

Reidville
2 Community Square
Reidville, NL
A8A 2V7

Emergency Management Plan

Date: June 11, 2018



Town of Reidville Emergency Management Plan

Approved in Principle:

Town: Reidville

Date: _____

Mayor: _____

Approved by Fire and Emergency Services

Director: _____

Date: _____

Adopted by:

Town: Reidville

Date: _____

Mayor: _____

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Town of Reidville Emergency Management Plan

Forward

This Emergency Management Plan describes the basic procedures to be used, and the responsibilities of the various people, agencies and departments in the event of an emergency. It is to be used during any emergency that occurs within the Town of Reidville. This plan recognized and is coordinated with any other emergency plan currently in effect for example, Police, Fire, Regional Health Authority, etc.

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



Town of Reidville

Emergency Management Plan

General

The Town of Reidville acknowledges its responsibility for emergencies or disasters which could threaten the health, safety and/or well being of persons and the protection of property and the environment.

Purpose

The purpose of this emergency management plan is to clearly establish line of authority and responsibilities for all concerned during the management of an emergency or disaster in Reidville and to avoid misunderstanding and conflicts which could result when various disciplines are involved at the same time. Coordination and co-operation is the goal of the Town of Reidville Emergency Management Plan.

Definitions

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

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

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

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

Implementation

This Emergency Management Plan has been developed in accordance with the legislative requirement in the Emergency Service Act. The following sections of the Act outline the roles of The Town of Reidville in the development, adoption, activation and implementation of the emergency management plan for the town of Reidville.

Section 5 of the *Emergency Services Act* states:

5. (1) The Council of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.
- (2) An emergency management plan shall, before adoption by a municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.
- (3) An emergency management plan may be developed by a committee of a council, or a council may, with the necessary changes, adopt the emergency management plan of a neighboring municipality with the consent of the municipality.
- (4) An emergency management plan which is adopted by a council under subsection (3) shall be submitted for the approval of the director as required under this subsection as if it had been made by the council alone.
- (5) An emergency management plan shall designate a person to supervise and control the management of the plan.
- (6) Amendments to an emergency management plan shall be submitted to the director for approval before the amendments may be adopted by a council.
- (7) An emergency management plan shall be reviewed by a council and a proposed change to the plan shall be submitted to the director for approval before it may be adopted by a council.

Section 6 of the *Emergency Service Act* states:

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

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

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

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

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

Section 7 of the *Emergency Service Act* states:

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

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

Section 8 of the *Emergency Service Act* states:

8. (1) where an emergency is declared by a regional emergency management committee, the chairperson of the committee shall declare the emergency for a region or part of the regional, and the regional emergency management plan adopted by the committee shall be activated for that region or part of the region as appropriate.

(2) An emergency which had been declared by a regional emergency management committee shall remain in force until it is rescinded by the committee.

(3) Nothing in this section prevent the minister from declaring a regional emergency in all or part of a region, whether a regional emergency has been declared by the regional emergency management committee or not, and the minister may, following the declaration of the emergency

(a) authorize the director to implement the regional emergency management plan;

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

Plan Alteration

Where Council asks the Director of Emergency Services to approve an amendment of a Plan adopted under section 5 of the Emergency Services Act, the Director shall approve the amendment before the Council adopts the amendment.

Authority

The powers and authority of Council, a Chairperson or Mayor in any emergency or disaster occurring within the boundaries of the Town of Reidville is outlined in the Municipalities Act, 1999, relating to the establishment and administration of municipal government in the province. Section 204 of this Act states that a declaration of a “State of Emergency” by Council, Chairperson or Mayor when any of the following circumstances exist in the municipality:

1. A disaster of any kind;
2. A snowstorm or flood; and
3. A shortage of water.

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

1. The closing of or the hours of operation of businesses and schools or a class of businesses and schools, in the municipality;
2. The banning or controlling of public gatherings;
3. The evacuation of buildings;
4. The restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the municipality;
5. That children below a stated age or in certain age categories not be permitted on a public road, park or in a place of amusement during prescribed hours, whether alone or in the company of a parent, guardian, or other adult; and
6. The restriction or prohibition of the use of water.

The Reidville Town Council is responsible and will continue to be responsible for all emergency operations should an emergency, which involves the risk of loss of life or property or which threatens the safety, welfare or wellbeing of some or all of the residents of the municipality, occur.

