



Emergency Response Plan

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Introduction

The Emergency Response Plan outlined herein is comprised of two parts. Part I is the Basic Plan. Part II includes the Individual Plans for the various departments and agencies involved in the emergency preparedness operation.

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

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

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

Emergency Response Plan

Emergency Response Plan
for the municipality of The City of Fredericton

Approved by the Public Safety and Environment Committee Chair

Committee Chair

Approved by Mayor _____

Mayor

Date

Approved by Council _____

City Clerk

Date

Part I - The Basic Plan

General

The City of Fredericton recognizes its responsibility to plan for peace-time emergencies that may endanger lives, property or the environment, either in this municipality or in others. The City has concluded mutual aid agreements with the Town of Oromocto and the Village of New Maryland.

The City of Fredericton has formed a Municipal Emergency Measures Organization (MEMO), to provide a structure for planning and responding to emergency situations.

An Emergency Operations Group (EOG) has been identified as the group of individuals responsible for planning and responding to emergencies.

An Emergency Operations Centre (EOC) has been established as a location to use when the EOG is called to respond in an emergency situation.

Aim

The plan designates the responsibilities and outlines the actions to be taken by individuals, municipal departments and external agencies in an emergency situation.

Definitions

Emergency – An emergency, for the purpose of this plan, is defined as any occurrence or anticipated occurrence that endangers lives or property and is beyond the normal response capabilities of the municipality.

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

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

Incident – An actual or impending hazard impact, either human caused or by natural phenomena, that requires action by emergency personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Authority

The plan is authorized under:

The Province of New Brunswick, Emergency Measures Act, Chapter E-7.1, Regulation 83-71 and Regulation 84-7.

The City of Fredericton, By-Law S-3, Dated July 12th, 1999.

Direction and Control

The mayor or his/her designate and Council are responsible for declaring a State of Local Emergency. The City of Fredericton EMO Director will act on behalf of the Mayor and Council in accordance with By-Law S-3 and this plan. Unless otherwise determined, the lead agency present at the scene of any emergency will be in charge of operations until an Emergency Site Manager (ESM) is appointed by the Director of the City of Fredericton EMO.

Activation of Emergency Response Plan

This Plan is activated when the EOG (all or part), are assembled to respond to an emergency situation.

- A. The EOG may assemble at the EOC to provide a coordinated response to an emergency situation without seeking the declaration of a State of Local Emergency. In these cases, the Plan is activated but the special powers outlined in By-Law S-3 and the Emergency Measures Act are not used.
- B. When an emergency situation requires an increased response (different from A), a State of Local Emergency may be declared pursuant to the City of Fredericton By-Law S-3 and the Emergency Measures Act, Chapter E-7.1. Regulation 83-71 and Regulation 84-7.

Emergency Operations Centre

All disaster/emergency situations, as defined in this Plan, will be controlled and coordinated from the EOC. The City of Fredericton has identified a Primary and a Secondary EOC.

Emergency Operations Group

The EOG consists of those noted on the City of Fredericton EOG Fan-out (separate document) and other agencies identified in this plan. As a minimum, the EOG includes the Director, Council Issues, Duty Officer, Tele-Communications, Police, Fire/Rescue and Public Information.

The EOG meets on a regular basis to monitor the City of Fredericton Emergency Response Plan, plan emergency field exercises, review their performance, and discuss any other issues related to emergency preparedness response in the event of an emergency. In the event of an emergency, the EOG will assemble to implement the plan. The Regional Coordinator for the Provincial Emergency Measures Organization acts as an advisor to the EOG.

The level of response depends on the nature of the situation and the level of threat. At the onset of operations the EMO Director will determine the level of response necessary, implement the applicable emergency plans and activate Emergency Operations Centre (EOC), which may be assembled, in whole or in part, to coordinate the City response.

Responsibilities

Mayor
<ul style="list-style-type: none"> ▪ Providing policy direction as required with other members of Council ▪ If necessary, calling Council into session ▪ Declaring State of Local Emergency ▪ Issuing public statements in cooperation with the EMO Director ▪ Liaising with other levels of government in cooperation with the Director
Deputy Mayor
<ul style="list-style-type: none"> ▪ Acting for Mayor in his/her absence ▪ Assisting as required
EMO Director
<ul style="list-style-type: none"> ▪ Coordinating emergency planning ▪ Coordinating municipal response to an emergency situation ▪ Directing operations from the EOC ▪ Making operational decisions ▪ Appointing an ESM ▪ Ensuring timely updates of information to, and input from, all members of the Group ▪ Short-term and long-range planning and remediation of the emergency situation ▪ Providing information to Mayor and Council with assistance from the “Council Issues” group ▪ Debriefing after an emergency situation ▪ Ensuring NBEMO has been contacted when MEMO is activated (via email, Provincial Mobile Communication Centre, or phone) ▪ Providing updates to NBEMO as required during incident
Deputy EMO Director
<ul style="list-style-type: none"> ▪ Acting for EMO Director in his/her absence ▪ Assisting and advising EMO Director ▪ Acting as relief replacement for EMO Director in the event of extended operations
Council Issues Officer
<ul style="list-style-type: none"> ▪ Advising Council on the following issues: <ul style="list-style-type: none"> ➢ Extent of emergency ➢ Implications to municipality ➢ Role of Council in the emergency ➢ Declaration of State of Local Emergency ➢ Provincial funding opportunities ▪ Maintaining communications with EMO Director ▪ Advising EMO Director as required ▪ Liaising between Council and Public Information Officer (PIO) ▪ Ensuring Council is aware of information being made public

