

RE-ENTRY PLAN

The Village of Alix

This Re-Entry Plan template has been created to assist in the development of incident-specific Re-Entry Plans. It is important to note that not all items included in this template will be required or will apply to a specific type of incident. There may be items that have not been captured within this template that may need to be added to an incident-specific Re-Entry Plan.

This re-entry plan is a working document and is subject to change as situations or conditions warrant

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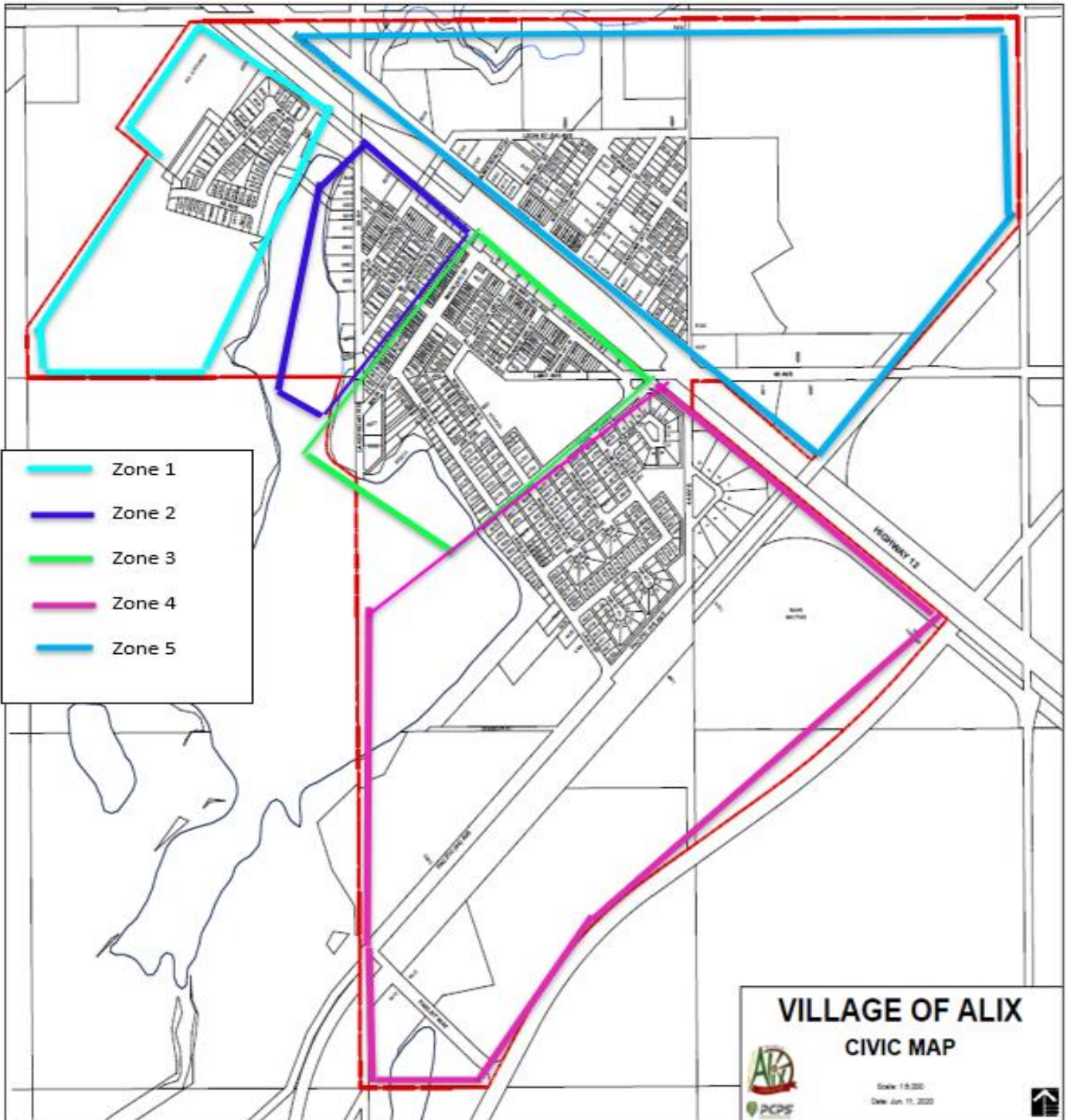
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INCIDENT SUMMARY

- ICS 201 or Approved Incident Action Plan (IAP) inserted OR (Insert a brief overview of the incident and the reason for the evacuation including the date of SOLE)

MAP



PURPOSE

The purpose of this Re-entry Plan is to provide guidance to local and provincial agencies for the

(Insert incident name and type)

That has caused an evacuation of individuals from all or a zone of the Village of Alix. This Re-Entry Plan will assist in ensuring the safe return of impacted individuals in an orderly and efficient re-entry, and the security of public and private property. This Plan is applicable to residents, employees, and business owners/operators (impacted individuals).

MISSION

To quickly evaluate and assess the immediate human needs (food, water, health/medical, and housing) and the operational status of vital community infrastructure (governance, transportation, communication, and utility systems) while assisting with the restoration of essential services. To plan for and implement, when possible, an orderly/systematic, and well-communicated process to enable the impacted individuals to return to their homes and businesses following the mandatory evacuation order that was initiated on _____, 20__.

GUIDING PRINCIPLES

The guiding principles established for the Re-Entry process are reflective of lessons learned across the province of Alberta and best practices across holistic paradigms of Emergency Management, including:

Life and Health Safety

Ensure that residents, workers, and support personnel returning to the affected area are returning to a safe environment.

