12 STEPS TO DEVELOPING AN EFFECTIVE EMERGENCY MANAGEMENT PLAN

IDENTIFY THE RESOURCES IN YOUR AREA.

IDENTIFY THE HAZARDS IN YOUR AREA.

Newfoundland Labrador
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Fire and Emergency Services-Newfoundland and Labrador (FES-NL) is pleased to provide you with **12 Steps for Developing an Effective Emergency Management Plan**.

This interactive DVD and accompanying manual will assist your municipality through the Emergency Planning process. As per the *Emergency Services Act*, all municipalities, including Local Service Districts (LSD’s), must have an Emergency Management Plan by May 1, 2012. For the purposes of the Act, the term municipality includes municipalities under the *Municipalities Act, 1999*, the Cities of St. John’s, Mt. Pearl and Corner Brook as well as Inuit Communities, and local service districts commonly known as LSD’s.

Residents of your area need to know:

1. there is a plan in place,
2. who is in charge; and
3. how information will be relayed to them in any emergency situation.

**Remember … “If you fail to plan, then you plan to fail”.**

If you require further information, visit our web site at [www.gov.nl.ca/fes](http://www.gov.nl.ca/fes)


This training, including courses through CEMC, is offered at no cost to you or to your municipality. Training will assist you in the planning process; and, it will be a great asset when an emergency strikes your municipality.

From a fire protection services perspective, FES-NL offers several advanced courses for firefighters. These include Fire Officer, Firefighter NFPA 1001 Level 1 & Level 2, Vehicle Extrication, Fire Investigation and several other courses which are identified on our schedule located on the FES-NL web site.

**Good luck in the planning process.**

If you require assistance, please call: FES-NL at 709.729.3703
Aim and Objective of this Manual and DVD

Aim:

The Manual and DVD are intended to be used by Councils, and Emergency Management Coordinators to facilitate Plan development and to enhance public safety.

Objective:

The objectives of this document and accompanying DVD are to:

- Outline the legislative authority and program policy in support of emergency management;
- Provide a step-by-step guide by which communities may develop and implement an effective Emergency Management Plan;
- Emphasize the importance of sound Emergency Management Planning;
- Provide sample documents to assist with Emergency Management Plan development;
- Encourage development of relationships among municipalities, first responders, government departments, and non-government organizations; and
- Promote an awareness of the roles and responsibilities of each stakeholder in emergency management.
To play the DVD – on your computer

Place the DVD into the CD/DVD drive of your computer. Your computer may display a window that says “What do you want Windows to do?

Click the icon that states “Play DVD Video using Windows Media Player.” Click OK.

The program will open to the Main Menu page automatically. Please allow time for it to load. Click on the section that you wish to view.

To play the DVD – on a DVD player

Place the DVD into the DVD player. The program will open to the Main Menu page. Click on the section that you wish to view.

NOTE: When playing the DVD on an HDTV or through a video projector, ensure that the video display of the device is set for a 4x3 aspect ratio.

The section within this manual called 12 Steps for Developing an Effective Emergency Management Plan may be followed while the video is being played.
Examples of Recent Newfoundland and Labrador Emergencies
Naturally Occurring Emergencies include: wind and hail storms, forest fires, blizzards, floods, landslides, transportation accidents (road, water, air), and forest fires.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Source</th>
<th>Result</th>
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<tbody>
<tr>
<td>Trout River</td>
<td>2009</td>
<td>Landslide</td>
<td>Property damage, evacuation of homes</td>
</tr>
<tr>
<td>Gambo</td>
<td>2008</td>
<td>Flood</td>
<td>Property damage, evacuation of homes, road washout</td>
</tr>
<tr>
<td>Daniel’s Harbour</td>
<td>2007</td>
<td>Landslide</td>
<td>Property loss, evacuation of homes</td>
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<tr>
<td>Conception Bay North-Placentia</td>
<td>2007</td>
<td>Tropical storm Chantal</td>
<td>Major provincial, municipal and personal damage</td>
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<tr>
<td>Bonavista</td>
<td>2007</td>
<td>Ice storm</td>
<td>Massive power outage</td>
</tr>
<tr>
<td>Reidville</td>
<td>2005</td>
<td>Flood</td>
<td>Road washout isolated community for several days</td>
</tr>
<tr>
<td>Stephenville</td>
<td>2005</td>
<td>Flood</td>
<td>Partial evacuation of the town, provincial, municipal and personal damage</td>
</tr>
<tr>
<td>TCH at Pinch Gut River</td>
<td>2003</td>
<td>Flood</td>
<td>Washed out bridge on TCH</td>
</tr>
<tr>
<td>Badger</td>
<td>2003</td>
<td>Flood</td>
<td>Evacuation of town, major personal and municipal damage</td>
</tr>
<tr>
<td>Sheshatshiu</td>
<td>2002</td>
<td>Forest Fire</td>
<td>Evacuation of homes</td>
</tr>
<tr>
<td>Bide Arm</td>
<td>2002</td>
<td>Forest Fire</td>
<td>Evacuation of homes</td>
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(Continued) Legend for Map of NL recent emergencies:
(2) Human or Accidentally Caused Emergencies include: chemical, biological, radiological accidents; and communication failures.

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<th>Date</th>
<th>Source</th>
<th>Result</th>
</tr>
</thead>
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<td>2009</td>
<td>Auto Accident</td>
<td>Communications failure, Localized loss of 911 service, telephone service and internet</td>
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<td>Short-term partial evacuation</td>
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<td>Baie Verte</td>
<td>2008</td>
<td>Ammonia leak</td>
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<td>Portions of Newfoundland</td>
<td>2006</td>
<td>Aliant fire</td>
<td>Communications failure Wide-spread loss of 911 service, telephone service and internet</td>
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<td>Glovertown</td>
<td>2006</td>
<td>Propane tank</td>
<td>Evacuation of homes and senior’s complex</td>
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**Definition of Terms**

**Council** includes the council of a municipality, a regional council, a local service district committee, a regional emergency management committee and an Inuit Community Council created under the Labrador Inuit Claims Agreement as defined in the *Labrador Land 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** is the universal term for the systems and processes for mitigating, preparing for, responding to, and recovering from emergencies and disasters.

**Emergency Management Plan** is a living document. It demands foresight and imagination to foresee the risks a municipality faces, and the counter measures that might help overcome these situations. It documents people, procedures, resources, communications and organizational structures required to avoid or lessen the impact of an emergency. The Act defines it as a plan, program, or procedure prepared by (i) the province; or (ii) a council in writing and approved by the director 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.

**Emergency Operations Centre (EOC)** is a physical facility designated for the gathering and dissemination of information, in addition to carrying out continuous disaster analysis. The EOC is the centre in which information is collected, evaluated, displayed, and where all operations of the disaster are coordinated. The Emergency Operations Centre is usually located in the Municipal Office. Each municipality should have an alternate EOC site designated in case of an emergency in the area of the primary EOC.

**Exercises** are the performance of duties, tasks, and/or operations in response to a simulated event as they would be performed in an actual emergency. To be successful, exercises must be realistic. Municipalities should start with Table-Top exercises.

**Fan-Out List** is a term used to describe a list used to contact people at the start of an emergency. Depending on the size of the municipality, the list may include three or four first responders or a detailed list of responders within agencies. These are people who are aware they will be called or it will be their responsibility to call
others within their agency or municipality during an emergency (e.g. Town Clerk calls Engineering, Staff, Contract Employees).

**Hazard** is a potential or existing condition that may cause harm to people or damage to property and/or the environment. A hazard is something that is a threat to humans and what they value: life, well-being, material goods and property, and the environment.

**Hazard Analysis** is the identification of hazards and the impact of their effects on the community/municipality.

**Human-induced** emergencies are those caused by human error or accidents, sometimes intentional. Examples include hazardous materials spills, building fires, and, terrorist attacks.

**Mitigation** refers to sustained actions to reduce or eliminate the long-term impacts and risks associated with natural and human-induced disasters.

**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 purposes of this Act, includes a local service district and an Inuit community referred to in section 8.2 of the *Labrador Inuit Land Claims Agreement Act*.

**Natural events** are those emergencies caused by nature’s forces. Examples are: wind storms, floods, rock slides and snow storms.

**Preparedness** is developing effective policies, procedures, and plans for how best to manage an emergency.

**Regional emergency management committee** means a committee consisting of (i) representatives of councils of municipalities, (ii) committees of local service districts, or (iii) other persons representing unincorporated areas which are responsible for the development and implementation of a regional plan.

**Regional plan** means an Emergency Management Plan made by a regional emergency management committee.

**Risk**, in its simplest form, is the probability or chance that an emergency will occur in a given place, based on available information and scientific knowledge.

**Stakeholders** are agencies, groups and/or individuals named in the Municipal Emergency Plan whose skills and expertise may be required during plan development and/or emergency response.
Vulnerability is the susceptibility (of people, buildings, etc.) to injury or damage from hazards.

Legend –  

Insertion of this symbol indicates that the words immediately following are spoken by a person or persons in the video.

Fred Hollett - Fire Commissioner  

“Fire and Emergency Services-Newfoundland and Labrador have developed 12 steps to assist your area in establishing a local Emergency Planning Committee and developing a basic Emergency Management Plan.

An Emergency Management Plan will provide your area with the required information to effectively handle any emergency situation. It will also contain contact information and the location of resources that may be required”.

12
STEP 1 – AUTHORIZATION

Councils must first authorize the development of an Emergency Management Plan. This authorization should be worded such that it would enable Council to:

(i) Form an Emergency Planning Committee;
(ii) Appoint an Emergency Management Coordinator; and
(iii) Allocate financial resources to support an emergency.

See Appendix 1: Example Authorization to Develop an Emergency Management Plan

Dennis Shea - FES-NL

“The law now states that your area must develop an Emergency Management Plan and you must abide by the new legislation. This may be a new experience for you and that it will present some challenges; but, these can be overcome. You’re not alone in this process. Fire and Emergency Services has information and resources to assist you and your team. Do not hesitate to contact us. Remember, you and your community are the ones who will benefit from this plan.”

STEP 2 – APPOINT AN EMERGENCY COUNCIL COMMITTEE
It is recommended that at least two members of a Council become part of the Emergency Planning Committee whose role is to oversee development of the Emergency Management Plan. It is their role to ensure that the plan is updated regularly and that the appropriate people have been identified for plan development.

See Appendix 2: Example Declaration of a State of Emergency

See Appendix 3: Example Declaration of Termination of an Emergency

See Appendix 4: Example Mutual Aid Agreement

Dennis Shea - FES-NL

“When council establishes an Emergency Council Committee, their main responsibility is to oversee the development of the Emergency Management Plan and to implement it in the event of an emergency. Council’s role is to provide support and to assist the Emergency Management Planning Committee and the Emergency Management Coordinator.”

Wallace Green - St. Anthony

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Sgt. Gary Styles - RCMP

“In an emergency situation, the RCMP’s role in an event is to take care of RCMP matters in that jurisdiction and to ensure that the public and the community is safe”.

Optimism has great value in everyday life; but, no place in Emergency Management Planning.

STEP 3(A) – APPOINT AN EMERGENCY MANAGEMENT COORDINATOR

Ideally, the Emergency Management Coordinator should be an employee such as Town Manager/Clerk or Chairperson of a Local Service District (LSD).
The appointed person should possess a sound knowledge of the municipality and their resources, facilities and agencies. This person should be involved in the day-to-day administration and operations of council. If your area is developing a regional plan, each area may appoint its own coordinator or mutually agree on the appointment of the Emergency Management Coordinator.

