

**TOWN OF NORTH RUSTICO
EMERGENCY MANAGEMENT PLAN**

Approved and adopted by Council on:

Date: June 5, 2023

Mayor – Town of North Rustico

Deputy Chief Administrative Officer – Town of North Rustico

Table of Contents

Distribution List.....	4
Introduction	5
Purpose.....	5
Authority.....	5
Definitions	6
Implementation.....	7
Direction and Control.....	7
Requests for Assistance.....	8
Notification	8
Expenditures	8
Review and Amendment.....	8
Emergency Operations Center.....	9
Town of North Rustico Emergency Operation Center	10
Exercise Work Plan.....	11
List of Appendices.....	12
Emergency Contacts	13
Municipal Contacts	14
Emergency Operations Center Team Contacts	15
EOC Team Members Responsibilities	16
EOC Manager.....	16
Finance Section Chief (CAO)	17
Operations Section Chief.....	17
Planning Section Chief	18
Logistics Section Chief	19
Information Officer (IO).....	20
List of Resources.....	21
- EOC Team Position Checklists.....	26
Declaration of a State of Local Emergency.....	28
Reception Center Procedures.....	29
Evacuation Procedures.....	31
EOC Training Plan	33

Record of Amendments

Amendment No.	Date	Inserted By	Remarks

Distribution List

Agency/Individual	Quantity
PEI Emergency Measures Organization	1
PEI Municipal Affairs	1
Andrea Greenan, EMO Chair	1
Margaret Goulding, EMO Vice-Chair	1
Heather McKenna, Mayor	1
Andrea Greenan, Municipal Emergency Coordinator	1
Allan Williams (Local) Fire Department	1
Donna Coll, Councillor	1
Patricia Doucette, Councillor	1
Michelle Pineau, Councillor	1
Edwin Doiron, North Rustico Lions Club	1

Introduction

1. Responsibility for the management of municipal emergency operations rests with the Council for the Town of North Rustico.

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. Town of North Rustico 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 Town of North Rustico 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 Town of North Rustico.
 - 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”** 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 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 EOC Manager. If there is no EOC Manager in place, he/she will be designated by the local authority.
10. The Municipal Emergency Operations Centre will be located at 106 Riverside Drive, North Rustico. The alternate to the EOC is located at 17 Timber Lane, North Rustico.
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 Chief Administrative Officer 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 of each year 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 EOC Manager. 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.

