

Government of Alberta  
Department Consequence  
Management  
Plan

Alberta Emergency Management Agency  
January 1, 2008



Alberta Emergency Management Agency

**MANAGING DIRECTOR'S PLAN APPROVAL**

This plan was developed in accordance with the principles outlined within the *Government Emergency Management Regulation* and is integrated with the Alberta Emergency Management Framework.

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E. David Hodgins, CEM  
Managing Director  
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Date

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Terri Savitsky, Justice and Attorney General.

This guide has been written in plain language. If you have suggestions about making the guide easier to read or understand, please contact:

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This planning model is available in electronic format by contacting the Alberta Emergency Management Agency at 780-644-3888.



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## **General Instructions**

### **1. The Department Consequence Management Plan**

A consequence management plan defines the role of a department or agency of the Government of Alberta (GoA) in the emergency management process used for any emergency / disaster in Alberta. It establishes the Department's policies, concepts and protocols for the implementation of an emergency management system.

The plan is developed to comply with the *Government Emergency Management Regulation* which states, "Each department must prepare, implement and maintain plans, including reviewing the effectiveness of the plans, as required by the Agency under section 2 and the Alberta Emergency Plan."

The Department Consequence Management Plan ensures that the Consequence Management Officers (CMOs) of provincial departments have a plan to respond to requests for assistance and are aware of their role and that of their department when the Government Emergency Operations Centre (GEOC) is activated.

### **2. Instructions for the Completion of the Consequence Management Plan**

This plan contains general instructions, a plan template, a plan review form and a submission schedule to assist department CMOs to develop or update their Department Consequence Management Plan. Users are encouraged to use and copy the template provided.

In addition, included is the plan review report that will be used to review the plans due, annually, at the end of March. The review will change as the plan requirements are refined, to better reflect consequence management requirements. At the beginning of October, AEMA will advise departments of any new requirements for the coming year, to allow CMOs time to incorporate changes to their plans.

The Consequence Management Template Guide, previously issued in 2006, is an excellent example of both a stand alone hazard specific plan template and the in-depth planning process required for it. If your department is considering completion of a hazard specific plan, then that is the template to use. Although not included within this plan, it can be easily obtained from the AEMA Plans Section.

### **3. Plan Submissions**

Consequence management plans will be submitted every two years, with updates during the alternating years. Updates are required to keep contact listings up to date, as well as to reflect evolving department mandates. In addition, given that some departments have the same person responsible for both the consequence management and business continuity plans, AEMA will schedule the consequence management submission to alternate with the business continuity plan submission dates (See the submission dates at Annex D).

### **4. Timelines**

There are three key dates involved with the annual consequence management plan. These are:

- a. 31 March – the Department Consequence Management Plan is due to AEMA for review;
- b. 1 July – the AEMA completes its review of the departments' plans and forwards the plan review to the department Deputy Minister; and
- c. 1 October – the AEMA consequence management plan review team distributes revised direction for completion of the following year's department plan.

## Annex A

### **Department Consequence Management Plan Template**

#### **Section 1- Introduction**

##### **1. Preface**

The aim of this plan is to provide *Department X* with a template to outline how the department will respond to the consequences of a provincial-level emergency or disaster. During a disaster or major emergency affecting any part or all of Alberta, departments may be called upon to provide resources and perform the functions assigned to them in the *Government Emergency Management Regulation (GEMR)* and the Alberta Emergency Plan. When the disaster reaches the level of severity defined in this plan, the Government Emergency Operations Centre may be activated to provide a GoA coordinated response to the incident.

##### **2. References**

*Emergency Management Act E-6.8 RSA 2000;*

*Government Emergency Management Regulation 248 / 2007;*

Alberta Emergency Plan;

Auditor General's Report dated 20 July 2007; and

GoA Business Continuity Guide.

##### **3. Legislative Authority**

The legislative authority and rationale for consequence management planning is derived from the GEMR administered by the AEMA. Specifically Section 2 (1)(f)(i) of the regulation defines the duties for a department, "To prepare, implement and maintain, in accordance with the Government plans, consequence management plans, business continuity plans and any other plans required by a responsible Minister."

