



Emergency Measures Plan

Amended January 17, 2024

Index

	<u>Page</u>
Index	2
Introduction	5
Declaration of Agreement	6
Chain of Responsibility during a municipal emergency	7
Record of Plan Modifications	8

Part I – The Basic Plan

<u>Section</u>	<u>Subject</u>	<u>Page</u>
1	General	8
2	Aim	8
3	Definitions	8
4	Authority	9
5	Direction and Control	9
6	Implementation	9
7	Emergency Operations Centre	9
8	Emergency Response Planning	9
9	Position/Agency General Responsibilities	9
10	Alerting and Assembly of the Emergency Response Group (ERG)	10
11	Emergency Mobilization	11
12	Declaration of a State of Local Emergency Termination of State of Local Emergency Example - Declaration of State of Local Emergency	11 14
13	Emergency Response Group (ERG) and Fan-Out Chart	15
14	Fire Departments involved in Mutual Aid Agreements	16

Part II – Organizational Roles and Responsibilities

Section	Subject	Page
15	Description of Hanwell	17
16	Emergency Measures Coordinator	18
17	Emergency Measures Organization (EMO) Committee	18
18	Police (RCMP)	18
19	Fire Department	19
20	Emergency Communications Services (unit of EOC)	19
21	Department of Transportation & Infrastructure	20
22	Social Services	20
23	Canadian Red Cross	20
24	Ambulance NB	21
25	Dept. of Natural Resources and Energy Development	21
26	Volunteers	21
27	Shelter Facilities	22

Introduction

The Municipal Emergency Response Plan outlined herein comprises three parts. Part I is the Basic Plan. Part II, Organizational Roles and Responsibilities, provides details for the various departments and agencies involved in the emergency preparedness operation. Part III, Specific Events, provides more detailed planning for potential hazards and emergencies which have been identified as having potential to affect Hanwell. Appendices include important supplemental information.

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.

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. Nevertheless, being prepared for emergencies may help to reduce injuries, loss of life and damage to property, should a disaster or emergency occur.



A handwritten signature in blue ink, appearing to read 'D. Paul', is written over a horizontal line. The signature is stylized and extends above and below the line.

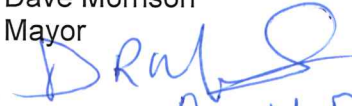
Mayor

Declaration of Agreement

Emergency Measures Plan For Hanwell

Approved by mayor
On January 17, 2024

Dave Morrison
Mayor



Approved by EMO Committee
On January 17, 2024

Terri Parker
CAO (EM Coordinator)



Sherri Johnston
Hanwell Clerk



Filed by Clerk on January 18th, 2024

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

No individual level operates in isolation.

1. **Individual** – Every person is expected to take reasonable steps to protect life and property. As a general rule of emergency preparation, each household should have 72 hours of supplies to be self-sufficient. An individual should contact the Fire Department, RCMP and/or Ambulance Service by calling 911 when recognizing an emergency beyond their control that requires action by an emergency response provider.
2. **Municipal** – If a person calls 911 to initiate action by an emergency response provider (Fire Department, RCMP and/or Ambulance Service) the responding agency will take action to deal with the emergency for the municipality. Part II of this plan provides organizational roles and responsibilities assumed by these agencies. If necessary, the municipality will alert and assemble the Emergency Response Group for emergency mobilization as detailed in Sections 10-13 in Part I of this Plan.
3. **Provincial** – If the municipality cannot deal effectively with the situation, the Province is expected to come to its assistance. The office that is contacted is the New Brunswick Emergency Measures Organization within the Department of Justice and 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 Measures Plan

Part I: The Basic Plan

1. General

The Hanwell rural community recognizes its responsibility to plan for emergencies that may endanger lives, property or the environment, either in this municipality or in neighboring communities for which Hanwell has mutual aid agreements.

2. Aim

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

3. Definitions

The following definitions are applied throughout the plan:

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.

Emergency: means a present or imminent event in respect of which the Minister or 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 or welfare of the civil population.

Emergency Measures Coordinator (EM Coordinator): means a person responsible for the oversight of the technical and administrative duties that are necessary to implement the emergency measures plan.

