



Emergency Plan

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Introduction

The Municipal Emergency Response Plan outlined herein comprises three parts. Part I is the Basic Plan. Part II, the Individual Plans, provides detailed plans for the various departments and agencies involved in the emergency preparedness operation. Part III, The Specific Plans, provides more detailed planning for potential hazards and emergencies which have been identified as being likely to affect Hanwell.

This plan was prepared in conjunction with the provincial Emergency Measures Organization. All appointed and elected municipal officials and employees involved in the plan must be aware of, and prepared to carry out, their responsibilities and duties during an emergency situation. The plan's success and effectiveness depends on their commitment.

Federal, provincial and volunteer agencies having a role in the plan must be prepared to meet their responsibilities, and also must be kept informed of any plan revisions.

The plan is to be exercised annually, in full or in part. We hope it will never have to be used in crises. Nonetheless, being prepared for emergencies may help to reduce injuries, loss of life and damage to property, should a disaster or emergency occur.

Susan Cassidy
Mayor

Declaration of Agreement

Emergency Response Plan For Hanwell

Approved by EMO Committee
On March 26, 2015

Carla Ward
Councillor, Chair

Susan Jonah
Councillor, Co-chair

Approved by Emergency Measures NB
On May 11, 2015

Jason Cooling
Emergency
Measures NB

Approved by Council
On May 13, 2015

Susan Cassidy
Mayor

Susan Jonah
Councillor

Holly Hyslop
Councillor

Chris Melvin
Councillor

Darren MacKenzie
Councillor

Carla Ward
Councillor

Filed by Clerk On _____

The Chain of responsibility during a municipal emergency is as follows:

1. **Individual** – He or she should be prepared to take reasonable steps to protect life and property. An individual should contact responding agencies (Fire Department, RCMP, Ambulance etc.) by calling 911.
2. **Municipality** – Municipal government is responsible for developing and exercising their own emergency plan. Most emergencies occur within, and are dealt with effectively by, a municipality. When contacted, the municipality activates its emergency plan. The municipal EOC (Emergency Operations Centre) is activated through a warning fan-out list which consists of names of staff members and their telephone numbers.
3. **Province** – If the municipality cannot deal effectively with the situation, the province is expected to come to its assistance. The province is responsible for coordinating effective communications. The office that is contacted is the New Brunswick Emergency Measures Organization within the Department of Public Safety.
4. **Federal** – If the Province requires assistance, or if military assistance is requested by a municipality, the Province will contact Emergency Preparedness Canada to provide assistance.

Municipal Emergency Response Plan

Part I: The Basic Plan

1. General

The Hanwell rural community recognizes its responsibility to plan for peace time emergencies that may endanger lives, property or the environment, either in this municipality or in others. The aforementioned Municipality has concluded mutual aid agreements with:

Upper Kingsclear Fire Dept.

Village of New Maryland

Harvey Fire Dept.

* A combined Mutual Aid Agreement is in the process of being written.

2. Aim

This plan designates the responsibilities and immediate actions to be taken by individuals, municipal services and volunteer agencies, in the event of a peacetime emergency.

3. Definitions

The following definitions are applied through-out the plan:

3.1 Emergency: A present or imminent event, which the municipality believes to warrant prompt, coordinated action (*and/or the regulation of persons or property*) so as to safeguard the health or welfare of the population, and to protect property and the environment.

3.2 Disaster: A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers the health, safety and welfare of the population, property or the environment.

3.3 Emergency Measures Plan: Any plan, program or procedure prepared by the municipality that aims to

- a. Mitigate the effects of any emergency or disaster, and
- b. To safeguard the health or welfare of the population, and to protect property and the environment, in the event of an emergency or disaster.

3.4 Emergency Operations Centre (EOC): The EOC is a physical facility designated for the gathering and dissemination of information plus disaster analysis. It is also the facility in which decisions and policies governing the emergency response are planned and implemented. The EOC for Hanwell shall be established in the Council Chambers of the Municipal office. The layout of the EOC is predetermined. Only the Director and the EOC staff shall be in the EOC. The Communications office, messengers and security will be in a designated room in the Municipal Office. The media shall be kept at arm's length and informed by the Mayor/Communications Officer.

3.5 Mutual Aid: A formal agreement in writing between two or more entities (municipalities, departments, corporations) to assist the other with specific resources in time of emergency and/or during pre-specified situations.

4. Authority

This plan is authorized under:

a. The Provincial Emergency Measures Act, dated May 13/2011

b. The Hanwell rural community By-Law Number 05-2014, Dated December 10, 2014

5. Direction and Control

The Mayor and/or Deputy Mayor are ultimately responsible for the control of all the operations mentioned within this plan.

6. Implementation

This plan may be implemented in full or in part by the Mayor, or by the Emergency Operations Director, when required to combat an emergency or to provide coordinated assistance to the municipalities of Hanwell

7. Emergency Operations Centre (EOC)

All disaster /emergency operations will be controlled and coordinated from EOC located in the Council Chamber Room of the Municipal Office. This also applies to a response for assistance from the Upper Kingsclear Fire Dept., Village of New Maryland and Manor Sutton Fire Dept.

