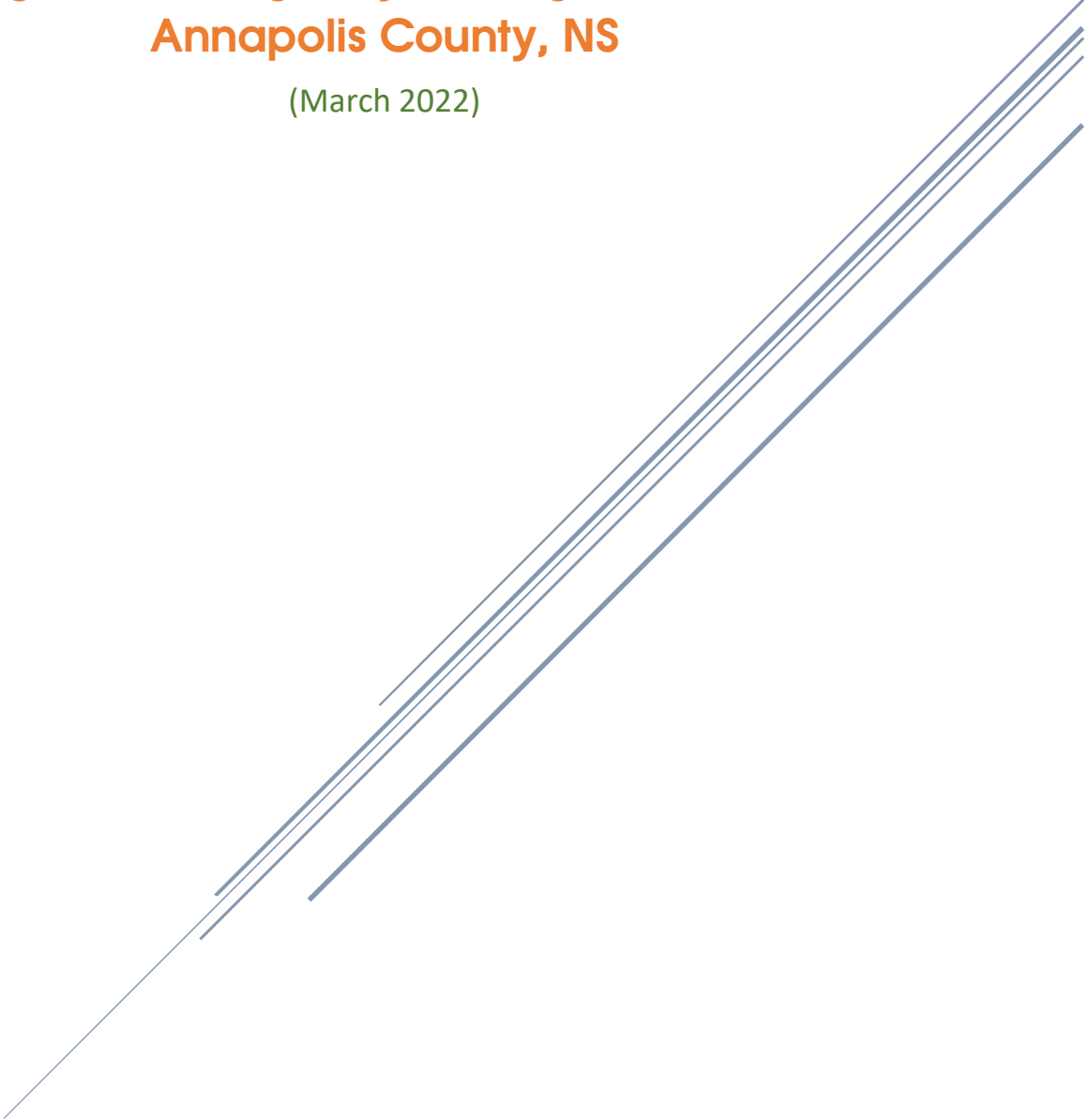


# Regional Emergency Management Plan Annapolis County, NS

(March 2022)

