

Community Emergency Management Program

September 2015



Community Emergency Management Program

Alberta 
Government

IF YOU'RE
WAITING
FOR A SIGN
**THIS
IS IT.**

Overview

- History of CEMP
- Introduction to CEMP
- Login to MA Connect
- Manage My Profile
- Information Sharing Settings
- Document Library
- Self-Assessment
- Risk Assessment
- Emergency Plan



Community Emergency Management Program

Why CEMP?

- History of CEMP
- Public Safety & Building Resilient Communities
- Hazards, Risks & Vulnerability



Options

Build On MEMP

Strengths	Weaknesses
<ul style="list-style-type: none">• The core exists, works and is available through MileNet.<ul style="list-style-type: none">• User familiarity.• Original product did meet some community requirements based on stakeholder feedback	<ul style="list-style-type: none">• Requirement to change delivery portal.• Does not meet all capabilities identified through stakeholder engagements.• Technical ceiling will not enable optimal growth and/or expansion.• Potential to cost more over time (foundation is limited in scope). Could force requirement for new program earlier than anticipated.

Options

Create CEMP

- **Builds upon current direction and work completed to date.**
 - **Leverages MEMP guide, but with expanded capabilities.**
- **Content and delivery method most responsive to community requirements (feedback driven).**
- **Collaborative workspace that enables improved knowledge-sharing**
 - **Two-way interface will enable improved performance measuring.**
 - **Will provide for and support regionalization.**
- **Newer tech enables greater growth/expansion potential.**



Public Safety & Building Resilient Communities

Resilience: The capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure.

Determined by the degree to which the social system is capable of organizing itself to increase its capacity for learning from past disasters for better future protection and to improve risk reduction measures (United Nations International Strategy for Disaster Reduction, 2009)

- The Fit/Gap Analysis highlighted that building upon MEMP guide would not provide the functionality desired in CEMP guide.
- *CEMP is essentially MEMP 3.0. It will do everything MEMP did, only using newer technology and in a more user friendly way. It is the latest evolution of a good program.*

Community Emergency Management Program (CEMP) guide

MAJOR FEATURES

Self-Assessment

- self guiding questionnaire
- assess and maintain effective Emergency Program
- completed by community reviewed by the Field Officer

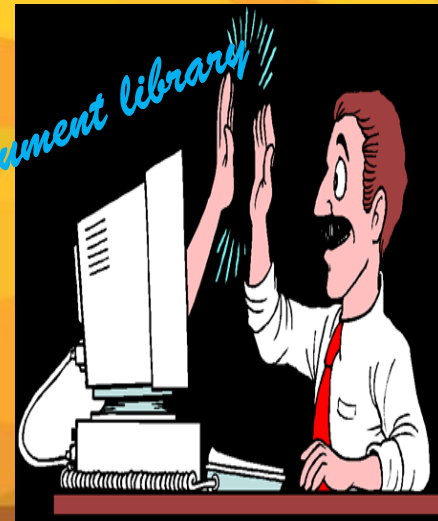
Risk Assessment

- template document for risk assessment
- specific to the community completing it

Emergency Management Plan

- “wizard approach” (guided)
- prepares procedures and equipment for use in an emergency
- structured, sharable Emergency Management Context document

All supported by a document library





Your Portal to Municipal Affairs' Applications

Username or Email

Password

Sign in

[Forgot Your Password?](#)

