



**Rural Municipality
of VICTORIA
2024 EMERGENCY
MANAGEMENT
PLAN**



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Emergency Contact Numbers:

Agency	Emergency Number	Cell/Work/Home/Fax Number	Email Address
Fire	911		
Police	911		
Ambulance	911		
Environmental Emergency	1-800-565-1633		
Poison Control	1-800-565-8161		
CANUTEC	613-996-6666	Cell: *666 (Canada)	
PEI EMO (Emergency Measures Organization)	902-892-9365	902-894-0385	emo@gov.pe.ca
RCMP			

Municipal Council Contacts:

Title	Member Name	Cell Number	Email Address	Home /Work Number
Mayor	Martin Ruben	902.388.7584	allenfarm17@gmail.com	
Deputy Mayor	Jean McCardle	902.786.0651	jean.mccardle@eastlink.ca	
Councilor	Shelley TRainor	613.329.2277	rmvshelleytrainor@gmail.com	
Councilor	Thomas Wright	902.394.7566	rmvtomwright@gmail.com	
Councilor	Eric Gilbert	902.916.9668	ericrmvcouncil@gmail.com	
Councilor	Ben Smith	902.658.2048	rmvwatersewer@gmail.com	
Councilor	Linda Gilbert	416.531.3102	gilbert.ca@gmail.com	

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Emergency Operations Center Team Contacts:

FUNCTION	NAME	CELL	WORK	HOME
EOC Manager Emergency Measures Coordinator	Position to be filled			
Deputy Emergency Measures Coordinator	Brian Trainor	902.394.2625		
Finance	Marsha Empson	780.712.3779		
Finance Alternate	Susan Williams	902.6267498		
Police	911			
Fire	James Boulter	902.303.3889		
Transportation	Bluefield Family of schools	902.368.6990		
Transportation Alternate				
Communications	Marsha Empson	780.712.3779		
Social Services				
Health	South Shore Health and Wellness	902.658.2212		
Public Information	Marsha Empson	780.712.3779		

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- Do not combine functions.
- 1 person can be combined to more than 1 function
- Must have an alternate assigned to each function
- If ICS is adopted in the EOC then the functions of operations, Planning and Logistics can be added to the EOC team list
- See Municipal Emergency Program Guide for Positions.

Record of Amendments:

Amendment No.	Date	Inserted By	Remarks

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Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
EMO Chair	1
EMO Vice-Chair	1
Mayor	1
Municipal Emergency Coordinator	1
Victoria Fire Department	1
Councilor's	6
City Police/RCMP	1
Organization/Agency you have MOU with	1



Distribution List:

Introduction:

1. Responsibility for the management of municipal emergency operations rest with the Mayor and Council
 - This all hazard emergency plan guides the emergency management actions of the municipality and describes activities and arrangements to deal with any emergency.
 - Should municipal resources be insufficient to deal with the emergency assistance may be requested form municipal governments and other organizations through mutual aid agreements or memorandums of understanding and from Provincial Government through the EI Emergency Measures Organization
2. Fundamental principles concerning emergency management in Canada which are recognized are:
 - a. The responsibility of meeting emergencies normally rests with those most affected. If the capacity to do so is inadequate and government action is required. The sequence of responsibility would be:
 - The Local Government, (the municipality)
 - If further assistance is required, the responsibility moves to Provincial Government
 - Finally, the responsibility moves to the Federal Government.
 - b. Operational responsibilities for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency.
 - c. The responsibility to respond to the emergency carries a parallel responsibility to plan and prepare for the emergency

Purpose:

This plan must outline the procedures to be followed by local authority in order to provide prompt and coordinated response to emergencies.

Authority:

This plan is issued to council under the authority of:

- The Emergency Measures Act
- The Municipal Act
- Town of Victoria Municipal Emergency Management Program bylaw

Definitions:

ACT -
Municipal Government Act

CAO –

Chief Administrative Officer

Council –

Mayor and other members of councilor's

Deputy Municipal Emergency Coordinator-

Person appointed by council as the Deputy Municipal Emergency Coordinator pursuant to this

Emergency –

Present or imminent event in respect of which the Town of Victoria believes prompt coordination of action and/or regulation of persons or property must be undertaken to protect the health, safety and/or welfare of residents of the town.

EMO –

Emergency Measures Organization, Prince Edward Island EMO established under section 3 of the Emergency Measures Act

EOC –

Emergency Operations Center, the location where designated members of the ECO Team, municipal and external agencies will work on coordinated decision-making emergency management of the response and/or recovery from an event

DFAA –

disaster Financial Assistance Management

Local Authority-

as defined in the Emergency Measures Act

Municipal Emergency Coordinator –

The person appointed by council as the Municipality Emergency Coordinator pursuant to this bylaw

Municipal Emergency Management Planning Committee –

Committee established pursuant to this bylaw

Municipal Emergency Management Program –

The program established pursuant to the bylaw

Municipal Emergency Management Standing Committee –

The standing committee established pursuant this bylaw

Minister –

The member of executive council charged by the lieutenant governor in council with the administration of the Emergency Measures Act

State of Emergency –

A state of emergency declared by the minister pursuant to Emergency Measures Act subsection 9(1)

State of Local Emergency –

State of local emergency declared by the local authority pursuant to Emergency Measures Act subsection

9(2) or by the mayor of the municipality to subsection 9(2.1)

Implementation:

This plan may be implemented in part or full when a state of emergency exists

a. By Council

b. By the Mayor

c. By the Municipal Emergency Coordinator subject to immediate report to a member of council

This plan shall be implemented:

- On a declaration of a state of local emergency by council or
- 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:

- 1.** Responsibility for the management of the 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 maintains responsibility for ensuring the continuity of municipal business operations outside of the emergency.