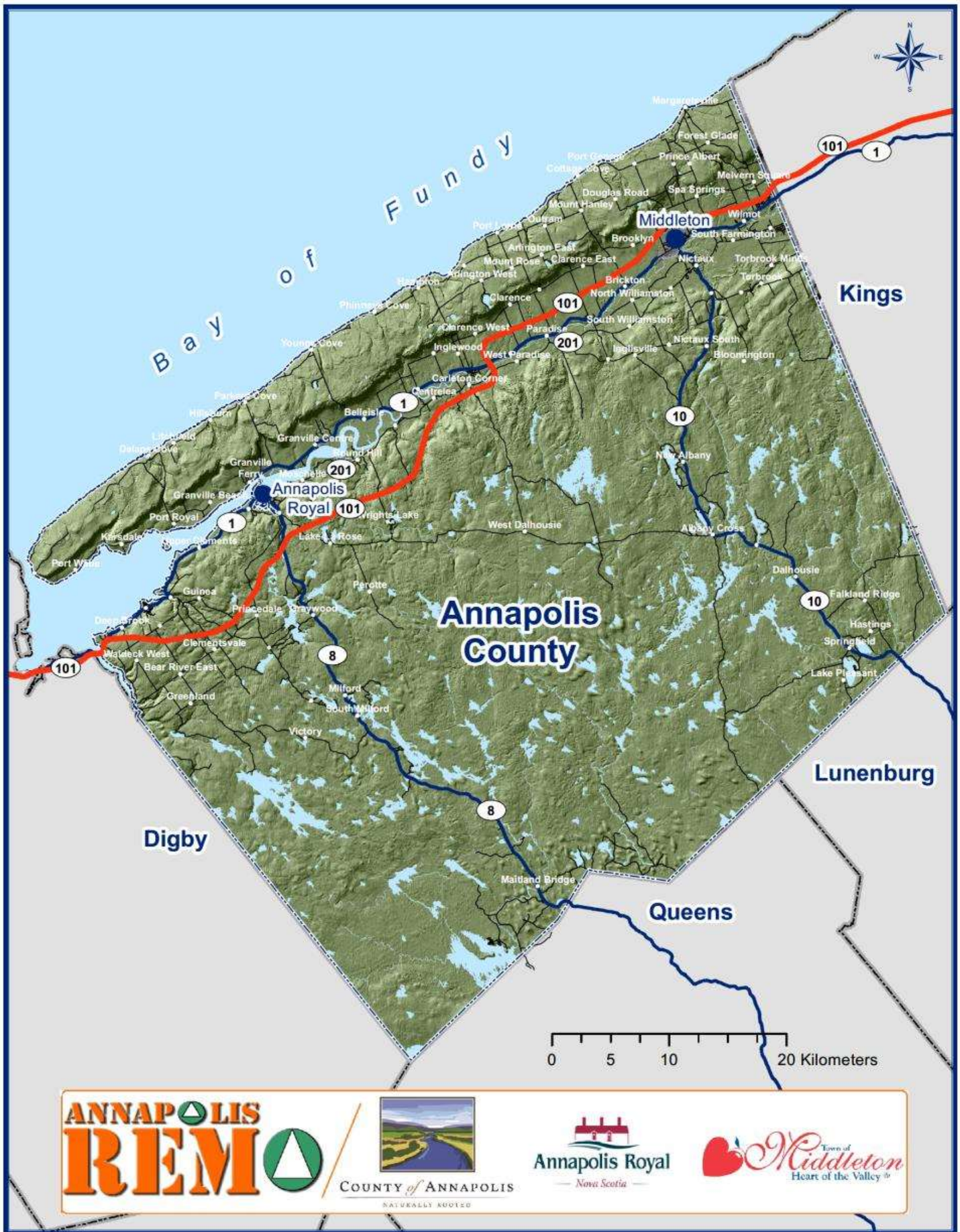


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**ANNAPOLIS**  
**REMO**



COUNTY of ANnapolis  
 NATURALLY ROOTED

**Annapolis Royal**  
 Nova Scotia

**Middleton**  
 Town of Middleton  
 Heart of the Valley

## FOREWARD

The Annapolis County Regional Emergency Management Plan (REMP) was prepared in consultation with County and Municipal stakeholders responsible for everyday management throughout Annapolis County. It serves as the response plan to direct an integrated approach to emergency management in Annapolis County.


This plan serves to protect all residents within Annapolis County, their property and the environment by taking an “all-hazard” approach to emergency management.


The all-hazard philosophy recognizes that the same comprehensive framework of **Mitigation, Preparedness, Response** and **Recovery** can be used to address the impact of all types of disasters. This gives the Regional Emergency Management Organization (REMO) a consistent approach to emergency management activities and promotes efficient use of all resources within the County.


The Annapolis County Regional Emergency Management Plan (REMP) is augmented by the Emergency Coordination Centre (ECC) Operational Guidelines and Evacuation Guidelines in order to provide the level of detail required for a comprehensive emergency response.

