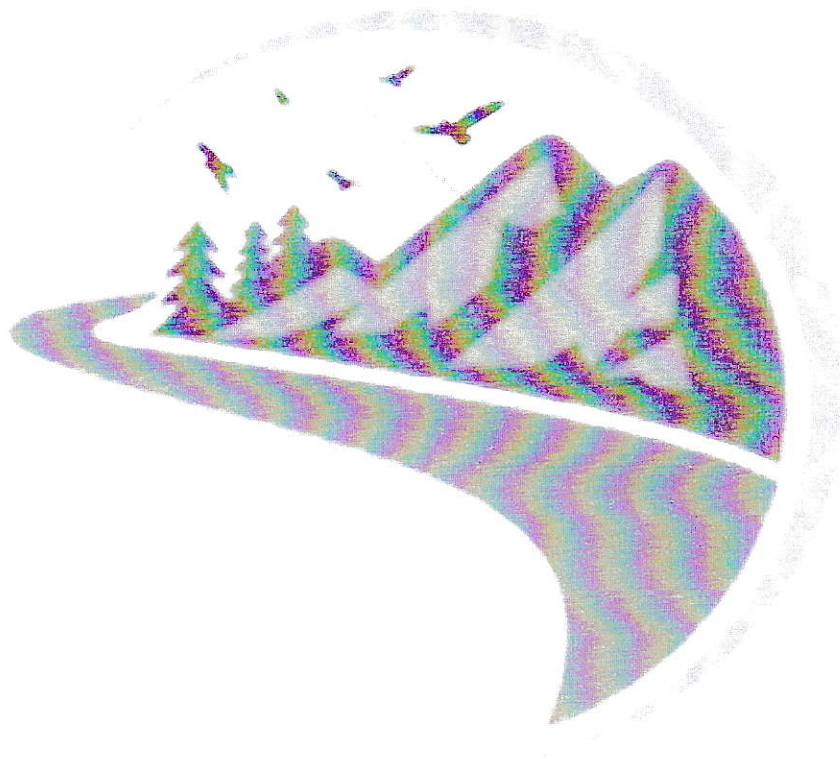


District of Tobique Valley Emergency Response Plan



Updated: May 2024

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Table of Contents

1. Introduction	1
2. The basic plan	3
3. Individual plan	19
a) Mayor and Council	19
b) EMO co-ordinator and emergency services	20
c) Police service	23
d) Fire department	25
e) Communications and message centre	26
f) Transportation	27
g) Engineering service	28
h) HRDC and Red Cross	30
i) Emergency health service	32
j) Ambulance service	33
k) Central supply	34
l) Public information service	35
m) Manpower	37
4. Emergency contact list	38
5. Specific plans	39

Municipal Emergency Response Plan

District of Tobique Valley

Updated May 2024

INTRODUCTION

The Municipal Emergency Response Plan outlined herein is comprised of two parts. Part 1 is the Basic Plan. Part II, the Individual Plans, provides detailed plans for the various departments and agencies involved in the emergency preparedness operation.

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

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

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

DECLARATION OF AGREEMENT

Emergency Response Plan 12. For the District of Tobique Valley

Approved by EMO Committee

Date:

Approved by Council

Date:

EMO Co-coordinator

Date:

MUNICIPAL EMERGENCY RESPONSE PLAN

PART 1: THE BASIC PLAN

1. General

The District of Tobique Valley recognizes its responsibility to plan for peacetime emergencies that may endanger lives, property, or the environment, either in this municipality or in others. The District has concluded mutual aid agreements with: Perth-Andover Fire Department and Drummond Fire Department.

2. Aim

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

3. Definitions

The following definitions are applied through-out the plan:

3.1 Emergency:

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

3.2 Disaster:

A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity welfare of the population, property, or the environment.

3.3 Emergency Measures Plan:

Any plan, program or procedure prepared by the municipality that aims (1) to mitigate the effects of an emergency or disaster, and (2) to safeguard the health or welfare of the population, and to protect property and the environment, in the event of an emergency or disaster.

4. Authority

This plan is authorized under:

1. The Provincial Emergency Measures act, dated 1978.

2. The Municipality of Plaster Rock By-Law Number and plan updated in October 1997.

5. Direction and Control

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

6. Implementation

This plan may be implemented in full or in part by the Mayor, or by the Emergency Measures Coordinator, when required to combat an emergency or to provide coordinated assistance to the District of Tobique Valley

7. Emergency Operations Center (EOC)

All disaster/emergency operations will be controlled and coordinated by the EOC, at the VILLAGE OFFICE or FIRE HALL. This also applies to a response for assistance from: PerthAndover, Drummond, or Grand Falls.

An events board will be on site for the purpose of posting up-to-date information.

Additional Personnel at the EOC:

1. Administration Personnel will do photocopies, ensure coffee, lunch, etc. is available on site.
2. The Operations Officer will maintain records of events - what time the EOC opened, what time the equipment was dispatched, keep the special events board up to date, etc.
3. The Security Officer will provide security for entrance to EOC. Check each person for proper identification.

The layout of the EOC should be predetermined.

- a) Only the coordinators are to be in the command center room. The council is in a separate room and away from the media.
- b) The media is kept at arm's length and informed by the public relations coordinator. Therefore, they will be located away from the EOC and Council.

8. Emergency Measures Planning Committee The committee comprises:

- (1) The District Emergency Measures Coordinator, who acts as committee supervisor.
- (2) Representatives from the District office.
- (3) District Fire Chief.
- (4) Councilor for EMO.

