

**RURAL MUNICIPALITY OF
Greenmount-Montrose
EMERGENCY MANAGEMENT PLAN**

Approved and adopted by Council on:

Date: 10 March 2022

Mayor LeRoy Hiltz


Signature

Chief Administrative Officer Dave Pizio


Signature

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Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization Telephone: (902) 894-0385 Toll free: 1-877-894-0385 Fax: (902) 368-6362 By email: emo@gov.pe.ca (link sends e-mail) By mail: Suite 600, 134 Kent Street Charlottetown, PE C1A 8R8	1
Public Safety Division PO Box 911 Charlottetown, PE C1A 7L9 General Inquiries: Phone: 902-894-0385 Toll-free: 1-877-894-0385 Fax: 902-368-6362 publicsafety@gov.pe.ca	1
Town of Alberton – EMC (Donna Thomson) (902) 853-2720 info@townofalberton.ca PO Box 153 Alberton, C0B 1B0 Fire Department - (902) 853-2863	1
Town of Tignish – EMC (Chancey Gaudette) (902) 882-2600 Chancey@townoftignish.ca 209 Phillip Street Tignish , C0B 2B0 Tignish Fire Department (902) 882-3433	1
Rural Municipality of Miminegash EMC (LouAnne Gallant) (902) 882-3223 miminegash1968@gmail.com 11315 Route 14 Miminegash, C0B 1S0 Miminegash Fire Department (902) 882-3469	1
LeRoy Hiltz, Mayor	1
Dave Pizio, CAO, Municipal Emergency Coordinator	1
Grant Wilkie, Councillor/Deputy Mayor	1
Amy Blanchard-Graham, Councillor	1
Dean Getson, Councillor, Deputy Municipal Emergency Coordinator	1
Alan Warren, Councillor	1
Jennifer Perry, Councillor	1
Edward Kenny, Councillor	1

Introduction

1. Responsibility for the management of municipal emergency operations rests with the local authority (Mayor/Council).

This all-hazards emergency plan guides the emergency management actions of the municipality and describes activities and arrangements to deal with any emergency situation.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from the Provincial Government through the PEI Emergency Measures Organization.

2. There are certain fundamental principles concerning emergency management in Canada which are recognized, some of these principles are as follows:
 - a. that responsibilities for meeting most emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
 - b. that operational responsibility for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency situation; and
 - c. that responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.

By extension of these principles, it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

Purpose

3. The purpose of this plan is to outline the procedures to be followed by local authority to provide a prompt and coordinated response to emergencies.

Authority

4. This plan is issued by Council, under the authority of:
 - a. The *Emergency Measures Act*.
 - b. The *Municipal Government Act*.
 - c. Rural Municipality of Greenmount-Montrose Municipal Emergency Management Program Bylaw 2021-01.

Definitions

5. In this plan:
 - a. **“Act”** means the *Municipal Government Act*.
 - b. **“Chief Administrative Officer” or “CAO”** means the administrative head of a municipality as appointed by Council under clause 86(2)(c) of the *Municipal Government Act*.
 - c. **“Council”** means the mayor and other members of the Council of the municipality.
 - d. **“Deputy Municipal Emergency Co-ordinator (D/MEC)”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator to perform liaison duties/responsibilities pursuant to municipal Emergency Management Program Bylaw 2021-01.
 - e. **“Emergency”** means a present or imminent event in respect of which the Rural Municipality of Greenmount-Montrose believes prompt coordination of action or regulation of persons or property must be undertaken to protect property for the health, safety, or welfare of residents of the Rural Municipality of Greenmount-Montrose.
 - f. **“Emergency Measures Organization (EMO)”** means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.
 - g. **“Emergency Operations Centre (EOC)”** means the location where designated members of an EOC team (municipal and external agencies) will work on coordinated decision making and emergency management for the response or recovery from an event.
 - h. **“Local Authority”** means a local authority as defined in the *Emergency Measures Act*.
 - i. **“Municipal Emergency Co-ordinator (MEC)”** means the person appointed by Council as the Municipal Emergency Co-ordinator to perform liaison duties/responsibilities pursuant to municipal Emergency Management Program Bylaw 2021-01.
 - j. **“Municipal Emergency Management Program”** means the program established pursuant to bylaw 2021-01.
 - k. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
 - l. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).
 - m. **“State of Local Emergency”** means a state of local emergency declared by a local authority pursuant to *Emergency Measures Act* subsection 9(2) or by the mayor of a municipality pursuant to subsection 9(2.1).