Emergency Measures Organization (EMO): means the New Brunswick Emergency Measures Organization established under Section 3 of the *Emergency Measures Act, RSNB 2011, c 147*, hereinafter referred to as NBEMO.

Emergency Measures Organization Committee (EMO Committee): a committee comprised of the CAO (EM Coordinator), Hanwell Clerk, Hanwell Administrative staff and members of the public which advises council on emergency planning and preparedness and supports the Emergency Operations Centre in the event of an emergency.

Emergency Measures Plan: means any plan, program or procedure prepared by the municipality that is intended to mitigate the effects of an emergency or emergencies and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

Emergency Operations Centre (EOC): The EOC is a physical facility designated for the gathering and dissemination of information and 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, unless the EM Coordinator designates an alternate location. The layout of the EOC is predetermined. The Communications office will operate under the EOC, however will be located in a separate designated room in the Municipal Office. The media shall be kept at arm's length and informed by the mayor/Communications Officer.

Emergency Response Group: a group comprised of the EM Coordinator, mayor and council, EMO Committee members and all relevant emergency responder critical contacts such as Police, Fire and NBEMO whom are contacted by means of a fan-out during a partial or full activation of the EOC.

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.

State of Local Emergency (SOLE): means a state of local emergency declared by a municipality under subsection 10(2) or renewed under subsection 18(2) of the *Emergency Measures Act RSNB 2011 c.147*

4. Authority

This plan is authorized under:

- a. The Provincial *Emergency Measures Act RSNB 2011, C147*, dated May 13, 2011, consolidated to June 10, 2022 (<https://laws.gnb.ca/en/document/cs/2011.%20c.147>)
- b. The Hanwell Rural Community By-Law Number 05-2014, Dated December 10, 2014 and amended May 18, 2022, cited as the *Community Emergency Planning By-Law*

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 Measures Coordinator (EM Coordinator), when required to combat an emergency in Hanwell or to provide coordinated assistance to the other municipalities under mutual aid agreements.

7. Emergency Operations Centre (EOC)

If the EOC is activated, all disaster/emergency operations will be controlled and coordinated from the EOC under the direction of the EM Coordinator. The EOC supports the Incident Commander at the scene of the disaster/emergency. The EOC also controls and coordinates the response for assistance from municipalities for which there are mutual aid agreements. Only the EM Coordinator and EOC staff shall be in the EOC. The EM Coordinator may designate members of the EMO Committee for roles in the EOC.

8. Emergency Response Planning

The following groups cooperate in both planning and active emergency response:

- the Municipal EM Coordinator
- the mayor/councillors
- the members of the EMO Committee
- representatives from volunteer agencies, as required
- representatives from various provincial departments, as required

*The Regional Emergency Management Coordinator (REMC) for the NB Emergency Measures Organization serves as an advisor.

9. Position/Agency General Responsibilities

EM Coordinator

- 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 EM Coordinator
- b. Approves extraordinary expenses
- c. Declares a SOLE when necessary
- d. During a declared SOLE, focus on the protection of property, the environment and the health and safety of persons therein including measures shown in Section 12 of the *Emergency Measures Act RSNB 2011.C147 (Sect. 12, 2011, c.147)*. See Powers (Section 12)
- e. The mayor is the official spokesperson to the media

Emergency Measures Organization Committee (EMO Committee)

- a. Advises council on matters regarding emergency planning and preparedness
- b. Prepares the municipal Emergency Measures Plan and any amendments to the

- Emergency Measures Plan before submission to council for approval
- c. Makes and records clerical modifications to the Emergency Measures Plan, to ensure it is current (ex. committee members, contact info, etc.). These modifications do not require approval of mayor and council
 - d. Acts under the direction of the EM Coordinator in the EOC
 - e. Advises council on the members to be appointed to the EMO Committee

RCMP

- a. Provides police services (evacuations, traffic control, investigations)
- b. Provides assistance to other emergency services

Fire Department

- a. Fights fires
 - b. Undertakes rescue operations from buildings and wreckage
 - c. Responds to incidents involving dangerous commodities
 - d. Assists with other services such as medical assistance calls and opening warming centers
 - e. Operates portable home heating unit during power outages in extreme cold conditions.
- Note:** this process is under review at the time of this plan amendment

Ambulance New Brunswick

- a. Provides emergency health services
- b. Assists other emergency services such as fire and police

