

Emergency Management Program Declaration Form



The duty holder must sign this declaration as specified in section 2.1 of Directive 071: Emergency Preparedness and Response (consultant signatures are NOT acceptable).

[Click on the highlighted fields to type response]

I, *[name of senior management as defined in Directive 071]* *[position of senior management]* of
[name of duty holder], declare the following:

- I have overall accountability and authority for the named duty holder's emergency management program (EMP).
- I have approved policies, including objectives to support the policies, which set performance requirements to ensure the named duty holder's EMP activities protect the public and the environment.
- I have a process to review the EMP at planned intervals and will ensure the named duty holder follows this process to maintain the suitability, adequacy, and effectiveness of its EMP.

Signature:

Date *[dd/mm/yyyy]*:

DRAFT

Emergency Management Program Self-Assessment Reporting Form

INSTRUCTIONS:

Answer "yes" or "no" to all questions and rate your performance on a scale of 0 to 3:

0 – Not implemented / Not started

1 – Partially implemented / Partially complete

2 – Mostly implemented / Mostly complete

3 – Fully implemented / Complete

NA – Not applicable (rationale must be provided for questions answered as NA)

Please ensure the **declaration** is signed by a senior manager of the duty holder's senior management as defined in Directive 071.

The contact person named in the Identification Information section and the person who signs the declaration form can be different people.

Identification Information	
Duty holder name	
Date completed [dd/mm/yyyy]	
Contact person name	
Contact person title	
Contact person email	

Emergency Management Program (EMP) Self-Assessment [Section references are to Directive 071]		Y/N	Performance Rating
#	Questions		0, 1, 2, 3
1	Management Commitment and Accountability (section 2.1.1) Does your senior management retain overall accountability and authority for the EMP?		
2	Program Policy Objectives (section 2.1.2) <ul style="list-style-type: none"> • Do you have EMP policies that include objectives approved by your senior management? • Do your EMP policies set performance requirements to ensure that EMP activities protect the public and the environment? 		
3	Organizational Structure and Program Coordinator (section 2.1.3) <ul style="list-style-type: none"> • Do you have an organizational structure that defines and communicates roles and responsibilities for EMP development, approval, implementation, evaluation, and improvement? • Do you have a program coordinator to develop, implement, evaluate, revise, and maintain the EMP? 		
4	Documentation and Document Control (section 2.1.4) <ul style="list-style-type: none"> • Does your EMP include a process for reviewing, revising, approving, controlling, and reissuing documents? • Does your EMP include schedules for EMP reviews and revisions of the documents? • Do you have the following EMP documents? <ul style="list-style-type: none"> ○ EMP policies, roles, and responsibilities (section 2.2) ○ an organizational structure, process, and procedures as required (section 2.3) 		

Emergency Management Program (EMP) Self-Assessment <i>[Section references are to Directive 071]</i>		Y/N	Performance Rating
#	Questions		0, 1, 2, 3
	<ul style="list-style-type: none"> ○ emergency response plans (ERPs) (section 5 and sections 11 and 12 if required) ○ a training plan (section 6) ○ an exercise plan (section 7) ● Do you regularly review and revise the EMP supporting documents or immediately when needed because of regulatory requirements or where failure to make a change could result in negative consequences? 		
5	<p>Record Management (section 2.1.5)</p> <ul style="list-style-type: none"> ● Do you maintain records of your activities and decisions related to the EMP? ● Do you have a records management process for record identification, storage, protection, retrieval, retention, and disposition? ● Do you have a process for recording incidents (information gathered during and following an incident)? ● Do you have a process for recording emergency preparedness activities involving the public and appropriate authorities (all records of public engagement, including individuals contacted, documented attempts of contact, and any outstanding issues yet to be resolved)? ● Do you have a process for recording training, meetings, and exercises, including the following? <ul style="list-style-type: none"> ○ records of staff training ○ a summary report of the training completed within 60 days of any spill response equipment training ○ a report of exercise results completed within 60 days of exercises that includes <ul style="list-style-type: none"> ▪ the type of exercise held ▪ the exercise scope and objectives ▪ the persons involved ▪ the outcome of the exercise (i.e., whether objectives were achieved) ▪ lessons learned ▪ an action plan with timelines ○ documentation of all critical sour meetings (section 11.6), such as meeting sign-in sheets, invitations, and minutes, which are to be made available to the AER on request ● Do you keep all records for a minimum of five years? 		
6	<p>EMP Evaluation and Continual Improvement (section 2.2)</p> <ul style="list-style-type: none"> ● Have you implemented a process to evaluate and continually improve your EMP, including a defined scope and methodology to monitor and measure program performance at planned intervals? ● Have you gathered information to monitor the performance of the EMP, which may include incident statistics and performance indicators relating to the EMP objectives? ● Have you conducted a self-assessment at least every five years to determine whether the EMP meets the requirements of <i>Directive 071</i>? ● Have you corrected deficiencies, gaps, and limitations identified during an EMP evaluation, self-audit, or management review within planned intervals or as requested by the AER during a compliance review? 		
7	<p>Management of Change (MOC) of the EMP (section 2.3)</p> <ul style="list-style-type: none"> ● Do you have an MOC system to identify, review, and approve changes before implementation and to ensure that changes are properly analyzed, documented, and communicated to affected personnel? ● Does your MOC system consider changes that could affect the following? <ul style="list-style-type: none"> ○ the public and the environment ○ hazard identification or consequence analysis results ○ a design, specification, standard, or procedure ○ the duty holder's organizational structure 		

