

Prince Edward Island All Hazards Emergency Plan





Justice and
Public Safety
Public Safety

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FORWARD

The ultimate purpose of Emergency Management is to save lives, preserve the environment and protect property and the economy. Emergency management involves four interdependent risk-based functions, known as pillars: prevention/mitigation, preparedness, response, and recovery.

The Prince Edward Island Emergency Measures Organization (EMO) is vested with the responsibility to provide the province with an emergency management system for the protection of persons, property and the environment, in accordance with the *Emergency Measures Act*.

The scope of an emergency can range from routine to disaster. While traffic accidents, single structure fires, and individual illness and injury can be devastating to the individuals involved, they are deemed routine because they can usually be managed by first responders.

Islanders are encouraged to take steps to prepare to sustain themselves and their families for at least the first 72 hours of an emergency. The local authority is expected to manage an emergency or disaster within its jurisdiction. If demands exceed a local authority's resources, nearby communities may provide additional resources or personnel through formal or informal mutual aid agreements. When an event overwhelms local resources, the province, through EMO, can be called to assist.

The Emergency Measures Organization is responsible to manage large-scale emergencies and provide assistance to municipal or community response teams as required. Non-government organizations work in partnership with governments and play important roles throughout the four emergency management pillars.

In Prince Edward Island, emergency management planning encompasses an all-hazards approach. The all-hazards concept focuses on the consequences of an emergency and seeks to mitigate those consequences, regardless of the cause.

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All Hazards Emergency Plan

Scope

The Prince Edward Island All Hazards Emergency Plan is the basic all hazards coordination plan for response to all types of non-routine emergency within the Province. This plan is primarily directed to provincial departments but also contains information pertaining to federal agencies and local authorities, non-governmental organizations (NGOs) and individuals that have roles and responsibilities in an emergency.

This AHP and attached schedules describe emergency response concepts and structure and outlines the respective roles and responsibilities of the Province and its departments.

Objectives

The objectives of the AHP are to coordinate the Provincial response in a major emergency or disaster to:

- Protect/ensure life safety
- Protect, reduce or eliminate damage to property or the environment; and
- Protect, reduce or eliminate significant economic loss or disruption.

Authority

The Prince Edward Island All Hazards Emergency Plan is created pursuant to Section 6 of the *Emergency Measures Act*. The Act grants the Minister responsible for the Emergency Measures Act, further referred to as 'the Minister' and designated officials with special powers of authority in an emergency.

State of Emergency

A declaration of a state of emergency authorizes the appropriate authority to do everything necessary for the protection of property, the environment and the health and safety of people for which there is not already existing legislation or regulation. This may include, but is not limited to, authorizing specific resources, accessing personal property of residents, controlling travel, removing or demolishing property, evacuating people or livestock, and/or fixing food or fuel prices.

The Minister responsible for EMO may declare a state of emergency in accordance with Section 9 (1) of the *Emergency Measures Act*. Similarly, a local authority, as defined under Section 1 (g), or mayor and council may declare a state of local emergency, in accordance with Section 9.(2). A declaration of a state of emergency must be communicated immediately to the population of the affected area.

Implementation

The Minister is the senior official responsible for ensuring that the provincial response to an emergency or disaster is appropriate in the circumstances, and coordinated between all departments.

The Minister or the Director may implement this plan, in whole or in part, when an emergency has occurred or threatens to occur. The implementation may be authorized:

- Upon the declaration of a Provincial State of Emergency.
- Upon the declaration of a Local State of Emergency.
- At any other time as determined necessary by the Minister or Director.

Implementation of the AHP does not require the declaration of a local or provincial state of emergency; but where a provincial state of emergency has been declared, implementation of this plan shall be presumed.

Deactivation

A provincial emergency response may be terminated by the Minister or Director or designated alternate. Terminating a provincial emergency response does not prevent individual departments, local authorities, non-governmental organizations (NGOs) and individuals from continuing with response activities within the scope of their own roles and responsibilities.

Review and Updates

PEI EMO will conduct a regular, at least biannual, review of the PEI All Hazards Emergency Plan in consultation with the appropriate departments and partners. Proposed amendments to the AHP may be submitted to the Minister for consideration and approval. Due to the evolving and tactical nature of the content of the schedules and annexes, the Director is authorized to approve amendments to these attachments.

EMERGENCY OPERATIONS CENTRE (EOC) OVERVIEW

Role of the Provincial EOC

The Provincial EOC will activate to facilitate and coordinate the strategic response to citizen's critical needs in a significant emergency event. The Provincial EOC is a cross-government operations centre, not specific to any one Ministry or Agency, and is in partnership with Critical Infrastructure (CI) Service Providers, Non-Government Organizations and other groups that can provide critical services during an emergency situation.

While PEI EMO is responsible for the facility and coordinating the centre, it is staffed by a combination of PEI EMO staff, Federal/Provincial Agency Representatives, Critical Infrastructure Service Provider Representatives (i.e. Maritime Electric, Bell Aliant, Eastlink, etc.), Non-Government Organization Representatives (e.g. Canadian Red Cross), technical specialists and subject matter experts.

The Provincial EOC is activated to:

- **Facilitate, as required, the acquisition of provincial, national and international** support via Federal Government, Canadian Council of Emergency Measures Organizations (CCEMO), Senior Officials Responsible for Emergency Management (SOREM), International Emergency Management Group (IEMG).
- **Incident Prioritization** - Prioritizing incidents based upon each incident's current and projected issues, needs and prognosis.
- **Resource Allocation** - Identification of when, where and why resources are required
 - Allocating and tracking resources based upon incident prioritization
 - Ensuring adequate province-wide mobilization and allocation of critical assets.
- **Support for Policy Level Decision-Making** - Providing information for short-term modification of, or relief from, specific legislated policies, procedures and protocols while addressing concerns.
- **Share Situational Awareness –**
 - By establishing and supporting a common understanding of the scale and scope, both current and potential, of a significant emergency to facilitate decision making in support of field operations.
 - Providing opportunities for situational awareness distribution via - hosting inter-agency audio/video conferences
 - Distribution of timely situation reports to facilitate a common operational picture
 - Organizing ad-hoc briefings as required.

- **Coordination between Levels of Government, Non-Government Agencies, Critical Infrastructure Service Providers, and Non-Government Organizations** by
 - Ensuring everyone has an understanding of issue specific Legislative, Policy, and Procedural constraints and limitations.
 - Being sensitive to the citizens, Government, Corporate and Organization interests.
- **Coordination of information to the Media and Public** including Social Media Monitoring

EOC Organization Fundamentals

The organization of the EOC is based upon the 14 fundamentals of the Incident Command System (ICS), which provides standardization across all levels of response, through common objectives, terminology and structure. These fundamentals as applied to the EOC are:

1. Common Terminology

Effective multi-agency coordination requires all communications to be in plain English. That is, using clear text and avoiding radio codes, agency specific codes, or jargon. Ambiguous codes and acronyms have proven to be major obstacles.

2. Establishment and transfer of command

Command is the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority. Whenever the EOC is activated there will be clear identification of the EOC Manager who is in command of the coordination of activities within the EOC.

The process of moving the responsibility for command from one EOC Manager to another is called transfer of command. Transfer of command may take place when:

- a. The incident situation changes over time, resulting in a legal requirement to change command.
- b. There is normal turnover of personnel on long or extended incidents, i.e., to accommodate work/rest requirement.
- c. The formal coordination responsibilities are concluded.

3. Chain of command and unity of command

Chain of command means that there is an orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels. On many activations the organizational structure will consist of:

- Command
- Single resources

However, as incidents expand, the chain of command is established through an organizational structure which can consist of several layers as needed.

- Command
- Sections
- Branches
- Divisions/Groups
- Units
- Resources

Unity of command means that every individual is accountable to only one designated supervisor to whom they report to the scene of an incident.

These principles clarify reporting relationships and eliminate the confusion caused by multiple conflicting directives. Incident managers at all levels must be able to manage the actions of all personnel under their supervision. These principles do not apply to the exchange of information. Although orders must flow through the chain of command, members of the organization may directly communicate with each other to ask for or share information.

4. **Unified Command**

The command function may be carried out in two ways:

- As a single command in which the EOC Manager will have complete responsibility for coordination. Single Command may be simply involving the EOC Manager and single resources or it may be a complex organizational structure with an EOC Command Management Team.
- If a Unified Command is needed, Agency Representatives that share responsibility for the incident coordinate the response from the EOC with the support of PEI EMO. Under a Unified Command, a single coordinated EOC Action Plan will direct all activities.

Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

5. **Management by Objectives**

All levels of the EOC organization must have a clear understanding of the functional actions required to coordinate the response. Management by objectives is an approach used to communicate functional actions through the entire EOC organization which can be accomplished through the incident action planning process.

6. **EOC Incident Action Plan**

For every partial or full activation an Incident Action Plan (IAP) must be created. The

EOC Incident Action Plan is a verbal or written plan containing general objectives reflecting the overall strategy for all coordination of activities.

The EOC Incident Action Plan includes measurable strategic operations to be achieved within a timeframe called an operational period. The purpose of this plan is to provide EOC personnel with direction for actions to be implemented during the operational period identified in the plan.

7. Modular organization

The EOC organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the required coordination activities, as well as the specifics of the hazard environment. As complexity increases, the organization expands from the top down as functional responsibilities are delegated.

8. Manageable span of control

Span of control is about the number of individuals or resources that one supervisor can manage effectively during an activation of the EOC. Maintaining an effective span of control is particularly important for safety and accountability. ICS recommends, for effective span of control, three to seven and a ratio of one supervisor to five reporting elements is shown to be more effective and efficient and therefore recommended. If the number of reporting elements falls outside these ranges, expansion or consolidation of the organization may be necessary. There may be exceptions, usually in lower risk assignments or where resources work in close proximity to each other.

9. Comprehensive resource management

Maintaining an accurate and up to date picture of resource utilization is a critical component of the EOC coordination activities.

Comprehensive resource management includes processes for:

- Categorizing resources
- Ordering resources
- Dispatching resources
- Tracking resources
- Recovering resources

10. Incident locations and facilities

The EOC, through its coordination activities, will track various types of operational locations and support facilities that are established in the vicinity of an incident to accomplish a variety of purposes. Facilities may include:

- **Incident Command Post (ICP):** The field location at which the primary tactical-level, on scene incident command functions are performed.
- **Municipal and/or Agency Emergency Operation Centres (EOCs):** Each jurisdiction and/or may activate their Emergency Operations Centre to provide assistance to first responders and to deal with citizen's needs. The Provincial EOC will track, as much as possible; these centres to ensure shared situational awareness and appropriate communication.
- **Bases:** The location at which primary Logistics functions are coordinated.
- **Staging Areas:** The location established where resources can be placed while awaiting a tactical assignment.
- **Camp:** Located within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
- **Shelters/Reception Centres:** The sites at which the delivery of the emergency social services including Emergency Feeding, Emergency Lodging, Emergency Clothing, Registration and Inquiry, and Personal Services are delivered. The EOC will track the opening and capacity of each shelter established.

11. Integrated communications

The EOC will maintain a common communications plan to facilitate communications between Government Departments, CI Partners, and Non-Government Organizations.

12. Information and intelligence management

The EOC, at a strategic level, will provide analysis and share information and intelligence to partner Departments, Agencies, CI Service Providers and specific Non-Government Organizations involved in the emergency response.

13. Accountability

Effective personnel accountability during the EOC activation is essential at all jurisdictional levels and within functional areas. Individuals must abide by their agency policies and guidelines and any applicable local, provincial or federal rules, regulations, bylaws and legislation.

The features and principles of the EOC application of ICS that contribute to personnel accountability include:

- Check-in: All EOC personnel must report in to receive an assignment in accordance with the procedures established by the EOC Manager.
- EOC Action Plan: Response operations must be directed and coordinated as outlined in the EOC IAP.
- Unity of Command: Each Individual involved in the EOC activation will be assigned to only one supervisor.
- Span of Control: Supervisors must be able to adequately supervise and control their subordinates
- Resource Tracking: Supervisors must record and report resource status changes as they occur.

14. Dispatch/Deployment

For every activation of the EOC, the situation must be continually monitored, assessed and the appropriate response planned. Resources used at the EOC or for the EOC Incident Action Plan must be organized, assigned and directed to accomplish the objectives. Resources must be managed to adjust to changing conditions.

EOC Guiding Principles

The EOC Strategic Guiding Principles assist in setting priorities and decision-making. They are used to monitor and respond to:

- The danger to human life and any identified gap in the first responders response capacity to that danger,
- The actual, or potential risk to critical infrastructure services and any gaps or impediments for efficient restoration,
- The hazard to property (including animals) and any gaps in capability to deal with the hazard,
- Any negative impact to the environment and the response requirements for the environmental concerns,
- Economic harm resulting from this emergency and the related mitigation efforts for this economic harm,
- Potential or actual loss of government services,
- Variations in public confidence.

EMERGENCY OPERATIONS

EOC Activation

The EOC may be activated to deal with many different types of emergencies. In some instances the EOC will act solely as a facilitator of information sharing which means that its only activity will be to receive information from various sources and generate situational awareness reports and updates.

Sometimes the EOC will be activated and representatives from multiple agencies will be working together in the EOC in response to a specific emergency with EMO coordinating the interaction between agencies. In other instances the EOC will be more actively involved in the response to an emergency by receiving and handling resource requests from municipalities or other agencies.

These different types of activities require great flexibility in the organizational structure of the EOC. To meet this requirement the organizational structure of the EOC is based upon the Incident Command System (ICS) with some pre-identified modifications to meet local issues.

Two fundamental rules of the ICS model of organization are:

- (1) The best person for the position is based upon their experience, knowledge and subject matter expertise about the incident.
- (2) Span of control should be between three to seven people. If this is exceeded then the organization should be modified.

By default, the Provincial Emergency Operations Coordinator for PEI EMO assumes the EOC Manager's position. Depending upon circumstances, the EOC Manager may invite others to become partners in a Unified Command Structure. If he/she is not available or, if another person is identified that has better experience, knowledge and subject matter expertise, then that person may be asked to assume the position of EOC Manager.

The other key Command and General Staff positions will be staffed by EMO personnel unless other more qualified personnel are available. Remaining consistent with the ICS organizational model, there may/will be an Operations Section, Planning Section, Logistics Section and a Finance/Admin Section depending upon the needs of each event and the level of activation.

The EOC may be host to a large number of Agency Representatives and Subject Matter Experts from various levels of Government, Critical Infrastructure Service Providers and from non-government Organizations therefore a key position will be the Liaison Officer within the Command Staff. This position will ensure the needs of the Agency Representatives and Subject Matter Experts are promptly addressed while allowing other EOC positions to focus on other aspects of the situation.

Activation Levels

The type and level of provincial activation will be based on the complexity and scope of the event. This determination will take into consideration: the support required; span of control; or specific resource requirements (e.g. Critical Infrastructure, Advance Planning or additional capacity).

The following activation levels are guidelines and are discretionary. They are based upon ICS Canada activation standards. Activation levels are determined by the scope and scale of event as well as the coordination effort. Levels escalate according to the degree of engagement and support required to ensure public safety.

Level	Support Provided	Minimum Staffing Requirements
Routine Monitoring	EMO staff monitor events locally, regionally and worldwide. No specific threat applies; a general concern exists about low level threat activity.	<ul style="list-style-type: none">• Duty Officer 24/7
Level 1 Enhanced Monitoring	Staff process information to enhance situational awareness about a specific set of circumstances that may require further involvement of other stakeholders. Functions: <ul style="list-style-type: none">• gather and share information to various levels of government and key stakeholders so that each can execute mitigation strategies based upon the best available, consolidated information.• seek out any information that would support the belief that the EOC should move to another level of activation.• Facilitate audio/video conferences to provide enhanced information sharing opportunities.	<ul style="list-style-type: none">• Duty Officer• Information Officer• EOC Manager• Other EMO staff (as required)

Level	Support Provided	Minimum Staffing Requirements
Level 2 Partial Activation	<p>EOC activation at this level is limited to EMO staff and some members of the EOC Team (as required). Depending upon circumstances, the EOC may close for certain periods of the evening.</p> <p>Functions:</p> <ul style="list-style-type: none"> • gather and share information to various levels of government and private industry via Situation Reports, audio/video conferencing, face to face meetings. • Identify and develop a plan to deal with any gaps with first responder's capabilities to deal with a situation. • Coordinate the response across Government levels and private industry for any requests for assistance. 	<ul style="list-style-type: none"> • EOC Manager • Information Officer • Section Chiefs (as required) • Liaison Officer • EOC Team members/Agency Representatives (as required)

Level	Support Provided	Minimum Staffing Requirements
Level 3 Full Activation	<p>EOC activation at this level will be 24hrs per day until deactivation.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Share Situational Awareness • Incident Prioritization • Resource Allocation • Policy Level Decision-Making • Coordination between <ul style="list-style-type: none"> o Levels of Government, o Non-Government Agencies, o Critical Infrastructure Service Providers, o Non-Government Organizations • Coordination of information to the Media and Public including Social Media Monitoring • Facilitate, as required, the acquisition of provincial, national and international support via Federal Government, SOREM, IEMG. 	<ul style="list-style-type: none"> • EOC Manager • Information Officer • Liaison Officer • Risk Manager • All Section Chiefs • All EOC functions and positions (as required) • Agency Representatives (as required)

Command Structure

PEI EMO will employ the Incident Command System (ICS) as the standard procedure for responding to incidents and events, both small and large. The ICS structure includes an Incident Commander (Unified Command is employed if there is more than one lead agency), Emergency Operations Centre (EOC) Manager, Operations, Planning, Logistics, and Finance/Administration. Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.

EOC Manager – this person is responsible for the overall management and coordination of the Emergency Operations Centre. The EOC Manager may elect to perform all functions, or delegate authority to perform functions to other people in the organization. In a smaller operation other functions may be left vacant but the position of EOC Manager will always be activated.

Operations – this section is responsible for directing the tactical actions to meet incident objectives.

Planning – this section is responsible for the collection, evaluation, and display of incident information, maintaining status of resources, preparing the Incident Action Plan and all incident-related documentation.

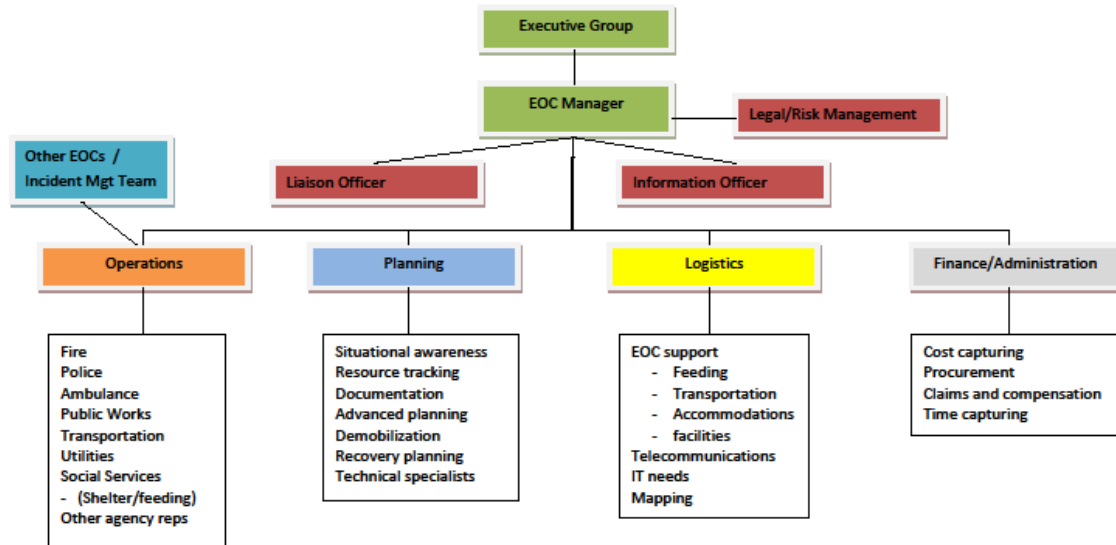
Logistics – this section is responsible for providing adequate services and support to meet all EOC and on site needs as requested.

Finance/Administration – this section is responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event.

ICS does not replace the routine operational function of government, nor create a structure that supersedes constitutional, legislative or regulatory authority. To the greatest extent possible, existing government structure will be used to facilitate escalated decision-making processes across provincial departments during an emergency. The following diagram provides a sample of the organizational structure.

ICS Structure in EOC

Emergency Operations Centre



Not every function will be filled for every event

Information Officer

An Information Officer (IO) will be designated by the EOC Manager or the Director. The Information Officer is responsible for the development of the province's Emergency Public Information Plan, which ensures that accurate and timely information is distributed to Islanders during the prevention/mitigation, preparedness, and response and recovery phases.

The IO can activate the Emergency Information Plan either in part or the entire plan in advance of or during any situation where the need to manage and coordinate crisis information to the public and to the media to support an emergency response is warranted and required.

Communications Officers from government departments may be called in to become part of the Emergency Information Team. In this situation, everyday operations of the Communications Officers will be suspended in part or in whole for the duration of the emergency. Once activated, the Emergency Information Plan will override departmental communications policies and procedures.

The primary responsibilities of the Information Officer include, but are not limited to, the following:

- Producing, and updating, the Emergency Information Plan for the province of Prince Edward Island.
- Establishing an emergency media-information centre in accordance with the guidelines contained in the provincial Emergency Information Plan.
- Coordinating the activities of the Information Team - which may consist of departmental Communication Officers, public relations staff from a municipality, NGO, etc. - for the duration of the emergency, either at the Provincial Emergency Operation Centre, an emergency site, or in another appropriate location.
- Coordinating the dissemination of emergency public information, using all available and appropriate resources.
- Planning and implementing procedures for the activation of an emergency broadcast system capable of reaching all citizens of the province and making use of all electronic media or other means as required and available.
- Maintaining a contact list for provincial communication officers.
- Maintaining a contact list for local media.

BASIC EMERGENCY MANAGEMENT CONCEPTS

The Canadian Framework

Emergency management in Prince Edward Island is guided by the federal, provincial, territorial (F/P/T) document titled *An Emergency Management Framework for Canada*. This framework describes the major components of emergency management, common definitions, and principles on which emergency management programs in Canada are based.

The Four Pillars of Emergency Management

There are four major components or pillars in emergency management:

Prevention and Mitigation – the actions to reduce the impact or risks of hazards through pro-active measures. The terms are frequently used interchangeably.

Preparedness – the actions to be ready to respond to a disaster and manage its consequences through measures such as developing emergency response plans and mutual assistance agreements; controlling resource inventories and equipment, and undertaking training and exercise programs.



Response – the actions during or immediately after a disaster to manage its consequences, and minimize suffering and losses associated with disasters, through activities such as emergency public communication, search and rescue emergency medical assistance and evacuation.

Recovery – the actions to repair or restore conditions to an acceptable level through measures taken after a disaster, such as bringing evacuees home, conducting trauma counseling, reconstructing infrastructure, conducting economic impact studies, and providing financial assistance.

The recovery process should highlight strengths and weaknesses in the response, which will support the loop back to mitigation and preparedness.

General Principles

Some of the general principles that are important to effective emergency management are as follows:

- Emergency management roles and activities are carried out in a responsible manner at all levels of Island society.
- Emergency management is based on partnerships that include effective collaboration, coordination, and communication. When organizations function in isolation from one another, critical information is not shared and lives can be placed at risk.
- Emergency management is comprehensive and proactive. It balances efforts of prevention/mitigation, preparedness, response, and recovery functions.
- Emergency management requires an understanding of the roles, responsibilities, authorities, and capacities of all emergency management partners.
- Emergency management decision-making is evidence-based and includes an understanding and evaluation of the hazards, risks and vulnerabilities.
- Employing appropriate mitigation strategies is a sustainable way to reduce risk and lessen the socio-economic cost of disasters.
- Emergency management can only be achieved through a continuous process of open, honest and accurate communication between emergency management agencies and with the public that starts long before an event, and continues during response and recovery. It may include providing information in the forms of public education, alerting, and guidance.
- Emergency management officials learn from exercises and events and actively engage in the process of continuous quality improvement. Through the emergency management process, officials willingly share lessons learned and promote the appropriate exchange of information.

ROLES AND RESPONSIBILITIES

Emergency Measures Organization

The Prince Edward Island Emergency Measures Organization (PEI EMO) was established under Section 3.1 of the *Emergency Measures Act* to perform powers and duties vested under the Act and powers and duties which may be assigned by the Minister. The Emergency Measures Organization is responsible for the following:

- a) Produce a provincial emergency management program;
- b) Review and approve, or require modification to provincial and municipal emergency management program;
- c) Identify and record actual and potential hazards which may cause an emergency or disaster;
- d) Provide information for the effective preparation of emergency management program;
- e) Conduct public information programs related to the prevention and mitigation of damage by disaster;
- f) Establish training and training exercises for effective implementation of emergency management program;
- g) Arrange for the procurement of food, clothing, medicine, equipment and goods of any nature or kind for the purposes of mitigating emergencies and disasters; and
- h) Authorize or require the implementation of any municipal or agency emergency management programs.

The EMO shall establish and maintain a registry containing a current copy of every municipal and departmental emergency plan that is submitted to EMO.

Provincial Government Departments

Departmental Emergency Management Planning

Section 7(d) of the *Act* outlines that each government department is to develop an emergency management plan. Agencies, boards and commissions may also be required to develop an emergency management program at the discretion of the Minister of the Department responsible for the agency, board or commission. A departmental emergency management program will include the following:

- Direction, as determined by the Minister of the department, on whether agencies, boards and commissions shall be responsible to develop individual emergency plans,
- The manner in which, and the means by which, the department will provide essential departmental services during an emergency or disaster,
- The manner in which, and the means by which, the department will respond to the hazards for which that department is responsible,
- The manner in which, and the means by which, the minister or designate will perform the duties in an emergency as appropriate for the departmental response.

Each government department is responsible to appoint a Department Emergency Services Officer (DESO), and an alternate DESO, to assume responsibility for emergency service functions on behalf of the department, including but not limited to, the following:

- Analysing risks;
- Preparing, developing, implementing and exercising emergency plans, which may include, but are not limited to the following:
 - organizational structure
 - emergency response structure
 - concept of operations
 - department responsibilities
 - departmental business continuity plan
 - resources – personnel
 - resources - equipment, material, infrastructure
- Allocating equipment, human resources and facilities as required in response to, or in anticipation of, an emergency;
- Assessing the department's ability to function or to provide expected or mandated services during an emergency or disaster;
- Serving as a member of the EOC Team during an emergency;

- Reporting to the Provincial EOC when requested to provide advice or resources on behalf of the department;
- Attending DESO meetings/workshops, and participating in training and tabletop exercises;
- Facilitating the delivery of emergency management training programs for departmental staff as required;
- Authorizing and controlling expenditures for departmental emergency operations;
- Maintaining a log of events and expenditures incurred during emergencies and;
- Working with the Emergency Information Officer to develop and disseminate emergency information related departmental responsibilities.

Specific, individual departmental responsibilities are outlined in Appendix B.

Review Cycle

Each department shall review and revise its emergency management program annually and submit an updated copy of the department's emergency plan to the EMO on an annual basis.

Notifying EMO

Providing notification to EMO is particularly important if the event may escalate to a significant emergency, such as one that may result in death or injury to multiple persons; significant damage to multiple properties, critical infrastructure, the environment, or the economy; or any emergency which may overwhelm local resources, or require Provincial or Federal assistance.

Some examples of a significant emergency may include:

Any event requiring evacuation	Radiological incident
Dangerous goods incident	Security (cyber or physical)
Environmental accident	Severe weather
Forest fire	Significant utility disruption
Flood	Structural collapse
Ground Search and Rescue	Transportation event (bridge, highway, air, marine)
Health or social services emergency	

To facilitate situational awareness and ensure a rapid coordinated response, all relevant information should be provided to EMO when it becomes available. When in doubt, contact the On-Duty Public Safety Officer. See contact information in attached Appendix A.

Notification to Officials

When notified of an emergency, or potential emergency, EMO officials will assess the response requirements and will notify the Minister, appropriate DESOs, local authorities, and other agencies, and Public Safety Canada if warranted. Throughout the emergency, EMO will provide written situation reports and updates to the Minister, with copies to other officials, departments and agencies, as appropriate.

Once alerted, and depending on the level of activation, PEI EMO staff and part or all of the EOC Team may be required to either report to the Provincial EOC or remain be prepared to report to at any time.

RESPONSE

Effective emergency management is achieved when responsibility rests with the most appropriate authority - individual, local (municipal), provincial or federal - for response to and recovery from an emergency. Response should always be kept at the fundamental level as appropriate for the emergency.

Individual Response

Responsibility for initial action in an emergency lies with the individual who should have an emergency plan and be prepared to do what is reasonably possible to protect life and property, particularly for the first 72 hours of an emergency. This may include ensuring adequate supplies, food, water and medications or first aid supplies are available for everyone in the household.

In a major emergency there may be temporary interruption of services provided by local government. It may take some time for these services to be restored and additional resources may have to be brought into the area.

Local Authority

Most emergencies occur within, and are effectively handled by a municipality or a local authority. If an individual, or group of individuals, cannot cope during an emergency, the local authority steps in to assist, usually through the services of first responders.

Although most routine emergencies can be managed by the on-site responders, response to a major emergency may require additional resources and expenditures, or coordination beyond the authority of first responders. The local authority is responsible to ensure that emergency plans are developed and regularly exercised. Activation of the EOC is based on conditions outlined in the respective municipal emergency plan.

Provincial Response – Coordination

An effective provincial emergency response enables prompt coordinated action among the local authority, provincial departments, non-governmental organizations, other provincial or territorial governments and the federal government, as required. During an emergency or disaster, certain affected departments, or all departments, may be required to implement their Department Emergency Management Program, in addition to all or parts of their Business Continuity Plans. PEI Emergency Measures Organization may also activate the PEI All Hazards Emergency Plan, in all or in part.

Non-Governmental Organizations

The effectiveness of a combined emergency response and recovery will depend on access to all available community resources. Most communities have a number of non-governmental organizations (NGOs), including faith-based groups, service clubs, volunteer groups and agencies. Often these organizations can provide a wide range of skills, personnel, and equipment. They may also have extensive expertise and connections with vulnerable populations.

Interprovincial, Federal and International Assistance

When the Province requires additional resources to manage a response, the Director responsible or alternate for PEI EMO, can request assistance through the Canadian Council of Emergency Management Organization (CCEMO) – Emergency Management Mutual Aid Arrangement (EMMA), which promotes and facilitates emergency management assistance between the provinces and territories before, during or after a significant event.

Prince Edward Island can access emergency assistance through memorandums of understanding in the International Emergency Management Assistance Compact (IEMAC) signed by the six New England states and five eastern Canadian provinces which are members of the International Emergency Managers Group (IEMG).

If the event demands support from the federal government, the Minister or Director may formally request federal assistance through the regional Public Safety Canada (PSC). The federal government intervenes when asked, or when the emergency clearly impacts on areas of federal jurisdiction such as floods or fires on federal lands, national health emergencies, national

security, or a declared national emergency. There can be significant cost implications to access federal assistance.

Telecommunications

In an emergency, effective telecommunications is critical to the efficient exchange of information coordination, command and control, and responder safety. A variety of technologies will be used to provide telecommunications on site, and between the site, between Municipal and agency EOCs and the Provincial EOC. These technologies may include, but are not limited to the following: two-way radios, facsimile, email and other intra or internet-based services (Skype, etc.), landline and cellular telephone (including SMS, PIN, Texts, etc.), and satellite communication systems.

In circumstances where commercial telecommunications systems have failed or are likely to fail, or where supplementary telecommunications may be required, the EOC Manager may request assistance from the PEI Amateur Radio Operators.

Emergency Costs

Emergency operations expenditures incurred by the Government of Prince Edward Island may initially be charged to the municipality on whose behalf the expenditures were incurred. Provincial government departments are individually responsible for expenses incurred during an emergency and shall appropriately document expenses.

Operational expenses incurred by the government of Prince Edward Island for the cost of federal government assistance are normally the responsibility of the province, but may be subject to federal/provincial cost-sharing arrangements through the Disaster Financial Assistance Arrangements (DFAA). The DFAA is intended to provide federal assistance for emergency expenditures incurred by the province that exceed certain *per capita* thresholds. All applications for funding under the DFAA are subject to DFAA program guidelines.

Prince Edward Island residents, small business and farm owners, not-for-profit organizations and municipalities may be eligible to receive a portion of eligible costs for uninsurable property damaged during a disaster. The Disaster Assistance Program is not an alternative to adequate private insurance coverage and sound risk management practices.

After Action Review

An After Action Review, or debriefing, will be held to evaluate the effectiveness of the emergency response within 14 days of the termination of the operation. Unless otherwise directed by the Minister, the proceedings will be chaired by the Director or delegate and attended by response personnel involved in the emergency.

The purpose of a critique or review is to enable participating organizations to learn from the experience, confirm best practices, and identify appropriate areas for improvement.

Separate debriefings may be held with the Executive Group, the Site Incident Management Team, and the EOC Team.

Departmental Reports

The DESO from each department involved in an emergency will prepare a report on the department's response. All departmental reports should include the following information:

- An executive summary,
- A description of the department's response including duration of response, description of response and activity,
- A list of personnel and major pieces of equipment or apparatus which were used during the operation,
- All known or anticipated costs,
- A brief analysis of the department's emergency response effectiveness,
- Recommendations for improvement or enhancement of the department's response.

A copy of the report should be provided to the Director or designate. EMO will request the submission of reports from federal departments, municipalities, and/or NGOs that participated in the emergency.

Provincial Report

PEI EMO will be responsible for the preparation of a provincial report, which may include:

- An executive summary of the provincial emergency response (including local response),
- Chronological sequence of significant events,
- Overall emergency costs on a departmental basis,
- Projections for ongoing recovery efforts including estimates of time, costs, and involved agencies,
- The overall comments and recommendations (from debriefing meetings, departmental/municipal reports),
- Copies of departmental/agency/municipal reports.

RECOVERY

Recovery refers to activities taken to restore infrastructure and the social and economic life of a community. An effective recovery operation will consider and incorporate mitigation measures for similar emergencies in the future.

Short term recovery may include restoring necessary essential systems (power, communication, water and sewage, and transportation) to acceptable standards while providing for basic human needs (food, clothing, and shelter). It also involves ensuring that the societal needs are met (maintain the rule of law, provide crisis counseling) and maintain public confidence.

When some measure of stability has been achieved, long term recovery efforts will focus on restoring economic activity and rebuilding community facilities and necessary family supports. Again, this should include the implementation of long-term mitigation measures.

Appendix A Emergency Operations Centre

The Provincial EOC consists of an operations room, communications room, public information coordination area, boardroom, administration and logistics area. The facility is located at Suite 600, 134 Kent Street, Charlottetown in the National Bank Building. PEI EMO, 911 Administration, is co-located with the regional Public Safety Canada office and can operate on a daily basis from this location.

The operational components of the Provincial EOC are as follows:

- The Chairperson of the Executive Group is the Director of Public Safety or delegate.
- The members of the EOC Team, as required to manage the specific emergency include EMO staff, supervised by the EOC Manager.
- Additional information officers, under direction of the information officer or alternate.
- Administrative support staff for clerical, information technology, and security.
- Additional staff of the Division of Public Safety, as needed for logistical support.

The Provincial EOC can operate on a 24-hour basis for extended periods. If 24-hour operations are anticipated, the staff will be organized in shifts and extra personnel may be drawn from the various departments.

Appendix B Provincial Government Departmental Emergency Roles and Responsibilities

The roles and responsibilities listed in this section are pursuant to the *Emergency Measures Act* General Regulations. Where there is a contradiction between the PEI All Hazards Emergency Plan and the General Regulations, the General Regulations shall prevail.

Department of Agriculture and Fisheries

The Department also maintains resources for the Department of Rural and Regional Development. The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- providing advice and assistance in all agricultural matters including plant, animal, insect and disease control;
- providing veterinary inspection services;
- managing emergency feeding and/or evacuation and relocation of livestock and/or poultry;
- arranging temporary holding for displaced livestock;
- making arrangements for emergency provision, emergency transport or relocation for farm stored grains, fertilizer, pesticides and other chemicals;
- arranging appropriate disposal for deceased livestock; and
- act as a liaison to the Department of Rural and Regional Development as required during an emergency response.

Fisheries

- liaising with the fishing industry;
- assessing the impact of hazards on the fishing and aquaculture industry, and implementing mitigation measures;
- providing specialized equipment and operators;
- maintaining a log of aquaculture facilities, fishing areas, and other pertinent information in relation to the fishing industry;
- facilitating rural area development/re-development; and
- providing assessment, containment and clean up for fish kills and other aquatic life which is affected by an emergency event.

Department of Family and Human Services

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- developing a program, in conjunction with EMO, to instruct and train relevant provincial employees on emergency social services procedures;
- providing emergency social services in affected area(s) which includes emergency feeding, shelter, clothing, and personal services;
- establishing and operating provincial reception centres; providing registration and inquiry services; and
- providing support and advise for seniors and people with special needs.

Department of Education, Early Learning and Culture

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- liaising between the provincial government and the school boards;
- providing advice and assistance to school authorities;
- assisting school authorities in school emergency closing and reopening procedures;
- arranging for the use of selected schools as reception centres or shelters;
- assisting school authorities arrange for continued education of displaced students;
- facilitating emergency transportation; and
- advising and assisting government or non government organizations in the recovery, preservation and stabilization of damaged records.

Department of Communities, Land and Environment

The DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- providing an on-site Environmental Emergency Response Member, and or multiple members, if required, to assess and respond to environmental emergencies;
- providing or provisioning technical advice and assistance to municipalities concerning ground-water and sewage problems caused by flooding or environmental pollution;
- conducting environmental damage assessments;
- conducting pollution monitoring and analysis;
- directing dangerous spill control, environmental cleanup and disposal arrangements;
- providing information and/or direction where possible regarding flood control operations as they relate to environmental pollution;
- providing electrical/mechanical inspection services to municipalities and provincial departments as requested; and
- providing advice, when possible, to First Responder Agencies on public protection measures (evacuation/re-entry) related to environmental pollution.

The Division responsible for Municipal Affairs is responsible to:

- providing guidance and support and when necessary assuming temporary management of municipal administrations; and
- providing technical and professional services to affected municipalities when requested.

Forestry

The Minister Responsible for Forestry and Wildlife which has specific responsibilities for forest management, forest fire suppression and wildlife activities in the province, may designate an additional DESO and alternate DESO to provide services and support to the provincial emergency response at any time before, or during, an emergency or a perceived or anticipated emergency, to fulfill duties including, but not limited to the following:

- providing technical advice and assistance to other departments and local authorities with respect to forest fire operations and terrestrial and inland waters' wildlife;
- directing and managing forest fire operations, including wildfire suppression;
- providing forest firefighting equipment;
- providing mobile supplementary radio communication equipment;
- providing specialized transportation equipment related to forest fires;
- assisting in search and rescue operations when required;
- arranging, through mutual aid agreements, for firefighting personnel and equipment;
- providing geographic information, remote sensing and geomatics services; and
- providing training in forest fire suppression in an emergency.

Department of Justice and Public Safety

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- providing legal advice and assistance to departments respecting provisions, orders and regulations for all legislation relating to emergencies or emergency services;
- through the Commanding Officer, "L" Division of the Royal Canadian Mounted Police, ensuring law enforcement services are provided, and reinforced if necessary, throughout the province by the police service of jurisdiction;
- providing advice respecting the maintenance of law and order;
- providing security for emergency operation facility(s);
- providing security for evacuated area(s);
- providing traffic and crowd control;
- providing relocation and protection for institutional inmates and providing resources including personnel and bedding; and
- coordinating and mobilizing special resources as required through the Chief Coroner including, but not limited, to:
 - removing human remains from a site;
 - providing temporary morgue facilities;
 - providing identification services and liaise services for next of kin;
 - taking custody of human remains and personal property;
 - determining cause, manner and circumstances of death;
 - completing death certificates;
 - releasing official information, as appropriate, concerning decedents.

Executive Council

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- arranging for the provision of a French translation service on behalf of the EOC; and
- any emergency preparedness and response duties relating to Aboriginal Affairs and Intergovernmental Affairs.

Department of Finance

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- providing emergency financial management;
- providing advice on competing demands for financial consideration;
- processing emergency operations expenditures approved by the Executive Group, the Director or a DESO;
- processing disaster recovery compensation grants, loans and payments;
- tracking financial compensation for workers during the emergency operation; and
- providing real property damage assessment and inspection services.

Information Technology Shared Services (ITSS)

The Minister Responsible for the ITSS may designate an additional DESO and alternate DESO to provide support to the emergency response at any time before, or during, an emergency or a perceived or anticipated emergency, to fulfill duties including, but not limited to the following:

- procuring and maintaining emergency telecommunications and information technology;
- providing priority telecommunications and information technology (IT) support to the Provincial EOC;
- providing priority emergency printing services to the Provincial EOC; and
- providing an inter-governmental mail or courier service to the Provincial EOC.

Public Service Commission

The Minister Responsible for the Public Service Commission may designate an additional DESO and alternate DESO to provide human resource support to the provincial emergency response at any time before, or during, an emergency or a perceived or anticipated emergency, to fulfill duties including, but not limited to the following:

- developing a viable human resources plan, based on departmental human resource plans, for the effective use of public service employees in an emergency/disaster;
- assisting departments to develop strategies to meet human resources deficiencies related to emergency operations;
- identifying specialized resources within the provincial labour structure; and
- assisting departments to coordinate, process and manage the recruitment and selection of volunteers where appropriate.

Department of Workforce and Advanced Learning

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- providing advice and leadership on matters relating to specialized trades licensing;
- providing advice and leadership on matters relating to immigration including any required repatriation of Islanders from off Island events;
- liaising with post-secondary institutions as required; and
- liaising with associations and organizations who provide assistance to newcomer populations.

Department of Health and Wellness

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- developing a program to instruct and train relevant departmental personnel in health emergency management procedures;
- inform regulatory standards that can require all private long term care and community care facilities to have both emergency and disaster plans in place and identify parameters for annual inspection and review;
- evaluating public health threats and implementing and enforcing mitigation measures, as required;
- providing information, advice and instructions to the public on any public health matter;
- directing emergency measures for all public health and safety issues including water, disease outbreak, and contamination;
- providing advice and assistance on the safety of any emergency supply of drinking water destined for human consumption;
- providing food inspection services;
- providing continuity of essential and/or specialized departmental services; and
- activating any established pan-Canadian Mutual Aid Agreements for health care supplies, equipment and human resources.

Health PEI (HPEI)

The designated Health PEI DESO /alternate DESO are responsible to fulfill duties including, but not limited to, the following:

- developing a program to instruct and train relevant HPEI personnel in emergency health procedures;
- ensuring that all hospitals and provincially operated long term care facilities have emergency and disaster plans in place and that the plans are regularly exercised, reviewed and updated;
- evaluating any health threat (excluding those of a public health nature) to the public, and providing information, advice and instructions on health matters;
- coordinating and providing health services, both institutional and community-based (public) in an area affected by an emergency;
- designating, developing, training and deploying general and specialist emergency medical teams;
- planning for and establishing emergency hospitals and/or other emergency medical installations;
- providing continuity of essential and/or special treatment and care services;
- providing additional resources and equipment for mass casualty care; and
- arranging for ground and air medical evacuations.

Department of Economic Development and Tourism

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- carrying out pre/post disaster labour market and economic analysis;
- developing and implementing economic development initiatives to support recovery;
- developing, with the tourism division, contingency plans for emergency accommodations, and working with Social Services to identify and allocate emergency accommodations when necessary;
- advising on the availability of resources within the Tourism sector; and
- liaising with private and public campgrounds, tourist accommodations and attractions.

Department of Transportation, Infrastructure and Energy

The designated DESO or alternate DESO is responsible to fulfill duties including, but not limited to, the following:

- designating specialists and support personnel, in addition to the DESO as warranted, to work with emergency-management staff at the Provincial EOC when requested;
- providing a transportation coordinator to liaise as requested or required;
- implementing and maintaining signage and traffic control, and controlling road transport in cooperation with appropriate jurisdictional authority;
- providing specialized equipment and operators;
- implementing emergency repairs to, and construction of, roads, bridges and airfields;
- arranging for the supply and distribution of electrical power to buildings or structures to support government operations;
- enabling the use of government buildings for emergency operations;
- distributing fuel to buildings, structures or vehicles to support emergency government operations;
- providing transportation for emergency equipment and supplies;
- providing appropriate management and support personnel, and establishing staging areas for the reception, storage, distribution, and recovery of emergency resources; and
- providing technical and professional resources to support emergency operations.

Appendix C Declaration of a State of Emergency

Under Section 9(1) of the *Emergency Measures Act*, the Minister may at any time, when satisfied that an emergency exists or may exist, declare a state of emergency in respect to all or any area of the province. Although a verbal declaration of emergency is acceptable, all declarations should ultimately be made in writing to ensure proper documentation is maintained.

One or more of the following criteria may help determine that a situation, whether actual or anticipated, warrants the declaration of an emergency:

- If the situation is an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services?
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by a municipality or another level of government?
- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the province for either resources or deployment of personnel?
- Does the situation create sufficient strain on the provincial response capability impacting the province, or areas of the province, by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the provincial response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require federal support or resources?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear explosives (CBRNE) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or livestock from all or part of the province?
- Will the province be receiving evacuees from another area?
- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is the event likely to have a long term negative impact on the province's or a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?

Appendix D Requests for Federal Assistance

Form attached separately

Appendix E Acronyms

The use of acronyms should be limited to avoid confusion and miscommunication; however, some common acronyms are listed below.

CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive
CCEMO - Canadian Council of Emergency Management Organizations
CI Partners – Critical Infrastructure Partners
DESO – Department Emergency Services Officer
DFAA – Disaster Financial Assistance Arrangement
EMMA - Emergency Management Mutual Aid Arrangement
EMO - Emergency Measures Organization
ECC - Emergency Coordination Centre
EOC - Emergency Operations Centre
GOC - Government Operations Centre (Federal)
GSAR – Ground Search and Rescue
HRA – Hazard Risk Assessment
ICS - Incident Command System
IEMG - International Emergency Management Group
MOU - Memorandum of Understanding
NESS – National Emergency Strategic Stockpile
NGO – Non Governmental Organization
PSC - Public Safety Canada
UC - Unified Command

Appendix F Definitions

All Hazards Emergency: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, public health and safety, and to minimize disruptions of government, social, or economic activities.

All Hazards Emergency Planning is based on the assumption there are many different threats or hazards to consider. The probability that a specific hazard will impact a jurisdiction is hard to determine. It is therefore important to consider many different threats and hazards and the likelihood they will occur. Plan for hazards based on a hazard risk analysis and developing plans that are broader and not hazard specific. This makes the presumption that certain activities and responsibilities are the same regardless of the event or incident.

Department means a department of the Government of Prince Edward Island and includes all boards, commissions and agencies established by government.

Department Emergency Services Officer (DESO) is the person, or alternate, delegated by or under the *Emergency Measures Act*, with the duties and powers of authority for the purposes of emergency planning, and for the implementation of emergency plans for the department for which he/she has been delegated authority.

Director means the Director responsible for Prince Edward Island Emergency Measures Organization as appointed under the *Emergency Measures Act*.

Emergency / Disaster is a real or imminent occurrence which poses a threat to the health and welfare of people or livestock, or endangers property or the environment. For the purposes of this document, the terms emergency and disaster are used interchangeably.

Emergency Management is the term for the systems and processes used for mitigating, preparing for, responding to, and recovering from emergencies and/or disasters;

Emergency Measures Organization (EMO) is the Prince Edward Island Emergency Measures Organization as established under the *Emergency Measures Act*.

Emergency Management Program refers to any plan, program or procedure prepared by government, an individual or a local authority to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population, and the protection of property and the environment. It is the process by which either, or both, the Emergency Measures Plan and the Business Continuity Management Program are used for mitigating, preparing for, responding to, and recovering from emergencies/disasters;

Emergency Operations Centre (EOC) Team is the team of representatives responsible to coordinate government's response to an emergency or disaster. The group may include officials from the Office of Public Safety, DESOs, representatives from RCMP "L" Division, the Fire Marshal's Office, Maritime Electric, Bell Aliant, the Canadian Red Cross, and representatives from the federal government and other non-governmental agencies.

Executive Group is the group responsible for making high level decisions concerning emergency response and recovery; and includes the Minister and Deputy Head of the Department responsible for Public Safety, senior officials of provincial departments affected by the emergency and the Director of the Emergency Measures Organization (or designate).

Hazard is a potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Generally, hazards are classified as natural, technological or human-induced.

Hazard Risk Assessment is a quantitative process where hazards are identified and rated on overall likelihood of occurring and vulnerability of the area to which it may impact. The results are prioritized and used to determine suggested mitigation and preparedness strategies.

Incident Command System (ICS) is a management system incorporating command, operations, logistics, planning and administration. The ICS has the flexibility and adaptability to be applied to a wide variety of incidents and events both small and large.

Incident Management is the broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and non-governmental resources to plan for, respond to, and recover from an incident, regardless of the cause, size, or complexity.

Individual means a person, business or non-government organization responsible for the initial management of an emergency. In emergency management, the term 'individual' refers to all entities except local, provincial and federal governments.

Interoperability is the ability of emergency management and response personnel to interact and work well together.

Provincial Emergency Operations Centre (Provincial EOC) is the Emergency Operations Centre where provincial coordination occurs in response to an emergency or an event.

Local Authority refers to the council of a municipality, town or city. It also means the Park Superintendent of a National Park, or delegate, or the Chief of a First Nations Band, or delegate, if an agreement has been entered into with the Government of Canada by the Park Superintendent or the First Nations Chief for the purposes of emergency management.

Mitigation means sustained actions taken to eliminate or reduce risks and impacts posed by hazards before an emergency or disaster occurs.

Municipality refers to an area as defined in the *Municipalities Act*, the *Charlottetown Area Municipalities Act*, or the *City of Summerside Act*.

Mutual Aid (Assistance) Agreement (Arrangement) is an agreement between two or more entities to enable a reciprocal exchange of resources and services for mutual benefit.

Public Safety Canada (PSC) is a federal government department and the Government of Canada's primary agency for ensuring national civil emergency preparedness.

Risk is the probability or chance that a situation involving exposure to danger will occur or another negative occurrence.

Site Liaison Officer is the Public Safety Officer who is deployed to the site of an emergency to facilitate the flow of information from the site to the PEI EOC Team.

State of Emergency means a state of emergency declared by the Minister in accordance with the *Emergency Measures Act*.

State of Local Emergency means a state of emergency declared by the Mayor or Council of a local authority, in accordance with the *Emergency Measures Act*.

Threat means the likelihood of a hazard occurring.

Unified Command is a shared command structure that can be implemented using ICS when more than one agency has primary responsibility for an emergency.

Appendix G Emergency Public Information Plan

Plan attached separately