Involvement by Provincial Government:

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

Federal Government Assistance:

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

Direction and Control

- a) The Town of Reidville is directly responsible for the control of all emergency operation within the municipality.
- b) The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to council and other key stakeholders.
- c) An Emergency Council Committee appoint and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, control and coordinate all emergency operation within in the municipality.

d) Emergency Council Committee members:

- Mayor:Roger Barrett
- Deputy Mayor:David Reid
- Emergency Management Coordinator:Connie Reid
- Part Time Clerk:Lisa Pearce
- Councillor:Gerald Rumbolt
- Councillor:Clifford Reid
- Councillor Russell Reid

e) Emergency Planning Committee Members:

- Emergency Management Coordinator:Roger Barrett
- Mayor:Roger Barrett
- Deputy Mayor:David Reid
- Councillor:Gerald Rumbolt
- Councillor:Clifford Reid
- Councillor:.....Russell Reid
- Fire Chief:Bruce Curlew
- Fireman Alvin Fudge
- Town Clerk/ManagerConnie Reid

Concept of Operation

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

From a practical sense, once formed, the Emergency Planning Committee will continue to manage the emergency until such time as it has ended.

Emergency Operations Centre (EOC)

All emergency/disaster operations will be directed by the Committee from the Town Office at 2 Community Square. The Deer Lake Motel will be the alternate EOC in the event the Town Office is in the disaster area. Resource personnel involved in the Emergency Operations Center are referred to as the Emergency Operations Control Group.

1. Communications – The Town communications will be utilized. Hand held radios will be used if landlines go down. Messages will also be relayed on the town's facebook page and website.
2. Telephone – The Town office has two telephone lines. Internet and fax is also available at this office.
3. Security/Access – Security and access to the EOC will be restricted to those persons directly involved with the operation and wearing or possession approved identification. Emergency pass cards will be assigned to appropriate individuals to allow access to the EOC and other areas in the event of emergency. The Security Coordinator will be delegated or identified by Town of Reidville Mayor when warranted.
4. Media Coordinator – Members of the press will be accommodated at Community Center at 2 Community Square. The Mayor and/or his/her alternate will be the only people to provide news releases to the media.
5. Parking – The entrance/exit to the EOC location must be kept free of parked vehicles. Parking will be permitted to the left of the entrance/exit.

Declaration and Termination of State of Emergency

A Council, Chairperson or Mayor, on the advice of the Emergency Planning Committee, may declare a State of Emergency. Alternatively, a Council, Chairperson or Mayor, on the advice of the Emergency Planning Committee, may terminate a State of Emergency. All agencies, in particular Fire and Emergency Services, should be informed of these decisions as soon as possible.

Blank 'Declaration of a State of Emergency' and 'Termination of a State of Emergency' forms are available in the appendix of this plan plus at all times by contacting the Town Clerk/Manager. In the event that an emergency is declared in an area that is managed by two (2) or more municipalities, the respective Mayors must sign the applicable declaration forms jointly.



Section 2 – Roles and Responsibilities

Responsibilities of Emergency Management Coordinator

1. Initiating the EOC fan out plan when so directed.
2. Advise council of any changes to operations and maintenance of the plan.
3. Ensure key positions are filled as required.
4. The overall coordination of emergency planning and response.
5. Act on behalf of the mayor and council, as instructed.
6. Request expert assistance as required.

Responsibilities of Town Clerk

1. Liaise with the fire chief on equipment and manpower for pumping operations and emergency water supplies.
2. Liaise with the Public Works superintendent about the cutting off or restoration of services.
3. Liaise with the Emergency Management Coordinator.

Responsibilities of Assistant Clerk

1. Clerical staff to support the Emergency Operations Centre Group.
2. Recording decision and recommendations and advice of same as directed.
3. Maintaining a log of operations.
4. Issue of emergency passes to disaster area, subject on direction for Police and Fire Chief.
5. Liaise with the Regional Health Authority and the Department of Advanced Education, Skills and Labour about the provision of emergency health services and/or emergency social services.

Responsibilities of Support Staff

1. Organize the supply food for office and field workers by coordinating with the Emergency Operations Center Group and NGO's.
2. Work with support staff to provide food for office, and field workers.

Responsibilities of the Fire Department

The fire chief will be responsible for the overall co-ordination of the fire services as per level determined by Fire Assessments and will ensure provisions for: a) search and rescue of trapped or injured persons b) resuscitation equipment and trained manpower c) equipment and manpower to assist in pumping operations d) equipment and manpower to handle accidents involving dangerous commodities e) mutual aid request f) liaising with CANUTEC (National Agency for Dangerous Goods) for FES for information and assistance regarding controlling of dangerous goods.