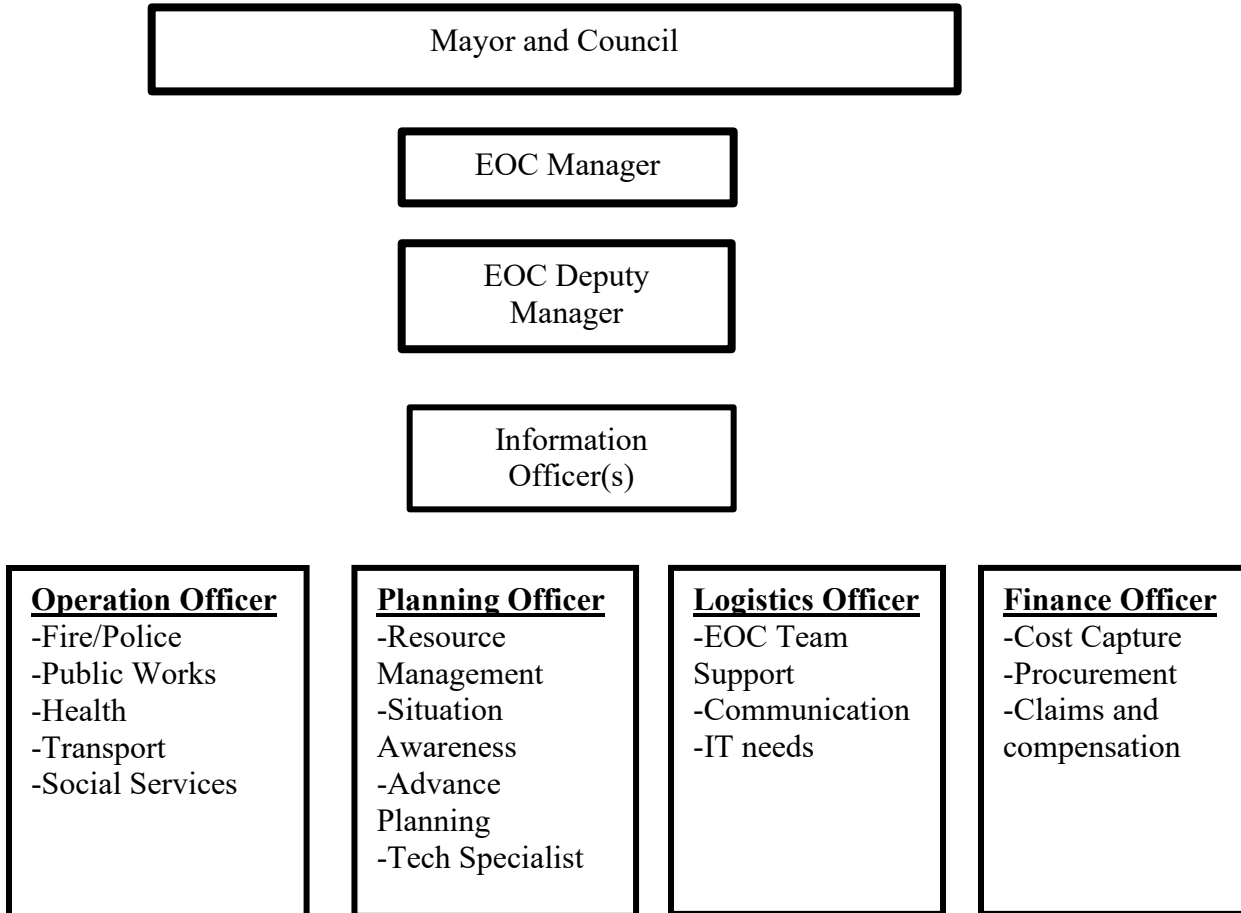
Operations – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the EOC Action Plan.

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.

Town of North Rustico Emergency Operation Center



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 "K"**) 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—Emergency Contacts
- Appendix B—Municipal Contacts
- Appendix C—EOC Team Contacts
- Appendix D—EOC Team Members Responsibilities
- Appendix E—List of Resources
- Appendix F-- EOC Team Position Checklists
- Appendix G—Declaration of State of Emergency
- Appendix H—Evacuation Procedures
- Appendix I—Reception Centre Procedures
- Appendix J—Town of North Rustico Bylaw
- Appendix K—Exercise Work Plan

Emergency Contacts

Agency	Work	Emergency	Fax	Email
Fire North Rustic	902-963-2296	911		
Police RCMP	902-368-9300	911		
Ambulance Island EMS	902-892-9995	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
Queen Elizabeth Hospital	902-894-2111 Switchboard 902-894-2200 Emergency 902-894-4200 Administration	911		
Prince County Hospital	902-438-4200	911		
Gulf Shore Family Health Centre	902-963-7835			
North Rustico Pharmacy	902-963-2899			

Municipal Contacts

Name	Home #	Cell #	Email
Mayor- Heather McKenna			hmckenna@northrustico.com
Deputy Mayor- Andrea Greenan			agreenan.northrustico@gmail.com
Councillor- Margaret Goulding			mgoulding@northrustico.com
Councillor- Patsy Doucette			pdoucette@northrustico.com
Councillor- Donna Coll			dcoll@northrustico.com
Councillor- Michelle Pineau			mpineau.northrustico@gmail.com
CAO- Barry Schieck			bschieck@northrustico.com
Deputy CAO- Stephanie Moase			samoase@northrustico.com
Admin Assistant- Spencer Allen			sallen@northrustico.com
Maintenance- Greg Balcom			
Sewer & Water- Lenny Blacquiere			
Sewer & Water Board Member- Norman Gallant			
Sewer & Water Board Member- Selwyn Buote			
Fire Chief- Dan Gallant			

