

# COLCHESTER REGIONAL EMERGENCY MANAGEMENT PLAN



**Colchester Regional Emergency Management Plan**

The Plan .....	1
General.....	2
Aim.....	3
Definitions.....	4
Regional Emergency Management Planning Committee.....	8
Authority.....	9
Direction and Control.....	10
Implementation.....	11
Communication Protocol for Activation of the ECC.....	13
Communication Protocol Diagram.....	14
Roles & Responsibilities	
Fire Service.....	16
Police Service.....	18
Transportation Service.....	22
Public Works Departments.....	24
Department of Community Services/Canadian Red Cross.....	26
Emergency Control Centre (ECC).....	27
Emergency Control Centre (ECC) Group Chart.....	28
Regional Emergency Management Advisory Committee.....	29
Centre Control Group.....	31
Emergency Management Coordinator.....	32
Incident Commander – Emergency Site.....	34
Public Information Officer.....	35
Reporting Procedures	
Department of Community Services/Canadian Red Cross ...	36
Emergency Site Manager.....	37
Police Service.....	38
Fire Service.....	39
Transportation Services.....	40
Public Works Department.....	41

**Inter-municipal Emergency Services Agreement**

**Municipal Regional Emergency Management Bylaws**

**Emergency Management Act**

**Declaration of a State of Local Emergency (Council of Municipality) Form 4**

**Declaration of a State of Local Emergency (Mayor/Warden) Form 5**

**Renewal of a State of Local Emergency (Council of Municipality/Mayor/Warden) Form 6**

**Termination of a State of Local Emergency (Council of Municipality) Form 7**

**Colchester Regional Emergency Evacuation Plan**

Introduction..... 1  
Purpose..... 1  
Authorities..... 2  
Potential Community Hazards..... 2  
Steps for Activation..... 2  
Evacuation Operations - Incident Command Team..... 3  
ECC Responsibilities..... 3  
Essential Services..... 3  
Evacuee Registration and Facility Locations..... 4  
Facilities..... 4  
    Comfort Centres..... 4  
    Reception Centres..... 4  
    Emergency Shelters..... 5  
Testing the Evacuation Plan..... 5  
Public Education and Awareness of Evacuation Procedures..... 5  
Re-entry of Evacuees..... 5  
Evacuation Alert..... 7  
Evacuation Order..... 8  
Evacuation Contact..... 9  
Evacuation Planning Worksheet..... 10

**Colchester Regional Emergency Public Information Plan**

Introduction..... 1  
Objectives..... 2  
Essential Features  
    Key Assignments..... 3  
    Consider where your team will operate in an emergency..... 3  
    Staffing..... 3  
    Supply and Demand..... 4  
    Security of Supply..... 4  
    External Coordination..... 4  
    Instant Activation..... 4  
    Media Requirements..... 5  
    VIP Appearances..... 5  
    Turnaround Times..... 5  
    Accessibility..... 6  
    Control..... 6  
    Management Support..... 6  
    Post Emergency Actions..... 6  
    Maintenance..... 7  
Checklist..... 8

Media Relations.....	9
What the Media will do in an emergency.....	10
What the Media will ask in an Emergency.....	11
How the Media can help you.....	13
How to Appear on TV during an Emergency.....	14
Helpful Hints to Enhance your Public Image.....	15
How to Format a News Release.....	16
How to Write a News Release.....	17
Some Do's and Don'ts of Emergency Public Information.....	18

***Hazard Analysis***  
***Contingency Plans***

## THE PLAN

The Regional Municipal Emergency Plan for Colchester County is basically an "all hazards response plan" or a formalized structure to respond to any emergency situation that may occur within Colchester County. Terminology and procedures are based on the Incident Command System (ICS). The plan includes:

- Requirements for a call-out list with emergency contact phone numbers, etc. for all staff and all committee members.
- Logistic details of the Municipal Control Centre (and alternate) keeping forms, maps, extra phone lines, mutual aid agreements, resource lists, etc.
- Written guidelines covering the roles, responsibilities and duties of elected officials, staff, and members of the Regional Emergency Management Planning Committee.
- Guidelines for elected officials, under the authority of the *Provincial Emergency Management Act* to declare a "local state of emergency."

Under the authority of the Regional Municipal Emergency Management By-Law:

- **Regional Emergency Management Coordinator (REMC)** is appointed. This position may also be referred to as the Emergency Management Coordinator or EMC. The EMC acts as an organizer or advisor only, the authority always remains with the elected officials. Duties include acting as Liaison Officer during an emergency, chairing the Emergency Management Planning Committee during non-emergency meetings, preparing emergency management contingency plans, ensuring the Emergency Management Plan is current and that members are aware of their responsibilities. The EMC will be the agent that will advise all stakeholders of any approved revisions to the Emergency Management Plan.
- **A Regional Emergency Management Planning Committee (REMPC)** is established. This committee may be referred to as the Emergency Management Planning Committee. This committee may consist of representatives from agencies with emergency related functions including: police, fire, ambulance service, health and community services, transportation, communications, public information, utilities, legal, income assistance, and any other agencies that could be called upon during a disaster. This committee is to "assist the Emergency Management Coordinator in the preparation and coordination of municipal emergency management plans," and "to assume Incident Command System (ICS) duties within any Regional Emergency Control Centre that might be established in response to an emergency requirement in the region." This committee should meet at least three times per year.

Each member of the REMPC expected to be knowledgeable of the agency they represents emergency contingency plans, mutual aid agreements, listing of available resources, etc.

**GENERAL:**

The Regional Emergency Management Advisory Committee for the Colchester Region has the responsibility for the safety, health and welfare of its citizens should a threat arise from any emergency or disaster. Any effective emergency response requires a regional plan to fully integrate the use of all available resources and capabilities; public and private, and provides for the proper coordination of these elements.

**AIM:**

The aim of the Regional Emergency Management Plan for the Colchester Region is to establish the arrangements and procedures necessary for the earliest possible coordinated response in order that the following be assured:

- a) Minimize the effects of an emergency or disaster on the Colchester Region and its citizens;
- b) The safety and preservation of health, private property and the environment; and
- c) The restoration of essential services.

## **DEFINITIONS:**

The following definitions are applied throughout the plan:

**Disaster:** A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers the health, safety and welfare of the population, property or the environment.

**Emergency:** A present or imminent event that requires prompt coordination of action or regulation of persons or property to be undertaken to protect the health, safety or welfare of people, or to limit damage to property or the environment.

**Emergency Site Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. They may be appointed or replaced by the Regional Emergency Control Centre Commander following acceptable ICS protocols if necessary.

**Incident Command System (ICS):** A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, equipment, personnel, procedures, and communications in operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large complex incidents. ICS is used by various jurisdictions and function agencies, both public and private, to organize field-level incident operations.

**Incident Types, ICS Definitions:** Based on complexity, Type 5 least complex, Type 1 the most complex.

### **Type 5 Incident**

- **Resources:** One of two single resources with up to six personnel. Command and General Staff positions (other than Incident Commander) are not activated.
- **Time Span:** Incident is contained within the first operational period and often within a few hours after resources arrive on scene. A verbal Incident Action Plan (IAP) is required. No written IAP other than Form 201.

### **Type 4 Incident**

- **Resources:** Command Staff and General Staff functions are activated (only if needed). Several resources are required to mitigate the incident, possibly including a Task Force or Strike Team. The agency administrator may have briefings, and ensure the complexity analysis and delegation authority are updated.
- **Time Span:** Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources.

### **Type 3 Incident**

- **Resources:** When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader positions. An Incident Management Team (IMT) or incident command organization manages the initial action incidents with a significant number of resources, and an extended attack until containment/control is achieved.
- **Time Span:** The incident may extend into multiple operational periods and a written Incident Action Plan may be required for each operational period.

### **Type 2 Incident**

- **Resources:** Regional and/or national resources are required to safely and effectively manage the operations. Most or all Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500. The agency administrator official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.
- **Time Span:** The incident is expected to go into multiple operational periods. A written Incident Action Plan is required for each operational period.

### **Type 1 Incident**

- **Resources:** This type of incident is the most complex to safely and effectively manage and operate. All Command and General Staff positions are activated. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. Branches need to be established. The agency administrator official will have briefings, and ensure that the complexity analysis and delegation of authority are updated. There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. There may be provincial or national resource support. A Declaration of a State of Emergency may be made by the appropriate jurisdiction.
- **Time Span:** The incident is expected to go to multiple operational periods. A written Incident Action Plan is required for each operation period.

**Regional Emergency Management Advisory Committee (REMAC):** Consists of the three Mayors, the three CAO's and a Councillor from each Municipality along with the EMC and the alternate EMC.

**Regional Emergency Control Centre (RECC) or Emergency Control Centre (ECC):** The location designated to be used as the "Control Centre" for the municipal emergency response to an emergency.

**RECC Commander or ECC Commander:** A municipal Chief Administrative Officer or designate, he/she is responsible for all activities within the Municipal Emergency Control Centre, when activated to support operations at any emergency site(s) within the Municipality.

**Emergency:** A present or imminent event, which the Advisory Committee 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.

**Disaster:** A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or the release of any commodity which endangers the health, safety and welfare of the population, property or the environment.

**Emergency Management Plan:** Any plan, program or procedure prepared by the Advisory Committee that aims:

1. To mitigate the effects of an emergency or disaster, and
2. To safeguard the health to welfare of the population, and to protect property and the environment in the event of an emergency or disaster.

**Public Information Officer (PIO):** The individual responsible for interfacing with the public and media and with other agencies with incident-related information requirements. The PIO assembles accurate, accessible, and complete information on the incident's cause, size, and current situation; the resources committed; and other matters of general interest for both internal and external audiences. They will ensure that the public information strategy has been discussed with the emergency service providers.

**Regional Emergency Management Coordinator (REMC):** This position may also be referred to as the Emergency Management Coordinator or EMC. The EMC acts as an organizer or advisor only, the authority always remains with the elected officials. Duties include acting as Liaison Officer during an emergency, chairing the Emergency Management Planning Committee during non-emergency meetings, preparing emergency management contingency plans, ensuring the Emergency Management Plan is current and that members are aware of their responsibilities. The EMC will be the agent that will advise all stakeholders of any approved revisions to the Emergency Management Plan.

**Regional Emergency Management Planning Committee (REMPC):** This committee may be referred to as the Emergency Management Planning Committee. This committee may consist of representatives from agencies with emergency related functions including: police, fire, ambulance service, health and community services, transportation, communications, public information, utilities, legal, income assistance, and any other agencies that could be called upon during a disaster. This committee is to "assist the Emergency Management Coordinator in the preparation and coordination of municipal emergency management plans," and "to assume Incident Command System (ICS) duties within any Regional Emergency Control Centre that might be established in response to an emergency requirement in the region." This committee should meet at least three times per year.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed.

More definitions may be found throughout this plan.

**REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

<b>Roles</b>
<b>Chairman/EMC</b>
<b>Alternate Chairpersons/Alternate EMC</b>
<b>EMO NS</b>
<b>Town Truro CAO</b>
<b>Municipality of Colchester CAO</b>
<b>Town of Stewiacke CAO</b>
<b>Truro Police Service</b>
<b>RCMP</b>
<b>Truro Fire Service</b>
<b>Colchester Fire</b>
<b>Town of Truro Engineer</b>
<b>Municipality of Colchester Engineer</b>
<b>TIR</b>
<b>Scribe</b>

**AUTHORITY:**

Dated: \_\_\_\_\_

This plan is authorized under:

1. The Provincial Emergency Management Act, dated November 1, 1990
2. An inter-municipal emergency services agreement, dated March 13, 2000
3. Municipal Bylaws
  - a. The Municipality of the County of Colchester  
Bylaw Number: **42**                      Dated: **May 28, 2014**
  - b. The Town of Truro  
Bylaw Number:                              Dated: **November 4, 2013**
  - c. The Town of Stewiacke  
Bylaw Number: **2000-07**              Dated: **November 28, 2013**

**DIRECTION AND CONTROL:**

The Regional Emergency Management Advisory Committee; made up of the three mayors and three elected members of councils or their steads; is ultimately responsible for the control of all operations mentioned within this plan.

**IMPLEMENTATION:**

Accidents that happen on a day to day occurrence in the Colchester region are usually handled by the police, fire, ambulance and the two local hospitals. These accidents may seem to be major emergencies to the individual(s) involved, but may not affect the safety, property and environment of the surrounding community.

Should an event occur where the size, potential hazard, or seriousness of the emergency appears beyond the capability or the responsibility of the first response agencies, then the senior officer may request the activation of the emergency plan.

This plan may be implemented in full or in part by the Regional Emergency Management Advisory Committee or in part by the Emergency Management Coordinator, when required to combat a regional or local emergency or to provide co-ordinated assistance to mitigate a potential emergency.

There are no firm criteria for the activation of the emergency plan but it could generally be considered when the situation meets one of more of the following criteria:

- a) There is an abnormal threat of significance to human health, property and/or the environment within the region;
- b) Evacuation of all or part of the region is/may be required;
- c) The region has abnormal requirements for volunteer, provincial or federal resources/ services for emergency response;
- d) There is need to activate any agreement(s) negotiated by the Regional Emergency Management Advisory Committee;
- e) Additional resources are needed to answer public/media inquiries;
- f) Any provincial or federal emergency response plan(s) affecting the region has been activated.

The senior officer involved with the emergency shall contact one of the following and inform them of the situation and request the activation of the Emergency Management Plan.

- a) Emergency Management Coordinator
- b) Chairperson, Regional Emergency Management Advisory Committee
- c) Vice Chairperson, Regional Emergency Management Advisory Committee
- d) Any member of the Regional Emergency Management Advisory Committee
- e) Central Zone Emergency Management Planning Officer - EMO Nova Scotia

The Emergency Management Coordinator will assess the need to activate the plan by consulting members of the Emergency Management Planning Committee. If activation of the plan is required, the

Emergency Management Coordinator will so advise the Chairperson of the Advisory Committee. The Public Information Officer will help in alerting of the following:

- a) Advisory Committee
- b) Planning Committee
- c) ECC support staff

Upon activations of the plan, the Advisory Committee will appoint an emergency site manager, based on the agency that is most likely to have the greatest involvement or legal responsibility in the handling of the emergency or disaster.

If the magnitude of the emergency or disaster requires actions beyond normal procedures, then the Emergency Management Coordinator may advise the Regional Emergency Management Advisory Committee that a local state of emergency be declared in accordance with the authority given to the Committee by the Regional Emergency Management Bylaw.

