

RURAL MUNICIPALITY OF
Malpeque Bay
EMERGENCY MANAGEMENT PLAN

Approved and adopted by Council on:

Date: February 22, 2022

Mayor Paul Brown – original document signed and sealed.

Chief Administrative Officer Joanne McCarvill – original document signed and sealed.

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Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
Wayne Crosby, EMO Co-Chair	1
Krista Ashley, EMO Co-Chair	1
Paul Brown, Mayor	1
Herb Clark, Deputy Mayor	1
Kensington Fire Department	1
Marla Simmons Municipal Emergency Coordinator	1
Stacey Bernard, Deputy Municipal Emergency Coordinator	1
Larry Burke, Information Officer	1
RCMP	1
Ted Andrews, Councillor	1
Ghislaine Duplain, Councillor	1
Brian McKinnon, Councillor	1
Beth Smith. Municipal Website Coordinator	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 in order 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 Malpeque Bay Municipal Emergency Management Program bylaw.

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”** means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
 - e. **“Emergency”** means a present or imminent event in respect of which the Rural Municipality of Malpeque Bay believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of residents of the Rural Municipality of Malpeque Bay.
 - 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 the 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 pursuant to this bylaw.
 - j. **“Municipal Emergency Management Planning Committee”** means the committee established pursuant to this bylaw.
 - k. **“Municipal Emergency Management Program”** means the program established pursuant to the bylaw.
 - l. **“Municipal Emergency Management Standing Committee”** means the standing committee established pursuant to this bylaw.
 - m. **“Minister”** refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
 - n. **“State of Emergency”** means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9(1).

- o. **“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 have the authority for decision making during an emergency, with operational decisions being delegated to the Municipal Emergency Coordinator. Council maintain responsibility for ensuring the continuity of municipal business operations outside of the emergency.
- 8. The Municipal Emergency Coordinator is responsible for coordinating the efficient emergency response in the municipality on behalf of the Mayor/Council. He/she may activate the Emergency Operations Center staff partially or fully, depending on the nature and magnitude of the emergency.
- 9. If there is a designated emergency site it will be under the direction of the Incident Commander. If there is no Incident Commander in place, he/she will be designated by the local authority.
- 10. 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 Malpeque Bay 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.

11. PEI Emergency Measures Organization - The local authority may be advised and assisted by PEI EMO staff and representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.
12. Emergency roles and responsibilities of Municipal Council, the Municipal Emergency Coordinator and the Emergency Operations Centre Team are listed in the Appendices.

Requests for Assistance

13. 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

14. When an emergency occurs, or is imminent, the person or agency becoming aware of the situation will be responsible for alerting the Municipal Emergency Coordinator who will in turn alert Mayor/Council.

The Municipal Emergency Coordinator will maintain a current EOC contact list and will instruct the designated person **D/MEC** to start notifying individuals on the list if the EOC is being activated.

Expenditures

15. The Council may authorize the Chief Administrative Officer (CAO) to incur any liabilities that the Chief Administrative Officer 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

16. This plan will be reviewed **annually in October** by the Municipal Emergency Coordinator, who will be responsible for the preparation of amendments, as required, and for submission to PEI EMO for review.

Emergency Operations Center

17. The Emergency Operations Centre (EOC) team is comprised of municipal representatives and external agencies, under the direction of the Municipal Emergency Coordinator (EOC Manager). The EOC team is responsible for making operational decisions to support and assist the Incident Commander. When the EOC is activated it should be staffed to a level that matches the needs of the incident. The size and composition of the EOC may vary according to the requirements of the particular circumstances. It should be noted that while it may seem appropriate to have the CAO or Mayor run the EOC, ideally they should be focused on maintaining and managing regular business of the Municipality along with being the lead spokesperson for the municipality. During an emergency, it will be difficult for a CAO or Mayor to do all these tasks.

The EOC team is led by the EOC Manager (Municipal Emergency Coordinator) who is responsible for overall emergency policy and coordination, public information and media relations, agency liaison, and proper risk management procedures, through the joint efforts of local government agencies and private organizations. Roles and responsibilities for the EOC positions can be found in the Appendices.

When using the recommended Incident Command System (ICS) in the EOC, there are four management functions required to manage an emergency. The EOC Manager is always responsible for these four functions unless the nature and size of the emergency warrants one or more of these functions being filled.

Operations – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the EOC Action Plan.

