



ROCKY VIEW COUNTY

EMERGENCY SOCIAL SERVICES PLAN

Providing supports and services to meet the basic essential needs of individuals, families and households affected by emergencies and disasters within Rocky View County.

Revision: January 2024

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REVISIONS

Amendment Date	Amended by	Comments
April 30, 2021	P. Kruger	<ul style="list-style-type: none"> • Complete revision of document • Updated to include procedures for ESS during a pandemic • Pet Care Plan • Security and crowd control on ESS Sites • Addition of Reception Centers • Addition of vulnerable persons • Major formatting changes throughout document • Updated Roles and Responsibilities • Addition of Canadian Red Cross procedures
2018	P. Kruger	<ul style="list-style-type: none"> • Canadian Red Cross Manage and Operate our RC's • Deletion of some roles and responsibilities • Add information of closest hospitals, pharmacies and grocery stores to every RC
2016	P. Kruger	<ul style="list-style-type: none"> • Addition of Reception Center Information
2022	T. Norman	<ul style="list-style-type: none"> • Updating & Confirming Reception Centre contact info.
2023	J. Halbert	<ul style="list-style-type: none"> • Updating & Confirming Reception Centre contact info. Added Social Media Pages to reception centres,
2024	D. Newhook	<ul style="list-style-type: none"> • Updated & confirmed Reception Centre contact information • Added internet access information to Reception Centres

1. INTRODUCTION TO EMERGENCY SOCIAL SERVICES

The Rocky View County's Regional Emergency Social Services (ESS) Plan was developed as a continued effort to prepare community members to respond to emergencies with resiliency.

Supporting displaced individuals in a safe, non-threatening environment that promotes non-discriminatory language and privacy is paramount to ESS. Each activation has its own complex needs due to the different cohorts displaced. Therefore, this document remains a living document, and will be updated as the program changes.

In addition to Rocky View County, the following communities were considered when developing this plan, in order to meet the unique needs of the region's population.

- Town of Crossfield
- Village of Beiseker
- Town of Irricana

The ESS Plan provides structured, yet flexible, response guidelines and community resources that, together, ensure an effective ESS response to any emergency impacting Rocky View County.

1.1 UNDERSTANDING EMERGENCY SOCIAL SERVICES

Emergency Social Services (ESS) is a pre-planned response designed to provide essential necessities for the immediate and continued well-being of persons affected by an emergency. Rocky View County provides short term services (generally up to 72 hours) to preserve the physical and emotional well-being of individuals, households, and communities. This includes supports and services to meet the basic essential needs affected by emergencies.

To administer supports and services, other activities may also be undertaken such as establishment and operation of Reception Centres (RC), Accommodation Sites, Information Centres, Volunteer and Donation Management Sites. The above list of supports and services outlines those services commonly available to individuals being faced with crisis. Other services and resources may be made available, depending on the nature of the emergency and needs identified at the time of the emergency.

1.2 THE EMERGENCY SOCIAL SERVICES (ESS) PLAN

The ESS Plan defines the organizational structure, roles, responsibilities, guidelines and procedures to follow in the event of an emergency. Specifically, the plan details:

- Protocols for ensuring that the ESS Plan remains up to date.
- Procedures for ESS activation, operation and Demobilization.
- Guidelines and procedures for activating a Reception Centre, Accommodation Facilities and other ESS Sites.
- Communication procedures for establishing and maintaining the flow of information to everyone involved with the ESS organization.
- Organizational structure.
- Description of roles and responsibilities.
- Pet Care during an emergency.

- Vulnerable Persons Registry.

1.3 MANAGING AND MAINTAINING THE ESS PLAN

The ESS Branch Director, in consultation with the Director of Emergency Management may amend and update this plan and may add supporting documents or appendices, as necessary.

- General Maintenance.
- Review the ESS Plan annually to update information.
- Review the ESS Plan after any part of the plan has been activated, in order to incorporate recommendations.
- Ensure that equipment to be used at the Reception Centres are maintained.
- Develop and maintain agreements with assisting agencies (e.g. Red Cross, Salvation Army).

1.4 TRAINING

All staff in participating agencies of the Regional Emergency Management Program who have been assigned responsibilities respecting the implementation of the emergency plan must complete Basic Emergency Management (BEM) and ICS 100 within 6 months of being identified for this role, as per the Emergency Management Act. Rocky View County is committed to ensure that all staff take the BEM and ICS 100 courses and the County provides these trainings to new hires as a part of the on-boarding process.

Emergency Social Services has a specific training program for ESS Team Members that ensures that the team will have core knowledge before progressing to more advanced training.

ESS Team members are required to complete the following training courses within the first year of onboarding.

- | | |
|--|---|
| • Basic Emergency Management | AEMA |
| • ICS 100 | AEMA |
| • ICS 200 | AEMA |
| • Emergency Social Services | AEMA Provincial Emergency Social Services |
| • Introduction to Reception Centres and RRCP | AEMA |
| • Psychological First Aid | Red Cross |

2. ESS FACILITIES

ESS Facilities will be activated, as deemed necessary to coordinate and deliver Emergency Social Services. The Director of Emergency Management and the ESS Branch Director will determine the location of the ESS facilities the designated locations. It is important to note that not all facility types will be stood up during every activation and that the facilities utilized are dependent on the nature and scope of each emergency.

2.1 WHAT IS A RECEPTION CENTRE

- Reception Centres are locations designated by the Rocky View County Emergency Management Team as a safe gathering place for people displaced from their homes because of an emergency or disaster.
- These sites may be set up to provide a place for individuals to prepare for the next steps in an emergency evacuation.

- At the Reception Centre, individuals may register and receive basic necessities to assist them during the period of crisis. Information about the emergency will also be made available to evacuees at the Registration Centre.
- Reception Centres is typically open for up to 72 Hours to provide for the immediate basic needs of evacuees until those services can transition to existing community resources.
- The selected Reception Centre can handle the capacity of evacuees and has been vetted in advance as an appropriate location.

Depending on the specific nature of the emergency, Reception Centre services could include:

- Information – accurate, up-to-date and relevant information
- Accommodation/Shelter services
- Registration and Inquiry
- Emotional Support
- Emergency Food, Clothing and Lodging Services
- Family Reunification
- First Aid
- Child Care
- Pet Services

2.2 RECEPTION CENTRES

For Reception Centres info, see the appendix with reception centers.

	Facility Name	Address	Primary Contact	Phone Number
1	Balzac Community Hall	10075 Twp. Rd. 262 Balzac	Lori Reist Bill Martin (Acting Chair)	587-777-9536 403-370-9165
2	Beiseker Community Centre	401, 5th Street Beiseker	Heather Leslie Gail Peckham	403-702-4744 403-605-4941
3	Bearspaw Lifestyle Centre	253220 Bearspaw Road	Chris Sharkey Siroun Heal	1-825-994-1494 403-827-4325
4	Beaupre Community Hall	263035 Beaupre Creek Road	Melody Long Carol Pegg	403-999-4411 587-839-1913
5	Bragg Creek Community Centre	23 White Avenue	Kim Perraton Lynn Gallen	403-816-0252 403-651-0672
6	Crossfield Community Hall	900 Mountain Avenue	Rush Nash Eris Latham	403-333-4412 403-589-2913
7	C3 Church - Springbank	91 Commercial Court	Tim Sawatsky Steven Flight	587-434-0049 403-589-5112
8	Delacour Ag Society and Community Club	275194 Township Road 254	Ronna Anderson Nikki Smith	403-371-6317 403-869-4599
9	Indus Recreation Centre	225155A Range Road 281 A	Cindy Clayton Lisa Brister	403-797-3584 403-446-8065
10	Keoma Community Hall	112 – 6 Street Keoma	Don & Dianne Gabruck Kora Monsell	403-660-8412 403-990-2482
11	Madden Hall	Range Road 30, Madden	Jamie Clayton Dennis Rowney	403-700-9129 403-620-3578
12	Prince of Peace Manor	285030 Luther Rose Blvd NE	Kiran Ghuman Rene Bretzer	403-519-9303 403-922-3558
13	Springbank Park For All Seasons	32224A Springbank Road	Jeff Schmidt Shaun Smoole	403-618-4773 403-618-0083
14	Weedon Pioneer Community Hall	42041 Weedon Trail, Rocky View County	Marion Wearmouth Pip Farrar	403-617-8904 403-932-4776
15	Westlife Church - Springbank	32242 Township Road 245	Kara-Anne Yu Ryan Tuck	403-837-5906 403-307-0134
16	Langdon Field House	344 Centre Street	Chrissy Craig Jessica Smythe	403-827-5575 403-970-7974
17	Irricana	300 – 1st Street, Irricana	Barrie Hutchinson (CAO)	403-463-0190 403-935-4672

3. COMMUNITY STATISTICS AND POPULATION - RVC Population by Division (2018)

Division 1 – Southwest Rocky View County; Bragg Creek	-	2,525
Division 2 – Springbank	-	3,479
Division 3 – Elbow Valley; Springbank	-	5,957
Division 4 – Southeast Rocky View County, Langdon, Indus	-	7,010
Division 5 – East Rocky View County; Conrich; Dalroy	-	5,051
Division 6 – Northeast Rocky View County; Kathryn; Keoma	-	2,768
Division 7 – North Rocky View County; Balzac; Madden	-	3,462
Division 8 – Bearspaw	-	5,576
Division 9 – Northwest Rocky View County; Cochrane Lakes	-	4,877

4. KEY ASSUMPTIONS OF THE PLAN

Emergency Social Services are usually provided for a duration of up to 72 hours. This timeframe may be extended based on needs of any situation. Emergency Social Services are not the only source of assistance available to people during an emergency. The following will be considered as resources to meet evacuee needs:

- Insurance
- Personal financial resources
- Family and friends
- Other government and/or non-government agencies
- Community groups

4.1 Rocky View County Schools

School children will be evacuated in accordance with the Rocky View County Schools Emergency Plan. Each school will have a responsibility for a School Emergency Plan. Communication will be clear and open between the Regional Emergency Coordination Centre and school boards during an emergency situation.

- Banded Peak School: K – 8
- Elbow Valley Elementary School: K – 4 (Springbank)
- Springbank Middle School: 5 – 8
- Springbank Community High School: 9 – 12
- Bearspaw School: K – 8
- Westbrook School: K – 8
- Beiseker Colony School: 1 – 9
- Beiseker Community School: K – 12
- Crossfield Elementary School: K – 5
- Fairview Colony: K – 12
- Kathryn School: K – 8
- W.G Murdoch School: 6 – 12
- Indus School: K – 9
- Langdon School: K – 9
- Prince of Peace Lutheran School: K – 9
- Sarah Thompson School: K – 5

4.2 Childcare Providers

All registered child care providers should have emergency plans in place for children in their care.

4.3 Individuals in the Community

Residents should be prepared to Shelter-In-Place for at least 72 hours with little assistance from Rocky View County as First Responders stabilize the incident and prioritize life safety and vulnerable populations or until the normal infrastructure systems are accessible and individuals are able to evacuate their homes. Public notification will occur in the event individuals are directed to Shelter-In-Place or evacuate.

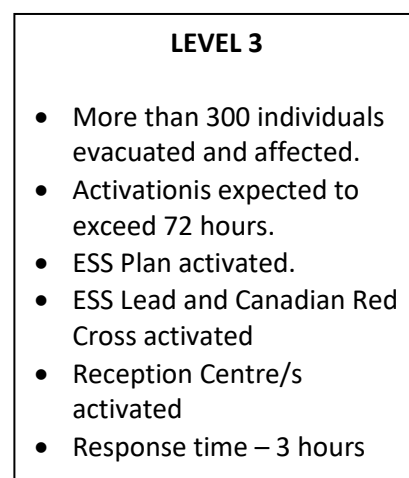
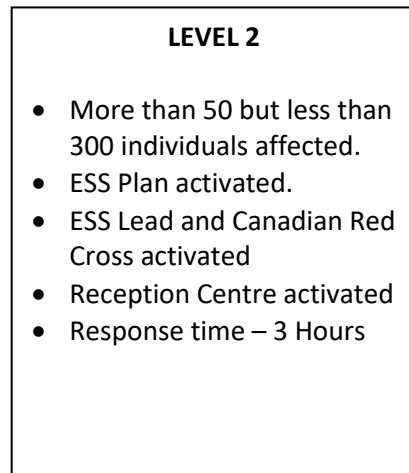
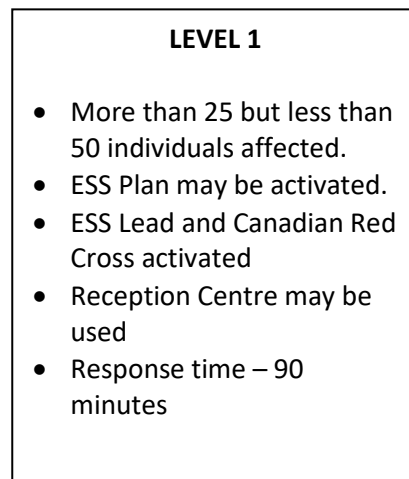
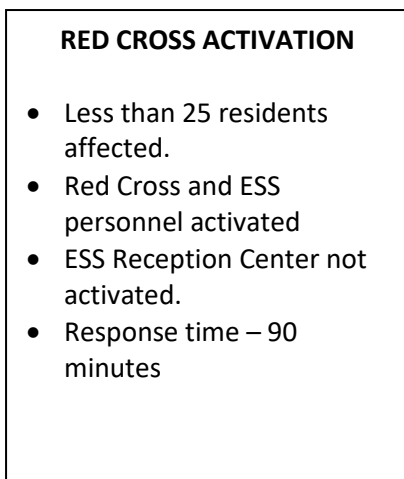
If individuals are not able to provide for themselves, they are urged to look for assistance from friends and family or at a neighborhood level. If such assistance is inadequate, individuals may request assistance from the *(name of municipality).

5. ACTIVATING THE PLAN

There are 4 activation levels correlating to the size and nature of the emergency. The Director of Emergency Management (DEM) will determine the activation level and begin the notification procedure. Included in the activations are the on-call Rocky View County staff and key partners (Red Cross) who are available 24 hours to assist when opening a Reception Centre.

Timeframes for response are based on conditions, such as inclement weather preventing a more rapid response, the event itself impacts travel because of road closures; or the activations occurs at night or on a weekend. What is timeframe for Red Cross?

The following diagrams illustrates the levels of activation for the Canadian Red Cross and the Rocky View County Regional ESS Teams.



5.1 ACTIVATION LEVELS

- **RED CROSS AND ESS PERSONNEL ACTIVATION REQUIRED**

In emergencies where 25 individuals or less are affected, the ESS Plan is not activated. The Canadian Red Cross will be activated by the DEM, ESS lead or First responders (RCMP or Fire Department) to assist affected individuals. Support can be provided with existing services and ESS and Red Cross personnel can deal with the people affected at the scene of the incident. Core services such as temporary lodging, food and clothing may be provided. A Reception Center is not established at this level, but an assembly point may be designated to provide continuity of services.

- **LEVEL 1 ACTIVATION**

In emergency situations where more than 25 but less than 50 individuals are affected, the ESS Plan may be activated. A reception centre may be used to accommodate the immediate needs of affected individuals. Core services such as temporary food and lodging relief may be provided. If the conditions require accommodation and feeding supports for individuals and families, they may be referred to commercial resources such as hotels and restaurants. At this stage, community partners may be integrated into the reception centre, depending on the duration of the event.

- **LEVEL 2 ACTIVATION**

In emergency situations where more than 50 but less than 300 individuals are affected, the ESS Plan will be activated. The Canadian Red Cross has been notified to respond and the ESS Branch Director identified a Reception Centre and has notified the Facility Manager of the activation. The Reception Centre will be set up and ready to receive evacuees within four hours from the RVC decision to open a centre. At this stage, individuals affected may be required to evacuate to reception centres located within the Rocky View County Region.

- **LEVEL 3 ACTIVATION**

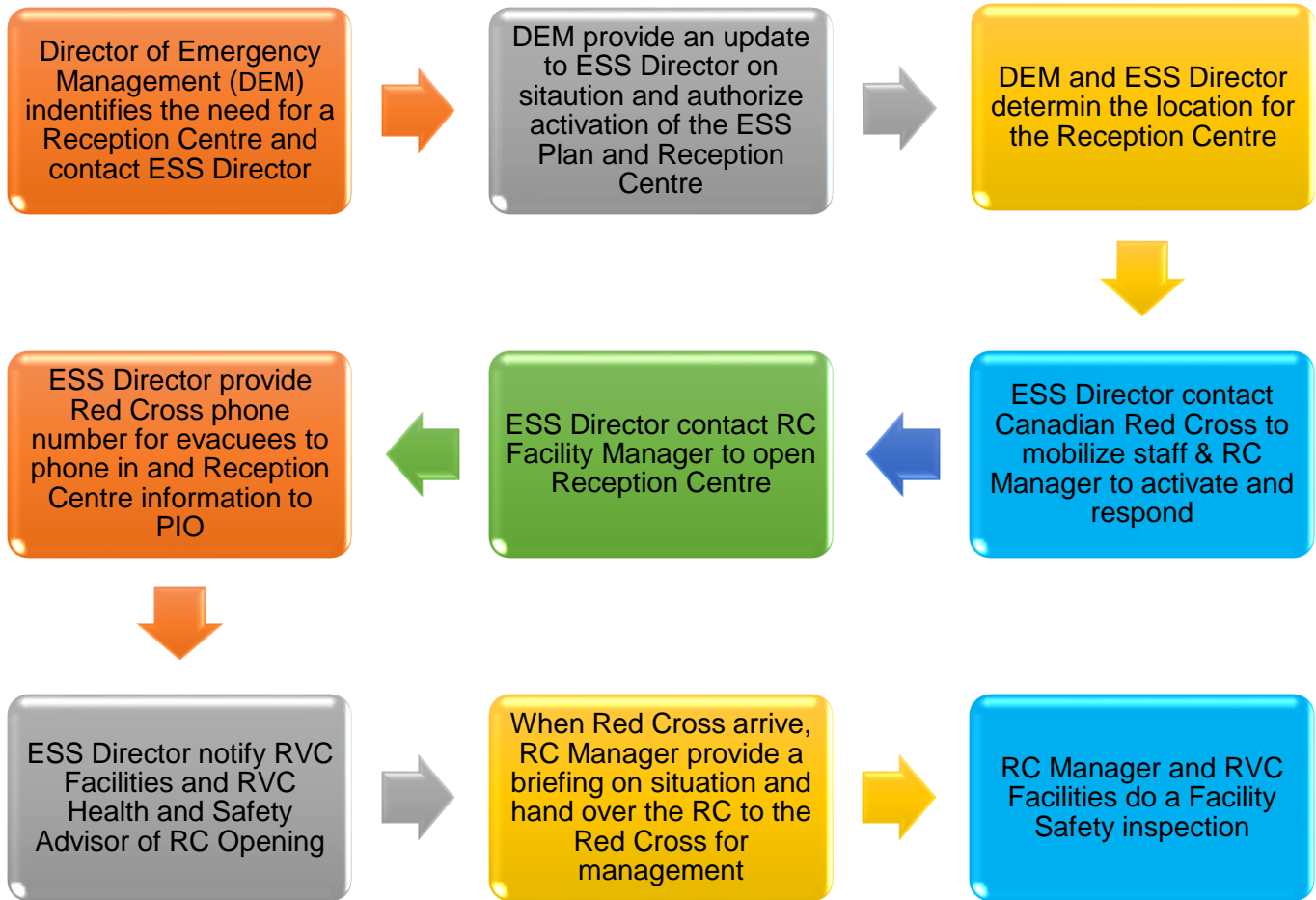
In emergency situations where the number of affected individuals exceeds 300, the ESS Plan will be activated, and the County's regional municipalities will be engaged to provide assistance. Multiple Reception Centres may be activated at this stage. The Canadian Red Cross has been notified to respond and the ESS Branch Director identified a Reception Centre and has notified the Facility Manager of the activation. The Reception Centre will be set up and ready to receive evacuees within four hours from the RVC decision to open a centre.

5.2 CALL-OUT LIST WHEN ESS PLAN IS ACTIVATED

RC POSITION	NAME	POSITION	WORK PHONE	CELL PHONE
ESS Branch Director	Pauli Kruger	Emergency Management Coordinator	403-520-9331	587-434-7414 or 403-462-5762
ESS Deputy Branch Director	Michelle Mitton		403-520-1290	403-835-2227 or 403-462-0597
Red Cross	Amanda de Boer	CRC Coordinator		403-348-3126
Red Cross	Mark Holtzer	CRC Provincial Manager	780-702-4168	780-231-1482
Red Cross Disaster Line			1-888-800-6493	

5.3 ROCKY VIEW COUNTY – ESS ACTIVATION

The first level of activation is when Rocky View County ECC staff responds to an event that displaced individuals. Response time from when the ESS Plan is activated to when the RC Center Manager and Red Cross open the Reception Centre activation should be 90 minutes.



The Canadian Red Cross and the RVC ESS Branch Director will:

- Determine clear actions for the first operational period, such as the services and setup required.
- Identify resources that should be provided, equipment, supplies and a suitable floor plan for the response.

5.4 WHEN YOU GET CALLED

Placed on “Available” Status

When the ESS Director communicates to ESS staff via the Reception Centre Manager to be “Available,” it means to be watchful and be prepared to be called for duty. At this point, it is advisable for staff to:

- Wait for further notice via telephone;
- Pack overnight clothing and personal materials;
- Notify loved ones that he/she may be called for duty;
- Make necessary arrangements for childcare etc. (if needed); and
- Watch changes in weather patterns and road driving conditions.

Place on “Assigned” Status

When the ESS Director communicates to ESS staff via the Reception Centre Manager to report to “Assigned” locations, it means the emergency is imminent and ESS staff should be ready to be immediately operational and ready to work for the assigned operational period or longer, if necessary.

Placed on “Out of Service/Stand Down” Status

When the ESS Director communicates to ESS staff that a new operational period has been established, those staff that are engaged will be placed “out of service” and will be replaced with new staff for the next operational period. This “out of service” status will permit a rest period. “Out of service” could also lead to Demobilization and stand down of resources.

6. RESPONSE

The Canadian Red Cross will assume overall responsibility for the plan and the operations at the Reception Centre, including the Demobilization of the ESS site.

Communication between the ESS Branch Director and the Canadian Red Cross is vital to properly assess the situation and initiate the appropriate procedures to assist evacuees with their physical and emotional needs.

