

MUNICIPAL EMERGENCY RESPONSE PLAN

MUNICIPALITY OF HARVEY

**HARVEY MUNICIPAL
EMERGENCY PLAN**

Approved by E.M.O. Committee: _____

Director

Date

Approved by Council

Authorized signature

Date

INTRODUCTION

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

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

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

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

Mayor

DECLARATION OF AGREEMENT

Emergency Response Plan

For the Municipality of _____ Harvey _____

Approved by EMO Committee _____
Chairperson

Approved by Council _____
Clerk

Date

MEMBERS OF THE HARVEY VILLAGE COUNCIL – 2014

Village Office:		366-6240
Mayor:	<u>Winston Gamblin Director</u>	366-2010
Deputy Mayor:	<u>Ronald Goodine Alternate</u>	366-3039 (H) 261-5005 (C)
Councillor:	Richard Corey	366-3039 (H) 471-6384 (C)
Councillor:	Floyd Thompson	366-2167 (H) 366-8338 (C)
Village Clerk:	Amber Binney	366-2026 (H) 260-9171 (C)
Public Works (Sewage)	Thomas MacDonald	366-3420 (H) 440-3125 (C)
Development Officer	Scott Harrington	366-5337 (H) 262-1164 (C)

MEMBERS OF THE HARVEY EMERGENCY COMMITTEE - 2014

Mayor:	<u>Winston Gamblin Director</u>	366-2010 (ST)
Deputy Mayor:	<u>Ronald Goodine Alternate</u>	366-3039 (H) 261-5005 (C)
Councillor:	Richard Corey	366-3039(H) 471-6384(C)
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Public Works (Sewage)	Thomas MacDonald	366-3420 (H) 440-3125 (C)
R.C.M.P.	Cpl. Marc Trioreau McAdam Detachment Toll Free	357-4300 784-1205 1-800-506-7267
Harvey Fire Chief:	Jerrad Swan	366-3550 (H) 366-8113 (C)
Ambulance:	Robin O'Hara	440-6022 (W)

Municipal Emergency Response Plan – Part 1: The Basic Plan

1. GENERAL

The Village of Harvey recognizes its responsibility for planning to meet emergency situations which may endanger life, property or the environment in these municipalities and others and has concluded mutual aid agreement with Capital District Firefighters Association.

2. AIM

The aim of this plan is to designate responsibilities and Immediate action to be taken by certain individuals, municipal Services and voluntary agencies in an emergency.

3. DEFINITIONS

3.1 State of Local Emergency – a present or imminent event in respect of which the municipality believes prompt co-ordination of action or regulation of persons or property must be under-taken to protect property, the environment of the health, safety, or welfare of the civic population.

3.2 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.

3.3 Emergency Measures Plan – any plan, program, or procedure prepared by the municipality, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health, or welfare of the civic population and the protection of property and the environment in the event of such an occurrence.

4. AUTHORITY

This plan is authorized under:

1. Province of New Brunswick Emergency Measures Act, 1978
2. The Municipality of Harvey Community Disaster Plan—By Law Number 82.1 dated July 14th, 1982. Emergency Measures Action Plan By-Law 2013-10.

DECLARATION OF STATE OF LOCAL EMERGENCY

PURPOSE

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

CONDITIONS OF DECLARATION

1. A municipality may, when satisfied that an emergency exists or may exist in all or any part of municipality, declare a state of local emergency in respect of that municipality, or area thereof.
2. A declaration shall identify the nature of the emergency and the area in which it exists after consultation with New Brunswick EMO Regional Coordinator or the PMCC or the EMO Deputy Officer.
3. The municipality shall immediately communicate the details of the declaration in the most likely manner to the civil population of the area affected which includes the Village website at:

www.village.harvey-station.nb.ca and Village of Harvey Facebook page at: <https://www.facebook.com/HarveyStation>

4. Upon declaring a state of local emergency, a municipality shall immediately forward a copy of the declaration to the Minister of Public Safety, and may authorize any person or committee to exercise any power listed under POWERS below.

POWERS

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

- a) to cause an Emergency Measures Plan to be implemented;
- b) to acquire or utilize any personal property by confiscation or any means necessary;
- c) to authorize or require any qualified person to render aid of such type as that person may be qualified to provide;
- d) to control or prohibit travel to or from any area or on any road, street, or highway;
- e) to provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services;
- f) to cause the evacuation of persons and removal of livestock and personal property threatened by a disaster or emergency, and make arrangements for adequate care and protection thereof;

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

TERMINATION OF STATE OF LOCAL EMERGENCY

- 1.** The Minister of Public Safety may terminate a state of local emergency with respect to an area identified by a municipality in its declaration of a state of local emergency when, in his/her opinion, an emergency no longer exists in such area.
- 2.** A municipality may terminate a state of local emergency with respect to an area identified by it in its declaration when, in its opinion, an emergency no longer exists.

3. A state of local emergency ends:

- a) when the area identified by the municipality in its declaration is included in an area identified by the Minister in his declaration of a state of emergency; or
- b) seven (7) days after the day on which it was declared with a further renewal of 7 days, if required by the Minister of Public Safety.

SAMPLE RESOLUTION

DECLARATION OF A STATE OF LOCAL EMERGENCY

Village of Harvey

Section 11 (2) of the Emergency Measures Act

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

Emergency Area:

Within the area(s) with the boundaries or in the Village of Harvey, County of York, Province of New Brunswick.