Planning – Responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan and tracking all resources, and maintaining all EOC documentation.

Logistics – Responsible for providing facilities, services, personnel, equipment and materials.

Finance / Administration – Responsible for financial activities and other administrative aspects.

Exercise Work Plan

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

Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs. But it's not enough to just "have an exercise". You need to determine what needs to be tested, in what way, and how often – always keeping in mind that there are time, budget, and other resource constraints. That's why you need an exercise work plan.

A well designed and executed exercise work plan can make you and your emergency management team "ready to go". At the same time, your emergency plan is tested to see if it works in a full-scale disaster.

In accordance to subsection 145(3) of the Act, the Municipal Emergency Management Program for the municipality shall include an exercise work plan (**See Appendix "G"**) that, at a minimum, provides for:

- 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
- 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.

List of Appendices

Appendix A- Municipal Contact Numbers

- Emergency contacts
- Municipal Council
- Emergency Operations Center Team

Appendix B- EOC Team Members Responsibilities

Appendix C- List of Resources

Appendix D - Declaration of State of Local Emergency Form

Appendix E- Evacuation Procedures

Appendix F- Reception Center Procedures

Appendix G- Training and Exercise Program

Appendix H - Rural Municipality of Malpeque Bay Municipal Emergency Management Program By-Law

Appendix I - Municipal Government Act

Appendix J - PEI Emergency Measures Act

Appendix K - Memorandums of Understanding or Agreements

Emergency Contacts

Agency	Work	Emergency	Fax	Email
Fire		911		
Police		911		
Ambulance		911		
Environmental Emergency	902-368-5024	1-800-565-1633		
Poison Control	1-800-565-8161	1-800-565-8161		
CANUTEC		613-996-6666 Cell: *666(Canada)		
PEI EMO	1-902-894-0385 1-877-894-0385	1-902-892-9365	1-902-368-6362	emo@gov.pe.ca

Municipal Council Contacts

Name	Work #	Home #	Cell #	Email
Paul Brown (Mayor)			902-432-4704	paul.brown.pei@gmail.com
Brian McKinnon (Deputy Mayor)			902-598-8531	mckinnonclan@pei.sympatico.ca
Krista Ashley (Councilor)			902-439-5796	krista.ashley007@gmail.com
Wayne Crosby (Councilor)			902-448-3203	wcrosby@iglide.net
Ghislaine Duplain (Councilor)			902-388-1442	ghislaineduplain@gmail.com
Jason MacLellan (Councillor)			902-315-1056	jasonwin@jasonwin.com
Marla Simmons (Councillor and EOC Manager)			902-303-2800	mjsj13@hotmail.com
Joanne McCarvill (CAO)			902-836-5029	themccarvills@gmail.com communityofmalpequebay@gmail.com

EOC Team Members Responsibilities

EOC Manager

Reports to: Mayor and Council (Executive)

The EOC Manager's primary responsibility is to coordinate the efficient response in an emergency. Responsibilities include:

1. Activating the EOC if required.
2. Initiating the EOC fan-out/notification list.
3. Ensuring EOC positions are staffed as required.
4. Ensuring an up-to-date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an EOC Action Plan.
8. Ensuring the EOC Team take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all the EOC Team.
10. Requesting expert assistance as required.
11. Advising council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the EOC Team.
13. Consulting with the Social Services representative on the opening of Reception Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council.
15. Informing the EOC Team of issues as they arise.
16. Ensuring communications are established with the Incident Commander at the site (if applicable).
17. Ensuring a thorough situation briefing is conducted during shift changes.
18. Ensuring replacement is thoroughly briefed during shift changes.
19. Ensuring that a main event log is maintained.
20. Maintaining a personal log of all actions taken.
21. Other duties as required.

Finance and Administration Section Chief (CAO)

Reports to: EOC Manager

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 EOC Team. It is recommended that the CAO holds this position.