*This is the portal you
log into*



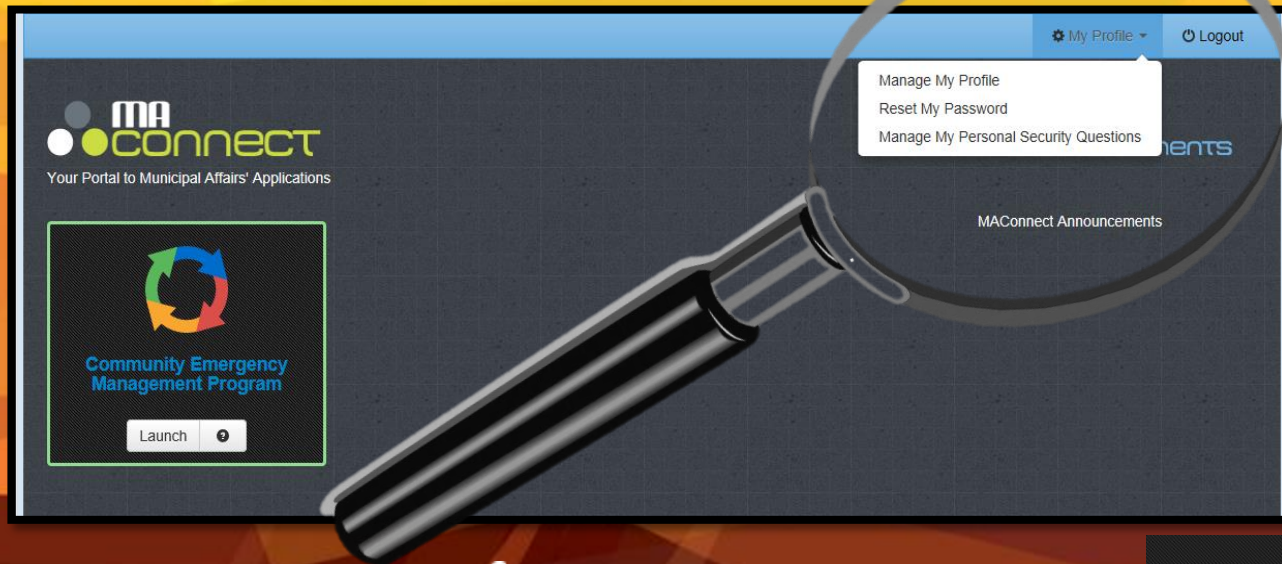
Alberta
Government



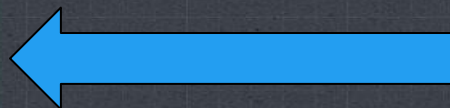
Community Emergency Management Program

Manage your profile

- Allows you to manage your profile, reset your password, and change your security questions.
- Organizations: refer to communities or regions to which you could create/edit your self-assessment, risk assessment or emergency plan.



Once In MA Connect



Click to Launch

It's that simple!

Announcements

Notice for January 20th, 2015:
MAConnect will be unavailable from 3:00 to 5:00 pm for updates. Key updates include the ability to:

- log in using email;
- email a password reset link for "Forgot Your Password" on login; and
- modify all your MAConnect account information in "My Profile>Manage My Profile" in MAConnect.

New Home Buyers Protection
The Construction Performance Guide for New Home Warranty in Alberta is now available online. For more information and links to download the Guide, visit

<http://municipalaffairs.alberta.ca>
Phone: 1-866-421-6929
Website: www.HomeWarranty.Alberta.ca

Municipal Sustainability Initiative Online (MSIO) System
Please note that online submissions of applications

CEMP guide– How May I Help?



connect Return to MACconnect My Profile Logout

Community Emergency Management Program

Home Reports Document Library


City of Edmonton Information Sharing Settings

Home Page for Community: City of Edmonton

<h4>Self-Assessment</h4> <p>Answer Questionnaire</p> <p>Status: No Assessment</p> <p>Information Sharing</p> <p>Using Regional Self-Assessment? No</p> <p>Sharing with Region? Disabled</p> <p>Sharing with Field Officers? Disabled</p>	<h4>Risk Assessment</h4> <p>Start Assessment</p> <p>Status: No Assessment</p> <p>Information Sharing</p> <p>Sharing with Region? Disabled</p> <p>Sharing with Field Officers? Disabled</p> <p>Sharing with GOA? Disabled</p>	<h4>Emergency Plan</h4> <p>Build Plan</p> <p>Status: No Plan</p> <p>Information Sharing</p> <p>Using Regional Emergency Plan? No</p> <p>Sharing with Region? Disabled</p> <p>Sharing with Field Officers? Disabled</p>
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CEMP System Administrator
cemp@gov.ab.ca
Phone: 780-422-9000
Fax: 780-644-1044

Hours of Operation
CEMP support is available Monday to Friday - 8:15 a.m. to 4:30 p.m.

 Alberta Emergency Management Agency

CEMP guide – Welcome Back



Return to MAConnect My Profile Logout

Community Emergency Management Program

Home Reports Document Library

City of Calgary

Information Sharing Settings

Home Page for Community: City of Calgary

Self-Assessment

Edit

PDF

Status: In Progress (January 26, 2015)

Information Sharing

Using Regional Self-Assessment? No

Sharing with Region? Disabled

Sharing with Field Officers? Disabled

Risk Assessment

View

PDF

Status: Completed (January 27, 2015)

Information Sharing

Sharing with Region? Disabled

Sharing with Field Officers? Disabled

Sharing with GOA? Disabled

Emergency Plan

Edit

PDF

Status: In Progress (January 27, 2015)

Information Sharing

Using Regional Emergency Plan? No

Sharing with Region? Disabled

Sharing with Field Officers? Disabled

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Alberta Alberta Emergency Management Agency