Nature of the Emergency

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

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

THIS DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist until _____o'clock in the forenoon (_____) or afternoon (_____) of the day of _____, AD., 20____ or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated.

DATED at Village of Harvey, in the County of York, Province of New Brunswick, on the _____ day of _____, AD 20_____.

Name/Position

NOTE: THIS DECLARATION IS ONLY VALID FOR A MAXIMUM OF 7 DAYS WITH A FURTHER RENEWAL OF 7 DAYS, IF REQUIRED.

5. Direction and Control

The Mayor and his Deputy is ultimately responsible for the control of all the operations mentioned in this plan.

6. Implementation

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

7. Emergency Operations Center (EOC)

All disaster/emergency operations will be controlled and coordinated from the EOC, in the Village of Harvey Council Chambers located at 58 Hanselpacker Rd in the Municipality Office, This also applies to a response for assistance from:

8. Emergency Measure Planning Committee

- a. The Committee shall be comprised of the following:
 1. The Emergency Measures Director as Chairman;
 2. Representatives from the Department of Health;
 3. Department of Social Services;and
 4. Voluntary Agencies.
- b. The Regional Coordinator for the Provincial Emergency Measures Organization acts as an adviser and coordinates all provincial assets as required or requested.

9. Volunteer Agencies and Responsibilities

Municipal Emergency Measures Coordinator

1. Coordinates emergency planning
2. directs operations from the EOC
3. Acts on behalf of the Mayor and Council, as instructed.

RCMP will be responsible for:

1. Alerting the Director and hospital/ Health Center.
2. Providing an on-site commander at the emergency scene.
3. RCMP services
4. Assistance to other services.

Emergency Transport Service will be responsible for:

1. Provides and controls emergency transportation.

Fire Department will be responsible for:

1. Fire fighting
2. Rescue from buildings and wreckage's
3. Assistance to other services concerning the cut-off and restoration of utilities when deemed necessary
4. Provision of water for emergency purposes.
5. responds to incidents involving dangerous commodities.

The Department of Transportation will be responsible for:

1. Clearing all debris and wreckage
2. Assisting other services
3. Provide heavy equipment and manpower whenever and where necessary
4. Maintain a source list of local manpower
5. Arrange for registration and allocation of volunteers.
6. Providing specialists as required.

The Emergency Health Services (NB DEBT. Of Health) will be responsible for:

1. Ensuring continuity of health services
2. Obtaining additional supplies and equipment
3. Maintenance of community health
4. Advising public of precaution to be taken to protect health.

The Emergency Communications Service will be responsible for:

1. Establishes Communications between EOC, hospital and emergency site
2. Provides telephone operators and messengers at the EOC
3. Receives and sends messages from EOC
4. maintains pool of radios on call.

The Emergency Public Information Service will be responsible for:

1. Obtains and collects information
2. disseminates public safety messages
3. monitors information flow.

The Emergency Social Service will be responsible for:

1. Providing accommodation for persons evacuated from their homes
2. Providing emergency clothing when required
3. Feeding evacuees and emergency workers
4. Provide registration and inquiry service
5. Provide personal services for those in need.

Supply and Administration will be responsible for:

1. Procure, allocate and distribute necessary goods and services
2. Maintain records of purchases and services
3. Control resources in short supply
4. Administers the EOC

10. Alerting

10.1 Initial Alert

Anyone learning of an emergency situation should immediately contact either:

1. The local Police or RCMP phone: 1-800-665-6663
2. The Fire Department Dispatcher phone: 366-3503
3. The Regional Emergency Coordinator: 478-4698 or PMCC: 453-7171

10.2 Stages of Alert, and Assembly

If the Coordinator or Alternate decide that the emergency should be handled through the EOC, then one of two stages of alert are adopted:

Full Alert:

All personnel are notified of emergency via the fan-out, described in section 11.

Partial Alert:

Only personnel required to handle the emergency are called to the EOC by the Emergency Measures Coordinator. Others may be placed on standby.

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

10.3 Police/Fire Alert

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

10.4 Alerting Procedure

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

If a designated individual on the fan-out chart cannot be reached, the caller must tell the Emergency Measures Coordinator after reaching the EOC.

11. Telephone fan out: Schedule A.

12. EOC Organizational Chart: Schedule B.

13. Municipalities involved in Mutual Aid Agreements: Schedule C

Municipal Emergency Response Plan

Part II: The Individual Plans

This portion of the Municipality Emergency Response Plan provides planning and operating information for individual departments and agencies involved in the plan. Included is data on their roles, responsibilities, standing operating procedures, methods and, where applicable, a departmental fan-out chart.

14. Police Department

14.1 Role

The role of police in an emergency is an extension of their normal function. The senior police officer at an emergency site must

assume control of the situation until replaced by a more senior official.

14.2 Responsibilities

The police department has the responsibility to:

- a. Alert the EOC Coordinator and hospitals
- b. Provide an ESM at the emergency site
- c. Provide police services
- d. Assist other services

14.2.1 After being notified of a major incident, the Dispatcher immediately calls the Chief, who in turn calls the EOC Coordinator. If the informant is unknown, the information must be verified by dispatching a car to the scene.