##### **4. Definitions**

**Consequence Management** - Consequence management carried out by the GoA addresses the effects of an incident on lives, property and the environment. It includes measures to protect public health and safety, restore essential public (local authority) services and infrastructure, and provide emergency relief to governments, businesses and individuals affected by an emergency incident or disaster. The four elements of consequence management are mitigation, preparedness, response and recovery. Emergencies or disasters may be caused by a man-made non-intentional or natural hazards and occur locally or at provincial level. Consequence management covers the

actions coordinated by the AEMA with regard to major emergencies, less man-made intentional events (i.e. terrorism). For man-made intentional events, consequence management refers only to the response and recovery activities of emergency management.

Disaster - An event that results in serious harm to the safety, health or welfare of people or widespread damage to property. (*Emergency Management Act, E-6 RSA 2000*)

Emergency - An event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health and welfare of people or to limit damage to property. (*Emergency Management Act, E-6 RSA 2000*)

Operations Centre - A work area common to persons responsible for coordinating the overall emergency / disaster response of a local or provincial authority.

Lead / Subject Matter Expert - The organization assigned by legislation, regulation, policy or a plan to lead the emergency management of a specific hazard.

Coordinating Agency - The organization assigned by legislation, regulation, policy or a plan to coordinate the efforts of different orders of government, supporting / logistic agencies and other emergency management partners to coordinate requests from the lead agency to deal with the results of the specific hazard.

Supporting / Logistic Agencies - Organizations assigned by legislation, regulation, policy or a plan to assist in the emergency management of a specific hazard.

## **5. Acronyms**

AEMA – Alberta Emergency Management Agency;

AEP – Alberta Emergency Plan;

BCP – Business Continuity Plan;

GEOC - Government Emergency Operations Centre; and

GEMR – *Government Emergency Management Regulation*.

## **6. How to Use the Department Consequence Management Plan**

In the event of an incident, use this document as a reference guide for consequence management processes. Any staff member who is or may be involved in consequence management planning activities must be familiar with this document and review it regularly for updates.

In addition, this document should be provided to persons becoming familiar with consequence management planning within *Department X* or who are new to the department and who may become involved in consequence management activities. This plan can also be used for training, awareness, and exercise development and validation purposes. Anyone who identifies an error, omission or incorrect information in this document should notify the department consequence management officer to update the plan.

## **7. Plan Review and Submission**

*Department X's* annual Department Consequence Management Plan will be completed and passed to the AEMA GEOC Plans Section Chief by 31 March, each year. On 1 July, AEMA will forward completed plan reviews of departments' plans to department Deputy Ministers. Following this, by 1 October the AEMA consequence management plan review team will issue revised direction for completion of the following year department plans.

For further information on consequence management planning, please contact the following personnel:

AEMA (Primary) – Director Consequence Management @ (780)-415-0914

AEMA (Secondary) – Plans Section Chief @ (780)-422-0349

*Department X* (Primary) –

*Department X* (Secondary) –

## **SECTION 2 – BACKGROUND**

### **1. Preface**

This section provides background information on consequence management planning in both the GoA and *Department X*. The intent of this section is to provide some context regarding consequence management planning.

### **2. Purpose of Consequence Management Planning**

The purpose of consequence management planning is to mitigate, prepare, respond and recover from major emergencies within the province or, where Alberta has committed to support, outside the province. This planning has the following potential benefits:

- ensures the safety of persons;
- minimizes potential property damage;
- minimizes potential revenue loss;
- prevents a loss of confidence in the GoA;
- reduces the probability that a significant interruption will occur to a local authority; and
- reduces a disruption of normal operations to a local authority.

### **3. Scope of Consequence Management**

Consequence management refers to support for matters involving emergency situations identified by the province or a state of local emergency declared by a local authority (city or town). The GoA, through AEMA, will assist in these emergency situations by providing advice, personnel, resources, funding or other support as necessary. As per the GEMR, *Department X* has developed this consequence management plan to provide emergency management assistance if required.

For *Department X*, the primary areas of assistance that may be required include, but are not limited to:

- specialist services and advice;
- planning; and
- assistance in resource acquisition.

### **4. Organization and Governance**

The AEMA, using an all-hazards approach, is the primary coordinating organization for consequence management activities for the GoA. The Agency coordinates and links the response at all levels of government, the private sector and non-governmental organizations within Alberta.

