

Municipal Emergency Management Plan

City of Lethbridge

7/8/2026

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Executive Summary

Commitment to Preparedness

The Lethbridge Emergency Management Agency (LEMA), acting as a large-scale emergency and disaster response entity aimed at providing a wholistic response to any event that may impact our city by serving as a collaborative entity, balancing the response objectives and priorities of the City of Lethbridge, Lethbridge Fire and Emergency Services and Lethbridge Police Service.

LEMA as an agency, is deeply committed to preparing our community for all types of potential disasters through an all-hazards approach to emergency management. Rooted in the legislation of the Alberta Emergency Management Act, LEMA not only ensures readiness for the City of Lethbridge but aims to maintain capacity to support our neighboring areas when needed.

We are dedicated to building resilience by taking a balanced approach that maximizes resources and leverages partnerships. We value collaboration, prioritize training, and aim to support all community members, regardless of their demographic or social standing.

City of Lethbridge Responsibilities and Authority

The City of Lethbridge has a responsibility to safeguard its residents and mitigate the impact of disasters the community may face. Residents and businesses also have a duty to prepare themselves by having the appropriate plans and supplies for when a disaster occurs. The City receives its authority from the Emergency Management Act, and Emergency Management Bylaw - 6179.

Purpose

The purpose of the Municipal Emergency Management Plan (MEMP) is to provide guidance supporting an all-hazards approach for coordinated response to disasters within the geographical boundaries of the City of Lethbridge and to aid in the decision-making process to protect the people, property, environment and economy.

Scope

The MEMP applies to members of the Emergency Management Agency, as defined by local Bylaw – 6179, as well as any private or governmental response agencies authorized by the Agency. This plan applies only when activated through designated channels. Routine incidents that can be managed with available resources should follow existing incident management procedures. MEMP activation is typically required when an event exceeds the capabilities of local departments and agencies, necessitating additional resources and coordination.

Roles and Responsibilities

Lethbridge Emergency Advisory Committee

The Lethbridge Emergency Advisory Committee is composed of all members of City Council, with the Mayor serving as Chair. Quorum for committee meetings is established by the attendance of any members present.

The Committee provides strategic guidance and direction to the Lethbridge Emergency Management Agency and receives regular updates from the Agency during an emergency or disaster.

The Committee meets at least once annually and may convene additional meetings as required. During an emergency or disaster, the Committee is responsible for declaring the termination of a State of Local Emergency (SOLE).

Local Emergency Committee

The Local Emergency Committee is a sub-committee of the Lethbridge Emergency Advisory Committee and is authorized to declare a State of Local Emergency (SOLE). The committee is composed of the Chair of the Emergency Advisory Committee (Mayor), or the acting Chair.

Quorum is one member, and meetings may be convened without notice. A SOLE may be declared by resolution without a seconder or public meeting. And declaration shall identify the nature of the emergency, authorities to be exercised and the affected area of the city.

Following the declaration, the Committee will notify the Minister of Public Safety and Emergency Services via the Alberta Emergency Management Agency (AEMA). The public must also be informed as well as Council at the next available meeting. During a SOLE, the Director of Emergency Management may exercise all powers and duties granted to a local authority under the Emergency Management Act.

Lethbridge Emergency Management Agency

The Lethbridge Emergency Management Agency administers the City's emergency management program and acts as Council's agent under the Emergency Management Act, except where authority is designated to the Emergency Advisory Committee.

The Agency is composed of the Director of Emergency Management, the City Manager, Emergency Planning Administrators, members of the City's Senior Management Team, and the Chief of Police. Additional advisory members may be appointed as required.

The Agency coordinates emergency management plans and programs, activates the Municipal Emergency Management Plan when required, provides advice and updates to the Emergency Advisory Committee, and conducts annual plan reviews.

The Chief of Lethbridge Fire and Emergency Services is the Director of Emergency Management (DEM) and the Chair of the Agency and acts as Director of the Emergency Coordination Centre during an activation.