Radio communications must be restricted to avoid convergence of spectators before a control perimeter can be established around the scene.

14.3 Method

Immediate action at the scene must include the following:

14.3.1 If there are injured people, request headquarters to alert hospital regarding the need for ambulances and medical aid.

14.3.2 If lives have been lost, inform the coroner.

14.3.3 Assess the situation and report it to Headquarters as soon as possible, (if incident is serious, Chief appoints an ESM) and establish communications with the EOC.

14.3.4 If the incident involves a commercial carrier vehicle, the police will inform the carrier's dispatcher.

14.3.5 If incident involves a spill of oil, chemicals or other dangerous goods, report the spill by calling the appropriate agencies (for example, in the Maritimes, the number is 1-800-565-1633), and takes preventative action with specialist crews arrive.

15. Fire Department

15.1 Role

In addition to the normal role of fire fighting, the fire department is responsible for rescuing trapped or injured people in non-fire emergencies.

15.2 Responsibilities

The fire department is responsible for:

- a.** Fire fighting
- b.** Rescue from buildings and wreckage
- c.** Providing protective action in oil and chemical spills
- d.** Providing assistance to other services

e. Providing water for emergency purposes

15.3 Method

15.3.1 Follow normal procedure as for any conventional alarm.

15.3.2 On alert of an unusual incident, the Chief is to be automatically informed.

15.3.3 In the case of an oil or chemical spill, call the appropriate agencies and take appropriate action until the specialist crew arrives. Contact The Regional Emergency Coordinator: 478-4698 or PMCC: 453-7171 or see HAZMAT S.O.P.#7.

16. Emergency Communications Service

16.1 Role

The Emergency Communications Service provides messenger services and emergency communications (except for Police and Fire) between the emergency site, and the EOC, hospitals and other agencies.

16.2 Organization

Emergency communications are established first at the site, the EOC, hospital and Emergency Transport Rendezvous Point (see **Section 17.3**) and later at other locations, as required. Volunteers

and amateur radio operators provide the necessary manpower and emergency equipment.

Section 16.7 shows the Emergency Communications Service Organization Chart.

16.3 Responsibilities

The Emergency Communications Service has the responsibility to:

- a. Establish communications between the EOC, hospitals and the incident site
- b. Provide telephone operators and messengers at the EOC
- c. Receive and send messages at the EOC
- d. Maintain pool of radios on call

16.4 Method

16.4.1 Telephones

The EOC has four lines. Three lines have two extensions each, and one line has three extensions, making a total of nine lines.

These are the main methods of communication. If necessary, the

telephone company will establish two additional lines at headquarters, given two hours' notice.

Two telephone operators and two messengers (see Section 16.7) report to the EOC for duty. They are to be relieved when necessary.

16.4.2 Radios

All mobile and portable radios are controlled from a radio base station that is established at the EOC (Section 16.8). Mobile or portable radios are to be dispatched to the hospital, Emergency Transport Rendezvous Points and the incident site.

16.5 Alerting and Assembly

Individuals involved in Emergency Communications are to be located and then alerted (Section 16.9) using the fan-out chart. If necessary, radios rather than telephones may be used for alerting.

16.6 Standing Operating Procedures

Once the Communications Officer is alerted, he/she alerts the Assistant Communications Officer and, if necessary, takes the base radio station to the EOC.

16.6.2 The Assistant Communications Officer alerts the communicators and messengers, and then goes to Emergency

Transport Rendezvous Point. From there, he/she contacts the Communications Officer by radio at the EOC for instructions, and reports the presence of emergency transport at the Rendezvous Point.

16.6.3 Two communicators and two messengers report for duty to the Communications Officer at the EOC.

After being briefed by the Coordinator, the Communications Officer ensures that radios are placed at the hospital, the incident scene and wherever else might be required. He/she also ensures that voice contact is maintained.

**16.7 EMERGENCY COMMUNICATIONS SERVICE FAN-OUT
CHART**

SCHEDULE B

HOSPITAL 366 6400

AMBULANCE
SERVICE 1 800 555
5555

RED CROSS LOCAL
OFFICE 1 800 665 6663

PROVINCIAL EMO JASON COOLING
478 4698

SOCIAL SERVICES 1 800
665 6663

POLICE CPL MARC TRIOREAU 357
4300 MCADAM DETACHEMENT 784
1205

EMERGENCY RECEPTION
CENTER #1 366 6240 440
3125

EMERGENCY
OPERATIONS
CORDINATOR ROY BIRD
366 5733 461 6468
THOMAS MACDONALD 440
3125

FIRE JERRED SWAN FIRE CHIEF
366 8113

EMERGENCY RECEPTION
CENTER #2 366 6400 784
2402 S.M.

PUBLIC HEALTH 453 5200

PUBLIC WORKS
THOMAS MACDONALD 440 3125
(DOT) DALE YERXA 447 7008

AMATEUR RADIO CORDINATOR
BILL KNOX 366 2193
TOM COBURN 366 5792 STAURT
SWAN 366 2186

16.8 RADIO EQUIPMENT AVAILABLE: TYPE AND OWNERS

ALIAN T MOBILITY

1-866-434-0344

16.9 Emergency Communications Service Organization Chart

CONTACT PERSON HOME PHONE OFFICE PHONE

Emergency Transportation Service

17. Emergency Transportation Service

17.1 Role

The Emergency Transportation Service is to provide and control emergency transportation.

