Template 2012

## CITY/TOWN/COMMUNITY OF "INSERT NAME HERE" EMERGENCY MEASURES PLAN

Approved and adopted by Council resolution on

Date: \_\_\_\_\_

Administrator: \_\_\_\_\_

(Mayor/Mayor/Chair)

Date of Approval

### **TABLE OF CONTENTS**

RECORD OF AMENDMENTS	4
DISTRIBUTION LIST	5
INTRODUCTION	6
PURPOSE	
AUTHORITY	7
DEFINITIONS	7
IMPLEMENTATION	8
DIRECTION AND CONTROL	9
REQUESTS FOR ASSISTANCE	10
FAN-OUT	10
ACCOUNTING	10
REVIEW AND AMENDMENT	10
EMERGENCY OPERATIONS CENTRE	11
ANNEX A	
EMERGENCY AGENCY NUMBERS	
COUNCIL CONTACT NUMBERS	
EMERGENCY OPERATIONS CENTRE TEAM	
ANNEX B	16
EMERGENCY ROLES AND RESPONSIBILITIES	
MUNICIPAL COUNCIL	16
MUNICIPAL EMERGENCY MEASURES COORDINATOR (MEMC)	
ADMINISTRATION	
FINANCE	
<i>POLICE</i>	
<i>FIRE</i>	
TRANSPORTATION	
PUBLIC WORKS COMMUNICATIONS	
SOCIAL SERVICES	
HEALTH	
PUBLIC INFORMATION	
HUMAN RESOURCES MANAGEMENT	
ANNEX C	29
FIRE RESOURCES	
TRANSPORTATION RESOURCES	
PUBLIC WORKS RESOURCES	
COMMUNICATION RESOURCES	
HEALTH AND SOCIAL SERVICES RESOURCES PUBLIC INFORMATION RESOURCES	
HUMAN RESOURCES	

ANNEX D	
Declaration of a State of Local Emergency	
ANNEX E	
EVACUATION PROCEDURES	
ANNEX F	40
RECEPTION CENTRE PROCEDURES	40

## **RECORD OF AMENDMENTS**

Amendment No.	Date	Inserted By	Remarks

## DISTRIBUTION LIST

Agency / Person	Quantity

### CITY/TOWN/COMMUNITY OF Insert Name Here EMERGENCY MEASURES PLAN

### **INTRODUCTION**

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

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

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

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

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

### PURPOSE

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

#### AUTHORITY

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

#### DEFINITIONS

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

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

#### IMPLEMENTATION

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

This plan shall be implemented:

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

### DIRECTION AND CONTROL

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

### **REQUESTS FOR ASSISTANCE**

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

The Emergency Measures Organization 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 will be coordinated provincially.

### FAN-OUT

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

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

### ACCOUNTING

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

### **REVIEW AND AMENDMENT**

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

### EMERGENCY OPERATIONS CENTRE

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

The EOC team is led by the Municipal Emergency Measures 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.

When using the recommended Incident Command System (ICS) there are four management functions required to manage an emergency. The Municipal Emergency Measures Coordinator 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 Action Plan.

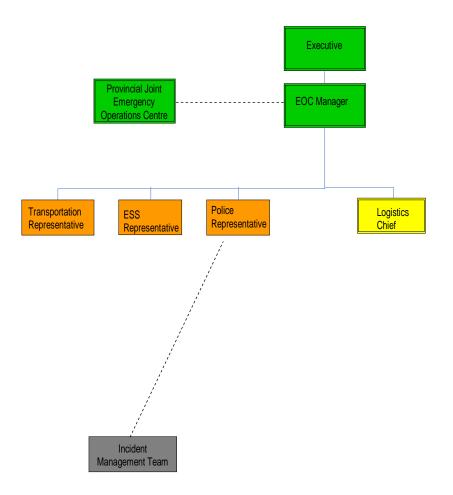
**Planning** – Responsible for collecting, evaluating, and disseminating information, developing the jurisdiction's Action Plan and tracking all resources, and maintaining all EOC documentation.

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

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

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

Example ICS Organization for an Emergency Operations Centre Supporting a small scale evacuation



In this example the EOC Manager has appointed a staff person to the function of Logistics while he maintains the other three functions of operations, planning and finance/administration.

