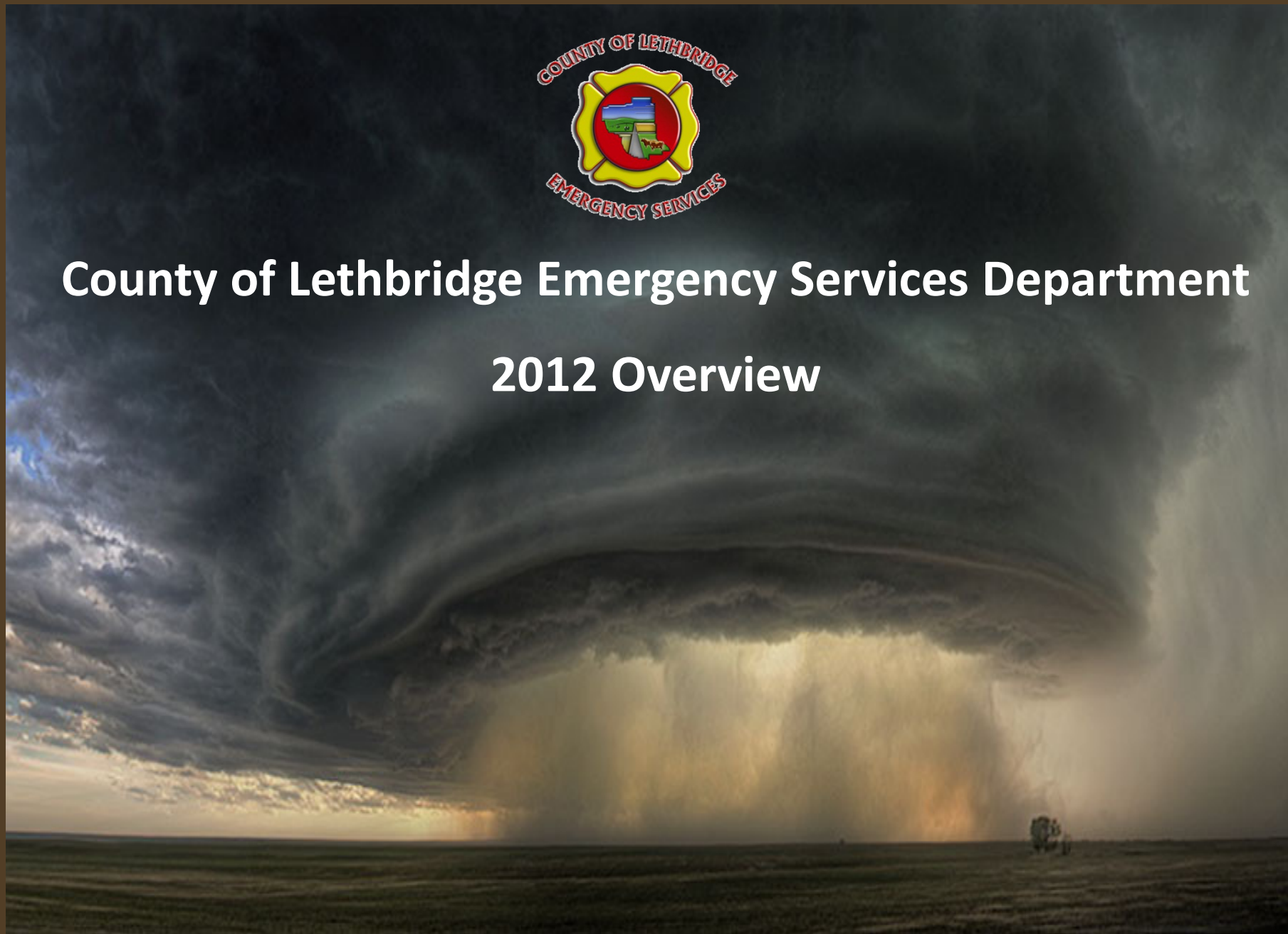




# County of Lethbridge Emergency Services Department

## 2012 Overview

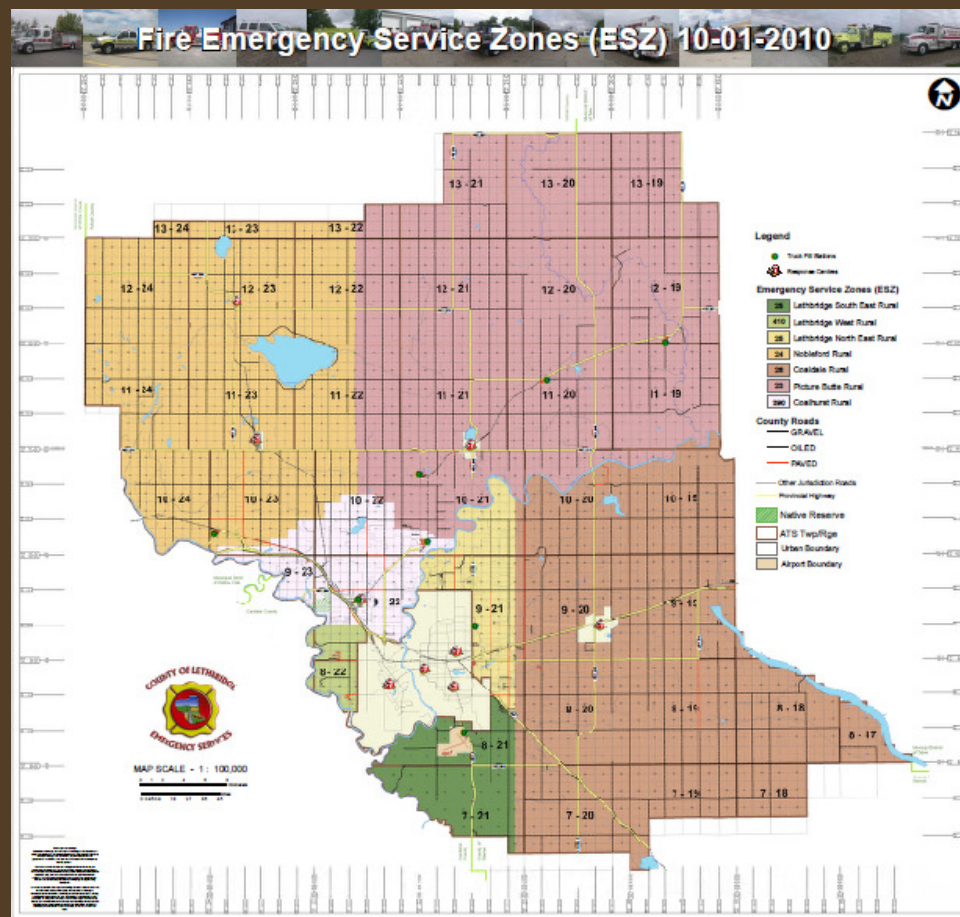




## **Mission:**

**Provide for the rescue and protection of people and property within the County through effective and efficient management and coordination of emergency service systems and resources.**

**Core Activities:**  
Coordinate County emergency service systems in areas of mitigation, prevention, response and recovery.  
Foster cooperation and regionalization of the County's emergency management systems and resources.