Implementation

6. This plan may be implemented in part or in full when no state of emergency exists:
 - a. by the Council;
 - b. by the mayor; or
 - c. by the Municipal Emergency Coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of a state of local emergency by Council; or
- b. on a declaration of a state of provincial emergency by the Minister responsible for the PEI Emergency Measures Organization, in respect to all, or any part of, the municipality.

Direction and Control

7. Responsibility for the management of municipal emergency operations rests with the local authority. Council has the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator (MEC) and/or Deputy Municipal Emergency Coordinator (D/MEC) in performance of their liaison duties and responsibilities. Council maintains responsibility for ensuring the continuity of municipal business operations outside of the emergency.
8. If an Emergency Operations Centre is established where the lead response agency (EOC Coordinator) is federal, provincial, and/or other local municipal government(s) for an emergency situation that affects the Rural Municipality of Greenmount-Montrose—the MEC and/or D/MEC will perform their liaison duties and responsibilities coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. The location where the MEC and/or D/MEC perform their liaison duties and responsibilities will be determined by the location of the established EOC.
9. If there is a designated emergency site it will be under the direction of the Incident/on-scene Commander. If there is no Incident/on-scene Commander in place, he/she will be designated by the local lead authority.
10. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies to provide a coordinated municipal/provincial response.
11. Emergency roles and responsibilities of Municipal Council, the MEC and D/MEC as part of an Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

12. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization (PEI EMO) by the person with authority to make such requests on behalf of the municipality. Requests may be verbal initially but must be confirmed in writing.

PEI EMO is responsible for coordinating the interface with the municipalities. When the emergency clearly impacts on areas of provincial jurisdiction (e.g., any emergency in an area that is unincorporated, emergencies on provincial lands) or in a provincially declared emergency, the province may assume responsibility for direction and coordination of the emergency. Municipal operations will remain under the authority of the municipal jurisdiction but may be coordinated provincially.

Notification

13. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the MEC and/or D/MEC who will in turn alert Mayor/Council.

The MEC and/or D/MEC will locate to the declared EOC and begin liaison duties and responsibilities.

Expenditures

14. Since the municipality does not own, operate, or maintain any potential emergency operations equipment, the Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the CAO considers necessary to assist in the emergency response or recovery which is beyond current budget allowances. The CAO is responsible for keeping records of the expenditures made and the equipment used in implementing the Municipal Emergency Management Program or responding to a declared emergency.

Review and Amendment

15. This plan will be reviewed annually each **September** by the MEC and/or D/MEC, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review.

Emergency Operations Center (EOC)

16. Situations:

a. The scope and nature/geography of the emergency situation requires an EOC to be established/located by the lead response agency either:

- (1) local municipal government(s) and/or
- (2) provincial agencies, and/or
- (3) federal agencies

In this situation, the Greenmount-Montrose MEC and/or D/MEC will liaise in location with the lead response agency which establishes the EOC for the emergency situation.

b. Since the municipality does not own, operate, or maintain any potential emergency operations resources, the establishment and lead operation of a Greenmount-Montrose municipal EOC is not expected. The specific involvement of municipal representative—MEC and/or D/MEC, will be restricted to liaison duties and responsibilities in the established EOC for any emergency situation.

c. The Mayor and CAO will remain focused on maintaining and managing regular business of the Municipality along with being the lead spokespersons for the municipality during any emergency situation involving the municipality.

d. The MEC and/or D/MEC is responsible for overall emergency policy and municipal coordination and agency liaison, and proper risk management procedures, through the joint efforts of local, provincial and/or federal government agencies and/or private organizations.

