



## **MUNICIPAL PANDEMIC INFLUENZA PLAN**

### **MD of Northern Lights No.22 & the Town of Manning**



#### **General**

Following the receipt of information of a pandemic influenza outbreak from the Regional Health Authority that necessitates the activation of this Pandemic Influenza Annex to the Municipal Emergency Plan, the EOC shall be activated to the degree necessary to support the municipal response, in accordance with the check lists provided.

As required, resource members of the Emergency Management Agency (EMA) will be called upon to establish and maintain a presence at the EOC to coordinate service delivery of their resources.

The degree of EOC and EMA activity will be determined by the support required by the RHA response.

The Director of Emergency Management (DEM) will coordinate the municipal response and ensure that other necessary components of the Municipal Emergency Plan are implemented as required to respond to a pandemic. Activities such as making a declaration of a state of emergency, providing Disaster Social Services, and providing municipal support to Health Care Facilities, Long Term Care Centers, Seniors Homes, and Environmental Health will be carried out as deemed appropriate and already described in the Municipal Emergency Plan.

#### **Pandemic Response Priorities**

In the face of a pandemic influenza outbreak, the municipality in consultation with the Regional Health Authority will activate the necessary contingency plans and set priorities for:

- a) continuing local government and maintaining administrative support
- b) maintaining public safety services [Fire, Ambulance, Police]
- c) maintaining the integrity of essential public works, municipal services such as water treatment and delivery, waste management, garbage disposal and utilities
- d) working with the Regional Health Authority [Communications] in providing information and advice to the public via regular announcements and prepared information guidelines
- e) closing public buildings where it is deemed to be in the best interests of public safety and minimizing the spread of infection
- f) establishing alternative care facilities, triage centers, morgue facilities, and immunization as requested by the Regional Health Authority to facilitate provision of health services to the public
- g) activating a committee of local business persons charged with the task of activating their mutual aid pacts to assist one another in maintaining a level of service to the community, particularly those services involving access to pharmaceuticals, retail food purchases, gasoline and other commerce deemed necessary
- h) coordinating and directing of Family and Community Support Services (FCSS) and local NGO support to the municipal response
- i) coordinating travel restrictions as mandated provincially or required locally.

**Definitions** – See Appendix 1

## **The Municipal Response to Pandemic Influenza**

### **1. Confirmation of Onset of Pandemic in Canada**

The Regional Health Authority will advise the Municipal Director of Emergency Management of the impending situation and the onset of an influenza pandemic . The Director shall review and implement municipal procedures as needed to respond to such an alert. The Director of Emergency Management shall ensure that the following steps are carried out:

#### **STEP 1**

1. The chief elected official and council will be informed immediately.
2. All Emergency Management Agency (EMA) personnel identified in the Municipal Emergency Plan (MEP) will be advised to report to the Emergency Operations Center (EOC) for a briefing of the situation.
3. The Director of Emergency Management will brief the EOC designates and local authority of the situation as it has been communicated by the Regional Health Authority (RHA).
4. The EOC designates will be provided an information video and briefing update on the nature of Pandemic Influenza and precautions that must be taken by all staff.
5. The Director of Emergency Management will provide for review by the Emergency Management Agency (EMA), self-help guidelines on influenza precautions for schools, workplaces and all essential services.
6. The Director of Emergency Management, the “local authority” and the Public Information Officer will review the process for declaring a “state of local emergency” and notification of the public.
7. The Public Information Officer will establish and maintain communications with the Regional Health Authority until Pandemic response operations have been concluded.

#### **STEP 2**

1. Emergency Services and municipal services supervisors, administrators, and department heads will be provided self-help guidelines to distribute to their staff and families. They will also be requested to review their list of back-up support staff and additional personnel that may be needed and be prepared to provide an update of their status within 48 hours.
2. Key representatives of local service organizations, Family and Community Support Services (FCSS) and local non government organizations (NGO's) will be briefed on the situation and asked to assist in the distribution of these information packages to the community at large.
3. Administrative staff expected to be handling telephone inquiries will be provided fact sheets containing information to respond to inquiries from the public. They will be asked to familiarize themselves with the information.