## ANNEX A

### **EMERGENCY AGENCY NUMBERS**

AGENCY	BUSINESS	EMERGENCY	FAX
Fire		911	
Police		911	
Ambulance		911	
Hospital			
Medical Clinic			
Environmental Emergency	1-800-565-1633	1-800-565-1633	
Poison Control	1-800-565-8161	1-800-565-8161	
CANUTEC -		613-996-6666	
Emergency		Cell: *666( Canada)	
PEI EMO	902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362

## ANNEX A

## COUNCIL CONTACT NUMBERS

TITLE	NAME	RESIDENCE	BUSINESS	CELL
Municipal office				
Mayor/Chairperson				
Vice Mayor/Chair				
Council members				

## ANNEX A

### **EMERGENCY OPERATIONS CENTRE TEAM**

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

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

### **EMERGENCY ROLES AND RESPONSIBILITIES**

#### MUNICIPAL COUNCIL

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

- **a.** implementing municipal emergency plans;
- **b.** declaring a state of local emergency, if considered necessary (see Annex D);
- **c.** in consultation with the Municipal Emergency Measures Coordinator, requesting assistance from the Provincial Government through the PEI Emergency Measures Organization if the situation requires resources unavailable from local resources;

#### MUNICIPAL EMERGENCY MEASURES COORDINATOR (MEMC)

#### **Reports to:** Mayor/Chair and Council

The Municipal Emergency Measures Coordinator's (MEMC) primary responsibility is to coordinate the efficient response in an emergency situation. The MEMC will coordinate and manage all resources required for the emergency. Responsibilities include:

- **a.** activating the Emergency Operations Centre if required;
- **b.** initiating the EOC fan-out/notification list;
- c. ensuring key EOC positions are staffed as required;
- d. ensuring an up to date contact list is maintained for fan out purposes;
- e. responding to the requirements of the Incident Commander, as required;
- f. reporting major events to PEI Emergency Measures Organization;
- g. ensuring EOC members take prompt and effective action in response to problems;
- **h.** ensuring action logs are maintained by all EOC staff;
- i. requesting expert assistance as required;
- j. advising Council if there is a need to evacuate a specific area upon advise of the IC;
- **k.** coordinating evacuation with other EOC staff;
- consulting with Social Services Manager on the selection and opening of shelter(s) and or reception centre(s);
- **m.** monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and EMO, upon approval from Council;
- n. informing EOC staff of major events as they arise;
- o. ensuring communications are established;
- ensuring a thorough situation briefing is conducted during shift changes and transfer of command;
- q. ensuring that a main event log is maintained and safeguarded; and
- **r.** performing other duties as required.

### ADMINISTRATION

#### Reports to: Municipal Emergency Measures Coordinator

Administration is primarily responsible for assisting the Municipal Emergency Measures Coordinator and maintaining the operability of the Emergency Operations Centre. Responsibilities include:

- **a.** assisting in setting up the Emergency Operations Centre (EOC);
- **b.** conducting the EOC fan-out notification;
- **c.** ensuring the telephone switchboard is staffed; (if applicable)
- d. providing secretarial services to the EOC staff;
- e. providing specific services as requested by EOC staff;
- **f.** ensuring security is provided for the EOC and only authorized personnel enter;
- g. arrange janitorial services for the EOC and food services for the EOC staff,
- **h.** ensuring that replacement staff are thoroughly briefed during shift changes;
- i. maintaining a log of all actions taken; and
- **j.** performing other duties as required.

### FINANCE

**Reports to:** Municipal Emergency Measures Coordinator

Finance is responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event. Responsibilities include:

- a. maintaining records of all purchases and expenditures;
- **b.** maintaining a log of all actions taken; and
- **c.** performing other duties as required.

### POLICE

#### **Reports to:** Municipal Emergency Measures Coordinator

Police is responsible for coordinating all area emergency police and security services. Responsibilities include:

- **a.** maintaining an up to date list of all police and security resources in the area;
- **b.** providing police and security resources when requested by the Incident Commander;
- **c.** establishing priorities for the use of policing resources in concert with police on site;
- **d.** determining evacuation routes in concert with policing at the site;
- e. providing advice to the MEMC when evacuation appears likely;
- **f.** providing security for specific facilities as requested;
- g. updating maps and notice boards as necessary;
- **h.** ensuring that replacements are thoroughly briefed during shift changes;
- i. maintaining a log of all actions taken; and
- **j.** performing other duties as required.