Exercise Work Plan

NOTE: The Rural Municipality of Greenmount-Montrose does not own, operate, or maintain any emergency response resources. Therefore, any municipal emergency exercise planning will be through participation with local municipal government's—the Town of Alberton and/or the Town of Tignish—emergency management exercise work plans.

17. Exercises are an essential component of an emergency management program and have 3 main functions:
 - a. **Validation** - To validate plans, protocols, and procedures and demonstrate resolve to prepare for emergencies
 - b. **Training** - To develop staff competencies, to give staff practice in carrying out their roles in the plans, and to assess and improve performance.
 - c. **Testing** - To evaluate well-established procedures and reveal gaps that may exist.

Need for Exercise Work Plan Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs.

Purpose of an exercise work plan:

- a. determine what needs to be tested, in what way, and how often
- b. ensure emergency preparations are in place
- c. emergency plan is evaluated to confirm viability and capability to meet potential emergency situations

Constraints for Exercise Work Plans to be considered

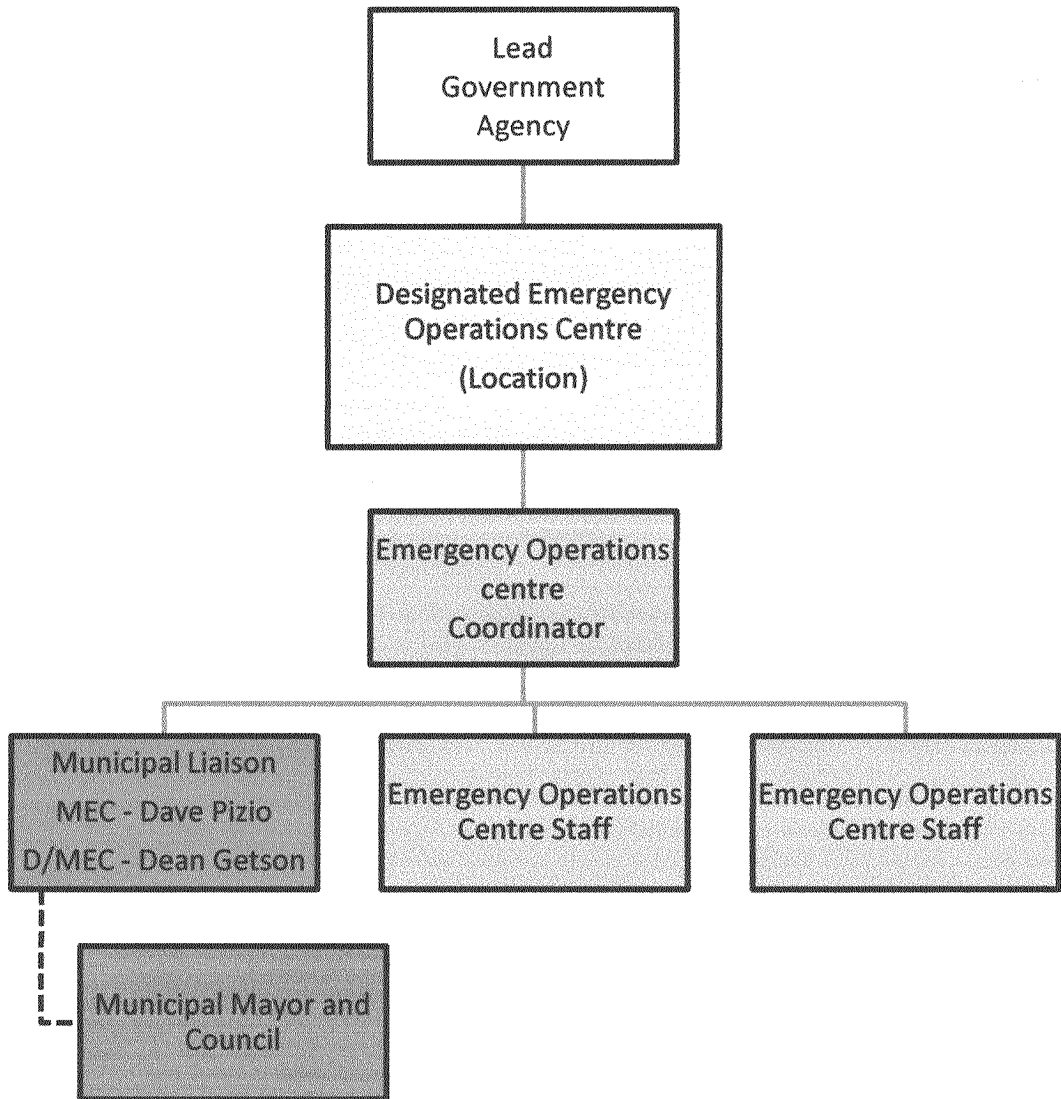
- a. time
- b. budget
- c. resource constraints
 - (1) equipment
 - (2) personnel
 - (3) supplies