8. Emergency Response Planning Committee

The committee comprises:

- a. the Municipal Emergency Operations Director
- b. the Mayor/Councilors
- c. representatives from volunteer agencies
- d. representatives from various provincial departments as required

*The District Coordinator for the Provincial Emergency Measures Organization acts as an advisor

9. Responsibilities

Position/Agency

Responsibilities:

Emergency Operations Centre Director

- a. Coordinates disaster planning
- b. Directs operations from the EOC
- c. Acts on behalf of Mayor and Council

Mayor and Council

- a. Receives updates from the EOC Director
- b. Declares a state of local emergency when necessary
- c. Approves extraordinary expenses
- d. During a declared state of local emergency does everything necessary for the protection of property, the environment and the health and safety of person therein including:
 - implement the Emergency Response Plan
 - confiscate personal property
 - authorize a qualified person to render aid
 - prohibit or control travel
 - provide and maintain essential facilities, supplies and services
 - cause evacuation of persons and livestock and provide for their adequate care and protection
 - permit any properly identified person authorized by the rural community to enter any property without warrant
 - authorize the removal or demolition of any building, structure, tree or crop for the purpose of reaching the scene of a disaster
 - fix prices for food, clothing, fuel, equipment and essential supplies and services
 - order the assistance of persons to carry out these provisions
 - appoint as auxiliary police persons recommended by the RCMP
 - appoint as auxiliary firefighters recommended by the Fire Chief
 - appoint other persons as deemed necessary by the EOC Director
- e. The Mayor is the official spokesperson to the media

| | |
|--|---|
| RCMP | <ul style="list-style-type: none"> a. Police services (evacuations, traffic control) b. Assistance to other services |
| Fire Department | <ul style="list-style-type: none"> a. fights fires b. rescues from buildings and wreckage c. assists other services such as cutting off or restoring utilities where necessary d. provides water for emergency purposes e. responds to incidents involving dangerous commodities |
| Ambulance New Brunswick | <ul style="list-style-type: none"> a. Provide emergency health services b. Assist other emergency services such as fire and police |
| Emergency Communication Services | <ul style="list-style-type: none"> a. Establishes communications between the EOC, hospital and incident site etc. b. Provide telephone operators and messengers at the EOC c. Receive and send messages to/from EOC d. Maintain a pool of radios on call e. Obtain and collate information for the public including press releases |
| Emergency Social Services/Red Cross | <ul style="list-style-type: none"> a. provide accommodations for people evacuated from their homes b. provide emergency clothing when required c. feed evacuees and emergency workers d. provide personal services for those in need e. provide registration and inquiry services |
| Volunteer Coordinator | <ul style="list-style-type: none"> a. Maintain source list of local manpower during an emergency b. Arrange for registration and allocation of volunteers |

10. Alerting

10.1 Initial Alert

Anyone learning of an emergency situation should immediately contact either:

- a. The local Police or RCMP at 911 or 506-357-4300 (daytime) 888-506-7267 (evenings & weekends)
- b. The Fire Department dispatcher at 911
- c. The Ambulance Services at 911

The public should periodically be informed of this system through pamphlets distributed in the mail, local meetings and the media.

The Fire or Police department dispatchers ascertain details of the event, and decide whether or not it can be handled by regular municipal services. If it cannot be handled normally, then the Emergency Measures Director or Alternate is informed of the situation.

10.2 Stages of Alert, and Assembly

If the Director or Alternate decides that the emergency should be handled through the EOC, then one of two stages of alert are adopted.

- **Full Alert:** All personnel are notified of emergency via the fan-out, described in Section 11.
- **Partial Alert:** Only personnel required to handle the emergency are called to the EOC by the Emergency Measures Director. Others may be placed on standby.

Once alerted, the Heads of Services meant to be at the EOC must go there immediately and report to the Director or Alternate Director. Heads of Services whose place of duty lies elsewhere must send a representative to the EOC. The representative then reports to the Director or Alternate Director.

10.3 Police/Fire Alert

Police and Fire departments have 24-hour duty systems that include pre-existing alert arrangements. The systems do not conflict with this emergency response plan, and need not be changed.

10.4 Alerting Procedure

If an emergency situation requires that the EOC become activated, personnel are notified via the fan-out chart. After receiving a call, an individual initiates the Standing Operating Procedure (SOP). The SOPs for each department or agency are given in the Individual Plans (*Part B of the Municipal Emergency Plan.*)

If a designated individual on the fan-out chart cannot be reached, the caller must tell the Emergency Measures Director after reaching the EOC.