### **5. Types of Organizations**

Within the GoA context, there are three types of organizations planning for and responding to an emergency, these are:

<b>Type</b>	<b>Description</b>
Lead / Subject Matter Expert	The organization assigned by legislation, regulation, policy or a plan to lead in the emergency management of a specific hazard.
Coordinating Agency	The organization assigned by legislation, regulation, policy or a plan to coordinate the efforts of different orders of government, supporting / logistic agencies and other emergency management partners to coordinate requests from the lead agency to deal with the indirect results of the specific hazard.
Supporting / Logistic Agencies	Organizations assigned by legislation, regulation, policy or a plan to assist in the emergency management of a specific hazard.

## 6. Consequence Management Support

In the event of an emergency, the following resources from *Department X* may be called upon to assist AEMA and local authorities.

<b>Support Type</b>	<b>Availability (Yes / No)</b>	<b>Contact information</b>
Equipment & Supplies		
Transportation		
Maintenance / Equipment Support		
Accommodation / Feeding		
Health care		
Financial		
Legal		
Infrastructure		
Other ( <i>Specify</i> )		

The AEMA Plans Section Chief or the Logistics Chief can provide advice on what equipment and support from a department may be useful in the event of an emergency.

## SECTION 3 – CONSEQUENCE MANAGEMENT INFORMATION

### 1. Preface

This section contains contextual and descriptive information regarding consequence management. It is important to remember that in the event of a large scale emergency, the department's Consequence Management Plan and the Business Continuity Plan may be activated together.

### 2. Department Contact Information

The following are department contact lists in the event of an emergency. The first list identifies both primary and alternate contacts by division and branch. The second list identifies other personnel who may need to be contacted should the primary and secondary contacts be unavailable. The final list identifies the department's primary non-government stakeholder organizations and the primary department contact for each.

#### Primary Contact List and Alternates

<b>Name</b>	<b>Role/Division</b>	<b>Business Phone</b>	<b>Business Cell</b>	<b>Home Phone</b>

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Secondary Contact List and Alternates

Name	Role/Division	Business Phone	Business Cell	Home Phone

Department Stakeholder List and Department Contact

Stakeholder Organization	Department Contact	Business Phone	Business Cell	Home Phone

**3. Government Emergency Operations Centre**

The GEOC will be the hub of all consequence management operations undertaken by the AEMA during a provincial emergency. The GEOC is located at 14515 – 122 Avenue NW in Edmonton.

**4. Activation of the GEOC**

When the AEMA alerts the departments, the *Department X* consequence management officer will:

- report to the GEOC;
- advise their senior manager of the reason for the activation and potential involvement of their department.

The senior manager is responsible for ensuring the department’s executive management is briefed on the situation, potential tasks and other involvement.

**5. Summary of Roles and Responsibilities**

AEMA roles

- activate the GEOC;
- recommends a lead Government organization for operations;
- the AEMA Operations Chief confirms staffing in the GEOC;
- draft “ States of Emergency” if required;
- activate the plans section for the planning process;
- in consultation with the Lead Agency, approve public information releases on the situation;
- brief and approve information releases to senior officials;
- coordinate the minute to minute activities of the GEOC;

- ensure information passage;
- establish the operational periods;
- ensure that reports are prepared and distributed;
- draft plans;
- receive, action and distribute information (duty logs); and
- oversees the Post Operations Report (POR) and Lessons Learned process.

#### Department X

The primary role of the consequence management officer is information and task management. Other duties of the consequence management officer may include:

- report to the GEOC and man the Department X work station;
- knowledge of and participate in emergency management processes, procedures and plans;
- knowledge and training on the GEOC information management systems;
- knowledge of the department's stakeholders;
- current awareness of the emergency situation;
- coordinate information and tasks;
- link to home department;
- access department specialists;
- completes operations log and situation reports;
- participate in lessons learned and post operation report;
- acquisition of resources within the department's purview; and
- ensuring the department's business continuity officer is aware of the department's consequence management tasks and that these are reflected in the department's business continuity plan.

## **SECTION 4 - COMMUNICATIONS**

### **1. Public and Media Communications**

The news media have a positive role to play in the distribution of accurate, timely information to the public during a GoA consequence management response. Prior to activation of the GEOC, *Department X* is responsible for its own media information. After activation, all media releases relating to the incident in question will be cleared through the Public Affairs Bureau representative, located in the GEOC.

**Annex B**

**Government of Alberta Emergency Plans**

1. **General** The GoA currently has nine emergency plans that are risk or situation specific. For each of these plans a number of entities; government, private sector and non-government organizations are involved in situation management and recovery. Each plan has a number of GoA departments represented, including *Department X*. For each of the nine plans, the roles and responsibilities of *Department X* personnel are summarized. Where known, specific contact information is provided.