Emergency Communication Services (a unit of the EOC)

- a. Alerts community residents of a potential emergency or disaster
- b. Establishes communications between the EOC, hospital and incident site etc.
- c. Provides telephone operators and messengers at the EOC
- d. Receives and sends messages to/from EOC
- e. Obtains and collates information for updating the public including press releases

Emergency Social Services (a unit of the EOC) / may involve Red Cross

- a. Provides accommodations for people evacuated from their homes
- b. Provides emergency clothing when required
- c. Feeds evacuees and emergency workers
- d. Provides personal services for those in special need (ex. seniors, disabled)
- e. Provides registration and inquiry services

Volunteer Coordinator

- a. Maintains source list of local personnel during an emergency
- b. Arranges for registration and allocation of volunteers and emergency workers

10. Alerting and Assembly of the Emergency Response Group (ERG)

Initial Alert

Anyone, in the public, learning of an emergency situation should immediately contact the appropriate emergency responder, either RCMP, Fire Department or Ambulance Services at 911. The public should periodically be reminded of this through pamphlets distributed in the mail, local meetings and the media.

The Fire, Ambulance and/or Police department dispatchers ascertain details of the event and assign the call. First responders at the scene decide whether or not it can be handled by regular municipal services. If it cannot be handled normally, then the EM Coordinator or alternate is informed of the situation. The EM Coordinator or alternate makes a decision regarding notification of the ERG and activation of the EOC.

Stages of Alert and Assembly

Level 1 Enhanced Monitoring - The EM Coordinator contacts NBEMO stating that there is a Level 1 activation. The event is continuously monitored by the EM Coordinator and staff.

Level 2 Partial Activation - The EM Coordinator contacts NBEMO stating that there is a change in the activation level. The Emergency Response Group (ERG) is notified that there is an event that is being monitored and for the members to be on stand-by should the event escalate. The event is continuously monitored by the EM Coordinator and staff. Updates are provided to the ERG. During a partial activation, the situation may not need all members of the ERG. It is the responsibility of the EM Coordinator to determine how many members are required, if any.

Level 3 Full Activation - The EM Coordinator contacts NBEMO stating that the EOC is opening under a full activation. All members of the ERG are notified. EOC personnel will report to the EOC keeping in mind that the emergency duration could be hours, days, weeks or months. Members of the ERG (see Section 13) notified to be at the EOC must go there immediately and report to the EM Coordinator or Alternate. Heads of Services whose place of duty lies elsewhere must maintain contact with the EOC. If a designated individual on the fan-out chart cannot be reached, the caller must advise the EM Coordinator

Police/Fire Alert

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

Standard Operating Procedures

After being contacted by the EM Coordinator, an individual/agency initiates appropriate Standing Operating Procedures (SOP's). SOPs for departments or agencies are provided in the Organizational Roles and Responsibilities (Part II of this Emergency Measures Plan). EMO Committee members may fill designated roles in the EOC following procedures held outside this plan.

Note: Public alerting is covered in Section 20 - Emergency Communication Services

11. Emergency Mobilization

In an emergency, the response process will be a municipal emergency operation, supported by Mutual Aid arrangements, assisted by the REMC (Regional Emergency Management Coordinator of EMO), as required.

Refer to the Emergency Response Group and Fan-Out Chart (Item 13).

The Emergency Response Group are responsible for:

- a. Implementing local emergency measures plans and conducting emergency operations using the resources available to the municipality,
- b. Informing and updating the REMC promptly about a local emergency,
- c. Requesting assistance from other municipalities in accordance with mutual aid agreements, and
- d. Requesting assistance from the provincial government through the REMC in accordance with established emergency response procedures.

If the emergency escalates to the point where further powers are required, the Municipal EM Coordinator may recommend to mayor and council that a State of Local Emergency be declared in accordance with the *Emergency Measures Act* (R.S.N.B. 2011, c. 147), and the municipal by-laws.

Note: once signed, the municipality must inform NBEMO immediately.¹

12. Declaration of a State of Local Emergency

Purpose:

The purpose of this section is to outline the powers available to a municipality and the limitations in declaring a State of Local Emergency (SOLE). In addition, the Declaration of a State of Local Emergency form is included at the end of this section to facilitate a standard method of enactment.