Annapolis County strives for strong leadership within the emergency management community and is dedicated to continuous improvements and enhancements to this plan, training and exercising throughout the Annapolis County region. Therefore, this plan is a living document that will be amended as necessary through a planning process that is managed by the Regional Emergency Management Coordinator (REMC) in consultation with emergency management partners throughout the County.

It is Council’s and Administration’s commitment to building community resilience through a high level of individual and collective preparedness. The REMP will be reviewed annually to ensure it reflects all the needs of our region. This Regional Emergency Management Plan has been approved and is supported by the councils of Town of Annapolis Royal, Town of Middleton and Municipality of the County of Annapolis.

  
\_\_\_\_\_  
Amery Boyer  
Mayor  
Town of Annapolis Royal

  
\_\_\_\_\_  
Sylvester Atkinson  
Mayor  
Town of Middleton

  
\_\_\_\_\_  
Alan Parish  
Warden  
Municipality of the County of Annapolis

## 1.0 PLAN ADMINISTRATION

The Annapolis REMO Regional Emergency Management Coordinator (REMC) is responsible for coordinating the annual review of the Regional Emergency Management Plan (REMP).

### 1.1 Review

The Annapolis REMO Regional Emergency Management Plan will be maintained by the Regional Emergency Management Planning Committee (REMPC) and the Regional Emergency Management Coordinator (REMC).

It will be reviewed:

- Annually;
- After an emergency or disaster, following an After-Action Review (AAR);

**Table 1. REMP REVIEW**

Review Date	Annual or After-Action Review	Reviewed by	Action
February 22, 2022	Annual	REMPC	Reviewed and Approved
March 8, 2022	Annual	REMAC	Reviewed and Approved

### 1.2 Revisions

All changes to the REMP will be documented in the revision history. The REMP will undergo revision whenever:

- An annual review takes place
- Annapolis County community hazards or vulnerabilities change
- Exercises or emergencies identify gaps or improvements
- After an emergency or disaster, following an After- Action Review

#### Minor Revisions

Revisions that are considered minor in nature such as spelling, grammar, resource contact information, formatting and typos will be made as required by the REMC and summarized and presented to the REMAC and REMPC.

#### Major Revisions

Revisions that are considered major in nature such as a section or a large portion of the plan is updated and/or revised, re-organization of information within the document, the addition of sections, the elimination of content changes in terminology will be presented to Municipal Councils for approval.

**Table 2. REMP REVISIONS**

Revision #	Description of Change(s)	Revised by	Revision date	Approved
001	Complete Plan Update	Brian Orde, REMC	March 2022	<ul style="list-style-type: none"> <li>• March 28, 2022 By Annapolis REMO – REMAC</li> <li>• Town of Annapolis Royal Council – May 18, 2022</li> <li>• Town of Middleton Council – May 16, 2022</li> <li>• County of Annapolis Council – May 17, 2022</li> </ul>

## 2.0 PLAN DISTRIBUTION

An electronic copy of the REMP will be distributed by the REMC to:

### **Municipal Units:**

- Municipality of the County of Annapolis
- Town of Annapolis Royal
- Town of Middleton

### **Villages:**

- Village of Lawrencetown

### **Region 4 Regional Emergency Management Organizations:**

- Clare REMO
- Digby REMO
- Kings REMO
- Windsor/West Hants REMO

### **Fire Departments:**

- Annapolis Royal
- Bear River
- Bridgetown
- Kingston
- Lawrencetown
- Margaretsville
- Middleton
- Nictaux
- North Queens
- Port Lorne
- Springfield

### **Regional Emergency Management Planning Committee (REMPC):**

- Nova Scotia EMO – Western Zone Planning Officer
- Annapolis Royal Police / Annapolis County RCMP
- Annapolis County Fire Chiefs Association
- Annapolis County Ground Search and Rescue (AGSAR)
- Annapolis RCMP Senior Safety
- Annapolis Valley Centre for Education (AVRCE)
- Emergency Health Services (EHS)
- Nova Scotia Department of Community Services (DCS)
- Nova Scotia Department of Lands & Forestry
- Nova Scotia Department of Public Works (NSPW)
- Nova Scotia NSCC (Annapolis Campus)
- Nova Scotia Health (NSH)
- Nova Scotia Power
- Kings Transit Authority (KTA)
- Canadian Red Cross
- Valley Communications
- Trans County Transportation (TCTS)
- Greenwood Amateur Radio Club
- Kejimikujik National Park and National Historic Site



## 3.0 INTRODUCTION

### 3.1 Preface

Annapolis County is located in the in the western end of Nova Scotia in the beautiful Annapolis Valley, (approx. two hours from Halifax), primarily rural in nature, it covers a land area of 3,184 km<sup>2</sup>, with a total population of 21,237 and a population density of 6.7/km<sup>2</sup>. (As of the 2021 Census of Population conducted by [Statistics Canada](#))

Annapolis County offers an exceptional quality of life, a wholesome natural environment, and a diverse economy (industrial, fisheries, agricultural, commercial, residential community) that has the potential to be affected by a number of either natural and manmade disasters or emergencies.