*[Only include those plans your department either is or could conceivably become involved with. If unsure, please contact the AEMA's Plans Section.]*

2. **Foreign Animal Disease Emergency Support Plan (FADES)**

- a. The plan provides a framework for federal, provincial and local governments to provide assistance required by the Canadian Food Inspection Agency for the eradication of an outbreak in Alberta.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

3. **Alberta Pandemic Influenza Operations Plan**

- a. This is a provincial strategic plan, which details Alberta's preparations and response to a potential influenza pandemic.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

4. **Alberta Critical Plant Pest Infestation Response Plan**

- a. This plan provides a mechanism for federal, provincial, or local governments to respond to critical plant pest infestations that seriously threaten to damage agricultural or forest resources, tourism or natural protected areas in Alberta.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**5. Alberta Blockade Response Plan**

- a. This plan is designed to guide the GoA’s response to blockades that restrict the authorized use of public lands, highways or other facilities in order to emphasize a position in a dispute.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**6. Earthquake Response Plan for BC**

- a. This plan coordinates provincial assistance to British Columbia in order that the Government of British Columbia can begin self-recovery. The plan will work in concert with the National Earthquake Support Plan and British Columbia Earthquake Support Plan.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**7. Petroleum Industry Incident Support Plan**

- a. The plan directs and coordinates the responses of provincial government departments and agencies in order to support the upstream operator and the local authority during a petroleum incident.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**8. Dam Breach Emergency Support Plan**

- a. Dam owners have an obligation to protect lives and prevent property damage in the event of a dam breach. Therefore, each site must have a dam breach emergency response plan.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**9. Alberta Emergency Plan**

- a. This plan ensures the GoA can respond in a prompt and coordinated manner to disasters and emergencies.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**10. Dangerous Goods Incident Support Plan**

- a. The plan directs and coordinates the provincial government response in support of the local authority during a dangerous goods incident.

Responsibilities	Primary Contact	Business Phone	Secondary Contact	Business Phone

**Annex B**

**Department Consequence Management Plan  
Review Form**

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**Date Received:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_ **Department CM Officer:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

Review Area	Criteria	Yes	No	Comment
Background	Definitions-Adequate explanation provided for each			
	Acronyms-All acronyms used must be explained			
	References-All relevant legislation and supporting documents referenced			
Threats	Does the plan outline the threats envisioned for the department?			
	Has the plan outlined a specific threat and, if so, has a hazard specific consequence management plan been completed?			
Partnerships and Stakeholder	Does the plan contain partnership and stakeholder information?			
Department Contact Information	Is the primary and secondary contact information complete?			
Primary Areas of Assistance.	Does the plan state the primary areas of assistance envisioned			

	for the department?			
Support	Have specific areas of support been identified?			
GoA Emergency Plans	Have the GoA plans been examined with a view to the Department's role, responsibilities and contact lists?			
Coordination with department business continuity plan	Have the services and tasks outlined in the AEP been reflected in the department's business continuity plan, together with continuity strategies. (Reviewer to check against the department's business continuity plan)			

**Annex C**

**Plan Submission & Review Schedule**

Group A – Plan submissions and reviews commence March 2008 (and every 2 years thereafter)  
 Group B - Plan submissions and reviews commence March 2009 (and every 2 years thereafter)  
 Both Group A & B will submit key information updates during alternate years

Item No	Entity / Plan	Group A or B
1	Advanced Education & Technology	A
2	Children’s Services	A
3	Education	A
4	Justice & Attorney General	A
5	Health & Wellness	A
6	International, Intergovernmental & Aboriginal Relations	A
7	Legislative Assembly	A
8	Corporate Human Resources	A
9	Seniors & Community Supports	A
10	Service Alberta	A
11	Treasury Board	A
12	Tourism, Parks, Recreation & Culture	A
13	Employment, Immigration & Industry	A
14	Agriculture & Food	B
15	Energy	B
16	ERCB	B
17	Environment	B
18	Executive Council & PAB	B
19	Finance	B
20	Infrastructure, Transportation	B
21	Municipal Affairs & Housing	B
22	Solicitor General & Public Security	B
23	Sustainable Resource Development	B
24	Alberta Pensions Administration	B