## **COLCHESTER REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

### **COMMUNICATION PROTOCOL FOR ACTIVATION OF THE ECC**

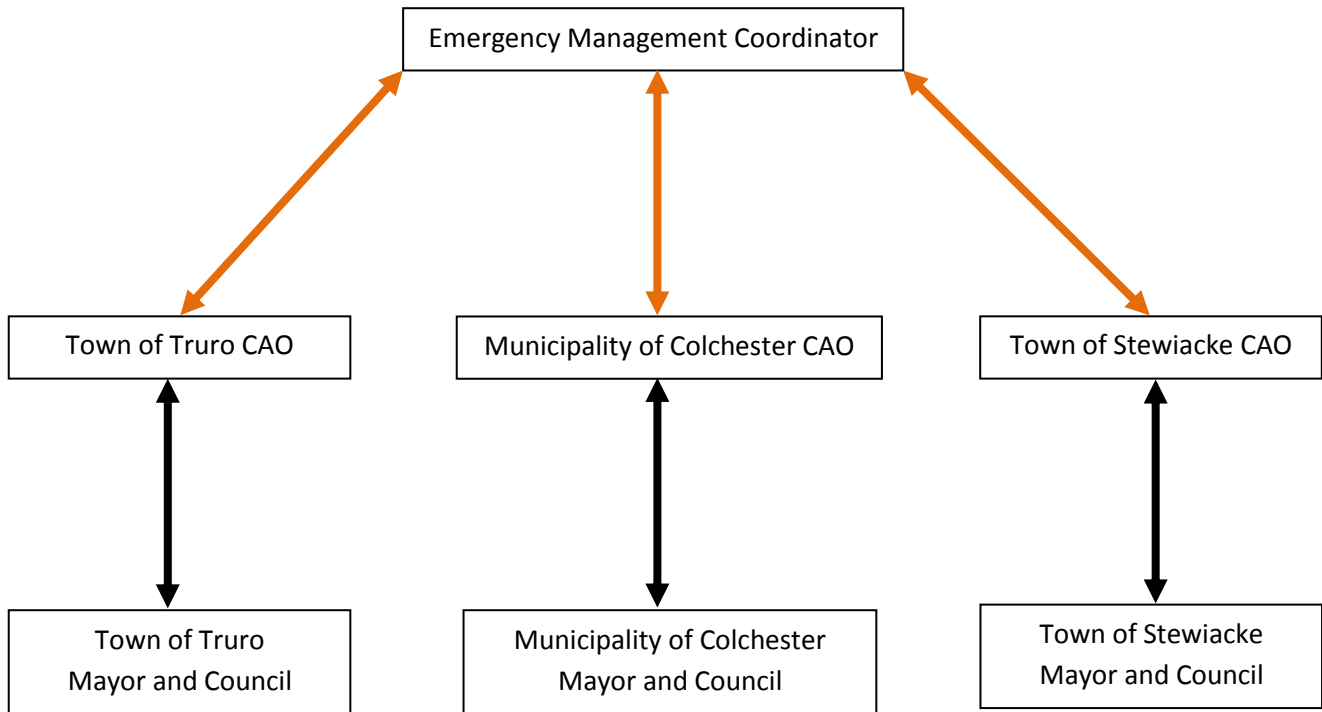
Should there be the condition arise prior to the arrival of a weather system or some other emergency, the Emergency Management Coordinator may call the ECC Commander or the Commander may call the Emergency Management Coordinator and recommend the ECC open because conditions are deteriorating and all indications are that they are going to get worse. Should both parties agree that the ECC should be opened then they will proceed to the ECC and the EMC will contact all parties to proceed to the ECC.

Should the EMC and the ECC Commander disagree on whether the ECC should be opened or not, either party may contact the Chairperson of the REMAC and pose the same recommendation.

During the time of a small emergency in which some aspects of the emergency plan may or may not be activated, it will be the responsibility of the Emergency Management Coordinator to keep the CAOs of each Municipality informed of what has happened.

If the ECC is activated, the EMC will advise the provincial EMO Duty Officer of the activation.

**Communication Protocol Diagram**



**ROLES  
&  
RESPONSIBILITIES**

### **FIRE SERVICE**

**ROLE:** In addition to the normal role of firefighting, the fire service is also expected to perform the task of rescuing trapped or injured people in a non-fire emergency.

**RESPONSIBILITIES:** During an emergency the fire service is responsible for:

- a) The co-ordination of firefighting and rescue operations;
- b) The activation of the mutual aid agreement, if necessary;
- c) The activation of all necessary fire brigade department emergency response systems;
- d) The establishment of an on-site command post;
- e) The establishment of adequate communications;
- f) The protection of life, property and the environment;
- g) Determining the need and arranging for supplementary water supplies,
- h) The providing of assistance in rescue operations from buildings and wreckage;
- i) Requesting ambulance service and providing assistance as required;
- j) Contacting the Special Hazards Response Unit should oil or chemicals be involved and taking appropriate action until they arrive;
- k) Initial crowd and traffic control if the fire service is first on the scene;
- l) The establishment of a control perimeter at the immediate emergency scene;

## **FIRE SERVICE**

### **FIRE SERVICE REPRESENTATIVE**

**RESPONSIBILITIES:** The fire service representative or alternate are responsible to:

- a) Maintain an up-to-date listing of all available fire brigade/ department resources with a copy to be filed with the EMC
- b) Be well versed on fire brigade/ departmental resources which include equipment and fire hall facilities;
- c) Maintain current copies of any or all fire Mutual Aid Agreements in effect in the Colchester Region with a copy to be filed with the EMC
- d) Be knowledgeable in the latest of firefighting equipment, procedures and operations;
- e) Advise members of the ECC on the fire service and be prepared to make recommendations as required;
- f) Communicate to the on-site fire command any special objectives of the ECC.
- g) Maintain a log with time and date of all actions taken.

### **POLICE SERVICE**

**ROLE:** The police will perform their normal police duties at an emergency as well as coordinate activities of Ground Search and Rescue and Animal Control.

**RESPONSIBILITIES:** During an emergency the police service is responsible for:

- a) The protection of life and property;
- b) The control of people and traffic;
- c) The requesting of ambulance and fire service as required;
- d) The establishment of an on-site command post if required;
- e) The establishment of adequate communications;
- f) Activating the Police Emergency Plan;
- g) The establishment of a control perimeter at the immediate emergency scene, and if necessary, disperse and control crowds, and secure area;
- h) The overall control of evacuations of areas authorized by the Emergency Control Centre;
- i) The establishment of control routes for evacuation and emergency vehicles;
- j) The provision of security, guard against unauthorized re-entry and looting of the evacuated areas;
- k) The provision of police personnel at assembly areas or relocation centers as required;
- l) The notification of the coroner of fatalities and the establishing of temporary morgue if necessary;
- m) Assisting in search and rescue operations and coordination of Ground Search and Rescue Teams;
- n) The coordination with Animal Control for the movement, relocation or destruction of animals in the evacuation area.

## **POLICE SERVICE**

### **POLICE SERVICE REPRESENTATIVE**

**RESPONSIBILITIES:** The police service representative or alternate is responsible to:

- a) Maintain an up to date listing and be knowledgeable of available police resources;
- b) Liaison with municipal, provincial and federal police resources;
- c) Provide communications between the ECC and the police service;
- d) Advise members of the ECC on the police matters and be prepared to make recommendations as required;
- e) Communicate to on-site police command any special objectives of the ECC;
- f) Maintain a log of all actions taken.

## **POLICE SERVICE**

### **GROUND SEARCH AND RESCUE ORGANIZATIONS**

When an evacuation order is in effect, the Ground Search and Rescue Organization under the direction of the Police Service will be responsible for the following:

- a) To provide trained search and rescue personnel to assist the police in search and rescue activities;
- b) To provide trained personnel to assist the police service in evacuation activities e.g. door to door to alert residents of the need to evacuate, provide first aid, help in assembly area(s) and oversee the loading buses;
- c) Place at the disposal of the police service; personnel, rescue and communications equipment;
- d) Provide trained search and rescue personnel and equipment at the request of and under the direction of the fire brigade/department.

**POLICE SERVICE**

**ANIMAL CONTROL**

When an evacuation order is in effect, the Animal Control under the direction of the police service will be responsible for the following:

- a) Be prepared to evacuate and relocate animals located within the area to be evacuated;
- b) Remove animals in distress to safe areas;
- c) Maintain close liaison with the police service and the Department of Health;
- d) All animal bites will be reported to the proper medical authorities and the animal carcass will be send to Agriculture and Agri-Food Canada for rabies testing.
- e) Employ euthanasia on animals the pose a threat to humans;
- f) Remove and dispose of animal carcasses from private property or public property.

### **TRANSPORTATION SERVICE**

**ROLE:** The role of the transportation service is to provide and control the emergency transportation of people.

**RESPONSIBILITIES:** During an emergency the transportation service is responsible for:

- a) The direction and coordinated control over all public transportation;
- b) The immediate and ongoing transportation needs to move people from evacuation area to relocation centres;
- c) To act as a liaison with bus companies, taxies and any other mode of transportation;
- d) The provision of specialized buses to aid in the evacuation of hospitals or life institutions;
- e) To maintain service in non-affected areas.

## **TRANSPORTATION SERVICE**

### **TRANSPORTATION SERVICE REPRESENTATIVE**

**RESPONSIBILITIES:** The transportation service representative or alternate is responsible for:

- a) Maintain an up-to-date listing of resources for emergency public transportation, with a copy to be filed with the EMC;
- b) The coordination with emergency officials if the movement of emergency personnel should be required;
- c) Advise the members of the ECC on matters relative to emergency public transportation and be prepared to make recommendations as required;
- d) Maintain a log with time and date of all actions taken.

### **PUBLIC WORKS DEPARTMENTS**

**ROLE:** The Public Works Departments will support emergency operations by providing engineering services, equipment and manpower.

**RESPONSIBILITIES:** During an emergency the Public Works Departments will be responsible to:

- a) Activate their respective emergency services plan;
- b) Provide municipal equipment, supplies and personnel as required;
- c) Provide and up-to-date list with phone numbers of equipment, supplies, suppliers of materials, construction companies, private contractors and engineering resources, etc.;
- d) Act as liaison with Water Utilities, Nova Scotia Power, Telephone Companies, Cable Companies and Gas Companies for the disconnect of services that represent a hazard and for the restoration of service when it is safe to do so;
- e) Arrange for the necessary tests to determine the degree of any potential explosive, flammable, or toxic agents and arrange for the elimination of same with municipal infrastructure;
- f) Provide assistance in clean-up operations and repair damage where there is a municipal responsibility to do so;
- g) Provide barricades and flashers on request;
- h) Provide and post directional and/or information signage as requested;
- i) Provide auxiliary and/or emergency lighting as requested;
- j) Provide alternate sanitation facilities if required;
- k) Provide assistance in search and rescue operations if required;
- l) Protect life, property and the environment.

## **PUBLIC WORKS DEPARTMENTS**

### **PUBLIC WORKS DEPARTMENT REPRESENTATIVE**

**RESPONSIBILITIES:** The public works department's representatives or alternates are responsible to:

- a) Maintain an up-to-date listing with phone numbers of special equipment such as backhoes, bulldozers, generators, trucking equipment, pumps, excavators, air- compressors, cranes, construction materials, portable toilets, etc., with a copy to be filed with the EMC;
- b) Maintain an up-to-date list of emergency contact names and phone numbers for Water Utilities, Nova Scotia Power, Phone Companies, Cable Companies and Gas Companies with a copy to be filed with the EMC;
- c) Advise members of the Emergency Management Planning Committee on municipal service matter and be prepared to make recommendations as required;
- d) Advise members of the ECC on municipal service during an emergency and prepared to make recommendations if required;
- e) Coordinate municipal services during an emergency and communicate objectives of the ECC to municipal staff;
- f) Maintain a log with time and date of all actions taken.

## **DEPARTMENT OF COMMUNITY SERVICES/CANADIAN RED CROSS**

### **PREAMBLE:**

Through the agreement initially signed April 2000 Department of Community Services (DCS) and Canadian Red Cross (CRC) work together in the prior planning, training & preparedness for an emergency or disaster for the provision of Emergency Social Services in an emergency or disaster. The six emergency social services are Food, Clothing, Shelter, Reception and Information, Registration and Inquiry and Personal Services.

### **PREPLANNING:**

CRC prepares and provides ongoing orientation and training in the six Emergency Social Services to all appropriate Red Cross personnel involved in emergency preparedness in Nova Scotia.

CRC negotiates and provides ongoing orientation and training to community Emergency Social Service partners, enabling those groups to integrate into the overall Red Cross emergency plan. These would include such groups as the Salvation Army, St John Ambulance, Association of Food Banks, grocery and hotel chains, etc.

In consultation with DCS Regional Coordinators, meets with each Municipal Emergency Management Coordinator in their region on a regular basis to ensure Emergency Social Service is a part each Municipality's emergency plan and to provide clarification on DCS/CRC roles and responsibilities in pre-response, response and post-response situations. This includes being involved with the Municipalities' emergency exercise, etc.

### **RESPONSE (Red Cross):**

Call out of Canadian Red Cross under Department of Community Services normally occurs when there has been an evacuation of a minimum of 10 units or 25 people. When called by Municipal EMO personnel, the Canadian Red Cross responds immediately to the emergency site, designated reception centre(s) and/or the locally designated emergency operations centre whichever is most appropriate for the emergency situation. In most situations where CRC is called first EMO, the CRC and/or the EMC will call DCS to inform them of the emergency to ensure availability of resources and consistent communication.

The CRC will manage designated reception centres/shelters and provide sufficient personnel resources to cover all six Emergency Social Services throughout the duration of the emergency.

The CRC is the agency responsible for the domestic Disaster Animal Response Team (DART).

### **CONTACT DETAILS:**

Situations requiring immediate access to the Canadian Red Cross can be received, on a 24 hour/7day per week basis, at the Canadian Red Cross' emergency number **(1-800-222-9597)**. This is not a number for the distribution to the general public. It is for municipalities' emergency staff to use in times of emergency.

### **EMERGENCY CONTROL CENTRE (ECC)**

All disaster/emergency operations will be controlled and co-ordinated from the primary ECC, located at 39 Pictou Road in the Village of Bible Hill.

If this site should become unsatisfactory, because of the nature of the emergency then the ECC may be relocated to the second floor of the Truro Police Station or to the Regional Operations Centre (ROC) of the Colchester Hospital.

The staff of the ECC will be responsible for the coordination of all activities to achieve the aim of the plan. This shall be done by the compiling and sharing of information which will lead to a joint decision making process.

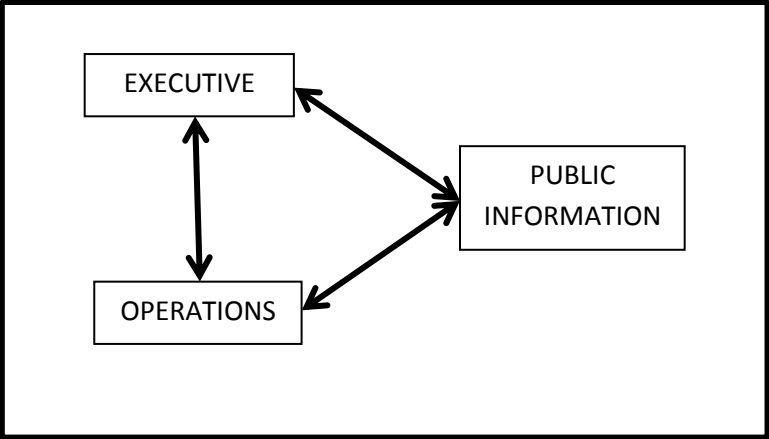
The ECC will be staffed by the ECC Commander, the EMC or alternate and the planning committee representatives as deemed necessary.

The Operations team will consist of the ECC Commander, Department Heads and other administrative support staff or alternate for any of the preceding. The Operations team is responsible for acting on orders issued by the Executive Committee and actually managing the emergency response. The team must also ensure information is presented to the Executive team in a timely fashion to allow for accurate decision- making. Long range planning is the responsibility of the Operations team. They must think and plan ahead of current events in order to anticipate consequences of an emergency, It is most important that emphasis be focused on pro-active rather than reactive planning within the ECC.

The Public Information Officer and staff will gather information from the Operations staff and with the approval of the Executive team will prepare it for dissemination to the public at large. This team must make sure that vital information is prepared accurately and released in a timely manner in order for it to be of value to the public.

When the Emergency Control Centre is activated, all participants are to go to the designated location as soon as possible. Where possible, each representative should bring their most up-to-date list of resources, emergency plans, copies of mutual aid plans, etc. with them to supplement the material kept on file at the centre. Separate checklists for each service are provided. It is extremely important than an accurate record be kept of all activities as they occur. To make this more convenient, standard forms are available.