Responsibilities of Town's Maintenance Employee

1. Under the direction of the Town's assistant, the maintenance personal will be responsible for co-ordination of all works services.
2. Implement emergency services, such as water supplies, pumping operations, etc., as designated by the town's assistant.
3. Ensure maximum utilizations of town's equipment and resources.

Responsibilities of Police

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

Responsibilities of Ground Search and Rescue

In consultation with the police, GSAR teams can:

1. Undertake a search and rescue response.
2. Provide emergency communication.
3. Assist in evacuation.
4. Assist and other aspects of emergency response.

Responsibilities of FES

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

1. Assist municipalities, as defined in the Emergency Services Act, to meet their legislative requirement to develop and emergency plan by May 1, 2012, and furthermore to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s).
2. Provide assistance to municipalities in Newfoundland and Labrador when an emergency occurs and their capacity to respond has been exceeded.
3. Liaise with other provincial government department, agencies and the Government of Canada (through Public Safety Canada) to acquire additional resources if needed to respond and recover from an emergency.

Responsibilities of Regional Health Authority

Planning

1. Collaborate in the development of response plan as it relate to Public Health and Environment health, mass causality incidents and psychosocial emergencies in the community .
2. Provide contact information for use in planning and response initiatives.
3. Participate in exercising municipal plans.

Response

1. Upon request for assistance the Regional Health Authority will activate their appropriate emergency response plan(s). Should an EOC be activated by the municipality, the RHA will assign a medical/health representative to report to the EOC if deemed necessary.
2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to: a) medical services including triage, medical treatment at the emergency site, ambulance transportation, hospitalization psychosocial support, morgue services, pharmaceutical and medical supplies, b) public health measures including the collection, interpretation and dissemination of information to manage a public health response. This includes infection disease, sanitation, monitoring of food and water, and pest population. All public health emergencies require immediate notification of the medical officer of health and/or designated authority.
3. Identify medical/health emergency telecommunication needs and assist in linking response provider, health facilities, and all EOC's and field operation sites.
4. Depending on the nature and duration of an event, communication with the Department of Health and Community Services (DHCS).
5. Monitor the need for more health assistance and resources that may be available in the local area or region and coordinate request for assistance from other RHA's or DHCS.

Responsibilities of Department of Municipal Affairs and Environment

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

Responsibilities of Department of Advance Education, Skills and Labour

AESL has a provincial legislated responsibility to provide emergency social services when individuals, families, and/or municipalities cannot effectively respond and/or when the provincial government needs to respond to ensure the health, safety and well being of its people following a disaster and provide temporary assistance until regular pre-disaster social services resume operation or until other plans or program come into operation. Emergency social services includes: reception center, lodging, clothing, food, registration and inquiry, personal services and care of household pets.

AESL are accountable for:

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

Responsibilities of Service NL

1. Liaise with the town and power utilities to assess electrical safety issues.
2. Liaise with the Department of Municipal and Environment to assess environmental hazards such as spills, chemical and waste disposal and make recommendation and/or orders on remediation and containment.
3. Liaise with the Department of Health and Community Services, the Regional Medical Officer of Health, and the Department of Advance Education, Skills and Labour to a) carry out or perform water safety and food safety inspections b) assess the suitability to temporary shelter/housing/food/water c) implement disease and rodent control measures d) ensure the protection of public health.

Responsibilities of Department of Fisheries and Land Resources

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

Responsibilities of the Department of Transportation and Works

1. Maintain a fleet of heavy equipment at maintenance depots located throughout the province. These equipment resources are normally utilized in the course of carrying out routine highway maintenance activities but in the event of an emergency, may be re-deployed as may reasonably be require in order responding to issue of life safety and infrastructure loss during the emergency.
2. Provide up to date status reports on road closures, damage, etc., to the emergency operations centre group.