# Emergency Services Department

# ORGANIZATION

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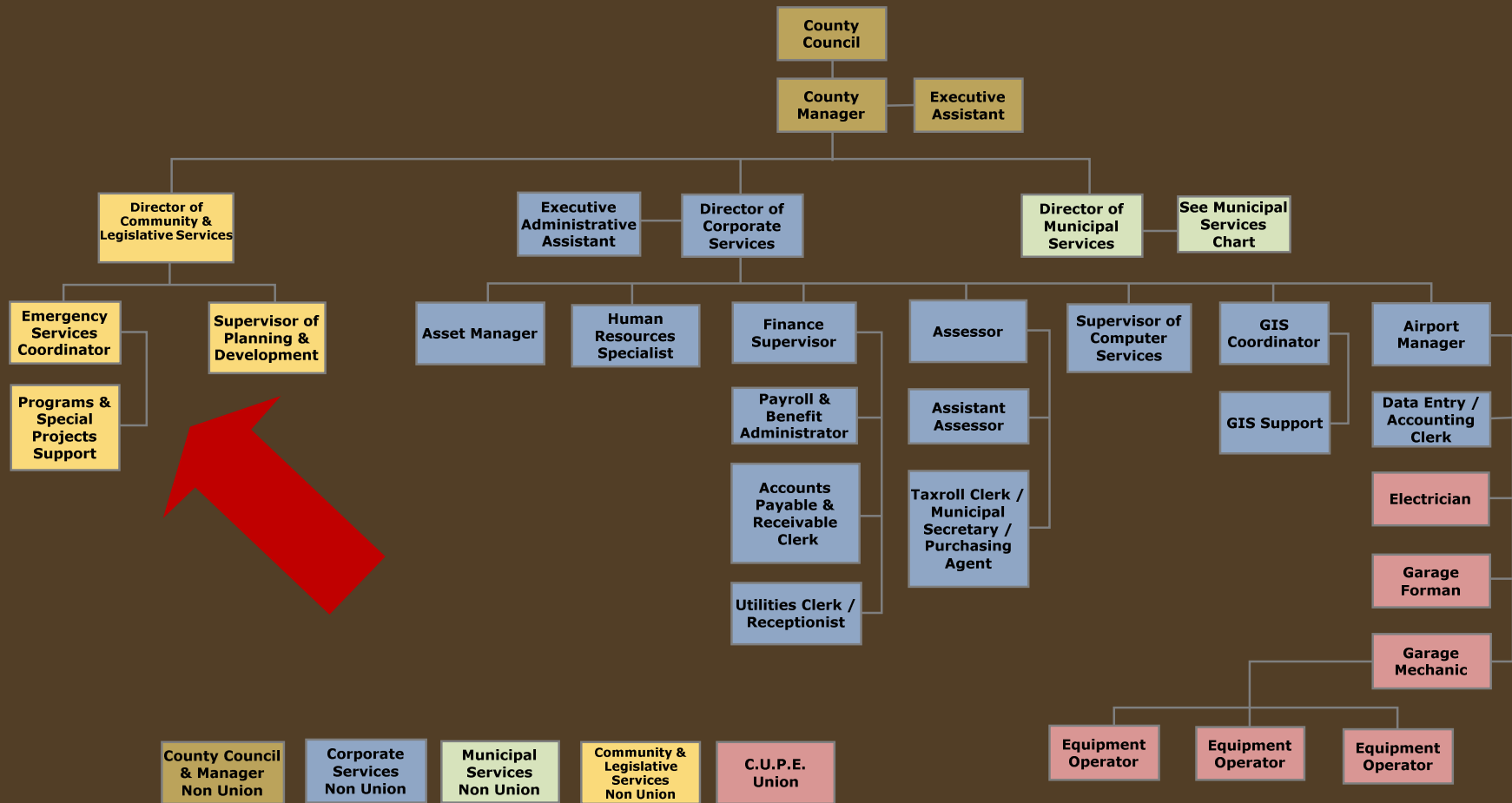
**The Emergency Services Department is administered under Community and Legislative Services by 1.5 full-time staff positions:**

**1.0 Emergency Services Coordinator**

**0.5 Programs & Special Projects Support**

# Emergency Services Department

# ORGANIZATION



# Emergency Services Department

# ORGANIZATION

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The Emergency Services Department is organized under three functional levels:

1. Management Divisions
2. Administrative Assignments
3. Operational Tasks

# Emergency Services Department

# MANAGEMENT

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## Management Divisions:

A. Disaster Services

B. Emergency Services

C. Programs & Special Projects

D. Fire Prevention, Investigation & Inspection

E. Administration

Each Management Division has a number of identified Administrative Assignments...