Timeframes

Ensure that people returning to the affected area can return in the shortest timeframe possible with a continued focus on safety.

Sustainability

Ensure that people have adequate access to services deemed to be essential in the provision of a sustainable recovery process.

Resilience

Ensure that the affected people are engaged early in the recovery process. By empowering the affected people to take control of the recovery in the safest, shortest time possible, will promote an expedited return to a new normal and increase the resilience of the inhabitants of this community in the face of future adversity.

CRITERIA FOR RE-ENTRY

[Appendix C: Considerations for Community Re-Entry Spreadsheet](#) has been used to establish the criteria for re-entry. Information from various agencies and individuals was used to determine that it is now safe for impacted individuals to return (applicable information received is attached to this Plan). Agencies and individuals that assisted in providing information include but are not limited to (check all applicable):

- Elected Officials
- Chief Administrative Officer
- Emergency Management Staff
- Law Enforcement
- Fire/Rescue
- Emergency Medical Services
- Public Health Personnel
- Public Works/Engineering Departments
- AEMA Field Officers
- School Board(s)
- Utilities / Critical Infrastructure Stakeholders
- Environmental Authorities
- Animal Rescue Groups
- _____
- _____
- _____

RESILIENCY CENTRES

A best practice to support re-entry is to establish a Resiliency Centre which provides a “one stop shop” within the community to provide impacted individuals with information and resources. A Resiliency Centre can also act as a centralized facility in which Non-Government Organizations (NGOs) and faith communities can interact with impacted individuals. A Resiliency Centre is not a Reception Centre or Registration Centre, though some of the functions may overlap and a Resiliency Centre could be co-located with either of these facilities.

The information available at a Resiliency Centre should include:

- Status of water systems, including quantity and safety of drinking water
- Status of wastewater and stormwater systems
- The location and access to solid waste disposal services, if applicable
- Property clean-up procedures and the resources available to assist
- Health and safety advice
- Insurance advice
- Status of communications systems (voice, data, internet)
- Government programs available to assist impacted individuals
- Provision of [“Appendix E: Resident Re-Entry Information Package”](#) which includes information provided by Alberta Health Services, utility providers, industry, etc.
- Where to get updates on weather conditions, outdoor air quality conditions, or flood/forecast information, if applicable

Important to note that not everyone will visit a Resiliency Centre; therefore, it is key to ensure that all available information is disseminated using as many communication methods as available.

Resiliency Centre Location(s)

Resiliency Centre(s) has/have been established at the following locations:

Resiliency Centre Name	Address	Contact Name	Contact Phone Number

COMMUNICATIONS

Regular updates that are accurate, thorough, and coordinated are essential to ensure impacted individuals are informed, and to assist in dispelling/counteracting rumors. These updates will be provided using the following forms of communication:

- Television Media
- Radio Media
- Social Media (Facebook, Twitter, Instagram, YouTube, TikTok, etc.)
- Municipal website
- Message boards at Resiliency Centres
- Message boards at: _____ *indicate location(s)*
- Town Hall type event held prior to re-entry to address concerns and explain re-entry procedures
- Printed literature (brochures/handouts)

NOTE: If homes have been damaged or destroyed ensure that the affected homeowners are notified individually of the loss and are provided information on any short-term housing options prior to any public announcements of re-entry.

Re-entry communications should include the following information:

- How and when re-entry will begin
- If staged re-entry is required – when distinct groups are allowed to enter and reasons why others are excluded
- Transportation restrictions
- Re-entry routes and controls in place on the routes
- Guidance for re-entering homes or businesses (e.g., restoring utilities, disposal of spoiled food, removal of debris, etc.)

Communications Plan for Re-Entry

Task	Current Stage:	Notes
Re-Entry Information Literature	Review - DEM Approve - DEM Print - IO	
Re-Entry Social Media/Web Info	Approval – DEM Posting – IO	
Resident Updates	Incident Information bulletins - IO	

STAGES OF RE-ENTRY

The stages of re-entry represent a collective effort of all key players designed to meet the re-entry criteria in the shortest possible timeframe. As the situation stabilizes, the focus now shifts towards moving impacted individuals back into the community as quickly and safely as possible to minimize further trauma.

To establish a safe community, the Incident Management Team (IMT) will continue to lead, coordinate, and direct the activities of all key agencies and responders in the emergency area.

The Director of Emergency Management (DEM) for the affected community will have authority over the Re-Entry Plan unless otherwise delegated in writing.

The timescale between re-entry stages will vary depending on several factors including:

- Size of the area affected. The whole Village or a Zone.
- Type and complexity of the emergency.
- Location of the impacted individuals.

Stage 1 Objective: Damage Assessments and Recovery of Critical Infrastructure

This stage is ongoing with the focus of achieving key re-entry criteria.

- Perimeter fencing in place for high-risk properties and/or areas.
- Sufficient roadways are cleared, open, and safe for restricted use.
- Complete inspections and classifications of homes to determine habitability.
- Water system is functional and able to deliver potable water.
- Water system is functional and able to deliver potable water under boil water advisory (if applicable).
- Wastewater collection and treatment system functioning (if applicable).

Access Management

Access management for evacuated areas during response and all stages of re-entry is one of the most critical components to re-entry success. There is a balance between protecting life safety, property. The release of information and the need to allow residents, business owners, and service providers to access their properties in a timely and organized manner.

