

REGIONAL EMERGENCY MEASURES RESPONSE PLAN

TOWN OF NEW GLASGOW
TOWN OF PICTOU
TOWN OF TRENTON
TOWN OF STELLARTON
TOWN OF WESTVILLE
MUNICIPALITY OF THE COUNTY OF PICTOU

Date: September, 2012

INTRODUCTION

This plan has been prepared as a guide for those persons responsible for the direction and co-ordination of the municipal emergency response in the event of an emergency within Pictou County requiring a response beyond the normal emergency response.

With the signing of an *“Inter-Municipal Emergency Services Agreement”* dated May 6, 2003, (**see Appendix “A”**) the six municipal units within Pictou County agreed to establish one municipal emergency measures organization for the Pictou Region. Therefore this Regional Emergency Measures Response Plan has been developed to provide the organizational structure for an integrated municipal response to an emergency or disaster within the region. Its purpose is to define, in broad terms, the roles and responsibilities of municipal elected officials, municipal staff personnel, and emergency response agencies in an emergency. It is an “all hazards” response plan, as outlined more fully within.

This Plan is based on the provincially accepted **Incident Command System (ICS)**: “A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.”

This plan includes guidelines for the operation of a (Regional) Emergency Operations Centre (REOC) under certain defined circumstances, to support the overall emergency response at the site(s). Within a single municipal unit, elected officials and municipal staff are expected to accept certain responsibilities in an emergency. In this case, however, it is necessary to have personnel designated, prior to an event, to assume certain (regional) key roles, i.e., REMO-Director, REMO-Incident Commander, Liaison Officer, as well as Advisory Committee members.

Copies of this Plan are to be distributed to all REMO members. This plan is subject to amendment or revision as necessary. All amendments and revisions will be distributed as required.

Donald MacKenzie
REMC
September, 2011

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AIM

The aim of the Pictou County Regional Emergency Response Plan is to provide an integrated organizational structure to promote coordinated municipal emergency planning activities, and to provide for an immediate, coordinated and effective response to an emergency situation. This plan designates the immediate actions to be taken by elected municipal officials, municipal services, and volunteer agencies to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

DEFINITIONS

The following definitions are applied throughout the plan:

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

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

Emergency Site: The actual damaged area at the scene of the emergency.

Emergency Site – Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. He/she may be appointed by the Municipality following acceptable ICS protocols.

Incident Command System (ICS): A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and function agencies, both public and private, to organize field-level incident operations.

Incident Types, ICS Definitions; based on complexity, Type 5 least complex, Type 1 the most complex.

Type 5 Incident

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

Type 4 Incident

- **Resources:** Command Staff and General Staff functions are activated (only if needed). Several resources are required to mitigate

the incident, possibly including a Task Force or Strike Team. The agency administrator may have briefings, and ensure the complexity analysis and delegation authority are updated.

- **Time Span:** Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources.

Type 3 Incident

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

Type 2 Incident

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

Type 1 Incident

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

- **Time Span:** The incident is expected to go to multiple operational periods. A written Incident Action Plan is required for each operational period.

Regional Emergency Operations Centre (REOC): The location designated to be used as the “control centre” for the municipal emergency response to an emergency.

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

Regional Unified Command Group (RUGG): Consisting of a “senior elected municipal official, and a suitable alternate” from each municipal unit with the mandate to oversee development and maintenance of the Regional emergency Response Plan and related duties.

Regional Emergency Measures Planning Committee (REMPC): Representative from agencies with emergency related functions, including police, fire, health and community services, transportation, communications, public information, etc. This committee is to assist with municipal emergency planning and provide support to the emergency site.

REMO Director: A member of the RUGG appointed to act on behalf of the RUGG members. He/she assumes the role of the (normally one) mayor/warden in the REOC.

REGIONAL EMERGENCY RESPONSE PLAN DISTRIBUTION LIST

MAYORS/WARDEN & CAO for:

Town of New Glasgow
Town of Pictou
Town of Trenton
Town of Stellarton
Town of Westville
Municipality of the County of Pictou

Central Zone Controller, EMO – Nova Scotia
Regional Emergency Measures Coordinator
Alternate Regional Emergency Measures Coordinator(s)
Public Information Officer

REMPC REPRESENTATIVES for:

Community Services/Red Cross
Department of Environment
Department of Natural Resources
Department of Transportation & Infrastructure Renewal
Emergency Health Service
Fire Service
Industry Liaison
Pictou County Health Authority
Police Service
Public Works
Telecommunications Officer

REGIONAL EMERGENCY OPERATIONS CENTRE & ALTERNATE:

Sufficient copies of the REMO Response Plan are to be kept at both locations for members of the RUGG and REMPC committees.

Notes: An up-to-date listing of mailing addresses and all applicable phone numbers, fax numbers, and e-mail addresses of the above representatives is to be maintained by the Regional Emergency Measures Coordinator. All plans should be individually numbered for recording purposes when distributed.

THE PLAN

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

- Requirements for a call-out list with emergency contact phone numbers, ect. for staff and all committee members.
- Logistic details of the Municipal Operations Centre (and alternate) including work stations, meeting rooms, supplies such as record keeping forms, maps, extra phone lines, mutual aid agreements, resource lists, etc.
- Written guidelines covering the roles, responsibilities and duties of elected officials, staff, and members of the Regional Emergency Measures Planning Committee.
- Guidelines for elected officials, under the authority of the *Provincial Emergency Measures Act* to declare a “local state of emergency”.

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

- A **Regional Unified Command Group (RUGG)**, consisting of a “senior elected municipal official, and a suitable alternate” from each municipal unit is appointed to oversee development and maintenance of the Regional Emergency Response Plan and other duties as listed. This committee should meet at least twice per year.
- **Regional Emergency Measures Coordinator (REMC)** is appointed. The REMC acts as an organizer or advisor only, the authority always remains with the elected officials. Duties include” acting as Liaison Officer during an emergency, chairing the Emergency Measures Planning Committee during non-emergency meetings, preparing emergency measures contingency plans, ensuring the Emergency Plan is current and that members are aware of their responsibilities.
- A **Regional emergency Measures Planning Committee (REMPC)** is established. This committee consists of representatives from agencies with emergency related functions including: police, fire ambulance service, health & community services, transportation, communications, public information, utilities, legal, income assistance, and any other agencies that could be called upon during a disaster. This committee is to “assist the Regional Emergency Measures Coordinator in the preparation and coordination of municipal emergency measures plans”, and “to assume Incident Command System (ICS) duties within any Regional Emergency Operations Centre that might be established in response to an

emergency requirement in the region". This committee should meet at least three times per year.

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

It is the responsibility of the Regional Unified Command Group to ensure that two of its members are always designated to act as "**REMO Director**" and "Alternate REMO Director". During an emergency the REMO Director, or alternate, will assume the role otherwise fulfilled by the Mayor/Warden in the Emergency Operations Centre.

It is the responsibility of the Chief Administrative Officers of the six County municipal units to ensure two individuals are always designated to act as "**REOC Manager**" or "Alternate REOC Manager". During an emergency the REOC Manager or Alternate will assume the role normally otherwise fulfilled by the CAO in the Emergency Operations Centre for a single municipality plan.

REGIONAL EOC POSITIONS

Mayors/Warden, Chief Administrative Officers, municipal staff, etc., all have very important roles within all municipal emergency response plans. Basically these roles are an extension of their regular day-to-day duties, expanded to deal with any emergency.

Section 5 of the Regional Emergency Measures By-Law, signed by the Town of New Glasgow, Town of Pictou, Town of Trenton, Town of Stellarton, Town of Westville, and the Municipality of the County of Pictou reads as follows:

“Council shall appoint the senior elected municipal official, and a suitable alternate, to the Regional Unified Command Group in accordance with the Agreement for such term as the Agreement provides.”

With an integrated regional plan, the titles as well as the question of who assumes certain positions needs to be clarified. Most important, there must be ongoing plans in place to provide for the immediate and orderly filling of the following positions in an emergency:

REMO Director

By agreement, members of the RUGG, select one member, and one alternate, to act as chair of the RUGG, and to assume the Chief Executive position for the Region.