# Emergency Services Department

# ADMINISTRATION

## A. Disaster Services

### Administrative Assignments:

Director of Emergency Management (DEM)

Maintenance of the Municipal Emergency Plan

Management of the Emergency Operations Centre

Secure Mutual Aid Agreements

Coordination of Training & Exercises

Municipal Emergency Management Program System

Emergency Management Team Member



# Emergency Services Department

# ADMINISTRATION

## B. Emergency Services

### Administrative Assignments:

Secure Emergency Services Agreements

Liaison with Emergency Services Personnel & Agencies

Administer the Regional Fire & Rescues Services Group

Management of the Emergency Apparatus Fleet

Data Collection and Invoicing

Statistical Reporting, Analysis and Forecasting

Post Incident Review of Emergency Responses

## C. Programs and Special Projects

### Administrative Assignments:

Regional Collaboration Program

Fire Permitting System

Municipal Addressing Project

Mobile Data Terminal – Gemini Project

## D. Fire Prevention, Investigation & Inspection

### Administrative Assignments:

Administration of the Fire Quality Management Plan

Secure Service Agreements

Assist in Fire Inspections and Investigations

Fire Ban Administration

Pre Fire Plans

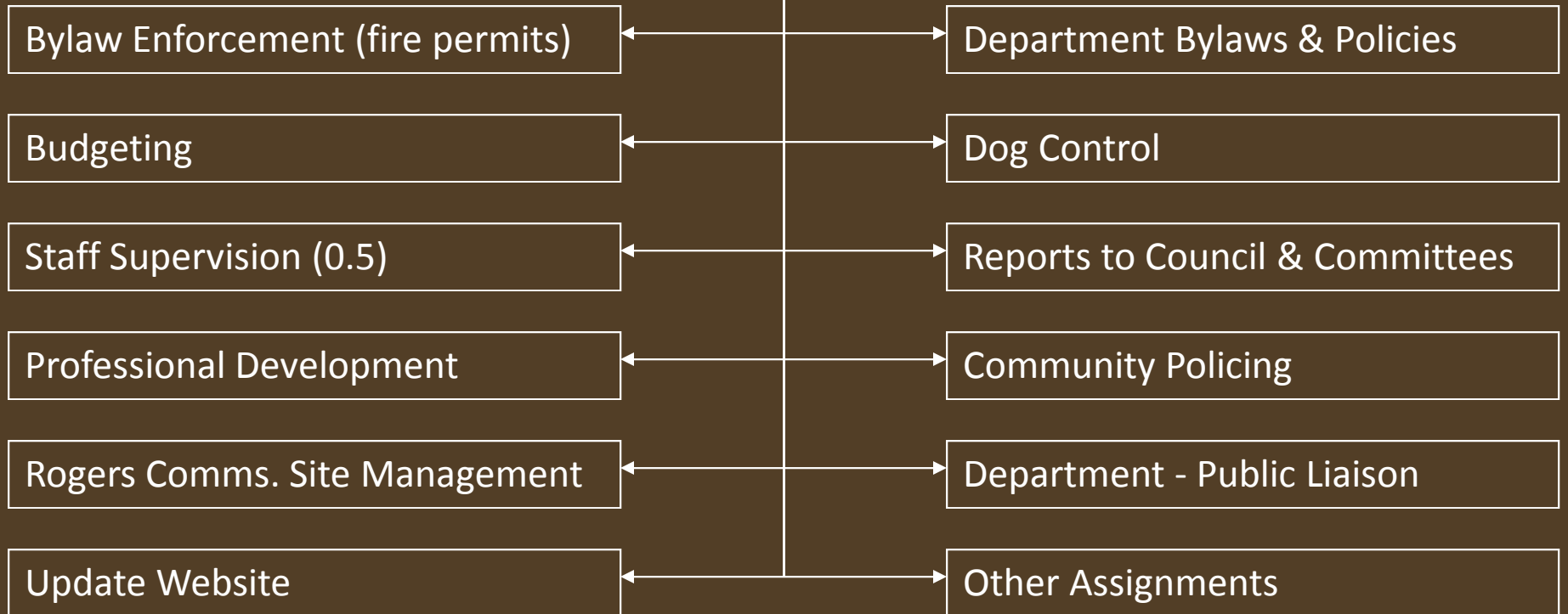
Development, Building & Occupancy Risk Mitigation\*

# Emergency Services Department

# ADMINISTRATION

## E. Administration

### Administrative Assignments:



# Emergency Services Department

# OPERATIONS

Operational tasks are defined as the day-to-day activities that support each of the 36 Administrative Assignments listed above. Those tasks include but are not limited to the:

- research
- analysis
- documentation
- communication
- writing
- reporting
- presenting
- implementing
- and amending

that is required so that risk to the County and its residents is minimal.



