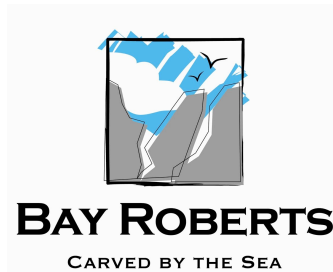


TOWN OF BAY ROBERTS

EMERGENCY MANAGEMENT

PLAN



Approved: May 2011

Prepared/Revised by:

**Town of Bay Roberts
P.O. Box 114
Bay Roberts, NL
A0A 1G0**

Tel: 709-786-2126

Fax: 709-786-2128

Email: cbradbury@town.bayroberts.nf.ca

Revised: March 2015

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**Town of Bay Roberts
Emergency Management Plan**

**May 2011
(Revised: March 2015)**

Town of Bay Roberts Emergency Management Plan

Approved in Principle:

Town of: _____

Date: _____

Mayor/Chairperson: _____

Approved by Fire and Emergency Services – Newfoundland and Labrador

Director: _____

Date: _____

Adopted by:

Town of: _____

Date: _____

Mayor/Chairperson: _____

Section 1

Plan Maintenance

The Town of Bay Roberts Emergency Management Plan will be maintained by the Emergency Planning Committee and the Town Clerk.

1. This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Planning Committee.
2. The Emergency Management Plan shall be revised subject to the approval of Council and FES-NL prior to adoption by the Council.

Plan Alteration

1. Where a Council asks the Director of Emergency Services to approve an amendment of a Plan adopted under Section 5 of the *Emergency Services Act*, the Director shall approve the amendment before the Council adopts the amendment.
2. Where it is necessary to amend or alter an appendix to this Emergency Management Plan, such an amendment can be made by the Emergency Planning Committee.

REVIEWS

MONTH	DAY	YEAR	BY

PLAN REVISIONS

MONTH	DAY	YEAR	BY

Town of Bay Roberts Emergency Management Plan

Forward

This Emergency Management Plan describes the basic procedures to be used, and the responsibilities of the various people, agencies and departments in the event of an emergency. It is to be used during any emergency that occurs within the Town of Bay Roberts but may also be used to assist neighbouring municipalities when a “Mutual Aid Agreement” is in place. This plan recognizes and is coordinated with any other emergency plans currently in effect for example, Police, Fire, Regional Health Authority, etc.

After each test and/or use of the emergency management plan, these procedures will be evaluated to determine areas of weakness. One way to do this is to debrief after each emergency or exercise to determine what revisions and amendments may be required in your emergency management plan. Amendments should be made as required and in accordance with Section 5(6) and (7) of the *Emergency Services Act*.

General

The Town of Bay Roberts acknowledges its responsibility for emergencies or disasters which could threaten the health, safety and/or well being of persons and the protection of property and the environment. This “all hazards” plan is intended to be used by the Town of Bay Roberts in the event of a major emergency.

Purpose

The purpose of this emergency management plan is to clearly establish lines of authority and responsibilities for all concerned during the management of an emergency or disaster in the Town of Bay Roberts and to avoid misunderstanding and conflicts which could result when various disciplines are involved at the same time. Coordination and cooperation is the goal of the Town of Bay Roberts Emergency Management Plan. This plan **does not** address emergencies that are normally handled at the scene by the appropriate first responding agency. The plan **does** address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.

Definitions

Municipality – means a municipality under the *Municipalities Act, 1999*, the City of St. John’s, the City of Mount Pearl and the City of Corner Brook and for the purpose of this *Act* includes local service districts and Inuit communities referred to in section 8.2 of the *Labrador Inuit Claims Agreement Act*.

Council – includes the council of a municipality, a regional council, a local service district committee, a regional emergency management committee and an Inuit Community Council created under the Labrador Inuit Claims Agreement as defined in the *Labrador Inuit Claims Agreement Act*.

Emergency – means a real or anticipated event or an unforeseen combination of circumstances which necessitates the immediate action or prompt coordination of action as declared or renewed by the Lieutenant-Governor in Council, the minister, a regional emergency management committee or a council.

Emergency Management Plan – a written and approved plan which is intended to prepare for, respond to, mitigate the effects of, and recover from an emergency and to provide for the health, safety, and well-being of persons and the protection of property and the environment. This plan is to be undertaken by the municipality and or region and authorized and prepared pursuant to Section 5 of the *Emergency Services Act*.