Section 3 – Potential Hazards and Associated Risks

Flood

Major Concerns: Safety of Lives, loss of property, damage of property and transportation problems.

| Emergency Response | Action By |
|---|---|
| 1. Activate Emergency Management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Assess Flood Problem | Emergency Council Committee, Engineers, Department of Municipal Affairs and Environment, Department of Transportation and Works |
| 4. Evacuation Decisions | Emergency Operations Centre Police, Fire Department |
| 5. Rescue of Stranded People | Fire Department, Police, Ground Search and Rescue, Ambulance |
| 6. Injuries | Regional Health Authority Ambulance, Fire Department |
| 7. Traffic Control | Police |
| 8. Communication | Police Fire Department |
| 9. Instruction to Residents | Emergency Operations Centre Police, Fire Department |
| 10. Relocation/Evacuation | Emergency Operations Centre Department of Advance Education Skills and Labour, Service groups, Police, Non Government Agencies |
| 11. Barricades, Signs, Sandbags, Etc. | Emergency Operations Centre Municipal Works, Public Works |
| 12. Eliminate hazards of damage utilities | Utilities |
| 13. Public and Media Information | Media Coordinator |
| 14. Damage Assessment | Emergency Operations Centre FES, Department of Municipal Affairs and Environment |
| 15. Transportation | Emergency Operations Centre |

Power Failure

Major Concerns: Panic, Disruption of Utilities, casualties (indirect effect due to lack of power).

| Emergency Response | Action By |
|--|--|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Restore Power | NL Power or other power authorities |
| 4. Establish a priority for essential requirements | Emergency Planning Committee |
| 5. Control the allocation of auxiliary power | NL Power or other power authorities |
| 6. Establish a new release system and keep population informed | NL Power or other power authorities, media coordinator |
| 7. Provide assistance to seniors, and in home patients | Department of Advance Education, Skills and Labour, volunteer Agencies |
| 8. Ascertain the status of water and food and arrange distribution | Health authorities, Department of Advance Education, Skills and Labour, Emergency Planning Committee |

Blizzard or Massive Storm

Major concerns: casualties, safety of lives, loss of property, damage to property, disruption of communication and utilities, and transportation problems.

| Emergency Response | Action By |
|---------------------------------------|--|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Evacuation Decisions | Emergency Operations Centre, Police, Fire Department |
| 4. Relocation/Evacuation | Emergency Operations Centre, Department of Advance Education, Skills and Labour, Police, Non government Agencies |
| 5. Injuries and Rescue | Regional Health Authority /Local Health Facility, Fire and Rescue Team, Ambulance |
| 7. Communication | Fire Department, Police |
| 8. Public & Media Information | Media Coordinator |
| 9. Instructions to Residents | Emergency Operations Centre, Police, Fire Department |
| 10. Return to Evacuated Area | Emergency Operations Centre, Police, Fire Department |
| 11. Damage Assessment | Emergency Operations Centre, FES, Department of Municipal Affairs, and Environment |
| 12. Traffic control | Police |
| 13. Transportation | Emergency Operations Centre |

Forest Fire

Major Concerns: Safety of lives and property.

| Emergency Response | Action By |
|---------------------------------------|--|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Forest Fire Tactical Operations | Fire Department, Department of Fisheries and Land Resources |
| 4. Evacuation Decisions | Emergency Operations Centre, Police, Fire Department |
| 5. Relocation/Evacuation | Emergency Operations Centre, Department of Advance Education, Skills and Labour, Police, Non government Agencies |
| 6. Injuries and Rescue | Regional Health Authority, Fire Department, Ambulance |
| 7. Communication | Fire Department, Police |
| 8. Public & Media Information | Media Coordinator |
| 9. Instructions to Residents | Emergency Operations Centre, Police, Fire Department |
| 10. Return to Evacuated Area | Emergency Operations Centre, Police, Fire Department |
| 11. Damage Assessment | Emergency Operations Centre, FES, Department of Municipal Affairs, and Environment |
| 12. Traffic control | Police |
| 13. Transportation | Emergency Operations Centre |

Major Water-main Break

Major Concerns: loss of water supply, disruption of the community, dangers to public health.

| Emergency Response | Action By |
|--|--|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Establish Jurisdiction | Service NL, Emergency Planning Committee |
| 4. Eliminate hazards of damage utilities | Town's maintenance man, utilities |
| 5. Protect property and relocate resources where necessary | Police |
| 6. Establish emergency humanitarian | Department of Advance Education, Skills and Labour |
| 7. Evaluation of personnel | Department of Advance Education, Skills and Labour, Emergency Planning Committee |
| 8. Establish source of water and rations | Department of Advance Education, Skills and Labour, Emergency Planning Committee |
| 9. Establish emergency health facilities | Health Authorities |
| 10. Establish a new release system | Fire and Emergency Services, Media Coordinator |

Dangerous Goods

Major Concerns: Casualties, contamination of water supply, disruption of traffic, explosions and fire, hazards to humans, loss of electric power, interruption of communications, evacuation.