INCIDENT COMMANDER (IC)

This position is normally held by a CAO, or designate. He/she acts as manager of the REOC, and is responsible for the overall municipal management of the emergency. In basic terms this is a natural extension of the day-to-day administrative duties of the CAO office.

LAISISON OFFICER/REMC

This is an advisory resource position, normally filled by the REMC or alternate. He/she is responsible for coordinating liaison with other agencies, including members of the REMPC, for information regarding special resources, etc.

PUBLIC INFORMATION OFFICER (PIO)

In conjunction with the Regional Emergency Measures Coordinator, REMO Director and/or REOC Manager, he/she is responsible for communications with the media, for arranging media briefings when required, for preparing public announcements, etc. He/she must be experienced, have credibility with the media and should have Public Information experience.

THE REGIONAL EMERGENCY MEASURES PLANNING COMMITTEE

Under the authority of the regional Emergencies By-Law, members of the Regional Emergency Measures Planning Committee (REMPC) are selected to represent those agencies and services with emergency related functions during an emergency. This committee is chaired by the Regional Emergency Measures Coordinator (REMC), and is expected to meet a minimum of three times a year. The role of this committee can best be considered in the following two situations:

Non-Emergency Activities:

This committee is to assist the REMC to develop and maintain plans, standard operating guidelines, lists of resources, and other pertinent information to provide for an overall coordinated and effective response to an emergency. Each agency or organization represented on the REMPC is expected to have its own department's emergency contingency plans, mutual aid agreements, listing of available resources, etc., and each committee should bring this knowledge to the planning table. Equally important, each member will have experience in preparing for emergencies, and will bring that expertise to the planning table as well. An essential component of any emergency plan is to provide for exercising the plan, or portions thereof, and REMC members are expected to assist with exercises from time to time.

During an Emergency:

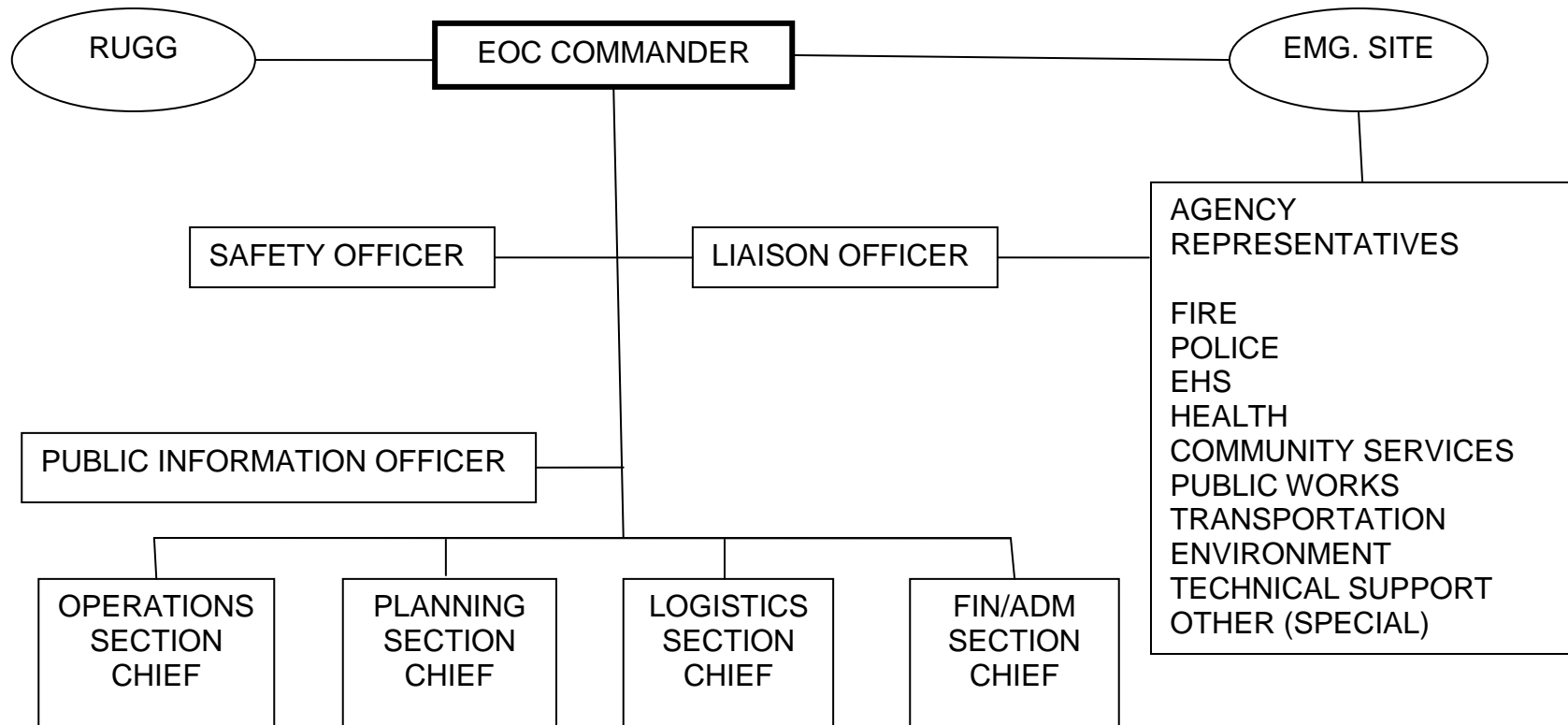
During an emergency or a perceived emergency, selected, or all members of the REMPC may be contacted. When possible, and if advised to do so, they should immediately go to the main (or alternate) Regional Emergency Operations Centre, or other designated area. Following sections outline the specific duties and expected activities for each member according to the agency they represent. Depending on circumstances, there may be circumstances where the call is to alert members of a situation, or it may be a specific request for information or action, and these can be dealt with as appropriate.

It must be noted that the authority for activities at the site(s) remains with those in charge at the emergency site(s). This plan actually provides for two emergency control sites, the normal site(s) command, under the direction of an Incident Commander, normally from the lead agency such as Fire, Police, etc., and a municipal support group at the REOC.

The role of the REMPC in an emergency is to advise and support the Command Staff at the EOC to support activities at the emergency site(s) and to provide for the continuation of essential services throughout non-affected areas in Pictou County. The REOC is expected to arrange for unusual resources, to help coordinate the response, and to be proactive. REMPC members may be expected to provide communication links and to liaison between their resources and REOC. Municipal staff and elected officials have extensive responsibilities and authority during an emergency

and it is very important for individual members of the REMPC to be prepared to provide pertinent information and advice through the EOC Incident Commander.

PICTOU REGION MUNICIPAL EMERGENCY OPERATIONS CENTRE



NOTIFICATION PROCEDURES

The incident Command System categorizes “emergency” incidents into five types, based on complexity. Type 5 incidents are the least complex and Type 1 are the most complex. Over 95% of all incidents can be considered Type 5.

The great majority of type 5 and type 4 incidents will be handled by some combination of emergency responding agencies such as Fire, Police, EHS, Public Works, etc. Circumstances may warrant some consultation among REMO members, even if only to provide a “heads up” for those with certain responsibilities. All that may be required is an exchange of phone calls, e-mails, a conference call, etc.

However, when it is determined by: (a) a senior fire, police or health official, (b) a Chief Administrative Officer, or (c) a senior municipal elected official, that a municipal emergency situation, as defined as an ICS Type 3 Incident or higher exists, or is about to exist, or that there may be a need to evacuate residents for any reason:

- The regional Emergency Measures Coordinator should be notified.
- The designated EOC Incident Commander should be notified.
- The designated REMO Director should be notified. The REMO Director should then consult with fellow members of the Regional Unified Command Group as appropriate.
- The EMO-NS Central Zone Controller should be notified.
EMO-NS Duty Desk phone number available 24/7 is **1-902-424-5620**
EMO-NS may also be contacted 24/7 on TMR radio Talk group “**SHUBIE**”

When/if it is decided that the REOC is to be activated, the REMC or designate shall immediately arrange to advise selected or all members of the Emergency Operations Planning Committee, using the “Municipal Call-Out Form” incorporated within this plan and have the Municipal REOC or alternate REOC readied for use with required supplies and equipment in place and support staff available.