Emergency Operations Center Team Contacts

Do not combine functions; however one person can be assigned to more than one function depending on the number of people involved in your EOC. **Ensure you have an alternate assigned to each function.** If you chose to adopt ICS in your EOC then the functions of Operations, Planning and Logistics can be added to the EOC team list. **See Municipal Emergency Program Guide for positions.**

Function	Name	Work	Home	Cell
EOC Manager	Andrea Greenan			
Finance/Administration	Stephanie Moase			
Operations Chief	Andrea Greenan			
Planning	Margaret Goulding			
Logistics	Errol Creery			
Information Officer	Heather McKenna			

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 selection and 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
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 Section Chief (CAO)

Reports to: EOC Manager

The Finance 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 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.

Operations Section Chief

Reports to: EOC Manager

The Operations Section focuses on the current operational period by liaising with and supporting the Incident Management Team (if applicable) and achieving the objectives in accordance with the EOC Action Plan. Responsibilities of the Operations Section Chief include:

1. Gaining and maintaining situational awareness.
2. Establishing communications with the Incident Commander at the site (if applicable).
3. Consulting with the EOC Manager to determine who will be in the operations section.
4. Briefing the EOC Team during Information Sharing Meetings on the current situation.
5. Consulting with EOC Manager, after Information Sharing Meetings, on the development of the EOC Action plan.
6. Leading the operations section to achieve the objectives established in the EOC Action plan.
7. Maintaining a personal log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Keeping the EOC Manager and the Information Officer updated.
10. Other duties as assigned by the EOC Manager

Planning Section Chief

Reports to: EOC Manager

The Planning Section Chief oversees the conduct of Information Sharing Meetings, the development of the EOC Action Plan and for managing and disseminating information. Responsibilities include:

1. Chairing Information Sharing Meetings.
2. Providing leadership to additional planning staff.
3. Gathering situational awareness.
4. Drafting EOC Action Plan for the EOC Managers approval.
5. Disseminating EOC Action Plan to the EOC Team (appendix 3).
6. Planning for the next operational period.
7. Developing the Situation Report.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Maintaining a personal log of all actions taken.
10. Ensuring the replacement is thoroughly briefed during shift changes.
11. Performing other duties as assigned by the EOC Manager.

Logistics Section Chief

Reports to: EOC Manager

The Logistics Section provides EOC support such as security, feeding, amenities, telecommunications, and information technology. Responsibilities of the Logistics Section Chief include:

1. Maintaining a list of all telecommunications resources in the area.
2. Providing telecommunications in support of emergency operations.
3. Ensuring EOC security arrangements are made.
4. Ensuring EOC has sufficient forms, markers, status boards, paper, etc.
5. Coordinating meals and sleeping arrangements for EOC Team
6. Briefing EOC Team during Information Sharing Meetings.
7. Working to support the EOC action plan and/or fulfill direction given by the EOC Manager.
8. Maintaining office machinery and equipment.
9. Maintaining a sign in sheet.
10. Ensuring sufficient telephone resources for EOC Team (appendix 3).
11. Maintaining a personal log of all actions taken.
12. Ensuring the replacement is thoroughly briefed during shift changes.
13. Other duties as assigned by the EOC Manager.

Information Officer (IO)

Report 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.

