



# STRATHCONA COUNTY

## MEP Annex Plans

### Annex Includes:

- MEP Annex Plan
- Business Continuity Plan (BCP)
- Communications & Warning Plan (CWP)
- Emergency Operations Plan (EOP)
- Emergency Social Services Plan (ESS)
- Governance Plan (GOV)
- Recovery Plan (REC)
- Risk Assessment Plan (RISK)
- EM Training Plan (TRAINING)



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This Page reserved



## Municipal Emergency Plan (MEP) Annex Plan

Function:	MEP Supporting Documentation		
Date/Time Created:	June 22, 2020	<b>LAST Revision</b>	
Prepared by:	Bev Fowler, EM Admin Assistant		
Reviewed by:	Gordon George, Assistant Chief, Emergency Management / DDEM		
Document Library	MEP, Annex		

**Please note:** All plan documents will be considered living documents and will be subject to revision as required with little to no notice. All revisions will be pre-approved by the EM Program Director and / or the DEM prior to document update. Please continue to check the SharePoint Library to ensure the latest version is being followed.

### Approved By:

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 DEM

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 Date

### Purpose / Background

The MEP Annex Plan is designed to provide a high level overview of the individual MEP annexes to help the user navigate quickly through the MEPs interrelated adjunct plans and supporting documentation.

### Scope

This overarching Annex Plan provides an overview of the individual MEP annex plans, along with a listing of their supporting plans and documentation. A copy of each individual annex plan is also located within the applicable annex. Because each incident is unique and may not require activation of all MEP annexes in the same sequential order, the annexes are ordered alphabetically for ease of reference.

For further details on the individual annexes, including interrelated or supporting sub-annex plans and documentation, refer to the applicable annex plan.

### Plan Objectives:

1. Provide an overview of the MEP Annexes and their supporting plans and documentation for quick reference and MEP navigational purposes.
2. Identify processes for implementation, maintenance and continual improvement of both the Plan and supporting documentation

**MEP Annexes:*****Business Continuity Plan (BCP)***

<b>Plan Purpose</b>	The MEP BCP is designed to help identify measures to mitigate risk and assist in the development of business continuity strategies. The BCP process should ensure the continued availability of essential services, operations and programs. BCPs are activated during or immediately after an emergency or disruption of service to ensure the rapid and cost effective recovery of these essential services and operations.
<b>Supporting Plans &amp; resources:</b>	Strathcona BCP documentation
<b>Participating Departments:</b>	All Strathcona County Departments to provide input

***Communications and Warning Plan (Crisis Communications) (CWP)***

<b>Plan Purpose:</b>	As required under the LEMR and outlined in the MEP, Strathcona County shall develop a Communications and Warning Plan (CWP) to guide crisis communication and information management response components, and the activation and operation of all available public warning (alerting) tools in support of an extraordinary event.
<b>Supporting plans &amp; resources:</b>	Includes Crisis Communications Plan, Alert System Information and other related resources. Includes the following annexes: <ul style="list-style-type: none"><li>• Crisis Communications Plan Annex</li><li>• Public Alerting Annex</li><li>• Satellite Phone Annex</li><li>• AFRRCS Plan</li></ul>
<b>Lead Department:</b>	<ul style="list-style-type: none"><li>• Corporate Communications (COMC) – Crisis Communication Sub Annex</li><li>• Emergency Management Agency (SCEMA) – remaining CWP Annexes</li></ul>

***Contact Directory***

<b>Directory Purpose:</b>	includes federal, regional, stakeholder, vendor and staff personal emergency contact lists
<b>Participating Departments:</b>	All Strathcona County Departments to provide input

***Emergency Operations and Response plan (EOP)***

<b>Plan Purpose:</b>	As required under the LEMR and outlined in the Response segment of the MEP, Strathcona County shall develop an Emergency Operations Plan (EOP) to guide the activation and operation of its emergency response functions and components in support of an extraordinary event.
<b>Supporting plans &amp; resources:</b>	This overarching EOP is supported by the <b><i>EOP Annex</i></b> , organized into the following components: <ul style="list-style-type: none"><li>• EOP Plan</li><li>• EOP Quick Reference Guides (QRG)</li><li>• Roster Annex</li><li>• EOC Annex</li><li>• IMT Annex</li></ul>

- ICS Templates and Checklists
- Mutual Aid Annex

Each component documents specific plans, policies and procedures for identification, development, implementation, tracking and maintenance of each response component and the overarching EOP, including general timelines, required resources and templates, and implementation of continual improvement of both the Plan and associated processes and records.

**Lead Department:** Emergency Management Agency (SCEMA)

### ***Emergency Social Services Plan (ESS OPS)***

**Plan Purpose:** As required under the LEMR and outlined in the Response segment of the MEP, Strathcona County shall develop an Emergency Social Services (ESS) Plan to guide the activation and operation of its emergency social services (ESS) response functions and components in support of an extraordinary event.