With the common use of the Incident Command System, it is to be expected that a senior officer from one of the lead agencies at the site(s) will have assumed the role of Incident Commander (IC). Contact with the Site IC should be established immediately, normally by the EOC Liaison Officer/REMC. If a Site-IC is not in place, the EOC-Incident Commander should consider the appointment of a Site-IC to represent the Municipality and to provide a communications line and other liaison functions between the Municipal EOC and the site(s).

REGIONAL EMERGENCY MEASURES RESPONSE PLAN USING THE MUNICIPAL EMO “CALL-OUT FORM”

This “Call-Out Form” is to be used by the person(s) tasked to contact REMO members in an emergency or a perceived emergency situation.

The request may be to contact selected members or all members, and the request may be to respond to the REOC or alternate, either immediately or at a specified time, or it may be to stand by for a conference call. Before initiating calls it should be determined:

- The members to be called and any special sequence.
- Whether the request is to go to the main REOC or alternate, to stand by for conference call, etc.
- Note here any special message to pass on. Message should be kept as brief as possible.

In the column “contacted. **“Yes/No/Mess”** the caller is to indicate whether: (a) the individual answers, (b) there is no answer, or (c) a message is left, either with a family member or on an answering machine. If answered in person, then their expected time of arrival should be recorded in the “**ETA**” column.

Record the time calls made in the “**Time called**” column. In the “**Calls by**” column record your initials (especially important if more than one person is making calls). The 24-hour clock system is to be used.

This is a working document; feel free to make any pertinent notes in any of the empty spaces, on the back, etc.

When calls are completed, complete the box “**For the Record**” below. This page, with attached Information Form is to be retained for the record.

FOR THE RECORD	
Brief description of incident _____ . Call out ordered by _____	
Call out commenced at _____ : _____ hrs. on (month & date) _____ , 20__	
By _____	Copy to be retained for files.

**SAMPLE OF CALL-OUT INFORMATION FORM TO BE MAINTAINED CURRENT BY THE REMC
FOR IMMEDIATE USE IN AN EMERGENCY OR PERCEIVED EMERGENCY SITUATION**

SAMPLE

Position	Name	Phone (W)	Phone (H)	Cell	Yes/No/Mess	ETA	Time Called	By
REMC	John Doe			396-000		:	:	
REMO Director	Mayor Smith	752-0000 Ext 123				:	:	
Members of REMPC						:	:	
Police, Municipal	Chief Tom Jones	752-0000		752-0000		:	:	
x								
x								

PRIMARY & ALTERNATE EMERGENCY OPERATIONS CENTRES

The Primary Regional Emergency Operations Centre (REOC) will be located at the New Glasgow Police Service building located at 225 Park Street, New Glasgow. Areas within this building have been designated for use in an emergency as (a) main operations room, (b) meeting room for elected officials, (c) a communications officer, (d) media personnel, and (e) rest area. (See attached floor plan)

This building is equipped with a generator capable of operating lighting, heating and communications equipment during a power outage. Adequate parking is available and security will be provided. Extra phone lines, internet connections, TMR radio communications, tables and chairs are available.

The function of the REOC is to coordinate all activities required to achieve the aim of the Regional Emergency Operations Plan, which shall be done through the process of joint decision-making and the sharing of information.

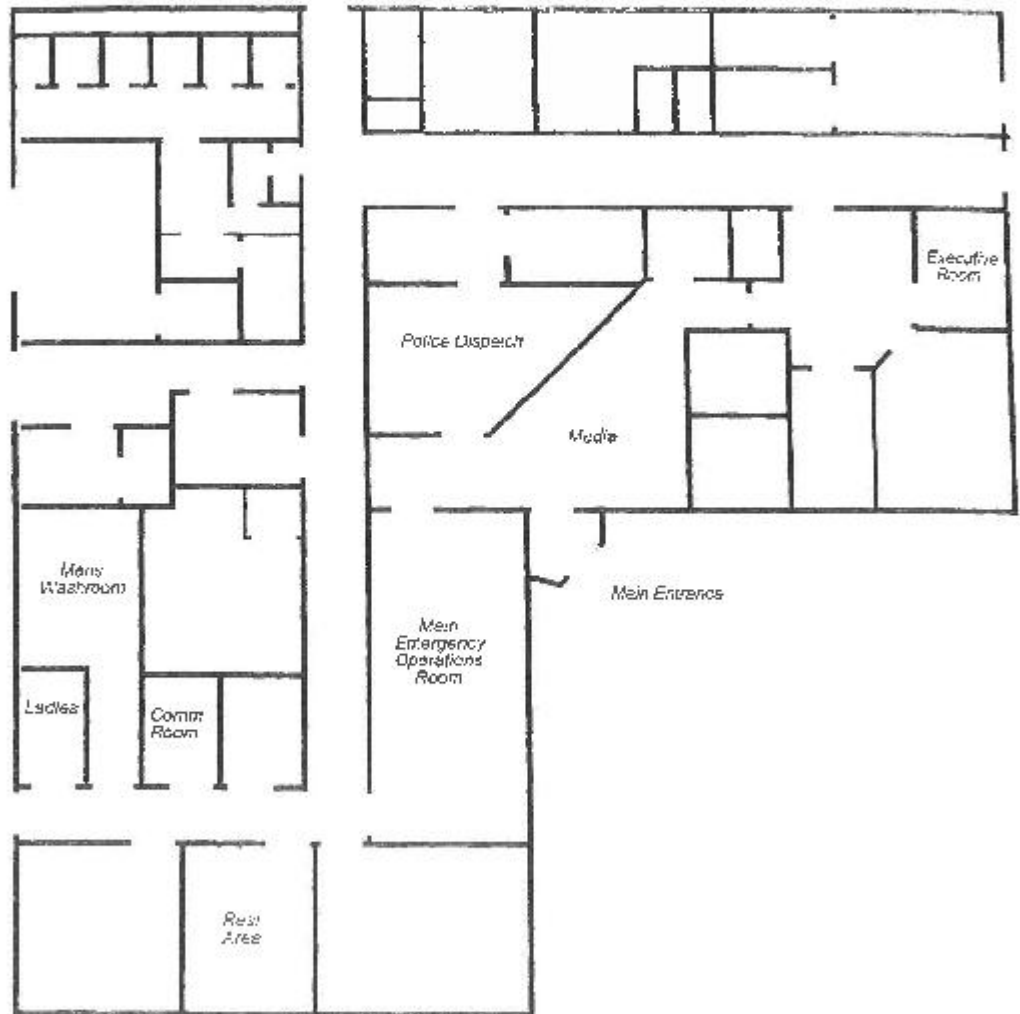
As indicated more fully in other sections of this document, a policy group and an operational group shall staff the REOC. The policy group, Regional Unified Command Group (RUGG) is responsible for providing management direction to the emergency response as a whole without becoming involved in the technical details of operations. A specific responsibility of the RUGG may be the declaration of "A Local Emergency" if determined necessary. The Operational Group will consist of Municipal Chief Administration Officers (CAO) and staff supported by members of the Regional Emergency Measures Planning Committee (REMPC). As indicated throughout this Plan the Municipal Operations Centre (EOC) will operate following accepted Incident Command (ICS) guidelines. It is most important that emphasis be placed on pro-active rather than re-active planning within the EOC. It is also very important that normal municipal services be maintained apart from the actual emergency itself.

When the EOC is activated, all REMPC members are to go to the EOC as soon as possible if requested to do so. Where possible, each representative should bring their most up-to-date list of resources, emergency plans, copies of mutual aid agreements, etc. with them to supplement the material kept on file at the EOC locations.

In today's society it is most important that an accurate record be kept of activities as they occur within the EOC. To make this more convenient, standard recording forms are available.

The County of Pictou Municipal Building, 46 Municipal Drive, Pictou is an excellent facility with auxiliary power suitable for use as an alternate EOC. Secretarial supplies, computer equipment and other resources are readily available.