An emergency means a present or imminent event in respect of which the Minister or the

¹ Regional Emergency Response Plan – 2016, Section 1.11.1, Municipal Emergency Operations, pg. 15

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 (SOLE) 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 Justice and Public Safety and may authorize any person or committee to exercise any power listed under Powers, below.

Powers:

The council may, during the state of local emergency, do everything necessary for the protections of property, the environment and the health and safety of persons therein, including, but not limited to, any and all of the following:

- (a) to cause an Emergency Response 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 qualified person to render aid of such type as that person may be qualified to provide;
- (d) to control or prohibit travel to and 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 the 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 Rural Community of Hanwell to enter into any building or upon any land without warrant;
- (h) to cause the demolition or removal of any building, structure, tree or crop where the demolition or removal is necessary or advisable for the purposes of reaching the scene of a disaster, of attempting to forestall its occurrence, or of combatting 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 provisions mentioned in this section.

For the duration of the state of local emergency, council may appoint any other persons as deemed necessary by the Director of the NB Emergency Operations Centre.

When this by-law is silent as to any action to be taken during the course of a local state of emergency, then the provisions of the *Emergency Measures Act* of New Brunswick shall apply.

Termination or Renewal of a State of Local Emergency

1. The Minister of Justice and 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, unless renewed.
4. A State of Local Emergency may be **renewed** by the municipality with the approval of the Lieutenant-Governor in Council. The provisions respecting the State of Local Emergency or the declaration of the State of Local Emergency, apply with the necessary modifications to a renewal of a State of Local Emergency.

Example
Declaration of a State of Local Emergency
Hanwell

As authorized under the *Emergency Measures Act* RSNB 2011, C147, Section 10(2)

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 Measures Act* RSNB 2011, C147

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 Hanwell Emergency Response Group (); therefore,

The undersigned hereby declares: pursuant to *Emergency Measures Act* RSNB 2011, C147, section 10(2), 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 *Emergency Measures Act* RSNB 2011, C147

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

Mayor, Hanwell

13. Emergency Response Group (ERG) and Fan-Out Chart

Mayor – Dave Morrison

dmorrison@hanwell.nb.ca
506-262-9799(c)

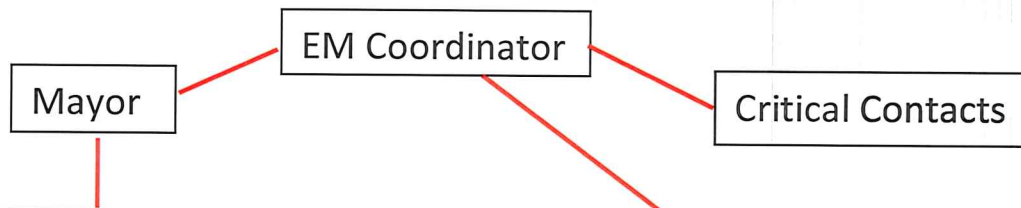
EM Coordinator - Terri L. Parker, CAO

tparker@hanwell.nb.ca
506-460-1177 (w) [REDACTED]

Critical Contacts

Police	Oromocto Detachment Non emergency 506-357-4300 Emergency 9-1-1 Officer(s) on duty respond	NBEMO	REMC Daniel Dekleva daniel.dekleva@gnb.ca 800-561-4034(w) [REDACTED]
Fire	Chief Murray Crouse [REDACTED] 506-470-0034 (c)	Other Critical Contacts	Refer to Part III Agencies depend on nature of emergency

Fan-Out



Councillors	
Ward 1, Susan Jonah (Deputy Mayor)	sjonah@hanwell.nb.ca 506-238-1539(c)
Ward 2, Holly Hyslop	hhyslop@hanwell.nb.ca 506-451-0697 (h)
Ward 3, Tim Fox	tfox@hanwell.nb.ca 506-262-7333 (c)
Ward 4, David Holt	dholt@hanwell.nb.ca 506-206-0784
Ward 5, Chris Bringloe	cbringloe@hanwell.nb.ca 506-471-3156 (c)
Ward 6, Lee Crouse	lcrouse@hanwell.nb.ca 506-447-0543 (c)
At-Large, Darren MacKenzie	dmackenzie@hanwell.nb.ca 506-471-4474 (c)
At-Large, Candice Dekleva	cdekleva@hanwell.nb.ca 506-461-5937