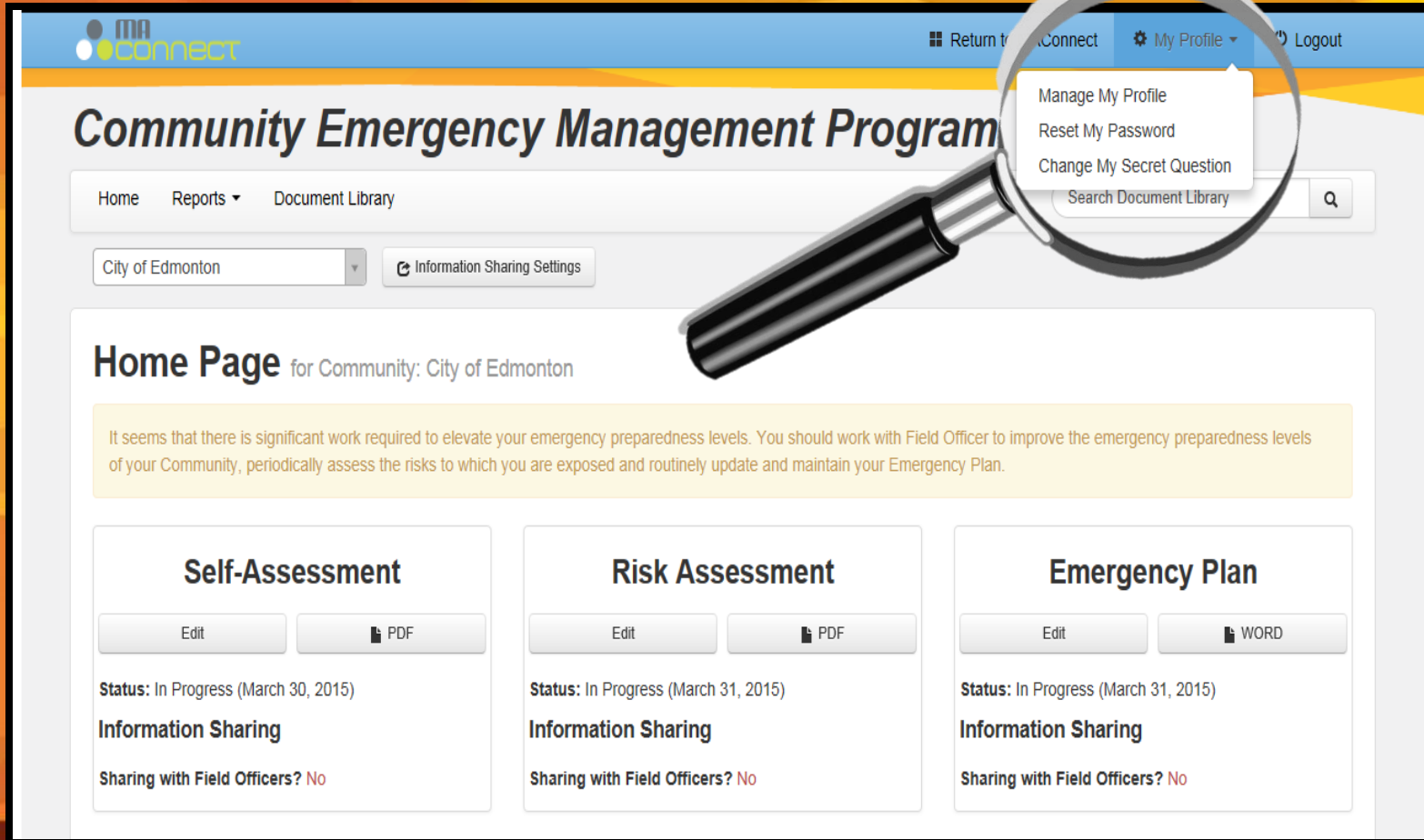
Print it, View it Edit it

Alberta
Government



Community Emergency Management Program

Manage My Profile



ma connect Return to Connect My Profile Logout

Community Emergency Management Program

Home Reports Document Library

City of Edmonton Information Sharing Settings

Home Page for Community: City of Edmonton

It seems that there is significant work required to elevate your emergency preparedness levels. You should work with Field Officer to improve the emergency preparedness levels of your Community, periodically assess the risks to which you are exposed and routinely update and maintain your Emergency Plan.

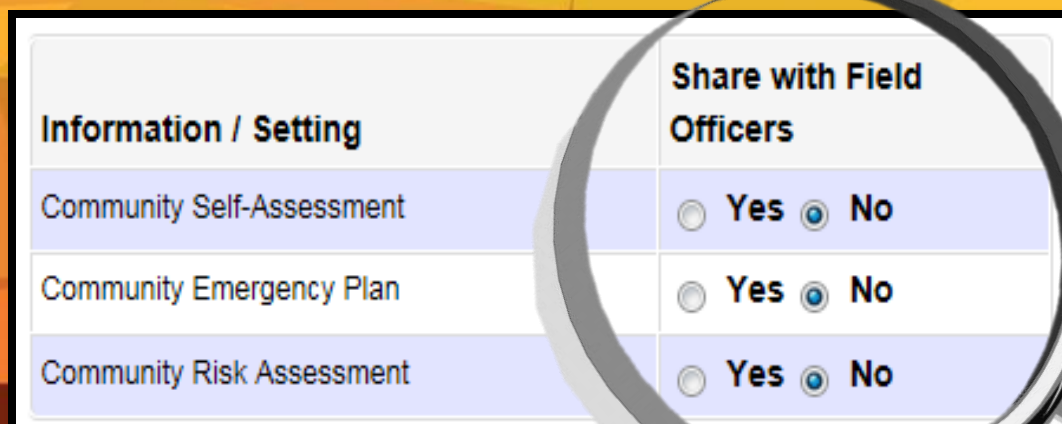
Self-Assessment	Risk Assessment	Emergency Plan
Edit PDF	Edit PDF	Edit WORD
Status: In Progress (March 30, 2015)	Status: In Progress (March 31, 2015)	Status: In Progress (March 31, 2015)
Information Sharing	Information Sharing	Information Sharing
Sharing with Field Officers? No	Sharing with Field Officers? No	Sharing with Field Officers? No

Information Sharing Settings

Regions and Communities have the ability to decide whether they would like to share their information, and thus receive feedback from their AEMA Field Officers.

Yes: Field Officers can review the documents and provide their feedback and recommendations.

No: Field Officers will not be able to access the Community's or Region's information nor provide feedback.