7. RECOVERY

During the recovery stage, the Canadian Red Cross and RVC ESS Staff may continue to address ongoing needs of individuals. These ongoing needs may include shelter, clothing and emotional support. Evacuees and affected individuals are encouraged to transition from Emergency Social Services to other community support systems, within 72 hours of the ESS activation. Exceptions may occur and extensions will be determined by the Director of Emergency Management.

8. DEMOBILIZATION

8.1 Notification

When a State of Local Emergency has been terminated, or when the emergency has been sufficiently downgraded or resolves, the ESS Branch Director will be notified by the DEM.

Under advice of the Operations Section Chief and the DEM, the ESS Branch Director will authorize Demobilization of the Reception Centre site.

The ESS Branch Director will communicate the initiation of the Demobilization to the Red Cross Site Manager at the Reception Centre.

8.2 Reception Centre Demobilization

- A permanent closing date and date of Reception Centre will be established and made public (as directed by the ESS Branch Director).
- All signage and other outside supplies will be packed up and properly stored.
- Reception Centre Manager will inform facility manager of date and time of permanent RC closure.
- All ESS service providers will be required to pack up any belongings at the RC Centre, without delay.
- RC Manager will complete a walk-through with the facility manager to ensure there are no discrepancies and the building has been left in good, clean and safe condition.
- RC Manager will have the facility manager sign off on post emergency condition of the facility after the walk-through.

9. POST DEMOBILIZATION OF THE PLAN

9.1 Evaluation

Within hours of the activation, evaluation of the response begins. There are three phases to the evaluation process:

- Shift Change – Includes pass over/logbook review, assessment needs for upcoming shifts, what processes need to be amended for smoother operations and identification of gaps in services.
- Post Demobilization – debrief/review of actions taken and discussions on ways to improve
- After Action Report – Written report due within 6 months to the DEM
 - May take the form of a report, internal investigation document, study or interview
 - Long term planning, updates and improving response plan.

9.2 Exit Interviews

When demobilization occurs or personnel have reached the end of their assignment, all personnel should be prepared to participate in an exit interview or evaluation to obtain feedback on:

- What went well or needs to be improved upon
- Additional support required by the individual (e.g. Critical Incident Stress Intervention, transportation home)
- Refer evacuees, staff and volunteers to follow up supports.

9.3 Post Operational Review

After the deactivation of the ESS Plan, all ESS staff must meet to evaluate and review the plan. In the review, gaps in the ESS Plan may be identified and modifications may be necessary. Changes to the plan and all supporting documents must be made in a timely manner to ensure that the plan is kept up-to-date and relevant.

ESS staff must meet to complete the debrief and evaluate the plan within the specified timeframe of the deactivation of the ESS response.

10. ACTIVATION DURING A PANDEMIC

Messaging is key: Provide location and ask evacuees to stay in their vehicle until a staff/volunteer member comes and to turn off their vehicle when registering with CRC staff so conversation can be heard and social distancing maintained.

Ensure bathrooms and washing stations (in parking lots) or hand sanitizer are available as most places are closed to the public. If bathrooms in a facility are provided, they will need additional cleaning. Consider having staff to ensure social distancing at washrooms/cleaning stations/entrance of the facility.

- In the event of a pandemic that requires an evacuation, the facility location will be determined by the ESS Branch Director and based on a “drive thru” registration model.
- Upon arrival, evacuees will be asked to remain in their personal vehicles, unless they do not have one. In this case, evacuees will be asked to maintain physical distances and to abide by any current regulations set out by the Province of Alberta and Alberta Health Services.
- Registrations will be conducted with minimal physical contact between evacuee and Red Cross Staff.
- Physical distancing, use of masks and other personal protective equipment will be encouraged and provided to volunteers and staff on site. Additional PPE may be provided to evacuees if available and when appropriate.
- If evacuees are considering lodging with family or friends, encourage only using Cohort Families.
- If evacuees do not require accommodation or immediate support, they do not need to attend the Registration Centre. This will reduce traffic congestion and provide timely processing of evacuees.
- Evacuees will be able to register remotely through the Red Cross phone number that will be provided at the time of the incident. The Transportations Department will also be contacted to provide signage providing information to evacuees upon arrival at the Reception Center.

10.1 EVACUEE SCREENING

- Individuals will be screened by volunteers through identifier questions, which will be based on the current pandemic situation and developed through consultation with Alberta Health Services.
- Extra measures will be taken to ensure the safety of volunteers, including, but not limited to, full personal protective equipment (PPE). Any PPE deemed necessary by AHS will be provided by Red Cross. To the volunteers working at the activated ESS site.
- Any requirements determined by Alberta health Services (AHS) are to be followed closely and every effort will be made to ensure extra cleaning and sanitizing protocols are completed to minimize and prevent the transmission of the virus/disease.
- The ESS Group Supervisor will consult with AHS to ensure best practices and guidelines are being met. Personal protective equipment may be issued to evacuees when available and as deemed necessary by AHS. Clarify this with Red Cross procedures.
- Individuals identifying as symptomatic, will be isolated and moved to a different location as discretely and quickly as possible to protect themselves and others from harm. Individuals with symptoms will be referred to AHS for further direction on how to proceed with their situation.

10.2 TRANSPORTATION

- During an evacuation, extra transportation options, specifically the use of school buses may be required. Evacuees without transportation may be brought to the Reception Centre by bus and transported to a hotel if needed.
- If requested to disembark from a bus upon arrival at the Reception Center, evacuees will be directed to a designated area for Registration. In the event that there is no facility open for evacuees to congregate in, they will be asked to remain on the bus, and the Reception Centre Team will board the bus to register individuals.
- Red Cross members completing registration on a bus must wear full required PPE. If evacuees need lodging, they stay on the bus and will be given transportation to a given hotel location.

- Cleaning and sanitizing of buses, as well as enforcing any protocols on the buses will be the responsibility of the bus driver. Any regulations for buses will be determined by the transit company providing the services and will be the responsibility of the bus driver to enforce.

10.3 ADVANCED PANDEMIC PLANNING

- Discuss ESS planning considerations within a pandemic context with DEM/DDEM and Canadian Red Cross.
- Review staff and volunteer projected tasks to determine PPE requirements.
- Consider requesting PPE in advance of an evacuation. In the event that PPE is urgently required and POC is not able to fulfill the request, AHS support may be requested via the Health Duty Desk at the POC.
- Explore availability of hand washing stations, hand sanitizer, tissues, cleaning supplies, etc.
- Discuss CRC processes to allow evacuees to access virtual wellness supports wherever possible.
- Review public messaging strategy for evacuations. How you will encourage people to evacuate into an environment that already feels unsafe?
- Have a discussion with CRC how you will triage evacuees.
- Connect with animal shelters/boarding facilities and veterinary hospitals to determine capacity for evacuated pets.
- If you will not be using volunteers, release messaging to clearly states this and encourage other ways of helping. This may be by staying home and allowing only essential workers out in the affected areas.
- Provide staff with safety messaging prior to work.
- All staff and volunteers working in emergency sheltering and service delivery should be instructed to self-monitor for COVID-19 at home and be aware of early signs and symptoms.
- Workers should be screened daily to ensure they do not have COVID-19 symptoms and are fit to work. Daily screening may include temperature checks or questions about symptoms.
- Be prepared to work with Alberta Health Services on contact tracing.
- Request AHS support to monitor compliance with health guidelines and provide gentle reminders to staff and volunteers.
- Encourage staff and volunteers and remind them they are doing a great job!

11. PET CARE DURING AN EMERGENCY

- Rocky View County have an Agreement with the Animal Emergency Task Force to provide their staff to take care of pets in the Reception Centres.
- Evacuees may have pets with them upon arrival at a Reception Centre. The goal is to keep pets united with their owners during an evacuation, but this may not always be a feasible option.
- Upon arrival at the Reception Centre, evacuees will be directed to the appropriate area to register with their pet. All information will be input onto the evacuee file.
- Animal Emergency Task Force have a web-based database and software that will be on laptops or tablets and either the owner or an assigned intake worker will assist to fill out the information.
- If accommodations are required, the evacuee will be assigned to a pet friendly accommodation site whenever possible. All accommodations processes and protocols will apply to pet owners who are being lodged at a hotel or alternate accommodation site.
- If pets need to be lodged in a Reception Centre, the pets will be assigned a unique id number and case number. They will be house in an appropriate kennel/carrier/holding and Pet Care staff will ensure each kennel is labelled with a kennel card. Kennel cards will have the following information: pet name, owner name, contact phone number, animal species, breed, and descriptors, as well as any cautions or other important information for the animal.

- Animals with cautions will not be removed from their kennel at any time unless the owner of the animal or a trained pet carer is present to remove it.
- ESS Pet Care staff will be responsible for monitoring kennels and restricting access to the Pet Care Area to those evacuees with pets being housed there. Restricting access will minimize stress on the animals in the pet care area. The Pet Care area will be open from 6:00 am to 10:00 pm each day that the Reception Centre is open. Outside these hours, evacuees may be granted individual access on a case-by-case basis to care for their pets.
- For any evacuees that have animals that were left behind, they can fill out the intake forms and teams will be assembled to rescue, or shelter in place dependant on the emergency type.

11.1 Owner Responsibilities

- Evacuees with pets at a Reception Centre will be required to have their animal on leash or in an appropriate carrier or kennel for that animal.
- Pet owners will be responsible for caring for their own pets and for informing the ESS Team about their pet upon registration
- Pet supplies will be provided whenever possible, as it is understood that evacuees may not have been able to gather everything they need to care for their pet while evacuating.
- Basic pet food will be available for evacuees, but pets requiring a special diet will not be accommodated. If need to, we can ask local pet stores or people to donate.
- Owners will be responsible for ensuring their pet receives food, water, exercise and for cleaning up after them.
- If an evacuee is unable to care for their pet, alternate arrangements will be made through Animal Emergency Task Force to lodge the animal at another facility.
- Owners wishing to extend their pets' stay at an alternate pet facility will be responsible for making those arrangements directly with the location their pet is being housed.
- Any fees will be the responsibility of the pet owner, unless an exception occurs and Rocky View County agrees to extend the sheltering beyond 72 hours.
- If animals require veterinary care at any time during their sheltering, the pet owner will be notified and expected to make arrangements for the animal to see a veterinarian. If this is not possible, Animal Emergency Task Force may be able to assist and ensure the pet receives necessary care. All expenses incurred for veterinary care are the sole responsibility of the pet owner.

11.2 Pet Care has two components:

- Displaced persons who take their pet to an ESS centre,
- Persons who leave their pet at home when they evacuate.

Services dogs are allowed in ESS Centres in accordance with the Alberta Government Service Dogs Act (Appendix 1 – Alberta Government Guidelines). These dogs have been trained through and Assistance Dogs International (ADI) accredited school and users have an Alberta government identification card.

There are persons with disabilities who may have a support animal (not necessarily a service dog) with them and as there is no current legislation or accreditation for therapy animals in Alberta.

ESS members, friends, volunteers and partners will be asked to exercise good judgement before allowing an animal into the ESS centre. This is done by assessing the animal's behaviour, checking with others in the centre to see if the pet bothers them, working with the owner to assess if there is someone who can provide services and comfort to the individual instead of the pet, and connecting with a pet resort to offer alternatives to care for the pet.

11.3 Reasons to have pets in the ESS Centre

- Keep displaced individual's calm
- Provides comfort to displaced individuals
- Keeps families together and pets are often considered part of the family
- Keeps displaced individuals occupied with the care of their pet as they wait to go home

11.4 Reasons to shelter pets away from an Emergency Reception Centre

- Allergies – other individuals may be allergic and may require medical assistance.
- Stress – other individuals may be afraid of animals; bothered by barking or meowing noises; may interact inappropriately with the pet or without the owner's consent.
- Temperament – the pet may be stressed while away from home or when close to people or other pets. The most docile pet can act aggressively when stressed.
- Hygiene – Pet sanitation has to be paramount in an Emergency Reception Centre and Emergency Social Service members abide by Alberta Health Services (AHS) regulations that animals should not be near food, owners need to ensure they clean up after their pet and assist in keeping the centre clean.
- Private room – pets may be placed in a room that is required for an individual
- Keeping dogs in one room, cause owner and pet distress, as they are away from their owner, or the owner can hear their dog barking and when one dog barks, other start.
- Co-located shelters are an optimal solution. Having pets in an area that is a separate building but very close to where evacuees are lodged is ideal so that owners can take care for and be close to their animal.

11.5 Vulnerable Persons and Pets

Individuals registered on the Vulnerable Persons registry, may also have pets that require rescue. If animals cannot be transported when a VPR Registrant receives emergency assistance, Animal Emergency Task Force will be contacted to assist in retrieving their pet. Every effort will be made to reunite the pet with their owner as soon as possible.

12 KEY ROLES AND RESPONSIBILITIES

Not all functions are required for all emergencies. For those functions that are activated, separate personnel are not always required. One individual can fulfill multiple functions in the delivery of ESS depending on the scope of the emergency.

Below are the key roles and responsibilities of the key positions within the ESS Site Organization.

12.1 ESS BRANCH DIRECTOR

Responsibilities

- The Emergency Social Services Branch Director oversees the entire ESS operation.
- Ensure ESS Staff in the plan are adequately trained to respond to an emergency.
- Ensures up-to-date memorandum of understandings (MOU's) with Reception Centres and Regional Partners are in place
- This position will participate in all Municipal Emergency Plan meetings, exercises, and training, and is the key point of contact for ESS in the Emergency Coordination Centre (ECC).
- The ESS Branch Director functions within the Operations Section in the ECC and reports to the Operations Section Chief.
- During an emergency response, act as liaison between ESS Services and the ECC.

Emergency Checklist

- Stationed in the ECC as part of the Operations Section.
- Establish a workspace for yourself. Have the ESS Plan on your desk and put on the orange ESS vest.
- Determine, in conjunction with the Operations Section Chief, which facility will be used as Reception Centre.
- Notify and Activate:
 - Red Cross
 - Reception Centre Manager
 - RVC Facilities Manager
 - RVC Health and Safety Advisor
- Notify key Reception Centre Facility Manager to activate
- Establish a method of communication between Reception Centre and ECC
- Activate special units as needed or at recommendation of Red Cross Site Manager as required (assisting agencies such as Animal Emergency Task Force for Pet Care, Salvation Army, St, Johns Ambulance. Etc.)
- Check that the Reception Centre have an Information Board.
- Have regular briefings with the RC Manager (at least every 40 minutes) about situation of event so that this information can be shared with evacuees on the information board.
- Maintain a log with key activities, decisions, actions and inquiries. Activity Log – ICS Form 214
- Attend Reception Centre briefings to provide updates to ECC as appropriate.
- Ensure that all invoices and receipts are submitted to Finance daily.
- Red Cross RC Manager to discuss needs with ECC Director to forecast additional resources. (Volunteers, Food, NGO's, etc.)
- Direct all media inquiries to the RVC Emergency Management Public Information Officer.
- If additional security is needed at the Reception Centre – arrange with Logistics.
- If traffic control is needed at the Reception Centre – request resources of Peace Officer from the Logistics Section.
- Arrange appropriate shift schedules for areas you are directly responsible for.
- Arrange long range needs.
- Determine when the ESS Plan needs to transition to recovery phase.
- Completes the Demobilization Forms.

12.2 RECEPTION CENTRE MANAGER

Responsibilities

- Works closely with the ESS Branch Director to determine staffing levels, and training plans for staff involved in ESS.
- Ensures the ESS Plan is reviewed and up to date.
- The Emergency Social Services Director oversees the Emergency Reception Centre operation to ensure evacuee needs are met and is also the first source of contact for all facility-related issues.
- The Reception Centre Manager will provide a safety function for ensuring the health and safety of those in the Reception Centre, both evacuees and workers. This includes setting up quiet areas and mental health supports specifically for the Reception Centre Staff.

Emergency Checklist

- Awaits directions from the ESS Branch Director to be “on alert” or “on standby” or to activate the Reception Centre.
- Once you have been called out, there are a number of things you need to do before proceeding to the Reception Centre:
 - Communicate with your family and employer
 - Dress casual and in layers. Wear the appropriate clothes for the job and work.
 - Take your grab and go bag
 - Take a cell phone if you have one and a charger
- Wear your ESS identification (green vest, name tag).
- Perform a Safety Inspection before opening to the public. The Form can be found under forms in the ESS Plan.
- Establish a workspace to operate from.
- Locate the Reception Centre Kit with supplies and signs to start set up. If the ESS Kit is not at the RC, arrange to move RC Kit and supplies to RC Centre.
- Once Red Cross arrive, introduce yourself and discuss management and operations of the RC. Please provide briefing on situation of the event, and what has been done to date for set up and who the key contacts are.
- Hand over the Reception Centre to the Red Cross for Management.
- Conduct an initial briefing for Reception Centre staff before the centre is opened to evacuees.
- Assign a person to answer incoming telephone calls to the Reception Centre.
- Maintain contact with ESS Branch Director at ECC.
- Communicate logistical requests to the ESS Branch Director.
- Updates staff and agencies of disaster status.
- Communicates issues and actions taken at the Reception Centre to the ESS Branch Director.
- Collects and finalizes the appropriate documentation.
- Ensures the facility is restored to its original state
- Releases staff and volunteers.
- Identified by wearing a green Reception Centre vest.
- Direct all media inquiries to the RVC Emergency Management Information Officer.
- If traffic control is needed at the RC, communicate with the ESS Director to request support.
- Maintain an Activity Log – ICS Form 214.

12.3 MEET AND GREET POSITION (As required)

Responsibilities

- Meet and greet is the first point of contact for evacuees entering a Reception Centre and provides a critical service for setting the tone for the evacuee experience in the Reception Centre. The role of the Meet and Greet worker(s) is to ensure that evacuees are permitted into the Reception Centre in an organized and timely manner.
- These positions should be defined prior to the opening of the Reception Centre and may require some flexibility depending on the number of staff available and the layout of the facility.
- If staffing levels permit, two individuals should be positioned outside of the Reception Centre prior to opening.
- In situations where buses are used to transport evacuees, the Meet and Greet volunteer should board the bus and provide a brief overview of the functions at a Reception Centre. An initial triage can be performed while evacuees are situated on the bus. Those individuals requiring immediate assistance should be identified and “fast-passes” can be distributed to seniors and families with young children etc.
- The Meet and Greet position can get a sense of what services the evacuee is looking for and can point them to the right section of the Reception Centre, as well as providing an overall orientation to the facility, such as where bathrooms and the information board are located.

Emergency Checklist

- Ensure all guests are greeted and triaged within 2 minutes of arriving.
- Provide initial information to evacuees and others regarding the functions of the reception Centre and the location of specific services.
- Perform an initial screening (triage) of all evacuees to determine who will require immediate assistance.
- Directs evacuees to the appropriate service area according to their physical and/or emotional needs.
- Help to maintain order within the Reception Centre by implementing a queuing system with evacuees prior to entrance and ensure this system is effective.
- Assist evacuees with special needs to appropriate location (e.g., First Aid, Pet Care or Child Care etc.)
- Check with evacuees as they leave the Reception Centre to ensure all of their needs have been met.
- Make note of any alternative entrances that may be needed for wheelchair access.
- Report to assigned supervisor to obtain current status and specific instructions.
- Become familiar with what services will be provided at the Reception Centre as well as the location of these services.
- Always wear appropriate identification and/or vests.
- Maintain communication with assigned supervisor.
- Accompany any injured to First Aid.
- Accompany any emotionally distraught to Emotional Support.
- Accompany unattended children to Child Care.
- Refer all media to the Information Officer at the ECC.
- Identify any concerns for worker safety and take immediate action to correct.
- Sign out with Reception Centre Manager.
- Access critical incident stress debriefing as needed.
- Be prepared to contribute to any post event processes (e.g., debriefs, reports etc.)

12.4 VOLUNTEER SERVICES TEAM LEAD

- Wear identification (e.g. vest, hat) to identify you as the Red Cross Volunteer Services Supervisor.
- Yellow Vest for other volunteers
- Ensure that volunteers sign in and out
- Ensure that the assigned work area has signage, furnishings, and supplies.
- Delegates tasks as needed and assigns volunteers to specific roles within Volunteer Team.
- Confirms number of volunteers required per operational period (or shift) for each Unit and any other voids that need to be filled (runners, traffic, etc.)
- Identifies volunteer names for the next operational period and helps produce organizational chart for upcoming period.
- Directs volunteers coming on shift who to report to and where that person can be found.
- Follows up with any “no-show” volunteers to ensure their safety.
- Contact the Reception Centre Manager to determine the need for additional volunteers and skills required.
- Notify the Reception Centre Manager of issues or concerns.
- Instruct volunteers to report to the Volunteer Services desk to complete registration paperwork and to be assigned to the appropriate work area.