Disasters and major emergencies can present difficult challenges for Annapolis County. The effective exchange of emergency information with the community, and more importantly, those impacted directly by the event is critical to the success of the response. Planning for this exchange of emergency information between internal and external stakeholders, the community (both residents and businesses) and the media greatly increases the County's chances of an effective response and organized recovery from the emergency incident.

This Regional Emergency Management Plan (REMP) was designed and developed for Annapolis County, Nova Scotia to include the [Municipality of the County of Annapolis](#), the [Town of Annapolis Royal](#), and the [Town of Middleton](#).

The REMP is not designed to replace existing procedures for managing normal day-to-day incidents in the municipalities of Annapolis County. Normal day-to-day incidents are common occurrences that are managed effectively on a routine basis by Emergency Services and/or Municipal Departments.

Instead, this plan is activated for the earliest possible coordinated response to an emergency when local emergencies or disasters impact on the community exceed the community's normal coping resources. During normal operations, routine or minor emergencies are within the response capabilities of the municipalities first response agencies (police, fire & EHS), with no or minimal need for REMO assistance. However, a major emergency will likely go beyond normal capabilities and require multi-jurisdictional involvement, procedures and coordination. It is only when a multi-jurisdictional event requiring an extraordinary response occurs that REMO becomes actively involved. The plan assigns specific duties and responsibilities, and directs the actions of key officials in the event of an emergency.

The REMP is not designed to address all hazards, risks and community vulnerabilities. It is adaptable to different emergency events and flexible to meet the needs of a municipality with regional communities.

The REMP is intended to:

- Provide for prompt coordination of the Municipality's resources when consequences of an identified emergency, disaster, or catastrophe and subsequent recovery are outside the scope of normal operations.
- Outline legislation indicating where authority lies in the event of an emergency, disaster or catastrophe.
- Provides a framework to prepare for likely events. Based on Hazard, Risk and Vulnerabilities Analysis (HRVA), the REMP is a tool to support emergency services and municipal responders.
- Document the roles and responsibilities of internal, external, and support agency representatives during all phases of an emergency, disaster, or catastrophe.
- Detail how the REMP will be enacted and maintained.
- Organize plan elements to enhance prevention/mitigation, preparation, response and recovery strategies.

The plan is adaptable to a broad spectrum of emergency events and flexible in meeting the needs of a dynamic municipal organization with regional communities. Public preparedness and participation in support of building community resilience requires ongoing effective communication and awareness campaigns. Routine training and exercising, relationship building with internal and external partners including communities, the social profit sector, the small business sector and industry, is critical to the execution of this plan.

For this plan to be effective, it is imperative that all municipal employees and supporting organizations take responsibility for familiarizing themselves with the plan, procedure and protocol and that every official be prepared to perform all assigned duties and responsibilities in the event of an emergency.

Regular information and training sessions will occur to ensure the roles and responsibilities developed in this plan are kept current and familiar. Section Chiefs should similarly review and keep up to date their own roles and responsibilities to ensure effective response in an emergency.

## 3.2 Governance – Emergency Management Legislation

### 3.2.1 Federal

The federal government, through [Public Safety Canada](#) (PSC), is responsible for the national emergency response system. It has also been established to provide national leadership in the protection of Canada's critical infrastructure.

When provincial resources are exceeded or the capability does not exist due to an emergency or disaster, the province may call on the federal government for assistance.

The federal government has the lead role in any international or war emergency, as these would involve such key areas of federal jurisdiction as defense, foreign affairs, and national security.

In the event of a nationally declared emergency event, the federal government can/will implement its [Federal Emergency Response Plan](#) (FERP) and will consult with provinces and territories through their regional offices.

(More info, please visit: [www.publicsafety.gc.ca](http://www.publicsafety.gc.ca))

### 3.2.2 Provincial

The Province of Nova Scotia assumes an emergency management leadership role, to ensure the safety and security of Nova Scotians, their property and the environment by providing a prompt and coordinated response to an emergency.