Coordinator’s Responsibilities include:

1. Advising council(s) of any changes or up-dates to the plan;
2. Coordinating all the town’s operations concerned with the disaster;
3. Coordinating emergency planning and response;
4. Acting on behalf of Mayor(s) and Council(s), and Chair(s); and
5. Directing operations from the Emergency Operations Centre (EOC).

See Appendix 5: Example List of Emergency Telephone Numbers (Fan-out List)

Gary Styles - RCMP

“The RCMP has their own emergency operations plan. And in an emergency situation, or any other situation, we can assist the municipalities in the development of their emergency operations plan as well. We can meet with the municipalities. We will discuss operational procedures and plans. We can supply templates and assist in development of their community plan”.

Adele Carruthers - Town Manager, Logy Bay-Middle Cove-Outer Cove

“Contact lists are a vital component of any Emergency Management Plan. They provide easy access to all responders and resources. It is essential that you complete a detailed contact list and keep it updated on a regular basis. Don’t be caught short when you have an emergency”.

Barry Coates - Town Manager, Stephenville

“The geographical area of Port Aux Port is large. As the larger centre, Stephenville understood that it had more resources than the outlying communities. Stephenville council also understood that in the event of an emergency, it may be required to share these resources. When we were developing our Emergency Management Plan, we encouraged neighbouring communities to participate in the planning process. This resulted in a Regional Emergency Management Plan that has benefited the entire area.

Vanessa Glasgow - Town Clerk, Port aux Port West

“Council does value the opportunity to work with other communities in the spirit of cooperation and partnerships. For this reason, they were very eager to play a role in
development of an Emergency Management Plan. Council immediately said ‘yes’ when approached by the town of Stephenville to participate in an Emergency Management Plan for Bay St. George. Considering the size of our municipality, the sharing of resources and responsibilities, will enable our town to more efficiently and effectively respond to an emergency”.

A current directory requires maintenance. Information should be updated every six months.

**STEP 3(B) - FORM AN EMERGENCY PLANNING COMMITTEE**

The Emergency Planning Committee may be comprised of the following:
The Emergency Planning Committee is in charge of creating the Emergency Management Plan. It is the responsibility of each agency representative, assisted by the coordinator, to develop that part of the plan for which his or her service is responsible.

If your area is developing a Regional Emergency Management Committee to create a Regional Plan, it must be formed with representation from each municipality and Local Service District (LSD).

See Appendix 1: Example Authorization

Shirley Osmond - Manager, Fogo Island Regional Council

“Here on Fogo Island, we have a number of small municipalities in close proximity to each other. We share the same critical infrastructure such as the hospital, the school and the arena. We decided that we should work together to develop one Emergency Management Plan. One benefit of doing this was that we would eliminate the possibility of duplicating expectations of an outside agency”.

Chief Vince MacKenzie - President, NL Association of Fire Services

“When developing your Emergency Plan, it is critical that your fire department be a key player. They are familiar with the town’s infrastructure and as emergency responders, fire department members can help identify hazards in your area. Their training has prepared them to perform in sometimes stressful situations”.

STEP 4 – CONSULT
FIRE AND EMERGENCY SERVICES- NEWFOUNDLAND AND LABRADOR
Your Emergency Management Plan will become one in a chain of similar plans produced on a regional, provincial and federal level. FES-NL can explain how your municipality fits into the overall picture and what additional resources might be made available.

The FES-NL staff will assist you in the development of your plan. However, they cannot do the planning for you. You, and others living in your community, are acquainted with its facilities and resources as well as local geographic, industrial and other conditions. Therefore, you are the best judge of what should be included in your municipality’s Emergency Management Plan.

**Rose Goods - FES-NL**

“You are encouraged to contact the Emergency Planning Officer in your area for any assistance you may need in developing your plan. We have developed a variety of tools and templates that can assist you. Our knowledge base and experience from past events may be an asset to you as you consider the hazards in your own area. It is critical to develop a plan to prepare for, respond to and recover from an event. Feel free to contact us with any questions you may have during your plan development”.

**Cory Spracklin - FES-NL**

“Fire and Emergency Services will work closely with your Emergency Planning Coordinator to ensure that all aspects of emergency planning are addressed. This interaction is critical. We can provide, free of charge guidance, information and training that can be of valuable assistance to you”.

**Brian Button - Mayor, Channel-Port aux Basques**

“While developing a plan for your area, I think the first thing that you should do is rely on the resources that are out there. When I say that, I mean people who have the knowledge. Develop your plan when trying to find the experiences from other communities and then have your plan put in place. Don’t try to do it alone or to try to figure it out. Use the knowledge and resources that are there”.

**Shawn Clarke - Public Safety Canada**

“Public Safety Canada is responsible for keeping Canadians safe and we do that in collaboration with our federal and provincial partners to prepare for responding to emergencies in support of the province and municipalities affected by disasters. Public Safety Canada is prepared to provide federal support to the province and municipalities in times of emergencies. So, don’t forget to include Public Safety Canada in your emergency planning process.

**STEP 5 - ANALYZE YOUR AREA’S HAZARDS, RISKS, AND VULNERABILITIES**
Substantial research and imagination are required to determine all the man-made and natural hazards that potentially could affect your community. This is a most **crucial** step in development of an Emergency Management Plan.

To complete a Hazard Risk and Vulnerability Analysis (HRVA), your first task will be to compile a list of potential hazards.

**See Appendix 6: Hazard, Risk and Vulnerability Analysis (HRVA)**

A **hazard** is a potential or existing condition that may cause harm to people or damage to property and/or the environment. **Risk**, in its simplest form, is the probability or chance that an emergency will occur in a given place, based on available information and scientific knowledge. **Vulnerability** is the susceptibility (of people, buildings, etc.) to injury or damage from hazards.

**HRVA** is the identification of all hazards, risks and vulnerabilities and the impact of their effects on the community/municipality.

Consider the following factors when compiling a list of potential hazards:

1. **Demography**

Towns with larger populations tend to be more vulnerable in emergencies. However, they possess more resources for handling disasters. Emergency Management Planning must be tailored to available resources. Consider your town’s population. Look at the numbers, distribution, habitat (houses, trailer parks), special populations (seniors, persons with disabilities, child-care centres, seasonal variations, (seasonal residents, campers), day population vs. night population and commuters.

2. **Industry**

Research which industries, if any, produce or store chemicals nearby. Dangerous chemicals are found at dry cleaning establishments, hardware stores, paint shops, fish plants, pesticides or fertilizer warehouses, pool cleaning suppliers, power generating plants, oil storage tanks, and propane supply agencies. These are just a few examples. There may be others.

3. **Transportation**

Are dangerous chemicals shipped by road or water through or near your municipality? Is the area a one road in – one road out community?
Does the municipality have the resources to handle a major incident? Consider how your community would cope if all transportation instantly were cut off.

4. **Geography**

Is your area subject to extreme weather, heavy rain, snowfall and high winds or storm surges close to the coastline? Is your town located on a flood plain? Are forest fires a possible danger? Is a fish plant nearby? Is there an alternate route out of and into the town? Is the area subject to high windstorms or landslides? Are water supplies readily available? Is cellular service available? Are you close to a coastline? Is your area served by an airport?

When the HRVA is completed by several members of the Committee, list the top **nine** identified potential hazards in order of their likelihood of occurrence. Imagine the worse possible scenario for each hazard. Analyze each hazard’s potential effects on the community.

**HRVA using Diamond Ranking**

A number of responsible people should each have independently completed the HRVA. When complete, total all individual’s scoring of potential hazards on the list of examples to discover those that have been given the highest ratings.

Based on what you know about your community and taking into account all of the elements that must be considered when analyzing the hazards a community faces, arrange the identified hazards in a diamond formation.

The top of the diamond represents those hazards considered the highest planning priority; the bottom represents those hazards considered the lowest planning priority. Items appearing side by side have equal priority.

If several hazards are scored in the highest category, they should be dealt with in order of priority based on their probability of occurrence. When the list is completed, it should indicate the direction your emergency planning should take.

**See Appendix 7: Diamond Ranking System**

Dr. Martin Batterson - Dept of Natural Resources
“Newfoundland and Labrador has a long history of geological disasters. And the potential for these kinds of events needs to be considered when developing an Emergency Management Plan for your area. The types of instances that we’re concerned with are things like landslides, such as the recent events in Daniels’ Harbour and Trout River. Avalanches have occurred throughout the province including the Battery here behind me. Rock falls are other common events such as the one at Upper Island Cove in late 1999. All of these kinds of events need to be considered when developing an Emergency Management Plan”.

**Herb Thoms - Environment Canada**

“When compiling your list of hazards, remember to include increased rainfall. The province has seen numerous flood events in recent years caused by this. When making your list, be creative”.

**Harry Blackmore - NLGSAR**

“Well, the role of the Ground Search and Rescue is to have people to respond for lost and missing peoples is our main responsibility. In a bigger emergency, they can also assist in disaster planning and helping out in disasters itself as through mitigation, taking care of crowd control, evacuation, and whatever. But most of it is through lost and missing persons. And if you can, always make sure that you have Newfoundland and Labrador Search and Rescue Association in your Emergency Plan”.

High winds, heavy rain, storm surges and power outages can cause significant damage or personal harm to persons and property.

**STEP 6 - DETERMINE AND ASSIGN TASKS AND ACTIONS**

In Step 5, potential hazards, risks and vulnerabilities were determined and their related effects upon your area were considered.
For Step 6, the Committee must then create a list of actions required to combat each hazard. Most of the actions associated with combating a hazard fall within one or more agencies.

Remember, the ultimate responsibility for combating any hazard lies with the municipality.

**See Appendix 8: Example List of Actions to Combat Each Event**

Divide the action list among committee members according to each member’s area of responsibility.

It is imperative that your Emergency Planning Committee knows the roles and responsibilities of each agency and they have an up-dated contact list.

**See Appendix 9: Example Planning Committee Contact List**

**Tom Osbourne - Mayor, Arnold’s Cove**

“We have recognized several hazards in our area. As a part of our Emergency Management Plan we have identified alternate sources of transportation should the roads to our area become cut off. We have established Mutual Aid Agreements with the refinery and transhipment terminal. We are also familiar with each other’s emergency plan. We know that we could count on each other and share our resources should an emergency occur”.

**Sonia Williams - Fire Chief, Harbour Grace**

“Harbour Grace has a Mutual Aid Agreement with many communities in this area. We find it very beneficial to call upon other agencies to know the resources that they have at any given time. Our Mutual Aid Agreement gives us an opportunity to use other resources in the area and also personnel. At times, when we get called out, we may be short of staff or we may need more firefighters, we may need equipment that we don’t have at any particular fire department. Therefore, we find it great to be able to call upon other fire departments in the area to assist in any way. I personally have contact numbers of resources in the area, ambulance services, heavy equipment operators, construction workers, whoever. It’s not just fire departments. There are other agencies in the area that may be called upon at any given time. You may not need them every call that you go out but there will be a time when you need those other agencies”.

**STEP 7 - EVALUATE RESOURCES AND TASKS**

When the Committee evaluates their resources and tasks, they should discuss, among others, the following:

- Is the Community able to respond to more than one emergency situation at one time?
• Where can the community obtain additional people and equipment, if needed?
• Is the medical support system able to handle an emergency?
• Is there an efficient communications and transportation system in place?