Appendix E

List of ResourcesMedical Clinics, Physicians and Pharmacies

Name	Address	Phone
Gulf Shore Health Centre	7379 Cavendish Rd-Tre 6 North Rustico	963-7835
Murphy's Rustico Pharmacy	7379 Cavendish Rd-Rte 6 North Rustico	963-2899
Central Queens Family Health	4276 Hopesdale Road Hunter River	621-3050
Hunter River Pharmachoice	4276 Hopesdale Road Hunter River	964-2218
Four Neighborhoods Health Centre	152 St. Peter's Road Charlottetown	569-7772
Sherwood Drug Mart Pharmachoice	19 Brackley Point Road Charlottetown	682-8900

Veterinary Clinics

Name	Address	Phone
Atlantic Veterinary College	550 University Avenue Charlottetown—215S	566-0950 Small Animal 566-0999 Large Animal 566-0900 Farm Animal
Miltonvale Park Veterinary Clinic	950 Lower Malpeque Rd Charlottetown	368-8800
Charlottetown Veterinary Clinic	5 Kirkwood Drive, Charlottetown	892-4287

Shelters with Kitchen Facilities

Name	Contact	Phone
North Rustico Lions Club		
Star of the Sea Seniors Club		
Eliyahu Wellness Centre		
Stella Maris Church		

Transportation Resources

Service stations

Name	Address	Number	Generator
North Rustico Service Station			
Rustico Irving			
Oyster Bed Esso			
Electric vehicle charging station	70 Dalvay Crescent, York, PE		
Irving Oil	154 St Peters Rd, Charlottetown, PE	902 892 2651	

Tow trucks

Name	Address	Number
Shaws towing	419 Mount Edward Road	902 894 4012
Charlottetown Towing	Charlottetown, PEI	902 201 2688
Island Auto salvage	451 Brackley Point Rd,	(902) 892-0138

All-terrain Vehicles

Location	Contact Name	Contact Number
North Rustico		

Snow Mobiles

Location	Contact Name	Contact number
North Rustico		

Bus/Vans

Name	Contact or location	Number
Coach Atlantic	7 Mt Edward Rd, Charlottetown	1 800-903-5664
Maritime Bus	Charlottetown	902 566 5664
PEI Public School Transport	Mike Franklin	902 368 5182

Taxi services

Name	Location	Number
Yellow Cab	Charlottetown	902 566 6666
CO-OP Cab	Charlottetown	902 892 1111
Graba Cab	Charlottetown	902 892 6000

Town Business Contact Information

	Name	Address	Contact	Phone
<u>Restaurants</u>	By the Bay	7207 Main St North Rustico		
	Fisherman's Wharf	7230 Main St North Rustico		
	Pedro's	7236 Cavendish Rd North Rustico		
	Blue Mussel Café	312 Harbourview Dr North Rustico		
	On the Dock	318 Harbourview Dr North Rustico		
	Old Village Bakery	7 Winter St North Rustico		
	Robin's Donuts	7217 Main St North Rustico		
<u>Accommodations</u>	Rustico Acres	Cavendish Rd North Rustico		
	Gulf view Cottages	36 MacNeill Lane, North Rustico		
	North Rustico Motel & Cottages	7103 Rustico Rd North Rustico		
	North Rustico Harbour Inn	7366 Cavendish Rd North Rustico		
	Around the Sea	130 Lantern Hill North Rustico		
	Coastline Cottages	507 Gulf Shore Parkway North Rustico		
<u>Grocery</u>	North Rustico Co-op	7229 Main Street North Rustico		
	Gallant's Clover Farm	1980 Route 6 Rustico		
<u>Community Care</u>	Villa Marguerite	40 Church Hill Ave North Rustico		
<u>Clergy</u>	Stella Maris Church	50 Church Hill Ave North Rustico		

<u>Volunteer Groups</u>	Red Cross	29 Paramount Dr Charlottetown		628-6262
	Blue Heron Sea Cadets	2184 Church Road Rustico		
<u>Fuel</u>	Rustico Auto Service	7239 Main St North Rustico		
	Pineau's Fuels	116 Timber Lane North Rustico		