| Emergency Response | Action By |
|--|--|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Establish on site communications | Emergency Responders |
| 4. Fire Fighting and Rescue | Fire Department, Police |
| 5. Determine nature of problems | Fire Department, CANUTECH, Department of Municipal Affairs and Environment |
| 6. Warn adjacent areas and define areas of risk | Fire Department, Police, Department of Municipal Affairs and Environment |
| 7. Evacuate Area | Emergency Operations Centre |
| 8. Eliminate Further escape of dangerous good | Fire Department, Shipper of dangerous goods, CANUTECH, FES |
| 9. Notify medical facility of casualties including number and type | Medical advisor at scene, Police |
| 10. Traffic Control | Police |
| 11. Establish news release system including instructions to public | Emergency Operations Centre |

Transportation – Road/Bus

Major Concerns: Casualties, fire/explosion, panic, trapped, disruption of traffic

| Emergency Response | Action By |
|--|---|
| 1. Activate Emergency management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Establish adequate communications | Police |
| 4. Notify hospital of casualties including number and type | Health Authority, Police |
| 5. Request wreckers, fire truck, and heavy equipment as required | Police |
| 6. Define a working area and establish a control perimeter | Police |
| 7. Establish a temporary morgue if required | Police |
| 8. Special precautions needed when radioactive container or dangerous gases, chemical, etc are involved. | Police, Fire Department |
| 9. Establish a news release system | Police, Media Coordinator |

Plane Crash

Major Concerns: Casualties, fire/explosion, panic, trapped, property damage

| Emergency Response | Action By |
|---|---|
| 1. Activate Emergency Management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Establish adequate communications | Police |
| 4. Organize and direct search and rescue | Police |
| 7. Notify Hospitals of casualties including number and type | Police, Health Authority |
| 8. Define a working area and establish a control perimeter | Police |
| 9. Establish traffic control | Police |
| 10. Establish a news release system | Police, Media coordinator |
| 11. Set up an inquiry services | Department of Advance Education, Skills and Labour |
| 12. Determine responsibilities of agencies | Emergency Planning Committee |

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Water Shortage

Major Concerns: Loss of Normal water supply, disruption of the community, damage to property, and dangers to public health.

| Emergency Response | Action By |
|---|---|
| 1. Activate Emergency Management Plan | Emergency Council Committee / Town Council |
| 2. Activate EOC | Emergency Management Coordinator & Emergency Planning Committee |
| 3. Establish jurisdiction | Service NL, Department of Municipal Affairs and Environment |
| 4. Eliminate hazards of damage utilities | Town's Maintenance man, NL Power or other utilities company |
| 5. Protect property and relocate resources when necessary | Police, Emergency Planning Committee |
| 6. Establish Emergency humanitarian Services | Department of Advance Education, Skills and Labour |
| 7. Establish source of water and rations | Department of Advance Education, Skills and Labour |
| 8. Evaluation of personnel | Department of Advance Education, Skills and Labour |
| 9. Establish emergency health facilities | Health Authorities |
| 10. Establish a news release system | Media coordinator |
| 11. Set up a inquiry services | Department of Advance Education, Skills and Labour |

Section 4: Contact Lists

Emergency Management Committee (Revised July 12, 2018)

| <i>Title</i> | <i>Name</i> | <i>Home Phone</i> | <i>Business Phone/Fax</i> | <i>Cell Phone</i> | <i>Email</i> |
|----------------------------------|-----------------|-------------------|---------------------------|-------------------|--|
| Emergency Management Coordinator | Roger Barrett | 709-635-7728 | | 709-633-0130 | rhbarrett1944@gmail.com |
| Mayor | Same as above | | | | |
| Deputy Mayor | David Reid | 709-635-3272 | | | davidreid0354@gmail.com |
| Councillor | Gerald Rumbolt | 709-635-3619 | | 709-636-6228 | grumboldt@gmail.com |
| Councillor | Clifford Reid | 709-636-6708 | | | humberriverboy@hotmail.com |
| Councillor | Russell Reid | 709-635-3347 | | 709-636-6281 | russellreid1039@gmail.com |
| Fire Chief | Bruce Curlew | 709-635-5579 | | 709-636-3435 | bcurllew@hotmail.com |
| Alternates | Alvin Fudge | 709-635-5368 | | 709-636-4335 | fudgie389@hotmail.com |
| Town Clerk/Manager | Connie Reid | 709-635-4366 | 709-635-5232 | 709-636-8489 | curtisreid@nf.sympatico.ca |
| Assistant Clerk | Lisa Pearce | 709-635-7447 | | 709-636-9925 | lisajpearce@me.com |
| Fire and Emergency | Judy Bond | | 709-635-4153 | 709-636-3950 | JudyBond@gov.nl.ca |
| RCMP | Const. Robbins | | 709-635-2173 | | |
| Western Health, Deer Lake | Brenda McCarthy | 709-635-4076 | | | |