Access management should be implemented in a way that is consistent and easily verifiable for security crews at roadblocks, entry points, and staging areas throughout the incident. Consideration must be given to service providers, farmers who need to feed or check on livestock, business owners, media, dignitaries, and incident support personnel. Access management should also consider how to manage residents who did not evacuate during the evacuation order.

Associated Tactics

- 1.1 Determine classification of areas inside the evacuation zone/security perimeter. If there is uncertainty about a classification, default to the stricter access control until further information confirms the classification of an area.
- 1.2 Implement permit / identification / credential system for each access zone.
- 1.3 Implement physical access restrictions for each zone as deemed appropriate, including limiting access routes to restricted or no access areas.
- 1.4 Ensure that preferred access routes for each zone are communicated to impacted individuals, service providers, and incident support personnel.

Access Management Classification System

Open Access	Controlled Access	Restricted Access	No Access
<ul style="list-style-type: none"> •Undamaged / unaffected areas •Outside the security perimeter •Public access with no permit / tracking 	<ul style="list-style-type: none"> •No hazards are present •Undamaged areas •Inside the security perimeter •Permit required 	<ul style="list-style-type: none"> •Damaged areas •Hazards can be mitigated •Inside the security perimeter •Permit required 	<ul style="list-style-type: none"> •Access limited to emergency personnel only •Active hazard area / unmitigated hazards

Structures

Comprehensive property assessments will be conducted of all residences and businesses across the area affected by the incident. Results of the property assessments will focus on structural integrity, presence of hazardous materials, and environmental / air quality, to determine if structures are suitable for re-occupancy. During this stage, access is restricted to agencies and private service providers with key roles in damage assessment.

Associated Tactics

- 1.5 Recovery Assessment Search Teams (RAST) comprised of public and/or private service providers (i.e., structural engineers, reclamation specialists, building/safety codes inspectors, law enforcement, locksmiths, etc.) are established and will move systematically across the affected area conducting property assessments.
- 1.6 Structures and/or groups of structures that are deemed not structurally safe for occupancy – or properties where an above-ground structure no longer exists - should be secured by fencing.
- 1.7 Property Assessments of lodging and accommodation structures, and related infrastructure essential to priority services will be the focus to support subsequent phases of this process.

Classification System Used by the RAST

Habitable	Habitable	Not Immediately Habitable	Uninhabitable
<ul style="list-style-type: none"> •No impact •Utilities still functional 	<ul style="list-style-type: none"> •Minor impact •Minor cleanup •Minor repairs 	<ul style="list-style-type: none"> •Damaged •Extensive repairs/renovations •Utilities compromised 	<ul style="list-style-type: none"> •Severely damaged •Beyond economical repair

Water and Wastewater Services

If applicable, all water and wastewater services should be inspected in accordance with industry standards for damage, functional operating condition, and connectivity to structures.

Associated Tactics

- 1.8 Source water wells and intakes, and water storage reservoirs must all be inspected, repaired, and certified to safe conditions in accordance with industry standards.
- 1.8.1 _____ (*municipal water operator/company name*) will be the lead agency for these inspections and repairs. Other Certified Water and Wastewater Operators in Alberta can be found on the [Alberta Government website](#).
- 1.9 The availability of water and whether it is potable must be known and shared with service providers entering the area at this stage.
- 1.10 Wastewater (sewage) collection systems, lift stations, and lagoons must all be inspected, repaired, and certified to an operationally safe condition in accordance with industry standards.
- 1.10.1 _____ (*municipal wastewater operator / company name*) will be the lead agency for these inspections and repairs. Other Certified Water and Wastewater Operators in Alberta can be found on the [Alberta Government website](#).
- 1.11 Stormwater collection and outfall infrastructure must all be inspected, repaired, and certified to safe conditions in accordance with industry standards.

Gas and Electric

All gas and electric lines and facilities should be inspected by responsible utility service providers and status established. Service must be restored prior to re-entry.

Associated Tactics

- 1.12 Contact responsible utility service providers to perform inspections and repairs. [Appendix G](#)
- 1.12.1 Fortis will be the lead agency for electrical system inspections and repairs.
- 1.12.2 Atco Gas will be the lead agency for natural gas inspections and repairs.

Transportation and Access Routes

A hazard assessment of all transportation infrastructure must take place. This includes paved and gravel roads, bridges, culverts, railway tracks, and supporting infrastructure. Key considerations include alternate access or detour routes if a primary access route is compromised, later found to be inadequate, or if the threat of further evacuation could present issues with available accesses.

Associated Tactics

- 1.13 The authority having jurisdiction for each type of transportation infrastructure, along with their service contractors, shall perform hazard assessments of all transportation infrastructure and complete repairs as required.
- 1.13.1 _____ (railway operator / company name) will be the lead agency for railway inspections and repairs.
- 1.13.2 _____ (highway operator / company name) will be the lead agency for highway inspections and repairs.
- 1.13.3 _____ (local road operator / company name) will be the lead agency for local road inspections and repairs.
- 1.14 Where primary access routes are compromised or deemed inadequate, secondary, and tertiary routes should be determined with appropriate signage in place to direct traffic.

Telecommunications

Every effort will be made to restore Telephone, internet, voice and data lines, wireless communications towers, and point of service stations must be restored to a level that provides adequate communication capability within an impacted area.

Associated Tactics

1.15 Contact telecommunication providers to ensure that communications are restored to the affected area. A list of providers can be found in [Appendix G](#) of this document. List all providers that will be engaged in inspecting, repairing, and restoring telecommunications infrastructure.

1.15.1 _____ (*land line telephone operator / company name*) will be the lead agency for land line telephone infrastructure inspections and repairs.