Public Works Resources North Rustico

	Company	Contact	Phone
<u>Heavy Equipment</u>	Blue Heron Enterprises		
	Toombs Plumbing		
	Errol Gallant		
<u>Generators</u>	North Rustico Fire Department		
	North Rustico Lions Club		
	NR Sewer & Water Utility		
	Blue Heron Enterprises		
<u>General Contractors</u>	Blue Heron Enterprises		
	Selwyn Buote		
	Barlow Construction		
<u>Snow Removal</u>	Errol Gallant		
	Wayne Houston		
	Ronald Toombs		
	Toombs Plumbing		
	NR Sewer & Water Utility		

Utilities	Maritime Electric		
	NR Sewer & Water		

Public Services Resources

Media	Contact
Journal Pioneer	436-2121
The Guardian	629-6000
CJRW	436-2202
CBC Radio One	629-6402
CBC Compass Newsroom	629-6403
CBC PEI	629-6400
Magic 93/CFCY	892-1066
Ocean 100/Hot 1055	569-1003
CTV News	453-4000
Global News	800-833-0592

Appendix F

- EOC Team Position Checklists**EOC Team Checklist - EOC Manager**

The purpose of this checklist is to provide guidance on managing a Municipal EOC within the Incident Command System framework.

The EOC Manager is responsible to the Executive for the leadership and direction of the EOC team to ensure that assigned roles are fulfilled.

The EOC Manager is responsible to supervise and coordinate the activities in the EOC, in order to return the municipality to normal as quickly as possible.

Activation

- Consult with executive on the decision to activate the EOC
- Start a Personal Log
- Determine appropriate staffing for the EOC and ensure notifications are made to report to the EOC.
- Ensure EOC security arrangements are implemented
- Arrange for the distribution of situation reports to include other supporting organizations and stakeholders
- Establish communications with the Incident Commander at the incident site; if an Incident Commander is not identified, appoint one if required
- Setup the EOC to include a practical seating plan, Personal Logs, sign in sheet, other forms, writing materials, telephones, and maps

Response

- Ensure all EOC team members are introduced including their ICS position and who they report to. For example, most agency reps normally report to the Operations Section Chief.
- Ensure all team members have a checklist for their assigned role.
- Inform participants:
 - On EOC layout, security measures, and actions on a fire alarm and availability of telephones
 - Maintenance of logs and status boards.
 - On the distribution of situation reports
 - On cost recording procedures
- Direct the Planning Section Chief to start the information sharing meeting.
- During the Information Sharing Meetings, receive all briefings from participants and ask questions if required
- At the conclusion of all Information Sharing Meetings, provide leadership by:
- Determining the objectives of the EOC. Objectives should be specific, realistic, and achievable. Prioritization of objectives must consider the protection of people, property, the environment, and the reduction on the economy.

- Announcing when the next Information Sharing Meeting will be held. Providing 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
- Ensure PEI Emergency Measures Organization is informed as necessary. Arrange requests for assistance as 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.
- Provide regular briefings to the Executive
- Ensure PEI Emergency Measures Organization is informed as necessary. Arrange requests for assistance as 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

As the situation stabilizes, planning can begin to focus towards the demobilization of resources and the EOC team. The EOC Manager will:

- Brief the Executive on the intent to deactivate the EOC.
- Ensure the Incident Management Team, supporting organizations, stakeholders and PEI EMO are notified.
- Ensure that original Personal Logs, EOC Action Plans, the Main Event Log, sign in sheets and other forms are collected by the Planning Section and retained on file.
- Begin to determine the costs associated with response, recovery and restoration of the community to normal.
- Conduct a detailed damage assessment
- Sign out

Post Event Activities

After the incident is over the EOC Manager will:

- Ensure the EOC is re-stocked with forms
- Finalize the costs associated with response, recovery and restoration of the community to normal in order to access DFAA funding if applicable or substantiate potential new mitigation measures
- Conduct an after action review
- Prepare and distribute an After Action Report.
- Implement recommendations from the After Action Report.