EOC Personnel assume the following roles, as required:
Operations Officer/Duty Officer, Logistics Officer, Finance and Administration Officer, Public Information (Communications) Officer, Social Services Officer, Resource Officer, Transportation Officer, Scribe Officer
The responsibilities and checklists for these positions are maintained by the EMO Committee separate from this Emergency Measures Plan

EMO Committee (EOC Personnel)	
Terri Parker, Hanwell CAO	Note: the EM Coordinator also chairs the EMO Committee
Sherri Johnston, Hanwell Clerk	[REDACTED] 506-460-1177 (w), [REDACTED]
Megan Keenan, Hanwell Admin	[REDACTED] 506-460-1177, Ext.1(w), [REDACTED]
John Casey	[REDACTED]
Susan Cassidy	[REDACTED]
Evelyn Filder	[REDACTED]
John Johnston	[REDACTED]
Ross Mathers	[REDACTED]
Mike Mockler	[REDACTED]
Jason Vallis	[REDACTED]
Carla Ward	[REDACTED]
Note: Chris Bringloe, Ward 5 Councillor also sits on the EMO Committee, however during a fan-out assumes the role of councillor, under the mayor	

14. Fire Departments Involved in Mutual Aid Agreements

The Mutual Aid System is a no-charge reciprocal system of emergency response and assistance that communities and municipalities in New Brunswick can access through their local fire departments. The main focus of the Mutual Aid System is to make a large number of resources available in a pre-arranged, organized fashion at no additional cost to the community or municipality requiring assistance during a large-scale emergency situation.²

The Upper Kingsclear and Hanwell Fire Department is a member of the Capital District Firefighters Association. This association includes (23) member fire departments in the Fredericton area. There is a mutual aid agreement between all these fire departments. The Upper Kingsclear and Hanwell Fire Department also has a direct mutual aid agreement with the Fredericton Fire Department.

Upper Kingsclear and Hanwell Fire Department most commonly exercises mutual aid with the following fire departments:

- Fredericton Fire Department
- Oromocto Fire Department
- New Maryland Fire Department
- Harvey Fire Department
- Dumfries Volunteer Fire Department
- Keswick Ridge Fire Department

² “Working Together for a Safe New Brunswick – Office of the Fire Marshal Information Guide”, pg. 11

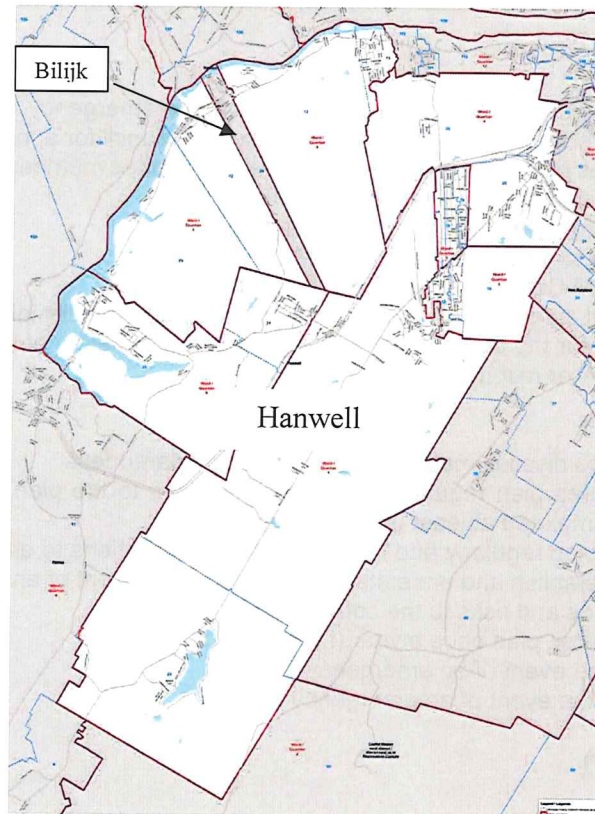
Municipal Emergency Measures Plan Part II – Organizational Roles and Responsibilities

This part of the Municipal Emergency Measures Plan provides planning and operational information for individual departments and agencies involved in the plan. Included are standard operating procedures which may include roles, responsibilities, systems and/or methods.