Town of Reidville Organization Chart (Revised July 12, 2018)

| <i>Title</i> | <i>Name</i> | <i>Home Phone</i> | <i>Business Phone/Fax</i> | <i>Cell Phone</i> |
|---------------------------------------|---|-------------------|----------------------------------|---|
| RCMP, Deer Lake | Corp. Robbins | | 709-635-2173 | |
| Hospital Administration, Corner Brook | Dave Buckle | | 709-637-5000 Ext 6448 | |
| Chief Medical Officer | Provincial On Call | | 1-866-270-7437 | |
| Ambulance Deer Lake | Emergency Distress Line | | 709-635-3020 | |
| AESL Corner Brook | Perry Bingle | | 1-866-417-4753 | |
| Transportation & Works, Deer Lake | Tony Blanchard Alternate Chris Morris | | 709-635-4118 709-643-4485 | 709-636-2826 709-636-1436 |
| FES, Deer Lake | Judy Bond | 709-635-4158 | | 24 hours Emergency Line 709-729-3703 |
| Canadian Red Cross, Corner Brook | Aliusha Benoit | | 709 634-4626 | 24 Emergency 1-800-222-9597 |
| Salvation Army, St. John's | Matthew Reid | | | 24 Emergency 709-690-FIRE (3473) |
| Town of Deer Lake | Maxine Hayden Town Manager | 709-635-3438 | 709-635-0100 | 709-636-1116 |
| Deer Lake Fire | Earl Tansley | 709-636-2130 | | 709-636-3445 |

| | | | | |
|------------|------------|--|--|--|
| Department | Fire Chief | | | |
|------------|------------|--|--|--|

Emergency Numbers (Revised July 12, 2018)

| | |
|---|----------------|
| Health Centre | 709-637-5000 |
| R.C.M.P..... | 709-635-2173 |
| Hearing/Speech Impaired TTY-TDD (R.C.M.P) | 1-800-563-2172 |
| Fire Department..... | 709-635-5600 |
| Ambulance..... | 709-635-3020 |
| FES Emergency Measures (24 Hours)..... | 709-729-3703 |
| Poison Information Centre | 709-722-110 |
| Ground Search & Rescue..... | 709-636-2645 |
| Or..... | 709-636-3200 |
| Environmental Emergencies | 1-800-563-2444 |
| CANUTEE (Chemical)..... | 613-996-6666 |
| Industrial Accidents (24 Hrs) | 709-729-4444 |
| Canadian Red Cross..... | 1-800-222-9597 |
| Dial before you dig | 611 |
| Power Outage (Emergency Line) | 1-800-474-5711 |

Available Emergency Equipment (Revised July 12, 2018)

List of Town's Equipment:

Town Pickup Truck

Town of Reidville, 635-5232

List of Fire Department's Equipment:

15 Passenger Van

Town of Reidville, 635-5232

Pumper Truck

Town of Reidville, 635-5232

List of Other Resources:

Excavator, Dump Truck

Robin Elms, 636-4313

Backhoe, Dump Truck

RH Excavation, 636-2930

Excavator

Gordon Burden Trucking 636-2471

Mini Excavator

Larry Reid, 635-5272

Bobcat

Janes Brothers, 636-4173

Declaration of a State of Emergency – FAX TO 729 - 2524

Municipality of Reidville
2 Community Square

Pursuant to section 204 of the Municipalities Act, 1999 of the Province Newfoundland and Labrador, and being satisfied that an emergency exists;

Nature of the Emergency:

which endangers or could endanger the health, safety, or welfare of persons or threatens or could threaten damage to property within the Municipality;

AND WHEREAS the emergency exists in the are bounded by the following: (describe boundaries of the emergency)

THEREFORE BE IT RESOLVED THAT pursuant to section 204 of the Municipalities Act, 1999, RSNL 1990, Chapter E-8, of the Statutes of Newfoundland and Labrador, the Council of the Municipality noted above hereby declares that a state of emergency exists as of and from ____ o'clock in the morning () or in the afternoon () on the ____ day of _____, 20__, to the ____ day of _____, 20__, at ____ o'clock in the morning () or in the afternoon (), unless this Declarations is renewed or terminated in writing by the Council.