If resources are not adequate, the community may require assistance from neighbouring municipalities who have the necessary resources.

In such cases, a **Mutual Aid Agreement** is invaluable.

It is critical to know, prior to an event, the resources which may be available from others.

**See Appendix 4: Example Mutual Aid Agreement**

**Doug Mercer - Society of Newfoundland Radio Amateurs**

“During an emergency event, it’s possible that all regular lines of communications may be cut off. This is where ham radio operators can play a crucial role. We have a strong radio communications network throughout the province. We are able to provide solid communications in any emergency situation”.

**Jean Blackmore - Town Clerk, Gambo**

“During a recent emergency, we did not have an EOC identified. We quickly learned that a designated area for key players to get together for situation updates and to make decisions was desperately needed. Given the limited locations we had to choose from, we decided that the meeting room at the council office would serve as our EOC. We have now also identified a second possible location should we ever need it. More importantly, we found is that a place where people were able to work together in an emergency situation. Working together in an emergency is what’s important”.

**Gary Harnum - Chief, Bishops Falls Fire Department**

“Often during an emergency, your town’s own resources may become overwhelmed and you may not have enough resources to handle the job. It is critical that you contact local businesses and industry to see what equipment they may have and how they may help you and share resources”.

**Perry Pond - Town Manager, Lewisporte**

“Local business, municipal, provincial and or federal government resources may be required to adequately respond to any given emergency. In addition to this however, you must also determine what resources are required to continue day-to-day operations remembering that not all areas of your municipality may be impacted by the situation”.

**Shirley Osmond - Manager, Fogo Island Regional Council**
“When compiling your list of resources, think outside the box. Include items such as generators, excavators, chain saws, boats, blankets and cots, and sources of food and water”.

John Reynolds - VOCM News

“As part of you Emergency Management Plan, make sure the media is included. They can be a real asset because we are able to get critical information out to the public quickly and efficiently. Updated reports can identify potentially dangerous situations and perhaps prevent further harm. We can get out those road closures or detours and help the authorities, in the traffic diversion and management. So, as part of your due diligence, make sure you have the most up to date contact numbers in your Emergency Management Plan”.

Two or more municipalities handling one emergency situation together can often fare better than a single community coping alone.

STEP 8 - DETAILED PLANNING

You are now ready to begin writing the Emergency Management Plan based on the research and information obtained.

The basic plan provides a Concept of Operations and outlines a list of guidelines for implementation, direction and control. It also lists responsibilities, names,
locations and telephone numbers. If you reside in a rural area where there are no civic addresses, provide directions in your Emergency Management Plan.

The Emergency Planning Coordinator produces the **Basic Plan**.

Meanwhile, each committee member prepares a detailed individual plan that identifies their departments'/agencies' roles and responsibilities. It may also include a list of available resources and equipment.

These plans must:

- Outline immediate action and responsibilities of that agency/department;
- List available personnel and other resources and how they would be activated during an emergency situation;
- State the duties for all personnel involved; and
- Include alerting and fan-out charts.

*Jerry Musseau - Fire Chief, Channel-Port aux Basques*

“When writing your Emergency Plan, it is very important to have the fire department as well as other emergency responders, included in the planning process. Oftentimes, members of the fire department have pre-established working relationships with other emergency responders in your area. Fire departments prepare for and respond to various events on a day-to-day basis. Oftentimes, they already have plans of their own in place. This can be incorporated into the municipality’s plan”.

*Chief Vince MacKenzie - President, NL Association of Fire Services*

“It is very important to know the role of other agencies because during emergency situations, you need to know where to find these resources quickly. Just recently at a major fire here in this community, we had to draw on other fire departments, the Salvation Army, the Police forces, even Ground Search and Rescue. The only way we knew that is that we had already practiced our plan and had planning already in place”.

*Tracy Comeau - Central Health*

“When completing your municipal Emergency Plan, it is important to include other key stakeholders. When including health officials and personnel in your plan, be sure to discuss with them the services they may or may not be able to offer in your area. During an emergency, each agency impacted will operate an independent EOC to carry out their specific responses; however, identifying who will be representing each agency at the municipal EOC during the emergency is crucial. Becoming familiar with other agencies and understanding they also have an emergency plan is key to a successful response. It is
critical that the municipality understands the roles and responsibilities of each agency named in the plan or are called in to assist in the response.

Know the emergency plans of other organizations in your municipality.

STEP 9 - CONSOLIDATION OF INFORMATION

The Coordinator collects the completed individual plans, plus the basic plan and combines them to create a working Emergency Management Plan.

A complete list of resources, equipment and telephone fan-out lists must be attached to the Emergency Management Plan. A list of people, organizations, government departments, etc., who have a copy of the plan, is required.
NOTE: When changes are made to the Emergency Management Plan, each person/organization must receive a copy of updates.

See Appendix 10: Example Emergency Resource Group Contact List

Clarice LeGrow - Canadian Red Cross

“With the Red Cross, we look at our national assistance disaster guidelines to assist those affected by a disaster. Specifically, we work with the municipality to find out the needs of their community. It could be anything from working and setting up a reception centre or shelter to assisting with financial needs. We work closely with our partners and with Fire and Emergency Services or Human Resources Labour and Employment to assess those needs. We work in conjunction with, not in competition with them, to provide that. We have volunteer training throughout the country that can assist with that. We are heavily trained to work in what’s called family reunification. So in a disaster, we would actually register people affected so if family members see it on the news that their loved ones are affected by a flood, per say, they can contact our 1 800 number in order to find their loved one. If their loved one has registered with us and has given us permission to give out their information, we can connect them back together. So from our response, the quicker we are called in by a municipality, the better it is for us to be able to respond. So having us listed in their emergency response plan is very important for the speed at which we can respond to the disaster”.

An evacuation plan completed by each agency is also helpful.

STEP 10 - PLAN REVIEW

Steps in the Plan Review process include:

1. The Emergency Planning Committee submits the draft Emergency Management Plan to Emergency Council Committee.

2. The Emergency Council Committee reviews the plan and may suggest revisions.
3. If reviews are required, the Emergency Council Committee makes the appropriate changes.


5. Council may direct additional changes to the plan.

It is imperative to have FES-NL involved throughout this process. The Emergency Management Plan Coordinator should meet with FES-NL prior to seeking final approval from Council.

Please refer to Section 5(2), *Emergency Services Act*.

Dennis Shea - FES-NL

“The key point here is that the Emergency Planning Committee and the Council, with the assistance of FES, should be working together to develop an effective Emergency Management Plan”.

Brian Button - Mayor, Channel-Port aux Basques

“Recently when we had our major water break, we were able to implement our plan and it gave us the ability to have some sort of calmness. It gave us the direction on where we should go, who we should deal with, the resources that we have that are into our plan and we were able to give, certainly, the confidence to be able to implement the plan and to be able to notify people and to be able to do it in a calm and efficient manner”.

“The vision of FES-NL is a province where citizens, communities, partners and governments are prepared to deal with, respond to and recover from fire, emergencies, and disasters to protect the province’s people, property and the environment”.

**STEP 11 - APPROVAL AND ADOPTION**

After an Emergency Management Plan is approved in principle; but not yet adopted by Council, it must be submitted to the Director of Emergency Services for review.

The Director may require changes to your Emergency Management Plan.

When these changes are completed, the Director will approve the Emergency Management Plan.
The Emergency Management Plan is then presented to Council for formal adoption.

An Emergency Management Plan must first be approved by FES-NL before it can be adopted by Council.

The same process for approval and adoption of a Regional Plan is to be followed. (Section 7(2) Emergency Services Act).

**See Appendix 15: Emergency Services Act**

**Adele Carruthers - Town Manager, Logy Bay-Middle Cove-Outer Cove**

“I found working with FES an excellent experience. Their training courses were an invaluable source of information that greatly assisted us in the development of our Emergency Management Plan. I would highly recommend that you attend any of their training courses”.

**Tracey Comeau - Central Health**

“When developing your Emergency Management Plan, ensure that your expectations do not exceed your abilities”.

**Jerry Messeau - Fire Chief, Channel Port aux Basques**

“When developing your Emergency Management Plan, it is important to include all emergency responders in the planning process”.

**Gary Styles - RCMP**

“In an emergency situation, it is crucial that we know all of our roles and responsibilities for all our partners”.

**Sonia Williams - Fire Chief, Harbour Grace**

“It is important to know the roles of others because at a scene it can be very stressful. You know that the RCMP are on the scene. You know their role…you should know their role. Ambulances on the scene…you should know their role. Fire departments…Everybody has a job to do. And with Mutual Aid working together, it makes all emergency scenes work easier”.

**Aubrey Vincent - Salvation Army**

“The Salvation Army mobilizes its various congregations throughout the province to provide services to the victims and responders in disaster situations. We provide food, hydration
and clothing as well as services such as Meet and Greet, and emotional and spiritual care. We also have highly trained teams capable of providing critical incident stress management commonly referred to as emotional and psychological first aid to people experiencing stress as a result of a disaster. Remember to include the Salvation Army as part of your Emergency Management Plan”.

**STEP 12 - EDUCATION, TRAINING AND EXERCISES**

The Emergency Management Plan is now completed and approved by FES-NL and adopted by Council. It is incumbent upon the heads of first response agencies (Fire, Police, Ambulance), and other support agencies to ensure that all individuals within their respective jurisdictions are entirely familiar with their roles and responsibilities.

Further education and training may be beneficial for people involved as first responders to feel competent and comfortable with their roles in the plan.
FES-NL offers Basic Emergency Management (BEM) training throughout the province as well as Emergency Operations Centre Management (EOCM), Exercise Design and Incident Command training. For further information, visit our web site @ www.gov.nl.ca/fes

Training is also provided at the Canadian Emergency Management College at Ottawa, Ontario. For further information, contact the Emergency Management and Planning Officer in your area. All training noted above is free of charge.

Dave Blackmore - City of St. John’s

“It is very important to exercise your plan. Table top exercises can be a valuable resource when testing your plan. Bring your responding agencies together, design an imaginary emergency and slowly talk your way through the event discussing how to best handle it and how resources can best be deployed. Tabletop exercises will afford you the opportunity to become familiar with how the various agencies will interact during an emergency. Later, as you become familiar with your plan, you may move up to a live exercise. Most importantly, start small”.

Paul Peddle - FES-NL

“FES offers training programs, the Basic Emergency Management course, Incident Command, EOC, and Exercise Design. If a member of your municipality or any of your first responders is interested in doing these courses, please contact FES”.

Marilyn Adams - HRLE

“The Dept of Human Resources, Labour and Employment is responsible for the delivery of emergency social services during times of crisis or disaster. These services include the establishment of a reception centre from which registration and inquiry, food services, lodging, clothing services and personal services may be delivered. The Department has a Memorandum of Understanding with both the Salvation Army and the Red Cross to assist in the delivery of these services. Remember to include Human Resources Labour and Employment in your Emergency Management Plan”.

CONCLUSION

An Emergency Management Plan is only as good as your ability to carry it out. Having a written plan is not sufficient preparedness.

Emergency Management Plans must be tested. The most common way to test Emergency Management Plans is by conducting exercises. FES-NL recommends that table-top exercises are a good way to start exercising your plan.
Begin by assembling the Emergency Operations Centre and deciding upon a fictitious event. Put the plan into action, on paper, and in full detail. This exercise will help pinpoint areas requiring revision or improvement.