1.15.2 _____ (*cellular operator / company name*) will be the lead agency for cellular telephone infrastructure inspections and repairs.

1.15.3 _____ (*internet operator / company name*) will be the lead agency for internet infrastructure inspections and repairs.

Debris Management

It is necessary to consider where and how debris (solid or liquid) will be stored, transported, and disposed of. Spoiled household goods, particularly appliances that contain air conditioning compressor fluid, like refrigerators and freezers, should also be considered as part of debris management. Secondary hazards (i.e., intrusion of wildlife, infectious disease, and proliferation of rodents, flies, or other insects) are more likely if wastes are not considered and controlled early in the planning.

Associated Tactics

- 1.16 Contact waste management service providers to ensure waste transfer sites are functioning.
- 1.17 Identify temporary or specified hazardous waste drop-off sites near the incident site and ensure they are operational for ease of debris management.
- 1.18 Implement a hazardous material debris removal plan prior to proceeding with Stage 2 of re-entry.
- 1.19 Prepare a Stage 3 implementation plan to coordinate the disposal of:
 - 1.19.1 “White Goods” (refrigerators & freezers containing contaminated food) that have been without power for greater than 48 hours. Proper Procedures: White goods/contaminated food should be disposed of in landfills. The refrigerators and/or freezer can be taken to Prentiss Transfer Station. [Appendix G](#)
 - 1.19.2 Household and building debris that has been removed from a dwelling or commercial building and placed near the curb.

Stage 2 Objective: Restoration and Manning of Essential Services/Key Business Components

This Stage will facilitate the return movement of essential workers (those individuals and their immediate families that support critical infrastructure, emergency services, and governance of the community). This Stage also will allow owners of habitable/operational businesses and their employees to enter their habitable homes or temporary accommodations to provide essential services and key business components. Stage 2 ends when all the re-entry criteria have been met.

Services are required to enable safe, sustainable living to an acceptable level. This list is not prioritized.

- Emergency Services (Fire, Police, Ambulance, 9-1-1)
- Water system – functional and able to deliver water, under a boil water advisory, if necessary, if applicable
- Wastewater (sewage) system – collection and treatment systems are functioning, if applicable
- Solid waste (garbage) collection – collection and treatment systems are functioning
- Utilities - Gas and Electric
- Communications (voice/data)
- Street lighting and traffic signals, if applicable
- Public Works – The restoration of the public works operation center, landfill, and waste collection program. A specific plan has been developed for the disposal of decaying garbage, hazardous debris, white goods, electronics, large amounts of construction and vegetation debris, and household hazardous waste.
- Hotels / Motels / Lodging / Accommodations
- Banks / Financial Institutions
- Childcare / daycare / education facilities, if applicable

It is important to note that this new level of services is not likely to be at the same level services were BEFORE the evacuation. These necessities represent the bare minimum; full restoration will begin as soon as practical.

Associated Tactics

- 2.1 Establish a clear directive to assess and re-establish the priority services.
 - 2.1.1 Communicate the intent and process that must be adhered to by those returning to conduct essential services assessments.
 - 2.1.2 Ensure representatives entering the affected area are aware of and compliant with the restricted movement and access currently being enforced.
 - 2.1.3 Develop and implement a personnel accountability process for essential services personnel prior to commencing this phase.
- 2.2 Identify owners, operators, and providers of all other essential services. Contact essential service representative(s) to coordinate their re-entry into the affected area.
- 2.3 Communicate credential/access pass requirements to essential service providers regarding proper identification and if necessary, marked vehicles (permanent or magnetic)
- 2.4 Develop a communications plan informing essential services representatives of the current re-entry status and access restrictions.

As re-entry progresses, what is defined as an essential service may change. The re-entry planning team should regularly assess the needs of the community to ensure essential service needs are being met.

Stage 3 Objective: Re-Entry of Community Evacuees

Stage 3 may commence once the status and capacity of essential services and critical infrastructure has been determined to be sustainable to service the community. The re-entry planning team will provide this analysis for approval by the Director of Emergency Management or designate prior to commencing this stage. During Stage 3, impacted individuals may return to the community in an orderly fashion, determined by geographical location.

The Re-Entry Plan for the community shall be provided to the Provincial Operations Centre prior to commencing this stage. Access restrictions may remain in place in portions of the community or may be lifted entirely, based on assessed risk and damage.

Minimal requirements to commence the Stage 3 re-entry process will include:

- The incident is no longer a threat to the community (All Clear)
- OR
- Evacuation required by incident re-escalation can be accomplished within an acceptable timeframe.
- Utilities: Gas & Power have been adequately restored.
- Access to 9-1-1 / Emergency Services (Police, Fire, and EMS).
- Water (Boil Water Advisory may be present) and wastewater (sewer) are functioning (if applicable)
- Fuel / Gas are available.
- Food / Grocery services are available and approved as functional by AHS Public Health Inspector.

As indicated in the approved Communications Plan attached supplemental to the Re-Entry Plan, release times and locations for the occupation of the affected area to the public.

Communications.

Upon re-entering the community, impacted individuals will have the re-entry process explained to them, they will be provided with the following information.

- ⇒ Clean up procedures and resources available to assist.
- ⇒ Where to get further assistance.