CONTACTS

Non-Governmental Agencies (NGOs) & Other Agency Contacts

Emergency Numbers

Cochrane Humane Society – shelter@cochranehumane.ca	403.932.2027
Alberta SPCA – Leanne Niblock (Executive Director)	1.780.732.3737
Alberta SPCA – Director of Animal Protection Services – Andrew Grainger	1-780-732-3740
Alberta SPCA - Hotline	1-800-455-9003
Alberta Health Services – FOR ALL EMERGENCIES	1.844.755.1788
This is a 24-hour Hot Line	
E-Mail: edp@ahs.ca	
Animal Emergency Task Force - Calgary	1-888-611-2383
Sarah Miller at info@aetf.ca	403-863-6996

✚ *Alberta SPCA is more involved on the Enforcement side with animals and pets.*

Alberta Health - (Environmental Public Health) - Daytime	403-943-2288
Alberta Health – (Environmental Public Health) – After Hours	403-264-5615
AHS – Darcy Chrisp – darcy.chrisp@albertahealthservices.ca (east side of County)	1-587-787-1950
AHS – Marc Vanhoutteghem –(west side of County)	Email was non-deliverable
Alberta Health – Director of Emergency Disaster Management	Cell: 587-893-0567
Calgary Area – tom.watts@albertahealthservices.ca	Fax: 403-943-2900
Salvation Army – Kimberley Johnson (Kimberley.Johnson@salvationarmy.ca)	403-512-4612
Divisional Secretary for Public Relations – Major Jamie Locke	1-780-217-4474
Major Ben Lippers -Emergency Disaster Services Divisional Commander ben.lippers@salvationarmy.ca	587-215-0466
Tiffany Mediosa – back-up for Ben Lippers tiffany.mediosa@salvationarmy.ca	403-510-6017
St. John Ambulance - Alicia Hudson – Calgary and Rocky View Region	Alicia.hudson@sj.ca – 403-803-3484
<ul style="list-style-type: none"> Beverly Lafortune – Vice President, Training & Community Services (Edmonton) 	1-800-665-7114 ext. 8123
<ul style="list-style-type: none"> Community Services Phone for emergencies: 	403-803-3484
Red Cross	
All activations through the Disaster Assistance Line	1-888-800-6493
<ul style="list-style-type: none"> Mark Holzer – Provincial Manager, Emergency Management mark.holzer@redcross.ca 	Office: 1780-702-4168 Cell:1780-231-1482
<ul style="list-style-type: none"> Nabil Ibrahim – Red Cross Coordinator for Rocky View County 	Cell: 403-498-5971
211 – Distress Centre 24/7 Line	403-266-4357
211 Mike Velthuis Kroeze (mikek@distresscentre.com)	403-266-1601 ext 3002
211 Sangeeta Sharma (sangeetas@distresscentre.com)	403-266-1601 ext 3030
211 Homeira – Team Lead (homeirap@distresscentre.com)	
211 Ashley – Team Lead (ashleye@distresscentre.com)	

FIRE STATIONS

Fire Stations	
Fulltime	Volunteer
<p><u>FIRE HQ (County Hall)</u> 262075 Rocky View Point Rocky View County, AB T4A 0X9 Phone: 403-230-1401</p>	<p><u>Madden Fire Station #105</u> 285052 Symons Valley Road NW Madden, AB TOM 1L0 Phone: 403-946-0096</p>
<p><u>Elbow Valley Fire Station #101</u> 31040 Lott Creek Drive Rocky View County, AB Phone: 403-457-0087</p>	<p><u>Irricana Fire Station #108</u> 230 - 1 Avenue Irricana, AB TOM 1B0 Phone: 403-935-4393</p>
<p><u>Springbank Fire Station #102</u> 128 McLaurin Drive Rocky View County, AB T3Z 3S4 Phone: 403-247-7404</p>	<p><u>Langdon Fire Station #111</u> #12 Railway Avenue E. Langdon, AB TOJ 1X0 Phone: 403-936-2368</p>
<p><u>Bearspaw Fire Station #103</u> 31211 Lochend Place Rocky View County, AB T3L 2R2 Phone: 403-851-3400</p>	<p><u>Langdon Fire Station #111</u> #12 Railway Avenue E. Langdon, AB TOJ 1X0 Phone: 403-936-2368</p>
<p><u>Balzac Fire Station #107</u> 291015 Rocky View Drive Balzac, AB TOM 0E0 Phone: 403-226-6300</p>	

GUIDES

A. RECEPTION CENTRE SERVICE STANDARDS

Dependent upon the needs and circumstances of the emergency or disaster, the number of people impacted, and/or the duration of the activation, the Reception Centre Management Team will determine the level of services to be provided.

1. RECEPTION SERVICES

1.1 Meet and Greet

- Meet and direct those entering the Reception Centre
- Do a triage or urgent needs and
- Flow management in the Reception Centre
- Checking with people on the way out to make sure they received what they needed

1.2 Registration

Registration is the process in which evacuees provide contact details so they can receive services and updates about the incident.

- All individuals and families accessing services from the Reception Centre must register
- All individuals and families will be required to provide the following information: first and last name, age, permanent address and contact information

1.3 Referral

Individuals and families that require further personal and social support can be assisted through the referral process

1.4 Information Area

The Information Area is where evacuees can go to access laptops, cell phone chargers and cell phones to connect with family/friends and let their loved ones know they are safe. It also contains an information display board with current incident information.

2. ESSENTIAL SERVICES

2.1 Food Services

Provides meals, snacks, drinks or other refreshments to evacuees and Reception Centre personnel.

- In an event requiring the reception centre to be open overnight (8:00 pm – 7:00 am) or for a short duration (less than 8 hours), prepackaged refreshments may be provided;
- Will provide for three meals a day in accordance with Canada's Food Guide to Healthy eating.
Breakfast – 7:00 – 9:00 am
Lunch – 12:00 – 1:00 pm
Supper – 6:00 – 8:00 pm
- Only food prepared by operators with a safe food handling certificate through Alberta Health Services will be provided to visitors.

2.2 Lodging

Lodging provides immediate accommodation to evacuees without any other options. It may be available at the Reception Centre, but can be located at a different facility. Ideally, this service is provided for up to 72 hours before transition.

2.3 On-Site Goods Distribution

On-Site Goods distribution can provide basic necessities (e.g. clothing, comfort foods, blankets etc.) to evacuees.

3. HEALTH SERVICES

3.1 Emotional Support

Emotional support provides for the emotional and spiritual needs of evacuees and workers at a Reception Centre, including mental health needs. If required, this function can connect individuals with trained professionals for additional support.

3.2 First Aid

First Aid provides first aid services (treatment of minor injuries and illnesses) to evacuees and Reception Centre staff.

3.3 Medical Services

Medical Services identifies and provides for the physical health of evacuees and workers at a Reception Centre. This function establishes a triage process and takes lead on any on-site medical emergencies.

4. SPECIALIZED SERVICES

4.1 Kid Zone / Play Area

If possible – the Reception Centre will provide a space for children to play quietly. This area is a space for parents to supervise their children away from the bustle of the Reception Centre.

A child care area should not be opened with less than 2 people to operate it. If any unaccompanied minors arrive at the Reception Centre, this is the area they will be kept and supervised by Reception Centre personnel until a guardian is located.

Children with contagious illnesses will not be admitted into the child-minding area.

4.2 Multicultural Services

This oversees the provision of specialized services that may be required due to language barriers and cultural/or religious requirements. This can include coordinating translators, ethnic foods or specific sleeping arrangements.

4.3 Pet Services

Provides care for pets that were evacuated with their owners and cannot be housed elsewhere. The Reception Centre Manager will coordinate with Animal Emergency Task Force to manage the Pet Care Function. As pets are not permitted in the general area of a Reception Centre, a separate section is set up to house pets in crates and provide for their basic needs.

B. GENERAL RECEPTION CENTRE PROCEDURES

1. Parking and Traffic

Management of Parking and Traffic is the responsibility of the Reception Centre Manager and Traffic Controller. Traffic control is an ongoing and frequent concern at a Reception/Registration Centre, due simply to the large number of vehicles that may be attending the Registration Centre at one time. Poor flow of traffic can cause other concerns.

If public transportation is being provided to the Reception Centre, a marked, easily accessible area for public transportation to offload/load evacuees and a separate marked area for private vehicles must be established.

All individuals directing traffic will be required to wear appropriate PPE, which includes a high visibility traffic vest.

2. Signage, supplies and identification

Signs for designating spaces within the Reception Centre can be found in the Reception Centre Kits located in Storage areas of each of the three designated Reception Centres.

Tables and chairs are already available at each Reception Centre facility.

Reception Centre staff must wear identification, either provided by each service provider or by provision of vests. Vests can be found with the Reception Centre Kits.

3. Greeters

Greeters will be situated near entrances to inform evacuees of the services available in the Reception Centre.

4. Security

Security may also be required quickly at the Reception Centre, to assist with crowd control and any other situation that may arise.

Security will be posted at entrances/exits as deemed necessary.

Evacuees may be emotionally charged, requiring a uniformed presence at a Reception Centre.

Upon arrival at the Reception Centre, Bylaw Services/Peace Officers will be asked to check in with the Reception Centre Manager. Officers signing in at the Reception Centre site will also be included in the meal counts for that site.

Officers are required to sign in and out at the Reception Centre.

Should a situation escalate that requires intervention and authority beyond the scope of a Peace Officer, the RCMP will be contacted to address the concern.

5. Reception Center Manager Office/Space

The Reception Centre Manager should have a separate space or office on-site within the Reception Centre in which they can be reached by Reception Centre staff and service providers and will ensure overall smooth operation of the Reception Centre and respond to service provider needs.

6. Information and Communication Management

Extra Wi-Fi, and or internet connections as well as phone lines will be set up as necessary. An area to post news and updates will also be established.

7. Donation Management

Although the County is appreciative of people's generosity, an unnecessary influx of donations could cause more problems than help to affected individuals.

During an Emergency, monetary donations can be allocated to Rocky View County from the Red Cross.

If people would like to make monetary or in-kind donations directly to individuals or groups, they may do so at their own discretion by contacting the affected individuals or groups.

In-kind donations should be directed to the Canadian Red Cross and the Salvation Army.

8. Media

Media representatives serve the community by telling the story and may be immensely helpful to the local ESS Team and to evacuees. Our ECC will work with the media in a cooperative manner.

If a Reception Center is approached by the media:

Do:

- Politely but firmly direct the media to speak with the Public Information Officer at the RVC ECC.
- Respect the confidentiality of evacuees but allow them to talk to the media outside of the Reception Centre, if they want to.

Do Not:

- Block cameras or say “no comment”.
- Disclose personal/confidential information of evacuees or responders.
- Speculate on the incident – causes, damage, future developments

Social Media: Under no circumstance should any member of the ESS/Reception Centre teams use personal social media accounts (Facebook, Twitter, etc.) to distribute incident related information that has not been publicized by Rocky View County through the Public Information Officer. Official social media management will be conducted under the direction of the PIO.

9. Privacy and confidentiality

Media groups shall not be allowed within the confines of the Reception Centre. Personal cameras and telecommunication devices equipped with cameras shall not be used within the Reception Centre aside from cell phone designated areas.

Only information that is contained as part of a news release issued through a PIO and approved by the Director of Emergency Management can be shared with the public, including family (and friends, as required) of ECC Staff required to work in support of the incident.

10. Abuse intolerance

Abusive behaviours towards Reception Centre staff will not be tolerated. Individuals or groups who may act abusive towards staff may be asked to leave the facility. Reception Centre security measures may need to be put in place to manage situations.

11. Vulnerable population

Whenever possible, people with disabilities, children, seniors and pregnant individuals shall be a priority to serve **at** the Reception Centre.

12. Volunteer Guidelines

During an emergency, prospective volunteers – defined in this document as any persons not employed by Rocky View County that respond to an emergency – will be registered and qualified through necessary background and police checks (if required) with the Red Cross.

13. Food donation

Rocky View County will not accept personally prepared food donations to be offered to affected individuals inside the reception centre(s) due to health regulations. Food donations from health inspected facilities such as restaurants and grocery stores may be accepted with prior approval from the Emergency Reception Centre Manager before distribution.

14. General Maintenance of Reception Centre

The Reception Centre Manager will complete a walk-through with the designated facility manager at their earliest convenience and note any pre-existing damages or safety issues in the Reception Centre and have them sign an acknowledgment of any pre-existing conditions. See forms for Safety Inspection Form.

C. WORKER CARE AND SAFETY GUIDE

Before a Response

- Assemble grab & go bag
- Update personal preparedness plan
- Complete self-assessment
- **During a Response**
- Know when your shift starts/ends
- Know who is in charge
- Check-In with yourself regularly during your shift
- Take 5 minutes alone with a colleague
- Get up, stretch & take a deep breath
- Drink water and eat healthy
- Take toilet breaks
- Look out for each other – buddy system
- Talk clearly and calmly
- Take time to listen
- Address issues when they arise
- Remember to smile
- Ask for help if you need it

After a Response

- Get together with colleagues
- Find some way to connect
- Get some sleep and exercise
- Fuel yourself – eat healthy
- Phone family and friends
- Do what is relaxing for you
- Talking helps
- If alcohol is used for relaxation, use in moderation

As a Manager or Supervisor

- Determine if a change in jobs will reduce stress level; ask specific questions to find out
- Provide more breaks and quiet time
- Emphasize importance of balancing nutrition, sleep, work & leisure

- If necessary, direct responders to seek further assistance from the Worker Care personnel or encourage them to go home to unwind if necessary
- Model desired behaviour

D. FACILITY GUIDELINES

FACILITIES, SERVICES, & EQUIPMENT

Facilities, Services, & Equipment	
RESOURCES	CAPACITY
Toilets	1 toilet per 40 persons
Showers	1 shower per 72 persons
Hand wash sinks	1 hand wash sink per 20 persons
Laundry	Laundry capabilities for 33% of evacuees
Sewage disposal	1.5 gallons of sewage disposal capabilities per person
Handicap washrooms	At least one handicap-accessible toilet. A double wide portable unit usually meets this need.
Generator	Available electrical power, lighting and generators
Refrigeration	<ul style="list-style-type: none"> ○ 1 per 100 children to store formula ○ Refrigeration for food storage as required ○ Refrigeration of medication as required
Towels	1 per person
Blankets	1 per person
Warehouse space	To be determined in the facility
Pallet trucks, dollies, flatbed carts	To be determined as required
Garbage disposal	<ul style="list-style-type: none"> ○ Large garbage bins ○ Large recyclable bins ○ Large bins for diaper waste ○ Biohazard waste / sharps ○ Grey water/portable toilet servicing ○ Animal waste disposal
Portable toilets	1 toilet per 40 persons
Free-standing hand sanitizers	1 per 50 persons located throughout the facility
Toys and books	To be determined as needed
Large crates / carriers	25 for every 300 persons
Small crates / carriers	50 for every 300 persons
Dog food bowls	50 for every 300 persons
Leashes (small and big)	50 for every 300 persons
Buses	To be determined as needed
Crowd control supplies	<ul style="list-style-type: none"> ○ Stanchions or rope ○ Signage, megaphones, traffic cones ○ Tents (weather dependent)

E. PET PREPAREDNESS GUIDELINE

During an emergency, you and your animal may be on your own for several days, and your pets will be relying on you to help them through it. Preparing for your pets is just as important as preparing for the human members in your household, as your pets will be relying on you to keep them safe in an emergency.

When evacuees have lost everything, being near their pet can be an important source of comfort and emotional support. Especially in disasters when evacuees are without a strong social support network. Having their pet close can help reduce their anxiety and stress.

PREPARING FOR EMERGENCIES

1. **Think ahead** – you might need extra supplies based on what type of pet you have:
 - Cats? – You will need a small container of cat litter and plastic bags
 - Dogs? You will need a roll of plastic bags to dispose of your dog’s waste
 - Reptiles? You may need a portable battery-operated heat lamp
 - Birds? You might need cuttlebone and grit
 - Ensure up-to-date identification. Attach the phone number and address of your temporary shelter, if you know it, or of a friend or relative outside the evacuation Centre.
 - Keep vaccinations up-to-date and store a copy of the records with your pet’s “72-hour Kit.”
2. **During an emergency**
 - Never leave animals unattended or behind in crates, outdoors or tethered outside. Being confined in a bathroom on the main floor is the best option.
 - Keep your pet inside during severe weather. Animals are very sensitive to sudden changes in temperature and often isolate themselves when scared.
 - Know what type of emergency it is (Flood, Fire, Tornado) and prepare accordingly. Floods get high, fires get out and tornadoes get low with no windows.
 - Pay attention to alerts and prepare in advance. Follow Rocky View County’s instructions for evacuation.
 - Check to be sure your pets emergency supplies are ready to take at a moment’s notice.
 - Separate cats and dogs (all species). Stress can lead to unusual behaviour.
 - Make sure all dogs and cats are wearing collars that are securely fastened.
 - Ensure your pet is wearing ID tags.
 - Place a notice on your front door that there are pets in the house and where they are located. Provide a telephone number where you can be reached or the number of your veterinarian.
 - Find a trusted neighbor who would be willing to get your pets and meet you, should you not be at home.
 - Feed your pet wet food in order to reduce the amount of water it may need.

72 Hour Kit for Pets

In addition to having a 72-hour emergency kit for your family, you should also prepare one for your pet. Preparing in advance will increase the likelihood that your pet remains safe and healthy during an emergency. Your pet survival kit should include:

- Pet Carrier, leash, muzzle for each animal.
Make sure to write your pet’s name, your name and phone number on all crates and carriers.
- At minimum, a few days supply of food, water and a bowl. Store it in a water-tight container. If you use canned food, include a can opener. If officials declare water unfit to drink, it’s also unsafe for your pets.
- Medical/vaccination records. Always keep a copy of these records in your grab and go bag.
- Photos and descriptions of you with your pets to prove ownership or make lost flyers.

- Collapsible food and water dishes.
- ID Tags and micro chip number.
- Treats, a favorite toy and familiar blanket.
- Waterproof backpack or bag for your pet supplies.
- Grooming items
- Paper towels and disinfectant
- Blankets or towels
- Medications and basic pet first aid supplies.

ANIMAL INTAKE

Roles or staffing required will be determined based on the needs or scale of the event.

- Contact the SPCA, Cochrane Humane Society or other local pet care providers and request appropriate help.
- Register pets being held at the pet care area.
- Provide pet carriers to pet owners if needed.
- Vet Care / Pet First Aid
- Teams to Rescue / Shelter in Place Animals that are left behind
- Assure pets have food and water.
- Daily Cleaning
- Documentation
- Scheduling
- Transport
- Reunification

F. PERSONS WITH DISABILITIES

While emergencies and disasters affect everyone, their impact on people with disabilities or special needs is often compounded by factors such as reliance on electrical power, accessible transportation, elevators and communication, or access to medication – all of which can be compromised in emergency situations.

Tips for assisting a person with a disability

Hearing Loss

- Get the person's attention via a visual cue or a gentle touch on their arm. Do not approach the person from behind.
- Face the person, make eye contact when speaking to them as they may rely on lip reading and communicate in close proximity.
- Speak clearly and naturally. Do not shout or speak unnaturally slowly.
- Try to rephrase, rather than repeating yourself.
- Use gestures to help illustrate your meaning.
- If there is time, it may be helpful to write a message.
- Hearing aids amplify sounds and can create a physical shock to the user, so do not make loud noises.
- Note that some people may be deaf-blind

Vision Loss

- For people who are deaf-blind, draw an "X" on their back with your finger to let them know you can help them.
- To communicate with someone who is deaf-blind, trace letters in their hand with your finger.

- To guide a person, keep half a step ahead, offer them your arm and walk at their pace.
- Do not shout at a person who is blind or has reduced vision. Speak clearly and provide specific directions.
- Provide advance warning of upcoming stairs, major obstacles or changes in direction.
- Watch for obstacles that the person could walk into.
- Never grab a person with vision loss, unless it is a matter of life or death.
- Do not assume that the person cannot see you.
- Avoid the term "over there"; describe positions such as, "to your right / left / straight ahead / behind you", or by using the clock face positions (i.e., the exit is at 12 o'clock).
- If the person has a service animal on duty, ask them where you should walk to avoid distracting the animal. Do not separate the service animal from its owner

Mobility Limitations

- Try to ensure that the person's wheelchair is transported with the person.
- If this is not possible, employ other evacuation techniques as appropriate, such as use of the evacuation chair, shelter-in-place (if instructed to do so), or lifts and carries by trained personnel.
- Do not push or pull a person's wheelchair without their permission, unless it is a matter of life or death.
- Mobility limitations may make it difficult for a person to use stairs or to move quickly over long distances. Individuals may rely on a cane, wheelchair, crutches or a walker.

Non-Visible Disabilities

Individuals with non-visible disabilities may have difficulty performing some tasks even though their condition is not apparent. Non-visible disabilities can include communication, cognitive, sensory, mental health, learning or intellectual disabilities which may impair an individual's response to an emergency. Conditions can include allergies, epilepsy, diabetes, pulmonary or heart disease, and/or dependency on dialysis, different supplies, etc.

- Supply of food items appropriate to your dietary restrictions
- List of instructions that you can easily follow in an emergency
- Personal list and minimum one-week supply of all needed medications, medical supplies and special equipment (i.e., ventilator for asthma, nitro lingual spray for a heart condition, an epinephrine pen against allergic reactions or anaphylactic shock, etc.)
- Detailed list of all prescription medications
- MedicAlert® identification

Seniors with Disabilities

- Check on neighbours to find out if there are seniors who would need your help during an emergency.
- Always speak calmly and provide assurance that you are there to help. Avoid shouting or speaking unnaturally slowly.
- Let the person tell you how you can help.
- Know the location of emergency buttons (many seniors' buildings have emergency buttons located in bedrooms and washrooms).
- Follow instructions posted on special needs equipment and/or assistive devices.

Personal Assessment and Checklist

During an emergency, this checklist will enable emergency responders to assist you with your specific needs.