17.2 Responsibilities and Organization

This service is responsible for providing and controlling emergency transportation, except for specialized vehicles used by Fire, Police and hospitals.

Section 17.5 shows the organization chart for Emergency Transportation.

17.3 Method

17.3.1 The #1 Transport Rendezvous Point for emergency passenger vehicles is as follows:

the Blacks Store

corner of N/A

parking lot on Route #3 #1955 street.

If the #1 Rendezvous Point is affected or otherwise not available for use, the #2 Rendezvous Point is:

Harvey Post Office

17.3.2 Section 17.6 gives the fan-out chart for volunteer passenger transportation. Section 17.7 provides a contact list for other available transport equipment in the area.

17.4 Standing Operating Procedures

17.4.1 Once the Transportation Officer receives an alert, he/she calls the deputy and proceeds to the EOC for a briefing by the Coordinator.

17.4.2 The Deputy Transportation Officer initiates the volunteer fan-out (**Section 17.6**) and then goes to Rendezvous Point #1 to meet mobile radio operator dispatched there by Communications. As soon as the mobile radio arrives, the Deputy reports to the EOC by radio, being in position and the number of available vehicles.

17.4.3 Volunteers proceed to Rendezvous #1 unless told to go to #2.

17.5 Emergency Transportation Service Organization Chart

17.6 Emergency Transportation Service Fan-out Chart

17.7 Transportation Equipment Available : Type and Owners

Boats

Harvey Search and Rescue 366-3503 or 366-5642

Charlotte Country Regional Search and Rescue

Adrian MacDonald at 466-0887 or Oak Bay Fire Dept. 466-1304

HALF TONS

Alton Jewett 366-5333 or 366-3277—no cap

Barrie Morecraft 260-3610

James Painter (4x4) 366-2183

Stuart Swan (4x4) 366-2186

Roy Bird (4x4) 366-5733

THREE TON TRUCKS

Alton Jewett 366-5333 or 366-3277

FIVE TON TRUCKS

Alton Jewett 366-5333 or 366-3277

ALL-TERRAIN VEHICLES

James Painter 366-2183

Trevor Painter 366-2183

James (Jr.) Painter 366-2183

Owen Saunders 366-5733

HEAVY EQUIPMENT-GRAVEL TRUCKS

Alton Jewett 366-5333 or 366-3277

Barrie Morecraft 260-3610

HEAVY EQUIPMENT EXCAVATORS

Barrie Morecraft 260-3610

Alton Jewett 366-5333 or 366-3277

HEAVY EQUIPMENT-FRONT END LOADERS

Alton Jewett 366-5333 or 366-3277

Barrie Morecraft 260-3610

Keith Moffitt 366-5423 or 366-5642 –small machine

HEAVY EQUIPMENT –FLOATS

Alton Jewett 366-5333 or 366-3277
Barrie Morecraft 260-3610
Robert Walton 366-5641

HEAVY EQUIPMENT—BULL DOZERS

Alton Jewett 366-5333 or 366-3277
Barrie Morecraft 260-3610

BOOM TRUCKSFARM TRACTORS

Alton Jewett 366-5333 or 366-3277
Barrie Morecraft 260-3610

SKIDDERS

Alton Jewett 366-5333 or 366-3277
Calvin Morecraft 366-5690
John Chessie 366-2871

BACKHOE

Alton Jewett 366-5333 or 366-3277

GRADERS

Alton Jewett 366-5333 or 366-3277

Calvin Morecraft 366-5690

SNOWBLOWERS—FARM

Stuart Swan 366-2186

Darrell Messer 366-5751

PUMPS

<u>Name</u>	<u>Location</u>	<u>Telephone</u>
Harvey Fire Department	2234 Route 3, Harvey	366-2101
Dennis Patterson	2629 Route 3, Harvey	366-2025

SNOWMOBILE

Red Hayes 366-3192

Barrie Morecraft 260-3610

Alton Jewett 366-5333 or 366-3277

RV's

Alton Jewett 366-5333 or 366-3277

**Barrie Morecraft 260-361018. Works Department
(Municipal Maintenance)**

18.1 Role

The Works Department supports emergency operations by providing engineering services, equipment and manpower.

19. Social Services

19.1 Role

Social Services establishes Reception Centres to provide shelter, food, clothing and personal services. Social Services also organizes a registration and inquiry service for evacuees and others during an emergency situation.

19.2 Organization

The Department of Family and Community Services supply the key staff and rely largely upon local volunteers.

19.3 Responsibilities

Social Services have the responsibility to:

- a. Provide accommodation for people evacuated from their homes.
- b. Provide Emergency clothing
- c. Feed evacuees and emergency workers
- d. Provide registration and inquiry services.
- e. Provide personal services for those in need.

19.4.1 Be prepared to set up two or more Reception Centres.

Workers are alerted (see Section 19.6) and told which centre they must report to.

Centre #1 Harvey Memorial Community Center

Centre #2 Harvey Health Center

Centre #3 Masonic Lodge

19.4.2 The Reception Centre Manager oversees the setting up and operation of the centres. He also is responsible for forming and dispatching mobile teams, as instructed by the Social Services Administrator.

19.4.3 The Social Services Administrator operates from the EOC and is in constant touch with the Reception Centre Manager.