The ECC Group Chart



## **EMERGENCY CONTROL CENTRE**

### **REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

The responsibilities of the Regional Emergency Management Advisory Committee during an emergency are:

- a) Occupy an office located near the primary or alternate Emergency Control Centre;
- b) If warranted, make and sign a Declaration of a State of Emergency;
- c) If required, renew the declaration every seven days;
- d) Exercise all powers necessary as conferred by the Provincial Emergency Management Act once a declaration has been made;
- e) Authorize the expenditure of municipal funds;
- f) Advise and continually update Municipal Councils on the current emergency situation;
- g) When safe and if appropriate, visit the emergency site(s);
- h) When and if required and in conjunction with the Public Information Officer brief the media;
- i) When and if necessary, through the Public Information Officer inform the public of significant developments occurring;
- j) Ensure that appropriate information is passed to provincial authorities;
- k) Maintain a log of all actions taken.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURE**

**REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE:**

Follow These Steps:

- a) Report to your designated office;
- b) Open a log-record date and time of arrival of members;
- c) Check for any messages delivered prior to the arrival of the first member;
- d) Check telephone to see if it is working and for any messages;
- e) Have a briefing by the Regional Emergency Management Coordinator or designate to obtain all available information on the emergency including resources committed;
- f) Determine status of the Emergency Control Centre and its needs;
- g) Determine status of the Emergency Site Incident Commander and their needs;
- h) Begin long range planning;
- i) Maintain a log of all actions taken.

## **EMERGENCY CONTROL CENTRE**

### **CENTRE CONTROL GROUP COMPOSITION AND RESPONSIBILITIES**

The Emergency Control Centre Control Group shall consist of:

- ECC Commander (CAO, Town of Truro)
  - Alternate ECC Commander (CAO, Municipality of Colchester)
  - 2<sup>nd</sup> Alternate ECC Commander (CAO, Town of Stewiacke)
- Regional Emergency Management Coordinator
  - Alternate to REMC
- Public Information Officer
  - Assistant to PIO
- Representatives of the Planning Committee as necessary
- Scribes
- Telephone Operators
- Mapping (GIS)

When members report to the Emergency Control Centre, they should bring with them any plans, associated materials.

Representatives may be added or deleted from the Emergency Control Centre Control Group in accordance with the nature of the emergency.

## **EMERGENCY CONTROL CENTRE**

### **EMERGENCY MANAGEMENT COORDINATOR**

The responsibilities of the Regional Emergency Management Coordinator, or alternate, during an emergency are to:

- a) Activate or help activate the Emergency Response Plan, if required;
- b) Provide and maintain emergency response equipment as needed;
- c) Assist the Commander of the Emergency Control Centre wherever and whenever needed;
- d) Act as liaison with the Regional Emergency Management Organization and surrounding Emergency Management Organizations;
- e) Provide lists and contacts of resources, advisors with provincial and federal response agencies;
- f) Provide or request mutual aid when and if required;
- g) Select registration sites for human resources;
- h) Alert and coordinate the response of volunteer organizations;
- i) Maintain a log of all actions taken.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**EMERGENCY MANAGEMENT COODINATOR OR ALTERNATE**

Follow these steps:

- a) Make sure the members of the ECC have been alerted;
- b) Report to the ECC;
- c) Determine the operational status of the ECC;
- d) Determine which staff officers are present and when others will report;
- e) Determine operational status of each department;
- f) Obtain a communications status report;
- g) Get an overview of what has happened cause and effects;
- h) Check information displays, operations map and main event log;
- i) Obtain briefing from response departments and situation reports;
- j) Ensure that new arrivals are briefed;
- k) Request situation reports from the site;
- l) Appoint appropriate service to be in charge of the emergency;
- m) Make sure the Emergency Site Incident Commander (IC) is appointed;
- n) Establish direct communication with the Emergency Site Incident Commander (IC);
- o) Prepare for a briefing with the Advisory Committee;
- p) Deal with immediate problems and requests;
- q) Begin long range planning.

## EMERGENCY CONTROL CENTRE

### EMERGENCY SITE INCIDENT COMMANDER

**Role:** The role of the Emergency Site Incident Commander is to direct the overall response to the emergency at the site(s) following accepted Incident Command System guidelines, and to liaison with the Municipality to coordinate the overall response to the incident.

The Incident Commander:

- Has overall incident management responsibility delegated by appropriate jurisdictional authority;
- Develops the incident objectives to guide the incident planning process;
- Approves the Incident Action Plan and all requests pertaining to the ordering and releasing of incident resources.

Upon arriving at an incident the higher ranking person will either assume command, maintain command as it is, or reassign command to a third party. In some situations or agencies, a lower ranking but more qualified person may be designated as the Incident Commander.

The Incident Commander performs **all** major ICS Command and General Staff responsibilities unless these functions are activated. Specifically, the IC:

- Will perform the major ICS organizational functions of operations, logistics, planning, and finance/administration until determining that the authority for one or more of these functions should be delegated.
- Will also perform the Command Staff functions of Safety, Liaison, and Public Information until determining that one or more of these functions should be delegated.

The Incident Commander has a wide variety of responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine the incident objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure the adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with Key people and officials.
- Approve request for additional resources or the release of resources.
- Keep EMC informed of incident status.
- Approve the use of students, volunteers, and auxiliary personnel.
- Authorize release of information to the news media unless the ECC is open.
- Order the demobilization of the incident when appropriate

The ECC Commander has the authority to appoint or replace the Emergency Site IC if necessary.

## **EMERGENCY CONTROL CENTRE**

### **PUBLIC INFORMATION OFFICER**

The responsibilities of the Public Information Officer, or alternate, during an emergency are to:

- a) Help, wherever possible in the activation of the Emergency Management Plan;
- b) Pass to the public reliable information and instructions associated with the emergency;
- c) Keep the public informed of significant developments occurring during the emergency and the measures being taken to minimize its effect;
- d) Arrange for media facilities at designated locations and keep the media informed of the emergency situation;
- e) Prepare self-help information for rapid distribution if needed;
- f) Provide public relations support at the emergency site(s) when required;
- g) Arrange the Regional Emergency Management Advisory Committee and/or the media to visit the site(s) when appropriate;
- h) Maintain a log of all actions taken.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**DEPARTMENT OF COMMUNITY SERVICES/CANADIAN RED CROSS REPRESENTATIVE OR ALTERNATE:**

Follow these steps:

- a) Check your telephone.
- b) Open your log and record date and time of arrival.
- c) Check for any messages delivered prior to your arrival.
- d) Determine from your operational status of your department.
- e) Determine from your operational officer which volunteer agencies are in use and which have been put on standby.
- f) Report department status to ECC Commander and receive a briefing on the emergency.
- g) Respond to the immediate needs of the emergency.
- h) Begin long range planning.

## **EMERGENCY CONTROL CENTRE**

### **EMERGENCY SITE INCIDENT COMMANDER**

The responsibilities of the Emergency Site Incident Commander(s), during an emergency are to:

- a) If not already on the scene, move to the site, liaison with emergency personnel at the scene and assess the situation;
- b) Establish an overall emergency management structure;
- c) Establish an aim, determine the site operational plan, and assume management of the site;
- d) Establish communications with the ECC and advise and continually update on the progress being made, problems encountered and assistance required;
- e) Determine if present resources are adequate or if additional resources are needed and inform the ECC of your request;
- f) Facilitate inter-agency decision through coordination, cooperation and consensus;
- g) Take action as necessary to minimize the effects of the emergency on the Colchester Region;
- h) Maintain a log of all actions taken.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**POLICE SERVICE REPRESENTATIVE OR ALTERNATE:**

Follow these steps:

- a) Check your telephone.
- b) Open your log and record date and time of arrival.
- c) Check for any messages delivered prior to your arrival.
- d) Obtain from the emergency site all available information on the emergency including resources committed and held in reserve.
- e) Brief the Commander of the ECC on departmental status and provide a situation report on the emergency.
- f) Highlight any problem areas or unusual resource requirements.
- g) Have an emergency-related information display on the operations map and main event log.
- h) Answer immediate needs of the emergency.
- i) Begin long range planning.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**FIRE SERVICE REPRESENTATIVE OR ALTERNATE:**

Follow these steps:

- a) Check your telephone.
- b) Open your log and record date and time of arrival.
- c) Check for any messages delivered prior to your arrival.
- d) Obtain from the emergency site all available information on the emergency including resources committed, held in reserve or awaiting arrival.
- e) Brief the Commander of the ECC on the fire service status and provide a situation report on the emergency.
- f) Highlight problem areas or unusual resource requirements.
- g) Have emergency-related information displayed on operations map and main event log.
- h) Answer immediate needs of the emergency.
- i) Begin long range planning.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**TRANSPORTATION SERVICE REPRESENTATIVE OR ALTERNATE:**

Follow these steps:

- a) Check your telephone.
- b) Open your log and record the date and time of arrival.
- c) Check for any messages delivered prior to your arrival.
- d) Obtain a status report on buses or other vehicles in service;
  - i) Buses or other vehicles committed to emergency
  - ii) Buses or other vehicles still available
  - iii) Number of drivers on standby
- e) Brief ECC Commander on transportation status and highlight any problem areas or unusual resource requirements.
- f) Answer immediate needs of the emergency.
- g) Begin long range planning.

**EMERGENCY CONTROL CENTRE**  
**REPORTING PROCEDURES**

**PUBLIC WORKS DEPARTMENT REPRESENTATIVE OR ALTERNATE:**

Follow these steps:

- a) Check your telephone
- b) Open your log and record date and time of arrival.
- c) Check for messages delivered prior to your arrival.
- d) Obtain from your department all available information on the emergency including resources committed and held in reserve.
- e) Check status of Public Works in the emergency.
- f) Brief ECC Commander of Public Works status and provide a situation report on the emergency, highlight the problem areas or unusual resource requirements.
- g) Have emergency related information displayed on the operations map and maintain event log.
- h) Answer immediate needs of the emergency.
- i) Begin long range planning.

01/4/12

## Amended Inter-municipal Emergency Services Agreement

THIS AMENDED AGREEMENT is made in triplicate this 24<sup>th</sup> day of Sept, 2012.

BETWEEN:

The **MUNICIPALITY OF THE COUNTY OF COLCHESTER**, a municipal body corporate pursuant to the *Municipal Government Act*;

- and -

The **TOWN OF TRURO**, a municipal body corporate pursuant to the *Municipal Government Act*;

- and -

The **TOWN OF STEWIACKE**, a municipal body corporate pursuant to the *Municipal Government Act*;

### WHEREAS:

The parties entered into an Inter-municipal Emergency Services Agreement dated March 13, 2000; and

The parties wish to make amendments to the March 13, 2000 Agreement, and do so by this Amending Agreement.

The parties agree that the March 13, 2000 Agreement is amended to read as follows:

1. The Purpose of this Inter-municipal Emergency Services Agreement, hereafter called "Agreement" is to provide for a coordinated response to an emergency occurring within the County of Colchester, including the Town of Truro and the Town of Stewiacke, referred to in this Agreement as the "region".
2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III - section 60 (1) of the *Municipal Government Act* and section 10 (2) (c) of the *Emergency Management Act*.
4. The planning for and coordination of emergency service delivery during a real or apprehended emergency as defined by the *Emergency Management Act* shall be provided by the Regional Emergency Management Organization, referred to in this Agreement as the "REMO".

5. The REMO shall consist of a Regional Emergency Management Advisory Committee, a Regional Emergency Management Planning Committee, the Regional Emergency Management Coordinator (the "Coordinator") and the Alternate Regional Emergency Management Coordinator (the "Alternate Coordinator").
  - a. The Regional Emergency Management Advisory Committee (REMAC) shall be responsible for the direction and management of emergency preparedness activities within the region and to advise the appointing Councils pursuant to section 10 (1) (d) of the *Emergency Management Act*.
    - i. Each party to this agreement shall appoint to the REMAC two (2) members of its Council, one of whom shall be the Mayor.
    - ii. Members of the REMAC are appointed for the same term of office as the Council that appoints them and hold office until their successors are named. (subject to i. above)
    - iii. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
    - iv. The first appointments to the REMAC shall be made by each Council within four weeks after the date of this Agreement.
  - b. The Regional Emergency Management Planning Committee (REMPC) shall be responsible for recommending policy and procedures to the REMAC for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
    - i. Each party to this agreement shall appoint staff members, or where it is appropriate volunteer agency representatives, to the REMPC.
    - ii. The Coordinator shall chair the REMPC.
  - c. The Coordinator shall serve as the staff person for the REMO, and shall be appointed by the REMAC.
    - i. Should the position of the Coordinator become vacant, it will be the responsibility of the REMAC to secure a suitable replacement.
  - d. The Alternate Coordinator shall assist the Coordinator and will have the responsibilities and authority of the Coordinator during any periods of time when the Coordinator is unavailable or is unable to perform their duties. The Alternate Coordinator shall be appointed by the REMAC.

- e. The parties agree that each Municipality shall appoint a staff member to act as a liaison with the REMO.
6. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time. When the capacity of REMO is exceeded, or is likely to be exceeded, REMO will activate support from other agencies in accordance with formal or informal arrangements.
7. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized coordination facility.
8. The REMO is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to it by this Agreement.
  - a. The REMO may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement.
  - b. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they currently contribute except for assets contributed by a particular municipality and those assets shall remain the property of that municipality.
9. The REMO shall establish its own rules of procedure.
10. The REMAC shall annually name one of its members to be chair and one to be vice-chair, to act in the absence or incapacity of the chair.
  - a. The chair or other person presiding shall vote on every question before the REMAC.
  - b. The REMAC shall appoint a person to be secretary of the REMO.
11. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment, and undertake to provide personnel and equipment as deemed appropriate by the REMAC and recommended by the REMPC.
  - a. Any cost associated with the deployment of resources will be borne by the responding municipality.
  - b. Other resources that may be required by REMO during an emergency will be cost shared as per the funding formula in section 13.

12. Despite anything in this Agreement to the contrary, if an emergency occurs in the region and

- a. Goods or services are urgently required to prevent or mitigate damage or injury to property, health, safety or welfare of people in the region; and
- b. There is insufficient time or opportunity for the REMO to act to obtain the required goods or services;

then the following applies:

- c. The C.A.O. of any of the parties may, acting reasonably, authorize the expenditure of up to \$50,000 on behalf of the REMO to obtain the required goods or services; and
  - d. The costs incurred by the C.A.O. will be cost shared among the parties in accordance with the formula in section 13.
13. The parties shall contribute to the cost of operations of the REMO based on forty-five (45) per cent by the Municipality of the County of Colchester, forty-five (45) per cent by the Town of Truro and ten (10) per cent by the Town of Stewiacke.
- a. REMO shall have its budget submitted to the municipal units so it may be approved by April 1 of that fiscal year.
  - b. The actual dollar contribution of the municipalities shall be based on the annual budget of the REMO.
  - c. The host municipality will invoice the other contributing municipality(s) for their portion of the actual costs.
  - d. In the event the REMO requires additional money for capital or operating purposes, any such increase shall be approved by the parties or such of them as agree to contribute.
  - e. The municipality that is host to the office of the Coordinator shall also be the unit responsible to look after the financial arrangements for REMO.
  - f. The municipality that is host to the office of the Coordinator shall have the REMO included on that Municipality's liability insurance policy.
14. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
15. This Agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the *Emergency Management Act*.

16. This amended Agreement has effect commencing July , 2012.
  - a. This Agreement has effect from year to year until terminated by the agreement of all parties.
  - b. This Agreement continues in force until notice of termination is given by the council of any party to the councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31<sup>st</sup> day of March in a year to be specified in the notice of termination.
  - c. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.
17. Upon dissolution of the REMO by unanimous consent of the parties, the assets of the REMO are vested in the parties and the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed by the parties at the present time.
18. Each party shall indemnify its representative from any liability that may arise as a result of that member acting as a member of the REMO.
19. If any disagreement arises among the parties as the proper interpretation of this Agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Commercial Arbitration Act*.
20. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written.