EMO Coordinator & Duty Officer
<ul style="list-style-type: none"> ▪ Assisting with coordinating emergency planning ▪ Compiling and maintaining all plans and resources relative to emergency planning ▪ Acting as part-time staff resource for emergency planning ▪ Setting up and running the EOC ▪ Gathering initial information and briefing EMO Director ▪ Opening and maintaining an event log ▪ Marking and maintaining operational maps ▪ Opening and maintaining EMO Director’s telephone log ▪ Being primary operations advisor to EMO Director ▪ Setting up EOC security ▪ Assuring implementation of support staff to assist the Group ▪ Ensuring information dissemination in the EOC ▪ Coordinating and ensuring recording of information to and from EOC ▪ Briefing and ensuring availability of relief replacement
Tele-Communications
<ul style="list-style-type: none"> ▪ Communicating between the EOC and the emergency site ▪ Receiving and sending messages at the EOC if necessary ▪ Maintaining pool of radios, cellular telephones and regular telephones ▪ Ensuring back-up tele-communications capabilities ▪ Managing/coordinating tele-Communications staff and equipment ▪ Notifying the Fredericton Amateur Radio Club (FARC) for back-up communications if necessary ▪ Updating NBEMO as required
Public Information Officer
<ul style="list-style-type: none"> ▪ Obtaining and collating information ▪ Gathering information on the event and obtaining EMO Director’s approval for release ▪ Providing all information to the public regarding the emergency including warnings ▪ Providing information to the media ▪ Ensuring monitoring of all media coverage of the event ▪ Arranging media briefings and the availability of “expert” spokespersons for media interview ▪ Assisting in preparation of information bulletins ▪ Advising the EOC Council Issues Group and the EMO Director on all public information matters ▪ Providing assistance to other services as required

Police
<ul style="list-style-type: none"> ▪ If the lead agency, alerting the EMO Director ▪ Continuing policing services to the community ▪ Ordering evacuation of areas within, and surrounding, emergency site, if necessary ▪ Setting up and maintaining perimeter control at emergency site ▪ Ensuring order and control in evacuated area(s) ▪ Providing assistance to other services ▪ Creating, updating and implementing departmental emergency response plan
Fire & Rescue
<ul style="list-style-type: none"> ▪ If the lead agency, alerting the EMO Director ▪ Fire suppression ▪ Rescue from buildings and wreckage ▪ Assisting in mass-casualty incidents ▪ Providing assistance to other services as required ▪ Advising the EMO Director on fire, rescue and hazardous material matters ▪ Continuing fire fighting and rescue to the community ▪ Creating, updating and implementing departmental emergency response plan
Transportation Officer
<ul style="list-style-type: none"> ▪ Providing and controlling emergency transportation (except specialized vehicles used by Police, Fire and Hospitals) ▪ Providing public transportation to and from emergency site(s), especially for evacuees to reception centers ▪ Advising EMO Director on all transportation matters ▪ Continuing public transportation service throughout the community ▪ Creating, updating and implementing departmental emergency response plan
Engineering & Operations
<ul style="list-style-type: none"> ▪ If the lead agency, alerting the EMO Director ▪ Cutting off and restoring utilities ▪ Providing water for emergency purposes ▪ Clearing debris and wreckage ▪ Providing assistance to other services as required ▪ Creating, updating and implementing departmental emergency response plan ▪ Providing and assisting with barricades and evacuation routes (as required)

Support Staff Officer
<ul style="list-style-type: none"> ▪ Providing clerical, security, comfort, maintenance and technical support to the EOC ▪ Recording costs incurred during the emergency ▪ Arranging for feeding of the EOC Group ▪ Providing a written post-incident report ▪ Maintaining the EOC in/out register
Community and Social Services
<p>(in conjunction with Canadian Red Cross, Salvation Army, St, John Ambulance and Samaritan’s Purse)</p> <ul style="list-style-type: none"> ▪ Providing accommodations for evacuees ▪ Providing emergency clothing for evacuees ▪ Feeding evacuees if required ▪ Feeding emergency workers if required and if normal departmental feeding procedures are not available ▪ Providing registration and inquiry services ▪ Providing personal services for those in need ▪ Advising EMO Director on all social services issues ▪ Creating, updating and implementing departmental emergency response plan ▪ Assisting property owners to clean-up after the event ▪ Contacting NBEMO when deploying community groups or involving social services
Additional Human Resources Officer (tasks carried out by Community & Social Services Reps)
<ul style="list-style-type: none"> ▪ Acquiring personnel in addition to regular City responders, for support ▪ Maintaining contact list of “additional” personnel, including special skills of personnel ▪ Maintaining records of utilized additional personnel and equipment for accounting/payment purposes ▪ Advising EMO Director of external human resources
Supply Administration Officer
<ul style="list-style-type: none"> ▪ Procuring, allocating and distributing necessary goods and services not available from municipal resources ▪ Carrying out all accounting, disbursement of funds and contractual agreements dealing with the emergency situation ▪ Arranging for and controlling all non-municipal physical resources, which may be required ▪ Acquiring in-house information technology assistance if deemed necessary ▪ Advising EMO Director on all financial matters arising from emergency situation(s) ▪ Producing post-incident financial report for support services ▪ Creating, updating and implementing departmental emergency response plan

