    |    |                 |
|----|--------------------|----|-----------------|
| 1. | Municipal District | of | Wainwright # 61 |
| 2. | Village            | of | Chauvin         |
| 3. | Village            | of | Edgerton        |
| 4. | Village            | of | Irma            |

WHEREAS an emergency could affect any municipality to such a degree that local municipal resources would be inadequate to cope with the situation:

AND WHEREAS the above-named municipalities wish to make pre-arrangements for speedy emergency action in support of any one municipality in the group which may be affected or threatened by an emergency and require assistance;

THEREFORE, the above-named municipalities agree as follows:

1. Any one of the parties to the Agreement, if and when in need of help to combat a peacetime emergency, may request mutual aid from one or more of the other parties, subject to the following conditions:
  - a) Any calls for aid shall be made by an elected representative of the municipality concerned, and must be directed to an elected representative of the municipality/ies whose assistance is being sought: except that:
    - (1) Calls for firefighting equipment maybe made by the Fire Chief or an elected representative of the municipality concerned;
    - (2) Calls for fire aid may be made to the Fire Chief or an elected representative of the municipality concerned:
    - (3) Any actions taken by a Fire Chief shall be reported to an elected representative as soon as possible.
  - b) Requests for mutual aid shall be restricted to municipality owned equipment and municipal employees.

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- c) On receipt of a call for aid – whether general, or specific as to resources required – the extent of the assistance given will be at the discretion of each responding municipality, having regard to it’s own local situation at the time.
- d) Any cost incurred in connection with the mobilization, movement and deployment of mutual aid resources, will be borne by the municipality/ies receiving the aid, at the current rates for service of the municipality providing the service.
- e) The Municipality affected or threatened by the emergency and calling for mutual aid, shall implement its Emergency Operations Plan to the degree necessary and – for the duration of emergency operations – will assume directions and control over equipment and man power contributed by other parties to this Agreement.
- f) Lists of all elected representatives and Fire Chiefs are to be provided with their phone numbers at the signing of the Agreement and updated annually thereafter by the Field Services Office Alberta Public Safety Services, Camrose.

2. This Agreement comes into force on February 1<sup>st</sup>, 1987, and shall be reviewed yearly thereafter. At the time of review, changes or addition may be introduced by way of a rider which shall become part of the Agreement upon ratification by all parties.

3. Any one of the participating municipalities may withdraw from the Agreement by giving 90 days’ notice of termination to the other parties. After the withdrawal of any party, the Agreement shall continue in force among the remaining parties.

EXECUTED on behalf of the participating municipalities, by their authorized signing Officers:

***SIGNATURES ON ORIGINAL DOCUMENT***

***For***

***Municipal District of Wainwright #61***

***Village of Chauvin***

***Village of Edgerton***

***Village of Irma***

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UPDATED – December 2009

<b><u>ORGANIZATION</u></b>	<b><u>KEY OFFICIAL</u></b>	<b><u>NUMBER</u></b>
Community of Christ	Darlene Skinner	780-858-2610
Gospel Centre Church	Fred Sirett	780-858-3920
Community Hall Board	Don Pare	780-858-2194
4-H Beef Club	Kaylan White	780-858-2632
Arena Board	Kent Larouche	780-858-2061
Curling Club	Val Gramlich	780-858-3949
Minor Sports	Tonia Hingtgen	780-858-2109
Recreation Board	Kathy Haldenby	780-858-2611
Seniors Drop-In Centre	Betty Swanson	780-858-3853
Westminster Pres. Church	Bev Perry	780-858-2183
Sacred Heart Parish	Denis Benoit	780-858-2181

VILLAGE OF CHAUVIN  
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**EMERGENCY RESOURCE LISTS**

<b>MD MUNICIPAL COUNCIL</b>			
	<b>Business</b>	<b>Residence</b>	<b>Fax</b>
<b>Mayor/Reeve</b>			
<b>Bob Barss</b>	<b>780-842-7309</b>	<b>780-754-2195</b>	<b>780-842-2463</b>
<b>Bruce Cummins</b>	<b>780-842-2170</b>	<b>780-806-8515</b>	<b>780-842-2463</b>
<b>Ted Wilkinson</b>	<b>780-806-0315</b>	<b>780-842-3030</b>	<b>780-842-2463</b>
<b>Oscar Buck</b>	<b>780-806-3538</b>	<b>780-858-2229</b>	<b>780-842-2463</b>
<b>*Myron Zajic</b>	<b>780-842-8333</b>	<b>780-755-2140</b>	<b>780-842-2463</b>
<b>*Phil Valleau</b>	<b>780-842-8874</b>	<b>780-842-2105</b>	<b>780-842-2463</b>
<b>Bill Lawson</b>	<b>780-754-2440</b>	<b>780-842-0244</b>	