SIGNED, SEALED AND  
DELIVERED  
in the presence of:

JM Assenault  
Witness

JM Assenault  
Witness

Charlotte Fleming  
Witness

Charlotte Fleming  
Witness

Amanda Sues  
Witness

Amanda Sues  
Witness

THE MUNICIPALITY OF THE COUNTY OF  
COLCHESTER

Per: [Signature]  
Mayor

Per: [Signature]  
Chief Administrative Officer

THE TOWN OF STEWACKE

Per: [Signature]  
Mayor

Per: [Signature]  
Chief Administrative Officer

THE TOWN OF TRURO

Per: [Signature]  
Mayor

Per: [Signature]  
Chief Administrative Officer

**CHAPTER 42**  
**REGIONAL EMERGENCY MANAGEMENT BY-LAW**

**A By-law to Provide for a Prompt and  
Coordinated Response to a State of Local Emergency.**

The Council of the Municipality of the County of Colchester, under the authority vested in it by the *Municipal Government Act*, SNS 1998, c 18, as amended, and the *Emergency Management Act*, SNS 1990, c 8, as amended, enacts as follows:

**SHORT TITLE**

1. This By-law may be cited as the "Regional Emergency Management By-law."

**INTERPRETATION**

2. In this By-law,
  - a. "Act" means the *Emergency Management Act*, SNS 1990, c 8, as amended;
  - b. "Agreement" means the inter-municipal emergency services agreement, entered into pursuant to Section 10(2) of the Act by the Town of Truro, the Town of Stewiacke and the Municipality of the County of Colchester on July 31, 1990 and most recently amended on September 24, 2012, as amended from time to time;
  - c. "Council" means the Council of the Municipality of the County of Colchester;
  - d. "Councils" means the Council of the Municipality of the County of Colchester, the Council of the Town of Stewiacke and the Council of Town of Truro;
  - e. "Councillor" means a member of Council;
  - f. "Emergency" means a present or imminent event for which Council believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people;
  - g. "Mayor" means the Mayor of the Municipality of the County of Colchester;
  - h. "Regional Emergency Management Advisory Committee" means the body known as the Regional Emergency Management Advisory Committee or Regional Emergency Measures Advisory Committee (as it may be styled from time to time), established pursuant to section 10 of the Act and in accordance with the Agreement;
  - i. "Regional Emergency Management Coordinator" means the person appointed as coordinator pursuant to section 10 of the Act and in accordance with the Agreement;

- j. "Regional Emergency Management Organization" means the body known as the Regional Emergency Management Organization or Regional Emergency Measures Organization (as it may be styled from time to time), established pursuant to section 10 of the *Act* and in accordance with the Agreement;
- k. "Regional Emergency Management Planning Committee" means the body known as the Regional Emergency Management Committee or Regional Emergency Measures Planning Committee (as it may be styled from time to time), established pursuant to section 10 of the *Act* and in accordance with the Agreement;
- l. "Regional Emergency Management Plans" means any plans, programs or procedures prepared and approved by the Regional Emergency Management Advisory Committee for the Municipality of the County of Colchester, the Town of Truro and the Town of Stewiacke which are intended 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 in the event of such an occurrence; and
- m. "State of Local Emergency" means a state of local emergency declared or renewed pursuant to the Act and its Regulations or this By-law.

#### **REGIONAL EMERGENCY MANAGEMENT ORGANIZATION**

- 3. Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.
- 4. The Regional Emergency Management Organization shall consist of the following persons and committees:
  - a. A Regional Emergency Management Advisory Committee;
  - b. A Regional Emergency Management Coordinator; and
  - c. A Regional Emergency Management Planning Committee.

#### **REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE**

- 5. Council shall appoint Councillors as representatives on the Regional Emergency Management Advisory Committee in accordance with the Agreement and for such term as the Agreement provides.
- 6. Council's representation on the Regional Emergency Management Advisory Committee shall at all times be no fewer than two Councillors or as required by the Agreement.
- 7. The Regional Emergency Management Advisory Committee shall, on behalf of the Regional Emergency Management Organization:

- a. Be responsible for the preparation and approval of Regional Emergency Management Plans;
- b. Provide direction to the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee, as deemed appropriate by the Regional Emergency Management Advisory Committee from time to time;
- c. Brief Council on the development and approval of Regional Emergency Management Plans whenever required to do so by Council; and
- d. Brief Council on developments during a State of Local Emergency whenever required to do so by Council.

### **REGIONAL EMERGENCY MANAGEMENT COORDINATOR**

8. The Regional Emergency Management Coordinator shall be appointed in accordance with the Agreement.
9. The Regional Emergency Management Coordinator shall be paid for their services required and provided pursuant to this By-law, in accordance with the Agreement.
10. The Regional Emergency Management Coordinator shall:
  - a. Prepare and coordinate Regional Emergency Management Plans;
  - b. Chair the Regional Emergency Management Planning Committee;
  - c. Following the declaration of a State of Local Emergency, prescribe the necessary duties to be fulfilled by employees, servants and agents of the Municipality in accordance with appropriate Regional Emergency Management Plans;
  - d. Perform such other duties as may be required by the Regional Emergency Management Advisory Committee or by the Agreement.

### **REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

11. Council shall appoint representatives to the Regional Emergency Management Planning Committee as provided by the Agreement.
12. The Regional Emergency Management Planning Committee shall include, but not be limited to, the following members:
  - a. Persons responsible during an emergency to provide community services;
  - b. Persons responsible during an emergency to provide law enforcement;
  - c. Persons responsible during an emergency to provide fire control;

- d. Persons responsible during an emergency to provide engineering services;
- e. Persons responsible during an emergency to provide health services;
- f. Persons responsible during an emergency to provide public information;
- g. Persons responsible during an emergency to provide transportation;
- h. Persons responsible during an emergency to provide communications;
- i. Persons responsible during an emergency to provide hospital services;
- j. Persons responsible during an emergency to provide utilities;
- k. Persons responsible during an emergency to provide financial services;
- l. Persons responsible during an emergency to provide legal services.

13. The Regional Emergency Management Planning Committee shall:

- a. Assist the Regional Emergency Management Coordinator in the preparation and coordination of Regional Emergency Management Plans;
- b. Advise the Regional Emergency Management Advisory Committee on the preparation and approval of Regional Emergency Management Plans, whenever required to do so by the Regional Emergency Management Advisory Committee;
- c. Upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Councils on the development of Regional Emergency Management Plans;
- d. Perform such other duties as may be required by the Regional Emergency Management Advisory Committee or by the Agreement.

### **AGREEMENTS**

14. Council hereby agrees that the Regional Emergency Management Advisory Committee may enter into agreements with, and make payments to, the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

### **DUTIES OF COUNCIL**

15. Council may appropriate and expend monies:

- a. To pay reasonable expenses of members of the Regional Emergency Management Advisory Committee, the Regional Emergency Management

Coordinator and the Regional Emergency Management Planning Committee;  
and

- b. To fulfill the terms and conditions of any agreements entered into pursuant to Section 14 of this By-law.

### **DECLARING STATE OF LOCAL EMERGENCY**

16. Each of the Councils may, when satisfied that an emergency exists or may exist in all or any area of their respective jurisdictions, the Councils may declare a state of local emergency in respect of their own jurisdiction or area thereof.
17. If any of the Councils are unable to act promptly under section 16, the mayor of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro may declare a State of Local Emergency in respect of their own jurisdiction or area thereof.
18. If both the mayor and the Municipal Council of one of the Municipality of the County of Colchester, the Town of Stewiacke, or the Town of Truro are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under section 16 or section 17, any of the mayors may declare a State of Local Emergency in regards to an Emergency that exists in all or within any area of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro.
19. Before acting under section 17 or 18 of this By-Law, the mayor of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro, as applicable, must first consult, if it is practicable to do so, with a majority of the members of the Regional Emergency Measures Advisory Committee to advise on the development of emergency management plans.

### **DUTIES OF OTHERS DURING A STATE OF LOCAL EMERGENCY**


20. Following the issuance of a declaration of a State of Local Emergency made pursuant to the Act, and for the duration of said State of Local Emergency:
  - a. Every Councillor shall advise the Mayor as to their location and how they may be contacted;
  - b. Every employee, servant and agent of the Municipality who has a responsibilities in emergencies as identified in any Regional Emergency Management Plan shall:
    - i. Advise the Regional Emergency Management Coordinator of their location and how they may be contacted; and
    - ii. Fulfill such duties as may be prescribed by the Regional Emergency Management Coordinator.

THIS IS TO CERTIFY, THAT By-law # 42, Regional Emergency Management By-law, was duly approved at a duly called meeting of the Municipal Council of the Municipality of the County of Colchester, duly convened and held on the 26<sup>th</sup> day of March, A.D., 2015.

  
Ramesh Ummat  
Municipal Clerk

I, Ramesh Ummat, Municipal Clerk of the Municipality of the County of Colchester, do hereby certify that the adjacent Notice of Approval is a true copy of the Notice of Approval of Chapter 42 – Regional Emergency Management By-law, duly advertised in the Saturday, March 7, 2015, issue of the Truro Daily News.

Given under the hand of the Municipal Clerk and under the corporate seal of said Municipality this 26<sup>th</sup> day of March, 2015.

  
Ramesh Ummat  
Municipal Clerk



The Municipality of Colchester  
Notice of Approval

TAKE NOTICE that on Thursday, March 26, 2015, the Council of the Municipality of the County of Colchester approved amendments to Chapter 42 Regional Emergency Management By-law.

The amendments will allow Councils to declare an emergency in one of the two other jurisdictions, the Town of Stewiacke and the Town of Truro. The By-law, formerly called the Emergency Measures By-law, has in all instances, replaced the word 'Measures' with the word 'Management'.

Copies of the By-law can be obtained at the Administration Office, 1 Church Street, Truro or at [www.colchester.ca](http://www.colchester.ca).

Dated April 4, 2015

Ramesh Ummat, Chief Administrative Officer,

# Town of Truro – Bylaws

**Subject:** Regional Emergency Management Bylaw  
**Bylaw Number:** B100-006  
**Approval Date:** November 4, 2013  
**Departments:** All Departments

## **A By-law to Provide for a Prompt and Coordinated Response to a State of Local Emergency**

The Council of the Town of Truro, under the authority vested in it by the *Municipal Government Act*, SNS 1998, c 18, as amended, and the *Emergency Management Act*, SNS 1990, c 8, as amended, enacts as follows:

### **Short Title**

1. This By-law may be cited as the "Regional Emergency Management By-law."

### **Interpretation**

2. In this By-law,
  - a) "Act" means the *Emergency Management Act*, SNS 1990, c 8, as amended;
  - b) "Agreement" means the inter-municipal emergency services agreement, entered into pursuant to section 10(2) of the *Act* by the Town of Truro, the Town of Stewiacke and the Municipality of the County of Colchester on July 31, 1990 and most recently amended on September 24, 2012, as amended from time to time;
  - c) "Truro Council" means the Council of the Town of Truro;
  - d) "Councils" means the Council of the Municipality of the County of Colchester, the Council of the Town of Stewiacke and the Council of Town of Truro;
  - e) "Councillor" means a member of Truro Council;
  - f) "Emergency" means a present or imminent event for which Truro Council believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people;
  - g) "Mayor" means the Mayor of the Town of Truro;
  - h) "Regional Emergency Management Advisory Committee" means the body known as the Regional Emergency Management Advisory Committee or Regional Emergency Measures Advisory Committee (as it may be styled from time to time), established pursuant to section 10 of the *Act* and in accordance with the Agreement;

- i) "Regional Emergency Management Coordinator" means the person appointed as coordinator pursuant to section 10 of the *Act* and in accordance with the Agreement;
- j) "Regional Emergency Management Organization" means the body known as the Regional Emergency Management Organization or Regional Emergency Measures Organization (as it may be styled from time to time), established pursuant to section 10 of the *Act* and in accordance with the Agreement;
- k) "Regional Emergency Management Planning Committee" means the body known as the Regional Emergency Management Committee or Regional Emergency Measures Planning Committee (as it may be styled from time to time), established pursuant to section 10 of the *Act* and in accordance with the Agreement;
- l) "Regional Emergency Management Plans" means any plans, programs or procedures prepared and approved by the Regional Emergency Management Advisory Committee for the Municipality of the County of Colchester, the Town of Truro and the Town of Stewiacke which are intended 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 in the event of such an occurrence; and
- m) "State of Local Emergency" means a state of local emergency declared or renewed pursuant to the Act and its Regulations or this By-Law.

### **Regional Emergency Management Organization**

- 3. Truro Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.
- 4. The Regional Emergency Management Organization shall consist of the following persons and committees:
  - a) A Regional Emergency Management Advisory Committee;
  - b) A Regional Emergency Management Coordinator; and
  - c) A Regional Emergency Management Planning Committee.

### **Regional Emergency Management Advisory Committee**

- 5. Truro Council shall appoint Councillors as representatives on the Regional Emergency Management Advisory Committee in accordance with the Agreement and for such term as the Agreement provides.
- 6. Truro Council's representation on the Regional Emergency Management Advisory Committee shall at all times be no fewer than two Councillors or as required by the Agreement.

7. The Regional Emergency Management Advisory Committee shall, on behalf of the Regional Emergency Management Organization:
  - a) Be responsible for the preparation and approval of Regional Emergency Management Plans;
  - b) Provide direction to the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee, as deemed appropriate by the Regional Emergency Management Advisory Committee from time to time;
  - c) Brief Truro Council on the development and approval of Regional Emergency Management Plans whenever required to do so by Truro Council; and
  - d) Brief Truro Council on developments during a State of Local Emergency whenever required to do so by Truro Council.

#### **Regional Emergency Management Coordinator**

8. The Regional Emergency Management Coordinator shall be appointed in accordance with the Agreement.
9. The Regional Emergency Management Coordinator shall be paid for their services required and provided pursuant to this By-law, in accordance with the Agreement.
10. The Regional Emergency Management Coordinator shall:
  - a) Prepare and coordinate Regional Emergency Management Plans;
  - b) Chair the Regional Emergency Management Planning Committee;
  - c) Following the declaration of a State of Local Emergency, prescribe the necessary duties to be fulfilled by employees, servants and agents of the Municipality in accordance with appropriate Regional Emergency Management Plans;
  - d) Perform such other duties as may be required by the Regional Emergency Management Advisory Committee or by the Agreement.

#### **Regional Emergency Management Planning Committee**

11. Truro Council shall appoint representatives to the Regional Emergency Management Planning Committee as provided by the Agreement.
12. The Regional Emergency Management Planning Committee shall include, but not be limited to, the following members:
  - a) Persons responsible during an Emergency to provide community services;

- b) Persons responsible during an Emergency to provide law enforcement;
- c) Persons responsible during an Emergency to provide fire control;
- d) Persons responsible during an Emergency to provide engineering services;
- e) Persons responsible during an Emergency to provide health services;
- f) Persons responsible during an Emergency to provide public information;
- g) Persons responsible during an Emergency to provide transportation;
- h) Persons responsible during an Emergency to provide communications;
- i) Persons responsible during an Emergency to provide hospital services;
- j) Persons responsible during an Emergency to provide utilities;
- k) Persons responsible during an Emergency to provide financial services;
- l) Persons responsible during an Emergency to provide legal services.

13. The Regional Emergency Management Planning Committee shall:

- a) Assist the Regional Emergency Management Coordinator in the preparation and coordination of Regional Emergency Management Plans;
- b) Advise the Regional Emergency Management Advisory Committee on the preparation and approval of Regional Emergency Management Plans, whenever required to do so by the Regional Emergency Management Advisory Committee;
- c) Upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Councils on the development of Regional Emergency Management Plans;
- d) Perform such other duties as may be required by the Regional Emergency Management Advisory Committee or by the Agreement.