19.4.4 Five services are to be operated from within the Centres, as follows:

1. Emergency Feeding:

Supervisor: Red Cross Provides food as required, using volunteers for preparation and serving.

2. Emergency Lodging:

Supervisor: Red Cross Obtains and allocates alternate accommodation for evacuees.

3. Emergency Clothing:

Supervisor: Red Cross Salvation Army provides emergency clothing.

4. Emergency Registration/Inquiry:

Supervisor: Fredericton Red Cross (Is handled by Red Cross). Registers all persons being relocated, and provides information concerning their whereabouts upon request.

5. Emergency Personal Services:

Supervisor: Fredericton Red Cross Provides personal services that cannot be performed by other services.

Contact information on all personnel involved in these five services appears in **Section 19.7**.

The Administrator works with the Centre Manager to arrange provisions and supplies for all services.

19.5 Standing Operating Procedures

19.5.1 After receiving an alert, the Administrator must:

- a. Alert the Centre Manager or his/her deputy to set up the Centre (either Centre #1 or #2, depending on time or day, and the requirements of situation).
- b. Proceed to the EOC and report to the Coordinator
- c. Establish communications between the Centre and the EOC

19.5.2 The Center Manager or Deputy Must:

- b.** Continue the fan-out, relaying the alert and telling personnel which center they must report.
- c.** Obtain keys for the Centre and go there to begin setting it up.
- d.** Contact the Director as soon as possible after arriving at the Centre.

19.5.3 Supervisors of the five services must call volunteers as needed, and detail which centre they must report to. Supervisors then proceed to the Centre themselves, and receive further instructions from the Centre Manager.

19.5.4 Section 20 provides information on the Canadian Red Cross Sub-plan that supplements this individual plan.

19.6 Emergency Social Services Fan-Out Chart

<u>Contact Person</u>	<u>Home Phone</u>	<u>Office</u>
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Harvey Memorial Community Center

Thomas MacDonald	366 3420 (h)	366 3496 (w)
	440 3125 ©	

Harvey Health Center

Shirley Moffitt	784 2402 (h)	
	784 7149 ©	

Masoinc Lodge

Larry Brown	366 2926 (h)	
Allan Johnston	366 3729 (h)	

19.7 Personnel Available for Reception Centre Services

Service	Contact	Phone
Feeding	Fredericton Red Cross	1-800-222-9597 674-6189
Lodging	Fredericton Red Cross	1-800-222-9597
Clothing	Fredericton Red Cross	1-800-222-9597
Registration/inquiry	Fredericton Red Cross	1-800-222-9597
Personal Services	Fredericton Red Cross	1-800-222-9597

20. Canadian Red Cross Sub-plan

(Sub-plan to Emergency Social Services)

20.1 Responsibilities

The Area Manager or alternate for the Canadian Red Cross Society has the following responsibilities during an emergency or disaster:

- a.** Activate the Society's fan-out chart (Section 20.2)
- b.** Support emergency or disaster operations
- c.** Operate an inquiry bureau (Red Cross House) to handle national and international requests.
- d.** Assist Community Services with registration and inquiry at Reception Centres
- e.** Assist with other Reception Centre activities as required
- f.** Provide or request mutual aid where required.

20.2 Canadian Red Cross Society Fan-Out Chart

<u>CONTACT PERSON</u>	<u>HOME PHONE</u>	<u>OFFICE PHONE</u>
Service Head		
Wayne Frawley	1-800-222-9597	674-6189

20.3 Canadian Red Cross Society Resources

21. Emergency Health Service

21.1 Role

Emergency Health Service provides:

- a. Health hazard information to the public
- b. First aid, casualty collection and distribution of casualties to treatment facilities
- c. Ambulance Services
- d. Emergency medical treatment

21.2 Organization

The Emergency Health Service includes local volunteer resources, such as the St. John Ambulance and Canadian Red Cross. The District Medical Health Officer provides medical, technical and public health advice.

Section 21.6 lists the medical and health personnel involved in this plan.

The Mutual Aid Agreement stipulates that the Hospital or the Extramural Hospital will provide additional health assistance if necessary.

21.3 Responsibilities

In addition to the items listed in Section 21.1, Emergency Health Service has the responsibility to obtain additional supplies and equipment, where necessary.

21.4 Method

21.4.1 During an emergency situation, Emergency Health is responsible for ensuring that the Police or Fire departments have alerted the hospital of casualties. Emergency Health also must alert volunteer agencies (e.g., St. John Ambulance, etc.) of the incident.

21.4.2 Continuous contact must be maintained with the hospital to remain informed about numbers and severity of casualties.

21.4.3 Emergency Health is responsible through the EOC for providing transportation and additional manpower, should it be necessary to evacuate patients from the hospital (to make room for casualties), or individuals from nursing homes (because of danger to buildings).

21.4.4 Emergency Health is responsible for issuing all necessary health advice bulletins from the EOC.

21.5 Standing Operating Procedures

After receiving an alert, the Emergency Health representative will:

- a.** Report at once to the EOC

- b. Ensure that the hospital has been alerted
- c. Alert St. John Ambulance, if required (Section 22 provides information on the St. John Ambulance Sub-plan that supplements this individual plan)
- d. Remain at the EOC to provide Emergency Health Support.