Information / Setting	Share with Field Officers
Community Self-Assessment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Community Emergency Plan	<input type="radio"/> Yes <input checked="" type="radio"/> No
Community Risk Assessment	<input type="radio"/> Yes <input checked="" type="radio"/> No

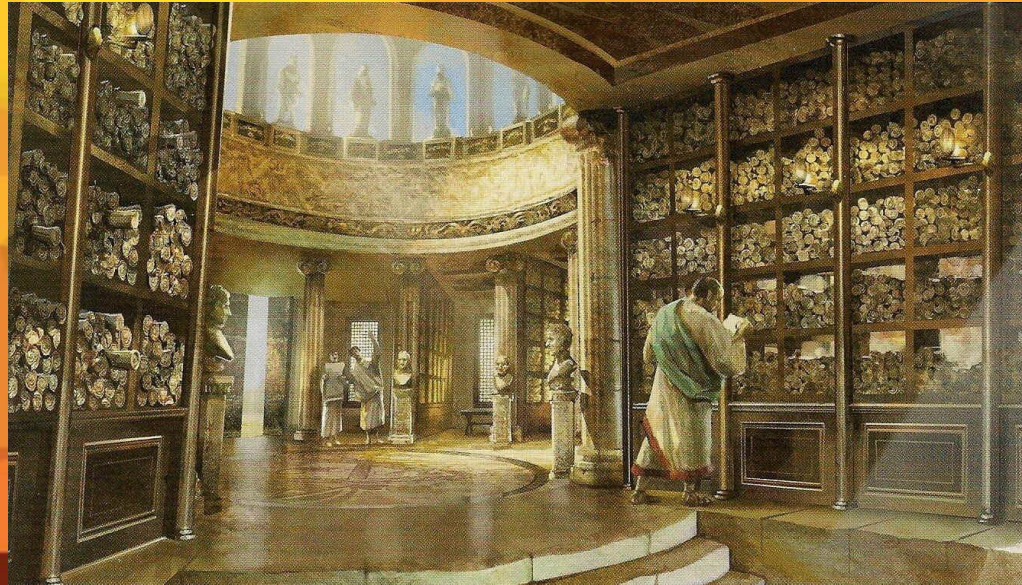


Information Sharing Settings

1. Information Sharing Settings apply to all items, including those that have been automatically archived by CEMP.
2. Switching the Information Sharing Settings for the Self-Assessment or Emergency Plan will automatically put them to “In Progress”
3. Since the Risk Assessment is part of the Emergency Plan, one cannot choose to share the Emergency Plan without the Risk Assessment.
 - However, it is possible to choose not include the Risk Assessment in their Emergency Plan (by means of removing the “Hazard Impact and Risk Assessment” section from their Emergency Plan.
4. When Using the Regional Self-Assessment or Emergency Plan, the Self-Assessment and/or Emergency Plan settings from the Region will be inherited to the Community.