Associated Tactics

- 3.1 Commence re-entry of impacted individuals using a phased geographical process as soon as possible after Stage 3 is approved to commence.
- 3.2 Provide communications that clearly identify the geographical boundaries of each re-entry “Zone” and the Zones corresponding re-entry timeframe.
- 3.3 Provide specific instructions to impacted individuals whose homes or businesses are assessed as GREEN or YELLOW based on a geographical zone re-entry process.
- 3.4 Escort owners of properties classified as ORANGE or RED (not considered safe to re-occupy) to their property and provide Emergency Social Services assistance.
- 3.5 Provide communications and information at Resiliency Centres for impacted individuals re-entering the community to conduct a self-assessment of the status of their home/property.
 - 3.5.1 Information shall include:
 - How to conduct assessments.
 - How to decide to remain in or vacate the building.
 - Financial implications.
 - Associated processes.
 - Access to counseling; and other sources of pertinent, reliable information specific to the situation.

Stage 4 Objective: Completion of Re-Entry & Incident Management Transition

Once all practicable re-entry is complete and there are no longer community access restrictions in place, the municipality may consider terminating the State of Local Emergency and transitioning to recovery operations. This stage requires that all impacted individuals have been allowed to re-enter the community and have been provided information on how to proceed with remediation, rebuilding, and recovery post-incident.

INCIDENT MANAGEMENT TEAM TASKS

- Access control – 24-hour security implemented within the mandatory evacuation area. Checkpoints and roadblocks as needed based on the level of damage that has occurred.
 - **NO ACCESS** – Access is limited to only those personnel necessary to conduct an evaluation of the area or to respond to ongoing incidents/emergencies in the area. The area is deemed too dangerous for the public either because of a known or suspected hazard. Engage law enforcement personnel to restrict access during this phase to the following agencies and groups:
 - Law Enforcement and security agencies (including private security for incident support facilities, businesses, and residential areas)
 - Emergency responders (Fire-Rescue, EMS, Search, and Rescue, etc.)
 - Service agencies/contractors providing direct support to incident management personnel or emergency responder.
 - **RESTRICTED ACCESS** – Access to the area is limited to those personnel or agencies/organizations necessary to address the safety or service issues or conditions preventing impacted individuals from returning safely. Hazards in restricted access areas can typically be mitigated to the satisfaction of the Incident Management Team (IMT) to ensure the safety of personnel in this area. The IMT will determine who is authorized to enter restricted access areas on an incident-specific or case-by-case basis; a typical list of authorized personnel includes the following:
 - Law Enforcement and security agencies (including private security for incident support facilities, businesses, and residential areas)
 - Emergency responders (Fire-Rescue, EMS, Search, and Rescue, etc.)
 - Facility/Industry Emergency Response Teams
 - Contracted debris clearing and removal crews
 - Infrastructure and utility repair personnel
 - Approved Damage Assessment Teams
 - Government agencies or representatives (Federal, Provincial, Municipal)
 - Other personnel at the direction of the Director of Emergency Management

ONLY THOSE WITH PROPER AGENCY CREDENTIALS WILL BE ALLOWED ACCESS.

- **CONTROLLED ACCESS** – Allows for the controlled re-entry of impacted individuals and support personnel who can prove they live, own, rent, lease, or otherwise have a need to be allowed into the controlled access area. Access to others may also include:
 - Relief workers or non-governmental support organizations
 - Remediation or reclamation contractors
 - Insurance agents, adjusters, or assessors
 - Essential services management and staff

PLAN APPROVAL

Position	Name	Signature	Date (mm/dd/yyyy)
Director of Emergency Management			
Incident Commander			
Planning Section Chief			
Operations Section Chief			
Logistics Section Chief			
Finance/Admin Section Chief			
Chief Administrative Officer			

APPENDICES

Appendix A

Damage Assessment

Service	Provider	Name	Number	Email	Other
Structural Assessment					
Assessment of hazardous Material					
Utilities - Gas	Gas	Atco Gas	1.800-511.3477		
Utilities - Electric	Electric	Fortis Alberta	1.866.717.3113		
Utilities - Water					
Utilities - sewage					
Cellular/ Landline Communications	Landline	Telus	1.866.558.2273		
Other					

Appendix B

Restoration of Services

Service	Provider	Name	Number	Email	Other
Utilities - Gas	Gas	Atco Gas	1.800.511.3477		
Utilities - Electric	Electric	Fortis Alberta	1.866.717.3113		
Utilities - Water	The Village of Alix	Terry Allan	403-747-2495	info@villageofalix.ca	
Utilities - Sewage	The Village of Alix	Terry Allan	403-747-2495	info@villageofalix.ca	
Public Health Inspector	Alberta Health Services	Evan Carefoot	403.505.1449	Evan.Carefoot@albertahealthservices.ca	
Other					

Appendix C

Considerations for Community Re-Entry

Purpose: This tool is designed to support the Incident Management Team in making decisions regarding lifting an evacuation order and allowing impacted individuals to return to their homes. Fire services will make recommendations that the area is safe from fire-related hazards. Once the threat has passed, the Incident Management Team will decide on when and how to authorize community entry. The following includes considerations in making this decision, and which agency may be able to provide support and advice. Some items to be considered shortly after re-entry. It is up to the Incident Management Team to determine the minimum level of service required prior to community re-entry. Consideration should be given to ensuring impacted individuals are informed of the level of services available and what they should prepare for before going home.

