



# DRUMHELLER

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## COUNCIL POLICY

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### Policy # C-04-07

## EMERGENCY RESPONSE PLAN

### THE PURPOSE OF THE POLICY IS TO:

Ensure that procedures are developed which clarify agency responsibilities and response procedures for Emergencies.

### POLICY STATEMENT:

The Town of Drumheller shall maintain a protocol and procedure detailing agency and department emergency response and site management responsibilities for Emergencies.

### 1. FIRE DEPARTMENT

- a) The Fire Department shall be in charge during all fires, until the fire is extinguished.
- b) The Senior Fire official shall be the designated officer in charge and shall normally use Crash Truck Unit #4, as the mobile command post.
- c) The Officer in charge shall co-ordinate the duties of external agencies through their designated representatives.
- d) The Officer in charge shall be responsible for the accurate documentation of the fire.
- e) The Officer in charge shall formally turn the control of the fire site over to the R.C.M.P., once the fire is extinguished.

### 2. R.C.M.P.

- a) The R.C.M.P. shall be responsible for securing the inner perimeter of the fireground. This shall include hydrant locations, hose layout requirements, traffic control and site security.
- b) The control of the fire site shall be transferred from the Fire Department to the R.C.M.P. on the decision of the Fire Department Officer in charge.
- c) The R.C.M.P. shall co-ordinate Agency debriefings within 48 (forty eight) hours of the incident, when appropriate.

### **3. OTHER AGENCIES**

- a) The Town of Drumheller will assist the R.C.M.P. with traffic control or outer perimeter establishments as required.
- b) During normal office hours, all requests for Town Assistance shall be authorized by the Chief Administrative Officer. After hours, the Senior Official on call has the authority to act.

### **4. GENERAL**

- a) Co-ordination of on site communication is critical. The protocol for all agency officials shall be:
  - 1) Immediately identify and report to the Fire Department Officer in charge.
  - 2) Carry out duties as requested.
- b) The person reporting to the Senior Fire Official shall be the designated representative for the support agency and will act as liaison between the Fire Department and their agency for the duration of the incident, unless relieved by a senior official.
- c) Extreme care and caution shall be taken to ensure that site evidence shall not be disturbed.

### **5. MEDIA**

- a) Media releases on major fires shall be made by the R.C.M.P. after consultation with the Fire Department, Senior Officer and the Chief Administrative Office, when appropriate.
- b) The R.C.M.P. shall designate a media officer who will co-ordinate all releases.

### **6. OTHER**

- a) All motor vehicle accidents are the responsibility of the R.C.M.P.
- b) Dangerous goods incidents shall be co-coordinated by the Agency with the most expertise, and shall be determined by the Senior Fire Official.

## 7. REVIEW

- a) The protocol policy shall be reviewed annually by the Fire Chief.

## TOWN OF DRUMHELLER CALLS

Within the Town limits the first truck to respond shall be determined by the Officer in charge. As every situation is different it shall be left up to the responding officer to determine as to which should leave the Fire Hall first.

## FIREGROUND COMMAND

In order to maintain order on the fireground during a major incident a fireground command post will be set up using Unit #4 as the predetermined location for this function. All firefighters who are not assigned a specific task or have completed their assignment shall report to the command post for further assignments or will remain with their officer at his discretion.

Adopted by Council

Date: February 20, 2007

  
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Mayor

  
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Chief Administrative Officer