#### **Agreements**

14. Truro Council hereby agrees that the Regional Emergency Management Advisory Committee may enter into agreements with, and make payments to, the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

15. Truro Council may expropriate and expend monies
  - a) To pay reasonable expenses of members of the Regional Emergency Management Advisory Committee, the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee; and
  - b) To fulfill the terms and conditions of any agreements entered into pursuant to section 14 of this By-law.

### **Declaring State of Local Emergency**

16. Each of the Councils may, when satisfied that an Emergency exists or may exist in all or any area of their own jurisdictions, declare a State of Local Emergency in respect of their own jurisdiction or area thereof.
17. If any of the Councils are unable to act promptly under section 16, the mayor of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro may declare a State of Local Emergency in respect of their own jurisdiction or area thereof.
18. If both the mayor and the municipal Council of one of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under section 16 or section 17, any one of the mayors may declare a State of Local Emergency in regards to an Emergency that exists or may exist in all or within any area of any of the Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro.
19. Before acting under section 17 or 18 of this By-Law, the mayor of Municipality of the County of Colchester, the Town of Stewiacke or the Town of Truro, as applicable, must first consult, if it is practicable to do so, with a majority of the members of the Regional Emergency Measures Advisory Committee to advise on the development of emergency management plans.

### **Duties of Others During a State of Local Emergency**

20. Following the issuance of a declaration of a State of Local Emergency, and for the duration of said State of Local Emergency:
  - a) Every Councillor shall advise the Mayor as to their location and how they may be contacted;
  - b) Every employee, servant and agent of the Municipality who has a responsibilities in emergencies as identified in any Regional Emergency Management Plan shall:
    - i) Advise the Regional Emergency Management Coordinator of their location and how they may be contacted; and
    - ii) Fulfill such duties as may be prescribed by the Regional Emergency Management Coordinator.

21. Town of Truro By-Law B1041700, the *Emergency Measures By-Law*, is repealed and replaced by this By-Law.

**TOWN OF STEWIACKE  
REGIONAL EMERGENCY MEASURES BY-LAW**

**BY-LAW # 2000 - 07**

**A By-law to Provide for a Prompt, and Coordinated Response to a State of Local  
Emergency.**

The Council of the Town of Stewiacke, under the authority vested in it by the *Municipal Government Act*, R.S.N.S. 1999, and the *Emergency Measures Act*, R.S.N.S. 1990, C.8,s.10, enacts as follows:

**SHORT TITLE**

1. This By-law may be cited as the “Regional Emergency Measures By-law.”

**INTERPRETATION**

2. In this By-law,
  - a. “Act” means the *Emergency Measures Act*, R.S.N.S. 1990, c.8;
  - b. “Agreement” means the inter-municipal emergency services agreement among the Town of Truro, the Town of Stewiacke and the Municipality of the County of Colchester pursuant to Section 10 (2) of the Act, dated July 31,1990, and as amended from time to time.
  - c. “Council” means the Council of the Town of Stewiacke;
  - d. “Councils” means the councils of the Municipality of the County of Colchester, The Town of Stewiacke and the Town of Truro;
  - e. “Councillor” means a member of the Council;
  - f. “Director” means the Director of the Nova Scotia Emergency Measures Organization;
  - g. “Emergency” means a present or imminent event which requires the prompt co-ordination of action or regulation of persons or property to be undertaken to protect property or the health, safety or welfare of people;
  - h. “Minister” means the member of the Executive Council to whom is assigned the administration of the Act and Regulations;

- i. “Emergency Measures Plans” means plans, programs or procedures prepared by the Regional Emergency Measures Organization (REMO) that are intended 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 in the event of such an occurrence;
- j. “Regional Emergency Measures Advisory Committee” means the committee established by the Agreement to plan for and be responsible for the direction and management of emergency activities;
- k. “Regional Emergency Measures Coordinator” means the person appointed to serve as the staff person in accordance with the Agreement;
- l. “Regional Emergency Measures Organization” means the Organization established as per the Agreement;
- m. “Regional Emergency Measures Planning Committee” means the Committee responsible to recommend policy to the Regional Emergency Measures Advisory Committee;
- n. “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- o. “State of local emergency” means a state of local emergency declared by the Regional Emergency Measures Advisory Committee (REMAC) pursuant to the Act or renewed by the REMAC pursuant to the Act and Regulations made pursuant thereto and this By-law.

## **REGIONAL EMERGENCY MEASURES ORGANIZATION**

- 3. The Council hereby agrees to the establishment of a Regional Emergency Measures Organization in accordance with the Agreement.
- 4. The Regional Emergency Measures Organization shall consist of the following persons and Committees
  - a. a Regional Emergency Measures Advisory Committee;
  - b. a Regional Emergency Measures Coordinator; and
  - c. a Regional Emergency Measures Planning Committee

## **REGIONAL EMERGENCY MEASURES ADVISORY COMMITTEE**

5. Council shall appoint representatives to the Regional Emergency Measures Advisory Committee in accordance with the Agreement from its members for such term as the Agreement provides.
6. Council's representation on the Regional Emergency Measures Advisory Committee shall at all times be no fewer than two members of the Council or as required by the Agreement.
7. The Regional Emergency Measures Advisory Committee shall:
  - a. be responsible for the development of regional emergency measures plans;
  - b. brief Council on the development of these plans;
  - c. be authorized to declare a State of Local Emergency by completing Form 4 of the State of Emergency Regulations;
  - d. be responsible for the direction and management of emergency activities during a State of Local Emergency;
  - e. with the approval of the Minister, renew a State of Local Emergency by completing form 6 of the State of Emergency Regulations;
  - f. brief Council on developments during a State of Local Emergency;
  - g. terminate a State of Local Emergency by completing Form 7 of the State of Emergency Regulations;
  - h. immediately deliver a copy of any signed declaration to the Minister and the Director.

## **REGIONAL EMERGENCY MEASURES COORDINATOR**

8. The Regional Emergency Measures Coordinator shall be appointed in accordance with the Agreement.
9. The Regional Emergency Measures Coordinator shall be paid for work incurred under this By-law in accordance with the Agreement.

10. The Regional Emergency Measures Coordinator shall:
  - a. chair the Regional Emergency Measures Planning Committee;
  - b. coordinate and prepare regional emergency measures plans;
  - c. following the declaration of a State of Local Emergency, prescribe necessary duties to be fulfilled by employees, servants and agents of the Municipalities; and
  - d. perform such duties as may be required by the Regional Emergency Measures Advisory Committee or as provided for in the Agreement.

#### **REGIONAL EMERGENCY MEASURES PLANNING COMMITTEE**

11. Each party shall appoint representatives to the Regional Emergency Measures Planning Committee as the Agreement provides.
12. The Regional Emergency Measures Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
  - i. community services;
  - ii. law enforcement;
  - iii. fire-control;
  - iv. engineering services;
  - v. health services;
  - vi. public information;
  - vu. transportation;
  - viii. communications;
  - ix. hospital;
  - x. utilities;
  - xi. financial services; and
  - xii. legal services.

13. The Regional Emergency Measures Planning Committee shall:
- a. assist the Regional Emergency Measures Coordinator in the preparation and co-ordination of regional emergency measures plans;
  - b. advise the Regional Emergency Measures Advisory Committee on the development of regional emergency measures plans;
  - c. upon request, assist the Regional Emergency Measures Advisory Committee in the briefing of Councils on the development of regional emergency measures plans;
  - d. perform such other duties as may be required by the Regional Emergency Measures Advisory Committee or the Agreement.

#### **AGREEMENTS**

14. The Council hereby agrees that the Regional Emergency Measures Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person.

#### **DUTY OF COUNCIL**

15. The Council may appropriate and expend monies:
- a. to pay reasonable expenses of members of the Regional Emergency Measures Advisory Committee, the Regional Emergency Measures Coordinator and the Regional Emergency Measures Planning Committee; and
  - b. to fulfill the terms and conditions of any agreements as per Section 14.

#### **DUTIES DURING A STATE OF LOCAL EMERGENCY**

16. Following the issuance of a declaration under Section 7.c, and for the duration of the State of Local Emergency:
- a. every Councillor shall keep the Mayor posted respecting their whereabouts;
  - b. Every employee, servant and agent of the Town who has a key role to play in such emergencies as identified in the regional emergency measures plans shall:
    - i. advise the Regional Emergency Measures Coordinator of their whereabouts; and
    - ii. fulfil such duties as may be prescribed by the Regional Emergency Measures Coordinator.

**REPEAL**

17. The Civil Emergency Planning By-law of the Town of Stewiacke passed on May 14, 1981 and approved by the Minister of Municipal Affairs on July 16, 1981 is hereby repealed.

**Annotations for Official Bylaw Book**

Date of first reading: \_\_\_\_\_  
Date of advertisement of Notice of Intent to Consider: \_\_\_\_\_  
Date of second reading: \_\_\_\_\_  
Date of advertisement of Passage of By-law: \_\_\_\_\_  
Date of mailing to Minister a certified copy of By-law: \_\_\_\_\_

I certify that this ***Regional Emergency Measures By-law*** was adopted by Council and published as indicated above.

\_\_\_\_\_  
CAO / Clerk

\_\_\_\_\_  
Date

# Emergency Management Act

CHAPTER 8 OF THE ACTS OF 1990

*as amended by*

2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12  
2011, c. 9, ss. 4-15; 2014, c. 34, s. 6



© 2016 Her Majesty the Queen in right of the Province of Nova Scotia  
Published by Authority of the Speaker of the House of Assembly  
Halifax

This page is intentionally blank.

CHAPTER 8 OF THE ACTS OF 1990  
amended 2005, c. 48, ss. 1-6; 2007, c. 10, s. 2; 2009, c. 12  
2011, c. 9, ss. 4-15; 2014, c. 34, s. 6

**An Act to Provide for a Prompt  
and Co-ordinated Response  
to a State of Emergency**

**Table of Contents**

(The table of contents is not part of the statute)

	Section
Short title.....	1
Interpretation.....	2
Act prevails and Minister's authority.....	3
Department of Justice.....	4
Advisory committee appointed by Governor in Council.....	5
Executive Emergency Management Committee.....	5A
Advisory committees appointed by Department.....	6
Agreements and acquisition of property.....	7
Powers of Department.....	8
Powers of Minister.....	9
Medal for long service.....	9A
Powers and duties of municipalities.....	10
Municipality to report emergency.....	10A
Police.....	11
State of emergency or state of local emergency.....	12
Publication of declaration or termination.....	13
Protection of property and health or safety.....	14
Duty of mayor or warden and delegation of Section 14 powers.....	15
Prices.....	16
Fires and law enforcement.....	17
Termination of state of emergency or state of local emergency.....	18
Termination within fourteen days and renewal.....	19
Termination of state of local emergency and renewal.....	20
No liability.....	21
Entry upon property.....	22
Offence of obstruction.....	23
Additional penalty.....	23A
Absence from employment.....	24
Regulations.....	25
Repeal.....	26
Proclamation.....	27

---

**Short title**

**1** This Act may be cited as the *Emergency Management Act*. 1990, c. 8, s. 1; 2005, c. 48, s. 1.

**Interpretation**

**2** In this Act,

- (a) *repealed 2005, c. 48, s. 2.*
- (aa) “Department” means the Department of Municipal Affairs;
- (b) “emergency” means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
- (c) *repealed 2011, c. 9, s. 4.*
- (d) “emergency management plan” means any plan, program or procedure prepared by the Province or a municipality, as the case may be, that is intended 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 in the event of such an occurrence;
- (e) “Fire Marshal” means the Fire Marshal appointed pursuant to the *Fire Prevention Act*;
- (f) “mayor or warden” includes an alderman or councillor acting in the stead of the mayor or warden, as the case may be;
- (g) “Minister” means the Minister of Municipal Affairs;
- (h) “municipality” means a city, an incorporated town or a municipality of a county or district;
- (i) “police officer” means a member of the Royal Canadian Mounted Police and a police officer of a municipality;
- (j) “state of emergency” means a state of emergency declared by the Minister or renewed by the Minister pursuant to this Act;
- (k) “state of local emergency” means a state of local emergency declared by a municipality or renewed by it pursuant to this Act. 1990, c. 8, s. 2; 2005, c. 48, ss. 2, 6; 2011, c. 9, s. 4; 2014, c. 34, s. 6.

### **Act prevails and Minister’s authority**

**3 (1)** Where there is a conflict or inconsistency between this Act or the regulations and any other enactment respecting emergencies, this Act and the regulations prevail.

**(2)** The Minister has authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery and emergencies in the Province.

**(3)** The Minister’s authority under subsection (2) includes

- (a) the general supervision and management of this Act;
- (b) the co-ordination of emergency management plans within the Province; and

(c) authority to delegate powers vested in the Minister by or pursuant to this Act. 2009, c. 12, s. 1.

#### **Department of Justice**

**4** The Department has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister. 2005, c. 48, s. 3; 2011, c. 9, s. 5.

#### **Advisory committee appointed by Governor in Council**

**5** The Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Governor in Council on matters relating to emergencies. 1990, c. 8, s. 5.

#### **Executive Emergency Management Committee**

**5A (1)** There shall be an Executive Emergency Management Committee consisting of

- (a) the Minister, who is the Chair;
- (b) the Deputy Minister of Finance and Treasury Board;
- (c) the Deputy Minister of the Office of the Premier;
- (d) the Deputy Minister of Justice;
- (e) the Deputy Minister of Municipal Affairs;
- (f) such experts as appointed by the Minister.

**(2)** The Executive Emergency Management Committee shall provide oversight and direction to the Minister regarding emergency preparedness, response, mitigation and recovery. 2009, c. 12, s. 2; 2011, c. 9, s. 6; 2014, c. 34, s. 6.

#### **Advisory committees appointed by Department**

**6 (1)** The Department may appoint such committees as it considers necessary or desirable to advise or assist the Department, the Minister or the Governor in Council.

**(2)** A member of a committee appointed pursuant to subsection (1) may, if the member is not an employee of Her Majesty or an agency thereof, be paid such remuneration and expenses as the Governor in Council determines. 1990, c. 8, s. 6; 2005, c. 48, s. 6; 2011, c. 9, s. 7.

#### **Agreements and acquisition of property**

**7 (1)** Subject to the approval of the Governor in Council, the Minister may, on behalf of the Province,

- (a) enter into agreements with the Government of Canada, a province or a municipality, a state of the United States of America,

or an agent of any of them, in respect of emergency management plans or provision of emergency services;

(b) enter into agreements with a board, commission, agency or Crown corporation of the Government of Canada, of a province or of a municipality, or an agent of any of them, in respect of emergency management plans;

(c) enter into agreements with the Government of Canada and the Workers' Compensation Board for the administration and payment of compensation benefits to persons engaged in training or carrying out duties related to a state of emergency or a state of local emergency;

(d) acquire, by purchase or lease, real and personal property for the purpose of emergency management.

**(1A)** Subject to the regulations, a person sent to the Province under an agreement entered into under clause (a) of subsection (1), who holds a licence, certificate or permit respecting the person's profession, trade or other qualifications from a jurisdiction that is a party to the agreement is deemed to be similarly qualified in the Province when providing assistance during a state of emergency or a state of local emergency.

**(2)** The Workers' Compensation Board may execute and administer an agreement referred to in this Section. 1990, c. 8, s. 7; 2005, c. 48, ss. 4, 6; 2011, c. 9, s. 8.