Legal & Risk Management
<ul style="list-style-type: none"> ▪ Advising Council and EMO Director on all legal matters ▪ Ensuring actions taken by the municipality are legal and documented ▪ Preparing/approving all contractual agreements for the municipality dealing with the emergency situation ▪ Ensuring proper wording in Declaration of State of Local Emergency
Emergency Site Manager (ESM)
<ul style="list-style-type: none"> ▪ Managing the overall operations at the emergency site ▪ Locating and setting up ESM Command Post ▪ Setting up perimeter control, staging area, parking area, media area, casualty clearing area, morgue (if required) and traffic control ▪ Coordinating all agencies on the emergency site ▪ Provide information on the situation to the EMO Director
Canadian Red Cross
<ul style="list-style-type: none"> ▪ Assisting in provision of lodging, feeding and clothing of evacuees ▪ Assisting in registration and enquiry services ▪ Assisting in provision of personal services for those in need
Samaritan’s Purse Canada
<ul style="list-style-type: none"> ▪ Providing personal services and counseling to those affected by the emergency event ▪ Assisting property owners in the clean-up of their properties ▪ Activating call centre for affected homeowners to request assistance
NB EMO
<ul style="list-style-type: none"> ▪ Acting as liaison between municipality and provincial and federal governments ▪ Coordinating provincial and federal assets ▪ Advising community and ground services on coordination of response ▪ Advising Duty Officer on operation of EOC

Alerting

Initial Alert

Anyone learning of an emergency situation should immediately contact emergency response agencies by calling 911.

The public should be periodically informed of this system by means of field exercises, through the City of Fredericton, Public Safety & Environment Committee and through information in the local newspaper.

Stages of Alert and Assembly

If the EMO Director or Deputy Director decide that, on the basis of the responding agencies information, the incident should be handled through the EOC, then one of two stages are adopted:

1. FULL ALERT

All personnel are notified of the emergency, via the Fan-Out (found as a separate document to this plan).

2. PARTIAL ALERT

Only personnel required to handle the incident are called to the EOC by the Director. Others may be placed on stand-by.

Once alerted, the members of the Group that are required to be at the EOC must go to the EOC location identified in the notification immediately and report to the EMO Director or the Deputy Director. If the designated members can not attend the EOC, then they must send an alternate representative.

Activation Levels

The level of response depends on the nature of the situation and the level of threat. At the onset of operations, the EMO Director will determine the level of response necessary, implement the applicable emergency plans, and activate the EOC, which may be assembled, in whole or in part, to coordinate the City response.

Level 1 - Active Monitoring

Level 2 - Partial Activation

Level 3 - Full Activation

Level 1 response is continuous monitoring and reporting of an emerging situation or an emergency that does not require EOC activation.

When a situation arises with potential to threaten life, health, property or the environment, the EMO Director will implement *Active Monitoring*.

The EMO Coordinator or Duty Officer will monitor all actual or potential emergency situations to ensure that City staff and response agencies are alerted and that response measures are effective and adequately supported.

- Monitor event
- Alert NBEMO
- Setup briefing
- Notify staff
- Situation report

Briefing Attendees (if a meeting is required)

Required	Additional Staff
EMO Director	E & O Director
Assistant EMO Director	E & O Assistant Director
EMO Coordinator	CAO Rep
Public Information Officer(s)	Police Chief
	Fire Chief
	Roads and Streets Manager
	Water and Sewer Manager
	Building Services Manager
	Information Services Manager

Level 2 response requires selected members (not all) of the EOC to assist in the management of the response; the remainder will be briefed as required.

EOC Attendees

Required	Additional Staff	*External Attendees
EMO Director	E & O Director	Canadian Red Cross
Assistant EMO Director	E & O Assistant Director	Social Development
EMO Coordinator	CAO Rep	NB Power
Public Information Officer(s)	Police Chief	
	Fire Chief	
	Roads and Streets Manager	
	Water and Sewer Manager	
	Building Services Manager	
	Information Services Manager	

*External Attendees varies by event

Level 3 response is one that is sufficiently serious to require a full EMO Group response, and requires all members (Internal and External) of the EOC to be actively engaged.

EOC Attendees

Same as Level 2 attendees, with 2 possible additions:

- Community and Social Services Rep
- Growth and Community Services Director

*External Attendees varies by event

*NBEMO is to be notified if the City of Fredericton activates to any level.

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.

Alerting Procedures

If an emergency situation requires that the EOC become activated, personnel are notified via the 911 Comm-Centre EMO Fan-Out Chart (found as a separate document to this plan). After receiving a call, each responder initiates the Standing Operating Procedures (SOP). The SOP for each department or agency is given in the Individual Plans (Part 2 of this plan). If the individual on the 911 Comm-Centre EMO Fan-Out Chart cannot be reached, the caller must call the alternate identified on the Fan-Out. If neither can be reached, the caller must advise the EMO Director.

In an emergency situation 911 Comm-Centre notifies the Provincial Mobile Communication Centre of the EOC activation or planned evacuations.

**Municipalities Involved in Mutual Aid Agreements
(Town of Oromocto and Village of New Maryland)**

Mutual Aid Summary (same for both municipalities):

- A. Provide municipally owned equipment and municipal employees.
- B. Costs of mobilization, movement and deployment of mutual aid resources to be borne by the municipality receiving the aid.
- C. The municipality affected or threatened by the emergency and requesting mutual aid shall implement its Emergency Response Plan for the duration of the emergency operation and assume direction and control over equipment and manpower contributed by the other municipality.

Part II - Individual Plans

This portion of the emergency response plan provides planning and operating information for individual departments and agencies involved in the plan. Roles, responsibilities, standing operating procedure (SOP) and methods are detailed in this section.

Mayor	
Role	<ul style="list-style-type: none"> • The Mayor, with other members of Council, provides policy direction as required.
Organization	<ul style="list-style-type: none"> • The Mayor is to be notified of any emergency situation that requires the EOC to be activated.
Responsibilities	<ul style="list-style-type: none"> • If necessary, calling Council into session. • Declaring Local State of Emergency. • Issuing public statements in cooperation with the EMO Director. • Liaising with other levels of government in cooperation with the EMO Director and NBEMO.
SOP	<ul style="list-style-type: none"> • Alert Deputy Mayor.