9. Alerting

9.1 Initial Alert:

Anyone learning of an emergency should immediately contact:

1. The local Police or RCMP, phone # 911
2. The Fire Department dispatcher phone # 91 1

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

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

9.2 Stages of Alert, and Assembly:

If the Coordinator or Deputy decides that the incident should be handled through the EOC, then one of two stages of alert are adopted.

Partial Alert:

The Emergency Measures Coordinator calls only personnel required to handle the incident to the EOC. Others may be placed on standby.

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

9.3 Police/Fire Alert:

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

9.4 Alerting Procedure:

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

If a designated individual cannot be reached, the caller must tell the Emergency Measures Coordinator after reaching the EOC.

10. Responsibilities

<u>Position/Agency</u>	<u>Responsibilities</u>
Emergency Measures Coordinator	<ol style="list-style-type: none">1. coordinates disaster planning2. directs operations from EOC3. acts on behalf of Mayor and Council, as instructed
Police Department	<ol style="list-style-type: none">1. alerts EOC coordinator and hospital2. unless otherwise specified, the senior police officer at the incident site performs duties of Emergency Site Manager (ESM)3. police services (evacuations/traffic control etc.)4. assistance to other services
Fire Department	<ol style="list-style-type: none">1. fights fires2. rescues from building and wreckage3. assists other services such as cutting off or restoring utilities where necessary4. provides water for emergency purposes5. responds to incidents involving dangerous commodities6. appoint an ESM, when fire service related, in conjunction with the RCMP
Emergency Communication Service	<ol style="list-style-type: none">1. establishes communications between EOC, Grand Falls General Hospital, Hotel Dieu of Saint Joseph Hospital, and incident scene2. provides telephone operators and messengers at EOC3. receives and sends messages from EOC4. maintains pool of radios on call
Emergency Transport Service	<ol style="list-style-type: none">1. Provides and controls emergency transportation
Engineering Services	<ol style="list-style-type: none">1. cuts off and restores utilities2. provides water for emergency purposes where required3. clears debris and wreckage4. assists other services
Emergency Public Information Service	<ol style="list-style-type: none">1. obtains and collates information2. disseminates public safety messages3. monitors information flow

Emergency Manpower

1. maintains source list of local manpower.
2. arranges for registration and allocation of volunteers.
3. provides specialists, as required.

Supply and Administration

1. procure, allocate and distribute necessary goods and services.
2. maintain records of purchases and services
3. control resources in short supply:
4. administers the EOC.

Community Health Centre

1. assists other emergency services with human resources & supplies if available.
2. assists other emergency services.
3. coordinates health services with regional/ provincial counterparts.

DECLARATION OF STATE OF LOCAL EMERGENCY

Purpose

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

Definition

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

Conditions of declaration

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

Powers

Pursuant to the act, upon declaration of a state of local emergency the municipality shall do everything necessary for protection of property, the environment and the health or safety of persons, including:

- a) to cause an emergency measures plan to be implemented.
- b) to acquire or utilize any personal property by confiscation or by any means necessary.
- c) to authorize or require any qualified person to render aid of such type as that person may be qualified to provide.
- d) to control or prohibit travel to or from any area or on any road, street, or highway. e) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social, and other essential services.

- f) to cause the evacuation of persons and removal of livestock and personal property threatened by a disaster or emergency and make arrangements for adequate care and protection thereof.
- g) to authorize any person, properly identified, as authorized by the municipal emergency measures organization to enter any building or upon any land without warrant.
- h) to cause the demolition or removal of any building structure, tree, or crop where it is necessary for the purpose of reaching the disaster site, of attempting to forestall its occurrence, or of combating its progress.
- i) to procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources, or equipment; and
- j) to order the assistance of persons needed to carry out the above, with or without remuneration.

Termination of state of local emergency

1. The Minister of Environment and Local Government may terminate a state of local emergency with respect to an area identified by a municipality in its declaration of a state of local emergency when, in his/her opinion, an emergency no longer exists in such area.
2. A municipality may terminate a state of local emergency with respect to an area identified in its declaration when, in its opinion, an emergency no longer exists.
3. A state of local emergency ends:
 - a) when the area identified by the municipality in its declaration is included in an area identified by the Minister in his declaration of a state of emergency.

OR

- b) seven (7) days after the day on which it was declared.

DECLARATION OF A STATE OF LOCAL EMERGENCY

DISTRICT OF TOBIQUE VALLEY

Section 11 (2) of the Emergency Measures Act

Whereas the area herein described is or may soon be encountering an emergency that requires the increased powers of the Emergency Measures Act to prevent harm or damage to the safety, health and welfare of persons, or to prevent damage to property, or the environment.

Emergency Area:

Within the area(s) with the boundaries or _____ in the District of
Tobique Valley, County of Victoria, Province of New Brunswick

Nature of the Emergency

AND WHEREAS the undersigned is satisfied that an emergency or threat of an emergency exists in the above noted municipality.

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 11 (2) of the Emergency measures Act, a State of Local Emergency in the Municipality noted above as of and from o'clock in the forenoon () or afternoon () of that day of _____, A.D. 20____.

THIS DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist until o'clock in the forenoon (), afternoon () of the day of A.D. or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated.

DATED at Plaster Rock, in the County of Victoria, Province of New Brunswick, on the _____ day of _____, A.D. 20_____.

Name/Position

NOTE: This declaration is only valid for a maximum of 7 days.