15. Description of Hanwell

For geographical context, Hanwell covers approximately 250 square kilometres, located directly southwest of the City of Fredericton. A community map is shown below. The boundary extends along the Saint John River from Fredericton to Longs Creek. The boundary then generally extends south around the Yoho Lake area and then in a north east direction back to the city of Fredericton boundary. The community is land bordered by the municipalities of Harvey, Sunbury-York South, New Maryland and Fredericton. A portion of the southern boundary is bordered by the Capital Region Rural District. Hanwell includes areas commonly referred to as North Hanwell, Central Hanwell, Island View, Upper Kingsclear, Mazerolle Settlement and Yoho. The population of the community is approximately 7,000.

The Bilijk (Kingsclear) First Nation, shown on the map, is situated within the boundaries of the Hanwell. This Plan does not apply to the Bilijk landbase, however fire services are provided by Upper Kingsclear and Hanwell Fire Department.



The community of Hanwell was incorporated in 2014. In 2023, there was an amalgamation with most of the Kingsclear Local Service District. Hanwell does have a community/council office located in Central Hanwell. As a result of municipal reform in 2023, the community took ownership of the three Upper Kingsclear Fire Department stations. The community also depends on relationships with provincial organizations and agencies that provide emergency coverage as well as a large contingent of volunteers.

16. Emergency Measures Coordinator (EM Coordinator)

Role:

The EM Coordinator shall oversee disaster planning. The EM Coordinator, in conjunction with the EMO Committee shall ensure that the Emergency Measures Plan provides up to date information. The EM Coordinator shall lead operations from the Emergency Operations Centre (EOC) on behalf of the mayor and council.

Responsibilities:

- Chairs EMO Committee meetings
- Ensures the EMO Committee is meeting roles and responsibilities with regards to preparedness
- Directs operations from the EOC, in the case of an emergency
- Initiates Fan-Out for the Emergency Response Group, when deemed necessary
- Designates ERG roles in the EOC, as the situation requires. These roles may be filled by EMO Committee members. Roles may include (not limited to): Operations Officer/Duty Officer, Logistics Officer, Finance and Administration Officer, Public Information (Communications) Officer, Social Services Officer, Resource Officer, Transportation Officer, Scribe Officer

17. Emergency Measures Organization (EMO) Committee

Role:

The EMO Committee advises council on emergency planning and preparedness and supports the Emergency Operations Centre in the event of an emergency.

Responsibilities:

- Advises council on the development and preparation of a municipal emergency measures plan and any amendments to the emergency measures plan before submission to council for approval
- Updates the emergency measures plan, to ensure it is current (ex. committee members, contact info, etc.). Any clerical modifications do not require approval of mayor and council.
- Advises council on matters regarding emergency preparedness
- Advises council on the members to be appointed to the EMO Committee
- Acts under the direction of the EM Coordinator in the EOC, when activated
- Subject to the approval of council, negotiates on behalf of the municipality to enter into agreements with other municipalities or other agencies for the purpose of mutual aid; for the formation of joint organizations; or for the employment of their members or resources

Methods:

- Meets once a month (normally) to discuss matters of emergency preparedness
- Reviews the emergency measures plan regularly and drafts revisions to the plan as required, for council approval. A review should be completed at least every two years.
- Reviews emergency measures plan regularly and makes clerical modifications to ensure the plan is current.
- Liaises with other agencies to establish and understand protocols in the event of an emergency.
- Occasionally re-assesses hazards and risks to the community
- Exercises the emergency measures plan once a year (i.e. tabletop exercise)
- Responds to a Fan-Out call in the event of an emergency
- Undertakes roles in the EOC in the event of an emergency

18. Police Department (RCMP)

Role:

The role of the RCMP in an emergency is an extension of their normal function. The senior police officer at an emergency site must assume control of the situation until replaced by a more senior official.