- 2.** 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.
- 3.** 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.
- 4.** The Municipal Emergency Operations Center will be located at Old School, Victoria. The alternate to the EOC is located at Playhouse, Victoria.
- 5.** PEI Emergency Measures Organizations – 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.
- 6.** Emergency roles and responsibilities of municipal council, the emergency coordinator and the emergency operations center team are list in the appendices.

Requests for Assistance:

Requests for provincial assistance if required will be made to the PEI emergency measures organization (PEI EMO) by the person with the 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. Such as any emergency in an area that is unincorporated or emergencies on provincial land.

Notification:

- When an emergency occurs or is imminent the person or agency becoming aware of the situation is responsible for alerting the municipal emergency coordinator who will alert the mayor and council.
- The municipal emergency coordinator will maintain a current EOC contact list and will instruct the designated person (operations section chief) to start notifying individuals on the list if the EOC is being activated.

Expenditures:

The council may authorize the CAO to incur any liabilities that the CAO considers necessary to assist in the emergency response or recovery which is beyond current budget allowances.

Review and Amendment:

This plan will be reviewed annually in November 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:

- The EMO team is composed of municipal representatives and external agencies under the direction of the EOC manager.
- The EOC team is responsible for making operational decisions to support and assist the incident commander.
- When the EMO 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 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 who is responsible for all emergency policy, coordination, public information, 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.

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: (Exercise are an essential component of an emergency management program and have 3 main functions)

- **Validation** – To validate date plans, protocols, procedures and demonstrate resolve to prepare for emergencies.
- **Training** -To develop staff competencies and provide 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

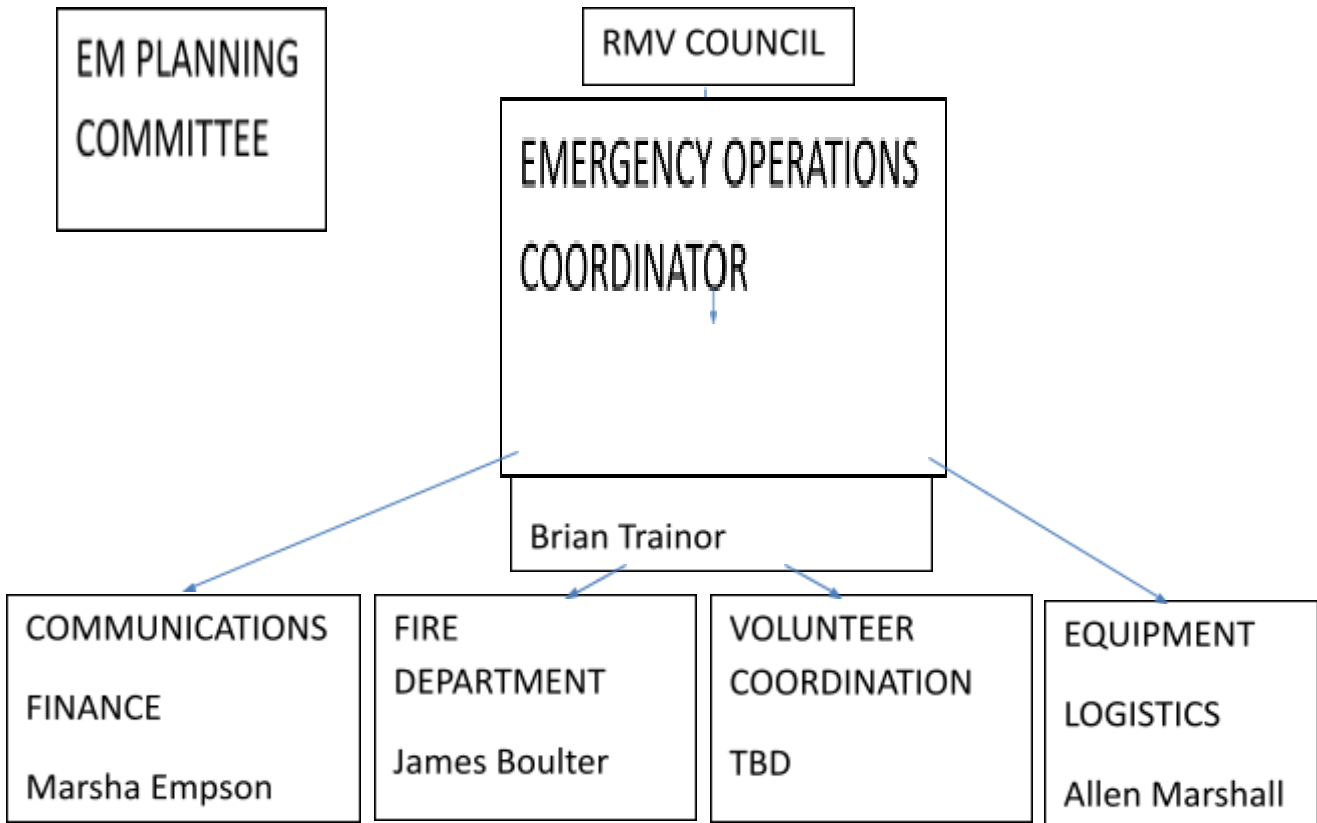
Exercises enhance teamwork and encourage the interaction and cooperation that is needed when a real emergency occurs. The plan must pay strict attention to time, budget and other constraints. The following will ensure the plan is successful in the event of a full-scale disaster.

- Determine what needs to be tested
- Plan how to perform testing
- Schedule how often the testing should occur

The Municipal Emergency Management Program in accordance to subsection 145(3) of the act shall include an exercise plan that provides at minimum

- An annual tabletop exercise to be commenced no later than 1 year after the approval of the program by the PEI emergency measures organization
- An operations based exercise once every 5 years, commencing no later than 5 years after the approval of the municipal emergency management program by the PEI EMO.
- To be included in the exercise are participants by the appropriate response agencies referred to in the municipal emergency management program.