Please note:

- other types of exercises are available;
- FES-NL is available to offer further information;
- the effort you put into handling an exercise incident will be repaid many times over should you ever have to face the real thing; and
- our Regional Emergency Management and Planning Officers are available to assist you and your area during the entire Emergency Management process.

Lessons learned today may well help to save lives and property in the future.

**LIST OF APPENDICES**

**Appendix 1:** Example Authorization

**Appendix 2:** Example Declaration of a State of Emergency

**Appendix 3:** Example Declaration of Termination of a State of Emergency

**Appendix 4:** Example Mutual Aid Agreement
Appendix 5: Example List of Emergency Telephone Numbers (Fan-out Lists)

Appendix 6: Hazard Risk and Vulnerability Analysis (HRVA)

Appendix 7: Diamond Ranking System

Appendix 8: Example Actions to Combat Each Effect

Appendix 9: Example Planning Committee Contact List

Appendix 10: Example Emergency Resource Group Contact List

Appendix 11: Example Contact List

Appendix 12: Example Community Groups and Facilities Contact List

Appendix 13: Example List of Departments/Agencies/Groups in Receipt of the Emergency Plan

Appendix 14: Example List of Available Equipment

Appendix 15: Emergency Services Act, 2009

Appendix 16: Additional Municipal Emergency Planning Information
“Template for Town or Regional Emergency Management Planning”
Appendix 1: Example Authorization

Municipality of ________________

Emergency Management Planning Committee

Whereas, Section 5, subsection (1) of the Emergency Services Act states that the councils of every municipality shall, within 3 years of this Act having come into force, adopt an Emergency Management Plan.

And Whereas we desire to have an Emergency Management Plan for the Municipality of ________________.

Therefore it be resolved that on the ______ day of ______, 20____, we passed resolution # _____, which provides for the establishment of a committee to develop the municipality Emergency Management Plan.

Dated at _______________________
Moved by _______________________
Seconded by _____________________
Carried ________________________

Mayor
Appendix 2: Example Declaration of a State of Emergency

Name of Municipality: _______________________________________

Address of Municipality: _______________________________________

Pursuant to section 204 of the Municipalities Act, 1999 of the Province of 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 area 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 Declaration is renewed or terminated in writing by the Council.

IN WITNESS WHEREOF the Council of the ______________________ has by resolution number ______ carried and declared this state of emergency.

Moved by Councilor ______________________.

Seconded by Councilor ______________________

Dated this ______ day of __________, 20____.

Name – please print ______________________
Appendix 3: Example Declaration of Termination of a State of Emergency

Name of Municipality: ______________________________
Address of Municipality: __________________________

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 the ____________ of ____________, (state the name of the Municipality) hereby declares that the Emergency is terminated in the ____________ of ____________ (give the location of the Emergency).

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

Moved by Councilor ________________________.

Seconded by Councilor _______________________.

Dated this ________ day of ____________, 20______.

________________________________________
Name – please print

________________________________________
Position

Appendix 4: Example Mutual Aid Agreement
This Mutual Aid Fire Protection Agreement entered into this ________________ day of __________________________ 20__ between the Municipality/Local Service District of _______________________________________ AND the Municipality/Local Service District of ____________________________________ is for the purpose of servicing, in accordance with PART _____________ hereunder, Fire Protection of Life and Property and in Firefighting, provided:

1. This Agreement shall remain in full force and effect until such time as it is revoked, in writing, by both parties or replaced by a new agreement.

2. Both parties to this Agreement, shall, with three (3) month written notice from either party, meet and negotiate charges or amendments to the Agreement.

3. Failure to pay, where applicable, the agreed cost-sharing funding for services within three (3) months of the agreed date of payment in the Agreement shall render this Agreement null and void.

PART 1 - AGREEMENT BETWEEN MUNICIPALITY/LOCAL SERVICE DISTRICT HAVING FIREFIGHTING EQUIPMENT/ORGANIZED FIRE DEPARTMENT AND MUNICIPALITY/LOCAL SERVICE DISTRICT NOT HAVING FIREFIGHTING EQUIPMENT AND/OR ORGANIZED FIRE DEPARTMENT.

IT IS AGREED THAT:

Upon request, through a predetermined fire alarm system, the Municipality/Local Service District of ____________________________, hereinafter referred to as the Responding Party, shall, subject to (i) below, dispatch to any point within the Municipality/Local Service District of ____________________________, hereinafter referred to as the Requesting Party, firefighting equipment and personnel deemed necessary for the situation by the Responding Party. The Officer-in-Charge of the Responding Party’s firefighting equipment and personnel shall have full control of the situation and all personnel engaged in fighting the fire.
i. The Responding Party shall be released by the Requesting Party when their services are no longer required or when the Responding Party is needed within the area for which it normally provides fire protection.

ii. Each party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.

iii. Both Parties to this Agreement shall have full protection of the applicable Sections of the Municipalities Act/Local Service District Regulations.

iv. The Requesting Party shall pay to the Responding Party the sum of $_______________ per fiscal year on or before _______________________ of each year for the services outlined in this Agreement.

PART II - AGREEMENT BETWEEN PARTIES HAVING FIREFIGHTING EQUIPMENT AND ORGANIZED FIRE DEPARTMENT.

IT IS AGREED THAT:

(i) Upon request, through a predetermined fire alarm system, either party to this Agreement shall provide Mutual Aid assistance to the other party as deemed necessary by the Requesting Party.

(ii) All firefighting equipment and personnel shall be under the full control of the Officer-in-Charge of the jurisdiction to which the firefighting equipment and personnel is responding.

(iii) The Requesting Party shall release the Responding Party when their services are no longer required or when the Responding Party is needed within the area for which it normally provides fire protection.

(iv) Each Party waives all claims against the other Party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement.

(v) Both Parties to this Agreement shall have the full protection of the applicable Sections of the Municipalities Act/Local Service District Regulations.

(vi) Neither Party shall be reimbursed for any costs incurred pursuant to this Agreement.
Signed by the proper officers of the Parties in the presence of the witness hereto subscribing:

<table>
<thead>
<tr>
<th>Municipality/Local Service District</th>
<th>Municipality/Local Service District</th>
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<tbody>
<tr>
<td>Mayor/Chairperson</td>
<td>Mayor/Chairperson</td>
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<tr>
<td>Clerk/Secretary</td>
<td>Clerk/Secretary</td>
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<tr>
<td>Witness</td>
<td>Witness</td>
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</tbody>
</table>

**Appendix: 5: Example List of Emergency Telephone Numbers**
<table>
<thead>
<tr>
<th>Title/Agency</th>
<th>Contact Person</th>
<th>Residence Tel. #</th>
<th>Business Tel. #</th>
<th>Cell Tel. #</th>
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<tr>
<td>Fire &amp; Emergency Services</td>
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<td>Mayor</td>
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<tr>
<td>Deputy Mayor</td>
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<td>Town Clerk/Manager</td>
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<td>Town Councilors:</td>
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<td>Fire Dept.</td>
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<td>Medical Facility</td>
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<td>Ambulance</td>
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<td>CANUTEC</td>
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<tr>
<td>Dept. of Human Resources/Labour</td>
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<td>Dept. of Transportation and Works</td>
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<tr>
<td>Dept. of Environment and Conservation</td>
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<td>Amateur Radio</td>
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<td>Dept. of Natural Resources</td>
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<td>(Forestry)</td>
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### Appendix 6: Hazard Risk and Vulnerability Analysis (HRVA)

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<th>Column 1</th>
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Emergency Hazard Identification and Ranking

How would your Emergency Planning Committee rate the probability of the following events occurring in your community, within this coming decade?

Please check off the hazards you feel may affect your municipality and then rate these hazards in terms of the following six point scale. Assign each an appropriate score based on probability of occurrence.

0..... Not applicable to my community  
1..... Not probable  
2..... Low probability  
3..... Moderate probability  
4..... High probability  
5..... Nearly certain

Identify potential threats and probability of occurrence. Total rankings listed by all persons completing this analysis. List the top three hazards (those having the largest probability rating).

A more comprehensive hazard analysis and risk assessment should be completed later in the planning process.

<table>
<thead>
<tr>
<th>Threats</th>
<th>√ Check off</th>
<th>Probability Rate 1-5</th>
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<tbody>
<tr>
<td></td>
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<td>1 = lowest, 5 = highest</td>
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<tr>
<td>Ammonia Leak</td>
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<td>Avalanche – Rock, snow</td>
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<td>Blizzard/Winter power failure</td>
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<td>Dangerous Goods (Storage)</td>
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<td>Dangerous Goods (Transport)</td>
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<td>Dam Break</td>
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<td>Earthquake</td>
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<td>Electric Power Blackout</td>
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<td>Flash Flood</td>
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<td>Forest or Brush Fire</td>
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<tr>
<td>Freezing Ice Storm</td>
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</tbody>
</table>
Hurricane
Lost Persons - Search and Rescue
Major Fire (Buildings)
Major Frost and Freeze
Major Gas Main Break
Major Hail Storm
Major Industrial Explosion
Major Water Main Break
Massive Automobile Wreck
Meteorite Fall
Mine Disaster
Mud or Landslide
Oil Spill
Pipeline Explosion
Plane Crash
Radiation Fallout
River Flood
Sand/Dust Storm
Severe Fog Episode
Ship Disaster
Smog Episode
Structural Collapse/Construction Disaster
Sudden Waste Disposal Problem
Tornado
Tsunami or Tidal Wave
Washout – bridges, roads
Water Pollution
Water Shortages

List any other Potential Emergencies or Disasters that may be specific to your municipality:

_____________________________
List the top nine rated potential events for your municipality:

<table>
<thead>
<tr>
<th>Events</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _________________________</td>
<td>___</td>
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<tr>
<td>2. _________________________</td>
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<tr>
<td>3. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>4. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>5. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>6. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>7. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>8. _________________________</td>
<td>___</td>
</tr>
<tr>
<td>9. _________________________</td>
<td>___</td>
</tr>
</tbody>
</table>

**Note:** Tally scores for each potential hazard. For top nine hazards, write total score under “Rating”.

Write the 9 potential emergencies having the largest rating on the Diamond Ranking Scale.

**Appendix 7: Diamond Ranking System**
Hazard Analysis using Diamond Ranking

The top of the Diamond Ranking presents the highest planning priority; the bottom represents the lowest planning priority. Items appearing side by side have equal priority.

If several hazards are scored in the highest category, they should be dealt with in order of priority based on their probability of occurrence. When the list is completed, it should indicate the direction your emergency planning should take.

Diamond Ranking Chart for Emergency Preparedness

Appendix 8(A): Example Actions to Combat Each Event

Samples of Hazards
Following are examples of hazards that may result in an emergency in your municipality. It is critical that each emergency response be prepared to address each hazard that has been identified or experienced in your community and responsibility assigned.