The Deputy Chiefs of Lethbridge Fire and Emergency Services serve as the Deputy Directors of Emergency Management (DDEM). In the absence of the DEM, the DDEM will assume the role and all responsibilities. It should be noted that the LFES Chief and Deputy Chiefs follow a two-week on-call rotation.

Required Reporting

As per the Emergency Management Act and Ministerial Order PSES 19/2024, the following reporting requirements must be met:

Report	Trigger	Timeline	Applies Without SOLE	Form
Initial Notification	Plan activation	ASAP	Yes	ICS 201
SOLE Declaration	Declaring a SOLE	Immediately	No	SOLE Declaration
Daily Reporting	SOLE Declaration	Daily	No	IAP
SOLE Renewal	Extending a SOLE	Before SOLE expiry	No	SOLE Renewal
SOLE Termination	SOLE ends	Immediately	No	SOLE Termination
Evacuation Status	Alert / Order / Rescind	As soon as practicable	Yes	Evacuation Status Report
Emergency Powers During SOLE	Use of Emergency Powers	As soon as practicable	No	Emergency Powers During SOLE Report
Post-Incident Exercised Emergency Powers	After SOLE ends	Within 7 days	No	Post-Incident Exercised Powers Report

Review the [FAQ: Implementation of Local Authority Emergency Management Reporting and Local Authority Reporting Requirements and Templates](#) to ensure compliance.

Record Retention

As per the [City of Lethbridge Record Series](#), permanent retention applies to the following:

Emergency and Disaster Plans: Emergency and Disaster Plan, local state of emergency records, planning, disaster centre planning and liaison.

Emergency Events: Disaster centre operations in response to an emergency event, including setup, management, and decommissioning.

Supporting Plans & Protocols

Additional plans and protocols are used to support a response to a large-scale emergency or disaster, including, but not limited to:

- Emergency Social Services (ESS) Plan
- Shelter-in-Place & Evacuation Plan
- Flood Response Protocol
- Extreme Temperature Response Protocol
- Department Business Continuity Plans
- Emergency & Crisis Resource Binder

Incident Response

Upon notification of an incident, the respective department or agency will respond in accordance with standard operating procedures and guidelines. If during the initial assessment, as an incident develops, or a department is approaching or surpassing its capacity, the Chief on Call should be contacted via the Public Safety Communications Centre (PSCC) at 403-329-1225.

A verbal briefing will be provided to the Chief on Call that includes the following information:

Conditions: A summary of the current situation, including key observations and any identified or potential hazards.