Implementation/Legislation

This Emergency Management Plan has been developed in accordance with the legislative requirements in the *Emergency Services Act*. The following sections of the *Act* outline the roles of the Town of Bay Roberts in the development, adoption, activation and implementation of the emergency management plan for the Town of Bay Roberts.

Section 5 of the *Emergency Services Act* states:

5. (1) The councils of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.
- (2) An emergency management plan shall, before adoption by a municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.

(3) An emergency management plan may be developed by a committee of a council, or a council may, with the necessary changes, adopt the emergency management plan of a neighbouring municipality with the consent of that municipality.

(4) An emergency management plan which is adopted by a council under subsection (3) shall be submitted for the approval of the director as required under this subsection as if it had been made by the council alone.

(5) An emergency management plan shall designate a person to supervise and control the management of the plan.

(6) Amendments to an emergency management plan shall be submitted to the director for approval before the amendments may be adopted by a council.

(7) An emergency management plan shall be reviewed by a council and a proposed change to the plan shall be submitted to the director for approval before it may be adopted by a council.

Section 6 of the *Emergency Services Act* states:

6. (1) where an emergency is declared by a municipality, the emergency management plan adopted by the council of that municipality shall be activated.

(2) An emergency which has been declared by a municipality shall remain in force until it is rescinded by the municipality.

(3) Nothing in this section prevents the minister from declaring a municipal emergency, whether a municipal emergency has been declared by a council or not, and the minister may, following the declaration of the emergency,

(a) authorize the director to implement the municipality's emergency plan; or

(b) respond to the emergency in the manner the minister considers appropriate under section 9.

Section 7 of the *Emergency Services Act* states:

7. (1) Two or more councils may join together to form a regional emergency management committee for the purpose of developing a regional emergency management plan.

(2) A regional emergency management plan shall be approved by the director before a council adopts the plan and the requirements of section 5 apply as if the plan had been made by a council alone.

Section 8 of the *Emergency Services Act* states:

8. (1) Where an emergency is declared by a regional emergency management committee, the chairperson of the committee shall declare the emergency for a region or a part of the region, and the regional emergency management plan adopted by the committee shall be activated for that region or part of the region as appropriate.
- (2) An emergency which has been declared by a regional emergency management committee shall remain in force until it is rescinded by the committee.
- (3) Nothing in this section prevents the minister from declaring a regional emergency in all or part of a region, whether a regional emergency has been declared by the regional emergency management committee or not, and the minister may, following the declaration of the emergency
 - (a) authorize the director to implement the regional emergency management plan; or
 - (b) respond to the emergency in the manner the minister considers appropriate under section 9.

Municipal Authority

The powers and authority of Council, a Chairperson or Mayor in any emergency or disaster occurring within the Town of Bay Roberts is outlined in the *Municipalities Act, 1999*, relating to the establishment and administration of municipal government in the province.

Section 204 of this *Act* states that a declaration of a “State of Emergency” can be made by Council, Chairperson or Mayor when any of the following circumstances exist in the municipality:

1. a disaster of any kind.
2. a snowstorm or flood.
3. a shortage of water.

When a “State of Emergency” has been declared under Section 204, the Council, Chairperson or Mayor may order under Section 405, of the *Municipalities Act, 1999*, the following:

1. the closing of or the hours of operation of businesses and schools or a class of businesses and schools, in the municipality.
2. the banning or controlling of public gatherings.

3. the evacuation of buildings.
4. the restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the municipality, or
5. that children below a stated age or in certain age categories not be permitted on a public road, park or in a place of amusement during prescribed hours, whether alone or in the company of a parent, guardian, or other adult.
6. the restriction or prohibition of the use of water.

Declaration and Termination of State of Emergency

Should a Declaration become necessary, a Council, Chairperson or Mayor, on the advice of the Emergency Management Team, may declare a state of emergency. A Council, Chairperson or Mayor, on the advice of the Emergency Management Team, may terminate a State of Emergency. All agencies, in particular Fire and Emergency Services-Newfoundland and Labrador, should be informed of these decisions as soon as possible.

Blank declaration and state of emergency forms should be available at all times (see appendix C).

Clearly, the Town of Bay Roberts Town Council is responsible and will continue to be responsible for all emergency operations should an emergency, which involves the risk of loss of life or property or which threatens the health, safety or well-being of some or all of the residents of the municipality, occur.

Involvement by Provincial Government

Should implementation of these actions prove insufficient to control the emergency, assistance may be requested from the Provincial Government by contacting Fire and Emergency Services - Newfoundland and Labrador, telephone (709) 729-3703 (24 Hrs.)