New Glasgow Police Service
Regional Emergency Operations Center



DECLARATION OF STATE OF LOCAL EMERGENCY

Section 6(a) (b) (c) (d) (e) (f) (g) (h) of the Regional Emergency Measures By-Law, signed by the Town of New Glasgow, Town of Pictou, Town of Trenton, Town of Stellarton, Town of Westville, and the Municipality of the County of Pictou reads as follows:

The Regional Unified Command Group shall:

- (a) Be responsible for directing and overseeing the development of the regional emergency measures plan.
- (b) Brief Council(s) on the development of these plans.
- (c) Recommend the declaration of a State of Local Emergency to the Council(s) of participating municipalities as required, or in the event such Council(s) cannot be assembled in a timely manner, the senior elected official of the affected municipality(s) may declare such a state in accordance with the Act.
- (d) Be responsible for the Executive direction and management of emergency activities during a State of Local Emergency.
- (e) With the approval of the Minister, recommend the renewal of a State of Local Emergency.
- (f) Brief Council(s) on developments during a State of Local Emergency.
- (g) Recommend the termination of a State of Local Emergency.
- (h) Ensure a copy of any signed declaration of a state of local emergency is delivered to the Minister and the Director.

COMMUNICATIONS PLAN

A listing of home phone numbers, work numbers, and alternate cell phone numbers where available for the persons holding the above positions shall be kept current and available for use by REMO.

- Members of the Regional Unified Command Group;
- Members of the Regional Emergency Measures Planning Committee;
- Municipal CAO's;
- County Fire Chiefs and fire station numbers;
- Regional Emergency Measures Coordinator.

The Regional Emergency Operations Centre may be fully, or partially activated at any time at the discretion of the EOC-IC, or the REMC, or a request for a conference call may be made. A record of the time the calls are made and the response shall be maintained using the standard "Call-out" form, current copies of which are to be maintained and kept available for use.

Standardized message log forms for REOC members to record actions taken are stored both at the main and alternate REOC.

Where operational and practical, the regular phone system, including cell phones, shall be considered to be the primary means of communications in an emergency. Extra phones are available at the main and alternate REOC locations that can be quickly activated as required.

This is supported by the TMR system. Additional TMR radios are readily available through any County fire department. TMR radios or cell phones may be used for communications between the emergency site(s) and the EOC. Talk group options include: ALERT, C-ZONE, EO-C1, EO-C2, EO-C3, EO-C4, MA-1, MA-2, MA-3, MA-5, MA-6.

Note: EOP-C1 through EOP-C4 on EMO TMR radios is the same as EO-C1 through EO-C4 on fire department radios.

It is understood that the local Amateur Radio Club is prepared to assist with communications in an emergency.

As part of the overall communications planning for Pictou County, training and exercising of emergency radio communications is to continue to be a high priority for the Regional Emergency Measures Organization.

REGIONAL MUNICIPAL EVACUATION PLAN

An order to evacuate an area may be issued by (a) Police or Fire Service (including DNR) or b) by A Mayor/Warden or designate during a “State of Local Emergency”. See Appendix “C” for examples of the standardized forms to be used.

Evacuation will be under the direction of the Police, assisted by the Fire Service when requested. Traffic control will be under the direction of the Police with support as required, including the Nova Scotia Department of Transportation and Public Works.

Notifications will normally be by door-to-door canvassing by police, fire, or others as designated by police. Where appropriate, sirens and emergency vehicle PA systems will be used. MOU’s with local radio station for 24-hour announcements are to be kept current, and standard public announcement messages are to be available for immediate use.

REMO shall maintain a current listing of transportation resources that can be immediately deployed. This shall include: commercial busses, school busses, CHAD busses, taxis, etc. For special needs, such as during severe weather, local snowmobile clubs, ATV clubs, Ground Search & Rescue teams, and area fire department resources, etc. may also be requested to assist.

The REMO office shall maintain standardized evacuation orders available for appropriate signature, registration forms, etc.

The REMO office shall maintain a current listing of reception centres that can be immediately assessed, such as fire halls, church halls, and recreation centres, schools, etc., with a current listing of contact names and phone numbers. The REMO shall be prepared to immediately have arrangements made to open these reception centres as required.

REMO will liaison with the Red Cross who are responsible to provide (a) registration and inquiry, (b) lodging, (c) feeding, (d) clothing and (e) personal needs during an emergency. The Red Cross is to be notified immediately when an evacuation is being considered or implemented, normally through the 24-hour emergency response numbers of **1-800-222-9597**.

The REMO office shall maintain a current listing of appropriate facilities with contact numbers for moving and looking after farm animals and pets. This list will include farm organizations, the SPCA, DART, Veterinarians, etc.

With termination of the need for evacuation, as determined through consultation among the agencies involved, notice shall be given by all appropriate means to evacuees regarding any special procedures or cautions to be taken when returning to their homes.

The REMO shall be prepared to work with Provincial and Federal authorities as appropriate to arrange any special funding issues that may result from the emergency.

RISK ANALYSIS

At least once a year the Regional Emergency Measures Planning Committee shall conduct a formal hazard analysis of potential emergency occurrences within Pictou County. The process will generally follow the Hazard Analysis forms “A” and “B” on the following two pages.

CONTINGENCY PLANS

The REMC, in consultation with members of the REMPC, shall prepare and keep available contingency plans for the following:

- Aircraft crash
- Computer network breakdown
- Evacuation – severe weather
- Evacuation – sudden
- Fire – forest
- Fire – urban
- Flooding
- Highway accident with hazardous materials
- Industrial plant accident
- Marine accident
- Natural pipeline incident
- Pandemic
- Power outage
- Railway accident
- Storm surge (ocean)
- Structural collapse
- Others as determined by Hazard Analysis process.

CONTACT INFORMATION

The Regional Emergency Measures Coordinator shall maintain lists of special resources that might be required in an emergency situation. These shall include but not be limited to: potential evacuation centres, transportation services, fire departments, Red Cross, St. John’s Ambulance, veterinary services, farm animal transporting trailers, generators, ATV & skidoo clubs, etc.

PUBLIC SAFETY ANNOUNCEMENTS

It can be expected that there will be situations requiring emergency public announcements to be made over public radio at any hour. Therefore the REMC shall maintain a current listing of contacts available on a twenty-four hour basis for radio

stations serving Pictou County. Sample messages will also be maintained which can immediately be completed for use as required.

HAZARD ANALYSIS FORM "A"

Rate the likelihood of each event occurring here during the next five years by circling the appropriate number.

0 – N/A, 1 – Unlikely, 2- Fairly likely, 3 – Likely, 4-Very likely, 5 - Certain

Hazard	Rating					
	0	1	2	3	4	5
Agriculture emergency (sick cattle, etc.)	0	1	2	3	4	5
Biological or chemical incident (deliberate)	0	1	2	3	4	5
Blizzard or massive snowstorm	0	1	2	3	4	5
Building collapse (rink, school, etc.)	0	1	2	3	4	5
Chemical spill or contamination	0	1	2	3	4	5
Civil unrest or rioting	0	1	2	3	4	5
Earthquake	0	1	2	3	4	5
Evacuation, 10 or more homes + animals	0	1	2	3	4	5
Extended power outage	0	1	2	3	4	5
Flooding	0	1	2	3	4	5
Freezing ice storm	0	1	2	3	4	5
Highway accident with hazardous materials	0	1	2	3	4	5
Hurricane	0	1	2	3	4	5
Institutional evacuation (hospital, etc.)	0	1	2	3	4	5
Major aircraft accident	0	1	2	3	4	5
Major flooding	0	1	2	3	4	5
Major forest fire	0	1	2	3	4	5
Major industrial explosion, fire	0	1	2	3	4	5
Major pipeline incident	0	1	2	3	4	5
Major urban fire	0	1	2	3	4	5
Marine accident in harbour	0	1	2	3	4	5
Pandemic influenza incident	0	1	2	3	4	5
Propane gas leak	0	1	2	3	4	5
Radiation fallout	0	1	2	3	4	5
Railroad accident with hazardous materials	0	1	2	3	4	5
Storm surge	0	1	2	3	4	5
Tornado	0	1	2	3	4	5
Tsunami or tidal wave	0	1	2	3	4	5
Water (drinking) contamination	0	1	2	3	4	5
Widespread internet collapse	0	1	2	3	4	5

Form completed by: _____

Date: _____

HAZARD ANALYSIS FORM “B”

- Eight “potential hazards” to be entered from your ratings on Form “A”, starting with the highest (#1) to the lowest (#8)
- Rating to be entered in column #1 (Historical) is based on a scale ranging from 0 (has never happened) to 5 (frequently has happened)
- Rating in columns #2, 3 and 4 are based on a scale ranging from -3 (great improvement) through 0 (no improvement) to +3 (much worse)
- Column #5 is the total of the rating points
- Column #6 is the rank of the numbers in column #5 among the hazards being rated.