My name is: _____

I live at: _____

My phone number is: _____

I am able to:

- Hear
- See
- Walk without help
- Walk with help
- Prepare my meals
- Feed myself
- Dress myself
- Sit without help
- Sit with help
- Wash/bathe without help
- Wash/bathe with help
- Sanitary needs will help

I will need specific help with:

Important personal information

List your prescription number, name and purpose of each medication

Prescription #: _____

Name of medication: _____

Purpose: _____

Prescription #: _____

Name of medication: _____

Purpose: _____

Prescription #: _____

Name of medication: _____

Purpose: _____

Doctor(s): _____

Phone(s): _____

Special equipment I use: _____

Allergies: _____

Special needs: _____

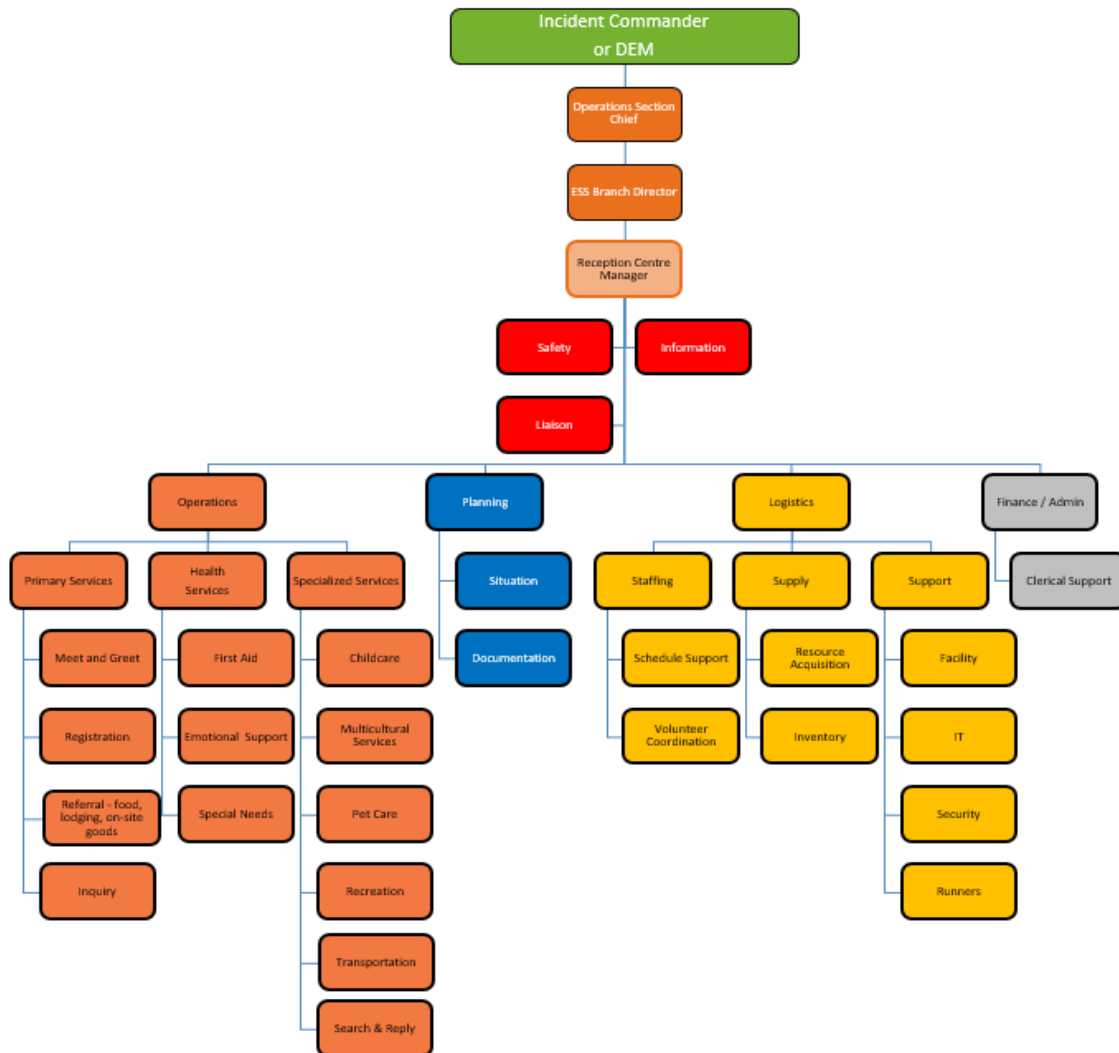
Special diet: _____

G. ESS Concept of Operations

Rocky View County uses the Incident Command System (ICS) to manage response to an emergency situation, both at the Incident Command Post (ICP) and in the ESS component of the response.

ICS has three primary purposes:

- To provide for the orderly and predictable division of labour.
- To provide for the overall safety and personal accountability at the incident or event.
- To ensure that the work at the incident or event is performed efficiently and effectively.

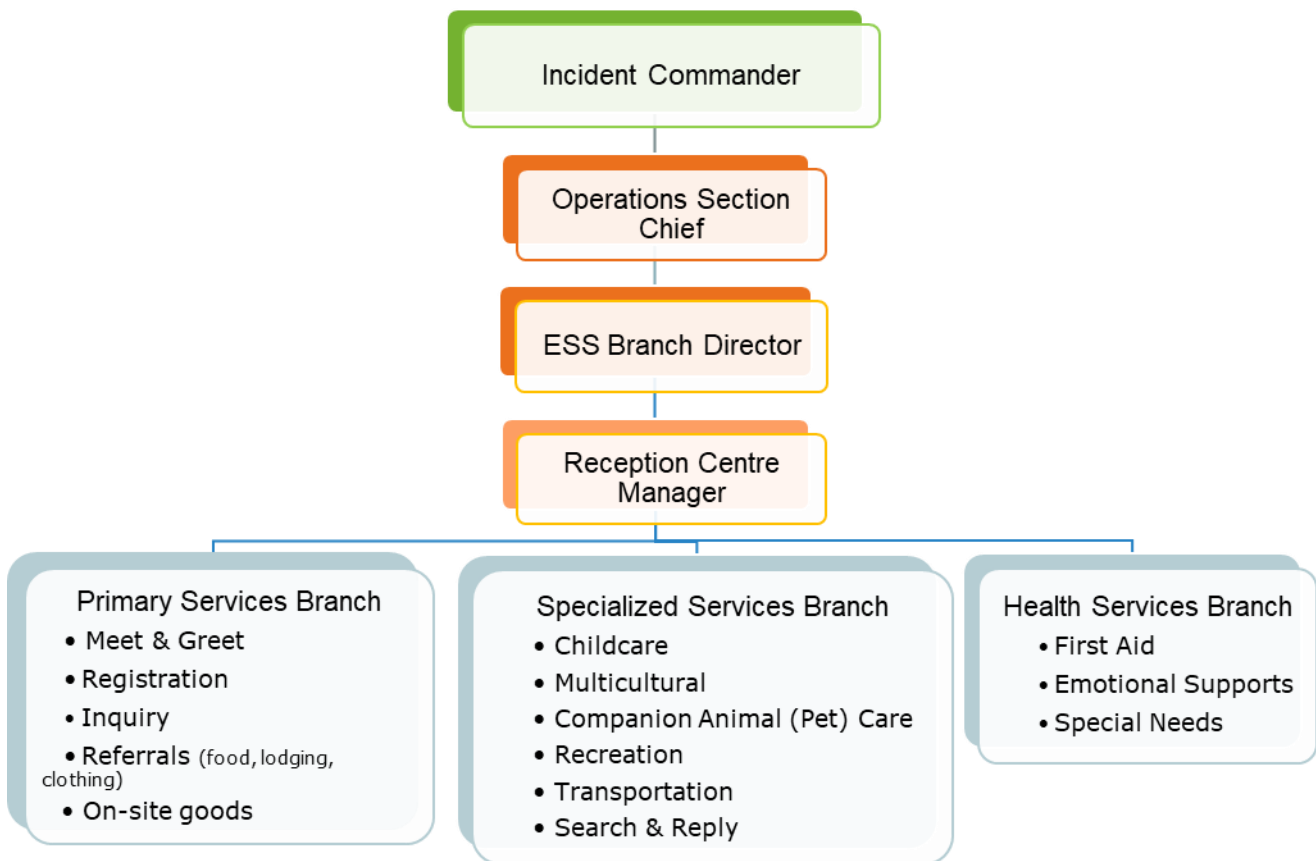


SMALL SCALE RESPONSES

In a small-scaled reception centre response, the Reception Centre Team consists of the Manager and the Branch Directors (as required). If Branch Directors are not required, the Reception Centre Manager would oversee these duties up to the level that the Span of Control will allow (5-7).

The Reception Centre Manager is responsible for the overall management of the Reception Centre and ensuring that all essential functions are activated and carried out.

The Branch Director is responsible for the overall management of their Branch, ensuring that all required functions are activated and carried out, and that information is communicated to the Reception Centre Manager.



LARGE SCALE RESPONSES

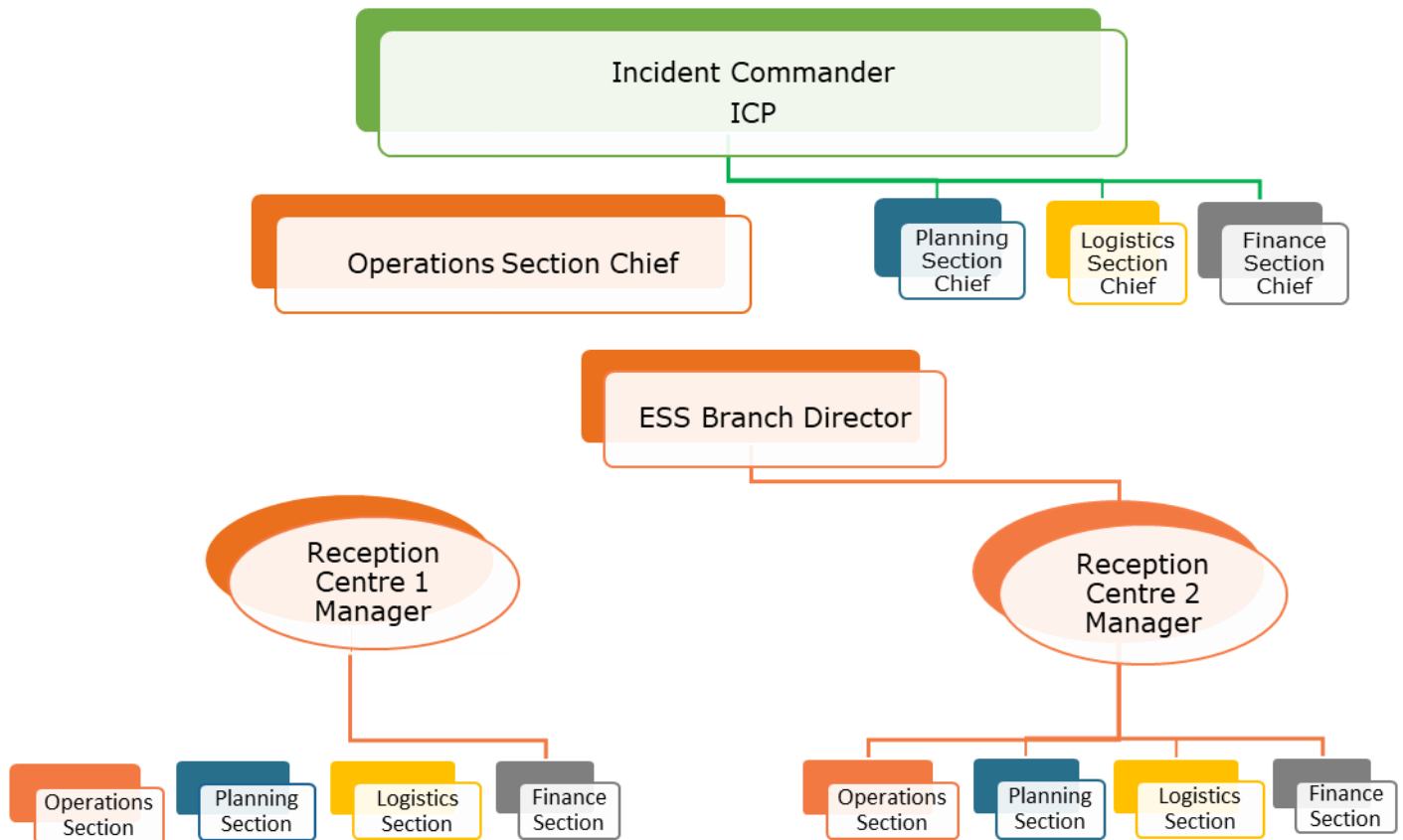
It is important note that roles not required during a response, will not be filled and the responsibility for that role will be completed by the next person higher in the Chain of Command.

Example: If finance is not required in the reception centre(s), it maybe overseen by the ESS Branch Director. If it is not required at that level, then it would fall under the role of the Finance Chief in the ICP.

In the case of a large-scale incident where a substantive response is required and more than one reception centre is established, the capacity and number of positions will expand to reflect the ICS structure that is represented in the Incident Command Post. It will be referred to as the ESS Response and operate at all ESS reception centres sites.

If more than one reception centre is opened, the planning, logistics and financial components of the response may need to be engaged on site.

The duties found with the operations section; primary, secondary (health) and specialized service units would continue to function as before, but some aspects of their roles may be taken on by additional sections. This way, the span of control remains manageable and the workload is shared across four sections instead of one.



RECEPTION CENTRES

THIS INFORMATION IS CONFIDENTIAL

i. Additional Reception for Balzac Area

Days Inn Hotel (Wyndham) Balzac Hotel, Calgary North	
Facility address:	292243 Wagon Wheel Blvd, Balzac, AB T4A 0E2
Primary Contact: Ivy Cheung / Facility phone no.	403-516-3297
Alternate Contact: Sachin Pandey - Manager	spandey@d3h.ca

1. BALZAC COMMUNITY HALL ASSOCIATION

Balzac Community Hall Association			
Facility Location (Physical):	10075 Twp. Rd. 262 Balzac, Alberta		
Mailing Address	10075 Twp. Rd. 262 Balzac, Alberta T4B 2T3		
Facility Phone Numbers	403-226-0090		Fax:
E-Mail Address:	board@balzachall.com		
Facility Social Media Page:	Balzac Community Hall – Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Community Hall		
Primary Contact:	Bill Martin	Email: board@balzachall.com	
24 Hour Contact to Gain Access:	Cell: 403-370-9165	Res:	Bus:
Alternate Contact:	Bill Martin - President	Email: bill@martinspestcontrol.com	
	Cell: 403-370-9165	Res:	Bus:
Who has the key for the facility?	Bill Martin – Lockbox that is wi-fi controlled		
Capacity: <i>Fire code Capacity</i> Large main area.	Standing: 225	Sitting: 225	
Facility Size (Ft ²):	1600 ft ² Dance Floor, 1500 ft ² Reception area		
Kitchen Facilities: Large kitchen but cannot be used for cooking – only a warming kitchen. No dishes or cutlery in kitchen. Cookhouse – separate building next to the hall. Not insulated but has heaters. Large, commercial BBQ in cookhouse.	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Warming Oven Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators: 2	Walk-in Refrigerators:	
	Freezers: 1	Burners:	
	Griddles:	Ovens: 1 (warming only)	
	Convection Oven	Microwave Oven:	
	Dishwasher:	Sinks: (capacity)	
	Vending Machines:		
		Number of individual servings that can be prepared per meal:	
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Contact Name:	Phone:	
Office Equipment:	Photocopier:	Fax:	Computer:
Washrooms: Large bathrooms off main area.	Women: 5 toilets	Men: 3 toilets, 3 urinals	
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - No showers.		
Meeting Rooms: Stage area can be closed off and used for single women / children.	Room 1: Dance Floor	Room 2: Reception Area	Room 3:
	Room 4:	Room 5:	Room 6:

Balzac Community Hall Association

Bar area in main area – maybe can be used as a nursing and/or first aid area.			
Supplies:	# of folding tables: 20 round; 26 - 6 foot tables. Lots.	# of folding chairs: 200 chairs. Lots.	
Nursery:	No		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: natural gas furnace		
	Does the facility have air conditioning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Alternate Power (i.e. generator)	No		
Person responsible for generator:	No		
Water Source:	Municipal:	Wells:	
Internet and Wi-Fi	Yes Password: 4032260090		
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Parking Lot Stalls:	Trailers/Campers allowed in parking lot overnight?		
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Emergency Management plan for Facility: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Large enclosed area downstairs – great for a pet room.	Ice Rink: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Catering Group: There is no specific group used. (Name and phone #)			

Balzac Hall - Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Costco Wholesale	Pharmacy	293020 Cross Iron Common, #300 Rocky View, T4A 0J6	403-516-5050	2 kms
Shoppers Drug Mart	Pharmacy	#725 – 500 Country Hills Blvd NE, Calgary, T3K 4Y7	403-226-5712	10 kms
Walmart Pharmacy	Pharmacy	2881 Main Street S, Airdrie, T4B 3G5	403-945-1648	10 kms
Stonegate Medical Clinic	Clinic	#120 - 2797 Main Street SW, Airdrie, T4B 3S6	403-948-4168	10 kms
Panorama Hills Medical	Clinic	30 Panatella Blvd NW, Calgary, T3K 6K7	403-460-5171	10 kms
Airdrie Regional Health Centre	Hospital	604 Main Street S, Airdrie, T4B 3K7	403-912-8400	10 kms
Peter Lougheed Centre	Hospital	3500 26 Avenue NE, Calgary, T1Y 6J4	403-943-4555	20 kms
Costco Wholesale	Grocery	293020 Cross Iron Common, #300 Rocky View, T4A 0J6	403-516-5050	2 kms
Real Canadian Superstore	Grocery	300 Veteran's Blvd, Airdrie, T4B 3P2	403-945-2319	12 kms
Walmart	Grocery	2881 Main Street S, Airdrie, T4B 3G5	403-945-1295	9 kms
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Beddington Trail Animal Hospital	Veterinary Clinic	410-1110 Panatella Blvd NW, Calgary, AB T3A 0S6	403-277-9111	15 kms
Heartland Veterinary Clinic	Veterinary Clinic	2700 Main St S #300, Airdrie, AB T4B 2Y1	403-912-8882	8 kms
McKnight 24 hr. Veterinary Hospital	Animal Hospital	5010 4 St NE #34, Calgary, AB T2K 5X8	403-457-0911	15 kms

2. BEARSPAW LIFESTYLE CENTRE

Bears paw Lifestyle Centre			
Facility Location (Physical):	253220 Bears paw Rd., Calgary, Alberta T3L 2P5		
Mailing Address:	253220 Bears paw Rd., Calgary, Alberta T3L 2P5		
Facility Phone Numbers	403-239-1502 office	403-681-1502 24 hour emergency	Fax: 403-239-4668
E-Mail Address:	manager@bears pawlc.org ; maintenance@bears pawlc.org		
Facility Social Media Page:	Bears paw Lifestyle Centre – Facebook		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):	Recreation Centre		
Primary Contact:	Chris Sharkey, Facility Manager	Email: manager@bears pawlc.org	
24 Hour Contact to Gain Access:	Cell: 1-825-994-1494	Res:	Bus: 403-239-1502 Ext. 100
Alternate Contact:	Siroun Heal	finance@bears pawlc.org	
	Cell: 403-827-4325	Res:	Bus: 403-239-1502 Ext. 104
Who has the key for the facility?	Chris Sharkey and Siroun Heal		
Capacity: <i>Fire code Capacity</i>	Standing: Gym 1000, Hall 537 Homestead: 90	Sitting: Gym 680, Hall 286 Homestead: 72	
Facility Size (Ft ²):	18914 ft ²		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area: 650 sq. ft.		
	Equipment: Fill in number of each below		
	Refrigerators : 2		Walk-in Refrigerators:
	Freezers: 1		Burners:
	Griddles: 1 large BBQ		Ovens: 1
	Convection Oven		Microwave Oven: 1
	Dishwasher: 1 Commercial		Sinks: (capacity) 2
	Vending Machines: Yes, snack machine and drink machine		
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Contact Name:	Phone:	
Office Equipment:	Photocopier: 1	Fax: 1	Computer: 3
Washrooms:	Women: 2	Men: 2	
	Showers: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Meeting Rooms:	Room 1: Dance Studio	Room 2: Hall (286)	Room 3: Gym (680)
	Room 4: Homestead Room (72)	Room 5: Upstairs Room	Room 6:

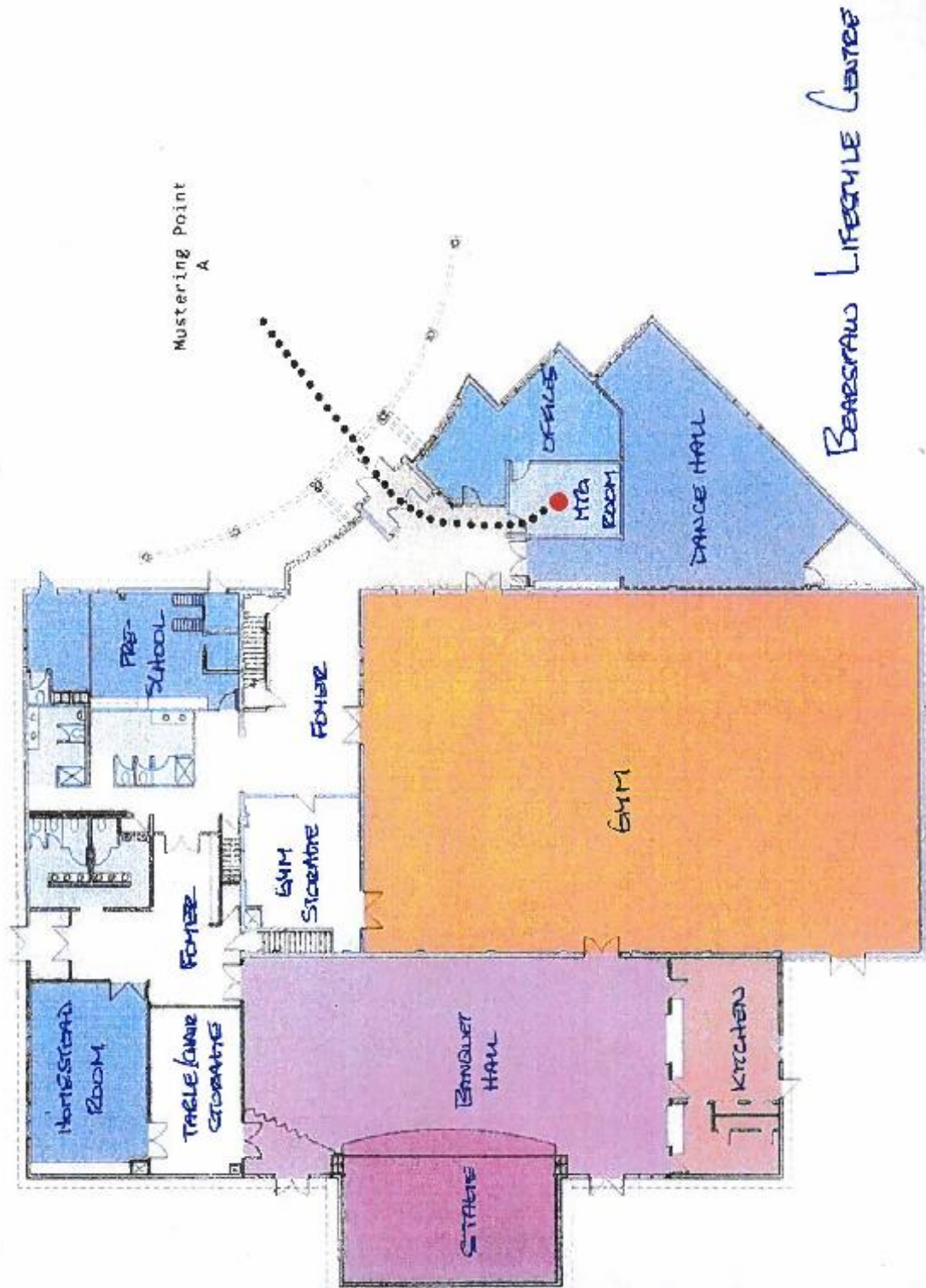
Bearspaw Lifestyle Centre

Supplies:	# of folding tables: 34	# of folding chairs: 475
Nursery:	Preschool occupies portable building & one classroom	
Wheelchair Accessibility:	Yes	
Heating / Cooling	How is building heated: natural gas furnaces	
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alternate Power (i.e. generator)	No	
Person responsible for generator:	N/A	
Water Source:	Municipal: Yes	Wells:
Internet Access:	Wi-Fi, Internet, and personal cell service are available	
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Parking Lot Stalls: 81	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Space for Pet Care: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Ice Rink: (outdoor only)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Calgary Co-op Pharmacy	Pharmacy	11595 Rockyvalley Dr. NW, Calgary, AB, T3G 5Y6	403-299-5454	2 kms
Sobeys Pharmacy	Pharmacy	2020, 11300 Tuscany Blvd. NW, Calgary, AB, T3L 2V7	403-375-0577	5 kms
Tuscany Medical Clinic	Clinic	11300 Tuscany Blvd NW, Calgary, AB T3L 2V7	403-374-4222	5 kms
Rockford Medical Clinic	Clinic	232, 500 Royal Oak Drive NW, Calgary, AB, T3G 0E8	403-910-1981	6 kms
Foothills Medical Centre	Hospital	1403 - 29 Street NW, Calgary, AB T2N 2T9	403-944-1110	16 kms
Rocky Ridge Co-op	Grocery	1000, 11595 Rockyvalley Dr NW, Calgary, AB T3G 5Y6	403-299-5450	4 kms
Costco Wholesale	Grocery	11588 Sarcee Trail NW, Calgary, AB T3R 0A1	403-516-3701	12 kms
Real Canadian Superstore	Grocery	5251 Country Hills Blvd NW, Calgary, AB T3A 5H8	403-241-4027	12 kms
Walmart	Grocery	8888 Country Hills Blvd NW #200, Calgary, AB T3G 5T4	403-567-1502	7 kms
Rocky Ridge Pet Hospital	Veterinary Clinic	11595 Rockyvalley Dr NW Unit 2010, Calgary, AB T3G 5Y6	403-948-4143	4 kms
Royal Veterinary Hospital	Veterinary Clinic	108-500 Royal Oak Dr NW, Calgary, AB T3G 0E8	403-452-9444	6 kms
McKnight 24 hr. Veterinary Hospital	Animal Hospital	5010 4 St NE #34, Calgary, AB T2K 5X8	403-457-0911	20 kms

