

**Parkade Incident After Action Review Progress Report
Q2 and Q3 2020
Priorities Committee – October 6, 2020**

ITEM	DETAIL	TARGET DATE	STATUS
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THEME 1 PLANS AND READINESS

A.	Complete incident package. <ul style="list-style-type: none"> The corporate record of the event has been compiled. 	Q1	Completed
B.	Review governance roles as outlined in the Local Authority Emergency Management Regulation (LAEMR) 2018. <ul style="list-style-type: none"> This was the primary agenda item for the annual Emergency Advisory Committee (EAC) meeting which took place on January 24, 2020. 	Q1	Completed
C.	Update Bylaw to ensure alignment with Emergency Management Act 2018 and the LAEMR 2018. <ul style="list-style-type: none"> The current Bylaw meets the requirements of the LAEMR. 	Q1	Completed
D.	Schedule and conduct exercise. <ul style="list-style-type: none"> EAC participated in annual Provincial Emergency Management Exercise (EMX) 2020, February 26, 2020. 	Q2	Completed
E.	Develop implementation plan for Emergency Management system such as Canadian Standards Association Z1600. <ul style="list-style-type: none"> The Municipal Emergency Plan and Emergency Management system have been drafted to align with CSA Z1600 and is undergoing a review process. 	Q4	In Progress

THEME 2 INCIDENT MANAGEMENT

A.	Review Incident Management Team assignments with assigned staff. <ul style="list-style-type: none"> Provincial exercise was the test ground to review activities of assigned staff. An updated Emergency Operations Centre (EOC) manual was produced that 	Q1	Completed
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	differentiates the responsibilities of EOC versus the responsibilities of on scene staff (Incident Command Post).		
B.	Conduct a unified command workshop. <ul style="list-style-type: none"> Planned for Q2 as an Alberta Emergency Management Agency (AEMA) facilitated workshop. Restrictions implemented during the pandemic deferred any opportunity with stakeholders. Stakeholders will seek an opportunity to complete this workshop in 2021 should the conditions permit. 	Q2	Deferred to 2021

THEME 3 CRISIS COMMUNICATIONS

A.	Initiate/continue discussions regarding crisis communications with key stakeholders. <ul style="list-style-type: none"> Corporate Communications initiated discussions with key stakeholders: RCMP K Division and Strathcona County RCMP; Elk Island Public and Catholic Schools Communications; City of Edmonton and Provincial Operations Centre Communications. The County's crisis communications binder contacts have been updated. During the pandemic response, the County demonstrated timely and factual public communications using all available tools and tactics. This included an emphasis on the importance of mental health supports. 	Q3	Completed
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THEME 4 BUSINESS CONTINUITY

A.	Recruit senior Emergency Management position. <ul style="list-style-type: none"> Pandemic response deferred to action to 2021 	Q1	Deferred to 2021
B.	Recruit junior Emergency Management position. <ul style="list-style-type: none"> Pandemic response deferred action to 2021 	Q2	Deferred to 2021
C.	Conduct a Hazard Vulnerability Risk Assessment. <ul style="list-style-type: none"> Pandemic response deferred action to 2021 	Q4	Deferred to 2021

D.	Complete a prioritization of critical business functions. <ul style="list-style-type: none">• Business Continuity Plans for all departments were updated and implemented as part of the Corporate response to the pandemic. Review process to be reiterated in 2021.	Q4	Completed
E.	Document and enhance recovery framework utilized for this incident	Q4	In Progress