Potential hazard	Historical	Change in conditions	Effects from other areas	Lack of ability to cope	Sum of (1) to (4)	Planning priority
1						
2						
3						
4						
5						
6						
7						
8						

Example

Potential hazard	Historical	Change in conditions	Effects from other areas	Lack of ability to cope	Sum of (1) to (4)	Planning priority
	1	2	3	4	5	6
Forest fire	5 (frequent)	+1 (clear cutting, more people in woods, etc.)	0 (no change)	-2 (more fire departments, etc.)	4 (5 + 1 + 0 = 2 = 4)	#1 (because only one)

Form completed by: _____

Date: _____

**THE FOLLOWING SECTION OUTLINES THE
DUTIES & RESPONSIBILITIES OF
REMO MEMBERS**

REMO DIRECTOR

ROLE: The REMO Director acts as chairperson of the Regional Unified Command Group and is to liaison between the Executive Committee (RUGG) and the Operations section (Municipal EOC) in an emergency.

The responsibilities of the REMO Director, or alternate, during an emergency are to:

- If warranted, sign a Declaration of a State of Local Emergency, and ensure that Provincial authorities are notified. If required, renew the declaration every seven days. See **Appendix “B”** for copy of the County of Pictou **Municipal Emergency Measures By-law**, effective October 03, 2003, representing similar by-laws signed by the Towns of Pictou, Trenton, New Glasgow, Stellarton and Westville. **Appendix “C”** includes sample Notification forms and “Declaration of Local Emergency” forms.
- Exercise all powers necessary as conferred by the Provincial Emergency Measures Act once a declaration has been made.
- Authorize the expenditure of municipal funds.
- Advise and continuously update Municipal Council representatives on the current emergency situation.
- When safe and appropriate, visit the emergency site(s).
- When required, brief the media at the Media Information Centre.
- When necessary, inform the public of significant developments occurring, and prepare news releases.
- Ensure appropriate information is passed on to provincial authorities, including termination of a local state of emergency.
- Maintain a record of all actions taken.

REOC INCIDENT COMMANDER

<p>ROLE: The role of the REOC-IC in an emergency is to ensure essential services are maintained in unaffected areas of the municipalities and provide support to the emergency site(s). The REOC-IC will be a Municipal Chief Administrative Officer or designate.</p>

The responsibilities of the REOC-IC during an emergency are to:

- Ensure the Municipal Emergency Measures Organization's emergency alert system is activated, if required.
- Report to the Regional Emergency Operations Centre if/when it is activated.
- Provide overall leadership for the municipal EOC support of the response to an incident.
- Ensure that the five major management functions of the Incident Command System; Incident Command, Operations, Planning, Logistics and Finance/Administration are followed.
- Ensure that the position of Site Incident Commander is filled and that there is a communication link between the site(s) and the REOC.
- Advise members of the Regional Unified Command Group regarding operations during the emergency and make recommendations as required.
- Ensures adequate records of operations and personnel involved off-site in the emergency are maintained.
- Prepare the emergency operations final status report for presentation to Councils.

REOC/EOC LIAISON OFFICER

<p>ROLE: The role of the Regional Emergency Measures Coordinator during an emergency is to assist those in authority to provide an efficient and coordinated municipal response to the emergency situation.</p>
--

The responsibilities of the Regional Emergency Measures Coordinator or alternate, in an emergency or perceived emergency are to act as Liaison Officer in/for the REOC:

- Ensure the Municipal Emergency Measures Organization's emergency alert system is activated if required.
- Report to the Regional Emergency Operations Centre and/or the emergency site if required.
- Advise the REOC-IC and/or REMO Director regarding operations during the emergency.
- Liaison with EMO Nova Scotia.
- Assist to provide lists of resources, advisors, volunteer agencies and provincial or federal emergency response agencies, as stated in the Regional Municipal Emergency plan.
- Recommend the activation of mutual aid resources, when required, to the REOC-IC.
- Assist with debriefings of the Emergency Operations Team as required.
- Maintain a record of all actions taken.

PUBLIC INFORMATION OFFICER

<p>ROLE: To assist senior elected officials and other members of REMO to provide accurate and timely information to the media and public in an emergency.</p>
--

- In an emergency, the Public Information Officer will liaison with the Regional EOC, members of the RUGG, Regional Emergency Measures Coordinator and Emergency Site officials to coordinate the release of reliable, accurate and consistent information to the public.
- When appropriate he/she will liaison with Public Information Officers from other involved agencies to provide consistent information to the public.
- When appropriate, he/she will help coordinate press conferences, photo opportunities, etc.
- He/she will help prepare and assist in the preparation of information packages for public inquiry phone centres when they are employed.
- Maintain a record of all actions taken.

INCIDENT COMMANDER - Emergency Site(s)

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

The Incident Commander:

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

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

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

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

The Incident Commander has a wide variety of responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine the incident objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are schedule as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of students, volunteers, and auxiliary personnel.

- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

COMMUNITY SERVICES/RED CROSS

<p>ROLE: The Red Cross is now contracted by the Department of Community Services to provide shelter, food, clothing, registration, and personal services for evacuees and others during an emergency situation</p>

The responsibility of the Red Cross, in conjunction with the Department of Community Services, in an emergency is to:

- (a) Activate the Red Cross Disaster Response Team and provide the following:
 - (i) Registration and Inquiry: To compile information and to answer appropriate inquiries as to the condition (non-medical details) and location of emergency victims and to assist in reuniting families.
 - (ii) Food Services: To provide food to evacuees, disaster workers and emergency volunteers.
 - (iii) Lodging Services: To arrange for safe, immediate and temporary lodging for homeless or evacuated people as a result of an emergency.
 - (iv) Clothing Services: To supply clothing or emergency covering until regular clothing sources are available.
 - (v) Personal Services: To provide for the care and attention of the emotional and like needs of those affected by an emergency, with particular attention to be given to unattended children, the elderly, persons with disabilities, and persons under emotional distress.
- (b) Co-ordinate the response of organizations involved with social services, i.e., Salvation Army and other Church groups, Community centres, restaurants, clothing suppliers, etc.

The responsibilities of the Community Services Officer, or alternate, REMO Community Services/Red Cross representative when the Regional EOC is activated, is to:

- Participate in preplanning activities, including assisting the Red Cross, in their preparedness activities for the Regional Emergency Measures Organization, i.e. planning meetings, exercises and training.
- To act as a resource and linkage between the Regional Emergency Operations Centre, the Red Cross and the Department of Community Services for all emergency activities, including the approval of any financial or other resource required to deal with the response.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.

- Maintain a record of all actions taken.

DEPARTMENT OF ENVIRONMENT

<p>ROLE: The Department of the Environment has the overall responsibility for protection of the environment and for the control and cleanup of environmental damage.</p>
--

The responsibility of the Department of Environment Officer or alternate when the REMO EOC is activated is to:

- Advise the REOC-IC or REOC Command Staff on all matters relative to applicable environmental issues, including lists of resources and contacts, mutual-aid agreements, mitigating operations and related issues.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

DEPARTMENT OF NATURAL RESOURCES

<p>ROLE: By Provincial legislation the Department of Natural Resources is responsible for woodland fire suppression.</p>

The responsibilities of the Department of Natural Resources in an emergency are to:

- (a) Coordinate all forest fire fighting operations.
- (b) Provide equipment and personnel in an emergency where applicable.