RMV
EMERGENCY MEASURES ORGANIZATION



EOC Manager

Job Action Sheet

Position	EOC Manager
Reports to	Mayor and Council (Executive)
Position Assignment	Coordinates the efficient response in an emergency.
<p>Responsibilities:</p> <ul style="list-style-type: none"> ● Develop an EOC action plan ● Activate the EOC if required ● Report major incidents to PEI EMO ● Request expert assistance if required ● Initiate the EOC fan-out list ● Ensure key EOC positions are staffed ● Schedule information sharing meetings ● Schedules situation briefings with all replacements at shift change. ● Ensure the EOC team take prompt and effective action in response to problems ● Advice council if there is a need to evacuate a specific area ● Consult with social services representative on the selection and opening of reception center(s) ● Coordinate evacuation with the EOC team ● Ensure communication are established with the incident commander at the site (if applicable) ● Monitor the capacity of the area resources and request assistance through mutual aid and PEI EMO upon approval of council ● Inform EOC team of major issues as they arise ● Ensure a main event log is maintained ● Ensure EOC staff including EOC Manager maintain personal logs ● Maintain an up to date contact list for fan out purposes 	



TASKS	Signature
<p>Activation:</p> <ul style="list-style-type: none"> ● Activate the EOC in consultation with the executive ● Determine appropriate staff and notify staff to report to the EOC ● Distribute situation reports and include all stakeholders ● Establish communication with the IC at the incident site, appoint one if one is not in place ● Setup the EOC to include a seating plan, personal logs sheets, sign in and out sheets, writing materials, telephones, maps and other forms as needed ● Start and Maintain a personal log of all actions taken <p>Response:</p> <ul style="list-style-type: none"> ● Introduce the EOC team and ICS positions and who they report to. ● Give all team members a checklist for their assigned role ● Inform participants on <ul style="list-style-type: none"> ● On EOC layout ● Security measures ● Actions on a fire alarm ● Available of telephone/communication devices ● Maintenance of logs and status boards ● Intribution of situation reports ● Distribution of situation reports ● Cost recording procedures ● Direct planning section chief to start information sharing meeting ● During information meetings receive all briefings from participants and ask questions if required ● At conclusion of information sharing meetings provide leadership with <ul style="list-style-type: none"> ● Objectives of EOC. Objectives should be specific, realistic and achievable. Prioritize the objectives consider the protection of people, property, the environment and the reduction on the economy ● Post and announce the next information sharing meeting date and time. Provide any further comments. ● Coordinate with/provide direction to the information officer ● In conjunction with the information officer and section chiefs approve the planning chief's written EOC action plan ● Provide regular briefings to the executive ● Inform PEI EMO as necessary. Arrange request for assistance if required ● Supervise section chiefs and command staff in the implementation of the EOC action plan ● Make operational decisions ● Re-commence the information sharing meeting as necessary 	



Deactivation:

When the situation stabilizes planning can begin to focus towards demobilization of resources and the EOC team. The EOC manager will:

- Brief the executive on the intent to deactivate the EOC
- Notify incident management team, supporting organizations/stakeholders and PEI EMO
- Direct the planning section to collect all original personal logs, EOC action plans, main event logs, sign in and out sheets and other forms used. Retained all documentation of file
- Determine the cost associated with the response, recovery and restoration of the community back to normal
- Conduct a detailed damage assessment
- Sign Out

Post Event Activities:

After the incident is over the EOC manager will:

- Restock the EOC with forms
- Finalize the cost associated with response, recovery and restoration of the community. Submit to DFAA for funding of applicable or substantiate potential new mitigation measures
- Conduct an after-action review
- Prepare and distribute an after-action report
- Make any applicable changes to this checklist

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EOC Team Checklist

Municipal Department Representatives and Agencies

- Provide guidance to the remaining municipal department representatives that fill the role as the EOCT and other agencies that may be called to report to the EOC. i.e. Private industry representatives, municipal and non-government representatives and other people requested to participate in the EOC.
- Upon activation of the EOC, the EOC manager will determine an organization structure. Different municipal department representatives may be responsible to different sections within EOC.
 - A municipal finance representative may be placed in the finance and administration section or a public works representation may be placed in the operations section.
- Municipal Department Representatives are responsible to the EOC manager through their section chief for coordinating/reporting their departments/organization planning and response activities

EOC Team Checklist

Tasks	Signature
<p>Upon learning of an activation of the EOC municipal department reps are expected to monitor EOC notifications and report to the EOC.</p> <p>The reps will:</p> <ul style="list-style-type: none"> ● Sign in and out of the EOC ● Start and Maintain a personal log of all actions taken ● Be briefed by the Liaison Officer or EOC Manager and report to the designated Section Chief ● Establish and maintain contact with the department or agency staff ● Gain awareness of the event through their department/agency staff and from EOC situation reports, amin event logs, briefings and maps <p>Responsibility:</p> <ul style="list-style-type: none"> ● Primary contact between department/agency and EOC 	



- Maintain a status board of important information pertaining to the department/agency
- Inform EOC section chief about department/agency activities
- Prepare to advise the planning section on matters pertinent to their area of responsibility
- Be prepared to participate in information sharing meetings prepare to
 - Provide a briefing on department/agency activities/capabilities
 - Take notes to increase situational awareness
- Coordinate activities to achieve objectives established in the EOC action plan
- Update EOC's appointed section chief on all developments

Deactivation:

As the situation stabilizes the municipal department reps will focus on the demobilization of resources and the EOC team.