18. In accordance with subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan that, at a minimum, provides for:

- a. An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- b. An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

NOTE: The Rural Municipality of Greenmount-Montrose will meet the requirements of this section of the MGA through participation with local municipal government's—the Town of Alberton and/or the Town of Tignish—exercise work plans

Designated Emergency Operations Centre Team



APPENDIX A
 TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
 EMERGENCY MANGEMENT PLAN
 DATED: 16 NOVEMBER 2021

Appendix A – Emergency Contacts

Agency		Emergency	Local	Email
Fire	Alberton	911	(902) 853-2863	
	Tignish	911	(902) 882-3433	
	Miminegash	911	(902) 882-3469	
Police	RCMP	911	(902)-853-9300	
Ambulance	Island EMS	911	1-877-660-6644	
Environmental Emergency		1-800-565-1633	902-368-5024	
Poison Control		1-800-565-8161	911	
CANUTEC Canadian Transport Emergency Centre (dangerous goods transportation)		613-996-6666	911	
		Cell: *666(Canada)		
PEI EMO	1-902-894-0385	1-902-892-9365	1-902-368-6362	emo@gov.pe.ca
	1-877-894-0385			

APPENDIX B
 TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
 EMERGENCY MANGEMENT PLAN
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Appendix B – Municipal Council Contacts

Name	Work #	Home #	Cell #	Email
LeRoy Hiltz, Mayor		902-853-3769		leroy.hiltz@hotmail.com
Dave Pizio, CAO		902-853-2235	902-853-5461	dave.pizio@pei.sympatico.ca
Grant Wilkie, Councillor/Deputy Mayor		902-853-3718	902-856-2516	
Amy Blanchard-Graham, Councillor	902-853-8622	902-853-4812	902-853-6434	grahamev n amy@hotmail.com
Dean Getson, Councillor	902-859-2738	902-853-3001	902-856-0252	deangetson@yahoo.ca
Alan Warren, Councillor		902-853-2455		marilee.warren@pei.sympatico.ca
Jennifer Perry, Councillor			902-214-0353	j_pizio@hotmail.com
Edward Kenny, Councillor	902-853-1616	902-853-2228	902-856-0486	Edward@markanhardwood.com

Dave Pizio – Emergency Coordinator		902-853-2235	902-853-5461	dave.pizio@pei.sympatico.ca
Dean Getson – D/Emergency Coordinator	902-859-2738	902-853-3001	902-856-0252	deangetson@yahoo.ca

APPENDIX C

TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix C – EOC Team Members Responsibilities

The Rural Municipality of Greenmount-Montrose Emergency Coordinator will be a member of the designated EOC Team

Municipal Emergency Coordinator (MEC) Liaison Duties and Responsibilities

Works under: EOC Manager

Reports to: EOC Manager and Mayor and Council (Executive)

The MEC's primary responsibility is to liaise the efficient response in an emergency.