Responsibilities:

- Ensures that policing services are still provided to all residents of the area
- Notifies their headquarters (J Division) to alert Emergency Medical Services (EMS)
- Assumes the position of Incident Commander at the incident scene if required
- Assists other emergency services

- If the situation is critical, a control perimeter should be established
- Controls the scene to avoid a convergence of spectators
- Assists in maintaining communication between the EOC and the scene of the emergency
- Participates in a debriefing after the emergency situation

Method:

- If there are injured people, alerts ambulance dispatch regarding the need for ambulances and medical assistance
- If lives have been lost, informs the coroner
- Assesses the situation and recommends that the EM Coordinator activate the EOC, if necessary.
- If the incident involves a commercial vehicle, the carrier's dispatcher is informed. The vehicle should be checked for Transportation of Dangerous Goods placards
- If the incident involves a spill of oil, chemicals or other dangerous goods (considered an environmental emergency), reports the spill by calling the appropriate agencies and take preventative action until specialist crews arrive

19. Fire Department

Role:

Hanwell is covered by the Upper Kingsclear and Hanwell Fire Department. In addition to the normal role of firefighting, the fire department also responds to non-fire emergencies and some medical assistance calls.

Responsibilities:

- Fire fighting
- Undertakes rescue operations from buildings and vehicle wreckage
- Provides protective action in oil and chemical spills
- Assists in medical assistance calls
- Provides water for emergency fire-fighting purposes
- Provides assistance in evacuations and/or wellness checks in emergency impacted area.
- Assists in maintaining communication between the EOC and the scene of the emergency
- Assists with opening of warming centers, as required
- Operates portable home heating unit during power outages in extreme cold conditions. **Note:** this process is under review at the time of this plan amendment
- Participates in a debriefing after the emergency situation

Method:

- Follows normal procedures as for any conventional alarm
- On alert of an unusual incident, notifies the Chief immediately
- In the case of an oil or chemical spill, calls the appropriate agencies and takes appropriate action until the specialist crew arrives

20. Emergency Communications Service (unit of the EOC)

Role:

The aim is to provide effective timely communications to alert residents of an active or potential emergency and to support municipal, provincial and volunteer agencies in responding.

Responsibilities:

- Establishes personnel as part of EOC, dedicated to communications
- Prepares and utilizes all available communication systems for the most effective transfer of information to the public and between responding agencies and the EOC
- Prepares for regular public updates and press releases through the office of the mayor

Emergency Alerting Systems:

- When a real or potential emergency or disaster becomes apparent, Hanwell administration staff will contact the EM Coordinator

- The EM Coordinator will activate the Emergency Operations Centre in whole or in part, if deemed necessary
- When a real or potential emergency or disaster becomes apparent, it is the responsibility of Hanwell administration staff to utilize the Voyent Alerting system to advise impacted residents. Other social media platforms must also be utilized to ensure broad coverage. Public alerting must be done as soon as possible in an emergency situation.
- Residents of Hanwell are strongly encouraged to register with the Voyent Alerting System at <https://hanwell.nb.ca/hanwell-public-alerts/>

Emergency Communications:

Hanwell Administration and the EOC will use existing communication systems (land-line phones, cell phones and internet), assuming there are no service interruptions. Cell phones with different service providers can be used in the EOC to reduce impact of a service interruption with one provider.

The Upper Kingsclear and Hanwell Fire Department utilizes the provincial Trunk Mobile Radio System. This system can be used for emergency contact with all first responder agencies.

Amateur radio operators in the community have also offered services if other systems fail.

Emergency Operations Centre:

Coordination and control of all emergency operations will be conducted from the primary EOC in the Hanwell Community Centre. An alternate EOC may be established depending on the emergency situation and its location. An alternate location may be at one of the municipal fire stations.

21. Department of Transportation and Infrastructure (DTI)

Role:

DTI has responsibility for the clearing and maintaining of the roads in the event of an emergency to allow access for emergency responders or residents. They could assist in the necessity of detours or warning signs to inform the public of dangers or alternate routes if required.

22. Social Services

Role:

Social Services establishes reception centers to provide shelter, food, clothing and personal services. Social Services also organize a registration and inquiry service for evacuees and others during an emergency situation.