**Potential Hazard: Forest Fires**

**MAJOR CONCERNS: SAFETY OF LIVES AND PROPERTY**

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activate Emergency Management Plan</td>
<td>Emergency Council Committee/Town Council</td>
</tr>
<tr>
<td>2. Activate EOC</td>
<td>Emergency Management Coordinator Emergency Planning Committee</td>
</tr>
<tr>
<td>3. Forest Fire Tactical Operations</td>
<td>Fire Department, Department of Natural Resources (Forestry)</td>
</tr>
<tr>
<td>4. Evacuation Decisions</td>
<td>Emergency Operations Centre Police Fire Department, Humane Society/SPCA</td>
</tr>
<tr>
<td>5. Relocation/Evacuation</td>
<td>Emergency Operations Centre Department of Human Resources Labour and Employment (shelter, food, clothing) Services Groups, Police, Non-Government Agencies</td>
</tr>
<tr>
<td>6. Injuries and Rescue</td>
<td>Regional Health Authority/Local Health Facility Fire and Rescue Team Ambulance</td>
</tr>
<tr>
<td>7. Communications</td>
<td>Amateur Radio Communications Group Fire Department Police Municipal Works Vehicle</td>
</tr>
<tr>
<td>8. Public &amp; Media Information</td>
<td>Media Coordinator</td>
</tr>
<tr>
<td>9. Instructions to Residents</td>
<td>Emergency Operations Centre Police Fire Department</td>
</tr>
<tr>
<td>10. Return to Evacuated Area</td>
<td>Emergency Operations Centre Fire Department Police</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **11.** Damage Assessment | Emergency Operations Centre  
Fire and Emergency Services  
Department of Municipal Affairs  
Engineering Consultant |
| **12.** Traffic Control | Police |
| **13.** Transportation | Emergency Operations Centre |

**Appendix 8(B): Example Actions to Combat Each Event**
<table>
<thead>
<tr>
<th><strong>EMERGENCY RESPONSE</strong></th>
<th><strong>ACTION BY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activate Emergency Management Plan</td>
<td>Emergency Council Committee/Town Council</td>
</tr>
<tr>
<td>2. Activate EOC</td>
<td>Emergency Management Coordinator Emergency Planning Committee</td>
</tr>
<tr>
<td>3. Assess Flood Problem</td>
<td>Emergency Council Committee Engineers Department of Municipal Affairs Department of Transportation and Works</td>
</tr>
<tr>
<td>4. Evacuation Decisions</td>
<td>Emergency Operations Centre Police Fire Department SPCA/Humane Society</td>
</tr>
<tr>
<td>5. Rescue of Stranded People (particular attention to seniors and persons with disabilities)</td>
<td>Fire and Rescue Team Ground Search and Rescue / Volunteers Ambulance Services Police</td>
</tr>
<tr>
<td>6. Injuries</td>
<td>Regional Health Authority Local Health Facility/Ambulance Fire Department</td>
</tr>
<tr>
<td>7. Traffic Control</td>
<td>Police</td>
</tr>
<tr>
<td>8. Transportation of Furniture and Household goods</td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td>9. Communications</td>
<td>Amateur Radio Police Fire Department Municipal Works Vehicles</td>
</tr>
<tr>
<td>10. Instruction to Residents</td>
<td>Emergency Operations Centre Police Fire Department</td>
</tr>
<tr>
<td>11. Relocation/Evacuation</td>
<td>Emergency Operations Centre Department of Human Resources Labour and Employment (shelter, food, clothing) Service Groups, Police, Non-</td>
</tr>
<tr>
<td>12. Barricades, Signs, Sandbags, etc.</td>
<td>Government Agencies</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td></td>
<td>Municipal Works</td>
</tr>
<tr>
<td></td>
<td>Public Works</td>
</tr>
<tr>
<td>13. Public &amp; Media Information</td>
<td>Media Coordinator</td>
</tr>
</tbody>
</table>

**Appendix: 8(C) Example Actions to Combat Each Event**

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

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE</th>
<th>ACTION BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Activate Emergency Management Plan</td>
<td>Emergency Council Committee/Town Council</td>
</tr>
<tr>
<td>2. Establish an EOC</td>
<td>Emergency Management Coordinator Emergency Planning Committee</td>
</tr>
<tr>
<td>3. Establish On-site Communications</td>
<td>Emergency Responders Communications Coordinator</td>
</tr>
<tr>
<td>4. Rescue &amp; Fire Fighting</td>
<td>Fire Department Search and Rescue Team</td>
</tr>
<tr>
<td>5. Determine nature of problem</td>
<td>Fire Department CANUTEC Dept. of Environment Fire and Emergency Services</td>
</tr>
<tr>
<td>6. Warn adjacent areas and define areas of risk</td>
<td>Fire Department Police, Humane Society/SPCA, Department of Environment</td>
</tr>
<tr>
<td>7. Evacuate Area</td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td>8. Eliminate further escape of dangerous goods</td>
<td>Fire Department Shipper of dangerous goods CANUTEC Fire and Emergency Services</td>
</tr>
<tr>
<td>9. Notify Medical Facility of casualties including number and type</td>
<td>Medical Advisor at scene</td>
</tr>
<tr>
<td>10. Traffic Control</td>
<td>Police</td>
</tr>
<tr>
<td>11. Establish news release system including instructions to public</td>
<td>Emergency Operations Centre</td>
</tr>
</tbody>
</table>

**Appendix 9: Example Emergency Planning Committee Contact List**
## Appendix 10: Example Resource Group List

Revised: __________, 20_____

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Res. Tel. #</th>
<th>Bus. Tel. #</th>
<th>Cell Tel. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Councilor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Clerk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Chief</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire and Emergency Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Title/Agency</th>
<th>Name of Contact Person</th>
<th>Res. Tel. #</th>
<th>Bus. Tel. #</th>
<th>Cell Tel. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Human Resources Labour &amp; Employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Transportation and Works</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Environment and Conservation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canadian Red Cross</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Search and Rescue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Forestry (Natural Resources)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydro</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amateur Radio Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire and Emergency Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Services Centre</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Appendix 11:**  Example Contact List

Revised: ____________, 20____
<table>
<thead>
<tr>
<th>Title/Agency</th>
<th>Contact Person</th>
<th>Res Tel #</th>
<th>Bus Tel #</th>
<th>Cell Tel #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire and Emergency Services</td>
<td>Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Town Manager</td>
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</tr>
<tr>
<td>Town Clerk</td>
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<td></td>
</tr>
<tr>
<td>Fire Chief</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Health Care Facility</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>HRLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept. of Transportation and Works</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dept. of Environment and Conservation</td>
<td></td>
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</tr>
<tr>
<td>Canadian Red Cross</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ground Search and Rescue</td>
<td></td>
<td></td>
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<tr>
<td>Dept. of Forestry (Natural Resources)</td>
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<td></td>
</tr>
<tr>
<td>NL Hydro</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Amateur Radio Club</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CANUTEC</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

* Where possible, identify alternates and ensure accurate contact information.

**Appendix 12:** Example Municipality Groups and Facilities Contact List

Revised: _____________, 20____
<table>
<thead>
<tr>
<th>Title/Agency</th>
<th>Contact Person</th>
<th>Res. Tel #</th>
<th>Bus. Tel #</th>
<th>Cell Tel #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clergy</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Salvation Army</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Roman Catholic Church</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>United Church</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Anglican Church</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pentecostal Church</td>
<td></td>
<td></td>
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<tr>
<td>First United Pentecostal</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Service Groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lions Club</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lioness Club</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Royal Orange Lodge</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Legion</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Kinsmen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knights of Columbus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salvation Army Home League</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Pentecostal Women's Association</td>
<td></td>
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</tr>
<tr>
<td>Canadian Red Cross</td>
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<tr>
<td>Reception Centres</td>
<td></td>
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<tr>
<td>Contact Person</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Res Tel#</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bus. Tel#</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Cell Tel#</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department/Agency/Group</td>
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<tr>
<td>---------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Elem. School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stadium</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedding and Clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riff’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wal-Mart</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept of HRLE</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Appendix 13: Example List of Departments/Agencies/Groups in Receipt of the Emergency Management Plan**
All are to be notified if changes are made to the Emergency Management Plan.

<table>
<thead>
<tr>
<th>Department or Agency</th>
<th>Name of Contact Person</th>
<th>Work Telephone #</th>
<th>Work E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire &amp; Emergency Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department in town of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department in town of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port /Harbour Authority</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>__________________________</td>
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<tr>
<td>__________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appendix 14:** Example List of Available Equipment During an Emergency
In this section, list all the equipment that is available in your municipality. Include current phone numbers of the owner/operator.

These resources may have to be employed should your town face a major emergency.

Example:

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Owner</th>
<th>Business Tel. #</th>
<th>Home Tel #</th>
</tr>
</thead>
<tbody>
<tr>
<td>backhoe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>grader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>boat</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix 15: Emergency Services Act (Online Version – Not Official Copy)

CHAPTER E-9.1
AN ACT TO PROVIDE FOR THE ORGANIZATION AND ADMINISTRATION OF EMERGENCY SERVICES IN THE PROVINCE
(Assented to December 18, 2008)

1. Short title
2. Definitions

PART I
FIRE AND EMERGENCY SERVICES AGENCY
3. Agency established
4. Operations of agency

PART II
MUNICIPAL OR REGIONAL EMERGENCY
5. Emergency management plan required
6. Municipality declared emergency
7. Regional emergency management plan
8. Declaration of regional emergency
9. Minister may declare emergency

PART III
PROVINCIAL EMERGENCY
10. Plans to be established
11. Declaration of provincial emergency
12. Termination of emergency

PART IV
NATIONAL EMERGENCY
13. Emergencies Act (Canada)

PART V
ADMINISTRATION
14. Exemption from operation of provincial Acts
15. Administration in provincial emergency
16. Assistance Agreements
17. Application of assistance agreement
18. Expenditures

PART VI
GENERAL
19. Exemption
20. Prohibition
21. No liability
22. Offence
23. Offence and penalty re: pricing
24. Regulations
25. Act prevails
26. RSNL1990 cF-23 Amdt.
27. RSNL1990 cP-26 Amdt.
28. SNL2002 cW-4.01 Amdt.
29. RSNL1990 cW-11 Amdt.
30. Repeal
31. Commencement
Be it enacted by the Lieutenant-Governor and House of Assembly in Legislative Session convened, as follows:

Short title

1. This Act may be cited as the Emergency Services Act.

2008 cE-9.1 s1

Definitions

2. In this Act

(a) "agency" means Fire and Emergency Services - Newfoundland and Labrador as established under section 3 to maintain a fire and emergency management system in the province;

(b) "assistance agreement" means an agreement to provide assistance in a time of declared emergency by way of human and other resources made under the authority of section 16;

(c) "business continuity plan" means a document containing procedures and guidelines to help recover and restore government's essential services to normal operational status within an acceptable time frame following an emergency or disruptive event;

(d) "CEO" means the chief executive officer appointed by the Lieutenant-Governor in Council to administer the agency;

(e) "council" includes the council of a municipality, a regional council, a local service district committee, a regional emergency management committee and an Inuit Community Council created under the Labrador Inuit Land Claims Agreement as defined in the Labrador Inuit Land Claims Agreement Act;

(f) "director" means the Director of Emergency Services;

(g) "emergency" means a real or anticipated event or an unforeseen combination of circumstances which necessitates the immediate action or prompt co-ordination of action as declared or renewed by the Lieutenant-Governor in Council, the minister, a regional emergency management committee or a council;

(h) "emergency management plan" means a plan, program or procedure prepared by

(i) the province; or

(ii) a council in writing and approved by the director

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;

(i) "minister" means the minister appointed under the Executive Council Act to administer this Act;

(j) "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 a local service district and an Inuit community referred to in section 8.2 of the Labrador Inuit Land Claims Agreement Act;

(k) "police officer" means a member of the Royal Newfoundland Constabulary and a member of the Royal Canadian Mounted Police;

(l) "regional emergency management committee" means a committee consisting of
   (i) representative of councils of municipalities,
   (ii) committees of local service districts, or
   (iii) other persons representing unincorporated areas which is responsible for the development and implementation of a regional plan; and

(m) "regional plan" means an emergency management plan made by a regional emergency management committee.

