

CITY OF EDMONTON - ENGINEERING DEPARTMENT  
CIVIL DEFENCE - DEPARTMENTAL PLAN



# MATERIALS & TESTING

## ENGINEERING DEPARTMENT

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CITY OF EDMONTON - ENGINEERING DEPARTMENT

CIVIL DEFENCE - DEPARTMENTAL PLAN

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Object of Plan

To deploy the personnel and equipment available to the department in the most effective manner in the event of a national emergency. To maintain existing essential services during the warning period prior to the city suffering major damage and to prepare for re entry and re-establishment of city services if the city suffers damage.

Warning Period

This plan is formulated on the assumption that some hours warning will be available in which the plan can be carried out.

The time available will dictate to what extent the plan can be implemented.

Emergency and Operating Personnel.

An appendix will be issued naming the men required for manning the emergency and operating crews required to remain at work after the general warning has been given. Individual supervisors will be responsible for compiling this list and making revisions periodically as circumstances arise.

Personnel designated by this plan should make prior arrangements for the care and safety of their family and dependants.

2. LINES OF SUCCESSION TO KEY PERSONNEL

Main Control Centre

City Engineer  
Traffic Engineer  
Chief Roadway Engineer  
Roadway Const. Engineer

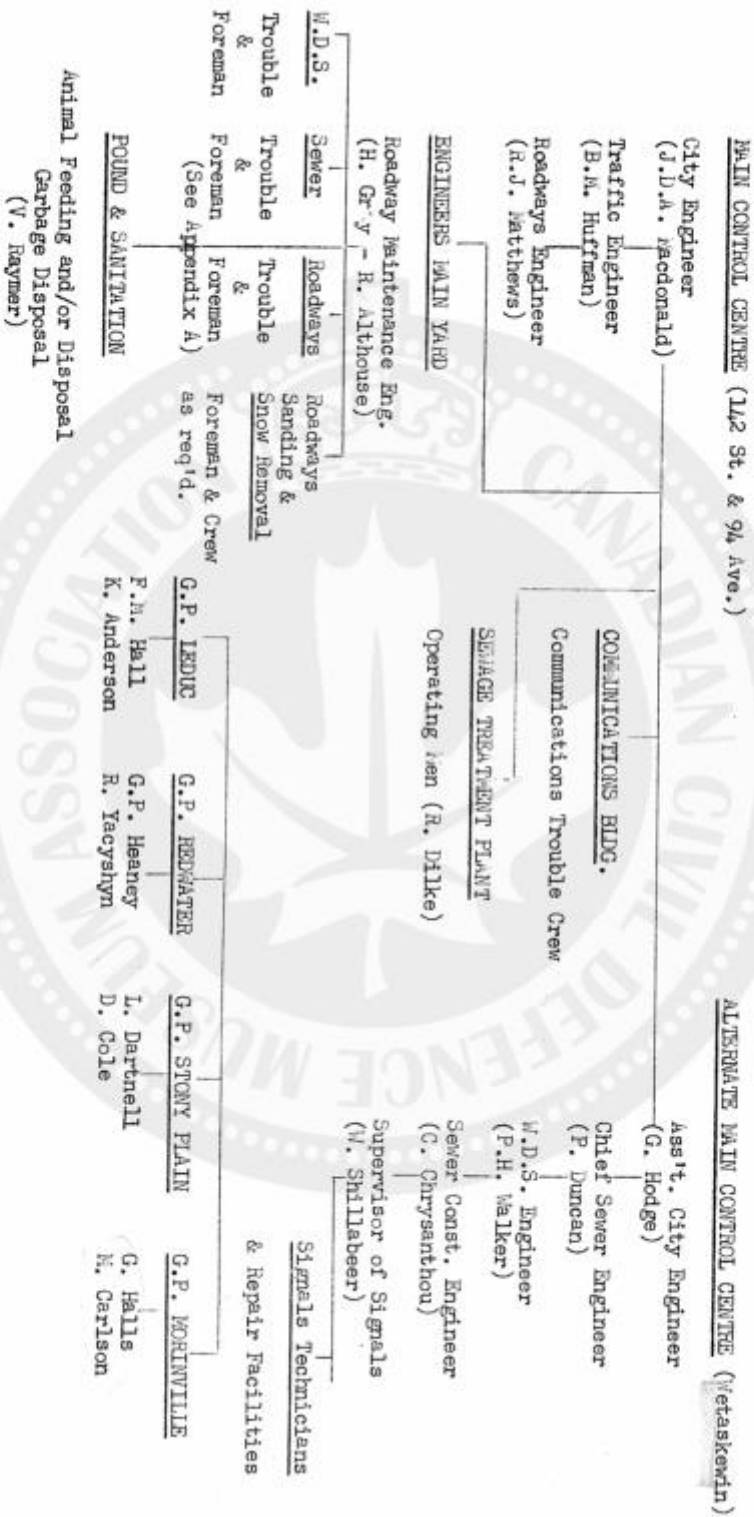
Alternate Control Centre

Asst. City Engineer  
Chief Sewer Engineer  
W.D.S. Engineer  
Sewer Const. Engineer

Engineers Main Yard

Roadway Maintenance Engineer  
Eng. Asst. Asphalt Plant  
Street Maintenance Supervisor  
W.D.S. Maintenance Supervisor  
Sewer Maintenance Supervisor

1. EMERGENCY ORGANIZATION CHART



3. KEY FACILITIES IN DEPARTMENT WHICH MUST BE MANNED TO MAINTAIN ESSENTIAL SERVICES:

(a) Maintain Traffic Signals, Fire Alarm System, 2-Way Radio Systems.

Communications trouble crew of two technicians with a truck based at Communications Building.

(b) Emergency Crews Based at Main Yard.

- (1) 24 hr. service on radio and telephone - 1 man per shift.
- (2) W.D.S. trouble crew - 3 men and truck per shift.
- (3) Roadways trouble crew - 6 men and 3 trucks per shift.
- (4) Sewers trouble crew - 6 men and truck day shift  
2 men and truck other shifts.
- (5) Sanding and snow removal - as required by weather.

(c) Sewage Treatment Plant

1 foreman and 4 men per shift.

- (d) (1) Garbage Collection - This service can be suspended for limited time. If the emergency period extended to more than one week a pollution and health problem could arise and service would be resumed.
- (2) Pound Operation - The animals in the pound would have to be fed daily or disposed of by a veterinarian.

4. PERSONNEL ASSIGNED SURVIVAL FUNCTIONS WITHIN THE DEPARTMENT

Main Control Centre

<u>Name</u>	<u>Position</u>	<u>Duties</u>
J.D.A. Macdonald	City Engineer	Superintendent.
B.M. Huffman	Traffic Engineer	Communication, Traffic Signals, Routing.
R.J. Matthews	Roadways Engineer	Maintenance of existing services.

Alternate Control Centre

G. Hodge	Ass't. City Engineer	Re-entry operations.
G.P. Duncan	Sewer Engineer	" "
P.H. Walker	Water Distr. Eng.	" "
C. Chrysanthou	Sewer Const. Eng.	" "
W. Shillabeer	Supr. of Signals	Communications Maintenance.

4. PERSONNEL ASSIGNED SURVIVAL FUNCTIONS WITHIN THE DEPARTMENT (Con't)

Main Yard

H. Gray Street Maint. Eng. Control of existing  
R. Althouse emergency facilities.  
Emergency Trouble Crews - Roads  
Sewers  
Water  
Street sanding & snow removal.

Communications Building - Trouble Crew.

Sewage Treatment Plant - Operating Crew.

5. DEPARTMENTAL PERSONNEL ASSIGNED SURVIVAL FUNCTIONS OUTSIDE DEPARTMENT

None.

6. WARNING ARRANGEMENTS

The City Engineer will receive information from the communications centre.