There are occasions when municipalities require resources and support from the provincial government. [The Nova Scotia Emergency Management Office \(NSEMO\)](#), a division of the Department of Municipal Affairs, plays a key role in coordinating emergency management programs, such as:

- developing and coordinating overall plans and programs so the province is prepared for emergencies.
- working with various federal government agencies, provincial government departments, critical infrastructure partners, and service organizations to develop and maintain a wide range of emergency management programs.
- helping municipalities develop their plans.
- coordinating the provincial response activities during an emergency or disaster.
- developing and maintaining standards for training, and exercising emergency plans.

The following section outlines the legislative and regulatory framework associated with this responsibility:

The [Nova Scotia Emergency Management Act](#) (The Act) is the primary legislation related to emergency management (EM) in the province and establishes the powers and responsibilities of provincial and municipal governments and their emergency management organizations.

The Minister of Emergency Management has authority over all matters respecting emergency planning, preparedness, response, mitigation, recovery and emergencies in the province. The [Nova Scotia Emergency Management Office](#) (NSEMO) has and shall exercise and perform such powers and duties as are vested in it by or under this Act and those assigned to it by the Minister.

In section 8 of the Act under the Powers of Department:

*The Department may, subject to the approval of the Minister:*

- Review and approve, or require modification to Provincial and Municipal emergency management plans;*
- Make surveys and studies to identify and record actual and potential hazards that may cause an emergency;*
- Make surveys and studies of resources and facilities to provide information for the effective preparation of emergency management plans;*
- Conduct public information programs related to the prevention and mitigation of damage during an emergency;*
- Conduct training and training exercises for the effective implementation of emergency management plans;*
- Procure food, clothing, medicines, equipment and goods of any nature or kind for the purposes of emergencies;*
- Authorize or require the implementation of any emergency management plan; and*
- Enter into agreements with any persons, organizations or associations in respect to emergency management plans.*

Additionally, section 9 of the Act under the Powers and Duties of the Minister:

*Minister May:*

- (a) Divide the Province into districts and sub-districts for the purpose of this Act;
- (b) After consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act and determine the respective responsibilities of municipalities in the designated area;
- (c) Require municipalities to prepare emergency management plans, including mutual aid programs, and to submit such plans to the Emergency Management Office for review for adequacy and integration with the Provincial emergency management plans;
- (d) Establish procedures for the prompt and efficient implementation of emergency management plans; and
- (e) Require any person to develop emergency management plans in conjunction with the Emergency Management Office or the municipalities to remedy or alleviate any hazard to persons or property.

The Minister may declare a state of emergency in respect to all or any district, sub-district or area of the province, if satisfied that an emergency exists or may exist, and after consulting, if it is practical to do so, with a majority of the members of a committee established pursuant to Section 5 or a quorum of the Executive Council.

(See Nova Scotia Emergency Management Act:

<https://nslegislature.ca/sites/default/files/legc/statutes/emergency%20management.pdf>)

\* Full copies of this legislation are provided in the Appendices.

### 3.2.3 Municipal

The Minister of Justice has delegated legislative obligations and responsibilities to municipalities within the province.

Section 10 of the Nova Scotia Emergency Management Act states:

(1) Within one year of the coming into force of this Act, each municipality shall:

(a) Subject to the approval of the Minister, establish and maintain a municipal emergency Bylaw;

**Regional Emergency Management Bylaws by municipality:**

Municipality of the County of Annapolis Bylaw C6, March 15, 2022

Town of Annapolis Royal Bylaw March 16, 2022

Town of Middleton Bylaw April 19, 2022

- (b) Establish and maintain a municipal emergency management organization;
- (c) Appoint a coordinator of the municipal emergency management organization and prescribe the duties of the coordinator, which shall include the preparation and coordination of emergency management plans for the municipality;
- (d) Appoint a committee consisting of members of the municipal council to provide advice on the development of emergency management Bylaws; and
- (e) Prepare and approve emergency management plans.