\*Denotes members of Disaster Services Committee

<b>ALBERTA MUNICIPAL AFFAIRS/AEMA</b>					
Position	Name	Business	Residence	Mobile	Fax
<b>AEMA District Officer</b>	<b>John Lamb</b>	<b>1-866-618-2362</b>		<b>587-322-6481</b>	<b>780-679-1254</b>
<b>Dangerous Goods Coordination</b>	<b>Shaun Hammond</b>	<b>780-415-0686</b>			<b>780-422-9193</b>
<b>24-Hour AEMA ARRC (Agency Readiness Response Center)</b>			<b>1-866-618-2362</b>		

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<b>Sask/Alta Amateur Radio Club</b>					
<b>Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Mobile</b>	<b>Fax</b>
<b>President</b>	<b>Len Pryor VE5WI</b>		<b>306-387-6881</b>		
<b>Secretary/ Treasurer</b>	<b>Bill Till VE5FN</b>		<b>780-875-7619</b>		
<b>Director</b>	<b>Linda Russnak</b>		<b>780-858-3899</b>	<b>780-842-8034</b>	<b>780-858-2125</b>

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<b>MD EMERGENCY SERVICES AGENCY</b>				
<b>Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Fax</b>
<b>Director Emergency Management</b>	<b>Kelly Buchinski</b>	<b>780-842-4454</b>	<b>780-842-6990</b>	<b>780-842-2463</b>
<b>Deputy Director of Emergency Management</b>	<b>Bonnie Milton</b>	<b>780-842-4454</b>	<b>780-842-3961</b>	<b>780-842-2463</b>
<b>MD Administrator</b>	<b>Kelly Buchinski</b>	<b>780-842-4454</b>	<b>780-842-6990</b>	<b>780-842-2463</b>
<b>Communications</b>	<b>James Schwindt</b>	<b>780-842-4454</b>	<b>780-842-4269</b>	<b>780-842-2463</b>
<b>Public Information Officer</b>	<b>James Schwindt</b>	<b>780-842-4454</b>	<b>780-842-4269</b>	<b>780-842-2463</b>
<b>Public Works &amp; Transportation</b>	<b>Shannon LaHaye</b>	<b>780-842-8976</b>	<b>780-806-4087</b>	<b>780-842-4110</b>
<b>Fire/Rescue</b>	<b>Wainwright</b>	<b>780-842-1363 Ext.</b>	<b>780-842-6080</b>	<b>Cell: 780-842-2898</b>
	<b>Gary Zunti – Chauvin</b>	<b>Cell: 587-281-1763</b>	<b>780-858-2466</b>	<b>780-858-2125</b>
	<b>Edgerton</b>			
	<b>Clair Prior – Irma</b>	<b>780-842-4529</b>	<b>780-754-3792</b>	
<b>RCMP</b>	<b>Sgt Lane Newton</b>	<b>780-842-4461</b>	<b>780-842-5320</b>	<b>780-842-5516</b>
<b>Ambulance AB Heath Services</b>		<b>780-842-4215</b>		
<b>Hospital</b>	<b>Cheryl Huxley</b>	<b>780-842-3324</b>	<b>780-842-2901</b>	<b>780-842-2887</b>
	<b>Ann Schapansky</b>	<b>780-842-3324</b>	<b>780-842-4623</b>	<b>780-842-2887</b>
<b>FCSS Director</b>	<b>Cathy Charlton</b>	<b>780-842-2555</b>	<b>780-857-2269</b>	<b>780-842-5783</b>
<b>School Superintendents</b>	<b>Bob Allen – Poitras – Public</b>	<b>780-806-2058</b>		<b>780-842-3255</b>
	<b>Stephen MacKenzie - Separate</b>	<b>780-842-3992</b>	<b>780-581-6776</b>	<b>780-842-5322</b>