21.6 MEDICAL AND HEALTH PERSONNEL AVAILABLE

<u>Medical Doctors</u>	<u>Home Phone</u>	<u>Office Phone</u>
Dr. Daniel Fletcher		366-5658 238-5839 (c)
Dr. Joseph A. MacDougall		366-5658
Dr. Amber Swan		366 - 2960
Dr. Paul Smith—McAdam		784-6300
<u>Pharmacies</u>		
Harvey Pharmacy	366-3433	366-3133
McAdam Pharmacy	784-2256	

**22. St. John Ambulance Sub-plan
(Sub-plan to Emergency Health Service)**

22.1 Responsibilities

**The responsibilities of the St. John Ambulance
Superintendent or Deputy during an emergency or disaster
are to:**

- a. Activate the division's fan-out chart
- b. Support emergency or disaster operations
- c. Provide first aid
- d. Provide child care at reception centres
- e. Establish first aid posts at reception centres, as required
- f. Assist in casualty evacuation in brigade vehicles
- g. Provide or request mutual aid, when required.

22.2 Standing Operations Procedures

After receiving an emergency alert, the Superintendent must:

- 1. Activate the division's fan-out chart (Section 22.3)**
- 2. Report to the EOC**
- 3. Activate the division's Emergency Plan**
- 4. Coordinate the divisions' response with that of the Medical Health Officer.**

23. Supply and Administration Service

23.1 Role

The Supply and Administration Service has the responsibility to:

- a.** Attend to the administrative needs of the EOC and its staff during emergency conditions, and to assist in rehabilitation after the emergency
- b.** Procure and allocate goods and services required for emergency operations, and maintain accountability records for compilation after the emergency.

23.2 Responsibilities and Organization

Supply and Administration comprises the normal Municipal Office staff, supplemented by casual employees as required.

Its responsibilities are to:

- a.** Procure, allocate and distribute necessary goods and services not available from municipal resources
- b.** Maintain records of purchases and services for compilation after the emergency
- c.** Control resources in short supply
- d.** Administer the EOC.

23.3 Method

23.3.1 After being alerted, the Municipal Manager assumes responsibility for Supply and Administration. Staff is notified according to fan-out chart.

(Section 23.4)

23.3.2 A separate temporary account for emergency expenditures is opened, accompanied by files of supporting vouchers.

23.3.3 Arrangements are to be made with Social Services for feeding Supply and Administration staff.

23.4 SUPPLY AND ADMINISTRATION SERVICE FAN-OUT

CHART

<u>CONTACT</u>	<u>HOMEPHONE</u>	<u>OFFICE PHONE</u>
Mayor:	<u>Winston Gamblin Director</u>	366-2010 (st) 366-2992 (H)
Deputy Mayor:	<u>Ronald Goodine Alternate</u>	366-3039 (H) 261-5005 (C)

24. Emergency Public Information Service

24.1 Role

The Emergency Public Information Service must:

- a.** Inform the public, in advance of any emergency or disaster, about emergency warning methods. Deliver information to the public through local meetings and pamphlet distribution.
- b.** During an emergency, distribute warnings and bulletins to the public and municipal government about risks or threats to health and safety. Respond to inquiries, and use media effectiveness to advantage.

c. Assist in returning community to normal conditions by providing information on recovery measures, services to disaster victims and financial assistance programs.

24.2 Organization

24.2.1 The Public Information Service is supervised by the Information Officer. It coordinates with, and provides service at, one or more of the following locations: (1) emergency site (2) the EOC, adjacent to media centre (3) municipal/mayoral office, which also must be close to the EOC.

24.2.2 The Service initially may be provided by one individual (the Information Officer) or a small group, but must be ready to expand if circumstances dictate.

24.3.2 Responsibilities

The Service is responsible for:

- a. Emergency public information planning, training and periodic exercises
- b. Assembling data about various emergency risks, and advising the operations group on available public information
- c. Notifying public and officials as soon as possible after an emergency situation arises
- d. Arranging news announcements and conferences
- e. Answering public and media inquiries
- f. Monitoring mass media, correcting rumours and ensuring the effectiveness of public information.

24.4 Method

24.4.1 After arriving at the EOC, the Information Officer obtains information from all relevant sources and prepares a situation

report. This report is displayed for the EOC staff, is updated as often as required, and is to be the basis for news releases etc.

24.4.2 Information contained within the report includes, but need not be restricted to, the following items: initial alerting, stay-in or evacuation orders, traffic routing and road closures, health precautions/advisories, reception/ inquiry centres, post-emergency clean-up/restoration and financial assistance services.