### STEP 3

1. The Director of Emergency Management will confirm contact information and the availability of pre-designated facilities and arrangements for alternative care facilities, triage areas secure storage areas and morgue facilities and arrange for those facilities to be reviewed by the Regional Health Authority.
2. Arrangements for transportation of personnel, equipment and supplies will be reviewed. A list of suitable vehicles will be confirmed.
3. Security arrangements for potential storage locations for supplies required by the Regional Health Authority will be reviewed with the Police representative of the Emergency Management Agency (EMA).
4. The Director of Emergency Management will facilitate with the Board of Trade, a meeting of representatives of local, essential businesses to discuss possible collective emergency mutual aid arrangements to provide the loan of staff support in the event of a major shortfall in staff, the object being assurance that the forced closure of understaffed businesses will not occur. Arrangements will be made for these businesses to be provided information on the magnitude and scope of a pandemic and precautions that they must take to protect themselves and their families.

### STEP 4 (48 hours after pandemic alert notification)

1. Members of the Emergency Management Agency will be requested to meet at the EOC to report their Pandemic response status. A review of procedures will be carried out.
2. A representative from the Regional Health Authority will be at the EOC for the Emergency Management Agency briefing on the status of the municipality to assist the Regional Health Authority in its response to Pandemic. *If this cannot be managed, then following the briefing by the Emergency Management Agency representatives, a formal status report will be faxed to the Regional Health Authority.*

## **2. Regional and Multi-Regional Epidemics**

The Regional Health Authority shall inform the municipal Director of Emergency Management that a pandemic is spreading. The Director shall carry out a review of municipal arrangements to assist the Regional Health Authority response. The Director of Emergency Management shall ensure that the following steps are carried out:

### **STEP 1**

1. The chief elected official and members of council will be advised of the situation immediately.
2. Emergency services managers [Fire, Ambulance, Police], essential services managers and department heads will be contacted and advised to report to the EOC.
3. Administrative staff will begin a call-out of all other Emergency Management Agency members, key designates of local service organizations and locally based NGO's, advising them to report to the EOC.
4. The Director of Emergency Management will provide a briefing of information received from the Regional Health Authority and advise all managers and Emergency Management Agency members to now be prepared to implement their contingency plans and arrangements to provide for continued services in the face of possible staff shortfalls due to illness.
5. All personnel will be reminded to review the precautions necessary to protect themselves and their families.
6. The EOC will be formally activated to commence support operations of the Regional Health Authority, responding municipal Emergency Management Agency and NGO organizations.
7. Emergency Management Agency members will be notified that they will be called in as required to direct municipal operations.

Initially, the EOC will be occupied by the PIO who will communicate with RHA communications to facilitate the development of information hand-out material to be printed and/or distributed locally.

Public Works will arrange access and control of designated facilities to be used by the RHA.

Administrative staff and volunteers will be expected to handle telephone lines/inquiries.

8. As the situation escalates, more Emergency Management Agency members will be called in as needed to coordinate their specific resources.
9. Each Emergency Management Agency and NGO representative will be advised to make arrangements for continued contact, followed by an active, continued presence/communication with the EOC to coordinate service delivery and to provide status updates to their operations.

10. The chief elected official and council will review the need to make a “declaration of a state of local emergency”. If and when, extraordinary powers will be required to implement the municipal response, a “declaration” will be made as described in the Municipal Emergency Plan; a copy of the “declaration” will be faxed to the Emergency Management Alberta Branch, Alberta Municipal Affairs Regional Representative at **Fax Number -780-833-4326**.

#### STEP 2

1. Public Works staff will implement arrangements to access designated facilities prioritized as alternate care facilities, triage centers, storage facilities and morgue.
2. Security arrangements for designated locations for alternate care, triage, storage, morgue and other sites will be discussed with the Police.
3. Public works staff will, under the direction of the Director of Emergency Management pick the most suitable location for a Victim Assistance Centre (VAC) to provide for service delivery of government departments and NGO’s at a time to be announced by the Director of Emergency Management.
4. The PIO/Corporate Communications will communicate with the Regional Health Authority to coordinate if necessary, arrangements for the distribution of self-help information to the general public.
5. The PIO/Corporate communications will arrange for the distribution of self-help information in print and electronic format as required ensuring the broadest possible coverage of information to the public.
6. The Chief Administrative Officer will advise all Emergency Management Agency members, and representatives of local service organizations and NGO’s to be prepared to report their status within 72 hours. A suitable meeting place in the community will be arranged for by the Chief Administration Officer.