The responsibilities of the Natural Resource Officer when the Regional EOC is activated are to:

- Advise the REOC-IC on matters relative to the Department of Natural Resources and be prepared to make recommendations as required, including requirements for shelters for evacuees, road control, etc.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE RENEWAL

<p>ROLE: The Nova Scotia Department of Transportation & Infrastructure Renewal is responsible for the maintenance, control and operation of all public roads within the County</p>

The responsibilities of the Nova Scotia Department of Transportation & Infrastructure Renewal Officer or Alternate at the Municipal EOC when activated are to:

- Advise the REOC-IC or REOC Command Staff on matters relative to emergency repairs and maintenance of Provincial highways, road closures, and infrastructure such as bridges, causeways, breakwaters, etc.
- Assume any of the “General Staff” positions within the Regional Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

EMERGENCY HEALTH SERVICES

ROLE: Emergency Health Service provides:

Ambulance services

Triage and emergency medical treatment on site where appropriate

Liaison with medical facilities and resources

The responsibilities of the Emergency Health Services during an emergency or disaster are:

- (a) Activate the EHS Disaster Response Plan.
- (b) Co-ordinate first-aid, casualty collection post, real or improvised ambulances and on-site medical response.
- (c) Provide for emergency medical treatment for the injured not requiring hospitalization.
- (d) Arrange for mutual aid when required.

The responsibilities of the Emergency Health Services Officer or alternate when the Regional EOC is activated are to:

- Advise the REOC-IC and/or REOC Command Staff on all matters relative to the Emergency Health Services response to the emergency.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

FIRE SERVICE

ROLE: In addition to the normal role of fire suppression, the fire service is responsible for rescuing trapped or injured people in some non-fire situations. The fire service also has a responsibility to contain and mitigate the effects of hazardous material spills.

The responsibility of the Fire Service in an emergency is to:

- Conduct fire fighting and rescue operations.
- Establish on-site command centre.
- Determine needs and arrange for support services, including fire resources, emergency medical, Hazmat response units, water supply, propane suppliers when appropriate, etc.

The responsibilities of the REMO Fire service representative/alternate when the Regional EOC is activated is to:

- Advise the REOC-IC or REOC Command Staff on all matters relative to the Fire Service, including lists of resources and contacts, mutual-aid agreements, fire fighting procedures and operations and related issues.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified, at the request of the EOC-IC.
- Maintain a record of all actions taken.

INDUSTRIAL OFFICER

<p>ROLE: To provide a link between local industry and the Regional Municipal EOC during an emergency.</p>
--

The responsibility of the Industrial Officer, or alternate, when the Regional EOC is activated is to:

- Advise the REOC-IC and/or REOC Command Staff on contact information and specialized resources, technical expertise etc. potentially available from local industry.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and when available, at the request of the EOC-IC.
- Maintain a log of all actions taken.

PICTOU COUNTY HEALTH AUTHORITY

ROLE: To provide a link between the Pictou County Health Authority and the Regional Municipal EOC during an emergency.
--

The responsibility of the Pictou County Health Authority (PCHA) representative or alternate when the Regional EOC is activated is to:

- Advise the REOC-IC or REOC Command Staff on all matters relative to the Pictou County Health Authority including emergency measures response plans and procedures, relative resources and contacts, agreements, etc.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and when available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

POLICE SERVICES

<p>ROLE: The role of the Police in an emergency is an extension of their normal function. The senior officer at an emergency site must assume control of the situation until replaced by a more senior officer.</p>
--

The responsibilities of the Police Service in an emergency are to:

- (a) Establish on-site command if required.
- (b) Protection of life and property.
- (c) Request fire and/or ambulance service as required.
- (d) Traffic and crowd control.
- (e) Establish a control perimeter at the immediate emergency scene, and if necessary, disburse and control crowds, and secure area.
- (f) Conduct evacuations when required.
- (g) Establish controlled routes for evacuation and emergency vehicles.
- (h) Provide security for evacuated areas.
- (i) Advise coroner of fatalities and establish temporary morgue if necessary.
- (j) Coordinate ground search operations.

The responsibilities of the Law Enforcement representative or alternate when the Regional EOC is activated are to:

- Advise the REOC-IC or REOC Command Staff on all matters relative to the Police Service, including resources and contacts, procedures and policies when applicable.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

PUBLIC WORKS

ROLE: The Public Works Departments support Emergency Operations by providing engineering services, equipment and manpower.

The responsibility of the Public Works Departments during an emergency is to:

- Activate Municipal Services Emergency Response Systems.
- Provide municipal equipment and personnel as required.
- Provide a list of equipment, supplies, construction companies, private contractors and engineering services.
- Arrange for necessary tests to determine the degree of any potential hazard from explosive, flammable, or toxic agents, and arrange for the elimination of same.
- Disconnect, or arrange to have disconnected, any services (utilities) that represent a hazard.
- Provide assistance in clean-up operations and repair damage where there is a municipal responsibility.
- Arrange for emergency lighting where required.
- Provide alternate sources of water when required.
- Provide alternate sanitation facilities when required.
- Restore essential services.
- Act as liaison with Nova Scotia Power, Aliant, EastLink etc.

The responsibilities of the Engineering Services representative or alternate at the REMO – EOC when activated are to:

- Maintain an up-to-date listing of special equipment such as backhoes, bulldozers, generators, trucking equipment, pumps, excavators, air compressors, cranes, construction materials, portable toilets, etc.
- Advise the REOC-IC or REOC Command Staff on all matters relative to Public Works activities, including lists of resources and contacts, mutual aid agreements, Public Works procedures and related issues.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and available, at the request of the EOC-IC.
- Maintain a record of all actions taken.

TELECOMMUNICATIONS OFFICER

<p>ROLE: To provide the technical expertise to establish electronic communication links to and from the EOC, emergency site(s) and external agencies as required.</p>
--

The responsibilities of the Emergency Telecommunications Officer, or alternate, in an emergency are to:

- Be prepared to assist as necessary to solve any technical communication problems with computers, telephones, internet, social media systems, emergency radio systems, etc.
- To liaison with the Pictou County amateur Radio Club to provide amateur radio emergency communication capabilities within and outside Pictou County when required.
- Advise the REOC-IC and/or REOC Command Staff on all technical matters relative to computer/internet operations.
- Assume any of the “General Staff” positions within the Regional Emergency Operations Centre for which qualified and when available, at the request of the EOC-IC.
- Maintain a log of all actions taken.

APPENDIX "A"

An inter-municipal emergency services agreement

THIS AGREEMENT is made in six copies this Sixth (6th) day of May, 2003.

AMONG:

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

-and-

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

-and-

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

-and-

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

-and-

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

-and-

The **TOWN OF WESTVILLE**, a municipal body corporate pursuant to the *Municipal Government Act*; hereafter referred to as "the parties".

THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Purpose of this inter-municipal services agreement, hereafter called (Agreement) is to provide for a co-ordinated response to an emergency occurring within Pictou County, including the Municipality of the County of Pictou, the Town of New Glasgow, the Town of Pictou, the Town of Stellarton, the Town of Trenton, and the Town of Westville, referred to in this Agreement as the Region.
2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III - 60 (1) of the *Municipal Government Act* and section 10 (2) (c) of the *Emergency Measures Act*.

4. The planning for and co-ordination of emergency service delivery during a real or apprehended emergency as defined by the *Emergency Measures Act* shall be provided by the Regional Emergency Measures Organization, referred to in this Agreement as the REMO.
5. The REMO shall be based upon the Incident Command System (ICS) and consist of a Regional Unified Command Group, a Regional Emergency Measures Planning Committee, and the Regional Emergency Measures Co-ordinator.
 - a. The Regional Unified Command Group shall be responsible for the Executive direction and management of emergency preparedness and response activities within the region and to advise the appointing Councils pursuant to section 10 (1) (d) of the *Emergency Measures Act*.
 - i. Each party to this agreement shall appoint the senior elected official of the municipal unit to serve as a member of the Unified Command Group, and make arrangements for a suitable alternate with the authority to act when required.
 - ii. Members of the Regional Unified Command Group are appointed for the same term of office as the Council that appoints them and hold office until their successors are named (subject to i. above).
 - iii. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
 - iv. The first appointments to the Regional Unified Command Group shall be made by each Council within four weeks after the date of this Agreement.
 - b. The Regional Emergency Measures Planning Committee shall be responsible for recommending policy and procedures to the Regional Unified Command Group for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
 - i. Each party to this agreement agrees to appoint staff members, or where it is appropriate volunteer agency representatives, to the Regional Emergency Measures Planning Committee upon a written request by the REMC.
 - ii. The Regional Emergency Measures Co-ordinator (REMC) shall chair the Regional Emergency Measures Planning Committee.
 - c. All parties agree that the Regional Emergency Measures Co-ordinator shall be selected using common best business practice and all participating municipal units shall be provided the opportunity to be represented in the hiring process.
 - i. Should the position of the Regional Emergency Measures Co-ordinator become vacant, it will be the responsibility of the Regional Unified Command Group to secure a suitable replacement.