Federal Government Assistance

Should assistance or resources be required from the Federal Government Departments or agencies, requests will be directed through Fire and Emergency Services-Newfoundland and Labrador, telephone (709) 729-3703 (24 hrs).

Direction and Control

- a) The Town of Bay Roberts is directly responsible to plan for and to manage all emergency operations within the municipality.
- b) The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to Council and other key stakeholders. The Town CAO will be appointed to the role of Emergency Management Coordinator.
- c) An Emergency Planning Committee appointed and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, planning, maintenance and implementation of the Emergency Management Plan.
- d) Emergency Planning Committee members are appointed by Council and listed in Appendix A.

Concept of Operation

The Town of Bay Roberts will reinforce its authority within its jurisdiction through the Emergency Management Team. Problem solving, duty assignment, media relations and public announcements will be discussed and resolved by this team. From time to time when people with special expertise or knowledge are required to advise the group on any matter associated with the emergency or disaster, they will be invited to attend and perhaps when appropriate, sit as part of the Emergency Management Team.

From a practical sense, once formed, the Emergency Management Team will continue to manage the emergency until such time as it has ended. This includes the set-up and staffing of an Emergency Operation Centre.

Emergency Management Team

Once the Emergency Management Plan is activated, the Emergency Planning Committee will appoint individuals to function as the Emergency Management Team. This team may be made up of the following but it is not limited to those listed below:

- a) Members of the Emergency Planning Committee
- b) Government agencies, departments and non-government organizations:
 - 1) Advanced Education & Skills
 - 2) Transportation and Works

- 3) Service NL
- 4) Health and Community Service
- 5) Natural Resources (Forestry)
- 6) Environment and Conservation
- c) Industry examples:
 - 1) Atlantic Grocery Distributors Wholesale Warehouse
 - 2) NF Power Sub-Station
 - 3) 4 Plants (Bay Roberts Seafood, Coley's Point Cold Storage, Coley's Fishery Ltd., and Harbour International (Moorfrost)
- e) Amateur Radio (see Contact List)
- f) Other individuals with emergency planning training

Role of the Emergency Management Team

The role of the Emergency Management Team is to ensure that site support activities are coordinated and that departments and agencies have sufficient resources and direction to accomplish their missions. The Emergency Management Team will set-up and staff the Emergency Operations Centre depending on the level of response necessary and the resources available. Overall responsibility of the EOC will be the EOC Director. The EOC Director position will be held by the Emergency Management Coordinator. In the absence of the Emergency Management Coordinator, The Emergency Planning Committee will appoint an Acting Emergency Management Coordinator/EOC director. The other roles within the EOC will be filled by the remaining members of the Emergency Management Team.

EOC Location/Security

During a major emergency, it is important to provide a secure workplace for the Emergency Planning Committee, the Emergency Management Team and EOC staff. The Town of Bay Roberts has designated two locations as possible EOC's.

The Avalon North Wolverine's Ground Search and Rescue Building,
12 Station Road (basement)
 The Town of Bay Roberts Council Office, **321 Water Street**

Upon activation of the plan, the Emergency Planning Committee will determine the most appropriate building for use as an EOC. This decision will take into account the resources at each facility and the nature of the event/emergency (which may impact building suitability).

Each EOC location and the equipment available within it are fully described in Appendix B.

There is a natural tendency for many people to congregate in hopes of learning the most up to date information regarding an emergency situation. This can be disruptive to the EOC and for this reason the EOC should be maintained as a secure access location. Access will generally be limited to members of the Emergency Management Team and also the Emergency Planning Committee when deemed appropriate by the EOC Director.

It is also important to ensure that the entrance/exit to the EOC be kept free of parked vehicles. Parking should be monitored and controlled to ensure access and egress by Emergency Management Team officials in an efficient manner.

Plan Activation

Who Can Activate the Plan

The following people are delegated authority to implement the Emergency Management Plan:

- Mayor or designate
- Any Member of the Emergency Planning Committee
- At the request of any incident commander – RCMP, Fire, Ambulance etc...

Declaration Not Required

A declaration of a local state of emergency or provincial state of emergency is not required to:

- Implement the plan
- Activate the EOC
- Access emergency funds from Disaster Financial Assistance

Notification Procedures

It is expected that one of the emergency services (RCMP, Fire or Ambulance) will receive the initial report of major emergencies or disasters. In the case of potential weather related events, there is generally advance warning or notice provided by the province or other channels.