Upon being deactivate reps will

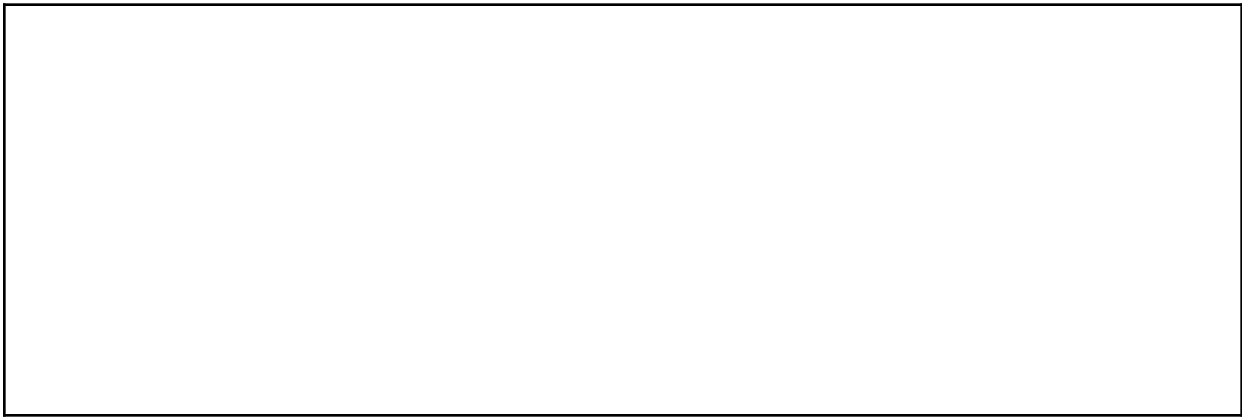
- Notify department/agency staff
- Close personal logs and other forms and return them to the planning section
- Cleanup work area
- Sign out

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Volunteer Coordinator Job Action Sheet

Position	Liaison Officer
Reports to	EOC Manager
Position Assignment	Point of contact/coordination for agency representatives and volunteer organizations
<p>Responsibilities:</p> <ul style="list-style-type: none"> ● Contacting EOC team members which have not acknowledged requests to the EOC ● Briefing external agency representatives on their role and position within the EOC ● Gather information on the incident <ul style="list-style-type: none"> What is the incident Exact location What steps have been taken If there are any injuries If residents have relocated or need to be relocated Where have they been relocated to ● Acting as a point of contact for volunteers and/or volunteer organizations ● Providing specific services as requested by the EOC manager ● Assisting with coordinating how volunteers and/or volunteer organizations can assist with the response ● Maintain a personal log of all actions taken ● Brief the EOC team during information sharing meetings ● Ensure replacement is thoroughly briefed during shift changes ● Other duties as assigned by the ECO manager 	

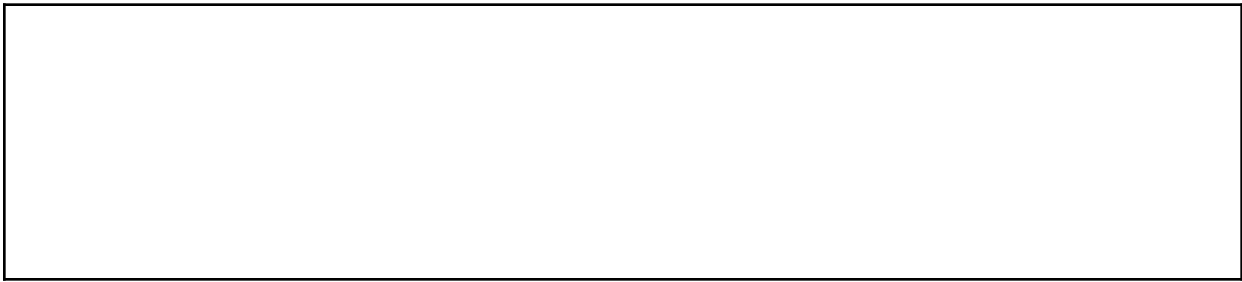




Communication Officer Job Action Sheet

Position	Information Officer
Reports to	EOC Manager
Position Assignment	
Responsibilities: <ul style="list-style-type: none">● Maintain an up-to-date list of all media services in the area● Implement a crisis communication plan to order to support the incident● Lead an information team if required● Brief the EOC team during information sharing meetings● Establish a media briefing center and brief the media periodically● Inform the public of significant developments that occur● Ensure replacement is thoroughly briefed during shift changes● Maintaining a personal log of all actions taken● Other duties as assigned by the ECO manager	