Responsibilities include:

1. Being a member of the activated EOC for an emergency impacting the municipality
2. Notifying the Mayor and Council of the emergency situation
3. Ensuring an up-to-date contact list is maintained for fan out purposes
4. Ensuring EOC information sharing meetings are attended and information disseminated as appropriate
5. Ensuring the Mayor and Council take prompt and effective action in response to problems
6. Advising Mayor and Council if there is a need to evacuate a specific area.
7. Coordinating evacuation with the EOC Team.
8. Informing the EOC Team of issues as they arise.
9. Ensuring a thorough situation briefing is conducted with the Deputy Emergency Coordinator during shift changes.
10. Ensuring that a main "municipal" event log is maintained.
11. Other duties as required.

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Municipal Log Entries format for Municipal Emergency Coordinator/Deputy/Designate
 Each Emergency will start with Serial 1
 Each action will have separate serial number

Serial	SUBJECT	DISCUSSION	RESULT	ACTION
1	Emergency Declared	Emergency: Declared by: Date: Time:	EOC stood up Location:	MEC locates to EOC
2				
3				
4				
5				
6				

APPENDIX D

TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix D – CAO Responsibilities

Finance and Administration Section - Chief Administrative Officer (CAO)

Reports to: Primary - Mayor and Council – and to EOC Manager through Municipal Emergency Coordinator

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of Municipal Emergency Coordinator and Deputy Emergency Coordinator. Responsibilities of the Finance and Administration Section CAO include:

1. Developing a plan for capturing costs dealing with the incident.
2. Briefing Mayor and Council of information received from Municipal Emergency Coordinator who attended EOC Information Sharing Meetings on matters of importance.
3. Working to support the EOC Action Plan and/or fulfill direction given by the EOC to Municipal Emergency Coordinator.
4. Maintaining a Personal Log (see appendix C and use log format at page C2) of all actions taken until emergency situation has been declared secure.

APPENDIX E
 TO RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix E – List of Resources

Fire Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Alberton Fire Department	Fire Chief Shannon Dumville	(902) 853-2863	
Tignish Fire Department	Fire Chief Allan Gavin	(902) 882-3433	
Miminegash Fire Department	Fire Chief Rob Tremblay	(902) 882-3469	
Forest Fire Emergency		902-854-7260	902-432-4249
Fire Marshal	Dave Rossiter	902-368-4869	902-368-1661
PEI Ground Search & Rescue		902-368-9300	902-393-3370
Environmental Spills		800-565-1633	
Canadian Coast Guard		902-888-4017	1-800-565-1633

Transportation Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Buses Public Schools Branch	Western School Board	902-888-8400	
Backhoes/Dozers/Excavators	Kildare Construction	902-853-2765	902-853-7012
	Gaudette's Transit Mix		902-882-3411
	O'Meara's Heavy Eqpt		902-853-2559
Boats	Coast Guard 24hr service	1-800-565-1633 Ext 104	911
	Alberton Rescue Boat	(902) 853-2863	911
Tow Trucks	Westisle Towing Ltd	902-853-2618	

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Public Works Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Government Snowplows Dispatch	Charlottetown	1-902-368-4770	
	Summerside	1-902-888-8275	
	Bridgetown	1-902-652-8960	
	Alma	902-853-8645	
Maritime Electric		1-902-368-3468 1-800-670-1012	
Bell Aliant		1-866-425-4268	

Health and Social Services Resources

To be included in this listing would be suppliers and specialized resources that you may need to access in the event of an emergency.