Once initial reports are received, they should in turn be forwarded to the Town of Bay Roberts through the Emergency Management Coordinator or other channels. Upon receipt of this initial notification, the Emergency Management Coordinator will determine if it is appropriate to alert the Emergency Planning

Committee. This Committee will then initiate the plan according to the following activation levels.

The Committee shall notify Fire and Emergency Services when in activates the plan at any level.

Three Levels of Response

The Plan recognizes three levels of potential activation. The term “event” is used to describe an occurrence based on any of the hazards identified in the plan. An incident defines one or more occurrences that happen as a direct result of an event. For example, a hurricane is an event; any resulting flooding, storm surge or wind damage are incidents within that event.

Level 1 Activation (Monitoring)

Level 1 actions reflect events that are normally managed by agencies on a regular basis, however there is the potential for the event to escalate and requires monitoring only. There is little or no need for site support activities and the event will be closed in a relatively short time. Level 1 activation would involve notification of the Emergency Planning Committee and potentially meeting to have initial discussions, should it be possible for the event to reach a higher level.

Level 2 Activation

Level 2 events are emergencies that are of a larger scale or longer duration and may involve limited evacuations, additional or unique resources or similar extraordinary support activities. If the event cannot be managed appropriately from the scene, then this level requires the notification Emergency Planning Committee and establishment of an Emergency Management Team. This level may include a limited activation of the EOC.

Level 3 Activation

Level 3 events are of a large magnitude and/or long duration or may have multiple sites that involve multi-agencies and multi-government response. This level requires full activation of the Emergency Management Team and Emergency Operations Centre.

Response Goals

In activation of the Town of Bay Roberts Emergency Management Plan at any level, the following are the response goals in order of priority:

- Provide for the safety and health of all responders
- Save Lives
- Reduce Suffering
- Protect Public Health

- Protect Government Infrastructure
- Protect Property
- Protect the Environment
- Reduce Economic Suffering and Social Losses

Management by Objective

Management by Objective is a key feature of this plan, it refers to the setting of specific objectives to be accomplished within a defined time period. The EOC will set objectives that the individual sections will aim to accomplish.

EOC PLANNING PROCESS

Planning Goals

Clear planning goals are essential in guiding the decision process of individuals as well as the collective planning activities of incident/emergency management teams. The planning process should provide

Current information that accurately describes the situation

Predictions of the course of events in incident/disaster dynamics and mitigation actions.

Alternate strategies for all vital incident objectives

An accurate realistic action plan for the next operational period.

Planning Steps

Five primary steps must be followed in sequence to ensure a comprehensive action plan. Managing this information process in a systematic way is as important to the initial Incident Commander as it is to the EOC Director. The five steps are:

1. Understand the situation.
2. Establish priorities, objectives and strategies
3. Develop the Plan
4. Prepare the Plan
5. Evaluate the Plan

Much of the information in this stage of the EOC will be the responsibility of the Planning Section Chief.

EOC COMMUNICATIONS

There must be a dedicated effort to ensure that communication systems, planning and information flow are being accomplished in an effective manner. Standard protocols and plain English will be used for all communications, in order to reduce confusion, radio codes will be avoided. Normal site communications typically involve two-way radio and cell phones. For the EOC, communications methods should consider the following priorities:

- Email
- Fax
- Telephone (land line)/Conference Calls
- Cellular Telephone
- Two-way Radio (amateur, commercial)
- Web-Conferencing

EOC DOCUMENTATION

It is extremely important to accurately document actions taken during emergencies. The following items must be documented:

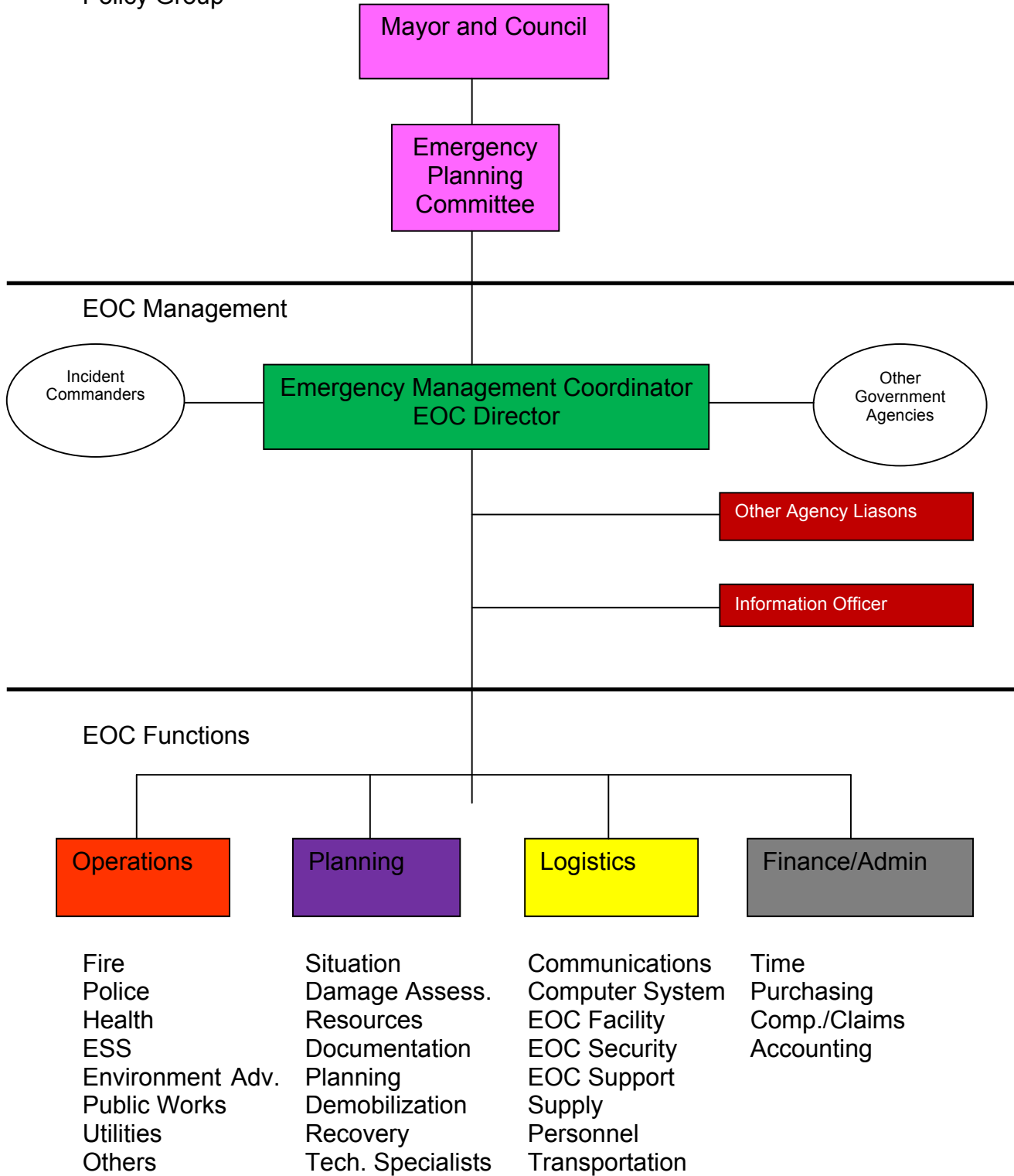
- Policy decisions
- EOC decisions/directions
- Resource requests
- Personal logs
- Functional position logs

Logs are required to maintain a record of events, times, and actions taken to deal with situation. Each member of the Emergency Management Team should maintain a log of such items in order to ensure the response is well documented. These logs are important for use and consideration in the debriefing phase of any emergency and may also be used in the event of any public or government inquiry.

Emergency Operation Centre (EOC)

EOC Organizational Chart

Policy Group



EOC Functions

Management	Responsible for overall emergency policy and coordination through the joint efforts of government agencies and private organizations.
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction's action plan.
Planning	Responsible for collecting, evaluating and disseminating information, developing the jurisdiction's action plan in coordination with other functions; maintaining documentation.
Logistics	Responsible for providing facilities, personnel, equipment and materials.
Finance/Admin	Responsible for financial activities and other administrative aspects.

EOC Roles and Responsibilities

Emergency Management Coordinator / EOC Director

Initiating the EOC fan out plan when so directed.

Advise council of any changes to operations and maintenance of the plan.

Ensure key positions are filled as required.

The overall coordination of emergency planning and response.

Act on behalf of the Mayor and Council, as instructed.

Ensuring that a master event log is maintained identifying the date and time that key decisions are made or major events occur.

Request expert assistance as required.

Liaise with the EOC Function Chief's regarding the Management of the Emergency and any needs/requirements of each.

Identify / indicate clerical staff to support the Emergency Operations Centre Group.

Recording decisions and recommendations and advice of same as directed.