Deputy Mayor	
Role	<ul style="list-style-type: none"> • The Deputy Mayor will act for the Mayor in his/her absence.
Organization	<ul style="list-style-type: none"> • The Deputy Mayor is to be notified of any emergency situation that requires the EOC to be activated if the Mayor cannot be reached.
Responsibilities	<ul style="list-style-type: none"> • If necessary, calling Council into session. • Declaring Local State of Emergency. • Issuing public statements in cooperation with the EMO Director. • Liaising with other levels of government in cooperation with the EMO Director.

Director	
Role	<ul style="list-style-type: none"> The Director acts on behalf of the Mayor and Council during an emergency event and, with the advice from first responders on site, determines if the EOC needs to be activated.
Organization	<ul style="list-style-type: none"> The EMO Director is to be notified of any emergency situation that may require the opening of the EOC.
Responsibilities	<ul style="list-style-type: none"> Coordinating emergency planning. Coordinating response to an emergency situation. Directing operations from EOC. Making operational decisions. Appointing an ESM. Ensuring timely updates of information to and from all members of the EOG. Short-term and long-range planning and remediation of emergency situation. Providing information to Mayor and Council, through the Council Issues Group. Post-emergency debriefing.
SOP	<ul style="list-style-type: none"> Alert Deputy Director. Ensure Fan-out alerting is conducted. Proceed to EOC and assume EMO Director position. Alert Mayor and/or Deputy Mayor and City Administrator. Direct operations until relieved. Maintain log of all actions taken.

Deputy Director	
Role	<ul style="list-style-type: none"> The Deputy Director will act for the EMO Director in his/her absence.
Organization	<ul style="list-style-type: none"> In the absence of the EMO Director, the Deputy Director is to be notified of any emergency situation that may require the opening of the EOC.
Responsibilities	<ul style="list-style-type: none"> Assisting as advisor to the EMO Director. Relieving EMO Director in long-term emergency situation.
SOP	<ul style="list-style-type: none"> When alerted, proceed to the EOC and report to the EMO Director. Set up and maintain attendance register. Upon arrival of Support Staff Officer, hand over registration function to Support Staff Officer and report to Director for other duties. Maintain log of all actions taken.

Council Issues Group	
Role	<ul style="list-style-type: none"> The Council Issues Group is the liaison between the EOC and the Mayor and Council. It is the liaison between the Public Information Group and Mayor and Council.
Organization	<ul style="list-style-type: none"> In any emergency situation that requires the EOC to be opened, the Council Issues Group will be notified. If the primary contact cannot be reached, an attempt to contact the alternate will be made.
Responsibilities	<ul style="list-style-type: none"> Advising Council on the following issues: <ol style="list-style-type: none"> Extent of emergency. Implications to municipality. Role of Council during the emergency. Declaration of State of Local Emergency. Provincial funding opportunities. Maintaining communications with EMO Director. Advising EMO Director as required. Liaising between Council and Public Information Officer to ensure Council is aware of information being made public.
SOP	<ul style="list-style-type: none"> When alerted, proceed to the EOC and report to the EMO Director. Notify Mayor and Council as necessary. Maintain log of all actions taken.

Duty Officers	
Role	<ul style="list-style-type: none"> The Duty Officer role is to set up and manage the EOC and to assist the EMO Director in functions as necessary.
Organization	<ul style="list-style-type: none"> In this plan there are 3 two- person teams of Duty Officers. The Duty Officers act in both Duty Officer and Operations Officer capacity.
Responsibilities	<ul style="list-style-type: none"> Assisting EMO Director with coordinating emergency planning. Compiling/maintaining plans and resources related to emergency planning. Acting as part-time staff resource for emergency planning. Coordinating training opportunities. Setting up and running EOC. Gathering initial information and debrief EMO Director. Opening and maintaining event log. Marking and maintaining operational maps. Opening and maintaining EMO telephone log. Acting as the primary operations advisor to EMO Director. Setting up EOC security. Assuring implementation of support staff to assist EOG Disseminating information in EOC. Coordinating/ensuring recording of information to and from EOC. Briefing and ensuring availability of relief replacement. Creating and maintaining Data Bank (found as separate document to this plan).

SOP	<ul style="list-style-type: none"> • Alert team member and alert team. • Ensure Fan-out alerting is conducted. • Proceed to EOC and report to EMO Director. • Gather initial information and brief EMO Director. • Commence EOC security operations. • Open main event log and EMO Director’s telephone log. • Set up maps. • Maintain log of all events.
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Tele-Communications	
Role	<ul style="list-style-type: none"> • Tele-Communications provides emergency communication, including Police and Fire, between the emergency site, EOC and other agencies. • Fredericton Amateur Radio Club (FARC) services, under the direction of Tele-Communications Officer, are used at hospitals and other locations.
Organization	<ul style="list-style-type: none"> • Tele-Communications are established first at the site, EOC, and hospital, then later at other locations as required. • Volunteers and amateur radio operators provide the necessary manpower and emergency equipment.
Responsibilities	<ul style="list-style-type: none"> • Sending/receiving messages at the EOC (if necessary). • Maintaining pool of radios, cell phones and regular telephones. • Ensuring back-up tele-communications capabilities. • Providing all tele-communications staff and equipment. • Notification of Communications Squadron (DND) for back-up communications (if necessary).
Method	<ul style="list-style-type: none"> • The EOC has 5 telephone lines dedicated for use by EOC operational staff and an additional line to be used as a “floater”. These are the main methods of communication. Other lines are available in the building that houses the EOC.
Radios	<ul style="list-style-type: none"> • All municipal-operated mobile and portable radios are controlled from the City of Fredericton “Comms Centre”. • FARC mobile and portable radios are controlled from a radio base station that is established at the EOC. • Mobile and portable radios are to be dispatched to the hospital and the incident site.
Alerting and Assembly	<ul style="list-style-type: none"> • Individuals involved in Tele-Communications are to be alerted using the Fan-out chart (found as a separate document to this plan).
SOP	<ul style="list-style-type: none"> • Tele-Communications Officer alerts the Alternate Tele-Communications Officer. • Tele-Communications Officer proceeds to the EOC and reports to the EMO Director. • If necessary a base station is set up and the appropriate networks established (the Comms Centre has emergency power so the requirement of an off-site Comms Centre is remote). • If required by the EMO Director, the Alternate Tele-Communications Officer alerts the communicators and messengers. • After being briefed by the EMO Director, the Tele-Communications Officer ensures that radios are placed at the hospital, incident site and other locations as required. • Ensure that voice contact is maintained. • Maintain log of all actions taken.