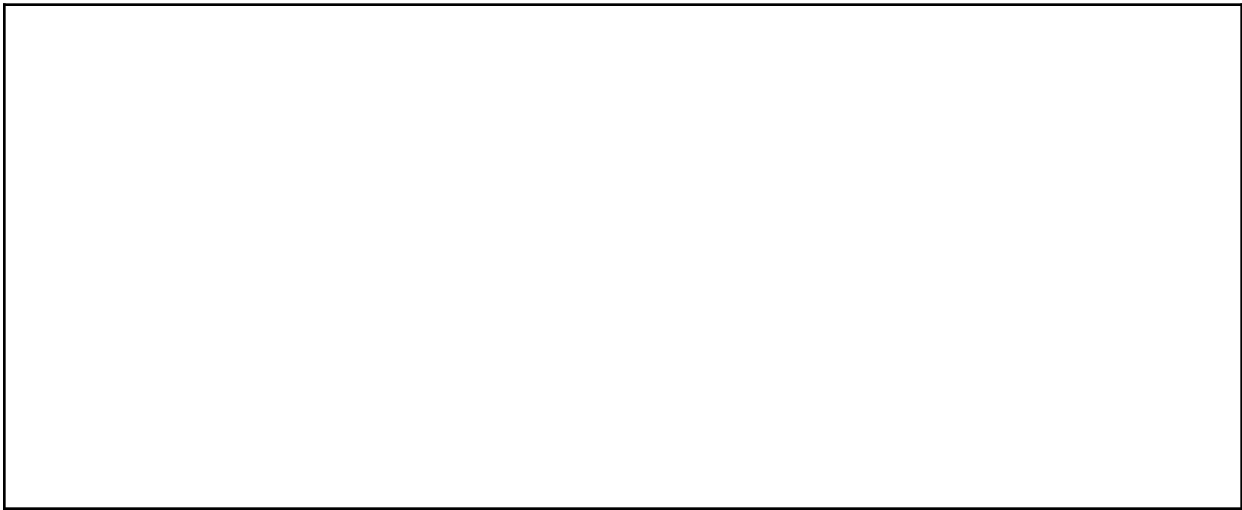




Equipment Logistics Job Action Sheet

Position	Logistics Section Chief
Reports to	EOC Manager
Position Assignment	Provides supports such as security, feeding, amenities, telecommunications and information technology.
Responsibilities: <ul style="list-style-type: none">• Maintain a list of telecommunications resources in the area• Provide telecommunications in support of emergency operations• Arrange EOC security• Supply forms, markers, status boards, paper etc.• Coordinate meals and sleeping arrangements for the EOC team• Brief EOC team during sharing meetings• Support the EOC action plan and follow direction given by the EOC manager• Maintain office equipment• Maintain a sign in sheet• Provide enough telephone resources for the EOC team• Ensure replacement is thoroughly briefed during shift changes• Maintain a personal log of all actions taken• Other duties as assigned by the ECO manager	

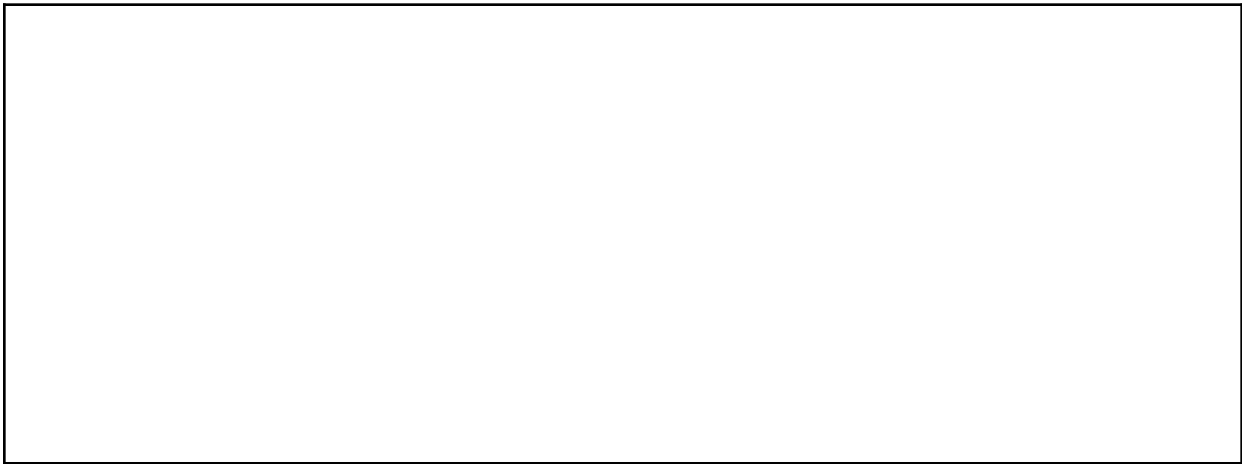




Finance officer Job Action Sheet

Position	Finance and Administrative Section Chief
Reports to	EOC Manager
Position Assignment	Captures the costs of dealing with an incident, procuring items, dealing with claims and compensation and records the work hours of the EOC team.
Responsibilities: <ul style="list-style-type: none">● Ensure the EOC participants sign in and out of the EOC during the incident and obtain the sign in sign out sheets during the deactivation● Captures costs associated with dealing with the incident● Assists with disaster financial assistance arrangements (DFAA) claims during the recover phase● Brief the EOC team at information sharing meetings● Supports the EOC action plan and follow directions of the EOC manager● Ensure replacement is thoroughly briefed during shift changes● Maintain a personal log of all actions taken● Other duties as assigned by the ECO manager	