### FIRE

### **Reports to:** Municipal Emergency Measures Coordinator

Fire is responsible for coordinating all area fire services and related resources. Responsibilities include:

- **a.** maintaining an up to date list of all fire and resources in the area;
- **b.** establishing priorities for the use of fire resources in concert with the fire on site;
- **c.** providing specialized fire equipment and operators when requested by fire at site;
- **d.** coordinating requests from fire on site for mutual aid assistance;
- e. providing advice to the MEMC when evacuation appears likely;
- f. ensuring that dangerous goods support agencies are contacted if necessary;
- g. updating maps and notice boards as necessary;
- **h.** ensuring that replacements are thoroughly briefed during shift changes;
- i. maintaining a log of all actions taken; and
- **j.** performing other duties as required.

### **TRANSPORTATION**

#### Municipal Emergency Measures Coordinator **Reports to:**

Transportation is responsible for arranging transportation for individuals if they have to evacuate or leave their homes for temporary shelter if they have no personal transportation. A public information number should be listed for those individuals requiring transportation. Pick-up points may have to be designated and disseminated to the public in an evacuation. This should be arranged with the police and fire personnel. Responsibilities include:

- maintaining a list of all transportation resources in the area; a.
- b. informing the MEMC of significant events or requirements;
- coordination of transportation arrangement with drivers; c.
- d. providing transportation services when required for evacuation;
- ensuring that replacement is thoroughly briefed during shift changes; e.
- f. maintaining a log of all actions taken, and
- performing other duties as required. g.

### PUBLIC WORKS

#### **Reports to:** Municipal Emergency Measures Coordinator

Public works is responsible for maintaining a list of all public works resources (i.e. generators, portable lighting, heavy equipment, etc.) located in the area including contact names and phone numbers to assist emergency responders. Determining where and how potable water may be obtained and distributed during an emergency is also required.

Responsibilities include:

- **a.** maintaining a list of all public works resources in the area;
- **b.** determining where and how potable water may be obtained and distributed;
- c. informing the MEMC of significant events or requirements;
- **d.** establishing priorities for the use of public works resources in concert with public works on site;
- e. coordination of public works resources to site;
- **f.** ensuring that a replacement is briefed during shift changes;
- g. maintaining a log of all actions taken; and
- **h.** performing other duties as required

#### COMMUNICATIONS

#### **Reports to:** Municipal Emergency Measures Coordinator (MEMC)

Communications is responsible for coordinating and maintaining all telecommunications within the EOC and the relationship with the emergency site.

- **a.** maintaining a list of all tele-communications resources in the area;
- **b.** providing tele-communications in support of emergency operations;
- c. establishing a message control centre;
- d. providing operators for the radio networks and the message centre;
- e. establishing a back-up network using Amateur Radio systems and assigning frequencies is required;
- f. supporting needs of the site and the Incident Commander(IC);
- g. informing the MEMC of major problems;
- **h.** ensuring that replacement is thoroughly briefed during shift changes;
- i. maintaining a log of all actions taken; and
- **j.** performing other duties as required.

### SOCIAL SERVICES

#### Reports to: The Municipal Emergency Measures Coordinator

The emergency situation may warrant families having to evacuate their homes with nowhere to go. A Reception Centre may have to be established to provide these families with immediate temporary shelter and feeding. Social Services primary responsibility is to coordinate and manage the establishment of a Reception Centre. Responsibilities include:

- **a.** maintaining a list of all social services related resources in the area:
- **b.** in consultation with MEMC selecting and opening reception centre(s);
- c. monitoring the situation at the reception centre number of patrons,
- d. coordinating all Reception Centre activities;
- e. procuring food and arranging feeding for people at the reception centre ;
- f. selecting cooks and volunteers to assist with the feeding;
- **g.** ensuring that replacement is thoroughly briefed during shift changes;
- **h.** maintain a log of all actions taken, and
- i. performing other duties as required.

### HEALTH

#### **Reports to:** The Municipal Emergency Measures Coordinator

The emergency situation may warrant families having to evacuate their homes with nowhere to go. A Reception Centre may have to be established to provide these families with immediate temporary shelter and feeding. Health's primary responsibility is to coordinate and manage the health services of a Reception Centre. Responsibilities include:

- **a.** maintaining a list of all health related resources in the area;
- **b.** arranging for and ensuring continuity of custodial services for the facility
- **c.** monitoring the situation at the reception centre any special health needs
- **d.** coordinating the continuation of health measures in relation to food handling;
- e. maintain a log of all actions taken; and
- **f.** performing other duties as required.