24.5 Emergency Public Information Service Fan-Out Chart

Mayor: Winston Gamblin Director 366-2010

Deputy Mayor: Ronald Goodine Alternate 366-3039 (H)
261-5005 ©

24.6 Emergency Public Information Resources

Press

Daily Gleaner	455-6671
Telegraph	455-3445

Radio Stations – NB EMO Broadcasting through:

C.B.C.	451-4000
OR News Room	451-4044
The Fox (105.3 FM)	454-2444
Capital FM (106.9 FM)	455-1069
CKHJ (1260 AM, 95.1 FM, 103.5 FM)	451-9111

POWER FAILURE

1. Are there any casualties
2. Are there any deaths
3. Panic due to no power
4. Disruption of traffic
5. Disruption of utilities-food, water, gas, heat
6. Trapped people-elderly
7. Establish emergency headquarters
8. Establish priority for essential services to the community
9. Control allocations of auxiliary power
10. Establish special assistance to ages, infirmed and homed patients
11. Establish inquiry service
12. Establish emergency communications
13. Organize emergency transportation pool
14. Ascertain water and food supplies and arrange distribution
15. Asses danger to public health and provide emergency services

THINGS THAT MAY BE NEEDED

1. Auxiliary power
2. Auxiliary heaters
3. Auxiliary lighting
4. Emergency lodging and feeding

TRANSPORTATION BY RAIL

1. Casualties
2. Death
3. Fire
4. Disruption of rail traffic
5. Involvement of dangerous goods

POTENTIAL ACTION

The railway has a comprehensive emergency procedure which includes:

1. A reporting system encompassing calls to 1-800-565-1633
Saint John Irving C.P. Rail (NB Southern) 1-506-672-7743
goods on board, in which cars they are located, the condition of those cars and any other pertinent information from the waybill
2. Special commodities emergency response equipment being dispatched to the scene.
3. Although the railway on-scene coordinator will coordinate all activities on the railways property, there will still be a requirement for the police to manage operations aimed at protecting the near by population and property which may be effected by escaping gas, flowing chemicals, or radio activity.

ASSEMBLY

When alerted, those heads of service, whose place of duty is at the Emergency Operations Center, will go there and report to the

Director on arrival. Where a head of services' place of duty is other than the EOC, his representative will report to the Director. All operational instructions from the Director will be given to service heads or their representatives at the EOC.

Note:

A list of pertinent telephone numbers are listed in attached schedules.

EMERGENCY MEASURES CALL-OUT

Operational Chart

Schedule A

VILLAGE OF HARVEY

CALL LIST 911 NON - Emergency 460-2540

If a large scale emergency has occurred or a significant event that would require Mayor and Council to act upon:

#1 Mayor Gamblin contacts Jason Cooling the Provincial EMO Coordinator Region 10 & 11 #9 – 478-4698 or PMCC or the EMO Duty Officer .

#2 Deputy Mayor Ronald Goodine 366-3615 [c] 261-5005 or Councilor Richard Corey #3 (h) 366-3039 (c) 471-6384 contacts #4 Councilor Floyd Thompson (h) © 366-8338 (c) 366-8338 and #21 Jerrad Swan 366-3550[h]366-8113[c] Fire Chief and the Village Manager Thomas MacDonald #13 (h) 366-3420 (c) 440-3125.

Thomas MacDonald #13 contacts:

Village Clerk Amber Binney #20–366-2026 [c] 260-9171

Village Clerk Amber Binney calls:

Thomas MacDonald #13 440-3125 [c] 366-3496 [HMCC]
contacts:

R.C.M.P. Cpl. Marc Trioreau #24 357-4300

McAdam Detachment 784-1205 Toll Free 1-800-506-7267

Reference Telephone Numbers

- #1 Mayor Winston Gamblin (w) 366-2010 (h) 366-2922
- #2 Deputy Mayor Ronald Goodine 366 3039 [c] 261-5005
- #3 Councilor Richard Corey 366-3039 © 471-684
- #4 Councilor Floyd Thompson (h) © 366-8338
- #9 Jason Cooling the Provincial EMO Coordinator Region 10 & 11 –
468-4698 or the PMCC or the EMO Duty Officer
- #10 Dale Yerxa D.O.T. 447-7008[c]---366-5257[h]
DOT. Snow Shed 366-2216
- #11 John Nicholson 447-7023[Ambulance]
- #11 Andy Kerr 442-0827[Ambulance] casual supervisor
- #11 Ambulance Bay Harvey 366-2872
- #11 Robin O'Hara Regional Manager
- #12 Janet Blair Secretary 366-5663
- #13 Tom MacDonald (h) 366-3420 (c) 440-3125
- #14 Swan Haven Adult Residential Facility 366-2950-----366-1113
Lois Cairns 333-2950 S.H.A.R.F [Owner}
- #15 Harvey Hospital 366-6400
McAdam Hospital 784--6300
Shirley Moffitt {h}784-2402 © 784-7149
- #16 Harvey Doctors 366-5658
- #17 Transportation and Equipment 366 -2216 [snow shed]
- #18 [NATECH] Jochen Schroer 447-1085 ©
- #19 Thomas MacDonald 440-3125 [c] 366-3496 [HMCC]
- #20 Amber Binney 366-2026 (h) 260-9171 (c)
- #21 Jerrad Swan 366-3550[h]366-8113[c] Fire Chief

#22 Ian Little 366-3117[h] 470-2985[c] Deputy Fire chief

#23 Robert Jamieson 366-6331[h] 461-0912[c]
 Harvey Fire Dept.[Business .] 366-3503
 Rescue Van 366-8023
 Ted Brockway 366-5574
 Lawrence Station Fire Dept. 466-1245
 McAdam Fire Dept. 784-1405
 Upper Kingsclear Fire Dept. 363-5207
 Harvey Gas Bar 366-5642