PART I
FIRE AND EMERGENCY SERVICES AGENCY

Agency established

3. (1) There is established an agency to be called Fire and Emergency Services-Newfoundland and Labrador which shall develop and maintain a fire and emergency management system in the province to mitigate against, prepare for, respond to and recover from fires and other emergencies.

   (2) The agency has and shall exercise those powers and duties vested in it by this Act and the Fire Protection Services Act and those assigned to it by the minister.

   (3) The agency shall be administered by a CEO appointed by the Lieutenant-Governor in Council.

   (4) In the absence of the CEO, the director may exercise the powers of the CEO.

   (5) The CEO may appoint those officers, clerks, and other employees necessary for the administration of the agency in the carrying out of this Act.

Operations of agency

4. (1) The agency shall develop and maintain
   (a) a business continuity plan for the government of the province; and
   (b) an emergency management plan for the province.

   (2) The agency shall, as appropriate, organize and deploy emergency response in the province.

   (3) In the course of the agency's operations, the chief executive officer may
(a) authorize or perform surveys of industries, resources and facilities within the province necessary for the carrying out of this Act;

(b) establish programs including public information programs respecting fire prevention and emergency preparedness; and

(c) take all other preparatory steps, including partial or full mobilization of emergency resources in advance of actual necessity for the purpose of

  (i) instructing persons in methods and procedures that may be adopted or followed in the implementation of this Act,

  (ii) organizing the training, equipment and personnel to carry out duties under this Act, and

  (iii) acquiring equipment necessary for the carrying out of emergency response.

2008 cE-9.1 s4

PART II
MUNICIPAL OR REGIONAL EMERGENCY

Emergency management plan required

5. (1) The councils of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.

(2) An emergency management plan shall, before adoption by a municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.

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

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

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

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

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

2008 cE-9.1 s5

Municipality declared emergency
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.

2008 cE-9.1 s6

Regional emergency management plan

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

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

2008 cE-9.1 s7

Declaration of regional emergency

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

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

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

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

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

2008 cE-9.1 s8

Minister may declare emergency
9. (1) Notwithstanding sections 6 and 8, the minister may, in his or her discretion, declare an emergency in a municipality, a region or part of a region at any time the minister reasonably believes an emergency exists.

(2) The minister shall, as soon as practicable after declaring an emergency, inform the Lieutenant-Governor in Council of the declaration and report upon the actions taken to respond to the emergency.

(3) Where the minister declares an emergency under subsection (1), the minister may

(a) define the geographical area where the emergency exists;

(b) direct that the CEO take charge of emergency operations within the area, to assess the situation and to report immediately to the minister regarding necessary measures to be taken to deal with the emergency;

(c) authorize the CEO to co-ordinate the activities of all provincial and municipal services in the area and to engage personnel as required to assist in the provision of those services;

(d) authorize the CEO to acquire, by purchase or otherwise as prescribed by the minister, those supplies and equipment the CEO considers necessary to respond to the emergency or to protect the health and well-being of those persons, property and the environment impacted by the emergency;

(e) authorize the CEO or his or her delegate to enter a house, building or other private property for

   (i) a purpose relating to the emergency,

   (ii) the health, safety or well-being of persons, or

   (iii) the purpose of exercising a power under this section;

(f) authorizing the CEO or his or her designate to alter, construct, demolish or remove trees, buildings or other structures where that action is, in the opinion of the CEO, necessary in order to reach the scene of the emergency or in an effort to combat or inhibit the progress of an emergency; and

(g) order the evacuation of the area.

(4) The CEO may delegate to the director those duties and responsibilities under paragraphs (3)(c), (d) (e), (f), and (g), and the director may take those actions he or she considers necessary for the carrying out of those duties.

2008 cE-9.1 s9

PART III
PROVINCIAL EMERGENCY

Plans to be established

10. (1) The minister shall, within 3 years of the coming into force of this Act, establish the provincial emergency management plan and the business continuity plan.
Where a provincial emergency is declared, the provincial emergency management plan and the business continuity plan shall, to the extent required by the scope of the emergency, be activated.

Declaration of provincial emergency

11. (1) In the event of an emergency, the Lieutenant-Governor in Council may declare a provincial emergency for all or part of the province.

(2) In addition to the powers and duties prescribed in the provincial emergency management plan and the business continuity plan, the Lieutenant-Governor in Council may do and authorize those things necessary for the protection of persons, property and the environment from injury or loss arising from an emergency including:

(a) controlling transportation by land or water;

(b) controlling highways and vehicles and regulating travel in or out of the part of the province affected by the emergency;

(c) acquiring and distributing essential or emergency supplies and providing, coordinating and maintaining medical services, emergency social services and other essential services in the province;

(d) evacuating persons or removing personal property from an area of the province and arranging for the care and protection of those persons or property;

(e) evacuating and caring for livestock, including domestic animals, in consultation with the provincial veterinarian;

(f) in consultation with the provincial veterinarian, ordering the destruction of livestock where necessary in the emergency;

(g) altering, constructing, demolishing or removing trees, buildings or other structures where that action is necessary in order to reach the scene of the emergency or in an effort to combat or inhibit the progress of the emergency;

(h) entering a house, building or other private property

   (i) for a purpose relating to the emergency,

   (ii) for the health, safety or well-being of persons, or

   (iii) for the purpose of exercising a power under this section;

(i) acquiring by purchase, lease or otherwise goods, personal property or lands and the sale, lease, allocation or other disposition of those goods, personal property or lands;

(j) retaining persons for the purpose of responding to the declared emergency whose training and qualifications appear to the Lieutenant-Governor in Council, in consultation with the appropriate minister, to be adequate to perform medical, dental, nursing, pharmaceutical, optometrical, engineering and other professional services; and

(k) obtaining the resources necessary to respond to the declared emergency.
Termination of emergency

12. An emergency declared under section 11 shall continue in force until it has been ended by proclamation of the Lieutenant-Governor in Council or by an Act of the Legislature, and where an emergency has ended, a regulation or order made under this part shall cease to have effect.

PART IV
NATIONAL EMERGENCY

Emergencies Act (Canada)

13. Where the Governor in Council has declared an emergency under the Emergencies Act (Canada), the Lieutenant-Governor in Council shall, where requested by the Governor in Council, order that the provisions of this Act with respect to emergency response be activated to the extent that is appropriate and practicable.

PART V
ADMINISTRATION

Exemption from operation of provincial Acts

14. (1) Where a municipal, regional or provincial emergency has been declared, the CEO, with the approval of the minister, may request that a minister exempt a person from operation of certain Acts of the province administered by that minister.

(2) Where a minister provides an exemption under subsection (1), the exemption shall be effective only until the emergency has expired or for a time prescribed by that minister.

Administration in provincial emergency

15. The business continuity plan shall, to the extent required by the scope of the emergency, be activated in a provincial emergency, and the Lieutenant-Governor in Council may make regulations respecting the administration of government and the duties of departments in a provincial emergency.

Assistance Agreements

16. (1) The Lieutenant-Governor in Council may by order authorize a minister to enter into an agreement on behalf of the Crown in right of the province with

(a) the Crown in right of Canada or of another province;
(b) a municipality;
(c) a council;
(d) a state of the United States of America;
(e) a country; or
(f) a person

to carry out the purpose of this Act and to provide assistance where an emergency may be declared.

(2) The minister may, with the approval of the Lieutenant-Governor in Council, enter into an agreement with the Crown in right of Canada for the provision of compensation for injuries suffered by or the death of persons who

(a) are engaged in emergency response measures or in training for emergency response measures; or

(b) suffer injury or death by accident arising out of, and in the course of, those emergency response measures and the minister may, with the approval of the Lieutenant-Governor in Council, enter into further agreements to amend, alter or revoke the agreement as required.

(3) Where compensation required to be paid under an agreement is made under this section, the compensation shall be paid from the Consolidated Revenue Fund.

2008 cE-9.1 s16

Application of assistance agreement

17. (1) Where a party to an assistance agreement requests assistance made necessary by the declaration of an emergency or for another reason permitted by the agreement, the province shall, in accordance with the agreement, provide or accept the requested assistance and in doing so may

(a) recognize, within the province, the professional qualifications of a person from outside the province without requiring that the person be certified or licensed under the laws of the province; and

(b) lend and borrow equipment and personnel for the purpose of the requested assistance.

(2) For the purpose of implementing a request which may be made under the assistance agreement, the province may

(a) plan emergency exercises with another party to the assistance agreement including personnel training, equipment and procedures testing and simulated emergency activities; and

(b) inventory and agree upon procedures for inter-jurisdictional loans and delivery of human and material resources and the manner of payment, if any, for those resources.

2008 cE-9.1 s17

Expenditures
18. (1) Expenditures made for the purpose of exercising powers conferred under this Act or discharging duties imposed under this Act which are within the scope of authority granted by this Act or the regulations shall, subject to the approval of the Lieutenant-Governor in Council, be paid from the Consolidated Revenue Fund.

(2) Where, expenditures made under this Act are made within or for the benefit of a municipality, the municipality shall, where required by order of the Lieutenant-Governor in Council, repay into the Consolidated Revenue Fund the amount or a portion of the amount specified in the order at the times and on the terms, including the charging of interest, that may be specified in the order.

2008 cE-9.1 s18

PART VI
GENERAL

Exemption

19. Notwithstanding the Statutes and Subordinate Legislation Act, an order or regulations made under this Act in the time of a declared emergency or in anticipation of the declaration of an emergency shall

(a) come into force immediately when it is signed by

(i) the Lieutenant-Governor, or

(ii) the person having authority to make the order

unless some other time is stated as being the time when it shall come or be considered to have come into force; and

(b) be valid and have effect before it is published, and notwithstanding that a person has not had actual notice of the order.

2008 cE-9.1 s19

Prohibition

20. (1) A person who, in good faith, is acting under or reasonably believes that he or she is acting under, a power or authority given by or delegated under this Act shall not in acting be restrained by or be subject to proceedings by way of injunction, mandamus, prohibition or certiorari.

(2) A person shall not interfere with or obstruct another person who is exercising a power or performing a duty conferred or imposed by this Act, the regulations, or an order made under the authority of this Act.

2008 cE-9.1 s20

No liability
21. A person, including the minister, the CEO, the director, an employee, a volunteer and a person appointed under the authority of this Act is not liable for a loss, cost, expense, damage or injury to person or property which results from

    (a) the person, in good faith, doing or omitting to do an act that the person is appointed, authorized or required to do under this Act or the regulations, unless in doing or omitting to do the act, the person was grossly negligent; or

    (b) an act done or omitted to be done by one or more of the persons who were, under this Act or the regulations, appointed, authorized or required by the person to do the act, unless the appointment or authorizing was not done in good faith.

2008 cE-9.1 s21

Offence

22. A person who contravenes or who neglects, omits, fails or refuses to observe a provision of this Act, the regulations or an order made under this Act is guilty of an offence and is liable, on summary conviction, to a fine of not less than $1,000 or to imprisonment for a term of not more than 6 months or to both a fine and imprisonment.