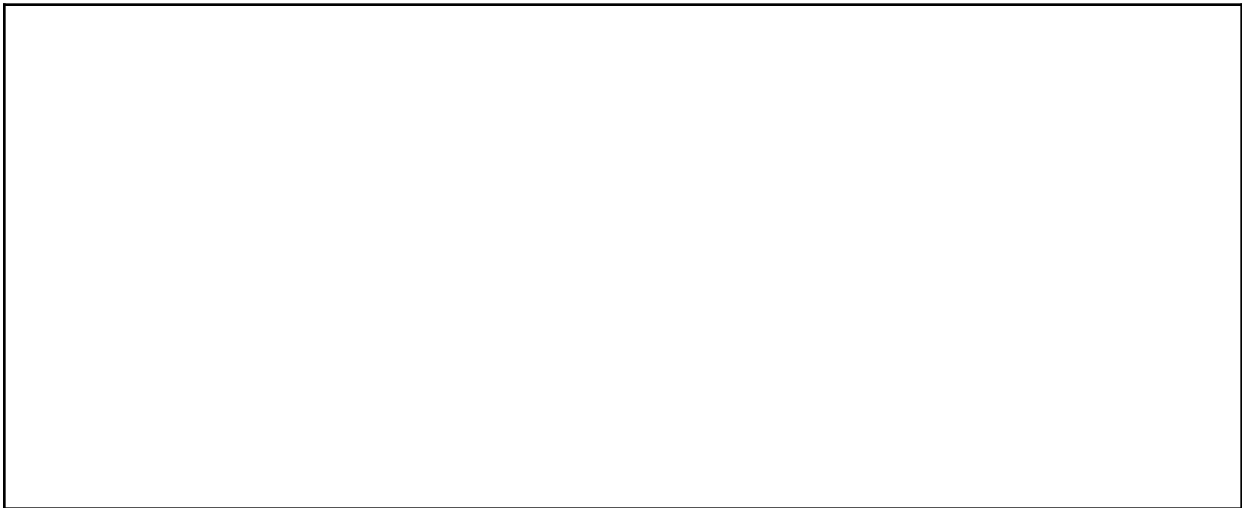




Police Agency Representative (Municipal Police or RCMP) Job Action Sheet

Position	Police Agency Representative
Reports to	EOC Manager
Position Assignment	May not be able to report to the EOC depending on the nature of the emergency, they may be required at the incident site
Responsibilities: <ul style="list-style-type: none">● Maintain an up to date list of all police and security resources in the area● Provide police and security resources at the site, if required● In collaboration with the operations section chief prioritize the use of resources● According to the nature of the emergency determine what specialized equipment and operators can be obtained and provide these resources at the site if requested● In consultation with the transportation representative and operations section chief plan evacuation routes● Update maps and notice boards as necessary● Advise the EOC manager if evacuation appears likely● Brief the EOC team at information sharing meetings● Provide security where and when requested● Ensure replacement is thoroughly briefed during shift changes● Maintain a personal log of all actions taken● Other duties as assigned by the ECO manager	





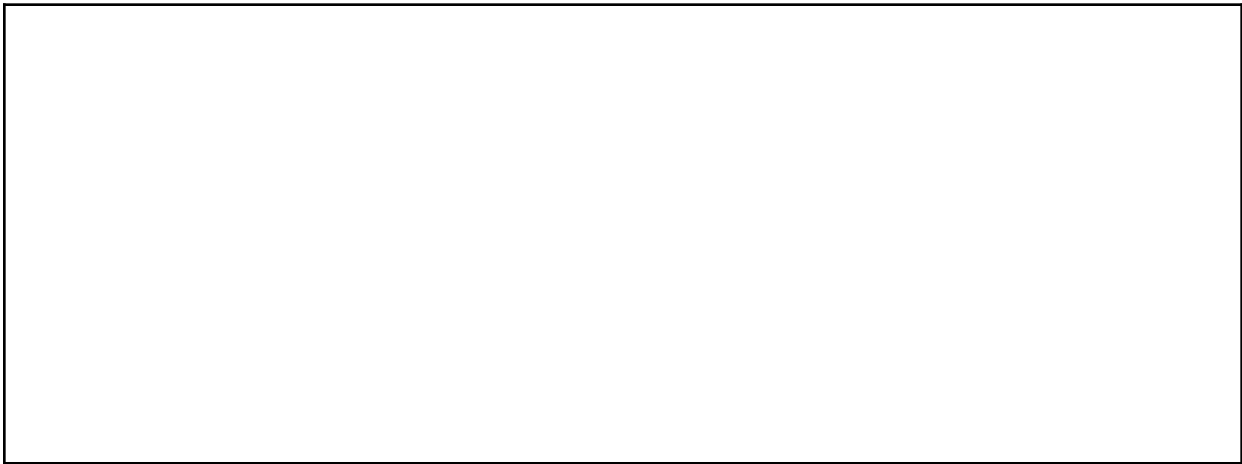
Fire Department Representative (Local Fire Department) Job Action Sheet

Position	Fire Agency Representative
Reports to	EOC Operations Section Chief
Position Assignment	Coordinate all area fire and rescue services

Responsibilities:

- Maintain and updated list of all fire and rescue resources in the area
- According to the nature of the emergency determine what specialized equipment and operators can be obtained and provide these resources at the site if requested
- Provide specialized equipment and operators when requested by the site
- Coordinate requests for mutual aid
- Brief the EOC team at information sharing meetings
- Advise the EOC manager if evacuation appears likely
- Contact dangerous goods support agencies if required
- Update maps and notice boards
- Ensure replacement is thoroughly briefed during shift changes
- Maintain a personal log of all actions taken
- Other duties as assigned by the operations section chief





Fire Hazards

Hazardous Properties-Service Station/Bulk Storage/Auto Body Shops

Maintain contact information of the owner in an event confirmation of chemicals stored in the facilities is required

Property/Business/Residence	Contact Name	Home Number	Residence Number	Cell Number
Lighthouse generator with propane tank	Preston Silliker			902.432.4581
Water pumping station generator with propane tank	Preston Silliker Craig Lukianchuck			902.432.4581 902.960.7979
Sewage water pumping station generator with propane tank	Preston Silliker Craig Lukianchuck			902.432.4581 902.960.7979
Other propane tanks in multiple locations (Restaurants, Orient Hotel etc)	Various owners Richard's			
5,000 gallon fuel tank on the wharf	Richard Von Buskirk			902.629.5729

Chemicals, piped oxygen, generator with fuel at Onda (Aquaculture Research Facility)	Shaun MacLeod			902.687.1245
Chemical fertilizer and 600 amp power station at Vissers Potato Farm	John Visser			902.888.8884
Chemical fertilizer at Thompson Potato Farm	Outside Victoria boundaries (to be contacted)			
Hazard not mentioned for Amar Seafood Inc.	Scott Travers			902.329.1110
Know flooding locations at corner of Water and Nelson streets and at PLayerhouse	owners Municipal Office			902.658.2541
Storm surge at wharves, water street, parkland, Causeway gabions, Lighthouse, Crescent Beach, Rovis Lane	owners Municipal Office			902.658.2541

Medical Personnel Resources:

Resources	Contact Name	Business Number	Home/Cell Number	
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Doctor of medicine	DR Hendrick Visser		782.377.1130	
Doctor of medicine	DR Garth Slyz		902.393.6487	
Paramedic	Nate Visser		902.393.1625	
Nurse	Andrea Slyz		902.628.9307	
Nurse	Jamie Lee Brown			
Nurse	Katherine Stultz		902.388.1428	
Buses				

Equipment and Utility Resources:

Resources	Contact Name	Business Number	Home/Cell Number	Size
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Payloader, Tractor	John Visser Dale MacDonald George Ferguson		902.888.8884 902.439.0727 ?	
Excavator	John Visser		902.888.8884	
3 phase Generators	John Visser		902.888.8884	
Pick-up trucks	John Visser Mike Perry Dale MacDonald George Ferguson James Boulter		902.888.8884 902.315.2087 902.439.0727 ? 902.303.3889	
Boats	George Ferguson James Boulter		? 902.303.3889	
Portable generators	Fire Department		902.303.3889	
Utility Trailers	Eric Gilbert		902.916.9668	
Electrical installations	Sommers		800.690.2396	
Plumbers	Gillis Plumbing		902.888.2556	
Government Snow Plough Dispatch	Charlottetown	902-368-4770		
	Summerside	902-888-8275		
	Alma	902-853-8645		
	Bridgetown	902-652-8960		
Electricity	Maritime Electric	800.670.1012 (Power outage)		
Phone lines	Bell Aliant	866-425-4268		
Phone Lines	Eastlink			
Phone lines	Rogers			

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Health and Social Services Resources:

Resources	Contact Name	Business Number	Home Number	Cell Number
Queen Elizabeth Hospital		911		
Prince County Hospital		911		
South Shore Health and Wellness		no phone number		
South Shore Pharmacy		902-658-2212		
Howatt's Shell Gas station - Borden		902-437-2551		
Poison Control		1-800-565-8161		
First Aid Contact - Victoria FD		911 902.368.3548 (answering service)		
Emergency Animal Response Team		902-954-1287 or 902-439-2262	emergencyanimalr esponseteam@gm ail.com	
Reception Center (s)		902-658-2541		
Canadian Red Cross - Charlottetown		902-628-6262		
St John Ambulance	Chloe Champion	902-377-2213 or 1-800-565-5056	chloe.champion@s ja.ca	
Salvation Army Emergency Disaster Services (Halifax)	Martina Stephens	506-588-0752	martina.stephens @salvationarmy.ca	
Crapeau Community Center		902.658.2000		
Restaurants/Caterers				
Lobster Barn		902-658-2722		
Casa Mia		902-730-4440		
Landmark Cafe		902-658-2286		

Red Rooster (Crapaud)		902-658-2391		
Foxy Fox Boutique (Crapaud)		902-960-7960		

Public Information Resources:

If there is a separate communication plan or emergency public information plan created this section may be excluded

Resources	Contact Name	Business Number	Home/Cell Number	
Radio-Canada Television		902.629.6400		
Radio-Canada Radio		902.629.6400		
County Line Courier	Mike Smith	mjsmarketing@eastlink.ca		
The Guardian		902.629.6000		
Victoria E-Newsletter		902.6582541		

Human Resources:

These individuals/groups are available in an emergency.

Resources/Name	Contact Name	Business Number	Home/Cell Number	
Fire Department members as confirmed by Fire Chief August 2024	James (Buster) Boulter	911 902.368.3548 (answering service)	902-658-3155 (h) 902-303-3889 (c)	
	Allen Marshall		902 658 2592 (h) 902 314 1133 (c)	
	Kent Cooke		902 675 2826	
	Mariah Getson		902 213 9117	
	Stephen Bryanton		902 626 1072	
	Francis Peters		902 432 2440	
	Kyle Thomassen			
	Justin Gosling		902 314 5857	
	Aaron Jones		902 314 4760	
	Matt MacFadyen		902 218 5506	



	Jacqueline Best			
	Brian Trainor		902.394.2625	
	Eric Gilbert		902 658 2320 (w) 902 916 9668 (c)	
	Dale MacDonald		902 658 2193 (Home) 902 439 0727 (Cell)	
	Phillip Curtis			
	Dianne Pineau			
	Connor Craig			

Proclamation State of Local Emergency

Whereas, _____

At, _____

Resulting in, _____

I _____ do herein declare that a state of emergency exists as of _____
 Within the area bordered by _____



This proclamation is in effect until further notice

Mayor/Chair Signature

Date/Time

PEI Emergency Measures Organization

Date/Time

Explanation of Proclamation

- 1) Describe the cause: highway accident, forest fire, etc.
- 2) Describe the exact location:
- 3) Describe the type of danger: fire, explosion etc.
- 4) Name and Position of Authority
- 5) Insert type of emergency. I.e. if a local emergency insert "LOCAL"
- 6) Day/Month/Year and Time Span (Saturday, February 10, 2024, 0800hrs-1600hrs)
- 7) Describe the boundaries by street, roads and well-known landmarks etc. On the north, south, east or west of the emergency area or all the municipality, all PEI etc.

Evacuation Procedures:

Warning:

- The police and fire departments are usually the first responders on the scene. If immediate evacuation is necessary, the IC usually police department will initiate it.
- The IC at the send will notify their dispatcher that a large-scale evacuation is necessary and they in turn will relay this information to the municipal emergency measures coordinator (MEMC) or to the standing committee.
- The warning will state
 - The location
 - Nature of the emergency -fire, gas leak, explosion etc.
 - The extent of the area to be evacuated
- The MEMC or standing committee receiving the warning will
 - Notify other officials
 - Declare a state of local emergency if necessary
 - Order evacuation as required
 - Pass the warning to the citizens Determine number of evacuees and arrange for accommodations
 - Advice PEI emergency measures organization of action taken

Transportation:

- It is anticipated that many will provide their own assistance. Radio and TV broadcasts should indicate that those requiring transport should contact the municipality for assistance

Schools:

- If schools need to be evacuated the school authorities will transport the students to the nearest safe collection point by school bus and other means of transportation. After being evacuated from the danger area the situation will determine where the students will go next. Radio and TV broadcasts and other forms of public alerts should keep parents informed.

Institutions:

- The City/Hospital/Manors/Extended Care Nursing Homes/Manor Apartment etc. are individuals and expected to have their own evacuation procedures
- If any of the above institutions require assistance during an evacuation
 - The Health Services Manager in conjunction with the facility will ascertain the number of ambulatory and stretcher patients
 - The Transportation Services Manager will assist the facility in obtaining sufficient vehicles to carry out the evacuation, ambulance, public works vehicles, school buses etc.