The Document Library

- **What is the Document Library?**
 - **How to use it.**

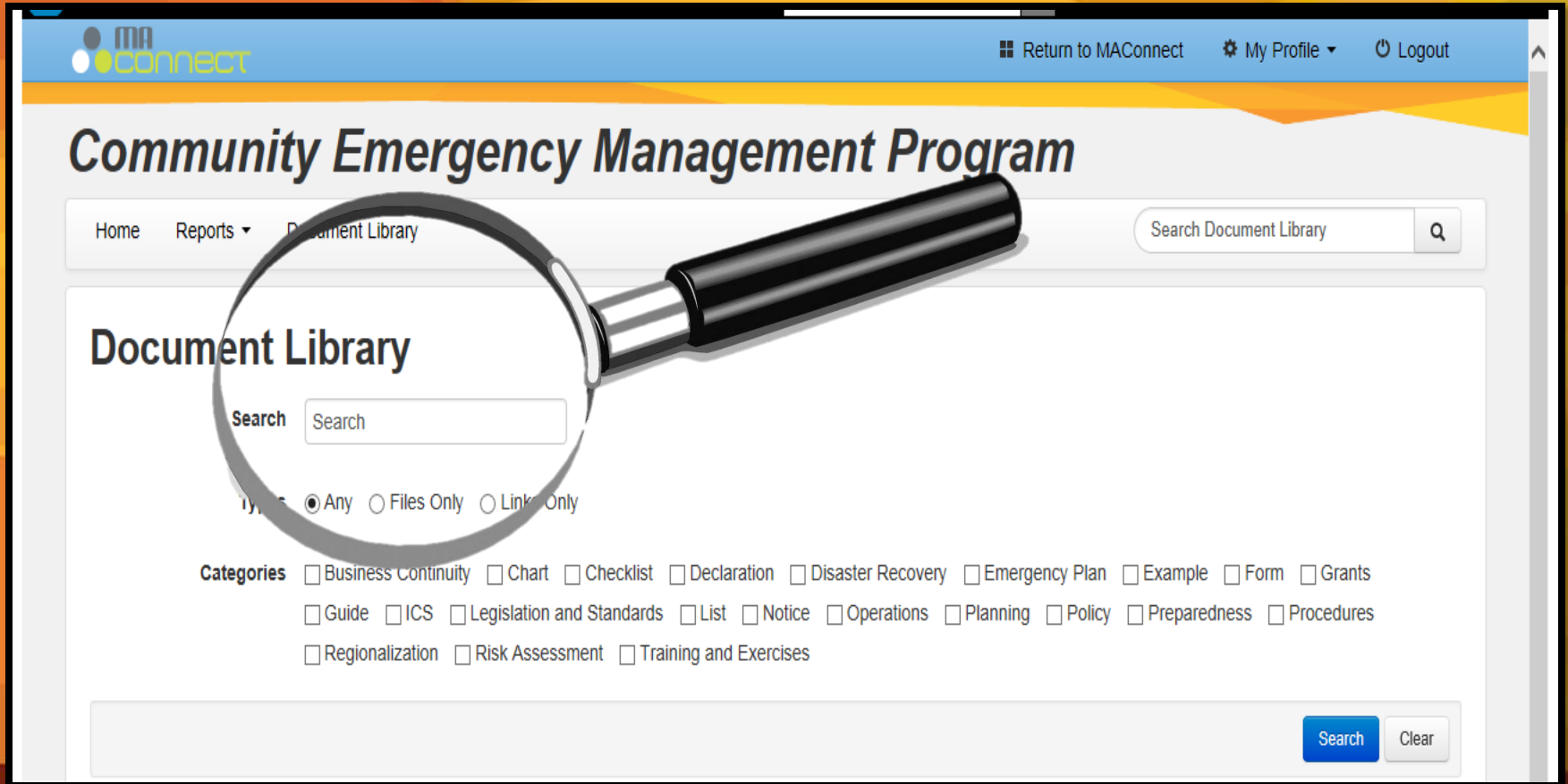


What is the Document Library?

The Document Library: A searchable online library offering support and reference materials.

- **The CEMP Coordinator uploads updates and/or removes documents in the library.**
- **If you see there are additional resources you would like to see added, or removed, please contact the coordinator or speak with your Field Officer.**

Document Library



ma connect

Return to MAConnect My Profile Logout

Community Emergency Management Program

Home Reports Document Library

Search Document Library

Document Library

Search Search

Type Any Files Only Links Only

Categories

- Business Continuity
- Chart
- Checklist
- Declaration
- Disaster Recovery
- Emergency Plan
- Example
- Form
- Grants
- Guide
- ICS
- Legislation and Standards
- List
- Notice
- Operations
- Planning
- Policy
- Preparedness
- Procedures
- Regionalization
- Risk Assessment
- Training and Exercises

Search Clear



Document Library

Results

Title	Categories	Author	Last Modified	Options
Sorbe Position Checklist Initial document of the document library	Checklist		Feb 03, 2015 03:42:10	  
Staging Area Manager Position Checklist Initial document of the document library	Checklist		Feb 03, 2015 03:42:10	  
Technical Specialists Position Checklist Initial document of the document library	Checklist		Feb 03, 2015 03:42:10	  
test checklist This can be deleted because it is not linked to the EM Plan or other sections.	Checklist	Llivi Jalba	Feb 06, 2015 11:23:49	  

Show entries Showing 21 to 24 of 24

[First](#) [Previous](#) [1](#) [2](#) [3](#) [Next](#) [Last](#)

Files:



Links:



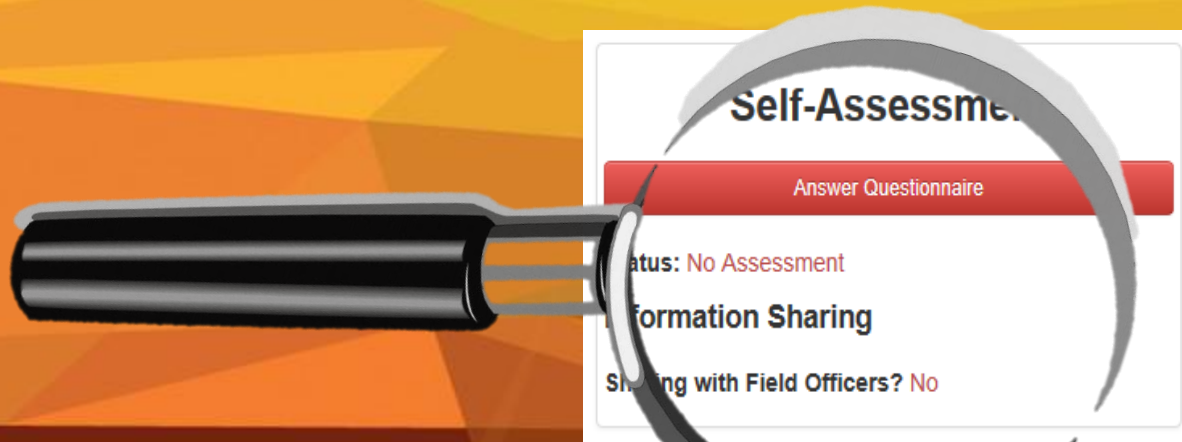


The Self-Assessment

- What is the Self-Assessment?
- How can I use the Self-Assessment?
- How do I do the Self-Assessment?
- Interpreting the Results

What is the Self-Assessment?

Self-Assessment: A questionnaire tool designed to assist Communities and Regions of Alberta to determine their ability to respond to emergencies or disasters.



Why do the Self-Assessment?

By taking the time to answer all questions, the communities' strengths and areas of improvement within their emergency plan are identified.

- Can also be completed by Regions on behalf of the Communities they represent.
- Once completed, AEMA Field Officers can review the self-assessments and provide their feedback at the user's request.