The municipality may:

- (a) Pay the reasonable expenses of members of the organization or members of the committee appointed;
- (b) Enter into agreements with and make payments to persons and organizations for the provision of services in the development and implementation of emergency management plans;
- (c) Enter into an arrangement or agreement with any other municipality respecting a common organization, plan or program;
- (d) Appropriate and expend sums approved by it for the purpose of this section; and
- (e) Every municipality shall, immediately upon becoming aware of it, inform the Emergency Management Office of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment

### Councils

- Approve an Support Municipal Emergency Management Plans (Advisory Committee)
- Approve and Support Emergency Management Bylaws
- Support Emergency Management Policies
- Support Emergency Management Training & Exercises
- Support Local Emergency Responders Before, During and After Emergencies
- Communicate Consistent Messaging to Constituents Before, During and After Emergencies
- Be Available During Emergencies

## 4.0 REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

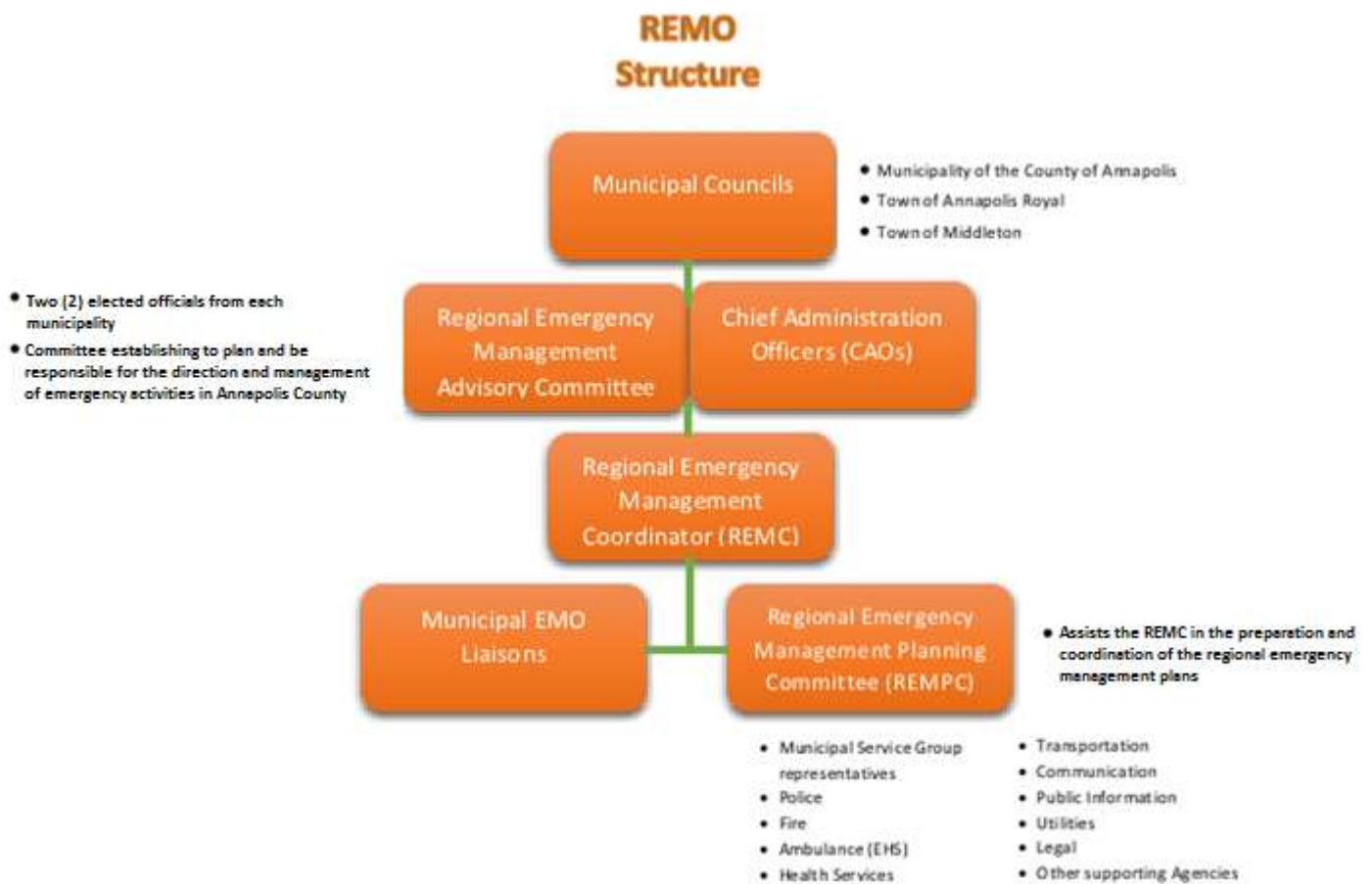
The Nova Scotia *Emergency Management Act* stipulates that the municipalities must establish an Emergency Management Organization (EMO).