IN WITNESS WHERE OF the council of the _____ has by resolution number _____ carried and declared this state of emergency.

Moved by Councilor _____

Second by Councilor _____

Dated this _____ day of _____, 20_____.

Name – please print

Position

Termination of a State of Emergency

Municipality of Reidville
2 Community Square

The above noted Municipality declared a State of Emergency on ____, 20____, pursuant to section 204 of the Municipalities Act, 1999, a Statute of the province of Newfoundland and Labrador.

That Emergency is over and the above noted Municipality now wishes to declare the Emergency has ended.

The Council of Reidville hereby declares that the Emergency is terminated in the _____ of _____ (give the location of the Emergency).

IN WITNESS WHEREOF the Council of Reidville has by resolution number _____ carried and declared this state of emergency is over.

Moved by Councilor _____

Second by Councilor _____

Dated this ____ day of _____, 20_____.

Name - please print

Position

Emergency Social Service Agreements

The Department of Advance Education and Skills (AES) is responsible for the delivery of Emergency Social Services (ESS) in Newfoundland and Labrador. The ESS program offers essential services to all those affected by a wide scale emergency or disaster in the province of Newfoundland and Labrador. The services provided include: emergency food, clothing, lodging, personal services and reception center management. In order to meet this mandate, AES have entered into agreements with other non-government organizations (NGO) such as the Canadian Red Cross and the Salvation Army. These agreements outline what ESS program areas may be delivered by a NGO and provides for a cost recovery model by the NGO from AES.

In the event that any agency/NGO (other than AES) is contacted by a municipality or Local Service District (LSD) to supply ESS, then any costs incurred may be the responsibility of the requesting municipality or LSD. Municipalities should ask up front if there will be a cost for their services.

(May 2013)



Canadian Red Cross Emergency Response Line 1-800-222-9597

Background Canadian Red Cross Disaster Management

The Disaster Management program of the Canadian Red Cross is based on decades of experience planning for, and responding to, disasters and emergencies domestically in Canada and around the world. Its full-time staff support the largest network of disaster volunteers in Canada who are trained to national standards. Many from Newfoundland and Labrador have deployed to major disasters elsewhere in Canada and internationally, gaining additional valuable experience and earning a reputation as being among the most highly trained and effective in the country. The Canadian Red Cross team offers Newfoundland and Labrador municipalities a reliable, compassionate, competent and cost-effective resource for assisting individual citizens and the entire community during times of disaster or emergency.

Services Canadian Red Cross can provide

The Canadian Red Cross is a key partner in local planning, preparedness and response to disasters and emergencies. It has a Memorandum of Understanding with the Government of Newfoundland and Labrador for the provision of Emergency Social Services but activation of the provincial MOU is not a prerequisite for a municipal request for Canadian Red Cross assistance. We can provide:

- Public Education**
 - Disseminate information from appropriate government sources about the nature and impact of the event, including preparedness measures, safety precautions, recommended actions and assistance sources.
 - The Canadian Red Cross may provide municipal staff and citizens with personal preparedness planning education. It is recommended that individuals be prepared for 72 hours.
- Reception Centre Service**

The Reception Centre Service which sets up and operates Reception Centres, is a one-stop service site, where evacuees are received and in which the Emergency Social Services are provided as required: registration & inquiry, clothing, lodging and personal services.

Registration Services (Family Reunification)

The Family Reunification service aims at reducing the anxiety and fear experienced by those separated from their loved ones due to a disaster such as in the case of an evacuation.



Reception and Information

The Reception and Information service at an emergency shelter or reception centre acts as the checkpoint for all persons who seek services. It is a warm welcoming environment that is the central source of information about the facility and about services which may be available.

Emergency Clothing

The Emergency Clothing service is designed to provide new clothing to those affected by a disaster to preserve their dignity and allow them to dress appropriately for the weather.

Personal Services

Personal Services enables the Canadian Red Cross to:

Provide immediate, appropriate and personal assistance to people dealing with physical, social, emotional or financial challenges created or aggravated by a disaster, and to meet their basic needs

- Assist with medications and other personal health related requirements
- Temporarily look after unaccompanied children and mobility-impaired adults until their families or other organizations arrive
- Avoid the long-term effects of stress and the impact on people affected by a disaster and their loved ones by making them aware of the signs and symptoms of disaster-related stress

Resources

- Flood Clean Up Kits
- Hygiene Kits
- Cots
- Blankets
- Teddy Bears

Logistics

The Canadian Red Cross is prepared to support a municipality with volunteers and the deployment of our fleet including but not limited to; Emergency Response Vehicle, Disaster Management Trailers with towing capacity and passenger vehicles as required.