Communication Providers	<ul style="list-style-type: none"> Refer to the City of Fredericton MEMO Emergency Data Bank for a list of contacts and equipment in the Greater Fredericton Area (found as a separate document to this plan)
Tele-Communications Fan-out	<ul style="list-style-type: none"> Members of the Tele-Communications group, names /numbers can be found in the EOG Fan-out (found as a separate document to this plan).

Public Information	
Role	<ul style="list-style-type: none"> The Public Information service must: <ol style="list-style-type: none"> Inform the public in a timely manner of an emergency or disaster situation. During an emergency, distribute warnings and bulletins to the public and municipal government about risks or threats to health and safety. Respond to inquires and use media effectiveness to its advantage. Assist in returning community to normal conditions by providing information on recovery measures, services to disaster victims and financial assistance programs.
Organization	<ul style="list-style-type: none"> The Public Information service is supervised by the municipal Public Information Officer (PIO). The PIO communicates with and provides service at one or more of the following locations: <ol style="list-style-type: none"> Emergency Site EOC Mayor’s Office The service initially may be provided by one individual (Communications Officer) or a small group, but must be ready to expand if circumstances dictate.
Responsibilities	<ul style="list-style-type: none"> Obtaining and collating information. Gathering information on the event and obtaining EMO Director’s approval for release. Issuing all information releases to public regarding the emergency (including warnings). Providing information to the news media. Ensuring monitoring of all media coverage of the event. Arranging media briefings and availability of “expert” spokesperson for media interview. Assisting in preparation of information bulletins. Advising EOC Council Issues Group and the EMO Director on all public information matters. Providing assistance to other services as required. Maintaining log of all actions taken.
Method	<ul style="list-style-type: none"> After arriving at the EOC, the PIO obtains information from all relevant sources about the situation. The Situation Report (Sit-Rep) is prepared from the information received by the Duty Officers. This report is displayed for the EOC staff, is updated as often as required, and is to be the basis for news releases, etc. Information contained within the report includes, but not restricted to the following items: <ol style="list-style-type: none"> Initial alerting Stay-in or evacuation orders (via media/social media) Traffic routing and road closures (via media/social media) Health precautions/advisories Reception/Inquiry Centres Post emergency clean-up/restoration Financial assistance services Work in conjunction with Provincial PIO

Public Information Fan-Out	<ul style="list-style-type: none"> Members of Public Information Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).
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Police	
Role	<ul style="list-style-type: none"> The role of Police in an emergency is an extension of their normal functions. The Senior Police Officer, if the initial responding agency at an emergency site, must assume control of the situation until replaced by a more senior official, or by an ESM appointed by the EMO Director.
Responsibilities	<ul style="list-style-type: none"> Providing an ESM at the incident scene until one has been appointed by the EMO Director. Continuing Police services to the municipality. Assisting other services as required. Maintaining log of all actions taken. Creating, updating and implementing departmental emergency response plan. Advising the EMO Director.
Method	<ul style="list-style-type: none"> After being notified of a major incident, the Dispatcher immediately calls the Chief or Deputy Chief, who in turn calls the EMO Director. Verify information at the site for Dispatcher. Restrict radio communications to avoid convergence of spectators before control perimeter can be established. Immediate action at the scene must include: <ol style="list-style-type: none"> If lives have been lost, inform the Coroner. Assess the situation and report to Headquarters as soon as possible and establish communications with EOC. If the incident involves a commercial carrier vehicle, the Police will inform the carrier's dispatcher.

Fire and Rescue	
Role	<ul style="list-style-type: none"> In addition to the normal role of fire fighting, Fire and Rescue is responsible for rescuing trapped or injured people in non-fire emergencies.
Responsibilities	<ul style="list-style-type: none"> Fire fighting Providing rescue from buildings and wreckage. Continuing Fire services to the municipality. Providing protective action in oil and chemical spills. Assisting others as necessary. Providing water for emergency purposes. Maintaining log of all actions taken. Creating, updating and implementing departmental emergency response plan. Advising the EMO Director.