The Municipality of the County of Annapolis, the Towns of Annapolis Royal and Town of Middleton have signed an Intermunicipal Emergency Services Agreement to provide for regional emergency services when necessary to the residents of all three Municipal units. These three units under this Agreement share the responsibilities of emergency preparedness, planning, response and recovery when possible and appropriate as the Annapolis Regional Emergency Management Organization – Annapolis (Annapolis REMO).

Annapolis REMO is responsible for providing a prompt and coordinated response to emergencies or disasters that occur within its jurisdiction. Annapolis REMO is activated when the impacts on the community exceed the community's normal coping resources. Annapolis REMO will lead an interagency coordination and executive decisions making in support of the incident response.

**The Emergency Management organization consists of two branches known as:**

- a) **The Regional Emergency Management Advisory Committee; and**
- b) **The Regional Emergency Management Planning Committee.**



### 4.1 The Regional Emergency Management Advisory Committee (REMAC)

The REMAC consists of:

- (a) Two members of Council from each Annapolis County Municipality;
- (b) Chief Administrative Officer from each Annapolis County Municipality; and
- (c) Regional Emergency Management Coordinator (REMC).

**The Advisory Committee has the following duties, powers, and responsibilities:**

Responsible for the executive direction and management of emergency activities during a State of Local Emergency;

- (a) If required, renew the State of Local Emergency declaration every seven (7) days;

- (b) Exercise all powers necessary as conferred by the Provincial Emergency Management Act once a declaration has been made;
- (c) Advise and continually update Municipal Councils on the current emergency situation;
- (d) When and if required, and in conjunction with the Public Information Officer, brief the media;
- (e) When and if necessary, through the Public Information Officer, inform the public of significant developments occurring;
- (f) Ensure that appropriate information is passed to provincial authorities;
- (g) Approve and support emergency management by-laws
- (h) Approve and support regional emergency management plans;
- (i) Support emergency management policies
- (j) Provide input of the Regional Emergency Management Work Plan.
- (k) Support emergency management training & exercises
- (l) Be available during emergencies

## 4.2 The Regional Emergency Management Planning Committee (REMPC)

The Annapolis **County Regional Emergency Management Coordinator (REMC)** is the Chair of the Planning Committee and is responsible for:

- **Planning and Accountability (Self and Others):** Is the leader for planning that engages the entire team, as well as, internal and external stakeholders. Successful planning and accountability will support superior levels of customer service and stakeholder engagement.
  - Facilitates, designs and conducts emergency exercises and ensures the Emergency Coordination Centres (ECCs) are prepared for use.
  - Prepares, reviews and evaluates Regional Emergency Management Plan submissions to forward to Nova Scotia EMO and participates in the planning process for emergency plans with Nova Scotia EMO as well as liaises with Nova Scotia EMO as required.
  - Conducts hazard assessments and risk analysis as well as develops an inventory list of resources available for a response.
  - Promotes and maintains Memorandums of Understanding with other jurisdictions for a collaborative response to disasters.
- **People Leadership, Communication and Management.** Creates a strong team that collaborates with others and supports municipal directions and strategy.
  - Engages stakeholder municipalities and groups to maintain a high level of organization and preparedness in the event of emergency or disaster.
  - Brings groups and resources together to facilitate the development and enhancement of new and existing REMO programs and projects.
  - Supervises and/or executes work in a safe manner in accordance with organizational and other legislated policies, procedures, regulations, guidelines and/or standards.
  - Uses HR tools and systems such as policies and procedures, Coaching and Position Descriptions to engage staff and stakeholders
- **Health and Safety.** Acts with others inside and outside the team to create effective health and safety plans.
  - The protection of life and property is the foundation of this role and drives the generation and maintenance of all regional emergency measures planning and activities. This position will ensure that public safety as well as occupational health and safety is reflected throughout all REMO plans and strategies.
- **Reporting and Data.** Keeps, applies and records data that support team and corporate effective decision-making.
  - Prepares and maintains all information, data and forms as well as reports necessary to maintain all department and organizational functions as required.
  - Maintains the REMO emergency contact database.
  - Prepares reports and data to inform and engage management, Council, and stakeholders in projects and initiatives undertaken.
  - Coordinates budgets, procures resources and equipment, and organizes invoices and expense allocations to ensure projects and programs are delivered within budget and schedule constraints.