Responsibilities of the Finance and Administration Section Chief include:

1. Ensuring EOC participants sign in and out of the EOC.
2. Developing a plan for capturing costs dealing with the incident.
3. Briefing EOC Team during Information Sharing Meetings on matters of importance.
4. Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
5. Obtaining EOC Team sign in/sign out times during deactivation
6. Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.
7. Maintaining a Personal Log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

Fire Agency Representative (Operations)

The Fire Representative may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Section Chief

The Fire representative coordinates all area emergency fire and rescue services. Responsibilities of the Fire representative include the following:

1. Maintaining an up-to-date list of all fire and rescue resources in the area.
2. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
3. Providing specialized equipment and operators when requested by the site.
4. Coordinating requests for mutual aid.
5. Briefing EOC Team during Information Sharing Meetings.
6. Providing advice to the EOC Manager when evacuation appears likely.
7. Ensuring that dangerous goods support agencies are contacted if necessary.
8. Updating maps and notice boards as necessary.
9. Ensuring that replacements are thoroughly briefed during shift changes.
10. Maintaining a personal log of all actions taken.
11. Other duties as assigned by the Operations Section Chief.

Information Officer (IO)

Reports to: EOC Manager

The responsibilities of the Information Officer are as follows:

1. Maintaining an up-to-date list of all media services in the area.
2. Implementing a crisis communication plan to support the incident.
3. Leading an Information Team (if required).
4. Establishing a media-briefing centre.
5. Keeping the public informed of significant developments occurring during the Emergency by notifying radio stations and or print media
6. Briefing the media periodically.
7. Maintaining a personal log of all actions taken.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Ensuring the replacement is thoroughly briefed during shift changes.
10. Other duties as assigned by the EOC Manager.

Police Agency Representative (Operations)

The Police Agency Rep may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Sections Chief

The Police agency representative coordinates area emergency police and security services.

1. Maintaining an up-to-date list of all police and security resources in the area.
2. Providing police and security resources when requested by the site.
3. Establishing priorities for the use of resources in collaboration with the Operations Section Chief.
4. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the site when requested.
5. Determining evacuation routes in concert with the Transportation Rep and the Operations Section Chief.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Providing advice to the EOC Manager when evacuation appears likely.
8. Providing security for specific facilities as requested.
9. Updating maps and notice boards, as necessary.
10. Ensuring that replacements are thoroughly briefed during shift changes.
11. Maintaining a personal log of all actions taken.
12. Other duties as assigned by the Operations Section Chief.

Public Works Representative (Operations)

Reports to: EOC Operations Sections Chief

The Public Works representative is responsible for coordinating area emergency public works services.

1. Maintaining an up-to-date list of all public works resources in the area.
2. Determining where and how potable water may be obtained and distributed during an emergency.
3. Providing a list of heavy equipment and operators located in the area to emergency services if required.
4. Establishing priority for use of public works resources in collaboration with other services and the Operations Section Chief.
5. Maintaining and refueling generators at established Reception Centres.
Brief EOC Team on matters of importance during the Information Sharing Meetings.
6. Ensuring that replacement is thoroughly briefed during shift changes;
7. Maintaining a personal log of all actions taken, and
8. Other duties as assigned by the Operations Section Chief.

Social Services Representative

Reports to: EOC Operations Section Chief

The Social Services representative is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services and registration & Inquiry.

1. Ensuring that an up-to-date list of all emergency social services resources are maintained.
2. Providing overall supervision of all social services activities.
3. Registering all evacuees as they arrive at the reception centre.
4. Predetermining resources that may be required depending on the situation.
5. Informing the Operations Section Chief of major incidents as they occur.
6. Brief EOC Team during information sharing meetings.
7. Maintaining a list of all staff assisting with emergency social services and ensuring that replacements are thoroughly briefed during shift changes.
8. Monitoring the capacity of area resources, and if overextended, requesting assistance through the Operations Section Chief.
9. Maintaining a personal log of all actions taken.
10. Other duties as assigned by the Operations Section Chief.

Transportation Representative (Operations)

Reports to: EOC Operations Section Chief

The Transportation representative is responsible for coordinating area emergency transportation services.

1. Maintaining an up-to-date list of all transportation resources in the area.
2. Determining where specialized vehicles and operators may be obtained depending on the nature of the emergency and providing them to the site when requested.
3. Providing transportation services when requested by the site.
4. Establishing priorities for the use of resources in collaboration with other services and the Operations Section Chief.
5. Selecting evacuation routes and pick-up points as necessary, in concert with the Police Agency Rep.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Informing transportation drivers of the locations of the reception centres, or other places where evacuees may be housed.
8. Providing transportation as requested by the EOC Team.
9. Providing advice to the Operations Section Chief when evacuation appears likely.
10. Updating maps and notice boards as necessary.
11. Ensuring that replacements are thoroughly briefed during shift changes.
12. Maintaining a personal log of all actions taken.
13. Other duties as assigned by the Operations Section Chief.