Method:

- Coordinates operations through the EOC and the Canadian Red Cross (CRC), if responding
- Establishes processes for providing services if CRC is not responding (or to support CRC)
- Identifies and coordinates personal services for those with special needs
- Reception centers and/or warming centers could be opened at the following locations (see Item 27):
 - o Hanwell Community Centre
 - o Yoho Scout Lodge
 - o Upper Kingsclear Community Centre (attached to Station 1), Mazerolle Settlement Road
 - o note: a centre is being sought in the Island View area

23. Canadian Red Cross (CRC)

Role:

In the event of a disaster, the Canadian Red Cross provides food, shelter, clothing and essential supplies for up to 72 hours. Through a network of trained volunteers throughout the country, the Canadian Red Cross can respond to disasters quickly wherever and whenever they strike; 24 hours a day, 7 days a week. Hanwell has a formal agreement with the Canadian Red Cross (CRC). See Appendix V.

Method:

- Trains in Red Cross Emergency Services
- Assists with simulated testing of the Emergency Plan
- Provides registration and inquiry services during emergencies
- Makes available CRC equipment and trained volunteers in times of emergency
- Provides food, clothing, shelter and personal services for up to 72 hours for a small-scale emergency involving fewer than 50 people
- In an emergency situation involving more than 50 people and lasting longer than 72 hours, the council would have to turn to the Province for financial assistance

24. Ambulance New Brunswick (ANB)**Role:**

Ambulance New Brunswick is responsible for delivery of emergency medical services province wide. Components include land and air ambulance operations and support services.

Responsibilities:

- Medical command at the incident site
- Medical coordination within the EOC (if/when activated)
- Triage, treatment and transport of casualties to appropriate healthcare facilities
- Standby coverage for the safety of personnel on site
- Assists in maintaining communication between the EOC and the scene of the emergency
- Participates in a debriefing after the emergency situation

Method:

- During an emergency incident, ANB will update the local hospital regarding predicted number of casualties
- ANB will keep current information as to the need for additional, active deployment of resources to the scene
- On site medical command will maintain an accurate listing of patients encountered and their triage acuity level

25. Department of Natural Resources and Energy Development (DNRED)**Role:**

DNRED will be the lead agency on fire suppression, in the event of a wildfire. They can also be called on in the event of flooding to provide boats to allow access to the affected area.

Responsibilities:

- Responds to any wildfire that is detected in the Hanwell community
- Assumes the lead role in suppression efforts
- Coordinates suppression efforts with the Upper Kingsclear and Hanwell Fire Department and any other fire departments responding under mutual aid agreements
- Financially reimburses local fire departments for appropriate suppression services

Method:

- Employs personnel, ground equipment and aerial attack resources as required for suppression
- Provides expertise in fire behavior to predict growth of fire
- Maintains contact with the EOC to ensure the public is well informed in the case of the need for evacuation

26. Volunteer Services

A contact list of volunteers ready to access at any time in case of an emergency situation is under development.

Volunteers can help in many ways from answering phone calls, providing transportation, making coffee as well as helping at reception centers where sometimes a friendly face and welcome smile is all that is required. A volunteer drive will be

considered. If residents are able and willing to volunteer during emergency/disaster situations, please contact the Hanwell Clerk at clerk@hanwell.nb.ca or call 506-460-1177.

27. Shelter Facilities

Shelter facilities will be critical in the event that evacuations are necessary. Shown below are the shelters currently available in the community.

Hanwell Community Centre – 5 Nature Park Drive



- Capacity 200
- Full service; day and night use
- See Red Cross Agreement for Use (Appendix V)
- Primary shelter facility for the community
- Emergency generator on site
- Kitchen / washroom facilities
- Shower facility
- Contact: Terri Parker (Hanwell CAO)

Yoho Scout Lodge – 3566 Route 640



- Capacity 100 +/-
- Full-service day time occupation only
- Hanwell Rural Community has an arrangement with Scouts and Yoho Lake Association for use if needed
- Open space for cots (day time use)
- Kitchen / washroom facilities
- Shower facilities
- Hanwell Rural Community can provide an emergency use generator. This will be delivered by the fire department if required.
- Hanwell Rural Community provides all supplies in case of use (ex. water, food)
- Contact: Sean Haley 506-260-3889

Upper Kingsclear Community Centre – 22 Mazerolle Settlement Road



- Capacity 200+/-
- Primarily a warming/charging centre
- Kitchen / washroom facilities
- Emergency generator on site
- Contact: Chief Crouse 506-363-5207

Island View – a centre is being sought in the Island View area at the time of this amendment