How do I do the Self-Assessment?



The screenshot shows the MAConnect web application interface for the Community Emergency Management Program. The top navigation bar includes the MAConnect logo, a 'Return to MAConnect' button, a 'My Profile' dropdown menu, and a 'Logout' button. The main heading is 'Community Emergency Management Program'. Below this, there are navigation options for 'Home', 'Reports', and 'Document Library', along with a search bar for the 'Document Library'. A dropdown menu is open, showing a search for 'City of Edmonton' and a list of results under 'Regional Partnerships' and 'Communities'. The 'Communities' list includes 'City of Calgary', 'City of Edmonton' (highlighted), 'City of Grande Prairie', and 'Town of Beaverlodge'. Below the dropdown, there are three main sections: 'Risk Assessment', 'Emergency Plan', and 'Information Sharing'. Each section has a red button to start or build the respective plan, and a status indicator showing 'No Assessment' or 'No Plan'. A magnifying glass is positioned over the dropdown menu, highlighting the 'City of Edmonton' option.



Self-Assessment Results

- By clicking on “Open” or “Save”, a copy of the document will appear.
- The following components within your report will appear as follows:
 - Field Officer Recommendations
 - User Comments
 - Unanswered Questions

1. Program Management

1. Does the Emergency Management Committee meet at least annually?

Yes

Field Officer Recommendations:
You should do this or do that etc. You should do this or do that etc. You should do this or do that etc. You should do this or do that etc.

Shown only if non-empty,
And only for In Progress Self-Assessments

2. Planning

2. Has Council appointed a Director of Emergency Management?

No – Details about the response. It's a “No” because this or that. Details about the response. It's a “No” because this or that. Details about the response. It's a “No” because this or that.

User comments shown only if non-empty

3. Have Regional Emergency Management Plans been approved by each partner community?

4. Is the Risk Assessment used to identify and prioritize hazard-specific response planning?

5. Are the Risk Assessment results included in Emergency Management Committee reports?

Unanswered questions are shown, but
grayed out



The Risk Assessment

- What is the Risk Assessment?
- How do I do the Risk Assessment?
- What do the Results Mean? How can I use them?

What is Risk Assessment?

Risk Assessment: A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, livelihoods and the environment on which they depend.

- Results are generated from a 7-step wizard based on the Hazard Identification Risk Assessment (HIRA) Methodology.
- Results are used as a stepping stone for a well-informed mitigation strategy within the Emergency Plan.



Hazard and Risk

Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation (UNISDR, 2009)

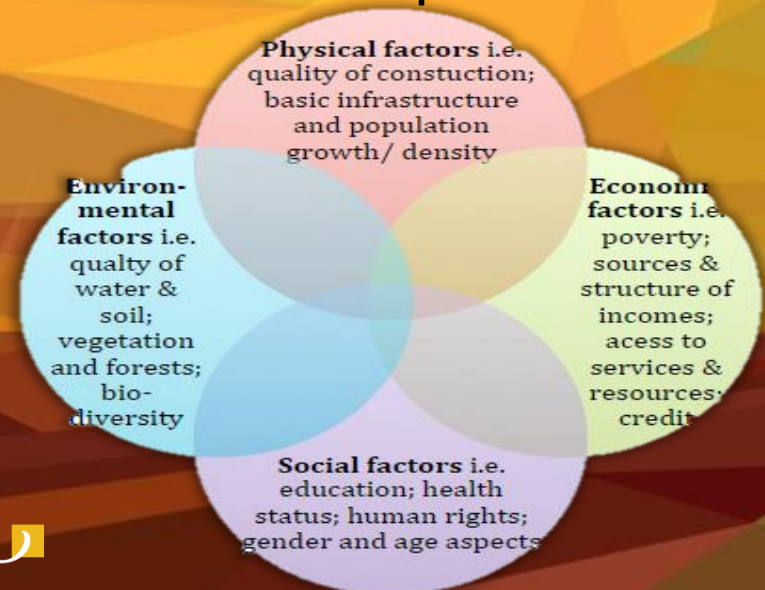
Risk: The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact (Public Safety Canada, 2012)

It is the combination of the probability of an event and its negative consequences (UNISDR, 2009)

What does Vulnerability mean to your Community or Region?

Vulnerability: A condition or set of conditions determined by physical, social, economic and environmental factors or processes that increase(s) the susceptibility of a community to the impact of hazards.

Note: Vulnerability is a measure of how well prepared and equipped a community is to minimize the impact of or cope with hazards.



What is HIRA?

A Hazard Identification and Risk Assessment (HIRA): is a risk assessment tool that can be used to assess which hazards pose the greatest risk in terms of how likely they are to occur and how great their potential impact may be.

- It is NOT intended to be used as a prediction tool to determine which hazard will cause the next emergency.



The HIRA Process

1. Hazard Identification : Based on a combination of experience, forecasting, subject matter expertise, and other available resources.

- This may require consultation of the scientific community, historical records and government agencies.

2. Risk Assessment: The likelihood of the hazard occurring and the potential impacts of the hazard on people, property, the environment, business and finance and critical infrastructure should be examined.

- This may involve speaking with hazard experts and researching past occurrences and possible scenarios.