#24 McAdam detachment 784-1205
 Cpl Marc Trioreau 357- 4300

#25 Canadian Red Cross 1-800-665-6663

#26 Salvation Army 455-3243

#27 N.B. Southern Railway 1-888-645-1600

#28 Samartian Purse Moncton N.B. 1-866-628-6565

#29 PMCC 453-7171

#30 Dist.Highway Engineer Norman Clouston 453-2611[w]

#31 Road Maintenance Supervisor Dale Yerxa 366-5257[h]
 447-7008[c]

#32 St. John Ambulance 458-9129 1-800-563-9998

#33 Service New Brunswick 1-888-298-8555

#34 Dept. of Public Safety 1-800-830-3118
 Red Cross Personal Disaster Assistance
 1-800-222-9597

#35 Environment 1-800-565-1633

#36 Distress 1-800-565-1582

#37 Power outages 1-800-442-4947 1-800-442-4424
 or 458-4415

#38 Chimo Help Line 1-800-667-5005
 #39 Tele—Care 1-800-244-8353
 #40 N.B, Hazmat Team 1-866=942-9628
 Lawrence Burden [pager] 558-1299
 Jody Price 557-6862
 Hazmat-Fredericton/Oromocto 450-1995 or 458-8357
 #41 Dept of Natural Resources 452-3500
 #42 Forest Rangers 453-2345
 School Buses
 #43 Shelly Mcleod 453-2762[w]--cell-461-9804—home-366-3756
 Shelly McLeod 453-5454---Emergency 366-2215 All Distinct 18
 ALTERNATE Irene Dunphy 453-4291[W] CELL-444-1836 [h] 474-
 0539
 Calvin McMullin 366-3590 [h]
 Matthew Smith School Board 366-2026 (h) 238-3297 (c)

Crysta Collicott {High School] 366-3494 [h]
 Katherine Szo [Elementary} 366-3296 [h]
 Medic Center 1-800-353-7899
 Bell -Aliant 1-800-665-6663
 1-800-561-6283
 Canutec 1-613-996-6666
 [by cell phone*666]

DNR. Fredericton 453-2345
 Burning Permits 1 -866-458-8080
 Environmental Spills 1-800-565-1633
 Enbridge Gas N.B. 1-888-775-5535

Fire Marshall-Dallas Boudreau 444-5329[Office] 461-3631[cell]
558-6107]pager]

Harvey Village Volunteers

Jack Holt 366-5740

Barry Barner 366-5730

William Knox 366-2193

Donald Fletcher 366-3411

Evacuation To

Knox Presbyterian Church 3174—Clerk of Session Marlene Phillip
5630 Catering Committee Shirley Moffitt 5562 Donna Williams
3902

St. Andrews United Church contact Minister Kay Clowater 3220—
Clerk of Session Wendy Davis—2935

Catering Committee-Janet Watson 5778—Margaret Roy 3363

Harvey Pentecostal Church contact Minister Todd McGuire-5830

Harvey Lions Club contact Denzil Bernard 5254—Catering Sandra
Nichol 1815

Harvey Memorial Community Centre contact Thomas MacDonald
3420

Harvey High School contact- Crysta Collicott 3494—Matthew Smith
2026—Calvin McMullin 3590

Harvey Elementary School contact Kathy Szo 3296—Matthew
Smith 2026—Calvin McMullin 3590

Harvey Former Junior High School/ Harvey Former Village Council/South West Development 3022 contact Lois Cairns 333-2950—Matthew Smith 2026—Calvin McMullin 3590

Swanhaven Adult Residential Facility contact Lois Cairns 333-2950 [owner]

Black's General Store 3000

Evacuation

Harvey High School evacuates to the United Pentecostal Church contact Minister Todd McGuire-5830 Principal--Crysta Collicott 3494

Harvey Elementary School evacuates to the Harvey Memorial Community Centre contact Principal Kathy Szo 3296—Thomas MacDonald 3420 Calvin McMullin 3590

Swanhaven Adult Residential Facility evacuates to the former Junior High School /Village Council contact S.A.R.F. [owner] Lois Cairns 333-2950 might call Calvin McMullin 3590.---Matthew Smith 2026

**CAPITAL DISTRICT FIREFIGHTERS ASSOCIATION MUTUAL
AID AGREEMENT
SCHEDULE C**

	FIRE DEPARTMENT	NUMBER OF PERSONNEL	NUMBER OF TRUCKS
1	Chipman	5	1 TANKER
2	C.F.B. Gagetown	3	1 PUMPER
3	Dumfires	5	1 TANKER
4	Fredericton	10	2 TANKERS or 2 PUMPERS
5	Fredericton Junction	10	1 TANKER
6	Harvey	10	1 TANKER
7	Hoyt	5	1 TANKER
8	Keswick Ridge	5	1 TANKER
9	Keswick Valley	5	1 TANKER
10	McAdam	5	1 TANKER
11	Minto	5	1 TANKER
12	Millville	5	1 PUMPER 1 TANKER
13	Nackawick	5	1 PUMPER 1 TANKER
14	Nashwaak Valley	5	1 PUMER 1 TANKER
15	New Maryland	6	1 TANKER or 1 PUMPER
16	Oromocto	10	1 TANKER
17	Stanley	5	1 TANKER
18	Upper Gagetown	5	1 TANKER
19	Upper Kingsclear	6	1 TANKER
20	Upper Miramichi	5	1 TANKER
21	Gagetown	5	1 PUMER TANKER