Method	<ul style="list-style-type: none"> • Follow normal procedures as for any conventional alarm. • On alert of an unusual incident, the Chief or Deputy Chief are to be automatically notified. • If the incident involves a spill of oil, chemicals or other dangerous goods, report the spill by calling 1-800-565-1633 and take the appropriate action until specialist crews arrive. • Contact Hazmat Coordinator
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Transportation	
Role	<ul style="list-style-type: none"> • The Transportation service is to provide and control emergency transportation as required (with the exception of specialized vehicles such as Police, Fire and Hospital).
Responsibilities	<ul style="list-style-type: none"> • Providing and controlling emergency transportation, except for specialized vehicles used by Police, Fire and Hospitals. • Providing public transportation to and from emergency site(s), especially for evacuees to reception centres. • Advising EMO Director on all transportation matters. • Continuing public transportation service throughout the municipality. • Maintaining log of all actions taken. • Creating, updating and implementing departmental emergency response plan.
Method	<ul style="list-style-type: none"> • The City of Fredericton Municipal EMO, Emergency Data-Bank (Greater Fredericton Area), provides contact lists for available transportation equipment (found as a separate document to this plan).
SOP	<ul style="list-style-type: none"> • When the alert has been received, the Transportation Officer calls his/her alternate and then proceeds to the EOC to report to the EMO Director or sends another Transportation person to the EOC. • The alternate or another Transportation person will proceed to the incident and meet the mobile radio operator (FARC), if deemed necessary. Alternatively, telephone contact may suffice, depending on the situation. • When mobile radio operator arrives at the scene, the Transportation Officer will make contact with the EOC via mobile radio and advise the EMO Director about the position and number of available transportation vehicles.
Transportation Fan-Out	<ul style="list-style-type: none"> • Members of the Transportation Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

Engineering & Operations (E&O)	
Role	<ul style="list-style-type: none"> The Engineering and Operations Department supports emergency operations by providing engineering services, equipment and manpower.
Responsibilities and Organization	<ul style="list-style-type: none"> Cutting off and restoring utilities. Providing water for emergency purposes. Clearing debris and wreckage. Assisting other services as required. In consultation with staff from City of Fredericton, Building Inspections Division, inspecting and ensuring structural safety of buildings affected by the emergency situation. Maintaining log of all actions taken. Creating, updating and implementing departmental emergency response plan. Advising the EMO Director The Department organization remains unchanged from that used during normal operations.
Method and SOP	<ul style="list-style-type: none"> When alerted, the representative of E & O goes to the emergency site and arranges for any immediate assistance required. After site assistance has been assessed and addressed by the representative, he/she proceeds to the EOC and reports to the EMO Director. If not required by the EMO Director to remain at EOC, the representative proceeds to E & O Department office to be ready to receive requests from EOC.
E & O Fan-out	<ul style="list-style-type: none"> Members of the E & O Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

Support Staff	
Role	<ul style="list-style-type: none"> Support Staff's role in an emergency is to provide clerical, security, comfort, maintenance, technical support and assistance in the EOC.
Organization	<ul style="list-style-type: none"> The City of Fredericton, City Clerk's office provides key staff for this position.
Responsibilities	<ul style="list-style-type: none"> Providing clerical, security, comfort, maintenance, technical support and assistance in the EOC. Arranging for security in the EOC. Recording of costs incurred during emergency. Arranging for feeding of the EOC Group. Maintaining EOC in/out register. Maintaining log of all actions taken. Providing written post-incident report.
Method and SOP	<ul style="list-style-type: none"> Attend at the EOC when and if requested by the EMO Director. Advise alternate to be on alert.

Support Staff Fan-out	<ul style="list-style-type: none"> Members of the Support Staff Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).
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Community and Social Services (in conjunction Canadian Red Cross, Salvation Army, St. John Ambulance and Samaritan’s Purse)

Role	<ul style="list-style-type: none"> Community and Social Services establishes reception centres to provide shelter, food, clothing and personal services. It also organizes a registration and inquiry services for evacuees during an emergency situation.
Organization	<ul style="list-style-type: none"> The Canadian Red Cross, Salvation Army and St. John Ambulance supply key staff and rely on local volunteers.
Responsibilities	<ul style="list-style-type: none"> Providing accommodations for people evacuated from their homes. Providing clothing for evacuees. Feeding evacuees if required. Feeding emergency workers if normal departmental feeding procedures are not available. Providing registration and inquiry services. Providing personal services for those in need. Advising EMO Director on all social services issues. Creating, updating and implementing emergency response plan.
Method	<ul style="list-style-type: none"> Be prepared to set up two or more reception centres. List of reception centre locations can be found in the City of Fredericton MEMO, Emergency Data Bank (found as a separate document to this plan). Workers are alerted and advised which centre they must report to. Reception Centre Manager oversees the setting up and operation of the centres. He/she is also responsible for forming and dispatching mobile teams as required. The Community and Social Services representative operates from the EOC, if required to do so by the EMO Director, and is in continual touch with the Reception Centre Manager. Services operated within the Reception Centre are as follows: <ol style="list-style-type: none"> a. Emergency feeding (handled by Canadian Red Cross, which provides food as required, using volunteers for preparation and serving). b. Emergency lodging (handled by the Canadian Red Cross, which obtains and allocates alternate accommodations for evacuees). c. Emergency clothing (Salvation Army supplies clothing). d. Emergency registration and inquiry (handled by the Canadian Red Cross, which registers all persons being relocated and provides information concerning their whereabouts upon request). e. Emergency personal services provides personal services that cannot be performed by other groups. The Community and Social Services representative works with the Centre Manager to arrange for provisions and supplies for all services.