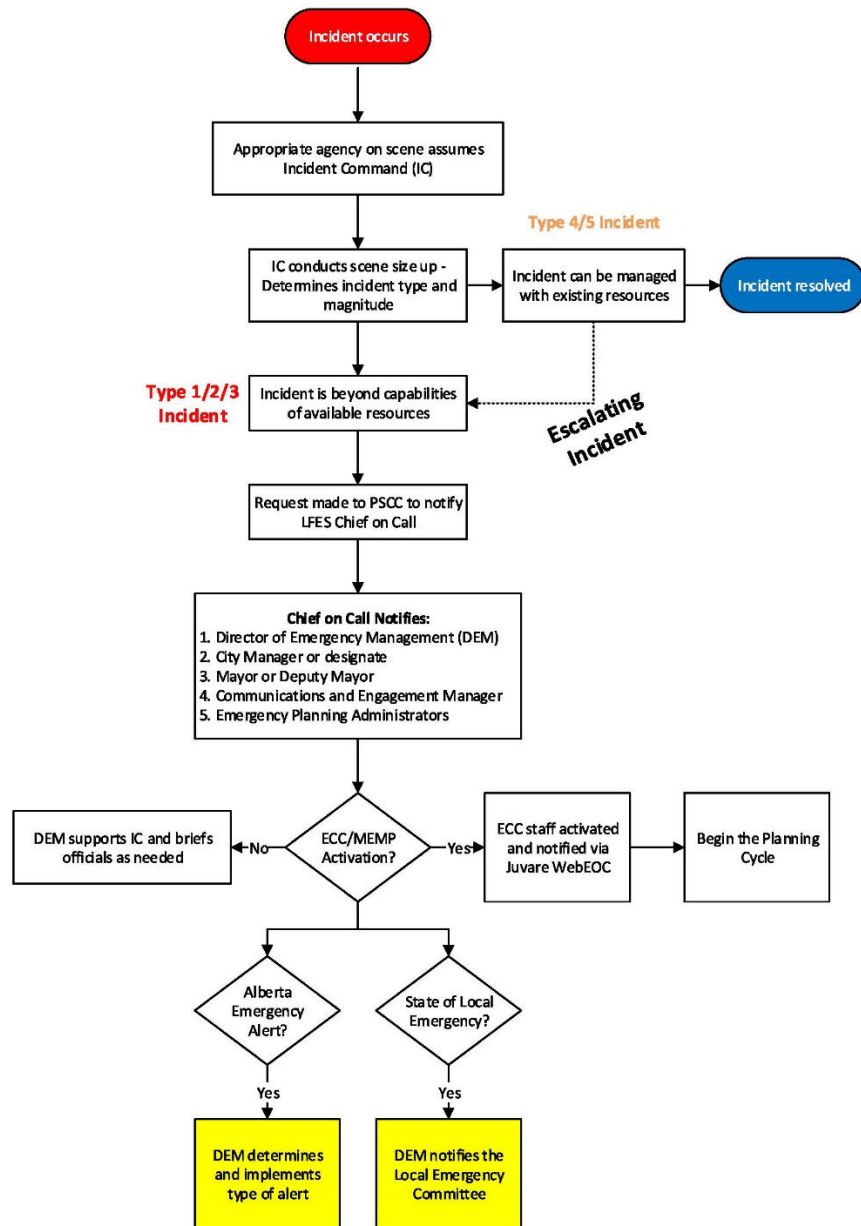
Actions: An overview of actions taken by responding departments and partner agencies.

Needs: Identification of any additional resources, support, or authorities required for the response.

The reporting party and the Chief on Call will discuss the situation and determine the level of support required. If necessary, the Chief on Call may authorize the activation of the Emergency Coordination Centre (ECC), Emergency Social Services (ESS), and/or other supports as appropriate.

When Emergency Social Services (ESS) are required, the ESS Plan will be activated. During a State of Local Emergency (SOLE), the Director of Emergency Management (DEM) may authorize activation. In all other circumstances, activation requires approval from the City Manager or designate.