VILLAGE OF CHAUVIN  
MUNICIPAL EMERGENCY PLAN

**MUTUAL AID ASSISTANCE**

**Municipality: Town of Wainwright**

<b>Appointment/Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Fax</b>
<b>Mayor</b>	<b>Brian Bethune</b>	<b>780-842-3381</b>	<b>Cell 780-806-6911</b>	<b>780-842-2898</b>
<b>Municipal Administrator</b>	<b>Ed Chow</b>	<b>780-842-3381</b>	<b>780-842-0599</b>	<b>780-842-2898</b>
<b>Director of Emergency Management</b>	<b>Brian Bethune</b>	<b>780-842-3381</b>	<b>Cell 780-806-6911</b>	<b>780-842-2898</b>
<b>Fire Chief</b>	<b>Cliff Bethune</b>	<b>780-842-3381</b>	<b>Cell 780-806-6911</b>	<b>780-842-2898</b>
<b>RCMP</b>	<b>Sgt Lane Newton</b>	<b>780-842-4461</b>	<b>780-806-2268</b>	<b>780-842-5516</b>

**Municipality: Village of Chauvin**

<b>Appointment/Position</b>	<b>Name</b>	<b>Business</b>	<b>Residence</b>	<b>Fax</b>
<b>Mayor</b>	<b>Jack Goodall</b>	<b>780-858-3766</b>	<b>780-842-0637</b>	<b>780-858-2125</b>
<b>Municipal Administrator</b>	<b>Shelly McMann</b>	<b>780-858-3881</b>	<b>780-858-3786</b>	<b>780-858-2125</b>
<b>Director of Emergency Management</b>	<b>Linda Russnak</b>	<b>780-858-3744</b>	<b>780-858-3899 Or cell 780-842-8034</b>	<b>780-858-2125</b>
<b>Deputy Director of Emergency Management</b>	<b>Bill Hicks</b>	<b>780-858-3021</b>	<b>Cell 780-261-0506</b>	<b>780-858-2125</b>
<b>Village Foreman</b>	<b>Ian Schmidt</b>	<b>780-858-3756 Cell: 780-842-0076</b>	<b>780-858-2509</b>	<b>780-858-2125</b>
<b>Fire Department</b>	<b>Gary Zunti</b>	<b>780-858-0002</b>	<b>9-1-1</b>	<b>Pagers: 780-858-0008</b>
<b>Fire Chief</b>	<b>Gary Zunti</b>	<b>Cell: 587-281-1763</b>		<b>780-858-0003</b>
<b>RCMP</b>	<b>Cpl. Jim Moran</b>	<b>780-842-4461</b>	<b>780-806-2688</b>	<b>780-842-5516</b>

VILLAGE OF CHAUVIN  
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<b>MUTUAL AID ASSISTANCE</b>				
<b>Municipality: Village of Edgerton</b>				
Appointment/Position	Name	Business	Residence	Fax
Mayor	Barb Sjoquist	780-753-3933	780-755-3938	780-755-3750
Municipal Administrator	Al Gordon	780-755-3933	780-666-9561	780-755-3750
Director of Emergency Management	Al Gordon	780-755-3933	780-666-9561	780-755-3750
Village Foreman	Bill LaPierre	780-755-3933	780-754-2073	780-755-3750
Fire Chief	Jon Koroluk	780-806-0275		
RCMP	Sgt Lane Newton	780-842-4461	780-806-2268	780-842-5516
<b>Municipality: Village of Irma</b>				
Appointment/Position	Name	Business	Residence	Fax
Mayor	Doug Coubrough	780-754-3665	780-754-3927	780-754-3668
Municipal Administrator	Neil Loonen	780-754-3665	780-754-2160	780-806-6973
Director of Emergency Management	Neil Loonen	780-754-3665	780-754-2160	780-806-6973
Director of Emergency Management	Neil Loonen	780-754-3665	780-754-2160	780-806-6973
Communications	Linda Pomeroy		780-754-3929	
Communications	Doug Coubrough		780-754-3077	
Public Information	Joan Green		780-754-3360	780-806-0532
Public Information	Stacey Neumiller	780-754-3665		587-281-0189
Public Works	Rob Lee		780-754-2058	780-806-6978
Public Works	Stephanie LaPointe		587-281-0752	
Transportation	Cory Challenger		780-806-1933	
Transportation	Vance Fuder		780-754-3994	780-806-0280
Fire/Rescue	Clair Prior		780-754-3792	780-842-0279
Fire/Rescue	Doug Emter	780-842-1363	780-754-2470	780-209-7474
RCMP	Sgt Lane Newton	780-842-4461	780-806-2268	780-842-5516
<b>Municipality: Department of National Defence</b>				



VILLAGE OF CHAUVIN  
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Appointment/Position	Name	Business	Residence	Fax
Operations Officer		780-842-1363 Ext. 1202		780-842-1808
Assistant Operations Officer		780-842-1363 Ext. 1924		780-842-1808
	Weekends/ After Hours	780-842-1888		