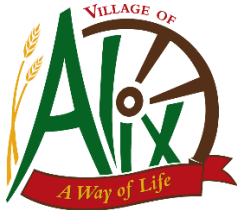
Considerations	Initial Screen Complete Y/N	Lead Agency	Comments	Date
1. Incident/related risks no longer pose an imminent threat.				
Fire services confirm it is safe to return.				
Danger tree assessment				
Hazardous material identified and mitigated				
The hazard area is secure				
2. Safe transportation available to/within the community.				
Road				
Rail				
Bridges				
3. Impacted individuals are informed				
Controlled resident tour				
Controlled media tour				
Public Information Meeting				
4. Access to utilities				
Electricity restoration plans underway				
No power lines are down				
Access to potable water				
Access to water for firefighting				
Access to sewage or temporary toilets				
Telephone systems working				
Safety of natural gas				
Fuel station open				

Considerations	Initial Screen Complete	Lead Agency	Comments	Date
5. structure damage assessments complete				
Damage assessment				
Critical infrastructure damage assessment				
6. Essential Services restored to a basic level (Fire, Police, 911)				
Fire services available				
Police services available				
911 dispatch available				
7. Healthcare services				
Ambulance				
8. Local Government services available				
Garbage/Debris disposal services are available				
Municipal office				
9. Recovery supports established				
Resilience center established				
Public information available				
Faith community established				
Mental health services available				
10. Access to food/pharmacy/banks				
Grocery store open				
Pharmacy open				
Bank open				
11. Insurance support established				
Insurance providers/assessors available				
12. Recovery assets in place				
Heavy equipment available				
Building assessment personnel available for water/gas tank inspection				

“Returning home” information sheets from relevant departments/industries available (AHS, Fortis Alberta, Gas company, etc.) include what-to-do checklist.

Appendix D

Re-Entry Notice Template



Re-Entry Notice

Due to changing conditions that have reduced the potential risks to evacuees, The Village of Alix is rescinding the evacuation order for impacted individuals in the _____ area as of _____ (time) on _____, 20__.

Please note that while the evacuation order has been rescinded, the **State of Local Emergency remains in effect.**

The Village of Alix understands that the previous several days have caused considerable inconvenience to all involved, and we wish to make it clear that the decision to maintain the evacuation order until this time was a decision that was based solely on public safety. Thank you for your cooperation in this matter and we appreciate everyone's patience and assistance.

Returning to your home after this volatile period will be a difficult endeavor, both emotionally and logistically. Foreseeing this, The Village of Alix Emergency Management Team, in conjunction with supporting agencies, has developed an information package to ensure safe and efficient re-entry for all evacuees. Included within the information package is safety information from Alberta Health Services, as well as utility information from local service providers.

To gain re-entry, please visit us at the Village of Alix office building at 4849 50 street.

Those returning will be required to sign in and confirm that they have received an information package.

If you have any questions, please call the Village of Alix at 403-747-2495.

Appendix E

Resident Re-Entry Information Package Template



Information for Returning Residents

Returning Residents:

Returning to your home after this disaster of the _____ will be a difficult and emotional endeavor. To assist you, the Village of Alix Emergency Management Team along with supporting agencies has put together this information package.

Many of the homes may not have been directly impacted by the _____ but may have other problems associated due to a potential loss of power for a long period.

Please read the information carefully and if you have any questions, please do not hesitate to contact any of the agencies that have provided literature to assist you including the Village of Alix 403 747 -2495.

If you have suffered any losses, please document, take pictures, and reach out to your insurance provider for guidance on any insurable losses including costs associated with the evacuation order.

BEFORE YOU GO

Do you have...

- A full tank of gas?
- Proper clothing, a flashlight, and clean-up materials?
- Enough water for the next three days?
- Food for the next three days, including any special dietary needs?
- Any medications you or your family require?

GETTING THERE

Local authorities may specify a safe route or routes for your return. Follow their directions, including road closures and other signage, and avoid shortcuts. Do not enter or access areas that are closed to the public, for your safety.

WHEN YOU GET THERE

Water – Check the village’s website to ensure there is no boil water advisory in effect.

Power – Power utility crews have restored power. If you have questions, have no service or are experiencing fluctuations in electrical service quality contact

_____ at _____

Propane/Natural Gas - If you have concerns regarding your propane or natural gas, please contact your service provider

Traffic - Give way to all emergency and firefighting vehicles, and observe all signs for road closures or detours.

Trees - Damaged trees are unstable and may be a hazard. Be aware of where you park your vehicle and/or where your walking.

Buildings - Damaged buildings may be a hazard. Standing chimneys are a hazard.

TAKE CARE OF YOURSELF AND YOUR FAMILY

Fear, stress, and anxiety are natural reactions to a traumatic event. Eventually, these feelings will diminish and, for most people, completely subside. To help yourself and your loved ones:

- Accept and offer help and comfort; seek counseling if necessary.
- Focus on positive memories and the skills you have used to get through other tough times.
- Be aware of your child’s reactions: reassure them and encourage them to express themselves.
- Give yourself and your family permission to grieve and time to heal.
- Get physical activity, but rest as needed, Eat well, hydrate, and keep a manageable schedule.

RE-ENTERING YOUR HOME

Your home and its surroundings may not look like they did before you left. As you arrive, it is important to obey all signage and understand the Damage Assessment Placards.

- Damage Assessment Placards are notices that the Village of Alix has placed on buildings within the damaged area. They tell you whether a structure is suitable for re-entry and whether access is restricted or unsafe to enter entirely.