2008 cE-9.1 s22

Offence and penalty re: pricing

23. (1) During a declared emergency, a person in the province shall not charge higher prices for food, clothing, fuel, equipment, including medical equipment, medical or essential supplies, or for the use of property, services, resources or equipment than the fair market value of the same thing immediately before the declaration of the emergency.

    (2) A person who commits an offence under subsection (1) is liable on summary conviction to a fine of up to $5,000.

    (3) This section shall not apply to cost increases which, in the opinion of the minister, are reasonable and have been necessitated by the declaration of the emergency.

2008 cE-9.1 s23

Regulations

24. The Lieutenant-Governor in Council may make regulations

    (a) for the health, safety and well-being of persons and the protection of property and the environment in the event of an emergency;

    (b) respecting the administration of government and duties of departments in a provincial emergency; and

    (c) generally, to give effect to the purpose of this Act.

2008 cE-9.1 s24

Act prevails
25. (1) Where a provision of this Act or the regulations conflicts with a provision of another Act or regulation, the provisions of this Act, where an emergency has been declared, shall prevail.

(2) Notwithstanding subsection (1), this Act and the regulations made under this Act shall be read and applied in conjunction with the Labrador Inuit Land Claims Agreement Act and, where a provision of this Act or regulations made under this Act is inconsistent or conflicts with a provision, term or condition of the Labrador Inuit Lands Claims Agreement Act, the provision, term or condition of the Labrador Inuit Land Claims Agreement Act shall have precedence over the provision of this Act or a regulation made under this Act.

2008 cE-9.1 s25
RSNL1990 cF-23 Amdt.

26. Section 106 of the Forestry Act is repealed and the following substituted:

Provincial emergency

106. (1) In the event of an emergency declared as a result of a wild fire under the Emergency Services Act, the provisions of that Act shall prevail over the provisions of this Act.

(2) Where an emergency is declared under the Emergency Services Act as a consequence of a wild fire, measures taken by officials under that Act to fight the fire shall be taken in consultation with forestry officials.

2008 cE-9.1 s26
RSNL1990 cP-26 Amdt.

27. Subsection 3(1) of the Proceedings Against the Crown Act is amended by deleting the reference "Emergency Measures Act" and substituting the reference "Emergency Services Act".

2008 cE-9.1 s27
SNL2002 cW-4.01 Amdt.

28. Subsection 35(2) of the Water Resources Act is repealed and the following substituted:

(2) Notwithstanding subsection (1), where, because of a flood or flood potential, an emergency is declared under the Emergency Services Act, the minister shall co-ordinate efforts with the CEO of Fire and Emergency Services - Newfoundland and Labrador.

2008 cE-9.1 s28
RSNL1990 cW-11 Amdt.

29. Paragraph 40(1)(f) of the Workplace Health, Safety and Compensation Commission Act is amended by deleting the reference "Emergency Measures Act" and substituting the reference "Emergency Services Act".
30. The Emergency Measures Act is repealed.

31. This Act shall come into force on a day to be proclaimed by the Lieutenant-Governor in Council. (In force - May 1/09)
# Town or Region Emergency Management Plan Template

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<thead>
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<th>Introduction</th>
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<td><strong>Town or Regional Emergency Management Plan Template</strong></td>
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## Section 1: Plan Maintenance
- Forward
- General
- Purpose
- Implementation
- Plan Alteration
- Authority
- Direction and Control
- Emergency Operations Centre (EOC)
- Declaration/Termination of a State of Emergency

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- Police
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- Fire Department
- Public Works Superintendent
- Regional Health Authority
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- Employment (HRLE)
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- Emergency Planning Committee Contact list
- Resource Group List/Possible EOC Representative Contact List
- Contact List
- Municipality Groups and Facilities Contact List
- Departments/Agencies/Groups in Receipt of Emergency Management Plan
- Equipment Available During an Emergency
Introduction

The following document can be used as a tool in developing your Emergency Management Plan.

The first section provides a template to help provide structure for the plan and identifies the key elements to be included such as: the purpose of the plan, how a state of emergency is declared, sections of the Emergency Services Act and the Municipalities Act, 1999, and Direction and Control, which relate to the emergency planning and implementation processes.

The second section gives examples of the people, agencies and departments that could be involved in plan development and emergency response. It is important to note that your Emergency Management Plan should fully identify the roles and responsibilities of the people and resource groups for plan development and emergency response.

The third section contains examples of hazards you need to consider and provides samples of contact lists as well as forms for declaring and terminating a State of Emergency.

The fourth section contains sample list forms.

Before you start the process of developing your Emergency Management Plan, it is important to involve your Regional Emergency Management and Planning Officer in the process. Fire and Emergency Services-Newfoundland and Labrador will be able to provide guidance, direction and support as you develop your Emergency Management Plan.
Your Town’s or Region’s

Emergency Management Plan

Date: _____________________________
**Town or Region Emergency Management Plan (Template)**

Approved in Principle:

Town or Region of: _______________________

Date: _______________________

Mayor/Chairperson: _______________________

Approved by Fire and Emergency Services – Newfoundland and Labrador

Director: _______________________

Date: _______________________

Adopted by:

Town or Region of: _______________________

Date: _______________________

Mayor/Chairperson: _______________________

**Please Note:** If you are developing a Regional Plan, all the Mayors/Chairpersons must sign this form. Add additional signature lines as required.
Section 1 - Plan Maintenance

The __________________________ Emergency Management Plan will be maintained by the Emergency Planning Committee and the Town Clerk.

1. This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Planning Committee.

2. The Emergency Management Plan shall be revised subject to the approval of Council and FES-NL prior to adoption by the Council.

REVIEWS

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PLAN REVISIONS

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Town or Region of _____________________

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 or Region of _____________________.

This plan recognizes and is coordinated with any other emergency plans currently in effect for example, Police, Fire, Regional Health Authority, etc.

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

Emergency Management Plan

General

The Town or Region of __________________________ 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 lines of authority and responsibilities for all concerned during the management of an emergency or disaster in __________________________ 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 __________________________ 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 service districts and Inuit communities referred to in section 8.2 of the Labrador Inuit Claims Agreement Act.

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

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

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

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

**Section 5 of the *Emergency Services Act* states:**

5.  (1) The councils of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.

   (2) An emergency management plan shall, before adoption by a municipality, be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.

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

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

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

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

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

**Section 6 of the *Emergency Services Act* states:**

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

   (2) An emergency which has been declared by a municipality shall remain in force until it is rescinded by the municipality.
(3) Nothing in this section prevents the minister from declaring a municipal emergency, whether a municipal emergency has been declared by a council or not, and the minister may, following the declaration of the emergency,

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

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

Section 7 of the *Emergency Services Act* states:

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

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

Section 8 of the *Emergency Services Act* states:

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

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

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

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

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

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

**Authority**

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

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

1. a disaster of any kind,
2. a snowstorm or flood, 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, or
5. that children below a stated age or in certain age categories not be permitted on a public road, park or in a place of amusement during prescribed hours, whether alone or in the company of a parent, guardian, or other adult, and
6. the restriction or prohibition of the use of water.

Clearly, the **Town/Region’s Name** Town Council is responsible and will continue to be responsible for all emergency operations should an emergency, which involves the risk of loss of life or property or which threatens the health, safety or well-being of some or all of the residents of the municipality, occur.
Involvement by Provincial Government:

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

Federal Government Assistance

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

Direction and Control

a) The town of **Town or Region’s Name** is directly responsible for the control of all emergency operations within the municipality.

b) The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to Council and other key stakeholders.

c) An Emergency Council Committee appointed and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, control and coordinate all emergency operations within the municipality.

d) Suggested Emergency Council Committee members:

   Chairperson: _____________________________
   Mayor: _____________________________
   Deputy Mayor: _____________________________
   Town Manager: _____________________________
   Town Clerk: _____________________________
   Councillor 1: _____________________________
   Councillor 2: _____________________________

e) Suggested Emergency Planning Committee members:

   Emergency Management Coordinator: _____________________________
   Mayor and/or Deputy Mayor: _____________________________
   Town Manager/Town Clerk: _____________________________
   Fire Chief: _____________________________
   Police: _____________________________
   Regional Health Authority Advisor: _____________________________
f) Suggested agencies, departments and non government organizations you may consider involving in the emergency planning process: Representatives from;
   a. Human Resources, Labour and Employment
   2) Transportation and Works
   3) Government Services Centre
   4) Health and Community Service
   5) Natural Resources (Forestry)
   6) Environment and Conservation

   g) Industry examples:
       7) NL Hydro
       8) NL Power
       9) Fish Plant

   h) Amateur Radio

   i) Other individuals with emergency planning training

**Concept of Operation**

The Town of **Town or Region’s Name** will reinforce its authority within its jurisdiction through the Emergency Planning Committee. Problem solving, duty assignment, media relations and public announcements 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 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 **(Specify the location/building name – usually the Town Office)**. The **(Specify the location/building name)** 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:**
   
   i. The Town Communications will be utilized.
ii. The _______ Amateur Radio Club (HAMS) are associated with Fire and Emergency Services-NL and will, when required, provide emergency V.H.F. and H.F. radio communication.

2. **Telephones:**

   Additional telephones should be available to be installed in the EOC should it become necessary. *(Identify any other telephone locations)*.

3. **Media Coordinator:**

   Members of the press will be accommodated at the Media Centre *(Identify location)*. It is recommended that the Media Centre be a secure facility and should not be located in the Emergency Operations Centre (EOC), but in a separate location near the EOC. The Media Co-ordinator will be responsible for ensuring that media representatives are adequately accommodated and properly briefed with up to date relevant information and will be the only person authorized to communicate with the media, with few exceptions (Mayor, Fire Chief, etc.) This must be decided in your written plan. All information distributed to the media, either verbally or written should be consistent.

4. **Security/Access:**

   Security and access to the EOC will be restricted to those persons directly involved with the operation and wearing or possessing 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. *(Identify security coordinator)*.

5. **Parking:**

   The entrance/exit to the EOC location *(specify)* must be kept free of parked vehicles. Parking will be permitted in *(identify parking location)*.

**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. 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-Newfoundland and Labrador, should be informed of these decisions as soon as possible.
Blank declaration and state of emergency forms should be available at all times (samples are included within the forms section of this template).

In the event that an emergency is declared in an area that is managed by a Regional Emergency Management Plan and two or more communities are involved, the Mayor/Chairperson of these communities must sign the Declaration of State of Emergency and the Termination of an Emergency.

Section 2 - Roles and Responsibilities

The following are examples of the roles and responsibilities of the various people and agencies that could be involved in an emergency response. You should create your own list of who should be contacted and what makes sense for your emergency management plan.
Town’s with major industry such as airports, paper mills, mines, hydro dams etc., should ensure that these businesses participate in your planning process.

Care should be taken to ensure everyone knows their roles and responsibilities and that all stakeholders have a copy of this plan.

**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. Ensuring that a master event log is maintained identifying the date and time that key decisions are made or major events occur; and will
7. Request expert assistance as required.

**Responsibilities of Town Manager/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 providing advice as required;
4. Identify/indicate clerical staff to support the Emergency Operations Centre Group;
5. Record decisions and recommendations and advise of same as directed; and
6. Liaise with the Regional Health Authority and the Department of Human Resources, Labour and Employment about the provision of emergency health services and/or emergency social services.