Assist in Response Coordination

In an effort to ensure the Canadian Red Cross is able to fully support a municipality, a representative may be made available to be seated within the EOC of the municipality. This will permit the immediate transfer of appropriate information to responding personnel to assist in assessment and planning functions.

Evacuation Plan

Evacuation centers and warming shelters are to be opened up during the series of storms to provide a temporary warm and dry haven for families displaced from their homes for any disaster. Emergency evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. Examples range from the small scale evacuation of a building due to a storm or fire to the large scale evacuation of a district because of a flood, bombardment or approaching weather system. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated prior to being transported out of the contaminated area.

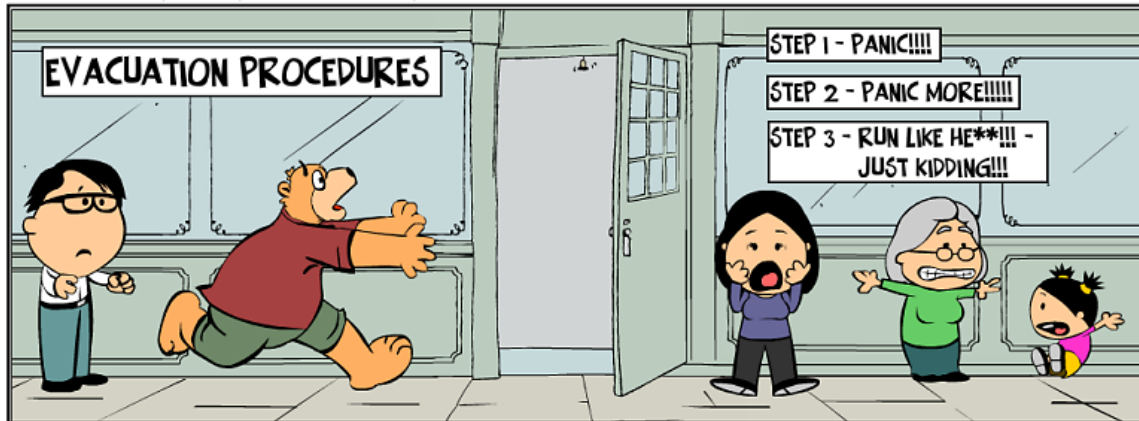
Emergency evacuation plans are developed to ensure the safest and most efficient evacuation time of all expected residents of a structure, city, or region. A benchmark "evacuation time" for different hazards and conditions is established. These benchmarks can be established through using best practices, regulations, or using simulations, such as modeling the flow of people in a building, to determine the benchmark. Proper planning will use multiple exits, contra-flow lanes, and special technologies to ensure full, fast and complete evacuation. Consideration for personal situations which may affect an individual's ability to evacuate is taken into account, including alarm signals that use both aural and visual alerts, and also evacuation equipment such as sleds, pads, and chairs for non-ambulatory people. Regulations such as building codes can be used to reduce the possibility of panic by allowing individuals to process the need to self-evacuate without causing alarm. Proper planning will implement an all-hazards approach so that plans can be reused for multiple hazards that could exist.

The sequence of an evacuation can be divided into the following phases:

- 1.detection
- 2.decision
- 3.alarm
- 4.reaction
- 5.movement to an area of refuge or an assembly station
- 6.transportation

The time for the first four phases is usually called pre-movement time.

In case of an emergency evacuation situation, it is important to have an individual emergency evacuation kit prepared and on hand prior to the emergency. An emergency evacuation kit is a container of food, clothing, water, and other supplies that can be used to sustain an individual during lag time. Lag time is the period between the actual occurrence of an emergency and when organized help becomes available, generally 72 hours, though this can vary from a few hours to several days. It may take this long for authorities to get evacuation shelters fully up and functional. During this time, evacuees may suffer fairly primitive conditions; no clean water, heat, lights, toilet facilities, or shelter. An emergency evacuation kit, or 72-hour kit, can help evacuees to endure the evacuation experience with dignity and a degree of comfort.



A warming center is a short-term emergency shelter that operates when temperatures or a combination of precipitation, wind chill, wind and temperature become dangerously inclement. Their paramount purpose is the prevention of death and injury from exposure to the elements.

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