RESOURCE	BUSINESS	After Hours
Tignish Health Clinic	902-882-3676	
Canadian Red Cross	902-628-6262	
Hospitals		
Western Hospital	902-853-8650	
Prince County Hospital	902-438-4540	902-438-4312
Queen Elizabeth Hospital	902-894-2111	902-314-5392
Summerside Animal Hospital		902-436-2297
Grocery Stores		
Independent	902-853-2220	
Foodland	902-859-1981	
Tignish Coop	902-882-2020	

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Public Information Resources

RESOURCE		BUSINESS	After Hrs
Radio Stations			
CBC	Radio	902-422-9200	
	Storm Centre Report cancellations	877-236-9350	See what's closed <u>Prince Edward Island Storm Centre (cbc.ca)</u>
Spud FM		902-436-2201	
CFCY		902-892-1066	
Ocean 100		902-569-1003	902-566-6397
Newspapers			
Journal Pioneer		902-436-2121	902-439-7647
Guardian		902-436-8240	902-888-7127

APPENDIX F
TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix F – Declaration of a State of Local Emergency
(Subsection 9(2.1) of the Emergency Measures Act)

The following area is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety, or welfare of persons therein:

Emergency area:

The area of Prince Edward Island generally affected described as:

Nature of the emergency:

I am satisfied that an emergency, as defined in clause 1(c) of Chapter E-6.1 of the *Emergency Measures Act*, exists or may exist in the emergency area.

I hereby declare a state of local emergency in the emergency area stated in this declaration effective as of (time – use 24hr format, 0000hrs – 2359hrs):

TIME: _____ on the (DAY) _____ of (MONTH) _____ 20 _____

If this declaration is not renewed or terminated, the state of emergency remains in effect until 7 days after the date and time it is declared, or the earlier date and time set out below:

Date of termination:

TIME: _____ on the (DAY) _____ of (MONTH) _____ 20 _____

Dated at _____, Prince Edward Island, _____, 20 _____.

Name: _____, Position: Mayor

Signature: _____

Fax to: PEI Emergency Measures Organization (PEI EMO) at 902-368-6362

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Montrose Boundaries

Scale: 1 : 26619

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Greenmount Boundaries

Scale: 1 : 26619

Appendix G – Evacuation Procedures

Warning

1. The Police and Fire Departments are usually the first responders on the scene. If immediate evacuation is necessary, the Incident Commander, usually Police or Fire Department will initiate it.

The Incident Commander at the scene will notify their dispatchers that a large-scale evacuation is necessary and they in turn will relay this information to the Municipal Emergency Coordinator or municipal representative.

2. The warning shall state:

- a. the location;
- b. nature of emergency - fire, gas leak, explosion, etc.; and
- c. if possible, the extent of area to be evacuated.

3. The Municipal Emergency Coordinator or notified municipal representative receiving the warning will:

- a. notify other officials;
- b. municipal representative with authority will declare a state of local emergency if necessary;
- c. order evacuation as required;
- d. pass the warning to the citizens;
- e. determine number of evacuees and arrange for accommodations; and
- f. advise PEI Emergency Measures Organization of actions taken.

APPENDIX G
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Transportation

4. It is anticipated that many will provide their own transportation. Various means of communications could be used to indicate transportation needs to the public/municipality.

Security

5. Emergency response personnel will check the area involved to ensure that all persons are evacuated. The Municipality is responsible for ensuring that the evacuated area remains secure at all times. This may be provided by police or security companies.

APPENDIX H

TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix H – Reception Center Procedures

Reception Centre

1. The Rural Municipality of Greenmount-Montrose does not own or lease any structures that could facilitate reception centre requirements. However, the Montrose Community Club Inc owns the Montrose Community Centre (2091 Union Road, Route 152) which can facilitate minimum reception centre requirements.
2. The communities surrounding the Montrose Community Centre:
 - a. Alberton Fire District residents
 - b. Tignish Fire District residents
 - c. Miminegash Fire District residents
 - d. Rural Municipality of St Felix
 - e. Rural Municipality of Tignish Shore
 - f. The Town of Tignish
 - g. The Rural Municipality of St Louis
 - h. The Town of Alberton
 - i. The Rural Municipality of Northport
3. Depending on the scope and nature/geography of the emergency situation the Montrose Community Centre is only available as a marshalling location and administrative (registration and inquiry) holding location for evacuees with onward transportation planning to fully operational reception facilities if required.
4. The Montrose Community Centre has:
 - a. No auxiliary power source if commercial power is not available
 - b. Washrooms