### **Powers of Department**

**8** The Department may, subject to the approval of the Minister,

(a) review and approve, or require modification to Provincial and municipal emergency management plans;

(b) make surveys and studies to identify and record actual and potential hazards that may cause an emergency;

(c) make surveys and studies of resources and facilities to provide information for the effective preparation of emergency management plans;

(d) conduct public information programs related to the prevention and mitigation of damage during an emergency;

(e) conduct training and training exercises for the effective implementation of emergency management plans;

(f) procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies;

(g) authorize or require the implementation of any emergency management plan;

(h) enter into agreements with any persons, organizations or associations in respect of emergency management plans. 1990, c. 8, s. 8; 2005, c. 48, s. 6; 2011, c. 9, s. 9.

### **Powers of Minister**

**9** The Minister may

(a) divide the Province into districts and subdistricts for the purpose of this Act;

(b) after consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act and determine the respective responsibilities of municipalities in the designated area;

(c) require municipalities to prepare emergency management plans, including mutual aid programs, and to submit such plans to the Department for review for adequacy and integration with the Provincial emergency management plans;

(d) establish procedures for the prompt and efficient implementation of emergency management plans;

(e) require any person to develop emergency management plans in conjunction with the Department or the municipalities to remedy or alleviate any hazard to persons or property that is or may be created by

- (i) a condition that exists or may exist on that person's property,
- (ii) that person's use of property,
- (iii) an operation in which that person is or may be engaged, or
- (iv) a process that that person is or may be utilizing,

except where an enactment of the Province or a municipal by-law provides a procedure for dealing with the hazard. 1990, c. 8, s. 9; 2005, c. 48, s. 6; 2011, c. 9, s. 10.

### **Medal for long service**

**9A (1)** In recognition of a significant contribution to the protection of persons and property by a member of a ground search and rescue crew or other person involved in the provision of emergency services, the Minister or a person designated by the Minister, on the recommendation of the Department, may issue a medal for long service.

**(2)** Where the Minister or the Minister's designate has issued a medal for long service, the Minister or the designate, on the recommendation of the Department, may issue a bar for further service to accompany the medal. 2007, c. 10, s. 2; 2011, c. 9, s. 11.

**Powers and duties of municipalities**

**10 (1)** Within one year after the coming into force of this Act, each municipality shall

(a) subject to the approval of the Minister, establish and maintain a municipal emergency by-law;

(b) establish and maintain a municipal emergency management organization;

(c) appoint a co-ordinator of the municipal emergency management organization and prescribe the duties of the co-ordinator which shall include the preparation and co-ordination of emergency management plans for the municipality;

(d) appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans; and

(e) prepare and approve emergency management plans.

**(2)** The municipality may

(a) pay the reasonable expenses of members of the organization or members of the committee appointed pursuant to clause (b) or (d) of subsection (1);

(b) enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;

(c) enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;

(d) appropriate and expend sums approved by it for the purpose of this Section. 1990, c. 8, s. 10; 2005, c. 48, s. 6.

**Municipality to report emergency**

**10A** Every municipality shall, immediately upon becoming aware of it, inform the Department of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment. 2009, c. 12, s. 3; 2011, c. 9, s. 12.

**Police**

**11 (1)** The Minister may appoint persons trained for police duties as auxiliary police officers for the purpose of this Act.

**(2)** Police officers and auxiliary police officers have such powers, duties and responsibilities as the regulations prescribe and shall be organized and operate in accordance with the regulations.

(3) A police officer or auxiliary police officer, in carrying out duties pursuant to this Act and the regulations, has and may exercise in any part of the Province all the powers, authorities and immunities of a peace officer as defined in the *Criminal Code* (Canada).

(4) The protection afforded by this Act and any other enactment to a police officer or auxiliary police officer extends to any other person while and to the extent that that person is in the course of assisting a police officer or auxiliary police officer under the police officer's or auxiliary police officer's direction. 1990, c. 8, s. 11.

#### **State of emergency or state of local emergency**

12 (1) The Minister, after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council and, if the Minister is satisfied that an emergency exists or may exist, may declare a state of emergency in respect of all or any district, subdistrict or area of the Province.

(2) A municipal council may, when satisfied that an emergency exists or may exist in all or any area of that municipality, declare a state of local emergency in respect of that municipality or area thereof.

(3) If a municipal council is unable to act promptly, the mayor or warden may exercise the authority of the municipal council contained in subsection (2) after consulting, if it is practical to do so, with a majority of the members of the council's committee to advise on the development of emergency management plans.

(4) A declaration pursuant to this Section shall identify the nature of the emergency and the area in which it exists.

(5) Nothing in this Section prevents the Minister from declaring a state of emergency whether a state of local emergency has been declared or not. 1990, c. 8, s. 12; 2005, c. 48, s. 6.

#### **Publication of declaration or termination**

13 When a state of emergency or a state of local emergency has been declared or terminated pursuant to this Act, the Minister or the municipality, as the case may be, shall immediately cause the details of the declaration or termination to be communicated or published by such means as the Minister or the municipality, respectively, considers the most likely to make the contents of the declaration or termination known to the people of the area affected. 1990, c. 8, s. 13.

#### **Protection of property and health or safety**

14 Upon a state of emergency being declared in respect to the Province or an area thereof, or upon a state of local emergency being declared in respect to a municipality or an area thereof, the Minister may, during the state of emergency, in respect of the Province or an area thereof, or the mayor or warden, as the case may be, may, during the state of local emergency, in respect of such municipality or an

area thereof, as the case may be, do everything necessary for the protection of property and the health or safety of persons therein and, without restricting the generality of the foregoing, may

- (a) cause an emergency management plan or any part thereof to be implemented;
- (b) acquire or utilize or cause the acquisition or utilization of personal property by confiscation or any means considered necessary;
- (c) authorize or require a qualified person to render aid of such type as that person may be qualified to provide;
- (d) control or prohibit travel to or from an area or on a road, street or highway;
- (e) 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) cause or order the evacuation of persons and the removal of livestock and personal property threatened by an emergency and make arrangements for the adequate care and protection thereof;
- (g) authorize the entry by a person into any building or upon land without warrant;
- (h) cause or order the demolition or removal of any thing where the demolition or removal is necessary or advisable for the purpose of reaching the scene of an emergency, of attempting to forestall its occurrence or of combating its progress;
- (i) order the assistance of persons needed to carry out the provisions mentioned in this Section;
- (j) regulate the distribution and availability of essential goods, services and resources;
- (k) authorize and make emergency payments;
- (l) assess damage to any works, property or undertaking and the costs to repair, replace or restore the same;
- (m) assess damage to the environment and the costs and methods to eliminate or alleviate the damage. 1990, c. 8, s. 14; 2005, c. 48, s. 6.

**Duty of mayor or warden and delegation of Section 14 powers**

**15 (1)** Upon declaring a state of local emergency, a mayor or warden, as the case may be,

- (a) shall immediately forward a copy of the declaration to the Minister; and
- (b) may authorize any person or committee to exercise any power vested in the mayor or warden, respectively, by Section 14.

(2) Upon declaring a state of emergency, the Minister may authorize any person or committee to exercise any power vested in the Minister by Section 14. 1990, c. 8, s. 15.

#### Prices

16 (1) During a state of emergency or a state of local emergency, no person in the Province may charge higher prices for food, clothing, fuel, equipment, medical or other essential supplies or for the use of property, services, resources or equipment than the fair market value of the same thing immediately before the emergency.

(2) A contract that is contrary to subsection (1) is voidable at the option of the purchaser if the purchaser repudiates the contract within one month after the termination of the state of emergency or state of local emergency. 1990, c. 8, s. 16.

#### Fires and law enforcement

17 During a state of emergency,

(a) the Fire Marshal is the co-ordinator of all efforts in relation to the suppression and prevention of fires, and every fire brigade, fire department and firefighter in the area in which the state of emergency exists is subject to the direction and control of the Fire Marshal; and

(b) a peace officer designated for this purpose by the Solicitor General is the co-ordinator of all efforts in relation to law enforcement and every police officer and auxiliary police officer in the area in which the state of emergency exists is subject to the direction and control of that officer. 1990, c. 8, s. 17.

#### Termination of state of emergency or state of local emergency

18 (1) The Minister may

(a) terminate a state of emergency with respect to an area identified by the Minister in a declaration of a state of emergency when, in the Minister's opinion, an emergency no longer exists in such area; and

(b) 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 the Minister's 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 by it in its declaration of a state of local emergency when, in its opinion, an emergency no longer exists in such area. 1990, c. 8, s. 18.

**Termination within fourteen days and renewal**

**19 (1)** A state of emergency terminates fourteen days after the day on which it was declared unless it is renewed or terminated by the Minister.

**(2)** A state of emergency may be renewed by the Minister with the approval of the Governor in Council.

**(3)** The provisions of this Act respecting a state of emergency and the declaration thereof apply, with the necessary changes, to a renewal of a state of emergency. 1990, c. 8, s. 19.

**Termination of state of local emergency and renewal**

**20 (1)** A state of local emergency terminates

(a) when the area identified by the municipality in its declaration of a state of local emergency is included in an area identified by the Minister in a declaration of a state of emergency;

(b) when it is terminated by the Minister or by the municipality;

(c) seven days after the day on which it was declared unless it is renewed in accordance with this Act.

**(2)** A state of local emergency may be renewed by the municipality with the approval of the Minister.

**(3)** The provisions of this Act respecting a state of local emergency or the declaration thereof apply, with the necessary changes, to a renewal of a state of local emergency. 1990, c. 8, s. 20.

**No liability**

**21** The Minister, a mayor or warden, a municipality, the Department, a committee established pursuant to this Act or a member thereof, or any other person

(a) is not liable for any damage arising out of any action taken pursuant to this Act or the regulations; and

(b) is not subject to any proceedings by prohibition, *certiorari*, *mandamus* or injunction with respect to any action taken pursuant to this Act or the regulations. 1990, c. 8, s. 21; 2005, c. 48, s. 6; 2011, c. 9, s. 13.

**Entry upon property**

**22** Any person in the course of implementing an emergency management plan pursuant to this Act or the regulations may, at any time, enter upon any property. 1990, c. 8, s. 22; 2005, c. 48, s. 6.

**Offence of obstruction**

**23** Any person who obstructs the Minister, a municipality, the Department, a committee established pursuant to this Act or any person in the performance of any action, matter or thing authorized by this Act or who contravenes or fails to comply

- (a) with any provision of this Act or any regulation; or
- (b) with any direction, order or requirement made pursuant to this Act or the regulations,

is guilty of an offence and liable on summary conviction

- (c) in the case of an individual, to a fine not exceeding ten thousand dollars; or
- (d) in the case of a corporation, to a fine not exceeding one hundred thousand dollars,

or to imprisonment of not more than six months or both. 1990, c. 8, s. 23; 2005, c. 48, s. 6; 2009, c. 12, s. 4; 2011, c. 9, s. 14.

**Additional penalty**

**23A** In addition to any penalty imposed under Section 23, a court may increase the fine imposed on a person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2009, c. 12, s. 5.

**Absence from employment**

**24** Every person who with proper authority is absent from that person's accustomed employment and is on duty authorized by the Minister or by the council of a municipality for the purpose of this Act shall, while so absent, for all purposes relative to retention of employment, of seniority rights and of superannuation benefits, be deemed to have been in that person's accustomed employment during the period of absence. 1990, c. 8, s. 24.

**Regulations**

- 25 (1)** The Governor in Council may make regulations
- (a) respecting emergency planning for the continuity of functions of departments, boards, commissions, corporations and other agencies of the Province;
  - (b) respecting the vesting of special powers and duties in various departments and agencies of the Province for the purposes of emergency planning and the implementation of emergency management plans;
  - (ba) respecting the recognition of the professional, trade or other qualifications of persons sent to the Province by another jurisdiction under an agreement entered into under clause (a) of subsec-

tion (1) of Section 7 during a state of emergency or state of local emergency;

(bb) requiring municipalities to assess their level of preparedness and report their findings to the Department;

(bc) respecting the emergency planning, evaluation, and level of preparedness required of municipalities;

(bd) respecting emergency plans to be submitted by municipalities to the Emergency Management Office;

(c) respecting the organization, responsibilities, powers, duties and operation of police officers and auxiliary police officers throughout the Province or any part thereof for the purpose of this Act;

(ca) respecting emergency planning, evaluation and reporting for non-governmental entities;

(d) respecting authority to be delegated pursuant to this Act;

(e) prescribing the forms to be used for a declaration of a state of emergency and renewals and ~~termination~~ [termination] of the same;

(f) respecting the establishment, operation, liability and responsibilities of ground search and rescue organizations;

(g) prescribing renewal periods for states of emergency;

(h) defining any word or expression used in this Act but not defined herein;

(i) respecting any matter or thing that the Governor in Council deems necessary for the administration of this Act.

(2) The exercise by the Governor in Council of the authority contained in subsection (1) shall be regulations within the meaning of the *Regulations Act*.

(3) An order or regulation made under this Act may be made retroactive to the date in the order or regulation.

(4) Notwithstanding the *Regulations Act*, an order or regulation made under this Act during a state of emergency or a state of local emergency comes into force immediately on the signing by the Governor in Council or by the person who makes it, unless some other time is stated as being the time when it comes into force. 1990, c. 8, s. 25; 2005, c. 48, ss. 5, 6; 2009, c. 12, s. 6; 2011, c. 9, s. 15.

### Repeal

26 Chapter 145 of the Revised Statutes, 1989, the *Emergency Measures Act*, is repealed. 1990, c. 8, s. 26.

**Proclamation**

27 This Act comes into force on and not before such day as the Governor in Council orders and declares by proclamation. 1990, c. 8, s. 27.

Proclaimed - July 31, 1990  
In force - November 1, 1990

---

**FORM 4**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**

(Council of Municipality)

**Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8**

**WHEREAS** the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )

No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Council, Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

**FORM 5**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**

(Mayor/Warden)

**Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8**

**WHEREAS** the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )

No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**AND WHEREAS** the Council of the Municipality is unable to act;

**AND WHEREAS** the undersigned has (check appropriate box)

(a) Consulted with a majority of the members of the Municipal Emergency Management Committee

Yes ( )

No ( )

(b) Found it impractical to consult with the majority of the Municipal Emergency Management Committee

Yes ( )

No ( )

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Mayor/Warden's signature

Municipality of \_\_\_\_\_

FORM 6

RENEWAL OF A STATE OF LOCAL EMERGENCY  
(Council of Municipality/Mayor/Warden)

Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )

No ( )

Nature of the Emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS the Declaration of a State of Local Emergency was signed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

In the event the Council is unable to act:

\_\_\_\_\_  
Mayor/Warden

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

**FORM 7**

**TERMINATION OF A STATE OF LOCAL EMERGENCY**  
(Council of Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** by a Declaration of a State of Local Emergency dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, as renewed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, a State of Local Emergency was declared for the following area:

**Emergency Area:**

The area generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )      No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

**THE UNDERSIGNED** pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

# COLCHESTER REGIONAL EMERGENCY EVACUATION PLAN



## **Emergency Evacuation Plan**

### **Introduction**

There are two types of evacuations, Volunteer and Mandatory Evacuation:

Volunteer Evacuation occurs when it is recommended to evacuate within a certain perimeter usually a building or block until the initial situation is contained.

Mandatory Evacuation takes place when it is determined by the Site Incident Command Team that there is an absolute need to evacuate an area, usually on a large scale, possibly for a long period of time (i.e. for more than 24 hours).

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with people involved is essential and shall include; explaining that an evacuation is pending, what they shall be required to do and when they should be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely necessary.

First response agencies alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal services, provincial resources and volunteer services such as ground search and rescue and humanitarian organizations.