**DISASTER SERVICES AGENCY - ADVISORS**

Positions	Name	Business	Residence	Fax
Gas	Mark Hughes	780-842-4653 Cell: 780-806-9900	780-842-5815	780-842-5912
EPCOR Utilicorp		1-800-332-1002		
Water	Preston Iverson	780-842-2770	Cell: 780-806-3055	780-842-2463
Industry Canada				
Alberta Environment		1-800-222-6514		
Telephones	Dave Bossman	780-842-3000		780-842-5532
	Eldon Eisner 24 hours/day	780-530-5000	780-842-3330	
Wainwright & District Family & Community Services (FCS)	Cathy Charlton Director	780-842-2555	780-857-2269	780-842-5783
Public Health Inspector	Gordon Corcoran Thor Hameister	780-842-4077	780-842-3774	780-842-3151
Public Health Coordinator	Randy Ferster	780-842-4077	780-842-3466	780-842-3151
CP/CN Rail	Emergency Response	780-421-6568 780-421-6569		
Schools	Blessed Sacrament Tim Pochylko	780-842-3808		780-842-2244
	Wainwright Elementary Bruce Pugh	780-842-3361	780-842-6037	780-842-6499
	Wainwright High School Vince Saretsky	780-842-4481	780-842-3182	780-842-3859
	Irma High School Rick Dawson	780-754-3746		780-754-3802

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	<b>Edgerton Public School Sean Latta</b>	<b>780-755-3810</b>	<b>780-842-6065</b>	<b>780-755-2252</b>
	<b>Dr. Folkins Community School Tom Koskie</b>	<b>780-858-3744</b>	<b>???</b>	<b>780-858-2392</b>

VILLAGE OF CHAUVIN  
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**CHAUVIN FIREFIGHTERS**

Name	Home	Personal Cellular	Work	Work Cellular
Gary Zunti, Fire Chief/FRM		780-205-0793	780-858-3794	587-281-1763
Ian Schmidt	780-858-2509	780-842-0825	780-858-3756	780-842-0076
Derek Adams, Captain (SCBA)	780-842-2633	780-261-2661		780-806-9515
_____, Captain, Safety Officer (HAZMAT)				
Ted Parker, Deputy Fire Chief/FRM	780-858-3758	780-842-7129		
Don Prokopetz, Safety Officer	780-858-3988	780-753-0414	780-753-6488 Ext. 30	780-753-0414
Jamieson Reid				
Ted Parker, Lieutenant	780-858-3758	780-842-7129	780-858-2831	780-842-8934
Craig Mailer, FRM	780-858-2418	780-753-8789		780-842-9439
Daniel Greiner	780-858-3311	780-842-7922		
Kevin McPherson		780-806-1279		
Tyson Lussier, FRM		780-753-6841		
Scott Morrison	780-858-2898	780-		
Kennie Schaffer, Capt./FRM	780-858-3300	780-753-4465	780-753-4465	780-753-4465
Frank Snow, Lieut./FRM	780-858-3108	780-704-0232	780-209-1682	
Justin Boland	780-858-3330	780-842-7211		
Tonia Hingtgen/EMR/EMT	780-858-2109	780-806-3625		

911 Dispatch Admin	780-842-4215	1-877-842-9911	
Wainwright Fire	780-806-3746 (FC)	780-842-3422 (Hall)	780-842-8803 (Red 4)
Edgerton Truck Mobile	780-209-3473	780-209-6337 (Rescue)	780-755-2646 (Fire Hall)
Chauvin Fire Mobile	780-842-8846	780-842-0145 (Pumper)	780-858-0002 (Hall)

VILLAGE OF CHAUVIN  
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<b>EDGERTON FIREFIGHTERS</b>			
Name	Home	Cellular	Other
David Guy, Fire Chief, Manager	780-755-5620	780-781-5620	
Tim Friend	780-755-3214	780-806-2501	
Michael Blackmer	780-755-5620	780-781-5620	
John Clark	780-755-2285	780-209-0566	
Renee Herbert	780-755-2617	780-806-6547	
Paden, Jonescu	780-	780-842-8927	
Jeff Leskow	780-755-3288	780-842-9688	
Brandon Waddell	780-755-3786	780-209-0451	
Bob Lloyd	780-755-2025	780-806-6486	
Debbie Waddell	780-755-2774	780-806-3171	
Terry Sjoquist	780-755-3965	780-806-3273	
Travis Waddell	780-755-3086	780-209-2484	
Courtney Withnell	780-755-2792	780-842-8914	