Appendix G

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

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 requirements 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 first aid, child care 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.

Evacuation Procedures

Warning

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

The EOC Manager 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 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.

EOC Training Plan

	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 Work Plans

Discussion Based

Discussion based are exercises that familiarize participants with current plans, policies, agreements and Procedures. They are also used to develop new plans, policies, agreements and procedures.

Examples of discussion-based exercises are:

- Seminars
- Workshops
- Tabletop exercises
- Games

Operations Based

Operations based are exercises that validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment.

Examples of operations-based exercises are:

- Drills

- Functional Exercises
- Full Scale Exercises

An exercise work plan, regardless of the type of exercise, should take place once a year to familiarize all participants.

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

**Municipal Emergency Management Program Bylaw
Bylaw # 2023-02**

BE IT ENACTED by the Council of the Town of North Rustico as follows:

1. Title

- 1.1. This bylaw shall be known as, and may be cited as, the “Municipal Emergency Management Program Bylaw.”

2. Purpose

- 2.1. The purpose of this bylaw is to establish a Municipal Emergency Management Program for the Town of North Rustico.

3. Authority

- 3.1. Section 14.(c) of the *Municipal Government Act* R.S.P.E.I. 1988, Cap.M12.1., provides that a municipality must provide emergency management planning for all areas of the municipality.

4. Application

- 4.1. This bylaw applies to all members of Council, the Chief Administrative Officer, members of Council Committees, Town of North Rustico employees, those who appear before Council and members of the general public.
- 4.2. In the event of any conflict between the provisions of the Act and this bylaw, the Act will prevail.

5. Definitions

- 5.1. “Act” means the *Municipal Government Act*.
- 5.2. “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*.
- 5.3. “Council means the Mayor and other members of the Council of the municipality.
- 5.4. “Deputy Municipal Emergency Co-ordinator” means the person appointed by Council as the Deputy Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.5. “Emergency” means a present or imminent event in respect of which the Town of North Rustico 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 Town of North Rustico.
- 5.6. “Emergency Measures Organization (EMO)” means the Prince Edward Island EMO established under section 3 of the *Emergency Measures Act*.

- 5.7. “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.
- 5.8. “Local Authority” means a local authority as defined in the *Emergency Measures Act*.
- 5.9. “Municipal Emergency Co-ordinator” means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- 5.10. “Municipal Emergency Management Planning Committee” means the committee established pursuant to this bylaw.
- 5.11. “Municipal Emergency Management Program” means the program established pursuant to the bylaw.
- 5.12. “Municipal Emergency Management Standing Committee” means the standing committee established pursuant to this bylaw.
- 5.13. “Minister” refers to the member of Executive Council charged by the Lieutenant Governor in Council with the administration of the *Emergency Measures Act*.
- 5.14. “State of Emergency” means a state of emergency declared by the Minister pursuant to *Emergency Measures Act* subsection 9.(1).
- 5.15. “State of Local Emergency” means a state of local emergency declared by the Council or Mayor pursuant to subsection 146.(1) or 146.(2) of the *Municipal Government Act* when satisfied that an emergency exists or may exist in the municipality.

6. Municipal Emergency Management Program

- 6.1. Pursuant to section 144 of the *Municipal Government Act*, despite any other section in the Act, Council may take any temporary measures necessary in the municipality to respond to and deal with an emergency as defined in the *Emergency Measures Act*.
- ~~6.2.~~ Pursuant to subsection 145.(1) of the Act, Council hereby establishes a Municipal Emergency Management Program, hereinafter referred to as the Town of North Rustico Emergency Management Program.
- 6.3. In accordance with subsection 145.(2) of the Act, the Municipal Emergency Management Program shall contain, at a minimum:
 - (a) the Municipal Emergency Management Plan;
 - (b) any required delegation of authority;
 - (c) plans for training and exercise; and
 - (d) any other component required by the PEI Emergency Measures Organization (EMO).