- d. The parties agree that each municipality shall appoint a representative as a standing member of the REMO Planning Committee.
6. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time. When the capacity of REMO is exceeded, or is likely to be exceeded, REMO will activate support from other agencies in accordance with formal or informal arrangements.
7. The REMO is authorized to operate, maintain, and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized co-ordination facility.
8. The REMO is empowered to acquire or contract for the use of equipment, facilities, and personnel necessary or advisable to carry out the responsibilities assigned to it by this Agreement.
 - a. The REMO may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service or facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement.
 - b. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they currently contribute except for assets contributed by a particular municipality and those assets shall remain the property of that municipality.
9. The REMO shall establish its own rules of procedure.
10. The Regional Unified Command Group shall annually name one of its members to be chair and one to be vice-chair, to act in the absence or incapacity of the chair.
 - a. The chair or other person presiding shall vote on every question before the Regional Unified Command Group.
 - b. A Regional Unified Command Group recording secretary shall be provided by the chairperson's municipal unit.
11. The parties recognize that an emergency may require the sharing or re-deployment of personnel and equipment in order to save lives or minimize damage to property or the environment, and undertake to provide personnel and equipment as deemed appropriate by the Regional Unified Command Group and recommended by the Regional Emergency Measures Planning Committee and/or Emergency Site Incident Command.
 - a. Any cost associated with the deployment of resources will be borne by the responding municipality (e.g., as per mutual aid arrangement for fire services).
 - b. Other resources that may be required by REMO during an emergency will be the responsibility of the municipal unit where the emergency occurs.

12. The parties shall contribute to the cost of operations of the REMO on a yearly per capita basis. For the 2003-04 fiscal year, the percentages are as follows: 47.21% for the Municipality of the County of Pictou; 20.08% for the Town of New Glasgow; 10.24% for the Town of Stellarton; 8.26% for the Town of Westville; 8.25% for the Town of Pictou; and 5.96% for the Town of Trenton.
- a. REMO shall have its budget submitted to the municipal units so it may be approved by April 1 of that fiscal year.
 - b. The actual dollar contribution of the Municipalities shall be based on the annual budget of the REMO.
 - c. The host municipality will invoice the other contributing Municipality(s) for their portion of the actual costs.
 - d. In the event the REMO requires additional money for capital or operating purposes, any such increase shall be approved by each of the parties involved.
 - e. The municipality that is host to the office of the Regional Emergency Measures Co-ordinator shall also be the unit responsible to look after the financial arrangements for REMO.
 - f. The municipality that is host to the office of the Regional Emergency Measures Co-ordinator shall have the REMO included on that municipality's liability insurance policy.
13. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
14. This Agreement is conditional on the parties passing a complementary by-law respecting the co-ordinated response to an emergency pursuant to the *Emergency Measures Act*.
15. This Agreement has effect commencing the Sixth (6th) day of May, 2003.
- a. This Agreement has effect from year to year until terminated by the agreement of all parties.
 - b. This Agreement continues in force until notice of termination is given by the council of any party to the councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31 st day of March in a year to be specified in the notice of termination.
 - c. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance, penalty, or other costs necessarily incurred by the REMO as a result of the withdrawal.
16. Upon dissolution of the REMO by unanimous consent of the parties, the assets of the REMO are vested in the parties and the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed by the parties at the present time.

17. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.

18. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.

19. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written (see 15).

DATED this 6th day of [May], 2003 A.D.

SIGNED, SEALED AND DELIVERED)

in the presence of:)

Per: 
Witness

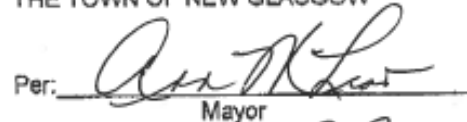
THE MUNICIPALITY OF THE COUNTY
OF PICTOU

Per: 
Warden

Per: 
Chief Administrative Officer

Per: 
Witness

THE TOWN OF NEW GLASGOW

Per: 
Mayor

Per: 
Chief Administrative Officer

Per: *[Signature]*
Witness

THE TOWN OF PICTOU

Per: *L.A. LeBlanc*
Mayor

Per: *[Signature]*
Town Clerk

Per: *[Signature]*
Witness

THE TOWN OF STELLARTON

Per: *Art Fitt*
Mayor

Per: *[Signature]*
Town Clerk

Per: *[Signature]*
Witness

THE TOWN OF TRENTON

Per: *[Signature]*
Mayor

Per: *D. Hampton*
Chief Administrative Officer

Per: *[Signature]*
Witness

THE TOWN OF WESTVILLE

Per: *Sandy Cys*
Mayor

Per: *[Signature]*
Chief Administrative Officer

APPENDIX “B”

**MUNICIPALITY OF THE COUNTY OF PICTOU
REGIONAL EMERGENCY MEASURES BY-LAW
A By-law to Provide for a
Prompt and Co-ordinated Response to a State of Local Emergency**

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

SHORT TITLE

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

INTERPRETATION

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

- (i) “Emergency Measures Plans” means plans, programs or procedures prepared by the Regional Emergency Measures Organization (REMO) that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence;
- (j) “Regional Unified Command Group (RUCG) means the group established by the Agreement to plan for and be responsible for the executive direction and management of emergency activities;
- (k) “Regional Emergency Measures Co-ordinator” (REMC) means the person appointed to serve as the staff person in accordance with the agreement;
- (l) “Regional Emergency Measures Organization” (REMO) means the Organization established as per the Agreement;
- (m) “Regional Emergency Measures Planning Committee” (REMPC) means the Committee responsible to recommend policy to the Regional Unified Command Group;
- (n) “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- (o) “State of local emergency” means a state of local emergency declared by the Council of a participating municipality pursuant to the Act or by a Mayor or Warden in the event Council cannot be assembled in a timely manner or renewed pursuant to the Act and Regulations made pursuant thereto and this By-law.

REGIONAL EMERGENCY MEASURES ORGANIZATION

- 3. The Council hereby agrees to the establishment of a Regional Emergency Measures Organization in accordance with the Agreement.
- 4. The Regional Emergency Measures Organization shall consist of the following persons and committees:
 - (a) Regional Unified Command Group;
 - (b) Regional Emergency Measures Co-ordinator; and
 - (c) Regional Emergency Measures Planning Committee.

REGIONAL UNIFIED COMMAND GROUP

5. Council shall appoint the senior elected municipal official, and a suitable alternate, to the Regional Unified Command Group in accordance with the Agreement for such term as the Agreement provides.
6. The Regional Unified Command Group shall:
 - (a) be responsible for directing and overseeing the development of the regional emergency measures plan;
 - (b) brief Council(s) on the development of these plans;
 - (c) recommend the declaration of a State of Local Emergency to the Council(s) of participating municipalities, as required, or in the event such Council(s) cannot be assembled in a timely manner, the senior elected official of the affected municipality(s) may declare such a state in accordance with the Act;
 - (d) be responsible for the Executive direction and management of emergency activities during a State of Local Emergency;
 - (e) with the approval of the Minister, recommend the renewal of a State of Local Emergency;
 - (f) brief Council(s) on developments during a State of Local Emergency;
 - (g) recommend the termination of a State of Local Emergency;
 - (h) ensure a copy of any signed declaration of a state of local emergency is delivered to the Minister and the Director.