Bears paw Lifestyle Centre Map



3. BEISEKER COMMUNITY HALL

Beiseker Community Hall			
Facility Location (Physical):	401, 5 th Street Beiseker		
Mailing Address:	Box 349 Beiseker AB TOM OGO		
Facility Phone Numbers	403-947-3774	403-947-3270 24 hour emergency	Fax: 403-947-2146
E-Mail Address:	beiseker@beiseker.com		
Facility Social Media Page:	Beiseker Community Centre - Facebook		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):	Community Hall		
Primary Contact:	Heather Leslie		Email: beiseker@beiseker.com
24 Hour Contact to Gain Access:	Cell: 403-702-4744	Res: 403-702-4744	Bus: 403-947-3774
Alternate Contact:	Gail Peckham		
	Cell: 403-605-4941	Res: 403-947-2877	Bus: 403-947-3774
Who has the key for the facility?	Dave McKenzie, Gail Peckham, Warren Wise		
Capacity: 360 Fire code Capacity	Standing: 360 360	Sitting: 360 Homestead:	
Facility Size (Ft ²):	4560 ft ²		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area: sq. ft.600 SQ. FT.		
	Equipment: Fill in number of each below		
	Refrigerators: 3		Walk-in Refrigerators:0
	Freezers: 1		Burners: 6
	Griddles: 1		Ovens: 1
	Convection Oven: 1		Microwave Oven: 1
	Dishwasher: 1		Sinks: (capacity) 2
	Vending Machine:		
	Number of individual servings that can be prepared per meal:		

Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name:	Phone:	
Office Equipment:	Photocopier:	Fax:	Computer:
Washrooms:	Women: 1	Men: 1 1 HANDICAP	
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Meeting Rooms and capacity of every room:	Room 1: 60	Room 2:	Room 3:
	Room 4:	Room 5:	Room 6:
Supplies:	# of folding tables: 50	# of folding chairs: 360	
Nursery:	NO		

Wheelchair Accessibility:	YES		
Beiseker Community Hall			
Heating / Cooling	How is building heated: FURNACES		
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alternate Power (i.e. generator)	GENERATOR – it can power the entire building (i.e. appliances, etc.)		
Person responsible for generator:	DAVE MCKENZIE – PUBLIC WORKS FOREMAN		
Water Source:	Municipal: X	Wells:	
Internet/ Wifi Access:	Yes (telus5113) Password: gvndf3w86n		
Does the facility have a public address (PA) system:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Do cell phones work in the facility?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Parking Lot Stalls: 50	Trailers/Campers allowed in parking lot overnight?		
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Arena	Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly at	Ice Rink: (outdoor only)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Name	Description	Address	Phone Number	Distance from Hall
Irricana Kountry Kennels	Kennel	Rocky View County	403-970-4400	7 miles SE of Beiseker

4. BEAUPRE COMMUNITY HALL

Beaupre Community Hall			
Facility Location (Physical):	263035 Beaupre Creek Road		
Mailing Address:	PO Box 622, Stn Main, Cochrane, AB T4C 1A8		
Facility Phone Numbers	403-932-5497		Fax:
E-Mail Address:	beauprecommunity@gmail.com		
Facility Social Media page:	Beaupre Community Hall – Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.): Community Hall			
Primary Contact:	Carol Pegg	Email: beauprecommunity@gmail.com	
24 Hour Contact to Gain Access:	Cell: 403-839-1913	Res:	Bus:
Alternate Contact:	Allison Wright	Email: beaupretreasurer@gmail.com	
	Cell: 403-542-9909	Res:	Bus:
Who has the key for the facility? Members of the Board and in the key box (code 2635)			
Capacity:	Standing: 180	Sitting: 140 – chairs only	
Fire code Capacity		120 – chairs and tables	
Facility Size (Ft ²):	1501.64 (34'6' X 43'4')		
Kitchen facilities:	Size of Food Preparation and Cooking Area:		
	Stoves: 1	Fridges: 2	Freezer: 1
	Dishwasher: 1 Sterilizer	Sink: 3	
	Other: 2 ovens		
Washrooms:	Women: 1 (3 stalls)	Men: 1 (2 urinals / 1 stall)	
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Meeting Rooms:	Room 1: N/A	Room 2: N/A	Room 3: N/A
	Room 4: N/A	Room 5: N/A	Room 6: N/A
Nursery:	No		
Wheelchair Accessibility:	Yes		
Emergency Power:	No		
Generator:	No		
Internet Access:	No		
Reception:	Yes		
Vending Machines	No		
Parking Lot Stalls:	Trailers/Campers allowed in parking lot overnight?		
Not marked - plenty	≈ 4 acres	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Beaupre Community Hall

Alarm: Yes No Installed but only monitored for temperature and water (flood)

Emergency Plan for Facility: Yes No Blankets / Cots Available? Yes No

Space for Pet Care: Yes No Ice Rink: Yes No
 Garage space available (not heated)
 Access Code 2630

Catering Group: (Name and Phone #)

Beaupre Community Association Directors – October 16, 2020 – October 15, 2021

Title	Name	Address	Phone Number
President	Melody Long	PO Box 1147 Cochrane, AB T4C 1B2	403-932-5892 / 403-999-4411
Vice President	Allison Wright	PO Box 1165 Cochrane, AB T4C 1B2	403-992-3224 / 403-616-9099
Secretary	Valerie Vassie	248 Gleneagles View Cochrane, AB T4C 2H5	403-813-4975
Treasurer	Carol Pegg	PO Box 2127 Cochrane, AB T4C 1B8	587-839-1913
Director - Maintenance	Marty Edge	PO Box 1243 Cochrane, AB T4C 1B3	403-850-5691 / 403-932-4003
Director - Hall	Bob Adlington	PO Box 1664 Cochrane, AB T4C 1B5	403-932-1899 / 587-228-5307 (Cell)
Director – Social Committee	Debi Perry	PO Box 1765 Cochrane, AB T4C 1B6	403-875-9938

IN CASE OF EMERGENCY DIAL 911

Municipal (Physical) Address: 263035 Beaupre Creek Road
 Legal Description: SE ¼ 29-26-5-W5
 Key West (Security System): 403-932-5005
 Fortis (Power Outage): 1-855-333-9473
 Cochrane Lake Gas: 403-932-2707

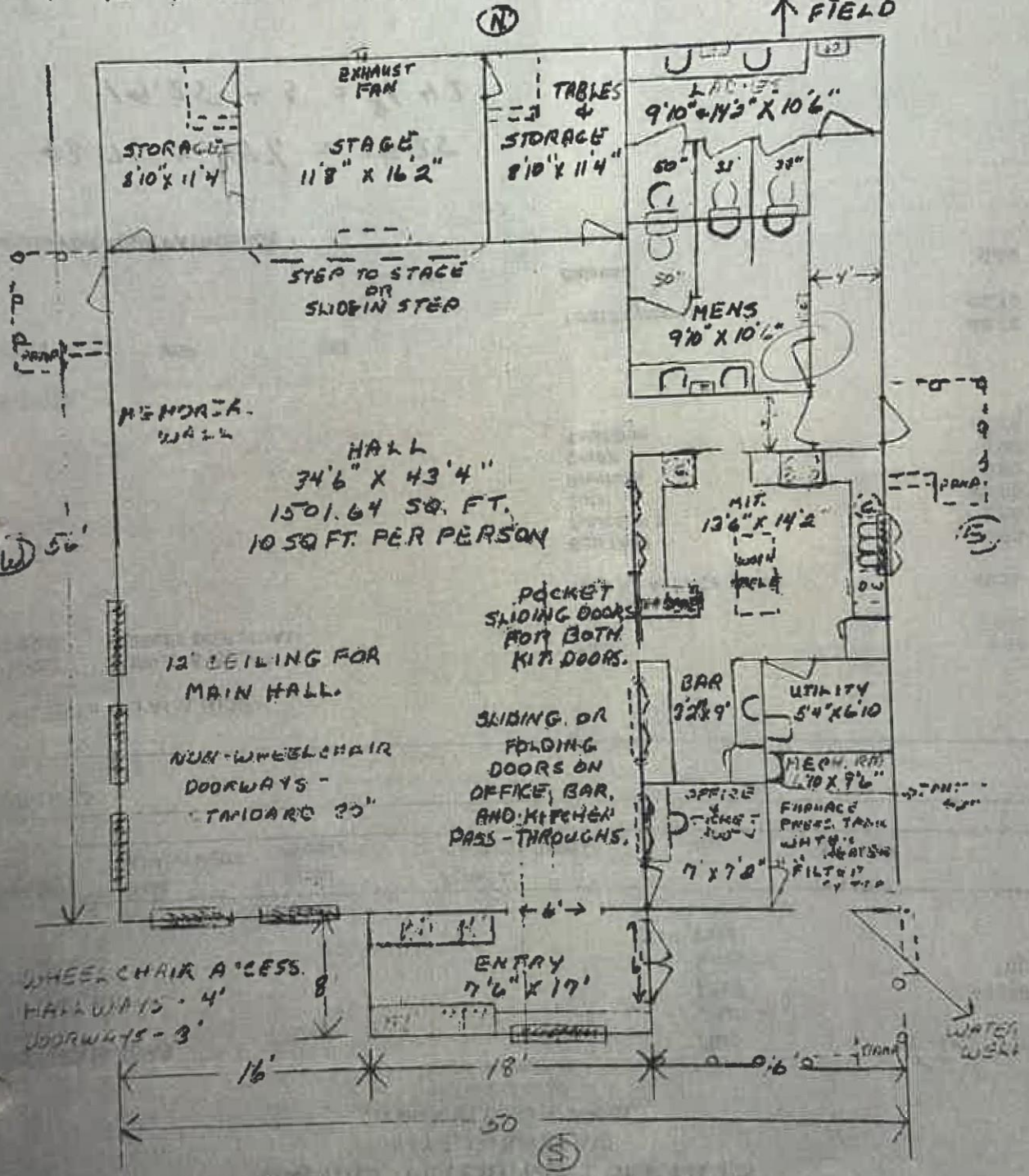
BEAUPRE COMMUNITY HALL

2944 SQ. FT.

47¹/₂ 80.00 per SQ. FT. = 235,520.00
 AT 90.00 per SQ. FT. = 264,960.00

1 SQ. = 2'

OUTSIDE WALLS - 6"
 INSIDE WALLS - 4"
 SEPTIC TANK
 ↑ FIELD



5. BRAGG CREEK COMMUNITY CENTRE

Bragg Creek Community Centre			
Facility Location (Physical):	23 White Avenue, Bragg Creek, Alberta		
Mailing Address:	Box 39, Bragg Creek, Alberta T0L 0K0		
Facility Phone Numbers	403-949-4277		Fax:
E-Mail Address:	manager@braggcreekca.com		
Facility Social Media Page:	Bragg Creek Community Association - Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Community Centre		
Primary Contact:	Kim Perraton	Email: manager@braggcreekca.com	
24 Hour Contact to Gain Access:	Cell: 403-816-0252	Res:	Bus: 403-949-4277
Alternate Contact:	Lynn Gallen	Email: maintenance@braggcreekca.com	
	Cell: 403-651-0672	Res: 403-949-6410	Bus: 403-949-4277
Who has the key for the facility?	Lynn Gallen – Maintenance – Cell. 403-651-0672 & Redwood Fire Dept (403-949-2012)		
Capacity:	Standing – 1300 for entire building	Sitting: 690 for entire building	
Fire code Capacity			
Facility Size (Ft ²):	14206 ft ² Large main area with stage.		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full-size commercial kitchen	Warming Oven Kitchen: Yes	
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 1	Walk-in Refrigerators: 0	
	Freezers: 1	Burners: 4	
	Griddles: 1 Flat top grill	Ovens: 2	
	Convection Oven: 2	Microwave Oven: 1	
	Dishwasher: 1	Sinks: (capacity) 3	
	Vending Machines: NO		
	Number of individual servings that can be prepared per meal: 300-350		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name: Lynn Gallen	Phone: 403 949-6410	
Office Equipment:	Photocopier: 1	Fax: No	Computer: 3
Washrooms:	Women: 1 (5 toilets & 4 sinks)	Men: 1 (4 toilets, 4 urinals, 4 sinks)	
	Showers: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (1 in Women's and 1 in Men's)		
Meeting Rooms: Room 1-3 - Daycare.	Room 1: Daycare	Room 2: Daycare	Room 3: Daycare
	Room 4: Yes (upstairs – no wheelchair access)	Meeting rooms above are now a Nursery. Not available for use.	

Bragg Creek Community Centre

	The small resource room can be used for psychological first aid or counselling and also as a nursing room.	
Hall	Large hall with stage and lots of chairs and tables	
Supplies:	# of folding tables: 18 rectangular; 50 round. Lots of tables.	# of folding chairs: 230 folding; 300 not folding. Lots of chairs.
Nursery:	Yes – if needed for emergency, facility could talk to lease holder.	
Wheelchair Accessibility:	Yes	
Heating / Cooling	How is building heated: Gas	
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alternate Power (i.e. generator)	No – but Schoolhouse next door has a generator that could keep the lights on.	
Person responsible for generator:	Catherine Watson	
Water Source:	Municipal: Yes	Wells: No
Internet Access:	Yes Password: iveneverbeentotoledo	
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – but not well and dependent on where.		
Parking Lot Stalls: 150	Trailers/Campers will be allowed in parking lot overnight during a disaster only.	
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Space for Pet Care: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Banded Peak Vet Hospital have a boarding area	Ice Rink: Outdoor Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Catering Group: Bragg Creek Restaurants		

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Mountain Woods Health	Clinic	11, 20 White Avenue, Bragg Creek, T0L 0K0	403-949-2457	49 meters
Bridlewood Walk in Medical Clinic	Clinic	235, 2335 - 162 Avenue SW, Calgary, T2Y 4S6	403-873-1500	40 kms
Medicentres Family Care Clinic	Clinic	Westhills Shopping Centre - 220 Stewart Green SW, Calgary, T3H 3C8	403-240-0090	35 kms
Bragg Creek Pharmacy	Pharmacy	20 White Avenue, Bragg Creek, T0L 0K0	403-949-3177	50 m
Braeside Pharmacy	Pharmacy	11432 Braeside Drive SW, Calgary, T2W 4X8	403-238-0860	40 kms

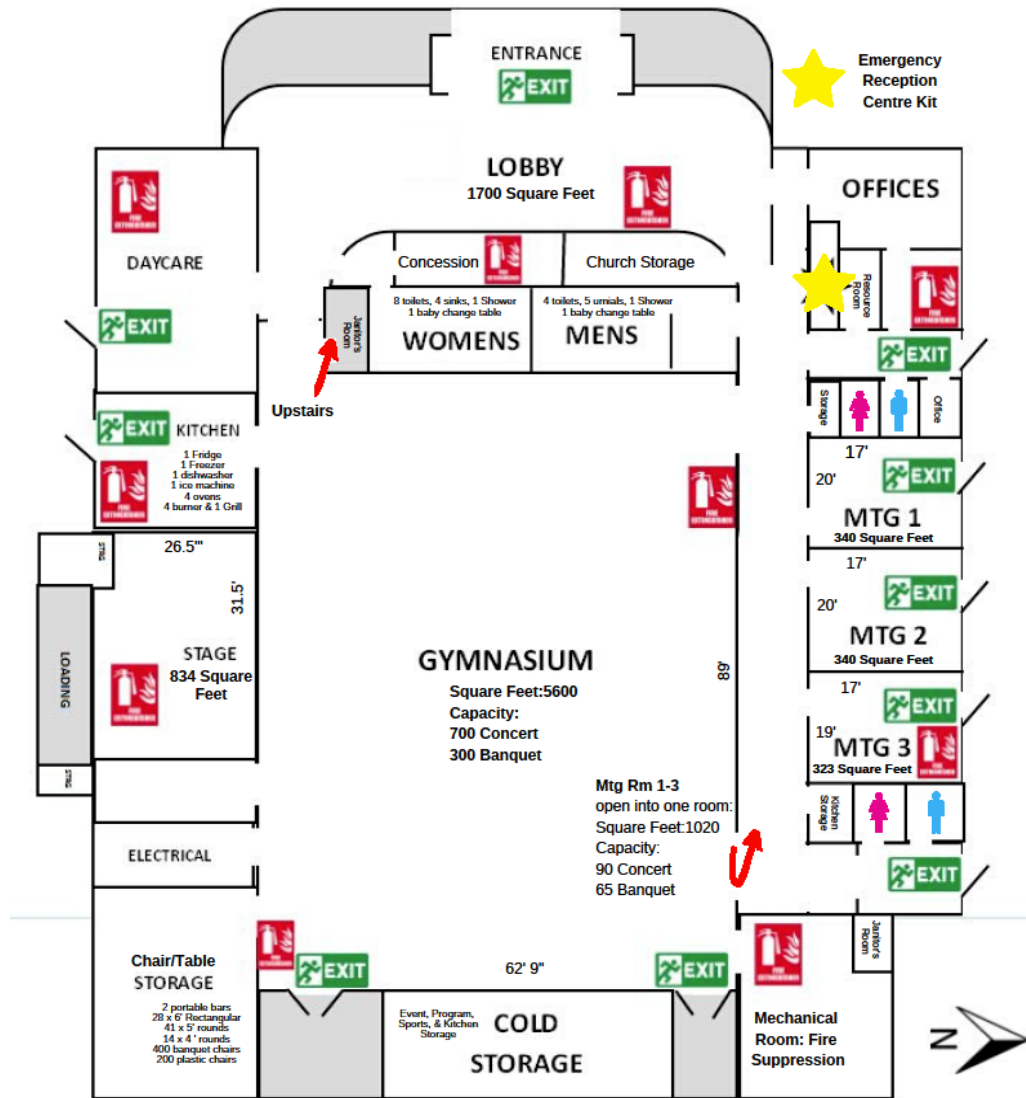
Bragg Community Centre

Name	Description	Address	Phone Number	Approx. Distance
Safeway Pharmacy	Pharmacy	Westhills Shopping Centre - 200 Stewart Green SW, Calgary T3H 3C8	403-246-0336	35 kms
South Calgary Health Centre	Hospital	31 Sunpark Plaza SE, Calgary, T2X 3W5	403-943-9300	60 kms
Rocky View General Hospital	Hospital	7007 - 14 Street SW, Calgary, T2V 1P9	403-943-3000	40 kms
Foothills Medical Centre	Hospital	1403 - 29 Street NW, Calgary, T2N 2T9	403-944-1110	40 kms
Sobey's Bridlewood	Grocery	2335 162 Ave SW, Calgary, AB T2Y 4S6	403-873-0101	41 kms
Walmart Supercentre	Grocery / Department Store	1212 37 St SW, Calgary, AB T3C 1S3	403-242-2205	37 kms
Real Canadian Superstore	Grocery	5858 Signal Hill Centre SW, Calgary, AB T3H 3P8	403-686-8036	33 kms
Banded Peak Veterinary Hospital Boarding Facility Judith Sampson	Veterinary Hospital	75 Burney Rd, Bragg Creek, AB T0L 0K0	403-949-3249 www.bpvh.ca	850 m
Bragg Creek Animal Hospital		16 Balsam Avenue, Bragg Creek, AB T0L 0K0	403-949-2650 www.braggcreekvet.ca	
Fish Creek 24 Hr. Pet Hospital	24 Hr Pet Hospital	15311 Bannister Rd SE, Calgary, AB T2X 1Z3	403-873-1700	43 kms

Bragg Creek Community Centre: Floor Plan



Front West Parking Lot



Upstairs Meeting Room - Not shown on map
Capacity: 42 standing, 22 Concert Style
Accessible by stairs only