### **Purpose**

The purpose of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

The Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur in Colchester County, the Emergency Management Coordinator (EMC) or alternate EMC, on the advice of the first response agency, will consult with the ECC Commander to activate the Emergency Management Plan. The EMC or alternate will activate the notification procedure set out in the Emergency Management Plan so members of the Emergency Control Centre (ECC) are alerted and instructed to report the ECC located at 39 Pictou Road, Bible Hill.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Evacuation Plan shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE) if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

The Site Incident Commander (IC) will have the primary responsibility for implementing of an evacuation consistent with their operating procedures and this evacuation plan. All other services and agencies will be prepared to support evacuation activities and Unified Command under the Incident Command System will be followed. The ECC will be responsible to support the IC and once the evacuees are outside of the outer perimeter the ECC is responsible for their care.

### **Authorities**

The authority for an evacuation is afforded by the Municipal Government Act and the Emergency Management Act.

### **Potential Community Hazards**

The Municipalities hazard risk vulnerability assessment will determine the potential hazards that may create the need to evacuate. The list below is not exhaustive and events are not listed and in particular order of risk. The following list is considered potential community hazards that may affect all or part of the County.

- Inland and coastal flooding
- Wildfire
- Highway, road or rail incident involving dangerous goods spill
- Weather events (blizzard, ice storms, hurricanes)
- Highway (2,102 or 104) closures
- Multiple vehicle accidents

### **Steps for Activation of the Evacuation Plan**

Step 1: Incident Occurs

Step 2: Emergency Services Respond

Step 3: Situation Assessed

Step 4: Mandatory Evacuation Ordered by the IC

Step 5: Contact EMO Colchester

Step 6: Emergency Management Plan Activation Required

Step 7: Evacuation Plan Activation

### **Evacuation Operations - Incident Command Team**

Once the decision has been made to evacuate an area in Colchester County, the Incident Commander shall determine the following:

- Sign the evacuation order;
- Define boundaries of area to be evacuated;
- Indicate main evacuation route(s) to be used and identify necessary traffic control points;
- Assign staging area(s) to be used;
- Time the evacuation will start and if necessary, who will be evacuated first;
- Activate the notification system for affected residents.

### **ECC Responsibilities**

- Inform agencies of the evacuation order including EMO NS.
- Prepare a media release for immediate broadcast to the public.
- Initiate a state of local emergency (SOLE) if required.
- Provide resource support to the site.
- Select reception centres for registry and inquiry and shelters if necessary to accommodate the evacuees.
- Provide information to the Incident Command Team at the site(s).
- Assist the site in identifying the main evacuation routes.
- Arrange for services and resources from neighbouring municipalities, private contractors, volunteer agencies and service clubs to support the requests from site and meet the objectives of the ECC.
- During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer (PIO) for dissemination to the media and to the public.
- Working in conjunction with all stakeholders to handle requests for information, key messaging and agency media releases to ensure consistency with respect to the emergency.
- Develop a reentry plan for the inspection of evacuated areas and orderly return of residents after the evacuation order is terminated and inspection is complete.

### **Essential Services**

Depending on the risk, designated essential services cannot be fully evacuated and minimal staff must remain on the job. In this instance, a plan must be in place to ensure the staff remain safe and an extraction protocol with triggers in case the staff have to be evacuated quickly. Each municipal unit in the County must complete a list of these services and the minimal staffing requirements well before an incident occurs.

## **Evacuee Registration and Facility Locations**

If an evacuation is necessary, a list of possible facilities is available at the ECC that can be used as Registration Centres, Comfort Centres and/or Shelters. Once registered, the residents will be directed to appropriate facilities if they require additional support.

The Evacuees who have been relocated to temporary shelters will require a wide range of support services. The Nova Scotia Department of Community Services (DCS) has the primary responsibility for the provision of all such services, with the assistance of agencies such as the Canadian Red Cross, St. John Ambulance and the Salvation Army. The Canadian Red Cross is under contract with DCS to provide the following **six (6) services** in the event of an evacuation.

1. Registration and Inquiry
2. Emergency Clothing
3. Emergency Lodging
4. Emergency Food
5. Personal Services
6. Psychological Services

## **Facilities**

Initially, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. It is important that evacuees register by calling or in person at the reception centre. This will allow authorities to contact you with updates and the reentry details.

There are **three types** of emergency facilities that may be established.

### Comfort Centres

Comfort Centres, sometimes are known as Warming Centres are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. The centre can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres are normally and operated by the municipality and/or local volunteer organizations and are not run by DCS, however, DCS may assist in some cases with supplies like bottled water, for example.

### Reception Centres

In an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary plans. The centre also allows the DCS through its partners, such as the Canadian Red Cross, to provide a registration and assessment service. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, reentry procedures, etc. It is normally at a reception

centre that a determination is made on how many residents do not have alternate temporary housing arrangement. If there are enough residents needing overnight accommodation, an emergency shelter may be set up. Reception centres are provided by the municipality and managed by the DCS. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is located in meets the needs of the evacuees. There is no requirement to have the reception centre and the evacuation centre in the same facility.

### Emergency Shelters

When sufficient numbers of residents are unable to remain in their homes and no other source of temporary housing, an evacuation centre may be established. The Shelter is provided by the municipality and is managed by DCS through its agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all of the five emergency social services (ESS) including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped, or may be prepared off-site and served at the centre. Support to the DCS may be needed, so again, there is an important role for community volunteers.

### **Testing the Evacuation Plan**

This Plan should be exercised in whole or in part bi-annually in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise. Revisions to the plan should incorporate recommendations stemming from all such exercises.

### **Public Education and Awareness of Evacuation Procedures**

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Evacuation Plan, as part of the Emergency Management Plan, shall be posted on the Municipality of the County of Colchester, the Town of Truro and the Town of Stewiacke's websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

## **Re-entry of Evacuees**

Determine when it is safe for evacuees to return home. Considerations include:

- The threat that prompted the evacuation has been resolved or has subsided.
- Access to the community is assured.
- The infrastructure is safe to use.
- Safety hazards connected to the emergency have been eliminated.

A Re-entry Assessment Team will be assembled to evaluate the evacuees' homes to ensure that the dwellings are safe to return to. The team shall be comprised of:

- Building Inspectors
- Engineers
- NS Power Representative
- NS Department of Environment Representative
- Other representatives of any other agencies that may be determined

Services have resumed and are sufficient to support returning evacuees, including but not limited to:

- Power
- Water
- Sanitation
- Security
- Food and essential supplies
- Medical services

## EVACUATION ALERT

This **EVACUATION ALERT** is to notify you of a serious **potential** danger in your area due to:

### SITUATION SUMMARY:

As emergency responders continue to monitor the situation it may become necessary for residents to evacuate the area with very short notice. You are advised to be as prepared as possible. If you are notified to evacuate, you will be asked to register at the undersigned location.

Location: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signed

Position: \_\_\_\_\_

## EVACUATION ORDER

Within the emergency situation in the area of:

---

---

---

---

Due to: (Incident)

---

---

---

---

Residents are to evacuate the above designated area because of the imminent danger to life and property. All entry into this area will be restricted to emergency personnel only.

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

Signed: \_\_\_\_\_

Time: \_\_\_\_\_

Position: \_\_\_\_\_

So that emergency responders know everyone is safely evacuated you are asked to check-in at:

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Further information will be available there. Unless otherwise directed, we recommend that you transport all family members and pets in your private vehicle if possible.

### Evacuation Contact

Incident: \_\_\_\_\_

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

Name of Person Contacted:	Signature of Person Contacted:			
Civic Address Location of Contact:				
Phone Numbers of Contact Location:				
Emergency Contact Name & Number (once evacuated)	Name:	Phone Numbers:		
Number of Persons at Location	Adults		Minors	
	Males	Females	Males	Females
Transportation Available	Yes		No	
Pets/Livestock	Evacuate with People		Could not Evacuate	
	Species	#	Species	#
Special Needs or Assistance Required:				
Contact Made By: (Print Name)	Signature:			

### Evacuation Planning Worksheet

Threat Information					
<b>Type</b>	<b>Details</b>				
Flood					
Fire					
Natural Disaster					
Hazardous Materials					
<b>Impact</b>	<b>Details</b>				
Life Safety					
Environmental					
Other					
Comments:					
Population / Location					
Population Size - # of	Persons:			Animals:	
Density	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low		
Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial		
Special Considerations					
<b>Type</b>	<b>Yes</b>	<b>No</b>	<b>Type</b>	<b>Yes</b>	<b>No</b>
Schools			Transport Available		
Hospitals			Translators		
Population (shut-in)			Physical Disabilities		
Secure Treatment / Jail			Transients		
Shelters Available			Visitors / Tourists		
Location / Distance (Plot on Map)					
Distance from incident to population		M:		Km:	
Direction threat is from population		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
Terrain is:		<input type="checkbox"/> Flat	<input type="checkbox"/> Sloped	<input type="checkbox"/> Steep	<input type="checkbox"/> V. Steep
Available Evacuation Routes:					
Comments:					
Hazardous Materials Conditions					
Condition:	<input type="checkbox"/> Contained	<input type="checkbox"/> Not Contained	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled	
	<input type="checkbox"/> Continuous	<input type="checkbox"/> Not Continuous	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable	
Description:	<input type="checkbox"/> Puff	<input type="checkbox"/> Pool	<input type="checkbox"/> Plume	<input type="checkbox"/> Other	
Location:	<input type="checkbox"/> Ground	<input type="checkbox"/> Elevated	<input type="checkbox"/> Accessible	Inaccessible	
Temperature:	Ambient:	On Fire:	Heated:	Cooled:	
Refer to the Hazardous Materials Data Sheet for more Information					

Time					
When threat will likely occur:	Time:	Date:			
Time threat will last:	Hours:	Days:	Weeks:		
Rate					
Rate of threat/release:	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Rate of threat movement:	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Will contact population in:	Minutes:	Hours:	Days:		
Time Needed for Implementing Protective Actions					
<b>Action</b>	Minutes		Hours		
Deploy Response Personnel					
Develop Message					
Give Public Warning and Instructions					
Public Mobilization and Travel Time					
Special Needs for Mobilization & Travel Time					
Time Needed for Environmental Monitoring					
Comments:					
Communications					
<b>Communicate with Public</b>	<b>Yes</b>	<b>No</b>	<b>Communicate with Responders</b>	<b>Yes</b>	<b>No</b>
Able to warn public?			Able to communicate with agencies?		
Able to warn institutions?			Able to communicate with media?		
Able to warn transients?			Able to communicate with mutual aid?		
Able to warn hearing impaired?			Able to use phone system?		
Able to instruct and update?			Able to use emergency alerting?		
Comments:					
Resources and Responder Capabilities					
<b>Needed Specialized Resources</b>	<b>Yes</b>	<b>No</b>	<b>Communicate with Responders</b>	<b>Yes</b>	<b>No</b>
Mobilize existing resources?			Stop the threat?		
Mobilize additional resources?			Direct/control the threat?		
Obtain specialized resources?			Neutralize the threat?		
			Identify the material?		
Comments:					
Form Completed:	Date (D/M/Y)		Time(24 Hr)		
Completed By:			Signature:		

# COLCHESTER REGIONAL EMERGENCY PUBLIC INFORMATION PLAN



### ***Why is it necessary to have an Emergency Public Information Plan?***

Most emergency response organizations have in place policies and procedures that govern their day-to-day relations with the media and the public, as well as a person(s) with professional competencies and technical resources to get the job done.

Not only do most of these emergency providers accept the media's right to access information deemed to be in the public interest, but they work with the media to inform the public of what their organization is doing. In normal times, the relationship is an easy and uneventful one, each party is recognizing the legitimacy of the other's interests and method of operation, and both feeling equality well served under existing ground rules.

Some emergency providers however have seen their comfortable relationship with the media evaporate the minute a serious public emergency arose in their area of responsibility. They found their emergency response operations impaired as a result of their inability to get along with the media under such abnormal conditions. Their lack of foresight has taught them, painfully, that public disasters and calamities will invariably:

- Generate intense public interest and put equally intense pressure on the media to get the story,
- Pre-empt the development of an effective media strategy, instant ones don't work,
- Complicate access, and reduce the time available to obtain and verify the facts, thereby increasing the risk of misreporting and rumor mongering,
- Bring out in both the media and the emergency personnel any latent suspicions about each other's candor and motives,
- Strain the professional and technical communications resources of the responding emergency providers by placing on them intellectual and physical demands they may not be able to meet under their existing configuration,
- Place the responding emergency providers under the kind of public scrutiny that could affect its image long after the emergency is over to paraphrase an old saying: public emergencies must not only be dealt with effectively, they must be SEEN to be dealt with effectively.

With good contingency planning and sound crisis management techniques, these pressures and tensions can be harnessed into a positive force and used to drive the kind of dynamic media and public relations effort that will enhance emergency operations at any crisis.

A common failing of many otherwise sophisticated emergency response plans is that their public information components are left in a rudimentary state, or at best, developed as an afterthought and never fully integrated into the overall plan.

The intent of this pamphlet is to draw attention of those responsible for public information to the elements comprising a proper public information contingency plan, to provide guidelines that will help them design their own plans, to recognized standards of effectiveness and efficiency, to provide tips and suggestions to be used when dealing with the media, and to encourage them to get on with the job forthwith. A check list at the end should be of some help in accomplishing the task.

## **Objectives**

### ***Why is a public information contingency plan needed? What is it designed to do?***

A plan of this kind is essential to ensure that timely information necessary to the public interest receives the widest possible distribution. It will involve identification of special procedures and resources, as well as methods of implementation to enable the emergency provider to:

- Raise its public information performance to a high standard of speed, accuracy and smoothness, in the face of operational and policy constraints present during a public emergency,
- Develop effective working arrangements with the media for the dissemination of vital information to affected communities and to the concerned public at large,
- Remain in control of its public affairs agenda through the release of information by professional communicators who deal with the media and monitor their reports constantly during an extended emergency.

## **Essential Features**

### ***What constitutes an effective plan? What factors should be considered?***

Emergency plans are, by definition, little used devices.

But there is a growing consensus among communications personnel and emergency providers that an effective public information contingency plan is one of the crucial factors to be considered in managing emergencies and their aftermath.

Emergency public information plans should address the following:

#### 1. Key assignments

The number of people required to staff an emergency public information service will vary with the circumstances, although it is generally accepted that the higher the number, the greater the risk of confusion, error and loss of control. Regardless, however, of the size and configuration of the operation, some essential functions must be clearly defined and assigned:

- Who will be in charge of the information team?
- Who will be the spokesperson?
- Who will be the one information channel to the site manager?

Other important functions to build in are:

- Media co-ordination
- Information gathering
- Composition of news releases decisions on when to issue news releases
- Technical and professional support services (telecommunications, writing, productions) etc.

#### 2. Consider where your team will operate in an emergency.

Where will you brief the media? Ideally, the media centre will be close to, but not in the emergency control centre. Ensure the media have telephone number they can use to get information; but keep one or two silent numbers so that emergency response workers can get in touch with you. This is a point often overlooked in emergency public information planning and can lead to total confusion and ineffectiveness.

#### 3. Staffing

Many of these assignments will fall naturally to certain people by virtue of the positions they hold within the organizations; others may have to be filled from outside. Whatever the circumstance, it is important that you identify all major assignments on the emergency information team, individuals with proven professional skills and ability to work under extreme pressure. The requirement for bilingual capability and round the clock operations must also be considered. Draw up a list of people who will fill these functions, complete with alternate names, their home and office numbers. Check these numbers every month or so to ensure they are current. Emergencies are no respecters of office hours.

#### 4. Supply and Demand

Emergencies invariably place one in the position of meeting increased demand with fewer resources. The wise public information officer will anticipate the extreme level of public and media interest that they might have to face in any of the emergencies that the organization might conceivably be called upon to manage; they will endeavor to determine the minimum level of human, technical and material resources needed to respond satisfactorily, and to provide the necessary service according to the plan. It is easier, for instance, to call off staff or services than to locate needed resources from scratch once a crisis begins.