REGIONAL EMERGENCY MEASURES COORDINATOR

7. The Regional Emergency Measures Co-ordinator shall be appointed in accordance with the Agreement.
8. The Regional Emergency Measures Co-ordinator shall be paid for work incurred under this By-law in accordance with the Agreement.
9. The Regional Emergency Measures Co-ordinator shall:
 - (a) chair the Regional Emergency Measures Planning Committee;

- (b) co-ordinate and prepare regional emergency measures plans;
- (c) following the declaration of a State of Local Emergency, prescribe necessary duties to be fulfilled by employees, servants and agents of the Municipalities;
- (d) perform such duties as may be required by the Unified Command Group or as provided for in the Agreement.

REGIONAL EMERGENCY PLANNING COMMITTEE

- 10. Each party shall appoint an appropriate local municipal emergency measures co-ordinating representatives to the Regional Emergency Measures Planning Committee as the Agreement provides.
- 11. The provision of appropriate representatives and their alternates to the REMPC will be co-ordinated by the REMC. The Regional Emergency Measures Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:
 - (i) community services;
 - (ii) law enforcement;
 - (iii) fire-control;
 - (iv) engineering services;
 - (v) health services;
 - (vi) public information;
 - (vii) transportation;
 - (viii) communications;
 - (ix) hospital;
 - (x) utilities;
 - (xi) financial services;
 - (xii) legal services.

12. The Regional Emergency Measures Planning Committee shall:
- (a) assist the Regional Emergency Measures Co-ordinator in the preparation and co-ordination of regional emergency measures plans;
 - (b) advise the Unified Command Group, as required, on the development of regional emergency measures plans;
 - (c) upon request, assist the Regional Unified Command Group in the briefing of regional emergency measures plans;
 - (d) assume Incident Command System (ICS) duties within any Regional Emergency Operations Centre (EOC) that might be established in response to an emergency requirement in the region.

AGREEMENTS

13. The Council hereby agrees that the Regional Unified Command Group may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person. In the event any such agreement may involve financial costs, the agreement will require approval by all participating REMO municipalities.

DUTY OF COUNCIL

14. The Council may appropriate and expend monies:
- (a) to pay reasonable expenses of members of the Regional Unified Command Group, the Regional Emergency Measures Co-ordinator and the Regional Emergency Measures Planning Committee; and
 - (b) to fulfill the terms and conditions of any agreements as per Section 14.

DUTIES DURING A STATE OF LOCAL EMERGENCY

15. Following the issuance of a declaration under Section 6, and for the duration of the State of Local Emergency:
- (a) every Councillor shall keep the Mayor/Warden posted respecting their whereabouts;

- (b) Every employee, servant and agent of the Municipality who has a key role to play in such emergencies as identified in the regional emergency measures plan shall:
 - (i) advise the Regional Emergency Measures Coordinator of their whereabouts; and
 - (iii) fulfill such duties as may be prescribed by the Regional Emergency Measures Coordinator.

REPEAL

The Civil Emergency Planning By-Law of the Municipality of the County of Pictou passed on December 4, 1995 and approved by the Minister of Municipal Affairs on January 5, 1996, is hereby repealed.

Repealed on December 4, 1995 and approved by the Municipality of the County of Pictou on January 5, 1996

THIS IS TO CERTIFY that the foregoing is a true copy of a by-law duly passed at a duly called meeting of the Municipal Council for the Municipality of the County of Pictou held on the 7th day of July, 2003.

GIVEN under the hands of the Warden and the Deputy Municipal Clerk and under the corporate seal of the Municipality this 14th day of July, 2003.

Allister Macdonald
 ALLISTER MACDONALD, WARDEN
Carolyn Macintosh
 CAROLYN MACINTOSH, DEPUTY MUNICIPAL CLERK

Service Nova Scotia
 and Municipal Relations
 Recommended for
 approval of the Minister
Caroline...
 APPROVED BY *[Signature]*
 of *[Signature]*

EMERGENCY MEASURES COORDINATOR
 Recommended for approval of
 the Minister
[Signature]
 Approved this *7th*
October 2003
[Signature]
 Minister of Municipal Affairs

APPENDIX “C”

EVACUATION WARNING

PROBLEM:

As we continue to monitor the _____ in the _____ area we are concerned that it may be necessary for residents to leave on very short notice. We are therefore providing this warning so that you may prepare yourself and your family to leave immediately if requested to do so.

WHERE TO GO:

So that emergency responders know everyone is safely evacuated we will be asking you to check-in at the _____ (Phone #) _____. Further information will be available there. Unless otherwise directed, we recommend that you transport all family members and pets in your private vehicle. If you will require transportation, contact the _____ at phone # _____.

BEFORE LEAVING

Turn off all electrical and propane supply services. Close all doors and windows.

TAKE

For your personal comfort and safety we recommend you take the following items with you:

- Personal information for all family members (birth certificates; health cards; drivers license)
- Money (cash, cheques, debit cards, credit cards)
- Cell phone(s) and chargers
- Medication & Medical aids such as wheelchairs or walkers
- House & personal insurance information
- Personal care items for 3 days
- Toys, games, favorite items, for children
- Car seats for children that require them
- Change of clothing
- Name & phone numbers of family members & important contacts

PETS

If possible, take your household pets with you in an appropriate carrying case. Take food and any medications your pets will need for 3 days. Leashes or restraining devices should be brought with your pets. Pets should have identifying collars as appropriate.

Regional Emergency Measures Organization

Municipality

EVACUATION ALERT

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

As emergency responders continue to monitor the situation it may become necessary for residents to evacuate the area with very short notice, and you are advised to be as prepared as possible. If you are notified to evacuate you will be asked to register at a designated location. Please see reverse for further information.

Date

Signed

Position

EVACUATION NOTICE

With the emergency situation in the area of _____

Due to _____ residents are advised to evacuate the above designated area because of the imminent danger to life and property. All Entry into this area will be restricted to emergency personnel only.

Date _____ Signed _____

Time _____ Position _____

So that emergency responders know everyone is safely evacuated you are asked to check-in at the _____ (phone #) _____
Further information will be available there. Unless otherwise directed, we recommend that you transport all family members and pets in your private vehicle if possible.

EVACUATION ORDER

An emergency condition exists in the area(s) _____

due to _____

The Chief (or designee) of the _____ Fire Department is

ordering an evacuation of the above area because of the imminent danger to life and property. All entry into the area will be restricted until further notice.

Date _____ Signed _____

Time _____ Position _____

**EVACUATION ORDER
MUNICIPAL**

Emergency area(s) _____

Due to; _____

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

Therefore an evacuation of the area(s) designated above is ordered as of and from _____ o'clock in the forenoon () or afternoon () of the ____ day of _____, 20 ____.

All entry in the area will be restricted until further notice.

Date _____ Signed _____

Time _____ Position _____

FORM 4

Declaration of a state of local emergency
(Council of Municipality)

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

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

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

Yes () No ()

Nature of the Emergency:

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

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

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

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

Council, Municipality

Name

Position

[Authorized by Resolution No. _____
Dated the _____ day of _____,
20 _____.]

FORM 5

DECLARATION OF A STATE OF LOCAL EMERGENCY
(Mayor/Warden)

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

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

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

Yes () No ()

Nature of the Emergency:

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

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

AND WHEREAS the undersigned has (check appropriate box)

- (a) Consulted with a majority of the members of the Municipal Emergency Management Committee Yes () No ()
- (b) Found it impractical to consult with the Majority of the Municipal Emergency Management Committee Yes () No ()

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

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

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

Mayor/Warden's signature
Municipality of _____

FORM 6

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

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

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

Emergency Area:

The area generally described as

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

Yes () No ()

Nature of the Emergency:

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

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

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

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

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20 ____.

Council of Municipality

In the event the Council is unable to act:

Name

Mayor/Warden

Position

[Authorized by Resolution No. _____ dated the
_____ day of _____, 20 ____.]

FORM 7

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

Section 18(2) of the *Emergency Management Act*, SNS, 1990, C.8

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

Emergency Area:

The area generally described as

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

Yes ()

No ()

Nature of the Emergency:

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

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

DATED at _____, in the Municipality of _____, Province of Nova Scotia, this _____ day of _____, 20 ____.

Council of Municipality

Name

Position

[Authorized by Resolution No. _____ dated the _____ day of _____, 20 ____.]