- 6.4. Council shall, in accordance with subsection 145.(4) of the Act, appoint a Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator who shall be responsible for the implementation, maintenance and execution of the Municipal Emergency Management Program.

7. Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator

- 7.1. The Municipal Emergency Coordinator and a Deputy Municipal Emergency Coordinator report to, and receive direction from, the Council.
- 7.2. In accordance with subsection 145.(4) of the Act, the Municipal Emergency Co-ordinator and a Deputy Municipal Emergency Co-ordinator are responsible for the implementation, maintenance and execution of the Municipal Emergency Management Program.
- 7.3. The Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator shall:
- (a) develop and coordinate the Municipal Emergency Management Program;
 - (b) coordinate plans for the continued functioning of municipal services which would be required in the event of an emergency;
 - (c) coordinate and conduct, on an annual basis, training and exercises to test the Municipal Emergency Management Program for the training of personnel who have an emergency role;
 - (d) coordinate public education programs related to emergency management; and
 - (e) coordinate and manage the municipal operational response for an emergency upon activation of all or part of the Municipal Emergency Management Program or a declaration of a state of local emergency.

8. Committees

- 8.1. Council shall establish a Municipal Emergency Management Standing Committee and a Municipal Emergency Management Planning Committee.

9. Municipal Emergency Management Standing Committee

- 9.1. The Emergency Management Standing Committee will be appointed in accordance with the municipality's Procedural Bylaw.
- 9.2. The Municipal Emergency Management Standing Committee shall:
- (a) advise Council on the development of a Municipal Emergency Management Plan;
 - (b) submit emergency management policy recommendations from the Committee to Council ;
 - (c) name or assign such persons under the Municipal Emergency Management Plan to perform duties related to the continuity of municipal government in the case of an emergency or disaster;

- (d) present the Municipal Emergency Management Plan to Council for approval; and
- (e) inform and update Council on developments during an activation of all or part of the Municipal Emergency Management Plan.

10. Municipal Emergency Management Planning Committee

10.1. The Municipal Emergency Management Planning Committee will consist of:

- (a) the Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator; and
- (b) the manager(s) responsible for each municipal department which is assigned emergency functions under the Municipal Emergency Management Plan and, where no department exists, a person to represent the functions of:
 - 1) Law enforcement
 - 2) Fire protection
 - 3) Transportation;
 - 4) Water/wastewater service
 - 5) Communications
 - 6) Human resource management
 - 7) Public information
 - 8) Finance and administration
 - 9) Social services including, emergency feeding, shelter, clothing and personal services

10.2. The Municipal Emergency Management Planning Committee will:

- (a) prepare recommendations for the Municipal Emergency Management Standing Committee;
- (b) assist the Municipal Emergency Co-ordinator and Deputy Municipal Emergency Co-ordinator in the preparation and coordination of Municipal Emergency Management Plans;
- (c) prepare a Municipal Emergency Management Plan for the municipality;
- (d) respond and participate as members of the Municipal Emergency Operations Centre staff upon full or partial activation of the Municipal Emergency Management Program;
- (e) prepare plans, including the development of memorandums of understanding or mutual aid agreements, for cooperation and mutual assistance between municipal governments and other organizations in the event of a disaster or emergency; and
- (f) collaborate with authorities of the municipality, neighbouring municipalities, provincial authorities, and other organizations who have been assigned comparable duties.

- 10.3. Any memorandum of understanding or agreement negotiated under clause 10.2(e) of this bylaw shall take effect upon approval of the memorandum of understanding of agreement by a resolution of Council.

