

Template 2015

CITY/TOWN/COMMUNITY OF
“INSERT NAME HERE”
EMERGENCY MANAGEMENT PLAN

Approved and adopted by Council resolution on

Date: _____

Administrator: _____

(Mayor/Chair/Chief)

Date of Approval

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CITY/TOWN/COMMUNITY OF *(Insert Name Here)*
EMERGENCY MEASURES PLAN

INTRODUCTION

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor/Chair/Council).

This all hazards emergency plan guides the emergency management actions of the community and describes activities and arrangements to deal with any emergency situation.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other jurisdictions via a mutual aid agreement or understanding or from the Provincial Government through the PEI Emergency Measures Organization, Public Safety Division.

2. There are certain fundamental principles concerning emergency planning in Canada which are recognized, some of these principles are as follows:
 - a. that responsibilities for meeting most emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
 - b. that operational responsibility for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency situation; and
 - c. that responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.

By extension of these principles it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

PURPOSE

3. The purpose of this plan is to outline the procedures to be followed by local government in order to provide a prompt and coordinated response to emergencies.

AUTHORITY

4. This plan is issued by Council, under the authority of:
 - a. The Emergency Measures Act
 - b. City/Town/Community of insert name here Emergency Measures By-Law No. _____ dated _____ .

DEFINITIONS

5. In this plan:
 - a. **mayor** means the mayor of the (City/Town/Municipal/Community of) or designate;
 - b. **chairperson** means the chairperson of the (City/Town/Municipal/Community of) or designate;
 - c. **council** means the Council of (City/Town/Municipal/Community of);
 - d. **councillor** means a member of Council;
 - e. **emergency** means a present or imminent event in respect of which the (City/Town/Municipal/Community of) believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the (City/Town/Municipal/Community of);
 - f. **Minister** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act* (the Act) R.S.P.E.I. 1988, Cap. E-6.1
 - g. **Municipal Emergency Measures Program** means any plan, program or procedure prepared by the municipality that is intended to mitigate the effects of an emergency and to provide for the safety, health and welfare of the civil population and the protection of property and the environment in the event of such occurrence. This includes, but is not limited to, exercising and training;
 - h. **Municipal Emergency Measures Standing Committee** includes the members of Council appointed as per Emergency Management By-law. This committee is responsible for ensuring the completion of a municipal emergency measures program (See By-law for responsibilities of this committee);

- i. **Municipal Emergency Measures Coordinator** is the individual designated by Council to develop an emergency measures program for the (City/Town/Community of) _____. This position receives direction from and reports to the Mayor/Chair and Council. This individual leads the Planning Committee in producing the plan and manages the Emergency Operations Centre Team (see By-law for MEMC planning responsibilities);
- j. **Municipal Emergency Measures Planning Committee** is the manager or person responsible for each municipal department which is assigned emergency functions under the municipal emergency measures plan and , where no department exists, a person to represent that function, led by the MEMC that have the task of developing the emergency measures program (see By-law for Planning Committee responsibilities);
- k. **Emergency Operations Centre Staff** may consist of members of the planning committee and is responsible for making operational decisions for the overall municipality in an emergency situation;
- l. **Emergency Operations Centre (EOC)** is the facility where the Emergency Measures Operations staff will assemble;
- m. **PEI Emergency Measures Organization (EMO)** means the PEI Emergency Measures Organization established under the section 3 of the *Emergency Measures Act* which has been mandated to provide the Province with an emergency management system for the protection of persons, property and the environment in response to all emergencies and disasters;

IMPLEMENTATION

- 6. This plan may be implemented in part or in full when no state of emergency exists:
 - a. by the Council;
 - b. by the Mayor/Chair or Council; or
 - c. by the Municipal Emergency Measures Coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of state of local emergency by the Mayor/Chair as per the Municipal Emergency By-law; or
- b. on a declaration of a state of provincial emergency by the Minister responsible for the PEI Emergency Measures Organization, in respect to all, or any part of, the municipality.

DIRECTION AND CONTROL

7. The Mayor/Chair and Council - Responsibility for the management of municipal emergency operations rests with the local authority. Council are the ultimate authority for decision making during an emergency, operational decisions are delegated to the Municipal Emergency Measures Coordinator. Council maintain responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. The Municipal Emergency Measures Coordinator (MEMC) is responsible for coordinating the efficient emergency response operations in the community on behalf of the Mayor/Chair and Council. He/she may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
9. The Emergency Site: If there is a designated emergency site it will be under the direction of the Incident Commander, if there is no Incident Commander in place, he/she will be designated by the Municipal Emergency Measures Coordinator.
10. The Municipal Emergency Operations Centre - This centre will be located in the _____ . The alternate to the EOC is located at _____ .
11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.
12. Emergency roles and responsibilities of Municipal Council, the Municipal Emergency Measures Coordinator and the Emergency Operations Centre Team are shown in the Municipal Emergency Management Guide.

REQUESTS FOR ASSISTANCE

13. Requests for provincial assistance, if required, will be made to the PEI EMO, and must be made by the person with authority to make such requests on behalf of the municipal authority. Requests may be verbal initially but must be confirmed in writing.

PEI EMO is responsible for coordinating the interface with the municipalities. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency in an area that is unincorporated, emergencies on provincial lands) or in a provincially declared emergency the province may assume responsibility for direction and coordination of the emergency. Municipal operations will remain under the authority of the municipal jurisdiction but may be coordinated provincially.

FAN-OUT

14. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Municipal Emergency Measures Coordinator who will in turn alert Mayor/Council. The Municipal Emergency Measures Coordinator will instruct the designated person to institute the fan-out.

The Municipal Emergency Measures Coordinator will maintain a telephone fan-out chart and will ensure that all individuals on the chart are advised of changes in personnel and/or telephone numbers, as they occur.

ACCOUNTING

15. The Municipal Finance department will be responsible for the accounting of all funds expended or committed in controlling the emergency and for maintaining financial records of the resources used in operation.

REVIEW AND AMENDMENT

16. This plan will be reviewed annually by the Municipal Emergency Measures Coordinator, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review.

EMERGENCY OPERATIONS CENTRE

17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives, under the direction of the Municipal Emergency Measures Coordinator (EOC Manager). The EOC team is responsible for making operational decisions to support and assist the Incident Commander. When the EOC is activated it should be staffed to a level that matches the needs of the incident. The size and composition of the EOC may vary according to the requirements of the particular circumstances.

The EOC team is led by the EOC Manager who is responsible for overall emergency policy and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations.

When using the recommended Incident Command System (ICS) there are four management functions required to manage an emergency. The EOC Manager is always responsible for these four functions unless the nature and size of the emergency warrants one or more of these functions being filled.

Operations – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the Incident Action Plan.

Planning – Responsible for collecting, evaluating, and disseminating information, developing the jurisdiction's Incident Action Plan and tracking all resources, and maintaining all EOC documentation.

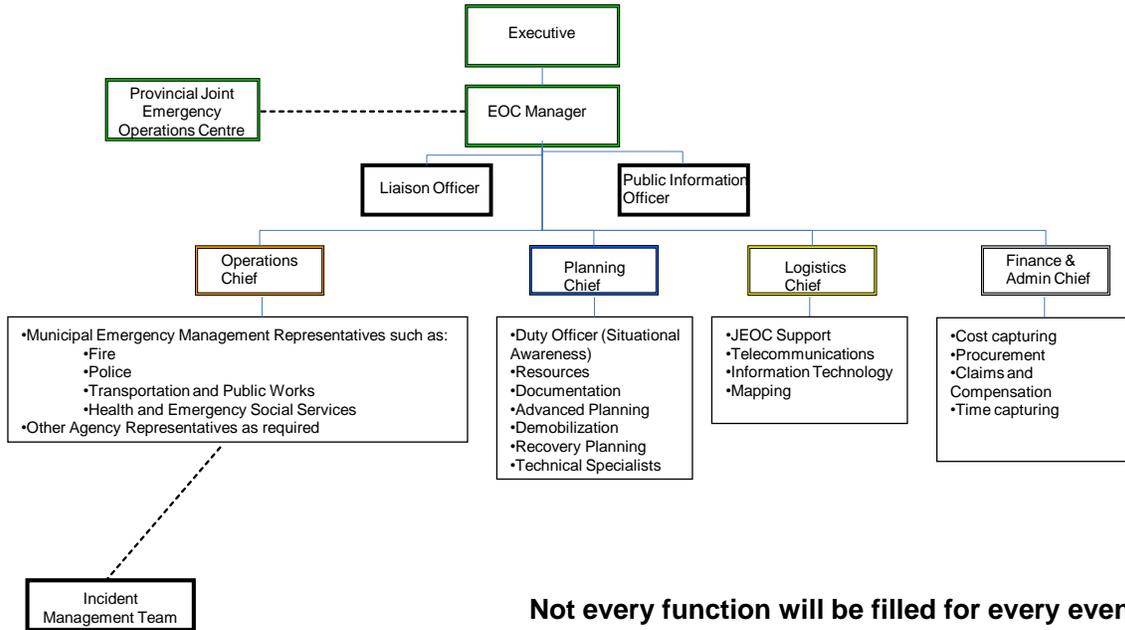
Logistics – Responsible for providing facilities, services, personnel, equipment and materials.

Finance / Administration – Responsible for financial activities and other administrative aspects.

Roles and responsibilities for the EOC positions can be found in Annex D.

MEOC ORGANIZATION CHART

ICS Organization for a Municipal Emergency Operations Centre



LIST OF ANNEXES

ANNEXES:

This is a list of possible annexes that may be added to your Municipal Emergency Management Plan. Annexes may be added or removed to meet the needs of your Municipality.

- **Municipal Contact Numbers.**
 - Council.
 - Municipal Emergency Operations Center Team.
 - Other Staff.
- **Emergency Roles and Responsibilities.**
 - (Available in the Municipal Emergency Management Program Guide).
- **List of Resources.**
 - (See page 17 for details).
- **Priority Action Checklist.**
 - (Available in the Municipal Emergency Management Program Guide).
- **Copies of Municipal By-Law/Municipalities Act.**
- **List of Memorandums of Understanding or Agreements.**
- **Copies of Forms.**
- **Municipal Buildings Floor Plans.**
- **Declaration of State of Local Emergency.**
- **Evacuation Procedures.**
- **Reception Center Procedures.**

ANNEX A

EMERGENCY AGENCY NUMBERS

AGENCY	BUSINESS	EMERGENCY	FAX	EMAIL
Fire		911		
Police		911		
Ambulance		911		
Environmental Emergency	902-368-5024	1-800-565-1633		
Poison Control	1-800-565-8161	1-800-565-8161		
CANUTEC Emergency		613-996-6666 Cell: *666(Canada)		
PEI EMO	902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362	emo@gov.pe.ca

ANNEX C

EMERGENCY OPERATIONS CENTRE TEAM

Do not combine functions, however one person can be assigned to more than one function depending on the number of people involved in your plan, i.e. Transportation/Public Works,

FUNCTION	NAME	RESIDENCE	BUSINESS	CELL
EOC Manager (Emergency Measures Coordinator)				
Emergency Measures Coordinator - Alternate				
Administration				
Administration Alt				
Finance/Administration				
Finance/Admin Alternate				
Police				
Fire				
Fire Alternate				
Transportation				
Transportation - Alternate				
Public Works				
Public Works alternate				
Communications				
Communications Alternate				
Social Services				
Social Services - Alternate				
Health				
Health Alternate				
Public Information				
Public Information Alternate				
Human Resource Management (volunteers)				
Human Resource Management (volunteers) Alternate				

ANNEX D

EMERGENCY ROLES AND RESPONSIBILITIES

MUNICIPAL COUNCIL

Council is responsible for the management of the emergency for the overall municipality. Responsibilities may include:

- a.** pass a municipal by-law;
- b.** form a standing committee;
- c.** appoint a Municipal Emergency Management Coordinator (MEMC); establish an emergency management planning committee;
- d.** conduct a Hazard Risk Assessment;
- e.** develop a Municipal Emergency Plan;
- f.** delegate positions of the EOC Team;
- g.** determine what resources you need;
- h.** training individuals with emergency roles;
- i.** exercise the plan;
- j.** maintain program and public awareness;
- k.** declaring a state of local emergency, if considered necessary (see Annex F);
- l.** implementing municipal emergency plans;
- m.** in consultation with the Municipal Emergency Measures Coordinator, requesting assistance from the Provincial Government through the PEI Emergency Measures Organization if the situation requires resources unavailable from local resources;

ANNEX E

LIST OF RESOURCES

All resources listed in your municipal plan should include the type of resource, the resource contact name, home phone, cell phone, business phone and email address. (See Annex B).

- **FIRE RESOURCES:** Should include but not limited to Mutual aid area Fire Departments, Forest fire emergency, Fire Marshal, CANUTEC and Environmental Spills.
Hazardous Properties - Service Stations/Bulk Storage/Auto body shops.
In the event that there is a fire or chemical spill involving these facilities it is imperative to have the contact information of the owner so they can provide you with the chemicals stored in the facility.
 - **TRANSPORTATION RESOURCES:** Should include but not limited to Taxi companies, Snowmobiles owners, ATV owners and Buses.
 - **PUBLIC WORKS RESOURCES:** Should include but not limited to Towing companies, Heavy Equipment companies, Generators (size should be included), Contractors, Electrical, Plumbers and Government Snow Plough Dispatch.
 - **COMMUNICATION RESOURCES:** Should include but not limited to a list of Amateur Radio Operators in and around the municipality.
 - **HEALTH AND SOCIAL SERVICES RESOURCES:** Should include but not limited to Medical clinic, Doctors/Nurses, First Aid contacts, Canadian Red Cross, Poison Control, Veterinarians, Reception Center(s), Accommodations Hotel/Motel, Restaurants/Caterers, Clergy, and Grocery stores.
 - **PUBLIC INFORMATION RESOURCES:** Should include but not limited to Radio Stations, TV Stations and Newspapers.
 - **HUMAN RESOURCES:** These individuals are available to be called upon for assistance in an emergency situation. Any additional information including trade or volunteer background should be retained. Should include but not limited to Clubs/volunteer groups.
- MUNICIPAL BUILDINGS AND EQUIPMENT:** Should include but not limited to all buildings or equipment that require backup power. Lift stations, Water Towers, any Municipal buildings that may be used as a Reception / Warming Center. **NOTE:** Include in this section the size of generator needed to run each piece of equipment or facility, if there is a transfer switch in place as well as contact information for all maintenance staff.
- **OTHER RESOURCES AS REQUIRED:** This should include any equipment/personal that is needed to maintain operational readiness in your Municipality.

ANNEX F

DECLARATION OF STATE OF LOCAL EMERGENCY

WHEREAS an emergency existed in the _____ due to

(enter a detailed description of the emergency)

THEREFORE, the Local Authority declares a state of local emergency exists in the

(enter a detailed description of the area affected)

Time: _____

Date: _____

Signature(s):

Titles:

Fax to: PEI Emergency Measures Organization (PEIEMO)
902-368-6362

ANNEX G

EVACUATION PROCEDURES

Warning

1. The Police and Fire Departments are usually the first responders on the scene. If immediate evacuation is necessary, the Incident Commander, usually Police or Fire Department will initiate it.

The Incident Commander at the scene will notify their dispatchers that a large-scale evacuation is necessary and they in turn will relay this information to the Municipal Emergency Measures Coordinator (MEMC) or to the Standing Committee.

2. The warning shall state:
 - a. the location;
 - b. nature of emergency - fire, gas leak, explosion, etc.; and
 - c. if possible, the extent of area to be evacuated.
3. The MEMC or Standing Committee receiving the warning will:
 - a. notify other officials;
 - b. declare a state of local emergency if necessary;
 - c. order evacuation as required;
 - d. pass the warning to the citizens;
 - e. determine number of evacuees and arrange for accommodations; and
 - f. advise PEI Emergency Measures Organization of actions taken.

Transportation

4. It is anticipated that many will provide their own transportation. Radio and TV broadcasts should indicate that those requiring transport would make their request known to the municipality.

EVACUATION PROCEDURES CONT'D

Schools

5. In the event that schools need to be evacuated, the school authorities will transport the students to the nearest safe collection point by school buses and any other means of transportation available.

After being evacuated from the danger area the situation will determine where the students will go next. Radio and TV broadcasts and other forms of public alerts should keep parents informed.

Institutions

6. The City/Town Hospital, Manors, Extended Care Nursing Homes, Manor Apartments, etc are individuals and expected to have their own evacuation procedures.
7. In the event that any of the above institutions require assistance during an evacuation:
 - a. the Health Services Manager in conjunction with the facility will ascertain the number of ambulatory and stretcher patients; and
 - b. the Transportation Services Manager will assist the facility in obtaining sufficient vehicles to carry out the evacuation. (Ambulances, Public Works vehicles, School Buses, etc.).

Security

8. Emergency response personnel will check the area involved to ensure that all persons are evacuated. The Municipality is responsible for ensuring that the evacuated area remains secure at all times. This may be provided by police or security companies.

ANNEX H

RECEPTION CENTRE PROCEDURES

Reception Centre Requirement

1. Local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s). Mutual aid agreements between municipalities should be in place to ensure the availability of an appropriate facility.
2. Most emergencies are usually short term in length, evacuees would require assistance for a period of one or two days, however, the possibility of a longer term requirements may be required.
3. To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

Locations

4. A Reception Centre will be selected and set up under the direction of the Health and Social Services Manager.
5. The functions of the Reception Centre may include:
 - Lodging
 - Feeding
 - Clothing
 - Personal Services
 - Registration & Inquiry

Lodging

6. Initially accommodations may be arranged on a congregate lodging basis, i.e. large community hall for shelter. The building listed can provide temporary accommodations for the numbers shown under Lodging Resources.

If a prolonged stay is anticipated, or develops, long term housing arrangements will need to be considered.

The Health and Social Services Manager is responsible for issues of health and sanitation, a list of resources should be included under the appropriate resource list in the Annexes.

7. **Feeding**

Feeding of evacuees will be arranged under the direction of the Health and Social Services Manager using feeding resources.

Cooking facilities in buildings selected to accommodate the evacuees may be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals. **These facilities must be under the direction of a person with the required Safe Food Handling Certificate.**

If the selected building(s), do not have feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants, and catering groups.

8. **Clothing**

Clothing of evacuees will be arranged by the Health and Social Services Manager as required.

9. **Personal Services**

Counselling services may be provided by local clergy and community faith groups. If required referral can be made to Social Services agencies.

Depending on requirements volunteers may be used to provide additional personal services, such first aid, child care etc. All volunteers must have appropriate training for the roles they are filling..

10. **Registration & Inquiry**

The Canadian Red Cross can be contacted to establish a Registration & Inquiry program