#### 5. Security of Supply

Unless your organization is fairly large you probably won't have sufficient staff or equipment such as telephones, word processors, monitors, radios, or other necessary communications equipment to cope with a large prolonged emergency. For this reason it is a good idea to think ahead and make arrangements with either the public or private sectors to assist you in a crisis. Any agreements should be made clear, precise and binding. It's a good idea even in a large organization to have these arrangements clearly laid out in advance. Don't assume that help will automatically arrive. Plan for it.

#### 6. External Coordination

Emergencies invariably may involve many jurisdictions: a PCB spill from a travelling transport truck raises environmental, health and transportation concerns at the local level and at both the federal and provincial level as well. While the practice of agreeing to a "lead agency" has gone some way toward resolving the matter of who speaks officially on behalf of whom on this or that subject, the wise public information officer will anticipate the inter-linkages lost likely to occur, and develop whatever consultative and co-operative mechanisms are necessary to ensure that the expertise and resources of other key agencies can be brought on stream smoothly as required.

#### 7. Instant Activation

Provisions must be made for immediate contact with key media (conveniently in the PIO plan), while alert in underway, even if only to acknowledge that a situation leading to potential emergency exists and to say that appropriate steps are being taken and additional information will be passed on as it becomes available. This indicates that someone is in control. Designate a credible spokesperson. Find out facts. Don't speculate, and above all **DON'T** lie to the media.

With modern methods of communications and transportation, some crisis can attract large numbers of media representatives, often international. Some networks think nothing of dispatching fixed wing aircraft helicopter to a disaster site. Be prepared to be surprised. Establish media ground rules at the outset.

The nature, scope and location of the emergency may delay, even preclude, the establishment of a site or near site public information centre; however, the plan must provide that, at the very least. Full media services after the initial announcement, and advise the media accordingly.

#### 8. Media Requirements

News media representatives can often be demanding and aggressive due to the competitive nature of their business. But they should also be professionals, working to well established rules. Their methods and technical requirements will vary from medium to medium. These factors must be taken into account in the arrangements.

For example, determine the needs required by print, audio, television and satellite media. The media briefings area or centre should be well marked; you should ensure a method of registration and issuance of passes, and clearly define the limits for on-site inspection. Coordinate media access in controlled groups, with appropriate escort by police and media liaison officers. If space is limited, you may want to make "pool" arrangements.

An experienced, credible spokesperson should indicate when briefings will take place (ie. on the hour every hour), taking media deadlines into account. It is advisable to tape all media briefings. The timing and format of the information released to the media can be of paramount importance to those affected by the emergency. "Doing it right" from the beginning will save ill-affordable time and frustration all around.

Ensure that any public healthy safety notices are brought to media attention and are updated at each briefing, (ie. contaminated water supplies, details of chemical spill, etc.). Prepare background briefings for late arriving media. It is a good idea to pin up copies of news releases in a prominent spot in the media centre. Number the releases in red, sequentially, 1, 2, 3, etc. so the media will rapidly gain a feeling for what has transpired.

Ensure that any spokespersons are properly introduced by name, title and affiliation and where possible, provide concise biographical notes and handouts.

#### 9. VIP Appearances

You should be prepared for visits by ministers and senior elected officials. A senior public information officer should be delegated to meet such visitors, ensure they are thoroughly briefed and, if they are to meet the media, be properly introduced.

#### 10. Turnaround Times

What are normally considered reasonable lead-times for the gathering, verification, clearing, reproduction and dissemination of information go by the board in an emergency. This time compression factor must be addressed in your plan and reflected in directives and procedures, for example, increasing the authority of the information officer in charge to release information; placing greater reliance on oral communications, ensuring that all official statements are recorded and time logged. Brief the media in groups, frequently, and as information becomes

available: place key technical spokespersons on standby as soon as it appears they may be required.

#### 11. Accessibility

It is imperative that those acting as a central information clearing house during an emergency have constant access to what is going on, and remain constantly accessible to those who provide the information as well as those requesting it. Emergency communications requirements must be thought about in advance and old fashion "runners" written into the plan where warranted. The alternative could be the effective breakdown of the information network for critical minutes or hours. Ensure the media have telephone numbers when they can use to get information; but keep one or two silent numbers so that emergency response workers can get in touch with you. This is a point often overlooked in emergency public information planning.

#### 12. Control

During a crisis, the dissemination of information (or failure to do so), can be matter of life and death. Official statements and published stories have also been known to end up as evidence at inquests or court cases, causing embarrassment and sometimes worse to their authors. The procedure for processing new information and authorizing its release should be clearly defined and scrupulously followed. All official statements, oral and written, should be recorded and a log kept of all conversations with either officials or the media, which involve transmissions of new information.

Resources must also be earmarked for media monitoring, as a means of being able to counter rumors and inaccuracies, and of tracking public opinion on the conduct of emergency operations.

It is imperative that the media spokesperson be in full possession of the facts, that they be straight with the media, and if asked for which the answer is not known, volunteer to find out quickly.

#### 13. Management Support

An effective public information contingency plan can thrive only in an organization fully committed to the concept of emergency planning and preparedness, one that recognizes the key role of public information in the management of emergencies, and holds its line managers accountable for their obligations to give their full support to the development and implementation of the plan. This is a matter of attitude and priorities at the highest level.

#### 14. Post-Emergency Actions

The public information function does not usually cease once the emergency is over, indeed, this is a time for reflection on what went right (build on it) and what went wrong (how it can be avoided in the future). This is a time for in-depth interviews and opinion-seeking from various sources.

## 15. Maintenance

All plans in the world are of little use if not tested. The only way to assess the effectiveness of a contingency plan is to test it in real or simulated exercises. Periodic exercises mean adjustments can be made. Test your public information emergency plans until they become an automatic reflex. This way you know you'll be ready to handle any emergency.

Planning and exercises should be supported by a good staff training program and an ongoing review to ensure that the fundamental information such as names, address, telephone numbers of staff, media, resource persons and suppliers, together with copies of contracts and agreements, are current and in order.

## Checklist

- List Names, addresses, telephone numbers of emergency information team
- Designate and assign functions
- Language requirement (if any)
- Establish procedural rules. Who does what with whose sanction
  - Alerting system
  - Collection, processing, release of information
  - Verification of information
  - Monitoring of media releases
  - Logging of information in and out
  - Recording of actions taken
  - Accreditation of media
  - Handling of public enquiries
- List names, telephone numbers of media representatives
- List names, telephone numbers of elected officials
- List names, telephone numbers of senior officials who may be involved
- List names of external suppliers and support services
- Identify media centres
- List of telephone numbers
  - Telephone numbers for media
  - Silent telephone numbers
  - Additional telephone numbers
- Separate public enquires from media function
- Be familiar with your local plan and its key players
- Know how PI plan fits into the local plan
- Determine if you will be a lead or support agency (for federal or provincial departments)
- Be prepared to make special arrangements for ministers or other elected officials
- Be prepared to arrange for safety equipment for site visits
- Office equipment and supplies
  - Bulletin boards
  - Chairs
  - Desks supplies
  - Computers
  - Photocopier
  - Clock
  - White boards & markers
  - Paper, pens etc.
- Audio/video recording capability
- Radio and TV monitoring equipment

## **Media Relations**

*Procedures, suggestions and tips for developing a public information program*

### Purpose

To provide tips, ideas and suggestions for the public information officer or any other person who may be responsible for the release of information to the public during an emergency or crisis.

### Introduction

In any emergency or crisis situation, the public is almost always a major factor; they must be kept aware, guided and informed of what is happening. It follows therefore that a well-organized and functioning public information program is one of the important tools in dealing with emergencies. Because of this, a public information organization and its spokesperson should be an integral part of an emergency plan.

### Pre-Emergency

This is the time to develop a comprehensive public information organization that will be effective during an emergency.

- Select an Emergency Public Information Officer
- Select an Assistant Public Information Officer.
- Develop the responsibilities of the Emergency Public Information Officer.
- Prepare a list and make contact with the various media in the local vicinity. Also, prepare a list of newspapers, radio and television stations received in the area, including the wire services such as Canadian Press and Broadcast News.

### **What the Media Will Do in an Emergency!!!**

- Find out about the incident-very quickly, probably before you do
- Divert extra resources and personnel to cover the incident
- Monitor each other
- Allot extra time and space for coverage of the incident
- Tie up telephone lines and personnel
- Go to the site(s) before you do, perhaps in large numbers
- Demand specific information
- Go where they want-unless clear boundaries have been set
- Use sophisticated equipment
- Share information
- Report what they already know quickly, constantly and endlessly
- Use their extensive knowledge, experience and archives
- Lay blame if appropriate
- Perpetuate myths and rumors
- Keep information back (self-censor)

## What the Media Will Ask in an Emergency?

During emergencies be prepared to respond to questions about the following:

### Casualties

- Number killed or injured
- Number of who escaped
- Nature of the injuries received
- Care given to the injured
- Prominence of anyone who was killed, injured or escaped
- How escape was hindered or cut off
- Disposition of the dead

### Property Damage

- Estimated value of loss
- Description (kind of building, etc.)
- Importance of the property (historic value, wildlife area, etc.)
- Other property threatened
- Insurance protection
- Previous emergencies in the area.

### Causes

- Testimony of participants
- Testimony of witnesses
- Testimony of key responders (fire, police, medical, etc.)
- How emergency was discovered
- Who sounded the alarm
- Who summoned aid
- Previous indications of dangers

### Rescue and Relief

- The number engaged in rescue and relief operations
- Any prominent persons in the relief crew
- Equipment used
- Anything that hindered rescue operation
- Care of destitute and homeless
- How the emergency was prevented from spreading
- How property was saved
- Acts of heroism

Description of the Crisis or Disaster

- Spread of the emergency
- Blasts and explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration
- Collapse of structures
- Color of flames
- Extent of spill

Accompanying incidents

- Number of spectators
- Spectator attitudes and crowd control
- Unusual happenings
- Anxiety, stress of families, survivors, etc.

Legal Actions

- Inquest, coroner's reports
- Police follow-up
- Insurance company actions
- Professional negligence or inaction
- Law suits stemming from the incident

### **How the Media Can Help You?**

- Assist in pre-emergency education
- Warn the public of the emergency
- Reinforce the warning to the public
- Get your requests to the public
- Get information to the public
- Get your point of view to the public
- Reassure the public
- Secure needed help for the response
- Be a source of information to you
- Generate needed outside help
- Don't panic

### **How to Appear on TV during an Emergency**

- Be clear and to the point
- Don't talk down to the public
- Watch out for emotional buzz words
- Avoid the use of unnecessary jargon
- Don't be glib or attempt to add a light touch
- Don't ever say "no comment"
- TV viewers may forget the content of your message but will remember your appearance and mannerisms before the camera.

## Helpful Hints to Enhance Your Public Image

**Avoid the no comment syndrome.** Be pleasant, helpful and responsive as possible. This attitude conveys the idea that you have nothing to hide.

**Honesty is the best policy.** Tell the truth, this builds credibility and defuses media efforts to expose wrongdoing. Candor is the prevailing philosophy among politicians scrutinized by the press---because it works.

**Don't expect reporters to be well prepared.** They don't have time to do much background research. Offer a short face to face meeting or a phone call on the subject at hand.

**Don't talk over their heads.** Better to insult the reporter's intelligence than to let them walk away confused or with an incorrect understanding. Use the interview as an opportunity to educate.

**Keep the reporters deadline in mind.** If information isn't available within the reporter's time frame, say so and suggest an alternate source---thereby exercising some control over the accuracy and propriety of the source.

**Image the perfect story.** Present balanced, thoughtful comments, and avoid self-promotion.

**Keep the audience in mind.** The reporter is looking for what will be most relevant, tangible and important to the audience.

**Learn how the local news media work.** Critically read, listen and watch results of their work.

**Prepare for an interview with reporters.** Prepare as though it were a speech to an arena filled with people.

**Speak in quotes.** Short, pithy ones that sum up or present insights. Prepare them ahead of time.

**Regard interviews as opportunities, not chores.** Executives or officers in the know should to interviews, not deflect them to other staff. Few management functions offer more opportunities for influence and recognition than that of a public interview.

**Don't cry "wolf".** Inform reporters whenever news takes place, not just when you want promotion.

**Make experts available.** Or reporters may think management is hiding behind the public information officer.

**Be careful when hiring an experienced public information officer.** If press relations is their function, it is also imperative that they be able to speak and write for the news media; preferable with reporting experience.

### **How to Format a News Release**

- Always double space between each line of text and print on only one side of the paper.
- Put "FOR IMMEDIATE RELEASE" or indicate release time at the top of the first page.
- Drop two lines and write a brief descriptive headline.
- Drop two lines and begin the news release text with a dateline, giving the location where the news is originating and the date.
- End all but the last page with the word "more" centered below the last line of text
- Never end a page in the middle of a paragraph
- Center "-30-" below the last line of text
- Put the name and phone numbers of one or more contact people at the bottom of the last page.

## How to Write a News Release

Writing should be straightforward, lively and informative:

- Avoid jargon. You're writing news, not a legal brief.
- Write in the active, not passive voice.
- Write in the present tense only if the action described in the news release is not fixed to a particular event at a particular point in time. Otherwise use past tense.

Organize your thoughts:

- List all the points you want to make.
- Prioritize your list.

Write the lead paragraph:

- Incorporate as many of the five W's (Who, What, When, Where and Why) as possible.
- Attribute any assertions of announcements in the lead to a person of organization.

Back up the lead with supporting statements.

Sprinkle the release liberally with quotes.

Ensure there are no loose ends of logical inconsistencies.

Check to see that you've included all the important points on your priority list.

## **Some Do's and Don'ts of Emergency Public Information**

### **DO'S**

Before an emergency, a basic list of appropriate actions and inappropriate actions should be spelled out for all to know and understand. Some of these include:

- Release only verified information.
- Promptly alert the media of relief and recovery.
- Have a designated spokesperson.
- Try to find out and meet media deadlines.
- Provide equal opportunities and facilities for print and electronic media.
- Have a clear idea of what can and cannot be released.
- Keep accurate records and logs of all inquiries and news coverage.
- When conditions will allow- escort the media to the emergency site.
- Carefully coordinate planning and implementation of public information activities with other aspects of the emergency plan.

### **DON'TS**

- Idly speculate on the cause of the emergency.
- Speculate on the resumption of normal operations.
- Speculate on the outside effects of the emergency.
- Speculate on the dollar value of losses.
- Interfere with the legitimate duties of the media.
- Permit unauthorized spokespersons to comment to the media.
- Attempt to cover up, or purposely mislead the media.
- Attempt to place blame for the emergency.

Special situations may require additional directions and prohibitions for the effective conduct of public information activities. Do not be afraid to list these, but keep them simple, concise and clear.

# COLCHESTER REGIONAL EMERGENCY HAZARD ANALYSIS



## **HAZARD ANALYSIS**

Our County is situated centrally in the province and because of our geographic location at the mouth of the Salmon River, North River and the Bay of Fundy our region is at a higher risk of experiencing natural disasters. This central locality also tends to lend itself to the potential of man-made incidents as our region is the hub of all ground transportation in the province.

To assess these risks within the County, the Emergency Management Coordinator along with the Emergency Management Planning Committee will conduct a hazard analysis for the region every 5 years. This exercise of identifying potential hazards is to ensure that there is sufficient contingency planning to address the recognized risks to our region.

The most current hazard analysis was completed in 2016 and it determined the following hazards;

- Inland Flooding
- Blizzard
- Multiple Vehicle Highway Accident
- Coastal Flooding
- Train Derailment
- Dangerous Goods Transport
- Highway Closures (102/104)
- Ice Storm
- Forest Fire

Using this most recent hazard analysis, contingency plans for Flooding, Winter Storms, Forest Fires and Dangerous Goods/Train Derailment are to be compiled and maintained.