Security:

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

Shelter's & Reception Center Procedures:

Shelter & Reception Center Requirement

- Local emergency conditions or conditions in neighboring communities may necessitate full or partial evacuation and the establishment of shelter (s) or reception center (s). Mutual aid agreement between municipalities should be in place to ensure the availability of a n appropriate facility.
- Evacuees would require assistance for a period of one or two days; however, the possibility of a longer-term requirements may be required.
- To receive and accommodate evacuees these procedures will be enacted in whole or in part required.

Locations

- A shelter or reception center will be selected and set up under the direction of the Health and Social Services Manager
- The function of the shelter or reception center 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 building list 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
- The Health and Social Services Manager is responsible for issues of health and sanitation, a list of resources should be included under the appropriate resource list in the Annexes.

Feeding

- Feeding of evacuees will be arranged under the direction of the Health and Social Services Manager 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 the feeding capabilities, alternate arrangements will have to be made with local hotels, restaurants and entering groups.

Clothing

- Clothing of evacuees will be arranged by the Health and Social Services Manager as required

Registration & Inquiry

- The Canadian Red Cross can be contacted to establish a registration & inquiry program
- Immediate safe temporary lodging for evacuees such as
 - Private accommodations. Lodging with persons volunteering their own home
 - Commercial accommodations. Motels, Hotels, Lodges
 - Group lodging facilities. Schools, community halls, arenas etc.
 - Collect information and answer inquires on the condition and where abouts of survivors
 - Assist in reuniting families
 - Determine general and special requirements such as medical, feeding, clothing and lodging

Provision of food and meals

- For those without food or food preparation facilities including special food requirements for infants, elderly and for women who are pregnant or nursing
- Possibly for recovery workers and volunteers

Personal services to provide survivors/evacuees with

- 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 and childcare etc. All volunteers must have appropriate training for the roles they are filling
- Temporary care for unaccompanied children, dependent elderly persons, residents from special care facilities
- Information on financial; and material aid available
- Emotional support to people with personal problems aggravated by a disaster
- Public Health Services including health inspections of reception centers/shelters and public health nurse services
- Health care services to meet needs beyond first aid. Primarily evacuees who were previously hospitalized or experiencing medical conditions
- Telecommunications services may include additional telephones, amateur radio operators will be useful in maintaining contact with the EOC during power outages as cellular phone systems are easily overwhelmed
- Maintenance of the facility
- Sanitation of the facility

- Security of the facility and people
- Administration of the facility to include documentation of financial expenditures, borrowed or loaned items, posting of notices and safekeeping of evacuees/survivors' valuables.
- Ensure all staff wear identification
- RCA personnel are to immediately check readiness of and address any shortcomings of
 - Sanitation facilities-garbage disposable, showers, sinks, toilets, toilet paper, paper towels, soap etc.
 - Fire exits are unlocked, easy to access and well-marked
 - Emergency generator is ready for operation
 - Emergency lighting
 - Heating equipment
 - Ventilation or air conditioning operations
 - Internal communications such as walkie-talkies, public address system
 - Source of clean drinking water
- Designate a first aid room or area as soon as possible. Room must have running water
- Post appropriate signs on main streets leading to the RC indicating the location of the RC
- Arrange parking control if not provided by police
- Post appropriate signs in the RC indicating where and what services are offered, any rules such as restrictions, lights out, quiet time and curfews
- Establish telecommunication center close to the RCS supervisor's office
- Maintain communication either the municipal; emergency operations center and other key contacts
- Restrict use of telephone and two-way radios to authorized personnel
- Consider measures that may be required to protect evacuees from media intrusions. Liaise with the EOC public information officer for direction on staff giving media interviews
- Take an inventory of equipment and materials that belong to the facility and assess and record general condition of the facility. Use a video camera to a visual record of the state of the facility prior to the evacuee's arrival
- Establish a fire plan and post it. If the facility is to be used as a shelter a fire watch/security shift must be conducted overnight

Primary Action Checklist – as evacuees arrive

- Station RSC personnel on the front entrance or foyer to meet and greet the evacuees and inform them of the various services available
- Personal services volunteers may also meet and greet victims/evacuees to offer emotional support or personal care to unaccompanied children, dependent adults, elderly or groups with special needs.
- Accompany persons requiring first aid or with any health concerns to the first aid room or health care services
- Direct survivors, people to the most appropriate service for clothing, food, registration and inquiry etc.
- Provide hot drinks, juices, snacks, sandwiches, fruit to evacuees if possible/available
- Register evacuees immediately after their immediate basic needs are met
- RC supervisors should immediately hold an information meeting after all basic needs are met
 - Introduce all staff
 - Reassure evacuees about the safety of the location
 - Update them on the disaster/emergency
 - Inform them of services available, location of emergency exits, smoking areas and evacuation procedures
 - Answer all questions
 - Request assistance if needed (more volunteers)
- Make evacuees aware of the when an update on the situation will next be presented. Evacuees should be briefed even if there is no new information. Provide where possible news reports, radios and TV.
- In sensitive circumstances where there might be a mass casualty incident brief evacuees/survivor in the reception center prior to conduction conferences with the media
- Install adequate telephone services for evacuees

- RC supervisor needs to check with the municipal EOC to determine how long evacuees are expected to remain in the RC center. This information is essential for the emergency food service to prepare or order food.
- Request the municipality parks and recreation department or other organizations to organize activities for children if available
- Maintain accurate records of equipment and supplies purchased or borrowed
- Maintain a reception center operations log
- Once the evacuees have settled in and services are fully operational the RC supervisor is responsible to
 - Brief evacuees daily at set, posted times
 - Monitor the morale of evacuees and staff
 - Monitor operational status of the facility
 - Maintain daily schedules for each service
 - Brief the municipal EOC on the needs of evacuees, nature of the activities and problems encountered