#### **PUBLIC INFORMATION**

#### **Report to:** Municipal Emergency Measures Coordinator (MEMC)

Public Information is responsible for managing and coordinating all media relations and information to the public in an emergency. Responsibilities include:

- **a.** maintaining an up to date list of all media services in the area;
- **b.** establishing a media-briefing centre if needed;
- **c.** keeping the public informed of significant developments occurring during the emergency;
- **d.** briefing the media periodically;
- e. gathering, processing and disseminating information from other EOC staff;
- **f.** maintaining a log of all actions taken;
- g. ensuring that replacement is thoroughly briefed during shift changes; and
- **h.** performing other duties as required.

### HUMAN RESOURCES MANAGEMENT

#### **Reports to:** Municipal Emergency Management Coordinator

Human resources is responsible for managing and coordinating all requests and offers for volunteer assistance in relation to the emergency. Responsibilities include:

- **a.** maintaining a list of all volunteer clubs/agencies in the area;
- **b.** maintaining a list of all volunteers and their contact information including any specialized experience or skills;
- **c.** documentation of requests for volunteers assistance and coordinating placement;
- **d.** maintain a log of all actions taken; and
- e. performing other duties as required.

### FIRE RESOURCES

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
Mutual aid area Fire				
Depts				
Eorost fire amarganay			892-2323	
Forest fire emergency			092-2323	
Fire Marshal			368-4869	
			500-4007	
CANUTEC (emerg)			613-996-6666	
CANUTEC (info)			613-992-4624	
Environmental Spills			800-565-1633	
	I			

### FIRE RESOURCES

Hazardous Properties - Service Stations/Bulk Storage/Auto body shops

In the event that the there is a fire or chemical spill involving these facilities it is imperative to have the contact information of the owner so they can provide you with the chemicals stored in the facility.

PROPERTY	CONTACT NAME	RESIDENCE	BUSINESS	CELL
		I	I	1

### TRANSPORTATION RESOURCES

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
Taxi companies				
Snowmobiles owners				
ATV owners				
Buses				

## PUBLIC WORKS RESOURCES

CONTACT NAME	RESIDENCE	BUSINESS	CELL
368-4770 888-8275 652-8960 853-8645			
	NAME	NAME	NAME

### **COMMUNICATION RESOURCES**

List of Amateur Radio Operators in and around the municipality.

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL

### HEALTH AND SOCIAL SERVICES RESOURCES

To be included in this listing would be suppliers and specialized resources that you may need to access in the event of an emergency.

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
Medical clinic				
Doctors/Nurses				
Poison Control			800-565-8161	
First Aid contacts				
Veterinarians				
Reception Centre(s) (add another page if required)				
Canadian Red Cross				
Accommodations/Hotel Motel				
Restaurants/Caterers				
Clergy				
Long Term care facilities				
Grocery Stores				

### **PUBLIC INFORMATION RESOURCES**

If there is a separate Crisis Communication Plan or Emergency Public Information Plan created than this section may be excluded.

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
Radio Stations				
TV Stations				
Newspapers				

### HUMAN RESOURCES

These individuals are available to be called upon for assistance in an emergency situation. Any additional information including trade or volunteer background should be retained.

CONTACT	TITLE	RESIDENCE	BUSINESS	CELL
Clubs/volunteer				
groups				
	1			

## ANNEX D

# **Declaration of a State of Local Emergency**

WHEREAS an emergency existed in the	ne	due to
(enter a detailed description of the en	mergency)	
THEREFORE, the Local Authority de	clares a state of local emergency exists i	in the
(enter a detailed description of the a	rea affected)	
Time:	Date:	
Signature(s):	Titles:	

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

### ANNEX E

#### **EVACUATION PROCEDURES**

#### **Warning**

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

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

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

#### **Transportation**

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

### EVACUATION PROCEDURES CONT'd

#### **Schools**

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

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

#### **Institutions**

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

#### **Security**

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

### ANNEX F

#### **RECEPTION CENTRE PROCEDURES**

#### **Reception Centre Requirement**

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

#### **Locations**

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

#### **Lodging**

#### 6.

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

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

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

#### 7. <u>Feeding</u>

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

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

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

#### 8. <u>Clothing</u>

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

#### 9. <u>Personal Services</u>

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

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

#### 10. <u>Registration & Inquiry</u>

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