City Engineer to notify: (a) Ass't. City Engineer  
(b) Personnel assigned to Main Control Centre  
(c) Main Yard

Ass't. City Engineer to notify: Personnel assigned to Alternate Control  
Centre except communications technician.

Supervisor of Signals to notify: (a) Communications technicians assigned to  
Alternate Control Centre.  
(b) Communications Trouble Crew.

Main Yard Operator to notify: (a) Roadway Maintenance Engineer  
(b) W.D.S. Yard.  
(c) Sewer Treatment Plant  
(d) Trouble crews  
(e) Incinerator

7. MOVEMENT OF PERSONNEL & EQUIPMENT TO GARRISON POSTS

A. Equipment:

It is anticipated that during the first days of an emergency the traffic congestion on the highways will be such that the movement of heavy equipment will be impossible.

If the warning period is sufficient, equipment that can travel under its own power at normal road speed, such as trucks, water wagons, will be dispersed among the garrison posts.

If the warning period extends for several days it is hoped to disperse, with the help of local building and engineering contractors, to the garrison posts units of heavy equipment suitable for re-entry work together with stocks of fuel and supplies.

7. MOVEMENT OF PERSONNEL & EQUIPMENT TO GARRISON POSTS (Con't)

B. Personnel:

- (a) Designated personnel should proceed to their posts in their private cars. If sufficient time allows they will be supplied with a City owned radio equipped vehical.
- (b) Other personnel will report to the nearest Garrison Post should they decide to evacuate. Employees with City owned radio equipped cars should use them for evacuation.
- (c) Personnel deciding not to evacuate should report by telephone or in person to the main yard. They may then be assigned employment is assisting the dispersal of heavy equipment or other essential work.
- (d) All supervisory personnel should make every effort to report to their nearest Garrison Post as soon as possible so that their arrival can be reported to the Main Control Centre and duties assigned to them.

8. ARRANGEMENTS FOR THOSE WORKING WITHIN DEPARTMENT IN CITY PRIOR TO TAKE COVER

- (a) Main Yard - personnel to take cover in basement.
- (b) Emergency crews working outside - personnel to take cover in nearest available house or shelter.
- (c) Off duty personnel may make their own arrangements to excavate or remain in the city.

9. DEPARTMENTAL EMERGENCY COMMUNICATIONS NETWORK

- (a) In city prior to take cover - communication by telephone and two-way radio controlled from main yard.
- (b) Control of personnel en route to Garrison Posts, etc. - none except to personnel driving radio equipped departmental vehicals.

10. ESSENTIAL RECORDS

It is considered that the following records are essential.

- (a) Underground sewer record plans - approx. 2,000 sheets.
- (b) Underground water distribution record plans - approx. 250 sheets.

These are at present recorded on small sized micro film sheets at the City Main Control Centre headquarters. As part of an overall plan for preservation of essential records better dispersal facilities should be made available.

11. RESOURCES SURVEY OF DEPARTMENT

See Section 6 of Civil Defence Plan.

12. SUPPORTING AGENCIES

See Section 6 of Civil Defence Plan.

13. STANDARD PROCEDURES

ACTIONS TO BE TAKEN ON SOUNDING OF ALERT

Designated Employees Proceed to Posts:

- (a) Main Control Centre
- (b) Alternate Control Centre
- (c) Main Yard
- (d) Communications Bldg.
- (e) Garrison Posts
- (f) Sewage Treatment Plant

All Other Employees:

- (a) If an employee elects to evacuate.

Proceed on designated escape route. Report to nearest Garrison Post as soon as family is billeted.

- (b) If an employee elects to remain in the City.

Follow instructions on radio. After the situation has clarified report by telephone or in person to Main Yard control daily until instructed otherwise.

If the alert sounds during working hours employees may either take advantage of the best available cover or proceed to their homes. The expected warning time would no doubt be the deciding factor.

Employees who are normally provided with a City owned radio equipped vehical are to be encouraged, if they elect to evacuate, to use their radio equipped vehical for this purpose.

If time permits employees designated to the alternate control centre and garrison posts are to be provided with radio equipped vehicals.