6. CROSSFIELD COMMUNITY CENTRE

Crossfield Community Centre			
Facility Location (Physical):	900 Mountain Ave, Crossfield, Alberta		
Facility Social Media Page:	Town of Crossfield - Facebook		
Mailing Address:	P.O. Box 915, Crossfield, Alberta T0M 0S0		
Facility Phone Numbers	403-946-5565 Town Office	Fax: 403-946-4523 Town Office	E-Mail Address: town@crossfieldalberta.com
Type of facility (Community Hall, Church, School, Rec Centre, etc.): Community Hall			
Primary Contact: <i>24 Hour Contact to Gain Access:</i>	Russ Nash, Director of Community & Protective Services		Email: russn@crossfieldalberta.com
	Cell: 403-333-4412	Res:	Bus: 403-946-5565
Alternate Contact:	Eris Latham		Email: erisl@crossfieldalberta.com
	Cell: 403-589-2913	Res:	Bus: 403-946-5565
Who has the key for the facility? Russ Nash, Town Office/Ph. 403-946-5565, Eris Latham, and the Crossfield Volunteer Fire Department/Ph. 403-946-4285			
Capacity: <i>Fire code Capacity</i>	Standing: 700 (main hall)	Sitting: 500 (main hall), 200 (multi-purpose room), and 85 (arts & crafts) room.	
Facility Size (Ft ²):	16,244 ft ²		
Kitchen Facilities: (huge commercial kitchen)	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area: Approx. 600 ft ²		
	Equipment: Fill in number of each below		
	Refrigerators: 1 large in kitchen; 1 small in bar; 1 residential-type in Multi-Purpose room.		Walk-in Refrigerators: 1
	Freezers: 1 (small above fridge in Multi-Purpose room)		Burners: 6 gas, 4 electric.
	Griddles: 1 (3 burners, gas)		Ovens: 3 (2 gas, 1 electric).
	Convection Oven:		Microwave Oven: 1
	Dishwasher: 1		Sinks: (capacity) no info
	Vending Machines: No		
	Number of individual servings that can be prepared per meal: 300-400?		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name: Russ Nash (Town)		Phone: 403-333-4412

Crossfield Community Centre

Office Equipment:	Photocopier:	Fax:	Computer:
Washrooms:	Women: 6 Toilets	Men: 2 Toilets 4 Urinals	Barrier-free: 1 Unisex: 3
	Showers: At the ice rink arena Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Meeting Rooms:	Room 1:	Room 2:	Room 3:
	Room 4:	Room 5:	Room 6:
Supplies:	# of folding tables: 100 rectangular, 32 round.	# of folding chairs: 700 (banquet, not folding).	
Nursery:	No information		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: Natural Gas		
	Does the facility have air conditioning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Alternate Power (i.e. generator)	No		
Water Source:	Municipal: Town of Crossfield	Wells: No.	
Internet Access:	Yes Password: October2021!		
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Parking Lot Stalls: No information	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Emergency Management Plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Space for Pet Care: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ice Rink: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Rocky View Pharmacy	Pharmacy	1106 Railway St., Crossfield, AB T0M 0S0	403-946-2342	600 m
Carstairs Family Pharmasave	Pharmacy	120B - 10th Ave, Carstairs, AB T0M 0N0	403-337-3044	17 kms
Superstore Pharmacy	Pharmacy	300 Veterans Blvd. NE, Airdrie, AB T4B 3P2	403-945-2335	16 kms
Crossfield Medical Clinic	Clinic	1010 Nanton Ave, Crossfield, AB T0M 0S0	403-946-3988	650 m

Crossfield Community Centre

Name	Description	Address	Phone Number	Approx. Distance
Doctors Plus Medical Centre	Clinic	#309 - 505 Main St. S., Airdrie, AB T4B 3K3	403-945-0770	18 kms
Airdrie Comm Health Centre	Hospital	604 Main Street S., Airdrie, AB T4B 3K7	403-912-8400	18 kms
Peter Lougheed Centre	Hospital	3500 - 26 Avenue NE Calgary, AB T1Y 6J4	403-943-4555	49 kms
Carmens Bigway Foods	Grocery	1411 Railway St, Crossfield, AB T0M 0S0	403-946-5609	400 m
Costco Wholesale	Grocery	Cross Iron Common, Rocky View, T4A 0J6	403-516-5050	28 kms
Real Canadian Superstore	Grocery	300 Veteran's Blvd, Airdrie, T4B 3P2	403-945-2319	15 kms
Walmart	Grocery / Department Store	2881 Main Street S, Airdrie, T4B 3G5	403-945-1295	22 kms
Alberta SPCA	Distress Line		1-800-455-9003	
Airdrie Animal Health Centre	Veterinary Clinic	35 MacKenzie Way SW #1105, Airdrie, AB	403-948-2733	17 kms
Carstairs Veterinary Clinic	Veterinary Clinic	901B AB-2A, Carstairs, AB T0M 0N0	403-337-3221	15 kms

Crossfield Community Centre – Evacuation Map

All Emergencies: 911

Town Office: 403-946-5565

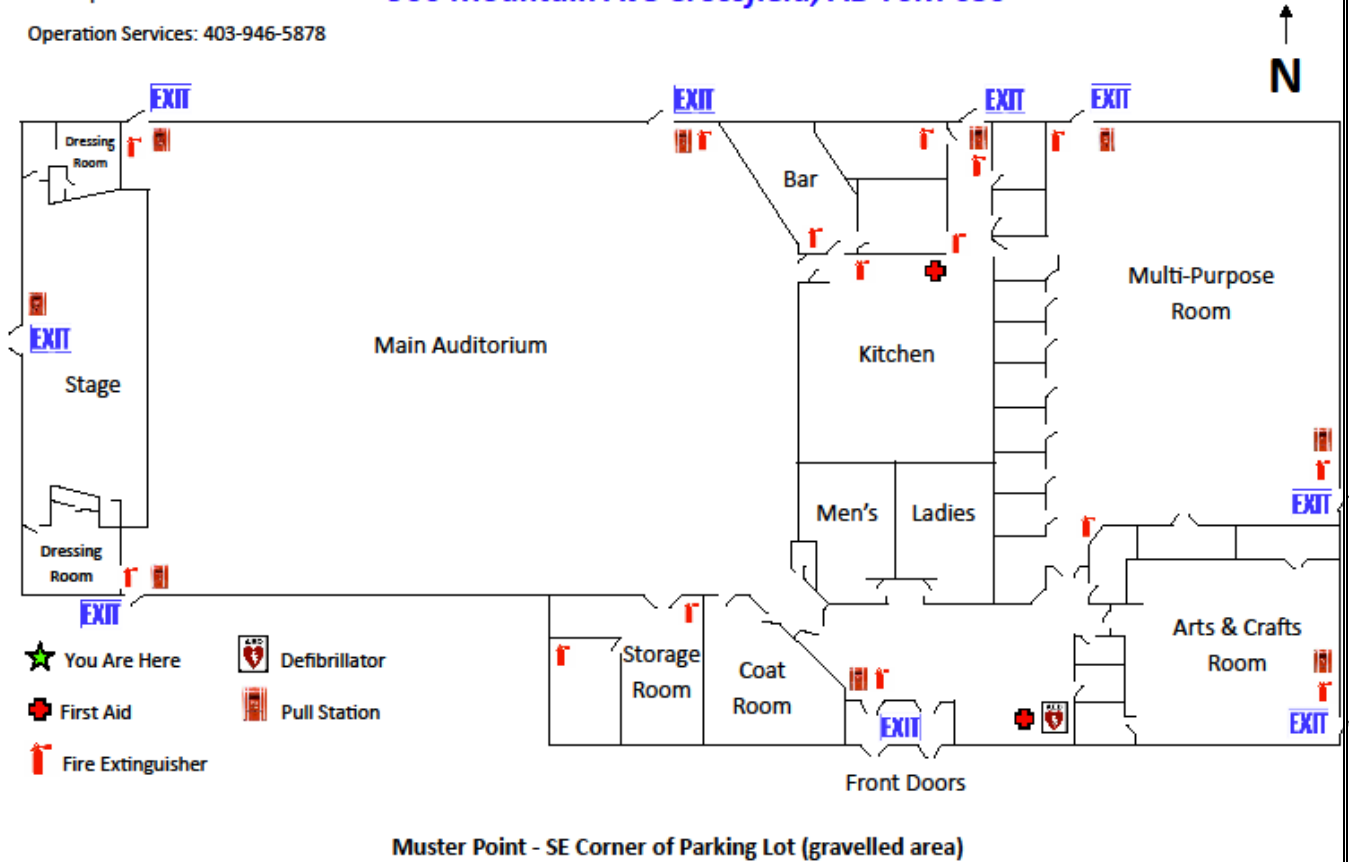
Fire Dept: 403-946-4285

Operation Services: 403-946-5878

EVACUATION MAP

Crossfield & District Community Center

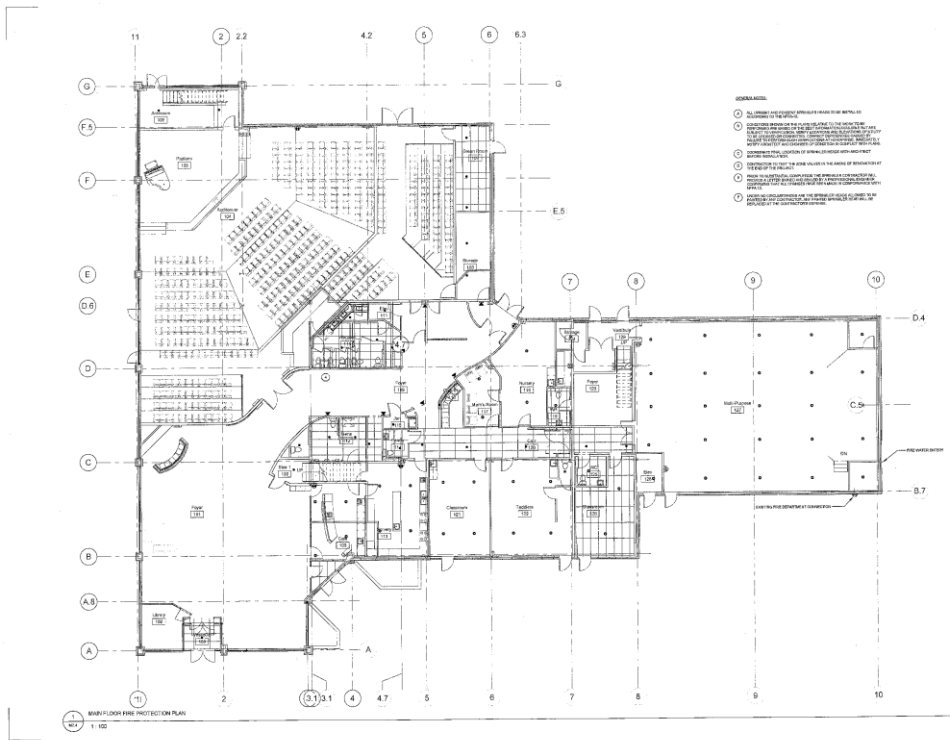
900 Mountain Ave Crossfield, AB T0M 0S0




7. C3 Church Calgary West - Springbank

C3 Church Calgary West - Springbank			
Facility Name:	C3 Church Calgary West		
Facility Phone Numbers:	403-686-0608		
E-Mail Address:	info@myc3church.ca		
Facility Social Media Page:	C3 Calgary West (@c3calgarywest) Instagram & C3 Church Calgary - Facebook		
Facility Location (Physical):	91 Commercial Court, Calgary, AB T3Z 2A6		
Mailing Address:	Same		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):	Church		
Primary Contact: 24 Hour Contact to Gain Access:	Tim Sawatsky	Email:	tims@myc3church.ca
	Cell: 587-434-0049	Res:	Bus: 403-686-0608
Alternate Contact:	Steven Flight	Email:	stevens@myc3church.ca
	Cell: 403-589-5112	Res:	Bus: 403-686-0608
Who has the key for the facility?	Steven Flight, Tim Sawatsky		
Capacity: Fire code Capacity	Standing: 126 non fixed seats small auditorium; Foyer-421	Sitting: 380 large auditorium-fixed seats	
Facility Size (Ft ²):	15000 ft		
Kitchen facilities:	Stoves: 1	Fridges: 1	Freezer: 1
	Cooler:	Sink: 1	Dishwasher: Non-commercial
	Other:		
Washrooms:	Women:5/3 (unisex)	Men: 5/3 (unisex)	
	Showers: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (one shower in staff bathroom)		
Meeting Rooms:	Room 1: Large classroom	Room 2: Large classroom	Room 3: Large Classroom
	Room 4: small Nursing mom's room	Room 5:	Room 6:
Nursery:	One nursery room for kids		
Wheelchair Accessibility:	All rooms are wheelchair accessible		
Emergency Power:	None-emergency lighting only		
Generator:	none		
Vending Machines:	none		
Internet/ Wifi Access:	yes		
Parking Lot Stalls:	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: (in kennels) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Ice Rink: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Catering Group: (Name and phone #)	none		

C3 Church Calgary West - Springbank



- REVISIONS**
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TRANSEPT
ARCHITECTURE INC.

1111 17th Avenue SW
Calgary, Alberta T2M 4K6
Canada
Phone: (403) 243-1111
Fax: (403) 243-1112
www.transept.ca

REVISIONS	
No.	Description
1	ISSUED FOR PERMIT
2	ISSUED FOR PERMIT
3	ISSUED FOR PERMIT
4	ISSUED FOR PERMIT
5	ISSUED FOR PERMIT
6	ISSUED FOR PERMIT
7	ISSUED FOR PERMIT
8	ISSUED FOR PERMIT
9	ISSUED FOR PERMIT
10	ISSUED FOR PERMIT

C3 Church
91 Commercial Court, Springbank, AB



mechwave
MECHANICAL ENGINEERING
1111 17th Avenue SW
Calgary, Alberta T2M 4K6
Canada
Phone: (403) 243-1111
Fax: (403) 243-1112
www.mechwave.ca

M2.4
MAIN FLOOR FIRE
PROTECTION PLAN

Scale: 1/8" = 1'-0" Date: 1/23/2017 Revised: 1/23/2017

8. DELACOUR AG SOCIETY & COMMUNITY CLUB

Delacour Ag Society & Community Club			
Facility Location (Physical):	275194 Township Road 254, Country Hills Blvd, Delacour, AB T0M 0T0		
Mailing Address:	275194 Township Road 254, Rocky View County, AB T1Z 0E6		
Facility Phone Numbers	403-285-9463		Fax:
E-Mail Address:	manager@delacourhall.ca , board@delacourhall.ca		
Facility Social Media Page:	Delacour Ag Society & Community Club Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Community Hall		
Primary Contact:	Ronna Anderson	Email: 63farmfamily@gmail.com	
24 Hour Contact to Gain Access:	Cell: 403-371-6317	Res:	Bus:
Alternate Contact:	Angela Martin	Email: themartin5@outlook.co	
	Cell: 403-809-3509	Res:	Bus:
Who has the key for the facility?	Ronna Anderson		
Capacity: <i>Fire code Capacity</i>	Sitting: 110 upstairs and 165 downstairs		
Facility Size (Ft ²):	Large hall with professional kitchen		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Warming Oven Kitchen: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Mini kitchen area upstairs can be used as a nursing station.	Size of Food Preparation and Cooking Area: quite large + large prep island approx. 6' x 10'		
	Equipment: Fill in number of each below		
	Refrigerators: Main: 2 commercial; Upstairs: 1 (regular-sized) 1 Commercial	Walk-in Refrigerators: 0	
	Freezers: Main: chest freezer approx. 20 cu. Ft. Upstairs: 1 (with fridge)	Burners: 4	
	Griddles: Yes	Ovens: 2	
	Convection Oven: No	Microwave Oven: 2 – Main: 1, Upstairs: 1.	
	Dishwasher: 1 Main & 1 upstairs	Sinks: (capacity)	
	Vending Machines: No	Main: 1 commercial; Upstairs: 1 regular double sink	
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Contact Name:	Phone:	
Office Equipment:	Photocopier/ Scanner: Yes	Fax: No	Computer: Yes

Delacour Ag Society & Community Club

Washrooms:	Women: 2	Men: 2	Shared M/F
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Meeting Rooms: Large carpeted lounge area upstairs with couches and pool tables. Boardroom upstairs for extra space for vulnerable groups, i.e. single women / children. Extra room upstairs on 2 nd floor for separate space for vulnerable groups. Office space downstairs can be used for counselling area.	Room 1: Cloak room on main (could use)	Room 2: Upstairs	Room 3: Upstairs
	Room 4:	Room 5:	Room 6:
Supplies:	# of folding tables: Main: 12 rectangular, 12-15 round; Upstairs: 8 round	# of folding chairs: Main: 165; Upstairs: 100.	
Nursery:	No		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: Natural gas forced-air furnace		
	Does the facility have air conditioning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Alternate Power (i.e. generator)	No		
Person responsible for generator:	n/a		
Water Source:	Municipal:	Wells: Yes	
Internet Access:	Yes Password: d3L@c0ur		
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Wi-Fi – yes but not great.			
Parking Lot Stalls: Big parking lot	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Emergency Management plan for Facility: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Can accommodate horses (stables, 12 stalls), cattle; no suitable area for dogs/cats. Livestock area that is fenced in and blocked off by canal. In winter when the canal is frozen, livestock could potentially cross the canal and then they are not secured. Coat room can be used as pet area.	Ice Rink: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Catering Group: Donna Malyk of Harmony Catering – Phone: 403.226.1060, Cell: 403.861.6560, Email: harmony-catering@hotmail.com			

Delacour Ag Society & Community Club

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Shoppers Drug Mart	Pharmacy	600 Saddletowne Circle NE #101, Calgary, AB T3J 5M1	403-568-7143	16 kms
Saddleridge Family Physicians	Clinic	600 Saddletowne Cir. NE #113, Calgary, AB T3J 5M1	403-280-0179	16 kms
Saddletowne Medical Clinic Calgary	Clinic	914 Saddletowne Cir. NE, Calgary, AB T3J 0H5	403-590-7710	16 kms
Monterey Co-Op Pharmacy	Pharmacy	700, 2220 68 St NE, Calgary, AB T1Y 6Y7	403-299-2606	22 kms
Peter Lougheed Centre	Hospital	3500 - 26 Avenue NE, Calgary, AB T1Y 6J4	403-943-4555	26 kms
Monterey Co-op	Grocery	2220 68 St NE # 700, Calgary, AB T1Y 6Y7	403-299-2600	22 kms
Walmart	Supercentre	Deerfoot City 1110 57 Ave NE, Calgary, AB T2E 9B7	403-730-0990	28.5 kms
Real Canadian Superstore	Grocery	3633 Westwinds Dr NE unit 100, Calgary, AB T3J 5K3	403-590-3319	22.7 km
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Chestermere Veterinary Clinic	Veterinary Clinic	140 E Chestermere Dr, Chestermere, AB T1X 1M1	403-272-3573	15 kms

9. INDUS RECREATION CENTRE

Indus Recreation Centre			
Facility Location (Physical):	Highway 791, NE-35-22-28-W4		
Mailing Address:	225155A Rge. Rd. 281A Indus, AB T1X 0H7		
Facility Phone Numbers	403-936-5474 Ext. 1 & 2	Fax: 403-936-5473	
E-Mail Address:	facilitymgr@indusrec.ca	admin@indusrec.ca	
Facility Social Media Page:	Indus Recreation Centre - Facebook		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):	Recreation Centre		
Primary Contact:	Cindy Clayton, Facility Manager		Email: facilitymgr@indusrec.ca
24 Hour Contact to Gain Access:	Cell: 403-797-3584	Res:	Bus: 403-936-5474 Ext. 2
Alternate Contact:	Lisa Brister, Administrator		Email: admin@indusrec.ca
	Cell: 403-446-8065	Res:	Bus: 403-936-5474 Ext. 1
Who has the key for the facility?	Cindy Clayton & Lisa Brister		
Capacity: Large hall/gym. <i>Fire code Capacity</i>	Standing: 540 (Banquet Hall)	Sitting: 430	
Facility Size (Ft ²):	44,536 sq. ft.		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Large commercial kitchen with big walk-in freezer.		
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators: 5		Walk-in Refrigerators: 0
	Freezers: 2		Burners: 4
	Griddles: 1		Ovens: 1
	Convection Oven: 1		Microwave Ovens: 4
	Dishwasher: 1		Sinks: (capacity) 3
	Vending Machines: Yes (4-drinks; 1-snacks)		
Number of individual servings that can be prepared per meal: 400			
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name: Cindy Clayton		Phone: 403-936-5474 Ext. 2
Office Equipment:	Photocopier: 3	Fax: 1	Computer: 3
Washrooms:	Women: 9 stalls/Banquet Hall	Men: 6 stalls, 7 urinals/Banquet Hall	Shared M/F: 5
	Handicapped: 1		
	Showers: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 5 Showers		
	Room 1: Yes, 60 chairs, 10 tables	Room 2:	Room 3:

Indus Recreation Centre

Meeting Rooms: Small meeting room that can be used for single women / children.	Room 4:	Room 5:	Room 6:
Supplies:	# of folding tables: 34 round, 42 rectangular	# of folding chairs: 386, + 16/Banquet Hall	
Nursery:	Yes, Preschool, leased out. Playschool area.		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: gas furnace		
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> , in kitchen & Banquet Hall only.		
Alternate Power (i.e. generator)	No		
Person responsible for generator:	N/A		
Water Source:	Municipal: 2 cisterns (City water)	Wells: Yes	
Internet Access/ Wifi:	Yes *there is no password required – BVAS Hotspot		
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> , signal reception strength depends on location in facility (and user's service provider).			
Parking Lot Stalls: N/A	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 4 dressing rooms that can be used as pet areas.	Ice Rink: 7 mos./year Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Catering Group: Indus Rec. Centre. Lisa Brister 403-936-5474 Ext. 1 The Centre does catering for large events and can be contracted out in an emergency. They can even ship food out to other locations, ex. Langdon, if there is an event in Langdon.			