11. Telephone Fan-Out Chart

Emergency Centre Operations Director (Detlef Rudolph) Temp

|

Mayor

Susan Cassidy=459-6716 (470-3506)

Deputy Mayor

Holly Hyslop=451-0697 (251-1714)

|

|

Councillor W#1
Susan Jonah
366-3724
238-1539

Councillor W#2
Holly Hyslop
451-0697
251-1714

Councillor W#3
Chris Melvin
455-7497
470-4250

Councillor W#4
Vacant

Councillor L
Darren MacKenzie
455-9486
471-4474

Councillor L
Carla Ward
450-7601
474-3248

12. Declaration of a State of Local Emergency

Purpose:

The purpose of this document is to outline the powers available to a municipality and the limitations in declaring a state of local emergency. In addition, forms have been attached to facilitate a standard method of enactment.

Definition:

An emergency means a present or imminent event in respect of which the Minister or the municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety and welfare of the civil population.

Conditions of Declaration:

1. A municipality may, when satisfied that an emergency exists or may in all or any part of a municipality, declare a state of local emergency in respect of that municipality, or area thereof.
2. A declaration shall identify the nature of the emergency and the area in which it exists.
3. The municipality shall immediately communicate the details of the declaration in the most likely manner to the civil population of the area affected.
4. Upon declaring a state of local emergency, a municipality shall immediately forward a copy of the declaration to the Minister of Public Safety and may authorize any person or committee to exercise any power listed under POWERS below.

Powers:

Pursuant to the Emergency Measures Act, Chapter E-7.1, upon declaration of a state of local emergency, the municipality shall do everything necessary for the protection of property, the environment and the health or safety of persons including:

- a. to cause an emergency measures plan to be implemented
- b. to acquire or utilize or cause the acquisition or utilization of any personal property by confiscation or any means considered necessary
- c. to authorize or require any person to render such as that person is competent to provide
- d. to control or prohibit travel to or from any area or on any road, street or highway
- e. to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and coordination of emergency medical, social and other essential services.
- f. to cause the evacuation of persons and removal of livestock and personal property threatened by a disaster or emergency and make arrangements for the adequate care and protection thereof

- g. to authorize any person properly identified as authorized by the municipal emergency measures organization to enter into any building or upon any land without warrant.
- h. to cause demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purpose of reaching the scene of a disaster, of attempting to forestall its occurrence, or of combating its progress
- i. to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment and
- j. to order the assistance, with or without remuneration of persons needed to carry out the provisions mentioned in this section

Termination of a state of local emergency

1. The Minister of Public Safety may terminate a state of local emergency with respect to an area identified by a municipality in its declaration of a state of local emergency when, in his or her opinion, an emergency no longer exists.
2. A municipality may terminate a state of local emergency with respect to an area identified by it in its declaration when it is its opinion an emergency no longer exists.
3. A state of local emergency ends:

When the area identified by the municipality in its declaration is included in an area identified by the Minister in his or her declaration of a state of emergency.

Or

Seven days after the day on which it was declared.

Example
Declaration of a State of Local Emergency
Hanwell
Chapter 4 – Emergency Planning Act. 1996

Whereas the area herein described is in immediate or imminent danger that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;

Emergency Area Defined:

Hanwell or the area within the municipality bounded by:

North _____
East _____
South _____
West _____

within the County of York and the Province of New Brunswick

Nature of Emergency:

And whereas the undersigned is satisfied that an emergency exists as defined in the Emergency Planning Act. 1996, exists or threatens Hanwell

And whereas the Council of Hanwell has by resolution approved () or in the absence of a sufficient number of Council members, the undersigned has consulted with the majority of the Emergency Measures Control Group (); therefore,

The undersigned hereby declares: pursuant to Chapter 4, Part III, Section 20 (1)(2) of The Emergency Planning Act. 1996, a state of local emergency in Hanwell as of and from

_____ o'clock in the forenoon () or afternoon () of the _____ day of _____ 20__.

This declaration of a State of Local Emergency shall exist until

_____ o'clock in the forenoon () or afternoon () of the _____ day of _____ 20__ or for a maximum of seven days from the date and time specified above unless the Declaration is renewed or terminated as provided in Chapter 4, Part III, Section 22 (1) of the Emergency Planning Act 1996.

Dated at _____, in the County of _____, Province of New Brunswick this _____ day of _____ 20__.

Mayor, Hanwell

13. Emergency Response Group & EOC Organizational Chart

*These committees are under development.

Mayor and Councillors –

Public Info – Mayor

Police – Sgt. Doug Comfort

Fire –Upper Kingsclear Chief Murray Crouse 470-0034 (461-3951)
Harvey Fire Chief Jerrad Swan ?

Transportation – DTI

Ambulance NB – 911 (452-5058)

Emergency Reception Centres - St. James Presbyterian Church
- Hanwell Community Church
- Yoho Scout Lodge

Communications – Communications Committee

14. Municipalities Involved in Mutual Aid Agreements

| Municipality | Contact | Person Title | Home Phone | Business Phone |
|--------------|---------|--------------|------------|----------------|
|--------------|---------|--------------|------------|----------------|

Upper Kingsclear Fire Dept.

Village of New Maryland

Harvey Fire Dept.

*A combined Mutual Aid Agreement is in the process of being written and will be included upon its completion.

Mutual Aid Summary