#### STEP 3

1. The Board of Trade will arrange a meeting with representatives of local business to advise them of the steps being taken by the community and any necessary steps which may effect local businesses. Self-help information will be made available for distribution to all worksites in the community.
2. Administration staff and volunteers will be briefed on how to communicate information to the inquiring public. Staff will be provided “fact sheets” with information on the municipal response, telephone contact numbers, alternate care locations etc.

#### STEP 4

1. As and if the situation dictates the necessity for such action, the Director of Emergency Management will, in consultation with the Regional Health Authority, order the closure of certain public buildings in the interests of public safety.
2. As and if the situation dictates the necessity for such action, the Director of Emergency Management will, in consultation with the Regional Health Authority, order constraint and control of the movement of personnel into and out of the community. The necessary arrangements will be implemented by the Police. If needed, the public works department will provide barriers and other means of facilitating the control of access to the community.

### **3. Recovery**

During the municipal response to pandemic, it is not expected that all residents will become ill at the same time. While some are becoming ill, others will have recovered and may be in need of assistance from a variety of municipal, provincial, federal support systems. These support systems shall be organized to provide service delivery at a centralized location [Victim Assistance Centre]. This facility shall be activated following consultation and counsel with the Regional Health Authority, the Emergency Management Agency and Emergency Management Branch, Alberta Municipal Affairs.

1. When deemed appropriate and necessary, a Victim Assistance Centre will be established to provide short-term and long-term support to families and individuals who need to access federal, provincial and municipal support programs. Government departments will be provided workspace, communications and security arrangements to facilitate service delivery.
  
3. Arrangements for health information, social services and mental health counseling will be made to provide this support from the Victim Assistance Center once it has been established.

### **4. Second (or subsequent) Wave(s)**

Following the notification of a Pandemic Second (or subsequent) Wave(s), the Director of Emergency Management shall inform the Mayor and council of the situation and arrange for a call-down of Emergency Management Agency members.

The operational status of the membership shall be reviewed and as required, steps taken during Pandemic Alert and Pandemic Imminent will be followed as required by the escalating situation.

## Appendix 1

### MUNICIPAL PANDEMIC INFLUENZA PLAN

#### Definitions

##### Confirmation of Onset of Pandemic in Canada

The federal Pandemic Influenza Committee confirms the onset of a pandemic influenza when the pandemic influenza virus is detected in Canada and the Federal Minister of Health makes a formal declaration of such. Multiple geographic areas will be involved with high rates of morbidity and mortality.

##### Human-to-Human Transmission Confirmed

The novel influenza virus demonstrates sustained person-to-person transmission within or outside Canada with at least one outbreak over a 2-week period in one country, or the identification of the novel influenza virus in several countries.

##### Novel Influenza Strain Identified

The novel influenza virus has been detected in one or more humans within or outside Canada. Although this is not a precursor to an influenza pandemic, the potential does exist as there is little or no immunity to this particular virus in the general population.

##### Second or Later Waves in Canada

Further outbreaks caused by the pandemic influenza virus may occur within a year after the initial wave of the infection. These waves may affect different segments of the population.

##### Director of Emergency Management (DEM)

Person in charge of the EOC who with a team of personnel to make the necessary decisions to assist the RHA and support groups.

##### Deputy Director of Emergency Management – (D/DEM)

Assists the DEM and provides assistance as directed on behalf of the Director.

##### Emergency Management Agency – (EMA)

Team of community individuals and others brought together to mitigate a major event.

##### Public Information Officer – (PIO)

##### Emergency Operations Center (EOC)

A location where EMA officials operate in handling a major event.

Note: Further definitions maybe added as the municipal authority deems necessary