Emergency Management Program (EMP) Self-Assessment [Section references are to Directive 071]		Y/N	Performance Rating
#	Questions		0, 1, 2, 3
	<ul style="list-style-type: none"> o applicable regulatory requirements • Does your MOC system include processes for the following? <ul style="list-style-type: none"> o defining who is accountable for managing change o identifying and analyzing changes that could affect the EMP o documenting the changes o approving changes o implementing changes, including communication of changes o reviewing the effectiveness of the changes made 		
8	<p>Management Review (section 2.4)</p> <ul style="list-style-type: none"> • Has senior management reviewed the EMP at planned intervals to ensure its suitability, adequacy, and effectiveness, including the self-assessment? • Has senior management evaluated EMP performance? <ul style="list-style-type: none"> o Is the EMP fully implemented and compliant with <i>Directive 071</i> requirements? o Does the EMP meet your EMP policy and objectives? o Is the EMP adequate for its intended purpose? o Have required improvements been implemented? <p>Consider the following when evaluating whether the EMP is fully implemented and compliant with <i>Directive 071</i>:</p> <ul style="list-style-type: none"> • the suitability of the current EMP policy and objectives • setting objectives in the forthcoming period • adequacy of the hazard identification and consequence analysis processes • adequacy of resources (e.g., financial, personnel, material, mutual aid) • effectiveness of the EMP evaluation process • results of the self-assessment • the state of preparedness for emergencies (e.g., ERP, training, and exercise reports) • the results of any investigations into incidents or emergencies • the assessment of the effects of foreseeable changes to regulations or technology • emergency response arrangements and information sharing with appropriate authorities and municipal emergency service providers • emergency communication plans (internal and external) 		

Declaration
<p>This declaration accurately reflects the duty holder's current EMP status as required by <i>Directive 071: Emergency Preparedness and Response</i>.</p> <p>[Click on the highlighted fields to type response]</p> <p>I, _____, on behalf of the named duty holder, declare the following:</p> <p>1) I am part of the duty holder's senior management as defined in Directive 071.</p> <p>2) I certify that I understand the questions and statements in the self-assessment and declaration form and that the answers provided accurately reflect the duty holder's current emergency management program.</p>
<p>Title: _____</p> <p>Signature: _____</p> <p>Name (Print): _____</p> <p>Date [dd/mm/yyyy]: _____</p>
end of questionnaire

Professional Declaration for Hazard Identification and Consequence Analysis

[Submit the declaration when requested by the AER]



[Click on the highlighted fields to type response]

1. This declaration supports the hazard identification and consequence analysis report submitted by *[duty holder name]* for the following operation(s): *[insert description]*
2. I, the undersigned, hold permit *[permit number]* or am a licensed professional *[registration/member number]* registered with the Association of Professional Engineers and Geoscientists of Alberta (APEGA), which is a regulated professional organization under *Engineering and Geoscience Professions Act (EGP Act)*.
3. As a member of APEGA, I have the authority to approve the work performed for hazard identification and consequence analysis as specified in *Directive 071: Emergency Preparedness and Response*, which is within the scope of "practice of engineering" as defined in the *EGP Act* (see below). Furthermore, I am authorized by the duty holder to prepare and submit the hazard identification and consequence analysis report.
EGP Act, Section 1: "practice of engineering" means
 - (i) *reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of any structure, work or process*
 - (A) *that is aimed at the discovery, development or utilization of matter, materials or energy or in any other way designed for the use and convenience of humans, and*
 - (B) *that requires in that reporting, advising, evaluating, designing, preparation or direction the professional application of the principles of mathematics, chemistry, physics or any related applied subject, or*
 - (ii) *teaching engineering at a university*
4. To the best of my knowledge and professional ability, recognizing the standard of care expected of a reasonable professional doing this work, it is my professional opinion that the information in the report is accurate and complete and contains all the relevant information required for this submission.
5. The report and its contents are consistent with all current and applicable criteria and the standards and guidelines for hazard identification and consequence analysis.
6. The report, including its attachments, data, and supplement information, was prepared by me or under my direct supervision or by a third party and was reviewed and accepted by me and was prepared following an appropriate quality assurance and quality control system ensuring qualified personnel properly gathered and evaluated the information contained in and underlying the hazard identification and consequence analysis report. To the best of my knowledge, I attest that the information in the report is true, accurate, and complete.
7. I or my employer *[insert legal name of employer]* carry professional liability insurance (errors and omissions). This insurance will be maintained for the specified liability period, subject to insurance availability.

Signature:

Date *[dd/mm/yyyy]*: