

CITY/TOWN/RURAL MUNICIPALITY OF

EMERGENCY MANAGEMENT PLAN

Approved and adopted by Council on:

Date: _____

Mayor _____

Chief Administrative Officer _____

Table of Contents

Record of Amendments	3
Distribution List	4
Introduction.....	5
Purpose.....	5
Authority.....	6
Definitions.....	6
Implementation	7
Direction and Control.....	7
Requests for Assistance	8
Notification.....	8
Expenditures	9
Review and Amendment.....	9
Emergency Operations Center	9
Exercise Work Plan.....	10
List of Appendices.....	12
Emergency Contacts	13
Municipal Council Contacts	14
Emergency Operations Center Team Contacts	15
EOC Team Members Responsibilities.....	16
List of Resources.....	17
Declaration of a State of Local Emergency.....	18
Evacuation Procedures	19
Reception Center Procedures.....	21

Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
Name, EMO Chair	1
Name, EMO Vice-Chair	1
Name, Mayor	1
Name, Municipal Emergency Coordinator	1
Name (Local) Fire Department	1
Name, Councillor	1
Name, Councillor	1
Name, Councillor	1
City Police/RCMP	1
Organization/Agency you have MOU with	1
etc...	

Introduction

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

This all hazards emergency plan guides the emergency management actions of the municipality 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 municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from the Provincial Government through the PEI Emergency Measures Organization.

2. There are certain fundamental principles concerning emergency management 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 authority 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. The *Municipal Government Act*.
 - c. City/Town/Rural Municipality of _____ Municipal Emergency Management Program bylaw.

Definitions

5. In this plan:
 - a. **“Act”** means the *Municipal Government Act*.
 - b. **“Chief Administrative Officer” or “CAO”** means the administrative head of a municipality as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
 - c. **“Council”** means the Mayor and other members of the Council of the municipality.
 - d. **“Deputy Municipal Emergency Co-ordinator”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
 - e. **“Emergency”** means a present or imminent event in respect of which the City/Town/Rural Municipality 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/Rural Municipality of ____.
 - f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
 - g. **“Emergency Operations Centre (EOC)”** means the location where designated members of the EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
 - h. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
 - i. **“Municipal Emergency Co-ordinator”** means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
 - j. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.

- k. **“Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
- l. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to this bylaw.
- m. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- n. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
- o. **“State of Local Emergency”** means a state of local emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the Mayor of a municipality pursuant to subsection 9(2.1).

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; or
 - c. by the Municipal Emergency Coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of a state of local emergency by Council; 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. Responsibility for the management of municipal emergency operations rests with the local authority. Council have the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. Council maintain responsibility for ensuring the continuity of municipal business operations outside of the emergency.

8. The Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. He/she may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
9. 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 local authority.
10. The Municipal Emergency Operations Centre will be located at _____ . 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 Coordinator and the Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization (PEI EMO) by the person with authority to make such requests on behalf of the municipality. 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.

Notification

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 Coordinator who will in turn alert Mayor/Council.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the designated person (**identify**) to start notifying individuals on

the list if the EOC is being activated. **(Include this task in the appropriate position checklist of roles/responsibilities.)**

Expenditures

15. The Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the Chief Administrative Officer considers necessary to assist in the emergency response or recovery which is beyond current budget allowances. The CAO is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

Review and Amendment

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

Emergency Operations Center

17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency 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. It should be noted that while it may seem appropriate to have the CAO or Mayor run the EOC, ideally they should be focused on maintaining and managing regular business of the Municipality along with being the lead spokesperson for the municipality. During an emergency, it will be difficult for a CAO or Mayor to do all these tasks.

The EOC team is led by the EOC Manager (Municipal Emergency Coordinator) 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. Roles and responsibilities for the EOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the EOC, 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 EOC Action Plan.

Planning – Responsible for collecting, evaluating, and disseminating information, developing the EOC 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.

Exercise Work Plan

18. Exercises are an essential component of an emergency management program and have 3 main functions:
 - **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
 - **Training** - To develop staff competencies, to give staff practice in carrying out their roles in the plans, and to assess and improve performance.
 - **Testing** - To test well-established procedures and reveal gaps that may exist.

Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs. But it's not enough to just "have an exercise". You need to determine what needs to be tested, in what way, and how often – always keeping in mind that there are time, budget, and other resource constraints. That's why you need an exercise work plan.

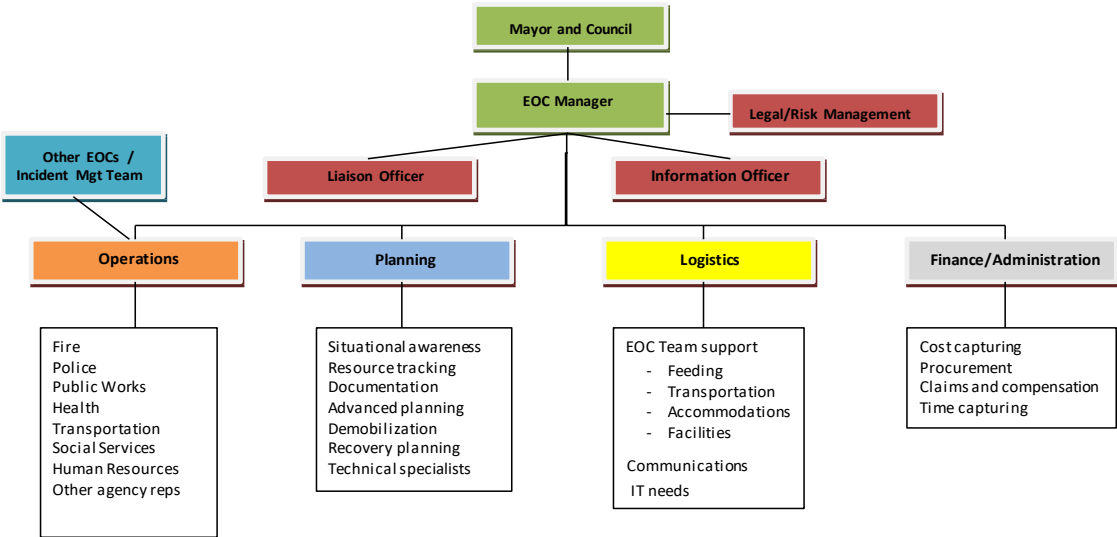
A well designed and executed exercise work plan can make you and your emergency management team "ready to go". At the same time, your emergency plan is tested to see if it works in a full scale disaster.

In accordance to subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan (**See Appendix "X"**) that, at a minimum, provides for:

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the

Municipal Emergency Management Program by the PEI Emergency Measures Organization.

Municipal Emergency Operations Centre



Not every function will be filled for every event

List of Appendices

Note:

The following is a list of appendices that must or should be added to your Municipal Emergency Management Plan. Appendices may be added or removed to meet the needs of your Municipality. The appendices that are a required section in your plan are noted with an asterisk (*). Use the Municipal Emergency Management Guide to assist you in developing your appendices.

Appendices should be numbered for ease of finding info in the Table of Contents and the plan during an emergency.

***Municipal Contact Numbers ***

- Emergency contacts
- Municipal Council
- Emergency Operations Center Team

EOC Team Members Responsibilities

- (Details found in the Municipal Emergency Management Program Guide)

List of Resources for each Function/Position

Priority Action Checklist

- (Details found in the Municipal Emergency Management Program Guide).

Exercise Work Plan

Copies of Municipal Emergency Management Program By-Law, the Municipal Government Act and the PEI Emergency Measures Act

Copies of Memorandums of Understanding or Agreements

Municipal Buildings Floor Plans

Declaration of State of Local Emergency Form

Evacuation Procedures

Reception Center Procedures

Emergency Contacts

Agency	Work	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		613-996-6666 Cell: *666(Canada)		
PEI EMO	1-902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362	emo@gov.pe.ca

EOC Team Members Responsibilities
(See Municipal Emergency Management Program Guide)

List of Resources

Each position/function in your municipal plan should have a 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 Municipal Emergency Management Program Guide for a list of recommended resources.

Declaration of a State of Local Emergency
(Subsection 9(2.1) of the Emergency Measures Act)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein:

Emergency area:

The area of Prince Edward Island generally affected described as:

Nature of the emergency:

I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of _____ (time – specify a.m./p.m.) on _____, 20 _____.

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination: _____ (time – specify a.m./p.m.) on _____, 20 _____.

Dated at _____, Prince Edward Island, _____, 20 _____.

Name: _____, Position: Mayor

Signature: _____

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

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 Coordinator 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 MEC 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. Various means of communications could be used to indicate transportation needs to the public/municipality.

Evacuation Procedures con't

Schools

5. In the event that schools are in, school authorities are responsible for coordinating the evacuations, including the transportation of students, to the nearest safe gathering point.

After being evacuated from the danger area, the situation will determine where the students will go next. School Board authorities would ensure that parents are informed – usually by a variety of means of communications.

Institutions

6. The City/Town Hospital, Manors, Extended Care Nursing Homes, Manor Apartments, etc. are considered as “individuals” and expected to have their own evacuation procedures. Check with them to see they have a plan, ask for a copy of their plan and discuss what, if anything, they would need from the Municipality during an emergency. Their plans can be added to this plan as an Appendix.
7. In the event that an institution requires assistance during an evacuation:
 - a. Health Services, in conjunction with the facility, may ascertain the number of ambulatory and stretcher patients; and
 - b. Transportation Services may assist a facility, in coordination with the Province’s Department of Social Development and Housing to obtain resources to assist with the evacuation.

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.

Reception Center Procedures

Reception Centre Requirement

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.

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.

To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

A Reception Centre will be selected and set up under the direction of Health and Social Services.

Functions of a Reception Center

The functions of the Reception Centre may include:

- Lodging
- Feeding
- Clothing
- Personal Services
- Registration & Inquiry

Lodging

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

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

Health is responsible for health and sanitation, a list of resources should be included under the appropriate resource list.

Feeding

Feeding of evacuees will be arranged under the direction of Health and Social Services 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.

Clothing

Clothing of evacuees will be arranged by Social Services as required.

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..

Registration & Inquiry

If a Reception Center is established all individuals using the facility or staying elsewhere must register with the center.

Contact the Canadian Red Cross to get information on the registration process.

Recommended Training

	Mayor	Council	EOC Coordinator	EOC Members	ICS Section Chief	
ICS 100	X	X	X	X	X	
ICS 200			X		X	
ICS 300						
Exercise Design 100			X		X	
Basic Emergency Management	X	X	X	X	X	
Emergency Public Information	X			X Select Members		
Emergency Operations Center	X		X	X	X	
Exercise Design 200			X			

Exercise Schedule

- An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

5 Year Training and Exercise Program (SAMPLE)

5 Year Training and Exercise Program	
Year 1	Plan Review and select EMO Training.
	Discussion based exercise, EOC team and council members
Year 2	Plan review and maintenance
	Discussion based exercise, new scenario with additional stakeholders
Year 3	Plan Review and maintenance. Review and update training guidelines
	Discussion based exercise, practice set up of reception center, test all equipment
Year 4	Plan Review and Maintenance
	Large-scale emergency for discussion based exercise, full EOC activation.
Year 5	Plan Review and maintenance. Update training & exercise program for next 5 year cycle
	Operational based exercise, full scale with as many roles filled as possible