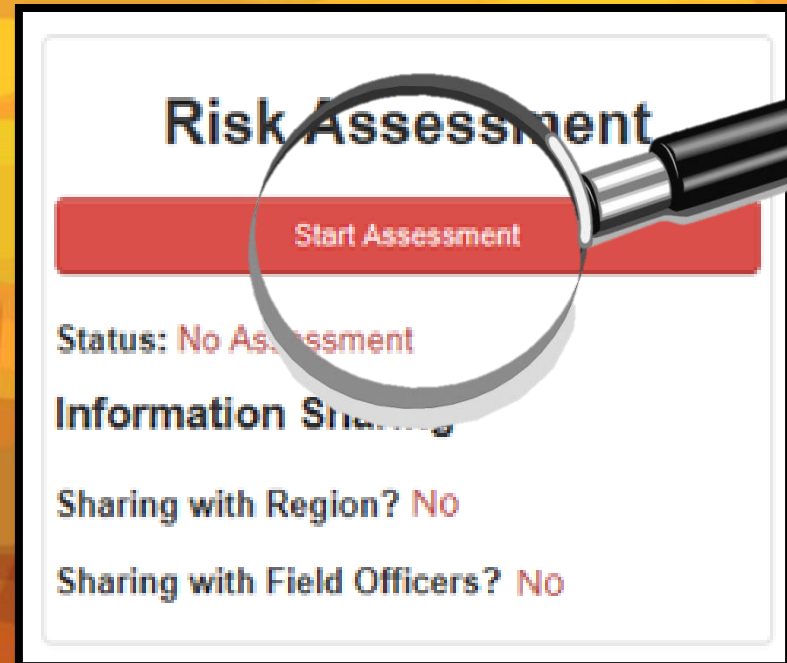
3. Risk Analysis: The desired outcome of the risk analysis is the ranking of the hazards. This highlights the hazards that should be considered a current priority for your emergency management program.

Refer to “*Hazard Impact & Risk Assessment Workbook*” in the Document Library for further information.

How do I do the Risk Assessment?

1. Select the name of your Community or Region on the CEMP homepage.

2. Click on the “Risk Assessment” box.



How do I do the Risk Assessment?

Risk Assessment for Community: Clearwater County

The Community is currently set to share this Risk Assessment with Field Officers. You can choose to share / not share it by changing your [Information Sharing Settings](#).

Step 1: Select the hazards that are applicable to your community

Please consider those events which exceed your response capabilities or are anticipated or forecasted to overwhelm your available resources.

- | | |
|--|--|
| <input type="checkbox"/> 1 Agricultural Plant Disease / Pest Infestation | <input type="checkbox"/> 1 Hazmat (Transportation) - Rail |
| <input type="checkbox"/> Airplane Crash | <input type="checkbox"/> 1 Hazmat (Transportation) - Road |
| <input type="checkbox"/> 1 Blizzards | <input type="checkbox"/> 1 High Intensity Residential Fire |
| <input type="checkbox"/> 1 Bridge / Structural Collapse | <input type="checkbox"/> 1 Human Health Emergency |
| <input type="checkbox"/> Chemical, Biological, Radiological, Nuclear Event | <input type="checkbox"/> 1 Ice Storm |
| <input type="checkbox"/> 1 Civil Disturbance | <input type="checkbox"/> 1 Landslide |
| <input type="checkbox"/> Communication Equipment Failure | <input type="checkbox"/> 1 Major Road Accident (Vehicular) |
| <input type="checkbox"/> Computer / Hardware / Software Failure | <input type="checkbox"/> 1 Oil and Gas Emergency |
| <input type="checkbox"/> 1 Drought | <input type="checkbox"/> 1 Pipelines |
| <input type="checkbox"/> 1 Earthquake | <input type="checkbox"/> Rail Accident |
| <input type="checkbox"/> 1 Extreme Cold | <input checked="" type="checkbox"/> 1 Snow |
| <input type="checkbox"/> 1 Extreme Heat | <input type="checkbox"/> Terrorism |
| <input type="checkbox"/> 1 Farm Animal Disease | <input type="checkbox"/> 1 Tornado |
| <input type="checkbox"/> Floods (Rainfall / Run-off) | <input type="checkbox"/> Toxic Gas Release |
| <input type="checkbox"/> Floods (Watercourse) | <input type="checkbox"/> Water Main Break |
| <input type="checkbox"/> 1 Forest Fire (Wildfire) | <input type="checkbox"/> Water Pollution / Contamination |
| <input type="checkbox"/> 1 Hail | <input type="checkbox"/> Water Shortage |
| <input type="checkbox"/> 1 Hazmat (Fixed Site) - Pipeline / Storage Facility | <input type="checkbox"/> 1 Wind |

Other Applicable Hazards

Steps

6% complete

Introduction

1. Hazard Identification ✓

2. Frequency ✓

3. Change in Frequency

4. Social Impacts

5. Other Consequences

6. Change in Vulnerability

7. Risk Analysis Results

Click on the hazard you wish to work on

Follow the steps

How do I do the Risk Assessment?

Risk Assessment for Community: Clearwater County

The Community is currently set to share this Risk Assessment with Field Officers. You can choose to share / not share it

Step 1: Select the hazards that are applicable

Please consider those events which exceed your response capabilities or are a strain on your resources.