<p>SOP</p>	<ul style="list-style-type: none"> Alert alternate after receiving an alert. Proceed to the EOC and report to EMO Director. Contact the Canadian Red Cross, Salvation Army and St. John Ambulance representatives and determine which centres to open. Contact volunteers as needed and advise which Centre they are reporting to. Obtain keys for the Centres and go there to begin set up Contact EMO Director as soon as possible after arriving at the Centre to establish communications between the Centre and EOC. Maintain log of all actions taken. Canadian Red Cross, Salvation Army and St. John Ambulance sub-plans form a part of this document.
<p>Community and Social Services Fan-Out</p>	<ul style="list-style-type: none"> Members of the Community and Social Services Group names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

<p>Additional Human Resources (Community and Social Services Reps)</p>	
<p>Role</p>	<ul style="list-style-type: none"> The Additional Human Resources Officer arranges for and provides volunteers in addition to regular municipal responders, for support.
<p>Responsibilities</p>	<ul style="list-style-type: none"> Maintaining contact list of “additional” personnel including special skills sets. Maintaining records of utilized additional personnel and equipment for accounting and payment purposes. Advising EMO Director on external human resources.
<p>Method</p>	<ul style="list-style-type: none"> Be prepared to provide additional human resources as required. Assist in providing human resources to other external agencies. Have available a list of specialized skills of volunteers.
<p>SOP</p>	<ul style="list-style-type: none"> Notify alternate after being alerted. Proceed to EOC and report to EMO Director. Maintain record of utilized additional personnel, including specialized skills. Set up volunteer registration facilities at reception centres. Maintain log of all action taken.
<p>Additional Human Resources Fan-Out</p>	<ul style="list-style-type: none"> Members of the Additional Human Resources Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

Supply/Administration	
Role	<ul style="list-style-type: none"> To procure, allocate and distribute any necessary goods and services not available from municipal resources.
Responsibilities	<ul style="list-style-type: none"> Identifying, purchasing and distributing goods and services. Carrying out all accounting, disbursement of funds and contractual agreements dealing with the emergency situation. Arranging for and controlling all non-municipal physical resources which may be required. Acquiring in-house ICT assistance, if necessary. Advising EMO Director on all financial matters arising from the emergency. Producing post-incident report for support services. Creating, updating and implementing emergency response plan.
Method	<ul style="list-style-type: none"> After being alerted, the Supply/Administration Officer assumes responsibility for the creation and operation of a separate account dealing with the emergency situation.
SOP	<ul style="list-style-type: none"> Alert alternate and proceed to EOC and report to EMO Director. Set up supply desk. Maintain log of all actions taken.
Supply/Administration Fan-Out	<ul style="list-style-type: none"> Members of the Supply/Administration Group , names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

Legal and Risk Management	
Role	<ul style="list-style-type: none"> The Legal and Risk Management Officer ensures all actions taken by the municipality relating to the emergency situation are legal and documented and that all contracts have been written correctly.
Responsibilities	<ul style="list-style-type: none"> Advising Council and EMO Director on all legal matters. Ensuring all actions taken by the municipality are legal and documented. Preparing/approving all contractual agreements for the municipality dealing with the emergency situation. Assessing all legal risks involved with the emergency situation. Ensuring proper wording in Declaration of State of Local Emergency. Creating, updating and implementing departmental emergency response plan.
Method	<ul style="list-style-type: none"> Provide legal and risk management advice to the parties requiring same.
SOP	<ul style="list-style-type: none"> After alert, notify alternate. Proceed to EOC and report to EMO Director. Maintain log of all actions taken.
Legal and Risk Management Fan-Out	<ul style="list-style-type: none"> Members of the Legal and Rick Management Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

Canadian Red Cross Sub-Plan (Sub-Plan to Community and Social Services Plan)	
Responsibilities	<p>The Area Manager or alternate for the Canadian Red Cross Society has the following responsibilities during an emergency or disaster:</p> <ul style="list-style-type: none"> • Activating the Societies Fan-Out chart. • Supporting emergency or disaster operations. • Operating an inquiry bureau (Red Cross House) to handle national and international requests. • Providing Community and Social Services with registration and inquiry services at Reception Centres. • Assisting in provision of lodging, feeding and clothing of evacuees. • Assisting in provision of personal services for those in need. • Assisting with other Reception Centre activities as required. • Providing or requesting other mutual aid where required. • Creating, updating and implementing of department emergency response plan. • Maintaining log of all actions taken.
Canadian Red Cross Fan-Out	<ul style="list-style-type: none"> • Contact for the Canadian Red Cross is to be made through the Canadian Red Cross 24-hour emergency telephone number 1-800-222-9597.