Indus Recreation Centre

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Sandstone Pharmacies	Pharmacy	201, 97 Centre St., Langdon, AB T0J 1X2	403-936-5006	15 kms
Langdon Medical Clinic	Clinic	106, 355 Centre St. N, Langdon, AB T0J 1X2	403-936-5990	15 kms
New Brighton Medical	Clinic	105, 151 Copperpond Blvd. SE, Calgary, AB T2Z 0Z7	403-453-3300	17 kms
South Health Campus	Hospital	4448 Front Street, Calgary, AB T3M 1M4	403-956-1111	17 kms
Rocky View Hospital	Hospital	7007 - 14 St. SW, Calgary, AB T2V 1P9	403-943-3000	34 kms
Sobeys – Mahogany	Grocery	7 Mahogany Plaza SE #1200, Calgary, AB T3M 2P8	403-726-9303	15 kms
Walmart		4705 130 Ave SE, Calgary,	403-726-0430	21 kms
Real Canadian Superstore		19655 Seton Way SE, Calgary, AB T3M 2N9	587-471-7577	19 kms
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Langdon Veterinary Clinic	Veterinary Clinic	355 Centre St, Langdon, AB T0J 1X2	403-936-4571	14 kms

10. IRRICANA

Irricana Community Hall			
Facility Location (Physical):	300 – 1 st Street (Founders Park)		
Mailing Address:	Box 100 – 222-2 nd Street, Irricana, Alberta T0M 1B0		
Facility Phone Numbers	403-935-4364	403-935-4672 24 Hour Emergency	Fax: 403-935-4270
E-Mail Address:	irricana@irricana.com		
Facility Social Media Page:	Town of Irricana - Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Community Hall		
24 Hour Contact to Gain Access:	Emergency Call-Out (After Hours)		
			Bus: 403-935-4672
Primary Contact:	Patty Malthouse		Email: pmalthouse@irricana.com
Alternate Contact:	Doug Hafichuk (CAO)		Email: dhafichuk@irricana.com
	Cell: 403-463-0190	Res:	Bus: 403-935-4672 ext. 101
Facility key Holder: Town of Irricana – after-hours, Public Works dept. can access the hall.			
Capacity: <i>Fire code Capacity</i>	Standing – Main Hall: 435 Upper Meeting Room: 90	Sitting: Upper Meeting Room capacity based on standing only	
Facility Size (Ft ²):			
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full-size commercial kitchen	Warming Oven Kitchen: Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 1	Walk-in Refrigerators: 0	
	Freezers: 1	Burners: 1	
	Griddles: 1	Ovens: 1	
	Convection Oven: 1	Microwave Oven: 1	
	Dishwasher: 1	Sinks: (capacity) 2	
	Vending Machines: 0		
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name: Town of Irricana Staff	Phone: 403-935-4672	
Office Equipment:	Photocopier: 0	Fax: 0	Computer: 0
Washrooms:	Women: 2	Men: 2	
	Showers: Yes No <input type="checkbox"/> x		
Meeting Rooms: Room 1-3 can be opened up to be one big room. Can be used for pets /	Room 1:	Room 2:	Room 3:
	Room 4:	Room	

vulnerable groups, i.e. those with disabilities, illness, etc.		
Hall		
Supplies:	# of folding tables: 30	# of folding chairs: 270
Nursery:	Space for Nursery – Meeting room on upper level	
Wheelchair Accessibility:	Lower level accessibility. No elevator to 2 nd level	
Heating / Cooling	How is building heated: Furnace	
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alternate Power (i.e. generator)	Access to Generator – Public Works – Town of Irricana	
Person responsible for generator:	Town of Irricana	
Water Source:	Municipal: Yes	Wells: No
Internet Access:	No	
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No		
Do cell phones work in the facility? Yes		
Parking Lot Stalls:	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No	
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergency Management plan for Facility: Yes No <input type="checkbox"/>	Blankets / Cots Available?	Yes <input type="checkbox"/> No
Space for Pet Care: Yes <input checked="" type="checkbox"/> No	Ice Rink: Outdoor	Yes No <input type="checkbox"/>
Catering Group		

Irricana Community Hall

Resources Closest to Facility

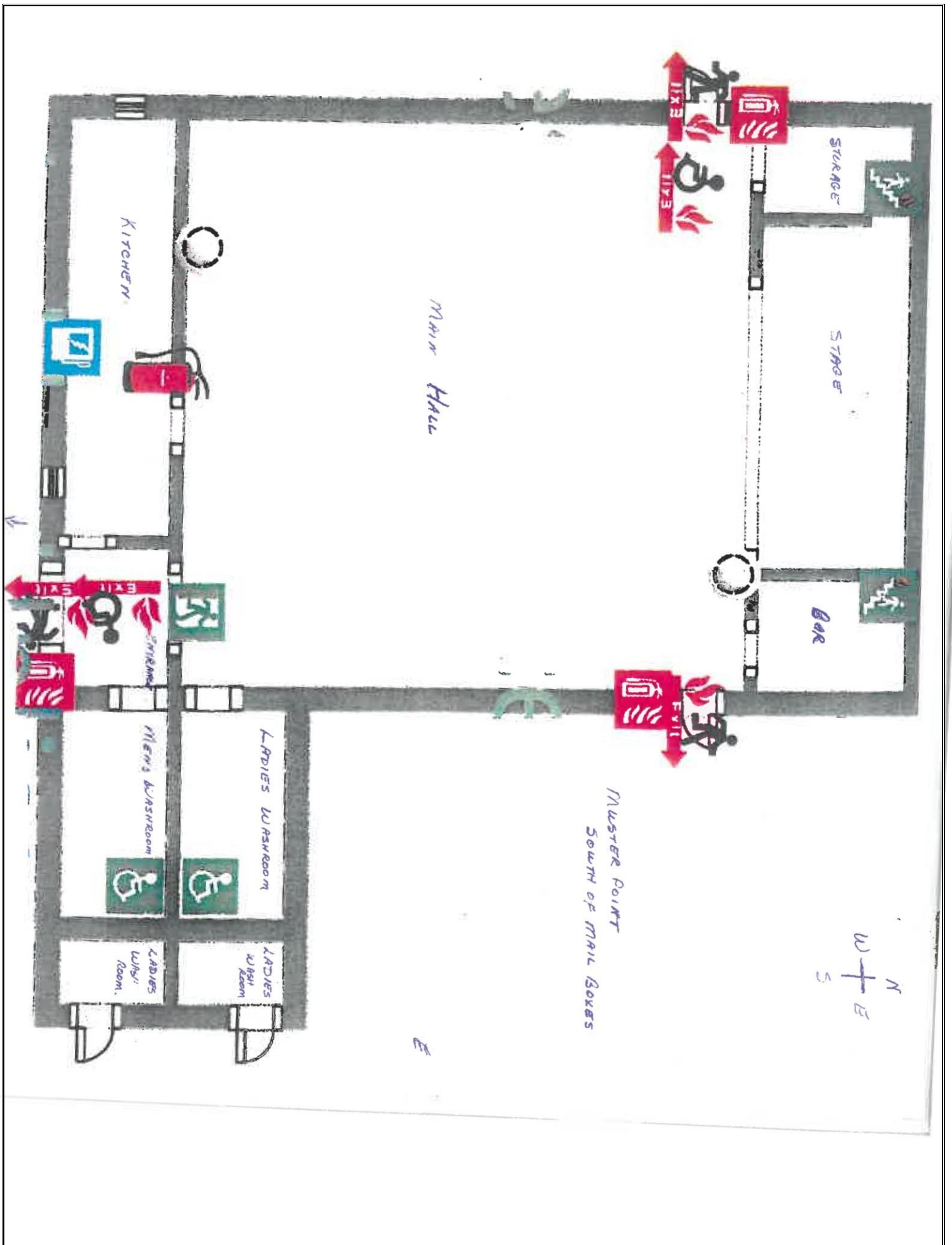
Name	Description	Address	Phone Number	Approx. Distance
Irricana Family Food Grocery Store	Grocery Store	305 1 st Ave Irricana, AB T0M 1B0	403-935-5555	5 mins walking
Irricana Family Restaurant	Restaurant	233 2 nd St Irricana, AB T0M 1B0	403-935-4940	2 mins walking
Café Plus	Restaurant	230 2 nd St Irricana, AB T0M 1B0	403-935-4510	2 mins walking
Down Home Campground	Campground	Adjacent to Community Hall	403-371-7376	N/A
Remedy Pharmacy	Pharmacy	309 1 st Ave Irricana, AB T0M 1B0	403-935-0022	5 mins walking
Alberta Network for Mental Health	Social Services	214 2 nd St Irricana, AB T0M 1B0	1-866-452-1933	2 mins walking
Irricana Recreation Centre	Recreation Facility	302 3 rd St Irricana, AB T0M 1B0	403-608-4358	5 mins walking
KIK Seniors Center	Seniors Center	519 1 st Ave Irricana, AB T0M 1B0	403-935-4219	5 mins walking
Irricana Library	Library	226 2 nd St Irricana, AB T0M 1B0	403-935-4818	2 mins walking
Irricana Kouny Kennels	Kenel	260168 Twp Rd 274, Rocky View County	403-970-4400	5 mins driving

Additional Notes:

- Emergency Management Kits stored at the Community Hall and at the Irricana Town Office
- Communication System available for Reception Center (Walkie Talkies)
- Campground next door will be great space for Campers because there is showers and washrooms available. Also space for Food Trucks if needed. Contact person is Louise at 403-371-7376 or downhome.campground@gmail.com
- Irricana Kennels has been contacted in relation to supporting pet care.
- The Lions Club has been contacted as they utilize the upper floor of the Community Center. They might support catering needs and additional outdoor tents if required.

11. KEOMA COMMUNITY HALL

Keoma Community Hall			
Facility Name:	Keoma Community Hall		
Facility Phone Numbers:	(403) 990-2482		
E-Mail Address:	Kcs.keoma@outlook.com		
Facility Social Media Page:	Keoma and Area Community Events Facebook		
Facility Location (Physical):	112 – 6 St. Keoma AB		
Mailing Address:	112 - 6 St. Keoma AB T4A 1G6		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):			
Primary Contact:	Don & Dianne Gabruck		Email: Gabruck49@gmail.com
24 Hour Contact to Gain Access:	Cell: 403-660-8412 403-660-4401	Res: 403-935-4446	Bus:
Alternate Contact:	Kora Monsell		Email: koramonsell@gmail.com
	Cell: 403-990-2482	Res:	Bus:
	Greg Hagel – President: 403-819-8820 or greghagel12@gmail.com		
Who has the key for the facility? Don Gabruck, Dianne Gabruck, Kora Monsell			
Capacity: <i>Fire code Capacity</i>	Standing:	Sitting: 230	
Facility Size (Ft ²):	Main hall 2160 sq. Ft.		
Kitchen facilities:	Stoves: 1	Fridges:	Freezer: 1 + 1
	Cooler: 1 + 1	Sink: 1	Dishwasher: 1
	Other:		
Washrooms:	Women: 2 stalls + 1 outside washroom		Men: 1 stall 2 urinals + 1 outside washroom
	Showers: Yes o No X		
Meeting Rooms:	Room 1: Main hall	Room 2:	Room 3:
	Room 4:	Room 5:	Room 6:
Nursery:	The stage curtains can be closed		
Wheelchair Accessibility:	Yes		
Emergency Power:	No		
Generator:	No		
Vending Machines:	No		
Internet/ WiFi Access:	No		
Parking Lot Stalls:	Trailers/Campers allowed in parking lot overnight?		Yes <input checked="" type="checkbox"/> No
Alarm: Yes o No X			
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No	Blankets / Cots Available?		Yes No <input checked="" type="checkbox"/>
Space for Pet Care: Yes <input checked="" type="checkbox"/> No	Ice Rink:		Yes No <input checked="" type="checkbox"/>
Catering Group: (Name and phone #) Keoma Lions 403-935-4313/403-978-3618 Keoma Ladies 403-935-4446			



12. Langdon Field House

Langdon Field House			
Facility Location (Physical):	344 Centre Street Langdon, Alberta		
Mailing Address:	Box 134, Landon, Alberta		
Facility Phone Numbers	403-827-5575	Fax:	
E-Mail Address:	lca.office@goodlucktown.ca		
Facility Social Media Page:	Langdon Community Association (Instagram and Facebook)		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Fieldhouse		
Primary Contact: <i>24 Hour Contact to Gain Access:</i>	Kirstein Johnson		Email: kirstein.johnson@goodlucktown.ca
	Cell: 403-625-8988	Res:	Bus:
Alternate Contact:	Lindsay Grindle		Email: lca.office@goodlucktown.ca
	Cell: 403-852-2649	Res:	Bus:
Who has the key for the facility?	Chrissy Craig, Lindsay Grindle		
Capacity: <i>Fire code Capacity</i>	Standing: 140	Sitting: 140	
Facility Size (Ft ²):	1365		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 1		Walk-in Refrigerators:
	Freezers: 1		Burners:
	Griddles:		Ovens: 1
	Convection Oven:		Microwave Oven:
	Dishwasher: 1		Sinks: (capacity) 3
	Vending Machines:		
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name:		Phone:
Office Equipment:	Photocopier:	Fax:	Computer:
Washrooms:	Women: 2		Men: 1
	Showers: Yes No x		
Meeting Rooms: Room 1-3 can be opened up to be one big room. Can be used for pets / vulnerable groups, i.e. those with disabilities, illness, etc.	Room 1:	Room 2:	Room 3:
	Room 4:	Room	
Hall			
Supplies:	# of folding tables:	# of folding chairs:	

Langdon Field House

Nursery:	No – changing tables in both bathrooms.	
Wheelchair Accessibility:	Yes	
Heating / Cooling	How is building heated:	
	Does the facility have air conditioning? Yes No x	
Alternate Power (i.e. generator)	No	
Person responsible for generator:	N/A	
Water Source:	Municipal:	Wells: No
Internet/ WiFi Access:	Yes TELUS1193 Password: 9524yrzqc3	
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Parking Lot Stalls: 150	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No	
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergency Management plan for Facility: Yes No x	Blankets / Cots Available?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Space for Pet Care: Yes <input checked="" type="checkbox"/> No	Ice Rink: Outdoor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Catering Group		

13. Madden Community Hall

Madden Community Hall			
Facility Location (Physical):	SE-36-28-03-W05, Range Road 30		
Mailing Address:	General Delivery, Madden, AB T0M 1L0		
Facility Phone Numbers	403-946-5911	Fax: No	
E-Mail Address:	info@maddenagsociety.com	loish@airenet.com	
Facility Social Media Page:	Madden & District Agricultural Society Facebook		
Facility Location (Physical):	SE-36-28-03-W5, Range Road 30		
Mailing Address:	General Delivery, Madden, AB T0M 1L0		
Type of facility (Community Hall, Church, School, Rec Centre, etc.): Community Hall			
Primary Contact:	Jamie Clayton, Treasurer	Email: djclayton@live.ca	
24 Hour Contact to Gain Access:	Cell: 403-700-9129	Res: 403-946-3900	Bus:
Alternate Contact:	Dennis Rowney	Email:	
	Cell: 403-620-3578	Res:	
Alternate Contact:	Janice Eckstrand, Secretary 403-993-5245	Email: wjreckstrand@live.ca	
Who has the key for the facility? Jamie Clayton and Janice Eckstrand , Dennis Rowney			
Capacity: Large main area with kitchen. Fire code Capacity	Standing: 450	Sitting: 300	
Facility Size (Ft ²):	Large Hall 3762 ft ² ; Small Room (Sam Sazko Room) 1215 ft ²		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Large Commercial kitchen		
	Equipment: Fill in number of each below		
	Refrigerators: 1 double-door commercial		Walk-in Refrigerators: 1 sliding-door cooler in bar
	Freezers: 1 stand-up freezer		Burners: 6
	Griddles: flat-top griddle		Ovens: 2 large gas + 1 small electric for back-up
	Convection Oven: No		Microwave Oven: 1
	Dishwasher: 1 commercial		Sinks: (capacity)
	Vending Machines: No		5 in kitchen
	Number of individual servings that can be prepared per meal: 300		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name: not at this time	Phone:	
Office Equipment:	Photocopier: 1 desktop	Fax: No	Computer: No
Washrooms:	Women: 8 Stalls		Men: 3 stalls, 3 urinals
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No showers.		

Madden Community Hall

Meeting Rooms:	Room 1: Small Hall 100 capacity Room 1 and three can be used for single women / children and those with disabilities.	Room 2: Big hall for weddings and events	Room 3: Curling Room
Supplies:	# of folding tables: 40 round; 18-20 rectangle.	# of folding chairs: none folding; 421 banquet chairs.	
Nursery:	No		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: 3 gas furnaces (new in 2019) Does the facility have air conditioning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Alternate Power (i.e. generator)	No		
Person responsible for generator:	N/A		
Water Source:	Municipal: No	Wells: Yes	
Internet Access:	No		
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> No Wi-Fi but cell services is good.			
Parking Lot Stalls: Lots - open on east and west sides.	Trailers/Campers allowed in parking lot overnight? Generally not. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> There is a campground nearby for trailers.		
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Security system with cameras outside			
Emergency Management plan for Facility: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Livestock can be housed in outside arena.			
Space for Pet Care: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Pet Friendly. Will need to go to kennels nearby.	Curling Rink: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> And a small sitting room		
Catering Group: Madden Lions (Don Harnack) – 403-946-5143, and Harmony Catering (Donna Malyk) – Phone: 403.226.1060, Cell: 403.861.6560, Email: harmony-catering@hotmail.com			

Madden Community Hall

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Rocky View Pharmacy	Pharmacy	1106 Railway St, Crossfield, AB T0M 0S0	403-946-2342	18 kms
Drug Store Pharmacy	Pharmacy	Real Canadian Superstore, 300 Veterans Blvd NE, Airdrie, AB T4B 3P2	403-945-2335	32 kms
Crossfield Medical Clinic	Clinic	1010 Nanton Ave, Crossfield, AB T0M 0S0	403-946-3988	18 kms
Doctors Plus Medical Centre	Clinic	#309 - 505 Main St S., Airdrie, AB T4B 3K3	403-945-0770	33 kms
Airdrie Regional Health Centre	Hospital	604 Main Street S., Airdrie, AB T4B 3K7	403-912-8400	33 kms
Foothills Medical Centre	Hospital	1403 - 29 Street NW, Calgary, AB T2N 2T9	403-944-1110	52 kms
Costco Wholesale	Grocery	293020 Cross Iron Common, #300 Rocky View, T4A 0J6	403-516-5050	45 kms
Real Canadian Superstore	Grocery	300 Veteran's Blvd, Airdrie, T4B 3P2	403-945-2319	33 kms
Walmart	Grocery	2881 Main Street S, Airdrie, T4B 3G5	403-945-1295	37 kms
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Carstairs Veterinary Clinic	Veterinary Clinic	901B AB-2A, Carstairs, AB T0M 0N0	403-337-3221	27 kms

14. Prince of Peace Manor (Seniors' Centre)

Prince of Peace Manor (Seniors' Centre)			
Facility Location (Physical):	300 Prince of Peace Wy, Calgary, AB T1X 1M9		
Mailing Address:	285030 Luther Rose Blvd NE, Calgary, Alberta T1X 1M9		
Facility Phone Numbers	403-285-5080	Fax: 403-285-5696	E-Mail Address:
Facility Social Media Page:	Prince of Peace Manor & Harbour Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.): Banquet Room Owned by Sage. A reception centre only – no lodging . There are staff 24/7 if we ever need to make a call 24-hour line. Make sure you identify yourself if we phone for opening of a Reception Centre.			
Primary Contact:	Nora Love (Director of Care)		Email: nlove@shepardscare.org
24 Hour Contact to Gain Access:	Cell:	Res:	Bus: 403-285-5080 ext 517
Alternate Contact:	Cell:		Email:
	Res:	Bus:	
Who has the key for the facility? This is a 24 hr Business and access is gained by fob/intercom			
Capacity:	200 Persons, folding tables, and chairs.		
Fire code Capacity			
Facility Size (ft ²):	4176 ft ²		
Kitchen Facilities:	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area: Large Commercial Kitchen This is a full commercial kitchen which provides meals to residents 3 x/day. Kitchen is fully-stocked with supplies, with access to food services.		
	Equipment: Fill in number of each below		
	Refrigerators: 1		Walk-in Refrigerators: 2
	Freezers: 2		Burners: 10
	Griddles: Yes		Ovens: 3
	Convection Oven: Yes		Microwave Oven: 1
	Dishwasher: 1 Industrial		Sinks: (capacity) 9
	Vending Machines: Yes		
	Number of individual servings that can be prepared per meal: 200		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name:	Phone: 403-285-5080	
Office Equipment:	Photocopier: 1	Fax: 1	Computer: many
Washrooms:	Women: 2- Stalls 7		Men: 2 - Stalls 7
	Showers: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No public showers.		
Meeting Rooms:	Room 1: Yes	Room 2:	Room 3:
Banquet Hall:	Large banquet Hall that can be used.		