Liaise with the Regional Health Authority, the Department of Human Resources, Labour and Employment and other External Liasons about the provision of emergency health services and/or emergency social services.

Responsibilities of Operations

Notifying the required Support and Advisory staff of the emergency, and the location of the Emergency Operations Center.

Ensure the direction of, and the effective use of all Emergency Response and Town resources according to the plan established by the EOC Director.

Implement emergency services, such as water supplies, pumping operations, etc., as designated by the EOC director.

Ensure that the Planning Section Chief is advised of all status reports from the Operational Functions.

Responsibilities of Planning

Responsible to conduct the necessary assessment of the situation, damage etc... and report to the EOC Director and other Function Chief's as necessary.

Ensure that the planning process for dealing with the event/emergency is well documented and articulated to other members of the EOC.

Ensure maximum utilization of town equipment and resources within the planning process.

Ensure that the mobilization and demobilization process are efficient and organized.

Assist in making the transition from a Response to a Recovery.

Bring in technical experts or specialists as required and directed.

Responsibilities of Logistics

The coordination of all communications methods.

Arranging telephone, internet and messenger service as required by the Emergency Operations Control Center.

Installation of equipment and provision of persons to operate the equipment.

The provision of a two-way radio communication system to link the Emergency Operations Control Center with the emergency site.

The provision of “Ham Operators” to assist in the release of public information (if required).

Responsible for ensuring the needs of the EOC facility are appropriate for the needs of the EOC Director and that the facility is secure.

Responsible to arrange for EOC personnel as requested and to arrange for transportation if necessary.

Supply of all transportation for EOC group members and field workers.

Establishment of an emergency transport service, and for the obtaining of and coordination of all transport facilities.

Issue of emergency passes to disaster area, subject to direction from Police or Fire Chief.

Supply food for office and field workers by coordinating with the Emergency Operations Center Group.

Responsibilities of Finance/Administration

To monitor and record the amount of volunteer and staff time spent on various tasks.

To oversee the purchasing function within the emergency and to ensure that Town policies are being followed with respect to purchasing.

To provide forms and direct people to appropriate resources for disaster financial assistance and other possible forms of compensation and claims.

To maintain adequate accounting for all cost associated with the event/Emergency.

The Communications Coordinator is to develop emergency plans for the above functions.

Provide administration and clerical support as required.

Maintain a log of all actions taken.

Responsibilities of Information Officer

Act as Media Coordinator, responsible for the release of all public information pertaining to the Emergency.

To ensure that all public information is released to as many media sources as possible including social media and to ensure that appropriate contact and information sources are attached to the message.

Establish a Citizen Inquiry Service at the onset of the emergency, including the appointment of personnel to maintain phone lines in or near the EOC.

Initiating the opening, operation and staffing of telephones at the EOC as the situation dictates.

To ensure that all of Mayor and Council are copied on the release of information so as to ensure that they are appropriately informed.

Initiating the notification of the after hour answering service, and the management of telephones at the EOC.

Responsibilities of Mayor and Council

The primary role of Mayor and Council in this Emergency Plan is to provide policy decisions that direct the Emergency Plan and the response of the EOC Director/Emergency Management Team.

The responsibility of Mayor and Council in an actual Emergency Response is limited unless individuals are a part of the Emergency Planning Committee or the Emergency Management Team.

Mayor and Council have an important role(s) in Declaring a Local State of Emergency (if necessary).

The primary role of Mayor and Council in the event of a Emergency is to try to be informed as possible and ensure that the message they deliver to anyone is consistent with that of the Information Officer.

Responsibilities of External Organizations

Police (RCMP)

1. If first on the scene, notify other first responders and/or Council if necessary.
2. Ensure public order and protection of private and public property against looting.
3. Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.
4. Alert persons endangered by the emergency and assist in the evacuation of buildings as authorized by the EOC Manager.
5. Consult with the Medical Examiners Office, assist in the identification of deceased persons and the notification of families (Next of Kin).
6. Implement Police contingency plan.

Avalon North Wolverine Ground Search and Rescue Team (GSAR)

In consultation with the police, GSAR teams can:

1. Undertake a search and rescue response.
2. Provide emergency communications.
3. Assist in evacuations.
4. Assist in the recovery of drowning victims.
5. Assist in other aspects of emergency response.