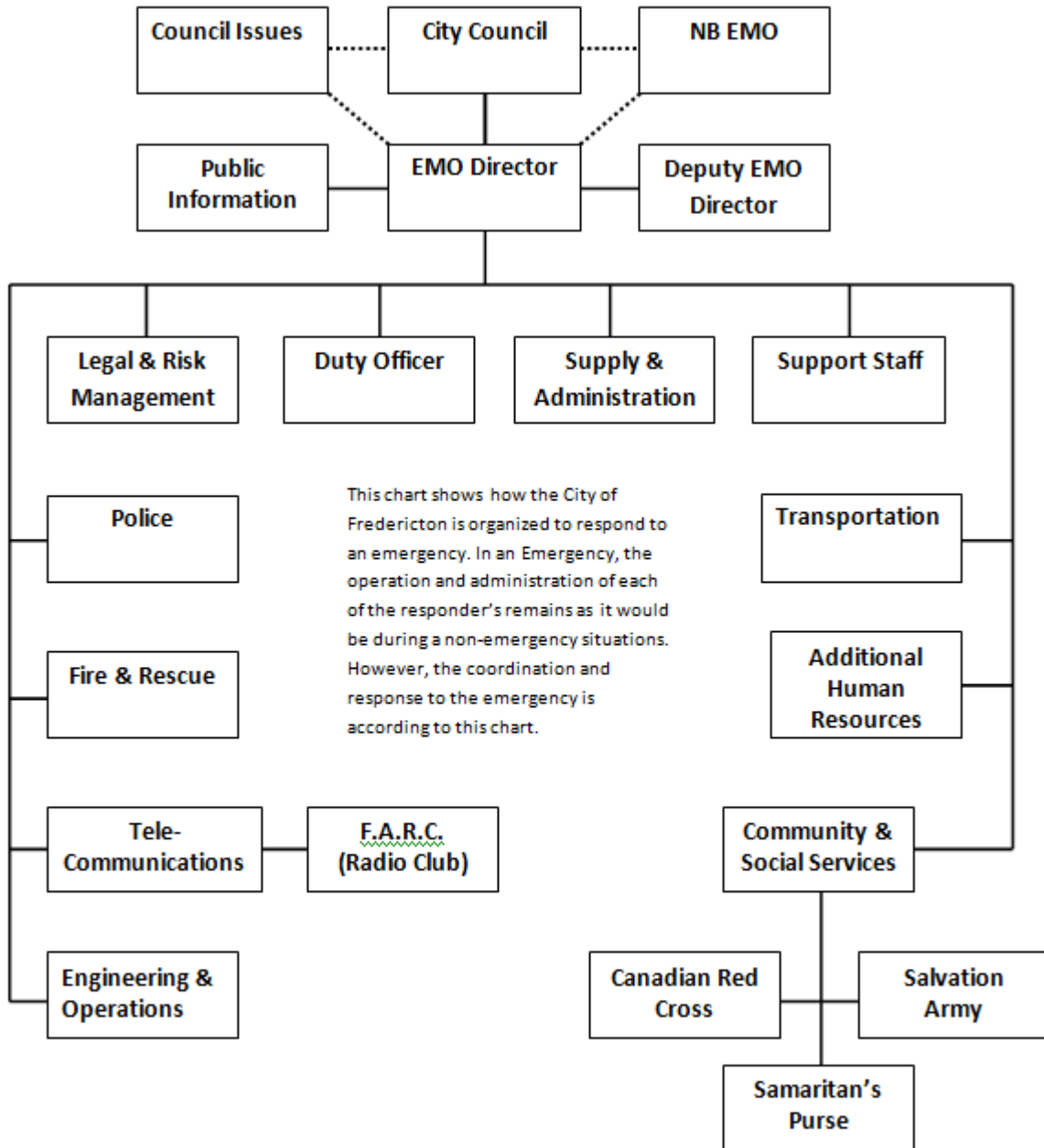
Salvation Army Sub-Plan (Sub-Plan to Community and Social Services Plan)	
Responsibilities	<ul style="list-style-type: none"> • Activating the “Army’s” Fan-out. • Providing food for first responders on site. • Providing personal and spiritual counselling for those in need. • Assisting the Community and Social Services Officer as necessary.
Salvation Army Fan-Out	<ul style="list-style-type: none"> • Members of the Salvation Army Group, names and telephone numbers can be found in the Group Fan-Out (found as a separate document to this plan).

New Brunswick Emergency Measures Organization (NBEMO)	
Role	<ul style="list-style-type: none"> • NBEMO provides advice to the EMO Director relative to the emergency. It coordinates all regional provincial assets.
Responsibilities	<ul style="list-style-type: none"> • Acting as liaison between municipality and provincial and federal governments. • Advising municipality and ground services on coordination. • Advising EMO Duty Officers on operation of EOC.

Samaritan’s Purse (Sub-Plan to Community and Social Services Plan)	
Role	<ul style="list-style-type: none"> This service provides assistance to victims of the disaster, including home/property cleanup and reclamation work and any other assistance within its scope of expertise.
Responsibilities (Disaster Assessment Team)	<p>Disaster Assessment Team</p> <ul style="list-style-type: none"> Making a rapid, comprehensive assessment of the disaster. Meeting with local authorities to establish levels of assistance. Reporting to be made to Samaritan’s Purse Canada about assistance requirements and feasibility of deployment. <p>Base Manager</p> <ul style="list-style-type: none"> Liaising with local EOC to identify affected areas. Establishing disaster relief base and volunteer staging area. Activating local call centre. Mobilizing volunteers. Activating Rapid Response Chaplains for counselling/emotional support. Liaising with government agencies and NGOs to ensure most practical assistance delivery. Maintaining detailed log of all actions taken.

Annex A

Emergency Operations Centre (EOC) Organization Chart



Annex B**Declaration of State of Local Emergency****PURPOSE:**

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

DEFINITION:

An emergency means a present or imminent event in respect of which the Minister of Public Safety or Municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population.

CONDITIONS OF DECLARATION:

1. A Municipality may, when satisfied that an emergency exists or may exist in all or part of a municipality, declare a State of Local Emergency in respect of that Municipality, or area thereof.
2. A declaration shall identify the nature of the emergency and the area in which it exists.
3. The Municipality shall immediately communicate the details of the declaration in the most likely Manner to the civil population of the area affected.
4. Upon declaring a State of Local Emergency, a Municipality shall immediately forward a copy of the declaration to the Minister of Public Safety via the Regional Emergency Management Coordinator, and may authorize any person or committee to exercise any power listed under **POWERS** below.

POWERS:

Upon declaration of a State of Local Emergency, the Municipality shall do everything necessary for the protection of property, the environment and the health and 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 coordination 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
- 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 purposes of reaching the disaster site, or attempting to forestall its occurrence or of combating its progress
- i. to procure or fix prices of food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources or equipment
- 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 include in an area identified by the Minister in his/her declaration of a State of Local Emergency
 - b. seven (7) days after the day on which it was declared

**DECLARATION OF A STATE OF LOCAL EMERGENCY
(City/Town/Village)**

Section 11 (2) of the *Emergency Measures Act*:

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

Emergency Area:

(a) Within the area(s) with the boundaries of _____

_____ in the
City of _____, or suburb of _____, County
of _____, Province of New Brunswick.

(b) Town of _____, County of _____,
Province of New Brunswick.

(c) Village of _____, County of _____,
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 _____ A. D. _____.

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

DATED: at _____, in the County of _____, Province of New Brunswick,
of the _____ day of _____, A. D. _____.

Name/Position