List of Resources

Emergency Services Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Kensington Fire Department		911	Town of K'Town after hours 902-439-8849
Kensington Police non emergency		902-836-4499	
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
RCMP		902-436-9300	
Prince County Hospital		902-438-4200	

Transportation Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Taxi Companies		United Taxi	902-436-4232
		Old Town Taxi	902-436-4555
Buses		Maritime Bus	902-566-1567
		Coach Atlantic	1-800-903-5664
Airplanes	Summerside Airport	902-432-1760	
Boats (Coast Guard)	24hr Service	1-800-565-1633 Ext. 104	
Tow Company	Johnston's Towing	902-888-8711	
	AAA Towing	902-315-4869	
	JJ Towing	902-315-4869	
	Island Towing	902-436-9734	
Flight Service Center		1-800-541-4106	
Flight Rescue Control		1-800-565-1582	

Public Works Resources

RESOURCE	CONTACT NAME	BUSINESS	CELL
Government Snowplows Dispatch	Charlottetown	902-368-4770	
	Summerside	902-888-8275	
	Bridgetown	902-652-8960	
	Alma	902-853-8645	
Maritime Electric	1-800-670-1012	902-368-3468	
Bell Aliant		1-866-425-4268	
Battlefield Rentals		902-566-5077	(f) 902-566-1431
United Rentals		902-892-7001	(f) 902-368-3617
Carpentry	Nick Crozier	902-303-9742	
	Built Rite	902-888-9807	
	Warren's Carpentry	902-436-2236	
Plumbing	Pickering Plumbing	902-439-9769	
	Roger's Plumbing	902-836-3825	
	East Coast Plumbing	902-439.3997	
Electrical	North Shore Electric	902-836-5249	
	Cooper Electric	902-439-2894	

Public Information Resources.

RESOURCE	BUSINESS	After Hrs
Radio Stations		
CBC Radio	902-422-9200	
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
TV Stations		
CBC	902-629-6403	

Social Services and Health

TYPE	Contact	CIVIC ADDRESS	PHONE NUMBER	HOURS OF OPERATION
Pharmacy's				
Murphy's Pharmacy		56 Broadway street	902-836-3316	
Hunter River Pharmacy			902-569-7772	
Food				
Kensington Food Basket			902-836-9370	
Mike's Independent			902-836-4709	
Medical Center/Community Care				
Kensington Medical Center		55 Victoria Street	902-836-0180	
Kensington Community Care			902-836-3019	
Clinton View Lodge			902-886-2276	
Veterinarian				
Kensington Vet Clinic		9 Park Road	902-836-3410	
Atlantic Veterinarian College		UPEI	902-566-0882	
Church/Clergy				
Kensington/New London Presbyterian		Kensington	902-836-3266	
Margate Pastoral Charge		Margate	902-836-3337	
Kensington United Church		Kensington	902-836-3639	
St. Mary's Holy Family Church		Kensington	902-836-3609	
Princetown United		Malpeque	902-836-3337	
Fuel				
Feasible Fuels	902-940-5140		902-940-5140	
Pineau's Fuels Inc.	902-936-2443		902-936-2443	
Island Petroleum	902-436-436-2211		902-436-436-2211	
Feasible Fuels	902-940-5140		902-940-5140	
Restaurants				
Ship to Shore			902-836-5475	
Family and Friends			902-291-3334	
Tim Horton's			902-836-3434	
Mel's Convenience			902-836-3322	
Island Stone			902-836-3063	
C&B Corner Cafe			902-836-4378	
Willow Tree Bakery			902-303-5127	
Mary's Bake Shoppe			902-836-4204	
Grecco			902-836-4000	
Lotus Garden			902-836-5055	

Accommodations				
Quality Inn	618 Water Street	Summerside	902-436-2295	Quality Inn
Prince County Guesthouse	11 Lady Slipper Drive	Summerside	902-436-3216	Prince County Guesthouse
Home Place	21 Victoria Street	Kensington	902-836-5686	Home Place
Victoria Inn	32 Victoria Street	Kensington	902-836-3010	Victoria Inn
Weeping Willow House	54 Woodleigh Street	Kensington	902-954-1883	Weeping Willow House

Additional Local Resources

Please see the attached Excel spreadsheet document identifying resident community resources for the Rural Municipality of Malpeque Bay. The information was gathered from a survey sent to all residents in 2021.