Incident Response Flowchart



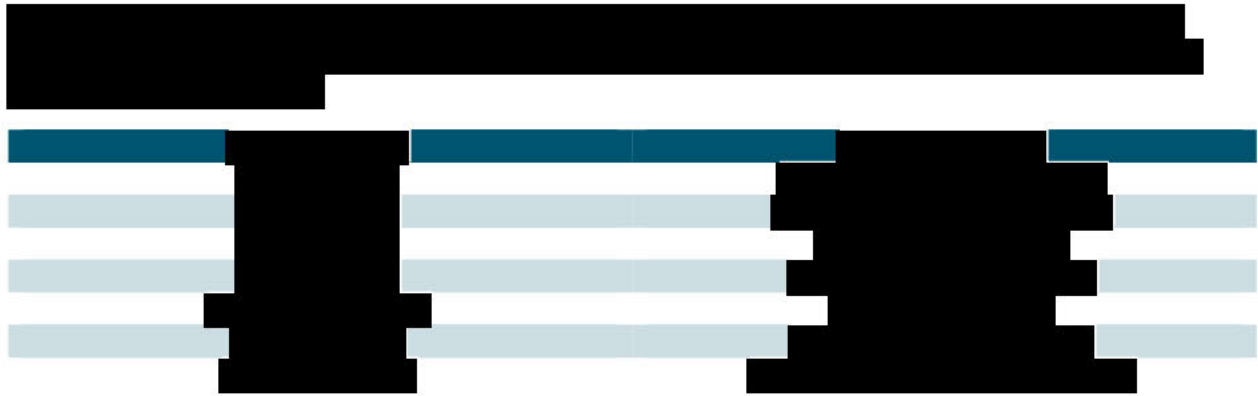
Command and Coordination

The City of Lethbridge will use the command and coordination system that is prescribed by the Managing Director of the Alberta Emergency Management Agency (AEMA). This system is the Alberta Incident Management System (AIMS), of which the Incident Command System (ICS) is a core component.

Juvare WebEOC Notification/Alerting

In the event that the Emergency Coordination Centre (ECC) or ESS needs to be activated, the Agency will utilize Juvare WebEOC to send the notification. Access WebEOC with the following URL: <https://lethbridge.webeocasp.com/lethbridge/ui/> and use the [WebEOC Reference Guide](#) as needed.

Emergency Coordination Centre Locations

A table with redacted content. The header row is dark blue. The table body consists of several rows with alternating light blue and white background colors. The text within the cells is completely obscured by black redaction boxes.

Emergency Social Services

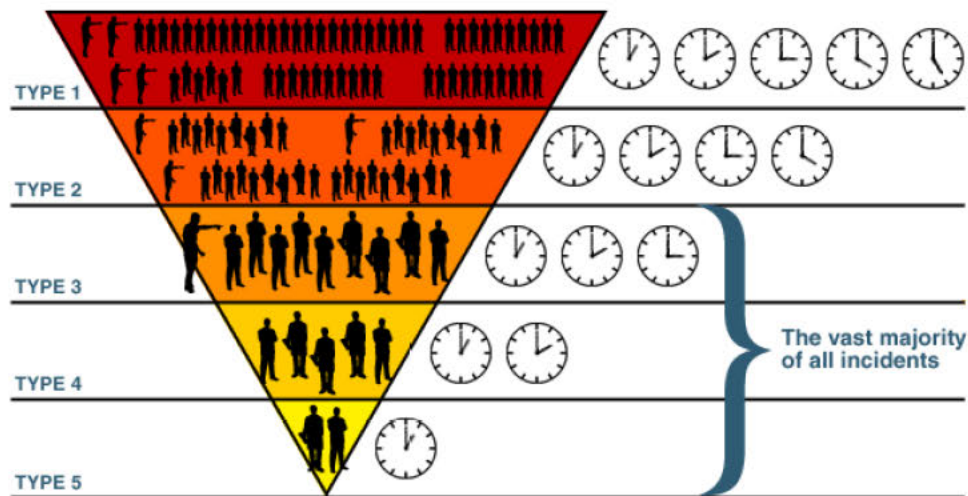
When Emergency Social Services (ESS) are required, the ESS Plan will be activated. During a State of Local Emergency (SOLE), the Director of Emergency Management (DEM) may authorize activation. In all other circumstances, activation requires approval from the City Manager or designate.

City Staff Contact Information

Municipal training records, recommended positions and contact information can be accessed by clicking: [City Staff Training, Position and Contact Info](#)

Incident Typing

Typing of an incident provides clarity of the scale of an incident. Type 5 Incidents make up 95% of all emergencies.