Bay Roberts Fire Department

1. The Fire Chief will implement the Fire Department Disaster Plan. (Copies available at Fire Hall, Town Hall & Office of the Fire Commissioner)
2. The Fire Chief will be responsible for the overall co-ordination of the fire services and will ensure provisions for:
 - a) Search and rescue of trapped or injured persons;
 - b) Resuscitation equipment and trained manpower;
 - c) Equipment and manpower to assist in pumping operations;
 - d) Equipment and manpower to handle accidents involving dangerous commodities;
 - e) Mutual aid from other Fire Departments; and
 - f) Making arrangements for additional fire-fighting equipment and liaising with CANUTEC (National Agency for Dangerous Goods) or Fire and Emergency Services for information and assistance regarding controlling of dangerous goods.

Regional Health Authority

Planning

1. Collaborate in the development of response plans as it relates to Public Health and Environmental Health Emergencies, Mass Casualty Incidents and Psychosocial Emergencies in the community.
2. Provide contact information for use in planning and response initiatives.
3. Participate in exercising municipal plans.

Response

1. Upon request for assistance the Regional Health Authority (RHA) will activate their appropriate emergency response plan(s). Should an EOC be activated by the municipality, the RHA will assign a medical/health representative to report to the EOC if deemed necessary.

2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to:
 - Medical Services - triage, medical treatment at the emergency site, ambulance transportation, hospitalization, psychosocial support, morgue services, pharmaceutical and medical supplies.
 - Public Health Measures – includes the collection, interpretation and dissemination of information to manage a public health response. This includes infectious diseases, sanitation, monitoring of food and water, pest control, environmental health and other threats to the health of the population. All Public Health emergencies require immediate notification of the Medical Officer of Health and/or designated authority.
3. Identify medical/health emergency telecommunications needs and assist in linking response providers, health facilities, all EOC's and field operation sites.
4. Depending on the nature and duration of an event, communicate with the Department of Health and Community Services (786-5224).
5. Monitor the need for more health assistance and resources that may be available in the local area or region and coordinate request for assistance from other RHA's or DHCS.

Fire and Emergency Services – Newfoundland and Labrador

Fire and Emergency Services – Newfoundland and Labrador (FES-NL) is tasked with the implementation of an emergency management strategy designed to develop and maintain a modern and robust emergency management system in the province, in collaboration with agency partners and stakeholders, in planning against, preparing for, responding to and recovering from emergencies, disasters and fires.

1. Assist Municipalities, as defined in the *Emergency Services Act*, to meet their legislative requirement to develop an emergency management plan by May 1, 2012, and furthermore to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s).
2. Provide assistance to municipalities in Newfoundland and Labrador when an emergency occurs and their capacity to respond has been exceeded.

3. Liaise with other provincial government departments, agencies and the Government of Canada (through Public Safety Canada) to acquire additional resources if needed to respond and recover from an emergency.

Department of Advanced Education and Skills (AES)

AES has a provincial legislated responsibility to provide Emergency Social Services when individuals, families, and/or municipalities cannot effectively respond and/or when the provincial government needs to respond to ensure the health, safety and well being of its citizens.

The purpose of Emergency Social Services is to meet the survival needs of people following a disaster and provide temporary assistance until regular pre-disaster social services resume operation or until other plans or programs come into operation. Emergency Social Services includes: Reception Center; Lodging; Clothing; Food; Registration and Inquiry; Personal Services, and the care of household pets.

AES is accountable for:

1. The operation, direction and supervision of Emergency Social Services.
2. The expenditure of public funds for assistance to any person in need of food, clothing, accommodations or personal services as a result of the emergency.
3. Ensuring the appropriate Memorandum of Understanding is in place should any of the Emergency Social Services be delegated to a partner agency, for example the Red Cross or the Salvation Army.
4. Coordination of volunteer and volunteer agencies wishing to assist in the provision of any of the Emergency Social Services.

To request Emergency Social Services, contact the Regional Director of AES or alternate, or contact Fire and Emergency Services-NL.

Department of Environment and Conservation

1. Act as an advisor agency on the cleanup of hazardous materials, contamination of potable water supplies and emergency sewage disposal.
2. To assist in sampling the soil, water, etc., to determine the level or extent of a contaminant for the purpose of detection and eventual cleanup.
3. Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

Government Services Centre

1. Liaise with the town and power utilities to assess electrical safety issues.
2. Liaise with the Department of Environment and Conservation to assess environmental hazards such as spills, chemical and waste disposal and make recommendations and/or orders on remediation and containment.
3. Liaise with the Department of Health & Community Services, the Regional Medical Officer of Health, and the Department of Advanced Education & Skills:
 - a) Carry out or perform water safety and food safety inspections.
 - b) Assess the suitability of temporary shelter/housing/food/water.
 - c) Implement disease and rodent control measures.
 - d) Ensure the protection of public health.