**Responsibilities of Support Staff**

1. Supply food for office and field workers by co-ordinating with the Emergency Operations Centre Group;

2. Issue emergency passes to disaster area, subject to direction from Police or Fire Chief; and

3. Provide administration and clerical support, as required.

**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 buildings as authorized by the EOC Manager;

5. Consult with the Medical Examiners Office, assist in the identification of deceased persons and the notification of families (Next of Kin); and


**Responsibilities of the Ground Search and Rescue Team (GSAR)**

In consultation with the police, GSAR teams can:

1. Undertake a search and rescue response;

2. Provide emergency communications;

3. Assist in evacuations;
4. Assist in the recovery of drowning victims; and
5. Assist in other aspects of emergency response.

Responsibilities of the Fire Department

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

Responsibilities of Public Works Superintendent

Under the direction of the Town Manager, the Town Superintendent will be:
1. Responsible for co-ordination of all works services;
2. Implement emergency services, such as water supplies, pumping operations, etc., as designated by the Town Manager; and
3. Ensure maximum utilization of town equipment and resources.

Responsibilities of Regional Health Authority
Planning

1. Collaborate in the development of response plans as it relates to Public Health and Environmental Health Emergencies, Mass Causality Incidents and Psychosocial Emergencies in the community;

2. Provide contact information for use in planning and response initiatives; and

3. Participate in exercising municipal plans.

Response

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

2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to:

   - Medical Services - triage, medical treatment at the emergency site, ambulance transportation, hospitalization, psychosocial support, morgue services, pharmaceutical and medical supplies.
   - Public Health Measures – includes the collection, interpretation and dissemination of information to manage a public health response. This includes infectious diseases, sanitation, monitoring of food and water, pest control, environmental health and other threats to the health of the population. All Public Health emergencies require immediate notification of the Medical Officer of Health and/or designated authority.

3. Identify medical/health emergency telecommunications needs and assist in linking response providers, health facilities, all EOC’s and field operation sites;

4. Depending on the nature and duration of an event, communicate with the Department of Health and Community Services (DHCS); and

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 Fire and Emergency Services - Newfoundland and Labrador

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

1. Assist Municipalities, as defined in the Emergency Services Act, to meet their legislative requirement to develop an emergency management plan by May 1, 2012, and furthermore to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s);

2. Provide assistance to municipalities in Newfoundland and Labrador when an emergency occurs and their capacity to respond has been exceeded; and

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

Responsibilities of Department of Human Resources, Labour and Employment (HRLE)

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

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

HRLE is accountable for:

1. The operation, direction and supervision of Emergency Social Services;
2. The expenditure of public funds for assistance to any person in need of food, clothing, accommodations or personal services as a result of the emergency;

3. Ensuring the appropriate Memorandum of Understanding is in place should any of the Emergency Social Services be delegated to a partner agency, for example the Red Cross or the Salvation Army; and

4. Co-ordination of volunteer and volunteer agencies wishing to assist in the provision of any of the Emergency Social Services.

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

**Responsibilities of the Department of Environment and Conservation**

1. Act as an advisor agency on the cleanup of hazardous materials, contamination of potable water supplies and emergency sewage disposal;

2. To assist in sampling the soil, water, etc., to determine the level or extent of a contaminant for the purpose of detection and eventual cleanup; and

3. Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

**Responsibilities of Government Services Centre**

1. Liaise with the town and power utilities to assess electrical safety issues;

2. Liaise with the Department of Environment and Conservation to assess environmental hazards such as spills, chemical and waste disposal and make recommendations and/or orders on remediation and containment; and

3. Liaise with the Department of Health & Community Services, the Regional Medical Officer of Health, and the Department of Human Resources, Labour and Employment to:
   
   a) Carry out or perform water safety and food safety inspections;
   b) Assess the suitability of temporary shelter/housing/food/water;
   c) Implement disease and rodent control measures; and
   d) Ensure the protection of public health.
**Responsibilities of the Department of Natural Resources (Forestry)**

1. Respond immediately to the report of any fire near the community, fight the fire with all available resources until it is completely extinguished;

2. Provide protection to property, such as homes, when a fire is near or approaching a community. The local Fire Department will respond to fires within the community;

3. Provide sufficient fire-fighting equipment to assist agencies;

4. Establish communications and advise the Emergency Operations Centre Group on possible dangers to the community; and

5. Work with the local Fire Department is 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 required in order to respond to issues of life safety and infrastructure loss during the emergency; and

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

It is important that a municipality knows the contact person from which to acquire assistance and resources in their respective area.
Section 3 - Samples of Hazards

Following are examples of hazards that may result in an emergency in your municipality. It is critical that an emergency response be prepared to address each hazard that has been identified or experienced in your community and responsibility assigned.

*Potential Hazard: Forest Fires*

**MAJOR CONCERNS: SAFETY OF LIVES AND PROPERTY.**

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<thead>
<tr>
<th>EMERGENCY RESPONSE</th>
<th>ACTION BY</th>
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<tr>
<td>Activate Emergency Management Plan</td>
<td>Emergency Council Committee</td>
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<td>Town Council</td>
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<td>14. Activate EOC</td>
<td>Emergency Management Coordinator</td>
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<td>Emergency Planning Committee</td>
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</table>
| 15. Forest Fire Tactical Operations | Fire Department  
Department of Natural Resources (Forestry) |
| 16. Evacuation Decisions | Emergency Operations Centre  
Police, Fire Department |
| 17. Relocation/Evacuation | Emergency Operations Centre  
Department of Human Resources Labour and  
Employment (shelter, food, clothing)  
Services Groups, Police, Non-Government  
Agencies, Humane Society/SPCA |
| 18. Injuries and Rescue | Regional Health Authority/Local Health Facility  
Fire and Rescue Team, Ambulance |
| 19. Communications | Amateur Radio  
Communications Group  
Fire Department, Police  
Municipal Works Vehicle |
| 20. Public & Media Information | Media Co-ordinator |
| 21. Instructions to Residents | Emergency Operations Centre  
Police, Fire Department |
| 22. Return to Evacuated Area | Emergency Operations Centre  
Fire Department, Police |
| 23. Damage Assessment | Emergency Operations Centre  
Fire and Emergency Services  
Department of Municipal Affairs  
Engineering Consultant |
| 24. Traffic Control | Police |
| 25. Transportation | Emergency Operations Centre |

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**Potential Hazard: Floods**

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

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<thead>
<tr>
<th>EMERGENCY RESPONSE</th>
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</table>
| 15. Activate EOC | Emergency Management Coordinator  
Emergency Planning Committee |
| 16. Assess Flood Problem | Emergency Council Committee  
Engineers  
Department of Municipal Affairs  
Department of Transportation and Works |
17. Rescue of Stranded People (particular attention to seniors and persons with disabilities)  Fire and Rescue Team
Ground Search and Rescue / Volunteers
Ambulance Services
Police

18. Injuries  Regional Health Authority
Local Health Facility/Ambulance
Fire Department

19. Traffic Control  Police

20. Transportation of Furniture and Household goods  Emergency Operations Centre

21. Communications  Amateur Radio
Police, Fire Department
Municipal Works Vehicles

22. Instruction to Residents  Emergency Operations Centre
Police, Fire Department

23. Relocation/Evacuation  Emergency Operations Centre
Department of Human Resources Labour and Employment (shelter, food, clothing)
Service Groups, Police, Non-Government Agencies, Fire Department, Humane Society/SPCA

24. Barricades, Signs, Sandbags, etc.  Emergency Operations Centre
Municipal Works, Public Works

25. Public & Media Information  Media Coordinator

**Potential Hazard: Dangerous Goods**

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

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<tr>
<th>EMERGENCY RESPONSE</th>
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<tr>
<td>1. Activate Emergency Management Plan</td>
<td>Emergency Council Committee/Town Council</td>
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</table>
| 2. Establish an EOC | Emergency Management Coordinator
Emergency Planning Committee |
| 3. Establish On-site | Emergency Responders |
Communications | Communications Co-ordinator
--- | ---
4. Rescue & Fire Fighting | Fire Department<br>Search and Rescue Team
5. Determine nature of problem | Fire Department<br>CANUTEC<br>Dept. of Environment<br>Fire and Emergency Services
6. Warn adjacent areas and define areas of risk | Fire Department<br>Police<br>Department of Environment
7. Evacuate Area | Emergency Operations Centre
8. Eliminate further escape of dangerous goods | Fire Department<br>Shipper of dangerous goods<br>CANUTEC<br>Fire and Emergency Services
9. Notify Medical Facility of casualties including number and type | Medical Advisor at scene
10. Traffic Control | Police
11. Establish news release system including instructions to public | Emergency Operations Centre

Section Four - Sample Lists

**Emergency Council Committee**

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<tr>
<th>Title</th>
<th>Name</th>
<th>Res. Tel. #</th>
<th>Bus. Tel. #</th>
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<tr>
<td>Chairperson</td>
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## Example Emergency Planning Committee Contact List

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**Example Resource Group List/Possible EOC Representatives**

Revised: _____________, 20____

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<thead>
<tr>
<th>Title/Agency</th>
<th>Name of Contact Person</th>
<th>Res Tel #</th>
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<tr>
<td>Dept. of Human Resources Labour &amp; Employment</td>
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Example Contact List

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<td>Ground Search and Rescue</td>
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<td>Dept. of Forestry (Natural Resources)</td>
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Where possible, identify alternates and ensure accurate contact information.
Example Municipality Groups and Facilities

Contact List

Revised: _________________, 20___

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<thead>
<tr>
<th>Title/Agency</th>
<th>Contact Person</th>
<th>Res. Tel #</th>
<th>Bus. Tel #</th>
<th>Cell Tel #</th>
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<tbody>
<tr>
<td>Clergy</td>
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<tr>
<td>Salvation Army</td>
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<tr>
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<tr>
<td>Lions Club</td>
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<tr>
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<tr>
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<tr>
<td>Kinsmen</td>
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<tr>
<td>Knights of Columbus</td>
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<tr>
<td>Salvation Army Home League</td>
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<tr>
<td>Pentecostal Women’s Association</td>
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<td>Canadian Red Cross</td>
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<tr>
<td>Reception Centres</td>
<td>Contact Person</td>
<td>Res Tel#</td>
<td>Bus. Tel#</td>
<td>Cell Tel#</td>
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<td>High School</td>
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<tr>
<td>Stadium</td>
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<tr>
<td><strong>Bedding and Clothing</strong></td>
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<tr>
<td>Riff's</td>
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<tr>
<td>Wal-Mart</td>
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<td></td>
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<tr>
<td>Dept of HRLE</td>
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</tbody>
</table>
Example List of Departments/Agencies/Groups in Receipt of the Emergency Management Plan

All are to be notified if changes are made to the Emergency Management Plan.

<table>
<thead>
<tr>
<th>Department or Agency</th>
<th>Name of Contact Person</th>
<th>Work Telephone #</th>
<th>Work E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire and Emergency Services-NL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department in town of ____________</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department in town of ____________</td>
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</tr>
<tr>
<td>Airport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port / Harbour Authority</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
**Example List of Available Equipment**

**During an Emergency**

In this section, list all the equipment that is available in your municipality. Include current phone numbers of the owner/operator.

These resources may have to be employed should your town face a major emergency. Example:

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Owner</th>
<th>Business Tel. #</th>
<th>Home Tel #</th>
</tr>
</thead>
<tbody>
<tr>
<td>backhoe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>grader</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>boat</td>
<td></td>
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</tbody>
</table>

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