Type 1 Incident	
Resources National resources required. All Command and General Staff positions filled; Branches established. Personnel exceed 500.	Time Span Multiple operational periods. Written Incident Action Plan required for each operational period.
Type 2 Incident	
Resources Regional and/or national resources. Most/all Command and General Staff positions filled. Personnel between 200-500.	Time Span Multiple operational periods. Written Incident Action Plan required for each operational period.
Type 3 Incident	
Resources Significant number of resources. Some or all Command & General Staff; Division or Group Supervisor or Unit Leaders.	Time Span Multiple operational periods. Written Incident Action Plan required for each operational period.
Type 4 Incident	
Resources Several single resources. Command & General Staff positions (As needed).	Time Span One operational period. No written Incident Action Plan is required. Operational Brief completed.
Type 5 Incident	
Resources One or two single resources, generally up to 6 personnel. Only Incident Commander position is filled.	Time Span A few hours – One operational period. No written Incident Action Plan is required.

State of Local Emergency

Declaring, Rescinding and Cancelling a SOLE

The Local Emergency Committee has the authority to declare a SOLE. Refer to the [Declaration of a State of Local Emergency](#) form for the process and required documentation.

Resources/Assets

Procurement

All municipal expenditures are governed by the principles of transparency, accountability and value-for-money as established in applicable trade legislation, under the [New West Partnership Trade Agreement \(NWPTA\)](#).

The City of Lethbridge has purchasing agreements through the [Canoe Procurement Group of Canada](#).

In unforeseeable situations of extreme urgency or catastrophic events where the immediate preservation of life safety or support of emergency operations is required, the Director of Emergency Management or designate may authorize direct purchases if strictly necessary and only where the requirements cannot be obtained in time through open tendering. The rationale for each such award must be clearly documented in writing and included in the contract file. Any resulting contract shall be limited to the immediate requirements of the emergency and shall be transitioned to a competitive process as soon as is practicable.

Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA)

The [Southern Alberta Emergency Management Resource Sharing Agreement](#) or [SAEMRSA](#) is a regional agreement that enables participating municipalities and First Nations to request and provide emergency management assistance when incidents exceed local capacity. The SAEMRSA may be activated when an incident involves two or more jurisdictions and is likely to overwhelm mutual aid resources, providing a framework for resource requests, command and control, and cost recovery in accordance with ICS principles.

Provincial Stockpile

The Government of Alberta has a Provincial Stockpile that can be accessed by contacting the Alberta Emergency Management Agency (AEMA). The details for accessing the equipment are found on Page 1 of Equipment Catalogue.

[Government of Alberta Equipment Catalogue](#)

Communications

Alberta Emergency Alert (AEA)

In the event that an Alberta Emergency Alert (AEA) needs to be issued, this will be completed by the Communications & Engagement Department. The City Manager or Director of Emergency Management will authorize the sending of an alert.

A current list of [AEA Authorized Users](#) can be accessed by clicking the hyperlink.

Communications & Engagement

The City of Lethbridge Communications & Engagement Department will lead all corporate communications. This includes internal, public and media relations. The Information Officer role will be filled by a staff member from the department.

See the [Emergency & Crisis Resource Binder](#) for more information.

Information Technology

Corporate IT

If support is required by the Corporate Information Technology Department, refer to the [I.T. After-Hours Support](#). Ensure you have details ready as to what the problem is and what assistance is required. This service is offered on a “best effort” basis.

Juvare WebEOC



Log in with your credentials, selecting the appropriate Position and Incident. The proper incident must be selected, as this is how all activity is tracked and reported. In the event that WebEOC is not available, written or PDF format ICS forms will be used.

A [Juvare WebEOC Reference Guide](#) is available by clicking the hyperlink.

Incident Conclusion

At the conclusion of an incident, a Hot Wash will be conducted to capture immediate feedback from all parties involved. This will be followed by a formal After-Action Review (AAR) to assess the overall response, identify strengths, and highlight areas for improvement.

All identified lessons listed and recommended actions will be documented and compiled into an After-Action Report. This report will provide clear direction for process improvements, updates to plans, and future training needs to enhance the City’s readiness for similar incidents.

Recovery

Recovery activities may begin while operations are ongoing and are focused on restoring essential services, supporting affected individuals and the community. The goal is to enable a return to a state of normalcy. The transition from response to recovery will be coordinated by the Director of Emergency Management, or designate, in consultation with the Executive Leadership Team.

