



408C  
Use of Emergency Operations Centre  
Olds Fire Department

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Prepared By: Olds Fire Department

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Council Resolution No.: 19-114

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**POLICY STATEMENT**

The Town of Olds Fire Department may permit the use of the Emergency Operations Centre (EOC) at Olds Fire Department to related partners:

- Town of Olds Council and Committees
- Town of Olds employee meeting groups
- Royal Canadian Mounted Police (RCMP)
- Emergency Medical Services (EMS)
- Victim Services
- Citizens on Patrol (COP)
- Prevent Alcohol & Risk Related Trauma in Youth (P.A.R.T.Y) Program
- Alberta Health Services (AHS)
- Or as approved by the Fire Chief

**PURPOSE**

To establish a process and guidelines for the requested use of the Olds Fire Department Emergency Operations Centre (EOC).

**SCOPE AND GUIDELINES**

This policy applies to the Emergency Operations Centre located in the Emergency Services building at the Town of Olds Fire Department: Unit B, 5110-65 Avenue.

**DEFINITIONS**

“After Hours” means between 16:30-08:30, Monday to Friday and all weekends and holidays.

“Related Partner(s)” are groups that would have a community affiliation, that are not for profit.

**RESPONSIBILITIES**

The Fire Chief shall be responsible to ensure that this policy is applied in the allocation of meeting and office space.

**STANDARDS**

1. If the Emergency Operations Centre requires activation, users must vacate the building and relocate as directed by the Director or Deputy Director(s) of Emergency Management and or Administrative Support.
2. The Town of Olds is not responsible for costs associated with the required need to cancel a booking or the relocation of a Related Partner if the room becomes unavailable for emergency or non-emergency use. The Fire Department is the primary user of the facility and the operational needs will be the priority of the facility.
3. Requests from Related Partners to book the Emergency Operations Centre shall be made through Administrative Support at the Fire Department.

4. Bookings are required no less than seven (7) days in advance of the meeting. Contact the Fire Department Administration Office to book the EOC. The seven (7) day advance requirement may be disregarded if the meeting is emergent and the EOC is empty.
5. Meeting attendees are NOT permitted to park in the Fire Department/RCMP visitor's parking lot on the north side of the Emergency Services Building. Parking is available on the west side of the RCMP staff parking lot area, and is provided for use by Mountain View Financial. This is a courtesy gesture by Mountain View Financial and must not be taken advantage of.
6. The number of people in the Emergency Operations Centre at Olds Fire Department at any time shall not exceed recommended capacity of 30 people.
7. The Emergency Operations Centre is not a licensed premise, this is for meeting purposes only, and no alcohol will be permitted.
8. Related Partners are responsible for bringing their own coffee/refreshments and supplies.
9. Any damage to the assets at the Town of Olds Fire Department Emergency Operations Centre because of negligence of the Related Partner, shall be invoiced to the Related Partner and future requests for the use of the EOC may be declined.
10. The Related Partner shall be responsible for cleaning up following their meeting: wiping tables, ensuring chairs and tables are in order (as found), washing, drying, putting away any used dishes, and the cleaning up of all supplies used. No alterations to the equipment, fixed furniture or arrangement shall be made without approval of the Fire Chief.
11. Related Partners will be responsible for ensuring the building is secure during and at the end of the After Hours meeting.