11. Municipal Emergency Management Plan

- 11.1. In accordance with subsection 145.(2) of the Act, the Municipal Emergency Management Program shall contain an Emergency Management Plan.
- 11.2. Council shall, by resolution, approve a Municipal Emergency Management Plan under the authority of this bylaw.
- 11.3. The Municipal Emergency Management Plan will be activated by Council when required to ensure effective coordination exists in response to an emergency.
- 11.4. The Municipal Emergency Management Plan can be activated in whole or in part and does not require the declaration of a state of emergency to be activated.
- 11.5. A Municipal Emergency Management Plan will be activated if a state of local emergency is declared or upon declaration of a provincial State of Emergency for all, or part of, the municipality.

12. Exercise Work Plan for the Municipal Emergency Management Program

- 12.1. In accordance to 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.

13. Declaring a State of Local Emergency

- 13.1. Pursuant to subsection 146.(1) of the Act, Council shall, when satisfied that an emergency exists or may exist in the municipality, declare a state of local emergency.
- 13.2. Where the Council is unable to act promptly in declaring a state of local emergency in the municipality the Mayor of the municipality may, in accordance with subsection 146(2) of the Act, after consulting a majority of the members of Council where practicable, declare a state of local emergency in the municipality.

- 13.3. Pursuant to section 10 of the *Emergency Measures Act*, Council shall immediately cause the details of the declaration of a state of local emergency to be communicated or published by such means as considered the most likely to make the contents of the declaration known to the people within the municipality.
- 13.4. Pursuant to subsection 14.(2) of the *Emergency Measures Act*, Council may terminate a state of local emergency when it believes on reasonable grounds the emergency no longer exists in the municipality.

14. Expenditures Related to the Municipal Emergency Management Program

- 14.1. In response to the declaration of a state of local emergency as described in 13.1 and 13.2 of this bylaw or in order to implement the Municipal Emergency Management Program in whole or in part, Council in accordance with subsection 145.(8) of the Act may authorize the chief administrative officer to incur any liabilities that the chief administrative officer considers necessary.
- 14.2. In accordance with subsection 145.(9) of the Act, the chief administrative officer 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.

15. Review of the Municipal Emergency Management Program

- 15.1. In accordance with subsection 145.(5) of the Act, Council shall submit its municipal Emergency Management Program to the PEI Emergency Measures Organization for review and approval.
- 15.2. After the Municipal Emergency Management Program has been approved the PEI Emergency Measures Organization and in accordance with clause 145.(6)(a) of the Act, the Municipal Emergency Management Program will be reviewed annually by Council and, where necessary, revisions will be made.
- 15.3. In accordance with clause 145.(6)(b) of the Act, within 60 days of making any revisions of the Municipal Emergency Management Program, the revised program will be provided to the PEI Emergency Measures Organization.
- 15.4. In accordance with subsection 145.(7) of the Act, any revisions required by the PEI Emergency Measures Organization shall be carried out by Council to the satisfaction of the PEI Emergency Measures Organization.

16. Repeal of Existing Bylaw

- (a) On adoption, this bylaw replaces Community Bylaw #11 Emergency Measures Bylaw

17. Effective Date

17.1. This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, shall be effective on the date of approval and adoption below.

First Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, was read a first time at the Council meeting held on the 6th day of March 2023.

This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, was approved by a majority of Council members present at the Council meeting held on the 6th day of March 2023.

Second Reading:

This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, was read a second time at the Council meeting held on the 11th day of April 2023.

This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, was approved by a majority of Council members present at the Council meeting held on the 11th day of April 2023.

Approval and Adoption by Council:

This Municipal Emergency Management Program Bylaw, Bylaw# 2023-02, was adopted by a majority of Council members present at the Council meeting held on the 11th day of April 2023.

18. Signatures

Mayor (signature sealed)

Chief Administrative Officer (signature sealed)

This Municipal Emergency Management Program Bylaw adopted by the Council of the Town of North Rustico on April 11, 2023 is certified to be a true copy.

Chief Administrative Officer Signature

Date