Residents were advised that filling in the survey did not require them to volunteer in an Emergency but that they may be contacted as a resource in the event of a widespread emergency.

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 – specify a.m./p.m.) on _____, 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 – specify a.m./p.m.) on _____, 20 ____.

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

Name: _____, Position: Mayor

Signature: _____

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

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 to the Standing Committee.

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 MEC or Standing Committee receiving the warning will:
 - a. notify other officials;
 - b. 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.

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.

Schools

5. In the event that schools are in, school authorities are responsible for coordinating the evacuations, including the transportation of students, to the nearest safe gathering point.

After being evacuated from the danger area, the situation will determine where the students will go next. School Board authorities would ensure that parents are informed – usually by a variety of means of communications.

Institutions

6. The City/Town Hospital, Manors, Extended Care Nursing Homes, Manor Apartments, etc. are considered as “individuals” and expected to have their own evacuation procedures. Check with them to see they have a plan, ask for a copy of their plan and discuss what, if anything, they would need from the Municipality during an emergency. Their plans can be added to this plan as an Appendix.
7. In the event that an institution requires assistance during an evacuation:
 - a. Health Services, in conjunction with the facility, may ascertain the number of ambulatory and stretcher patients; and
 - b. Transportation Services may assist a facility, in coordination with the Province’s Department of Social Development and Housing to obtain resources to assist with the evacuation.

Security

8. 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.

Reception Center Procedures

Reception Centre Requirement

Local emergency conditions or conditions in neighbouring communities may necessitate full or partial evacuation and the establishment of a reception centre(s). Mutual aid agreements between municipalities should be in place to ensure the availability of an appropriate facility.

Most emergencies are usually short term in length, evacuees would require assistance for a period of one or two days, however, the possibility of a longer-term requirement may be required.

To receive and accommodate evacuees these procedures will be enacted in whole or in part as required.

A Reception Centre will be selected and set up under the direction of Health and Social Services.

Functions of a Reception Center

The functions of the Reception Centre may include:

- Lodging
- Feeding
- Clothing
- Personal Services
- Registration & Inquiry

Lodging

Initially accommodations may be arranged on a congregate lodging basis, i.e. large community hall for shelter. The buildings listed can provide temporary accommodations for the numbers shown under Lodging Resources.

If a prolonged stay is anticipated, long term housing arrangements will need to be considered.

Health is responsible for health and sanitation; a list of resources should be included under the appropriate resource list.

Feeding

Feeding of evacuees will be arranged under the direction of Health and Social Services using feeding resources.

Cooking facilities in buildings selected to accommodate the evacuees may be activated to provide coffee and a light snack for the evacuees upon their arrival and to serve hot meals. These facilities must be under the direction of a person with the required Safe Food Handling Certificate.

If the selected building(s), do not have feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants, and catering groups.

Clothing

Clothing of evacuees will be arranged by Social Services as required.

Personal Services

Counselling services may be provided by local clergy and community faith groups. If required, referral can be made to Social Services agencies.

Depending on requirements volunteers may be used to provide additional personal services, such as first aid, childcare etc. All volunteers must have appropriate training for the roles they are filling.

Registration & Inquiry

If a Reception Center is established all individuals using the facility or staying elsewhere must register with the center.

Contact the Canadian Red Cross to get information on the registration process.

Training and Exercise Program

	Mayor	Council	EOC Coordinator	EOC Members	ICS Section Chief	
ICS 100	X	X	X	X	X	
ICS 200			X		X	
ICS 300						
Exercise Design 100			X		X	
Basic Emergency Management	X	X	X	X	X	
Emergency Public Information	X			X Select Members		
Emergency Operations Center	X		X	X	X	
Exercise Design 200			X			

Exercise Schedule

- 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
- 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.

5 Year Training and Exercise Program

<i>5 Year Training and Exercise Program</i>	
Year 1	Plan Review and select EMO Training.
	Discussion based exercise, EOC team and council members
Year 2	Plan review and maintenance
	Discussion based exercise, new scenario with additional stakeholders
Year 3	Plan Review and maintenance. Review and update training guidelines
	Discussion based exercise, practice set up of reception center, test all equipment
Year 4	Plan Review and Maintenance
	Large-scale emergency for discussion based exercise, full EOC activation.
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