Recovery activities are conducted in accordance with the City of Lethbridge Recovery Plan and has information related to infrastructure, housing, social supports, financial recovery and community wellbeing. Where applicable, the recovery efforts will align with the [Hazard Assistance & Resilience Program \(HARP\)](#).

Legislated Training Requirements

As per the Local Authority Emergency Management Regulation, the following roles within the City of Lethbridge must fulfill the following training requirements:

Category	Applies To	Required Training	Completion Timeline
Elected Officials & Delegates	Municipal elected officials	<ul style="list-style-type: none"> Local Authority Elected Official (LAEO) 	Within 90 days of assuming office
Directors of Emergency Management Agencies	Director of Emergency Management (DEM), Deputy DEM	<ul style="list-style-type: none"> Basic Emergency Management (BEM) DEM Course ICS 300 	Within 18 months of appointment

Local Authority Employees	Employees with assigned responsibilities under the emergency plan	<ul style="list-style-type: none"> • Basic Emergency Management (BEM) • ICS 100 	Within 6 months of assignment
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Exercise Requirements

Tabletop Exercises: Every year, each local authority in Alberta must engage in at least one tabletop exercise, where participants discuss how the local authority would respond to and resolve emergency management issues that may arise based on a likely significant emergency or disaster scenario.

Functional Exercise: Every four years, each local authority in Alberta must engage in at least one functional exercise, where participants carry out actions as if responding to a likely significant emergency or disaster within their boundaries, in accordance with the local authority’s emergency plan, but do not deploy personnel or other resources.

Appendices

(A) Related Plans

- A-1: EMERGENCY SOCIAL SERVICES PLAN
- A-2: SHELTER-IN-PLACE/EVACUATION PLAN
- A-3: EXTREME TEMPERATURE RESPONSE PROTOCOL
- A-4: FLOOD RESPONSE PROTOCOL
- A-5: WHOOP-UP DRIVE EMERGENCY TRAFFIC MANAGEMENT PROTOCOL
- A-6: NON-TRADITIONAL INCIDENT PLAN
- A-7: LETHBRIDGE AIRPORT EMERGENCY PROCEDURES MANUAL
- A-8: LETHBRIDGE SCHOOL DIVISION CRISIS RESPONSE MANUAL
 - SCHOOL EVACUATION LOCATION PLAN

(B) Documents/Forms/Guides

- B-1: JUVARE WEBEOC REFERENCE GUIDE
- B-2: ICS FORMS CATALOGUE
- B-3: STATE OF LOCAL EMERGENCY
 - DECLARATION
 - RENEWAL
 - TERMINATION
- B-4: COMMUNITY EMERGENCY MANAGEMENT PLAN – HAZARD ASSESSMENT

(C) Maps

- C-1: LETHBRIDGE FIRE AND EMERGENCY SERVICES GRID MAP
- C-2: LETHBRIDGE INTERACTIVE WEBMAPS

(D) Contact Information

- D-1: EMERGENCY RESPONSE PLAN CONTACTS
- D-2: CITY STAFF TRAINING, POSITION AND CONTACT INFO

(E) Agreements/MOU's

- E-1: SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT (SAEMRSA)
- E-2: MINISTRY OF FORESTRY AND PARKS – MUTUAL AID FIRE CONTROL PLAN

Revision History

Date	By	Notes
07SEP2019	Luke Palmer	New document.
27FEB2020	Luke Palmer	Updated contacts.
09SEP2021	Luke Palmer	Updated contacts/branding.
11MAY2022	Luke Palmer	Updated contacts.
27JUL2023	Luke Palmer	Updated contacts.
13SEP2023	Luke Palmer	Updated contacts.
22JAN2026	Eric Foster	Updated contacts.
08JUL2026	Eric Foster	New document – Replacement of existing plan.