If you can only enter your home once, remove valuables and take steps to secure your property.
If you are safely able to return for longer:

- Bring supplies like a flashlight, tools, drinking water, gloves, garbage bags, and a first aid kit.
- Walk around the perimeter of any structure before entering, noting electrical wiring, and any gas smell or debris that could fall.
- Enter with caution and check that the main power breaker is off.
- Only use generators outdoors; do not connect to a household circuit.
- Note sewage and water damage; your septic system or sump pump may not work without power and water may not be potable (that is, may not be safe to consume).
- Do not use your sewage disposal system unless you know it's capable of handling waste.
- If using propane, gas, or heating oil, contact suppliers for inspection and service.
- Take pictures, keep track of your expenses and time spent cleaning up, and keep your receipts.

FOOD AND DRINKING WATER SAFETY

Food can be damaged by unsafe temperatures, smoke, ash, soot, fire retardant chemicals, water, and loss of power during a fire.

- Discard food that is spoiled, as well as food that has been stored in a refrigerator that has lost power, even if the power has since been restored. When in doubt, throw it out.
- If your freezer has been exposed to fire or has been without power for more than three days, discard the contents.
- Discard any food that has thawed.
- It is considered safe to re-freeze partially frozen foods as long they still contain visible ice crystals.
- If you do not need to replace your fridge or freezer, clean, disinfect and deodorize your fridge and freezer once you have discarded the spoiled food.
- Discard foods/items exposed to heat, ash, chemicals, soot, water, and smoke including:
 - foods stored in fridges, freezers, cupboards, drawers, and containers
 - open foods
 - packaged foods, including paper, cardboard boxes, plastic, cellophane
 - bottles and jars of food with screw top lids or crown/crimp caps
 - single-service items/utensils which also includes individually plastic-wrapped items

- Discard damaged, dented, or bulging cans.
- Clean and sanitize canned foods/drinks exposed to smoke only.
- Photograph foods that are discarded as the information may be required for insurance purposes.
- Contact your insurance provider for specific details and requirements.
- Follow current local guidelines on where food waste may be discarded.
- Do not drink tap water unless local officials have assured you that it's safe for drinking. Obtain bottled water, or boil or disinfect tap water with tablets (or chlorine bleach for non-drinking needs).
- **If you are on a well or cistern and it has been damaged, assume the water is not safe to drink. Contact your local authority for instructions.**

CLEANING UP AFTER A WILDFIRE

Your insurance policy may cover house cleaning by a fire restoration specialist. If you are going to clean your residence yourself:

- Wear gloves and goggles, keep children and pets away, and ventilate the area you are cleaning well.
- Smoke odors can last a long time, and you may need to clean everything several times.
- Vacuum all surfaces, change the heating, and air conditioning filters, and have ducts cleaned.
- Soot/smoke can be removed from painted walls with trisodium phosphate, but wallpaper may not be salvageable.
- Clean dirt off furniture, remove drawers, and scrub wooden surfaces; let dry thoroughly.
- Linoleum flooring may require replacement, but wood and carpet can be vacuumed and washed.
- To remove odors from fridges and freezers, wash with baking soda/water, vinegar, or ammonia.
- Locks and hinges should be taken apart, thoroughly cleaned, and oiled.
- Dispose of hazardous materials like solvents and garden chemicals if they show signs of damage.
- Separate hazardous materials from landfill waste and dispose of them appropriately.

REPLACING DOCUMENTS AND MONEY

- If your documents are in a safe, do not attempt to open them until it is cool to the touch.
- Keep track of lost documents, including birth certificates, passports, and tax records.

INSURANCE MATTERS

- Review your policy to understand what items to list, then take an inventory – you'll need to provide a list of lost or damaged items as part of your claim.
- Take photos or videos, noting serial numbers if possible and the approximate cost of each item.
- Keep your inventory with receipts related to living expenses, repairs, and inspections.
- Notify your mortgage company and keep them informed about the restoration of your property.
- If you have questions about your home insurance, call your insurance representative directly.

REPAIRING YOUR HOME

- If you can repair and live in your home, look for a reputable contractor to help with restoration; you may get recommendations from friends and neighbors or your insurance adjuster.
- Verify the track record of any roofer or builder, dealing with only licensed contractors. Beware of potential frauds.
- Contact your local authority on submitting plans and getting a building permit, as needed.
- Ask for a written estimate and get a copy of the final, signed contract before the job begins.
- Pay only by cheque or credit card – not cash; consider a holdback payable post-completion.
- Damage to utilities must be repaired under a permit and inspected by the appropriate agency.

Appendix F

Suggested Contents for “Clean up Kit”

Clean-Up kits with cleaning and sanitation supplies, personal protective equipment, and information on safe practices related to housing, food, sanitation, water, and smoke damage.

- 5-liter bucket
- Mop
- Long-handled broom
- Hand brush
- Cleaning fluid/detergent
- Sponges
- Heavy-duty garbage bags
- Disposable gloves
- Work gloves
- Dust particulate masks
- Safety glasses

Add any other equipment deemed necessary or useful to the specific incident

Kits can also include signs to be placed in home windows that alert utility providers of the need to re-establish gas, power, water, and phone services.

ATTENTION: Utility providers

The following services need to be re-established at this premise:



Gas

As of Date:	Restored Date:
-------------	----------------

Power

As of Date:	Restored Date:
-------------	----------------

Water

As of Date:	Restored Date:
-------------	----------------

Phone

As of Date:	Restored Date:
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Appendix G

Contact Information:

This list of contact information may assist with the production of information packages. Please note that these links were correct at the time of production of this template and are subject to amendment without advisement.