- 1** Agricultural Plant Disease / Pest Infestation
- Airplane Crash
- 1** Blizzards
- 1** Bridge / Structural Collapse
- Chemical, Biological, Radiological, Nuclear Event
- 1** Civil Disturbance
- Communication Equipment Failure
- Computer / Hardware / Software Failure
- 1** Drought
- 1** Earthquake
- 1** Extreme Cold
- 1** Extreme Heat
- 1** Farm Animal Disease
- Floods (Rainfall / Run-off)
- Floods (Watercourse)
- 1** Forest Fire (Wildfire)
- 1** Hail
- 1** Hazmat (Fixed Site) - Pipeline / Storage Facility

- 1** H
- 1** H
- 1** H
- 1** I
- 1** L
- 1** M
- 1** C
- 1** P
- 1** F
- 1** S
- 1** T
- 1** T
- Water Main Break
- Water Pollution / Contamination
- Water Shortage
- 1** Wind

Human Health Emergency: A widespread and/or severe epidemic, incident of contamination or other situation that presents a danger to, or otherwise negatively impacts, the general health and wellbeing of the human population.

Epidemic: Major incidents of human illness caused by the transmission of a specific disease. The occurrence, in a community or region, of cases of an illness (or an outbreak), with a frequency clearly in excess of normal.

Pandemic: An epidemic occurring worldwide or over a very wide area, crossing boundaries of several countries, and usually affecting a large number of people.

Each "1" opens a definition box

Other Applicable Hazards



How do I do the Risk Assessment?



Through answering the questions you will:

- 1 Determine Frequency of each hazard.**
- 2 Determine the consequences of each hazard.**
- 3 Determine if the risk is likely to change.**
- 4 Have CEMP Run the Risk Assessment Calculation.**

Risk Assessment

Terminology

Hazard Identification and Risk Assessment (HIRA): A process to identify and monitor the hazards that can have an impact on municipal operations or areas of responsibility. The risk assessment evaluates the likelihood of a hazard or combinations of hazards occurring, taking into account factors such as threat analysis, frequency, history, trends and probability.

Hazard: A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Risk: The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Risk Scoring

The HIRA equation calculates a risk score for every hazard applicable to your Community. The final risk levels are classified as follows:

Risk Score	Risk Level
≥ 50	Extreme
41 - 50	Very High
31 - 40	High
21 - 30	Moderate
11 - 20	Low
≤ 10	Very Low

I will win
not Immediately
but Definitely.

The Emergency Plan

- What is the Emergency Plan?
- Creating Resilient Communities through Emergency Planning.



How to create an Emergency Plan

The screenshot shows the MAConnect interface for the Community Emergency Management Program. At the top, there is a navigation bar with 'Return to MAConnect', 'My Profile', and 'Logout'. Below this is a search bar for the 'Document Library'. The main content area is divided into three columns. The left column shows a dropdown menu for 'City of Edmonton' with a magnifying glass highlighting it. The middle column is titled 'Risk Assessment' and has a status of 'In Progress (March 31, 2015)'. The right column is titled 'Emergency Plan' and has a status of 'No Plan'. A magnifying glass also highlights the 'Build Plan' button in the 'Emergency Plan' section.

MAconnect

Return to MAConnect My Profile Logout

Community Emergency Management Program

Home Reports Document Library Search Document Library

City of Edmonton Information Sharing Settings

Regional Partnerships

- Grande Prairie Regional Emergency Partnership

Communities

- City of Calgary
- City of Edmonton**
- City of Grande Prairie
- Town of Beaverlodge

Edit PDF

Status: In Progress (March 31, 2015)

Risk Assessment

Edit PDF

Status: In Progress (March 31, 2015)

Information Sharing

Sharing with Field Officers? No

Emergency Plan

Build Plan

Status: No Plan

Information Sharing

Sharing with Field Officers? No

What is the Emergency Plan?

The Emergency Plan: A template guides to help users create an emergency plan as required by legislation.

- Assists in creating goals and objectives focused on preparing procedures and equipment for use when an emergency situation (disaster) occurs.



*You know your
community best!*

What is the Emergency Plan?

(continued)

- Is generic, thus requiring the tailoring of each Community or Region to create their best fit. As such, sections can and should be amended, altered, revised or perhaps even removed to best suit the needs of the community.
- You can request a Field Officer review of your Emergency Plan through CEMP and comments can be applied directly to your plan document.



Emergency Management Plan

An Emergency Response Plan is a plan of action for the efficient deployment and coordination of services, agencies and personnel to provide the earliest possible response to an emergency.

- **Wizard driven**
- **Guides you to consider every aspect of a complete plan**
- **Place for DEM to insert existing documents**
- **DEM can cut questions from the plan and email them to experts for answers**
- **Place for Field Officer to comment**
- **Risk Assessment automatically attaches to plan if you want**

Section 8.3

Title
Hazard Identification and Risk Assessment

Content Guide
Your completed Risk Assessment will be automatically attached to the Plan, unless you chose to remove this section. Although not required, you may add additional content to this section if you wish to do so.

Content

Paragraph Font Family Font Sizes

Additional Information

Content Guide

Field Officer Recommendations

Previous Save PDF Complete Remove Section

References

Canada. *Province of Alberta Emergency Management Act (2013)*. Edmonton: Alberta Queen's Printer

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