APPENDIX H

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- c. stove, fridge (no emergency food supplies maintained)
 - d. Limited space (maximum 100 people, centre staff included in the 100)
 - e. Only chairs and tables.
5. Municipality will establish mutual aid agreements for reception centre requirements in the event that local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s). The mutual aid agreements will be with municipalities that have building resources capable of being reception centres:
- a. Town of Alberton
 - b. Town of Tignish
 - c. Rural Municipality of St Felix
 - d. Rural Municipality of St Louis
 - e. Rural Municipality of Miminogash
6. To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.
7. A Reception Centre will be selected and set up under the direction of Health and Social Services.

APPENDIX I

TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
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Appendix I – Training and Exercise Program

1. Recommended Training

	Mayor CAO	Council	MEC	D/MEC	REMARKS
ICS 100	X	X	X	X	
ICS 200			X	X	
ICS 300					
Exercise Design 100			X	X	
Basic Emergency Management	X	X	X	X	
Emergency Public Information	X				
Emergency Operations Center	X		X	X	
Exercise Design 200					

2. Exercise Schedule Requirements IAW subsection 145(3) of the Act

- a. An annual discussion-based exercise to be commenced by not later than one year after the approval of the program by the PEI Emergency Measures Organization; and
- b. An operational-based exercise, which includes participants by the appropriate response agencies referred to in the Municipal Emergency Management Program, to be undertaken by the municipality once every five years, commencing not later than five years after the approval of the Municipal Emergency Management Program by the PEI Emergency Measures Organization.

The Rural Municipality of Greenmount-Montrose will meet the requirements of this section of the MGA through participation with local municipal government's—the Town of Alberton and/or the Town of Tignish—exercise work plans

APPENDIX I

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3. 5 Year Training and Exercise Program

<i>5 Year Training and Exercise Program</i>	
Year 1	Plan Review and select EMO Training for Mayor, Council, CAO, MEC, D/MEC
	Discussion based exercise, Alberton and/or Tignish EOC team and MEC and D/MEC
	After Acton Information Session – MEC and Council
Year 2	Plan review and maintenance
	Discussion based exercise, Alberton and/or Tignish EOC Team and MEC and D/MEC
	After Acton Information Session – MEC and Council
Year 3	Plan Review and maintenance. Review and update training guidelines
	Discussion based exercise, practice set up of reception center, test all equipment – Alberton and/or Tignish EOC teams as lead – with MEC and D/MEC
	After Acton Information Session – MEC and Council
Year 4	Plan Review and Maintenance
	Large-scale emergency for discussion-based exercise, full Alberton and/or Tignish EOC activation with MEC and D/MEC
	After Acton Information Session – MEC and Council
Year 5	Plan Review and maintenance. Update training & exercise program for next 5-year cycle
	Operational based exercise, full scale with as many roles filled as possible with Alberton and/or Tignish EOC Team(s) as lead with MEC and D/MEC
	After Acton Information Session – MEC and Council

APPENDIX J

TO: RURAL MUNICIPALITY OF GREENMOUNT-MONTROSE
EMERGENCY MANGEMENT PLAN
DATED: 16 NOVEMBER 2021

This appendix will be the most recent "Provincial Assessment Roll" for the Rural Municipality of Greenmount-Montrose – 1506.

This document provides:

- a. Property Number
- b. Owner's Name
- c. Owner's Address
- d. Property Address

CAO is responsible to ensure Municipal Emergency Coordinator has access to this document.