<b>IRMA FIREFIGHTERS</b>			
Name	Home	Cellular	Other
Clair Prior, Fire Chief	780-754-3792	780-842-0279	780-754-3792
Doug Emter, Deputy Fire Chief	780-754-2470	780-209-7374	780-842-1363 Ext. 1330
Doug Larson, Captain	780-754-3898		780-754-3614
Eric Nissen, Captain	780-754-3748	780-806-7233	780-754-3751
Leonard Parsons, Captain	780-754-3386	780-209-3330	780-754-2410
Ken Veer, Captain	780-754-3969	7/80-842-0901	780-754-3654
Ray Guard	780-754-2532		
Robert Larson	780-754-3315	780-209-0861	
Stacy Larson	780-754-2166	780-339-5196	
Bob Rinas	780-754-3848	780-209-1432	
Linda Pomeroy	780-754-3929		
Randy Newton	780-754-2328	780-806-9333	
Kyle Newton	780-754-2328	780-209-1298	
Garnet MacKay	780-754-2658	780-842-8458	
Trevor MacKay	780-754-2217	780-806-3953	780-336-6115
Steve Lebel	780-754-2669		780-842-1363 Ext. 5043
Brandon Parsons			
Darrin Holt			
Mike Richards		780-753-8789	

VILLAGE OF CHAUVIN  
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**WAINWRIGHT FIREFIGHTERS**

<b>Name</b>	<b>Position</b>	<b>Home</b>	<b>Cell</b>
<b>Cliff Bethune</b>	<b>Fire Chief</b>	<b>842-5171</b>	<b>806-6911</b>
<b>Aaron Bullard</b>	<b>Firefighter</b>	<b>842-4395</b>	<b>587-806-1209</b>
<b>Russell Campbell</b>	<b>Firefighter</b>	<b>842-2077</b>	<b>587-281-2252</b>
<b>Aaron Evans</b>	<b>Lieutenant</b>	<b>842-6400</b>	<b>842-0261</b>
<b>Devon Firth</b>	<b>Probationary</b>		<b>806-0514</b>
<b>Coby Frissell</b>	<b>Probationary</b>		
<b>Darren Grosky</b>	<b>Captain</b>	<b>842-5395</b>	<b>581-4895</b>
<b>Jon Koroluk</b>	<b>Fire Prev Off.</b>		<b>806-0275</b>
<b>Stephanie LaPointe</b>	<b>Probationary</b>		<b>587-281-0752</b>
<b>Marc Mainville</b>	<b>Lieutenant</b>	<b>842-6995</b>	<b>806-1441</b>
<b>Barry Marchand</b>	<b>Captain</b>	<b>842-5743</b>	<b>842-0139</b>
<b>Jean-Louis Marcil</b>	<b>Probationary</b>	<b>842-2284</b>	
<b>Dean Martineau</b>	<b>DFC Admin</b>	<b>842-2578</b>	<b>842-8184</b>
<b>Aaron Motley</b>	<b>Lieutenant</b>	<b>842-2440</b>	<b>842-8881</b>
<b>Joel McMinis</b>	<b>Firefighter</b>	<b>842-6912</b>	<b>587-281-2358</b>
<b>Konrad Nantias</b>	<b>Probationary</b>	<b>842-0616</b>	<b>842-0616</b>
<b>Ross Neville</b>	<b>Captain</b>	<b>842-9155</b>	
<b>Wayne Perkins</b>	<b>Firefighter</b>	<b>842-4420</b>	<b>842-0984</b>
<b>Wade Pillman</b>	<b>Firefighter</b>	<b>842-2797</b>	<b>806-9000</b>
<b>Jimmy Postans</b>	<b>Hon/Firefighter</b>	<b>842-3680</b>	<b>806-7688</b>
<b>Peter Scislowski</b>	<b>Probationary</b>	<b>842-8940</b>	<b>842-8940</b>
<b>Matt Slimmon</b>	<b>Training Officer</b>	<b>842-0562</b>	<b>842-0562</b>
<b>Aime Smyl</b>	<b>Captain</b>	<b>842-3483</b>	<b>842-7278</b>
<b>Nick Soriao</b>	<b>Firefighter</b>		<b>806-1333</b>
<b>Keith Steele</b>	<b>DFC Operations</b>	<b>842-2613</b>	<b>842-8855</b>
<b>Allison Trelbuk</b>	<b>Firefighter</b>	<b>842-2757</b>	<b>806-9004</b>
<b>Dan Wourms</b>	<b>Firefighter</b>	<b>842-2486</b>	<b>842-7056</b>