Prince of Peace Manor (Seniors' Centre)

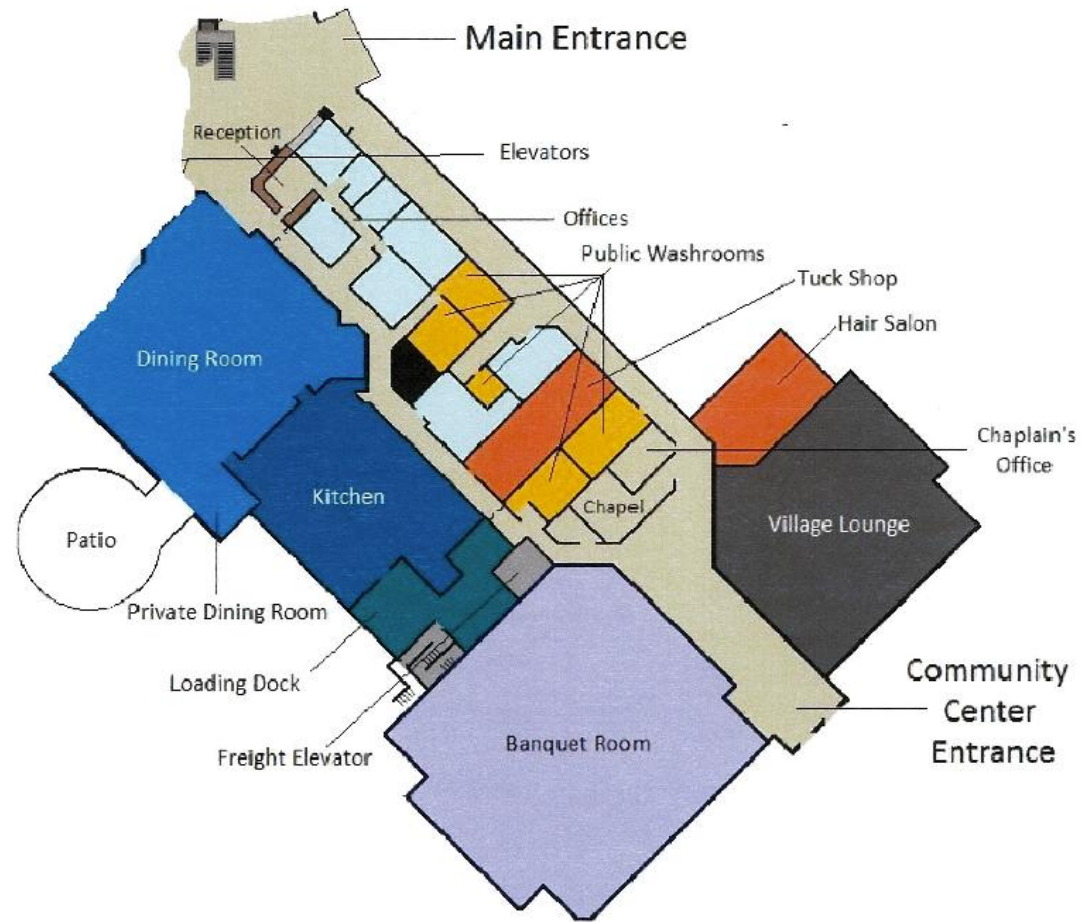
Community Hall:	The small community hall is leased out to the Condominium Board of residents. Service agreement required with condo committee for use of space.		
Supplies:	# of folding tables: 25-30	# of chairs: 225	
Nursery:	No		
Wheelchair Accessibility:	Yes		
Heating / Cooling	How is building heated: Boilers		
	Does the facility have air conditioning? A/C in some portables only / Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Alternate Power (i.e. generator)	Generator. Emergency lights only.		
Person responsible for generator:	N/A		
Water Source:	Municipal: No	Wells: No	Other: Cisterns, water trucked in.
Internet Access:	Facility Internet, Wi-Fi - password available, and personal cell service available.		
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Parking Lot Stalls: Have RV parking lot and 200-300 parking stalls beside the Harbour.	Trailers/Campers allowed in parking lot overnight? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	No overnight parking allowed; might be an exception for a night during an emergency.		
Alarm:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ice Rink: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Catering Group: (Name and phone #) The Manor (kitchen) provides catering to the banquet hall.			
Notes: Reimbursement of costs. They have an on-site pharmacy, Sandstone Pharmacy. General Manager (Ruth) will connect with pharmacy. Great staff 😊			

Prince of Peace Manor

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Medicare Plus Pharmacy	Pharmacy	6208 Rundlehorn Drive NE, Calgary, AB T1Y 2X1	403-453-6386	5 kms
Rexall	Pharmacy	TransCanada Centre 1440 - 52 St NE #152, Calgary, AB T2A 4T8	403-207-8884	7 kms
Properties Medical Clinic	Clinic	5102 Rundlehorn Dr. NE, Calgary, AB T1Y 1C1	403-280-2700	7 kms
Madigan Medical Centre	Clinic	Madigan Plaza 6060 Memorial Dr. E, Calgary, AB T2A 5Z5	403-272-8130	7 kms
Peter Lougheed Centre	Hospital	3500 - 26 Avenue NE, Calgary, AB T1Y 6J4	403-943-4555	9 kms
East Calgary Health Centre	Hospital	4715 - 8 Ave SE, Calgary, AB T2A 3N4	403-955-1000	9 kms
Monterey Co-op	Grocery	2220 68 St NE # 700, Calgary, AB T1Y 6Y7	403-299-2600	4.7 kms
Real Canadian Superstore		3575 20 Ave NE, Calgary, AB T1Y 6R3	403-280-8222	8.2 kms
Walmart		3800 Memorial Dr #1100, Calgary, AB T2A 2K2	403-235-2352	8.9 kms
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Monterey Veterinary Clinic Ltd	Veterinary Clinic	Suite 917-2220 68 St NE, Calgary, AB T1Y 6Y7	403-293-8900	4.7 kms


Prince of Peace Map



15. Springbank Park For All Seasons – Agricultural Society

Springbank Park For All Seasons – Agricultural Society			
Facility Location (Physical):	32224A Springbank Road, Springbank, Alberta		
Mailing Address:	32224A Springbank Road Calgary, Alberta T3Z 2L9		
Facility Phone Numbers	403-242-2223	Fax: 403-242-3202	
E-Mail Address:	jrop@springbankpark.com	springbankpark@springbankpark.com	
Facility Social Media Page:	Springbank Park For All Seasons – Home - Facebook		
Type of facility (Community Hall, Church, School, Rec. Centre, etc.): Recreation Centre			
Primary Contact:	Todd Muir, General Manager	Email: todd.muir@springbankpark.com	
24 Hour Contact to Gain Access:	Cell: 403-669-2387	Res:	Bus:
Alternate Contact:	Shaun Smoole (Operations Supervisor)		Email: shaun@springbankpark.com
	Cell: 403-618-0083	Res:	Bus: 403-242-2223
Who has the key for the facility? Jeff Schmidt, Shaun Smoole			
Capacity:	Standing 700/arena	Sitting: 700/arena	
Fire code Capacity			
Arena Availability:	April & May: 1 arena available June-August: 2 arenas available Curling Lanes (Separate area – filled with ice in winter) 3 Arenas that are filled with ice in the winter		
Facility Size (ft ²):	180000 ft ²		
Kitchen Facilities: Typical household kitchen	Full Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Warming Oven Kitchen: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 1		Walk-in Refrigerators:
	Freezers: 1		Burners:
	Griddles:		Ovens:1
	Convection Oven		Microwave Oven:
	Dishwasher: Yes		Sinks: (capacity)
	Vending Machines:Yes		Double sink
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> While working regular shift Mon-Fri 7am-3pm.		
	Contact Name:		Phone:
Office Equipment:	Photocopier: <input checked="" type="checkbox"/>	Fax: <input checked="" type="checkbox"/>	Computer: <input checked="" type="checkbox"/>
Washrooms:	Women: yes, 4 minimum		Men: yes, four minimum
	Showers: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Meeting Rooms:	Room 1:	Room 2:	Room 3
	Upstairs Boardroom: Fits 25.	Dryland – approx. 1,500 Sq. Ft. This room can be a great	Upstairs Lounge – great place for

Springbank Park For All Seasons – Agricultural Society

		separate area for single women / children who don't feel safe in the main areas. There is a child playroom next to it as well. The ceiling can be fitted with ceiling to floor curtains for privacy (curtain track is installed in ceiling).	people to lounge and/or sleep. Not wheelchair accessible; access by stairs.
	Room 4: 2 Small field houses that are separate buildings from the main building. Heated in winter but no A/C in summer. Have showers and can be a nice separate space for pets and or a vulnerable group.		
Supplies:	# of folding tables: 150	# of folding chairs: 150	
Nursery:	Yes – Playschool		
Wheelchair Accessibility:	Main level only		
Heating / Cooling	How is building heated: furnace – forced air		
	Does the facility have air conditioning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Alternate Power (i.e. generator)	One small generator – not sufficient to power all main facility; Emergency lighting.		
Person responsible for generator:	Operations staff		
Water Source:	Municipal: <input checked="" type="checkbox"/>	Wells:	
Internet Access:	Facility Internet, Wi-Fi, and Personal Cell Service is Available		
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Intermittent; courtesy phone available.			
Parking Lot Stalls: 307	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - No dumping facilities.		
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Emergency Management plan for Facility: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Blankets / Cots Available? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Space for Pet Care: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Ice Rink: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Livestock can be secured in the soccer fields if needed.			
Baseball Diamond can be used as a Helipad 			
Catering Group: (Name and phone #) Springbank Concession: 403-993-4409			

Springbank Park For All Seasons

Resources Closest to Facility

Name	Description	Address	Phone Number	Approx. Distance
Valley Ridge Pharmacy	Pharmacy	100 - 11245 Valley Ridge Dr. NW, Calgary, AB, T3B 5Y6	403-532-4500	10 kms
Shoppers Drug Mart	Pharmacy	West Springs Village 873 - 85 St. SW, Unit 4000, Calgary, AB, T3H 0J5	403-246-4193	10 kms
Co-op Pharmacy	Pharmacy	West Springs 100, 917 - 85 Street SW, Calgary, AB, T3H 4C8	403- 299-4420	10 kms
West Springs Medical	Clinic	Signal Hill Centre, 722 - 85th St SW #215, Calgary, AB, T3H 1S6	403-240-2660	10 kms
Bowness Family Medical Centre	Clinic	52, 7930 Bowness Rd NW, Calgary, AB, T3B 0H3	403-247-1303	16 kms
Foothills Medical Centre	Hospital	1403 - 29 Street NW, Calgary, AB, T2N 2T9	403-944-1110	18 kms
Blair's No Frills	Grocery	882 85 St SW, Calgary, AB T3H 0J5	866-987-6453	12 kms
Real Canadian Superstore		5858 Signal Hill Centre SW, Calgary, AB T3H 3P8	403-686-8036	17 kms
Walmart		1212 37 St SW, Calgary, AB T3C 1S3	403-242-2205	17 kms
Alberta SPCA	Animal Distress Line		1-800-455-9003	
Springbank Pet Hospital and Wellness Centre	Veterinary Clinic	70 Commercial Ct, Calgary, AB T3Z 2A5	403-727-9751	3 kms

16. Weedon Community Hall

Weedon Community Hall			
Facility Location (Physical):	42041 Weedon Trail, Rocky View County		
Mailing Address:	Box 1505, Cochrane, Alberta T4C 1B4		
Facility Phone Numbers	Marion – 403-617-8904	Bus: (403) 932-3337	Fax:
E-Mail Address:	marion@naturegrown.ca & weedoncommunityhall@gmail.com		
Facility Social Media Page:	Weedon Hall Pioneer Community Association - Facebook		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):			
Primary Contact:	Marion Wearmouth		Email: marion@naturegrown.ca
24 Hour Contact to Gain Access:	Cell: 403-617-8904	Res: 403-932-4088	Bus:
Alternate Contact:	Cheryl Hardy		Email: cahardy2001@yahoo.ca
	Cell: 403-975-5630	Res:	Bus:
Who has the key for the facility? No key, lock box with access code			
The code for the lock box at the door, has the key for the door in it, call for code			
Capacity:	Standing: 100 Upstairs		Sitting: 100 Upstairs
Fire code Capacity	80 Downstairs		80 downstairs
Facility Size (Ft ²):	Approximately 1600 sq. ft. on each level		
Kitchen Facilities:	Full Kitchen: Yes No x		Warming Oven Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Full-size commercial kitchen		
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 2		Walk-in Refrigerators:
	Freezers: 0		Burners:
	Griddles:		Ovens: 1
	Convection Oven:		Microwave Oven:
	Dishwasher:		Sinks: (capacity) 2
	Vending Machines: 0		
Number of individual servings that can be prepared per meal:			
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes No x		
	Contact Name:		Phone:
Office Equipment:	Photocopier:	Fax:	Computer:
Washrooms:	Women: 1		Men: 1
	Showers: Yes No x		
Meeting Rooms: Room 1-3 can be opened up to be one big room. Can be used for pets / vulnerable groups, i.e. those with disabilities, illness, etc.	Room 1: 1 Upstairs		Room 2: 1Downstairs
	Room 4:		Room 3:

Weedon Community Hall

Hall		
Supplies:	# of folding tables:	# of folding chairs:
Nursery:	No	
Wheelchair Accessibility:	Yes	
Heating / Cooling	How is building heated:	
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alternate Power (i.e. generator)	No	
Person responsible for generator:	N/A	
Water Source:	Municipal:	Wells: No
Internet/ WiFi Access:	SSID Weedon Hall or Weedon Hall-5G Password: weedonhall2021	
Does the facility have a public address (PA) system: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Parking Lot Stalls: 40	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> A few self contained	
Alarm: Yes No x		
Emergency Management plan for Facility: Yes No x	Blankets / Cots Available?	Yes No x
Space for Pet Care: Yes No x	Ice Rink: Outdoor	Yes No x
Catering Group: No		

17. WESTLIFE CHURCH - SPRINGBANK

Westlife Church - Springbank			
Facility Location (Physical):	32242 Township Road 245 - Springbank		
Mailing Address:	322 Township Road 245, Calgary, Alberta T3Z 2N9		
Facility Phone Numbers	403-242-3431		Fax:
E-Mail Address:	office@westlifechurch.ca		
Facility Social Media Page:	Westlife Church Calgary AB – Facebook & @westlifeyyc - Instagram		
Type of facility (Community Hall, Church, School, Rec Centre, etc.):	Church		
Primary Contact:	Kara-Anne Yu		Email: kara@westlifechurch.ca
24 Hour Contact to Gain Access:	Cell: 403-837-5906	Res:	Bus: 587-807-0698
Alternate Contact:	Joly Calder-Estephanos		Email: info@westlifechurch.ca
	Cell: 403-477-7535	Res:	Bus:
Who has the key for the facility?	Kara Yu and Leeta Hamilton		
Capacity: <i>Fire code Capacity</i>	Standing:	Sitting: Foyer – 260 Sanctuary – 380 Gym - 259	
Facility Size (Ft ²):	18,722		
Kitchen Facilities:	Full Kitchen: Yes No x	Warming Oven Kitchen: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Size of Food Preparation and Cooking Area:		
	Equipment: Fill in number of each below		
	Refrigerators : 1	Walk-in Refrigerators:	
	Freezers: 1	Burners:	
	Griddles:	Ovens:	
	Convection Oven:	Microwave Oven:	
	Dishwasher: 1	Sinks: (capacity) 2	
	Vending Machines: no, but coffee machines		
	Number of individual servings that can be prepared per meal:		
Janitorial / Maintenance	Will the janitorial / maintenance staff provide support during the disaster? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
	Contact Name:	Phone:	
Office Equipment:	Photocopier: 1	Fax:	Computer:
Washrooms:	Women: Enough	Men: Enough	
	Showers: Yes <input type="checkbox"/> No x		
Meeting Rooms: Room 1-3 can be opened up to be one big room. Can be used for pets /	Room 1: 1	Room 2: 1	Room 3: 1
	Room 4: 1	Room 1	

Westlife Church - Springbank

vulnerable groups, i.e. those with disabilities, illness, etc.		
Hall		
Supplies:	# of folding tables:	# of folding chairs:
Nursery:	Yes (x2)	
Wheelchair Accessibility:	Yes	
Heating / Cooling	How is building heated:	
	Does the facility have air conditioning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Alternate Power (i.e. generator)	Emergency Lights only	
Person responsible for generator:	N/A	
Water Source:	Municipal:	Wells:
Internet/WiFi Access:	Yes Password: none, open	
Does the facility have a public address (PA) system: Yes <input checked="" type="checkbox"/> No		
Do cell phones work in the facility? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Parking Lot Stalls: 140	Trailers/Campers allowed in parking lot overnight? Yes <input checked="" type="checkbox"/> No	
Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Emergency Management plan for Facility: Yes No x	Blankets / Cots Available?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Space for Pet Care: Yes <input type="checkbox"/> No x	Ice Rink: Outdoor	Yes <input type="checkbox"/> No x
Catering Group		

APPENDIX 2 - FORMS

FORM 1: RECEPTION CENTRE SAFETY INSPECTION SHEET

Form 1: Reception Centre Safety Inspection Sheet		
RECEPTION CENTRE NAME:		
GENERAL CONDITION		
Are there any downed electrical, telephone, or other such lines?	Yes	No
Are there any gas line cracks or leaks?	Yes	No
Are flammables and other hazardous substances stored safely?		
EXITS AND ACCESS		
Are all exits visible and unobstructed?	Yes	No
Are all exits marked with a readily visible sign that is properly illuminated?	Yes	No
Are there sufficient exits to ensure prompt escape in case of an emergency?	Yes	No
Are there areas of the facility that should be locked?	Yes	No
Do exit doors swing outward?	Yes	No
EXTERIOR		
Are all sidewalks maintained with no large cracks or uneven surfaces?	Yes	No
Are the parking lots in good condition with no potholes or uneven surfaces?	Yes	No
Are all handicapped ramps maintained and equipped with proper rails?	Yes	No
In inclement weather (snow / ice), are all sidewalks and parking lot areas cleared to provide proper access to the building?	Yes	No
WALKING AND WORKING SURFACES		
Are aisles and working areas clean and free of hazards?	Yes	No
Are floors clean, dry, sanitary, and free of slip hazards?	Yes	No
Are stand mats, platforms, or similar protection provided to protect people from wet floors?	Yes	No
Where necessary, are non-skid surfaces applied to stair treads?	Yes	No
Are stairways in good condition and standard railing provided for every flight having four or more risers?	Yes	No
Are all areas of the building adequately illuminated?	Yes	No
KITCHEN		
Are the stove and hood free of grease accumulation?	Yes	No
Is there a properly serviced fire extinguisher in an accessible area?	Yes	No
Is the floor clean, dry, and free of slip hazards?	Yes	No
Do all electrical appliances have grounded plugs?	Yes	No
Are there proper containers available (e.g. metal garbage cans) for disposal of cigarette butts and garbage?	Yes	No
Date:		
Building Owner/Representative		Reception Centre Manager/Risk Mgmt Officer
Print Name:		Print Name:
Signature		Signature

FORM 4: EMERGENCY SOCIAL SERVICES RESOURCE REQUEST FORM

Form 4: Emergency Social Services Resource Request Form		
Facility:		Date/Time:
Requested by: (Name & Position):		
Item Request & Quantity (Provide details)	Time Needed By	Delivery Location & Contact Person
Food:		
Lodging:		
Clothing:		
Transportation:		
Incidentals:		
Other:		
Approved by: _____ (Name & Position)		
Response to Request (Completed by Logistics – Resource Acquisition)		
Resource available: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments: _____		
Estimated Arrival: _____		
Request filled By: _____ Date/Time: _____		

FORM 5: EVACUATION RECEPTION CENTRES

Form 5: Evacuation Reception Centres			
Facility Name:			
Facility Phone Numbers:			
E-Mail Address:			
Facility Location (Physical):			
Mailing Address:			
Type of facility (Community Hall, Church, School, Rec. Centre, etc.):			
Primary Contact:		Email:	
24 Hour Contact to Gain Access:		Cell:	Res: Bus:
Alternate Contact:		Email:	
		Cell:	Res: Bus:
Alternate Contact:		Email:	
Who has the key for the facility?			
Capacity: <i>Fire code Capacity</i>		Standing:	
		Sitting:	
Facility Size (Ft ²):			
Kitchen facilities:		Stoves:	Fridges:
		Cooler:	Sink:
		Freezer:	
		Dishwasher:	
		Other:	
Washrooms:		Women:	
		Men:	
		Showers: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Meeting Rooms:		Room 1:	Room 2:
		Room 3:	
		Room 4:	Room 5:
		Room 6:	
Nursery:			
Wheelchair Accessibility:			
Emergency Power:			
Generator:			
Vending Machines:			
Internet Access:			
Parking Lot Stalls:		Trailers/Campers allowed in parking lot overnight? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Alarm: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Emergency Management plan for Facility: Yes <input type="checkbox"/> No <input type="checkbox"/>		Blankets / Cots Available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Space for Pet Care: Yes <input type="checkbox"/> No <input type="checkbox"/>		Ice Rink: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Catering Group: (Name and phone #)			

FORM 8: ESS RESOURCE REQUEST FORM

Form 8: ESS Resource Request Form		
Facility:		Date/Time:
Request by: (Name & Position)		
Item Request & Quantity (Provide details)	Time Needed By	Delivery Location & Contact Person
Food:		
Lodging:		
Clothing:		
Transportation:		
Incidentals:		
Other:		
Approved by: _____ (Name & Position)		
Response to Request (Completed by Logistics – Resource Acquisition)		
Resource available: YES NO (circle one)		
Comments: _____		
Estimated Arrival: _____		
Request filled By: _____ Date/Time: _____		

FORM 11: ECC ATTENDANCE LOG

Form 11: ECC Attendance Log									
Incident:						Page	#	of	#
Date (dd/mm/yy)	Name (Please Print)	Signature	Position Title and Agency	Assigned location	Time In	Time Out	Total Hours	Hourly Rate	Value (Office use only)
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/ /									
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FORM 12: RECEPTION CENTRE / GROUP LODGING SITUATION REPORT

Form 12: Reception Centre / Group Lodging Situation Report			
From:	<input type="checkbox"/>	Reception Centre	To: ESS Director at ECC
	<input type="checkbox"/>	Group Lodging	
Update			
Completed by:		This Update Covers Dates and Times:	
Name of person compiling report		From:	To:
Facility Name:		Community:	
Facility Address:			
Designated Facility Contact:		Position:	
Phone Number: ()		Fax Number :()	
Services Provided Statistics		How Many this Report	Running Total
Number of evacuees registered (on ESS File Form) at this Reception Centre			
Number of evacuees provided with commercial lodging			
Number of evacuees staying with friends/ family			
Number of evacuees currently lodged in Group Lodging Maximum lodging capacity of this facility:			
Number of ESS workers activated in this report:			
Local Volunteers			
Community Staff			
Local authority staff			
Financial estimates of Event		How much this Report (\$)	Running Total (\$)
Estimated cost of referrals (food, lodging, clothing, transportation, incidentals)			
Estimated cost of other on-site ESS operations (food services, equipment, rental, etc.)			
Comments / Issues:			

Form 12: Reception Centre / Group Lodging Situation Report

(For completion by Group Lodging Manager or Reception Centre Manager.)

PLEASE NOTE: THIS REPORT DOES NOT CONSTITUTE A REQUEST FOR ADDITIONAL RESOURCES

Approved by:	Group Lodging Manager Reception Centre Manager
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For USE by ECC or ESS Office

This report was:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Received by fax. |
| <input type="checkbox"/> | Created via phone call from facility contact. |
| <input type="checkbox"/> | Received via radio transmission. |
| <input type="checkbox"/> | Other - specify: |

FORM 14: STATUS REPORT

Form 14: Status Report		
(for internal Reception Centre / Group Lodging use)		
Event:		Status Report Source / Type <input type="checkbox"/> Section Function <input type="checkbox"/> Branch/Unit
Date:	Time:	Section/Function:
Operational Period:	PEP Task#:	Branch/Unit: (if applicable)
Current Situation: (actions taken, resource/personnel status...)		
Outstanding Issues/ Challenges/ Problems:		
Anticipated Priorities/ Activities (for next operational periods):		
Other Comments/ Issues:		
Distribution:	<input type="checkbox"/> RC/GL Manager <input type="checkbox"/> Safety Officer <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Information Officer	<input type="checkbox"/> Operations Section Chief <input type="checkbox"/> Planning Section Chief <input type="checkbox"/> Logistics Section Chief <input type="checkbox"/> Finance Section Chief <input type="checkbox"/> Other _____