**Supporting plans & resources:** The overarching ESS Plan is supported by the ESS User Manual

**Lead Department** Family and Community Services (FCS)

### ***Governance Documentation Plan (GOV)***

**Plan Purpose:** As outlined in the overarching document, the Strathcona County MEP derives its legal authority from legislation and policies at both the provincial and municipal level. This Governance Documentation Plan includes details on the overarching provincial and municipal governing documentation, including legislation, bylaws and other County-specific policies.

**Supporting plans & resources:** This overarching Governance Documentation Plan is supported by the Governance Annex, organized into the following components.

- Provincial EM Legislation
- Strathcona County Bylaws and Policies

Each component provides specific documentation intended to provide guidance on the legal authority of the MEP.

**Lead Department** Emergency Management Agency (SCEMA)

### ***Recovery Plan (REC)***

**Plan Purpose:** As stated in the EM Act and the LEMR, local governments are responsible for coordinating community recovery within their jurisdictional area. The purpose of the Recovery Plan is to provide a mechanism to identify and coordinate local recovery resources, match them with the recovery needs of the community and build resiliency after an extraordinary event.

**Supporting Plans and Resources** Includes the following sub-annexes

- Recovery Committee Plan (RCP)
- Recovery Action Plan (RAP)
- Public Recovery Information Plan (PRIP)

**Participating Departments:** All Strathcona County Departments to provide input

**Risk Assessment Plan (RISK)**

<b>Plan Purpose:</b>	As required under MEP Key Legislation, the county shall develop a strategic foundation for identifying and assessing the risk threatening our community in order to create a common operating picture and a means of objective comparison across services through a focused, repeatable and evidence-based approach.
<b>Supporting Plans and Resources</b>	Includes the following sub-annexes <ul style="list-style-type: none"><li>• Strathcona County Risk Matrix</li><li>• Strathcona County Services Classification</li><li>• Risk Matrix Definitions and Scoring Guide</li></ul>
<b>Participating Departments:</b>	Lead: Emergency Management Agency (SCEMA) All Strathcona County Departments to provide input

**EM Training Plan (TRAINING)**

<b>Plan Purpose:</b>	As required under the LAEMR and outlined in the Preparedness section of the Strathcona County MEP, Strathcona County shall implement an EM Training Program to ensure adequate human resources are available as required to implement the plans and procedures outlined in the MEP and supporting documentation. For ease of reference, the training program will be broken into specific components with interrelated and supporting plans and documentation. Strathcona EM Division shall be responsible for development, implementation and maintenance of these plans and all associated records for the county as a whole.
<b>Supporting plans &amp; resources:</b>	This overarching EM Training Plan is supported by various adjunct plans for each aspect of the MEP response component training, organized into the following annexes. <ul style="list-style-type: none"><li>• BCP Training</li><li>• EM Academic Component</li><li>• EMEX Component</li><li>• EOP Training</li><li>• ESS Training</li><li>• ICS Training</li><li>• Public Warning and Alerting Training</li></ul> Each annex documents plans, policies and procedures for identification, development, tracking and maintenance of competencies needed to meet the objectives of each specific adjunct plan, including general timelines, required resources and templates, and Implementation of continual improvement of both the Plan and associated processes and records.
<b>Lead Department:</b>	Emergency Management Agency (SCEMA)

### ***Glossary of Acronyms and Terms***

**Supporting documentation:** Provides an alphabetical listing of acronyms and common terminology used in the Strathcona County MEP and the County's EM program. Includes common ICS acronyms and terms.

**Lead Department:** Emergency Management Agency (SCEMA)

### **Roles and Responsibilities:**

Strathcona County Emergency Management Agency (SCEMA), in collaboration with the D/DEM, shall:

- a) Develop, implement and maintain the MEP Annex and associated plans and procedures
- b) Consult with and assist County departments in developing, planning and executing Department-specific roles and processes related to the MEP and supporting plans
- c) liaise with external agencies and surrounding municipalities as mutual aid partners to ensure a collaborative and efficient response

All Strathcona County Departments shall:

- a) provide timely input and feedback to SCEMA where applicable and required.

### **Supporting Plans and Resources**

This overarching Annex Plan is supported by the Annex Plans and packages as noted above.

### **Evaluation**

#### **Audit and Review**

Strathcona County Emergency Management Agency shall conduct annual audits and reviews to determine conformance and effectiveness of the implementation and maintenance of the MEP and its component parts. Such audits and reviews shall include, but not be limited to in-depth After Action Reviews (AARs), Quality Management annual internal and external ISO audits, and the annual AEMA audit as required under the LAEMR.

#### **Corrective Action**

The County's Emergency Management Agency shall take corrective action on identified deficiencies, gaps, and limitations, to ensure that lessons documented in the various program evaluations, exercises, tests, and audit review processes become lessons learned and implemented.

### **Management Review**

#### **Senior Management Review**

This Annex shall be included in the MEP Annual review by the County's Senior Leadership, including members of the EAC and SCEMA, as outlined in the MEP Executive Summary.

#### **Continual Improvement**

The program review process shall incorporate ongoing analysis and evaluation, as well as corrective action planning and review as outlined in the MEP.