Department of Natural Resources (Forestry)

1. Respond immediately to the report of any fire near the community fight the fire with all available resources until it is completely extinguished.
2. Provide protection to property, such as homes, when a fire is near or approaching a community. The local Fire Department will respond to fires within the community.
3. Provide sufficient fire-fighting equipment to assist agencies.
4. Establish communications and advise the Emergency Operations Centre Group on possible dangers to the community.
5. Work with the local Fire Department is addressing any needs as a result of a forest fire.

Department of Transportation and Works

1. Maintain a fleet of heavy equipment at maintenance depots located throughout the province. These equipment resources are normally utilized in the course of carrying out routine highway maintenance activities, but in the event of an emergency, may be re-deployed as may reasonably be

required in order to respond to issues of life safety and infrastructure loss during the emergency.

2. Provide up to date status reports on road closures, damages, etc., to the Emergency Operations Centre Group.

Section 3 Hazards

Forest Fires

MAJOR CONCERNS: SAFETY OF LIVES AND PROPERTY.

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Planning Committee
2. Activate EOC	Emergency Management Coordinator
3. Forest Fire Operations	Department of Natural Resources (Forestry)
4. Evacuation Decisions	Emergency Operations Centre RCMP, Bay Roberts
5. Relocation/Evacuation	Emergency Operations Centre Department of AES
6. Injuries and Rescue	Carbonear Hospital GSAR – Rovers Moore's Ambulance
7. Communications	Communications Group RCMP, Bay Roberts, Avalon North Wolverines Bay Roberts Fire Dept.
8. Public & Media Information	Media Coordinator
9. Instructions to Residents	Emergency Operations Centre RCMP, Bay Roberts
10. Return to Evacuated Area	Emergency Operations Centre RCMP, Bay Roberts
11. Damage Assessment	Emergency Operations Centre Fire and Emergency Services Department of Municipal Affairs Engineering Consultant
12. Traffic Control	RCMP, Bay Roberts
13. Transportation	Emergency Operations Centre

Floods

MAJOR CONCERNS: SAFETY OF LIVES, LOSS OF PROPERTY, DAMAGE TO PROPERTY, TRANSPORTATION PROBLEMS

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Planning Committee
2. Activate EOC	Emergency Management Coordinator
3. Assess Flood Problem	Emergency Council Committee Engineers Department of Municipal and Intergovernmental Affairs Department of Transportation and Works
4. Rescue of Stranded People (particular attention to seniors and persons with disabilities)	Fire and Rescue Team Ground Search and Rescue/Volunteers Ambulance Services Police
5. Injuries	Regional Health Authority Local Health Facility/Ambulance Fire Department
6. Traffic Control	Police
7. Transportation of Furniture and Household Goods	Emergency Operations Centre
8. Communications	Amateur Radio Police and Fire Municipal Works Vehicles
9. Instructions to Residents	Emergency Operations Centre Police and Fire
10. Relocation/Evacuation	Emergency Operations Centre Dept. of Advanced Education and Skills Service Groups, Police, Non Government Agencies
11. Barricades, Signs, Sandbags, etc.	Emergency Operations Centre Municipal Works, Public Works
12. Public & Media Information	Media Coordinator

Dangerous Goods

MAJOR CONCERNS: CASUALTIES, DEATHS, CONTAMINATION OF WATER SUPPLY, DISRUPTION OF TRAFFIC, EXPLOSIONS AND FIRE, HAZARDS TO HUMANS AND LIVESTOCK, LOSS OF ELECTRIC POWER, INTERRUPTION OF COMMUNICATIONS, EVACUATION.

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Planning Committee
2. Activate EOC	Emergency Management Coordinator
3. Establish On-site Communications	Emergency Responders Communications Co-ordinator
4. Rescue and Fire Fighting	Fire Department Avalon North Wolverines
5. Determine nature of problem	Fire Department CANUTEC Department of Environment & Conservation Fire & Emergency Services
6. Warn adjacent areas and define areas of risk	Fire Department Police Department of Environment & Conservation
7. Evacuate Area	Emergency Operations Centre
8. Eliminate further escape of Dangerous Goods	Fire Department Shipper of dangerous goods CANUTEC Fire & Emergency Services
9. Notify Medical Facility of casualties and type	Medical Adviser at scene
10. Traffic Control	Police
11. Establish News Release System including instructions to Public	Emergency Operations Centre