Alberta Health Services

Telephone: Health Link –811

Website: albertahealthservices.ca/

Guides: Returning to Your Home Guide

albertahealthservices.ca/assets/wf/eph/wf-eh-returning-to-your-home.pdf

Atco Gas

Telephone: 1.800.511.3477

Website: gas.atco.com

Fortis Alberta

Telephone: 1.866.717.3113

Website: fortisalberta.com/

Guides: Municipalities Facility Map - fortisalberta.com/for-business-industry/municipalities

Insurance Board of Canada

Telephone: 1.844.227.5422

Website: <http://www.ibc.ca>

Prentiss Transfer Station

Telephone: 403.782.5300

Website: <https://www.lrwsc.ca/index.php/contact-us>

Telus

Telephone: 1.866.558.2273

Website: <https://www.telus.com/en/ab/support>

The Village of Alix

Telephone: 403.747.2495

Website: info@villageofalix.ca

Appendix H

Traffic Plan Template

Separation	Yes	No	Comments
Separate entries and exits provided for vehicles and pedestrians including visitors.			
Vehicle Routes			
Are traffic directions clearly marked and visible.			
Do vehicle routes have firm and even surfaces.			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained			
Signs			
Are there speed limit signs			
Is there enough lighting to ensure signs are visible, particularly at night?			
Information, Training, and supervision			
Have all responders, contractors, and returning residents been informed about traffic hazards, speed limits, parking, and loading areas?			
Has information and instructions about safe movement around the site been provided to visitors and external delivery drivers?			
Personal Protective Equipment			
Is PPE provided and used when necessary?			

Appendix I

Post Disaster Needs Assessment

Event:
Date:

Are essential local or provincial services likely to be significantly disrupted beyond the response phase?		
Assessment: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Source of Information: Possible sources: SITREPs, Planning Section, Subject Matter Experts		
Please provide an assessment of the current situation in relation to the criteria.		
Objective: To determine if the impacts of the disaster are temporary or long-term in nature		
<u>Assessment should consider:</u>		
<ul style="list-style-type: none"> • Extent of impacts on local authority and provincial services • Number of services impacted in a geographic area • Essential services requiring support beyond local capacity • Anticipated length of service disruption 		
Assessment:		
Is infrastructure impacted beyond capacity to repair?		
Assessment: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Source of Information: Possible sources: SITREPs, Planning Section, Subject Matter Experts		

Is temporary housing likely to be required beyond the response phase and beyond the local capacity?

Assessment: YES NO

Source of Information:

Possible sources: SITREPs, Planning Section, Subject Matter Experts

Please provide an assessment of the current situation in relation to the criteria.

Objective: To determine if there are longer-term housing requirements that may need to be met beyond the response phase of the emergency management cycle.

Assessment should consider:

- Approximate number of people displaced/evacuated
- Approximate number of people being supported through Emergency Social Services
- Approximate percentage of housing units classified as vacant in designated geography (if known)
- Expected timeline for housing needs
- Number of structures impacted; damaged/destroyed

Assessment:

Do serious or widespread environmental impacts pose ongoing safety risks?

Assessment: YES NO

Source of Information:

Possible sources: SITREPs, Planning Section, Subject Matter Experts

Please provide an assessment of the current situation in relation to the criteria.

Objective: To determine if extensive environmental recovery needs exist over the longer term.

Assessment should consider:

- Listing of significant environmental incidents, including land degradation and contamination
- Extent of impacts on geographic area and people
- Biodiversity and ecosystem impacts
- Ongoing safety concerns
- Expected timeline for environmental hazards to be addressed
- Natural resource damage and loss (e.g., forest tenures)
- Quantitative measure of disaster-related changes in riverbanks, shorelines, and soil systems

Assessment:

Is long-term economic sustainability of a region or sector threatened?

Assessment: YES NO

Source of Information:
Possible sources: SITREPs, Planning Section, Subject Matter Experts

Please provide an assessment of the current situation in relation to the criteria.

Objective: To determine if there could be long-term economic implications for a local authority.

Assessment should consider:

- Region impacted and approximate number of businesses affected
- Consequence of impacts on critical infrastructure that businesses rely on (e.g., transportation networks, communications, etc.)
- Expected length of time business could face significant disruptions
- If known, the number of businesses without business interruption insurance
- Number of parks or other attractions closed

Assessment:

What is the local capacity to recover beyond the response phase (including local financial capacity)?

Source of Information:
Possible sources: SITREPs, Planning Section, Subject Matter Experts

Please provide an assessment of the current situation in relation to the criteria.

Objective: To determine whether longer-term provincial support may be required to augment local authority capacity.

Assessment should consider:

- High-level capacity assessment for an affected local authority based on the magnitude of impacts and expected recovery timelines
- Whether Disaster Recovery Program assistance is likely required/has been requested
- Whether the local authority has the capacity to manage the disruption and undertake repairs
- If concerns exist regarding the impacted local authority’s capacity to respond over the long term in relation to the severity of the disaster, a detailed analysis can be conducted by Municipal Affairs
- Whether the local authority has a Recovery Plan
- Number of local non-governmental organizations available to support recovery

Assessment:

Is recovery contingent on resolving cross-ministry policy questions?

Assessment: YES NO

Source of Information:

Possible sources: SITREPs, Planning Section, Subject Matter Experts

Please provide an assessment of the current situation in relation to the criteria.

Objective: To determine if recovery will require ongoing cross-ministry policy coordination.

Assessment should consider:

- Issues that may require ongoing cross-ministry policy coordination
- Whether existing ministry plans, and protocols are sufficient to address recovery needs

Assessment:

Assessment conducted by: _____

NAME: _____ DATE REVIEW COMPLETED: _____

TITLE: _____

SIGNATURE: _____