**The Planning Committee should consist of, however, not limited to:**

- Regional Emergency Management Coordinator (REMC) – Chair;
- Municipal EMO Liaison from each Municipal unit;
- Municipal Operations (County);
- Community Development (County);
- Financial Services (Towns & County);
- Public Works (Towns, County and Provincial);
- Protective & Safety Services (County);
- Health Services (EHS & NS Health);
- Municipal Police/RCMP Services;
- Fire Services;
- Emergency Social Services (Red Cross & DCS);
- Communication Services (Valley Dispatch);
- Amateur Radio Group;
- Annapolis Valley Regional Centre for Education;
- NSCC College Liaison;
- Annapolis County Ground Search and Rescue;
- Keji National Park;
- Transportation Services;
- Utilities Services; and

Depending on the nature of the emergency, external organizations or agencies that are not normally a part of the REMPC, may be asked to send a representative to join the committee to assist in coordinating the response.

Representatives from other organizations or agencies who may become committee members or attend specific meetings include:

- Provincial agencies
- Utilities
- Community Groups
- Volunteer Organizations
- Neighboring jurisdictions
- Business and Industry
- Mutual aid partners

The Planning Committee has the following duties, powers, and responsibilities:

- a) Contribute to the identification of risks arising from emergencies in Annapolis County;
- b) Provide information and expertise relating to the occurrence and mitigation of potential emergencies and the impact of emergencies in Annapolis County;
- c) Contribute to the continuous improvement of the Regional Emergency Management Plan (REMP) through monitoring, review and development. (Coordinated by the County of Annapolis Regional
- d) Emergency Management Coordinator);
- e) As required, participate in functional sub-Committees and Working Groups to plan for specific emergencies, address issues, and develop and implement projects;
- f) Support the development of Plans to address emergencies based on existing, and new and emerging hazards;
- g) Contribute to testing components of the REMP through the development and participation in emergency exercises; and
- h) Advise the Regional Emergency Management Advisory Committee (REMAC) on development of Regional Emergency Management Plans.

## 5.0 EMERGENCY PLAN FRAMEWORK

### 5.1 Scope

The aim of the Annapolis County Regional Emergency Management Plan (REMP) is to provide the framework within which extraordinary measures can be taken to protect the health, safety, and welfare of the residents, prevent or minimize property damage or loss, protect the environment and minimize economic disruption when faced with an emergency.

For this Plan to be effective, it is necessary for staff to take advantage of emergency management training courses to understand the [Incident Command System](#) (ICS) and the roles and responsibilities of staff working in the Emergency Coordination Center. ICS training throughout Annapolis County will be coordinated by the Regional Emergency Management Coordinator (REMC).

### 5.2 Purpose

The Annapolis County Regional Emergency Plan unifies the efforts of Annapolis County resources for a comprehensive approach in responding to and reducing the impacts of an emergency. It is intended to increase the emergency response capacity across all of Annapolis County by establishing a plan of action to efficiently and effectively deploy required resources.

The purpose of this REMP is to provide for the needs of our citizens whenever they are threatened or experience a catastrophic severe weather event or an incident resulting from a mass explosion, fire, spill, flood, or other emergency that places our citizens in harm's way.

### 5.3 Authority

The Annapolis County Regional Emergency Management Plan (REMP) is established under the authority of:

- Nova Scotia Emergency Management Act;
- Annapolis County Municipal Emergency Management by-laws;
- Annapolis REMO Inter-Municipal Services Agreement (between the Municipality of the County of Annapolis, and the Towns of Annapolis Royal and Middleton); and
- Best practices provided by Nova Scotia EMO;
- Guidance of the Regional Emergency Management Planning Committee;
- Review and recommendations from the Regional Emergency Management Advisory Committee;
- County and Town council approvals

Any incident that necessitates an evacuation of as few as 25 people or 10 building units may activate a response to the scene by Annapolis County Regional Emergency Management Coordinator (REMC) to meet with the incident commander to determine the appropriate level of activation required by this Plan. The decision to activate the Emergency Coordination Centre (ECC) to support the Incident Commander on scene for support, will be at the discretion of the Municipal CAOs. The declaration of a State of Local Emergency is at the discretion of Municipal Council.

It is the responsibility of the Regional Emergency Management Coordinator (REMC) to maintain and update this Plan on an annual basis. The Regional Emergency Management Advisory Committee (REMAC), comprised of the Warden / Mayors (or their designate) and one member of Council of each participating municipality are responsible to review and approve this Plan upon any changes being made by the REMC and REMPC.

## 6.0 OBJECTIVES OF EMERGENCY MANAGEMENT

An emergency is a perceived tragedy, being either natural, man-made or technological catastrophe. A comprehensive approach is adopted throughout emergency management planning to ensure that risk reduction and community resilience are developed in unison, while maintaining effective response and recovery capabilities. The comprehensive approach provides an overarching framework for disaster management and disaster response.

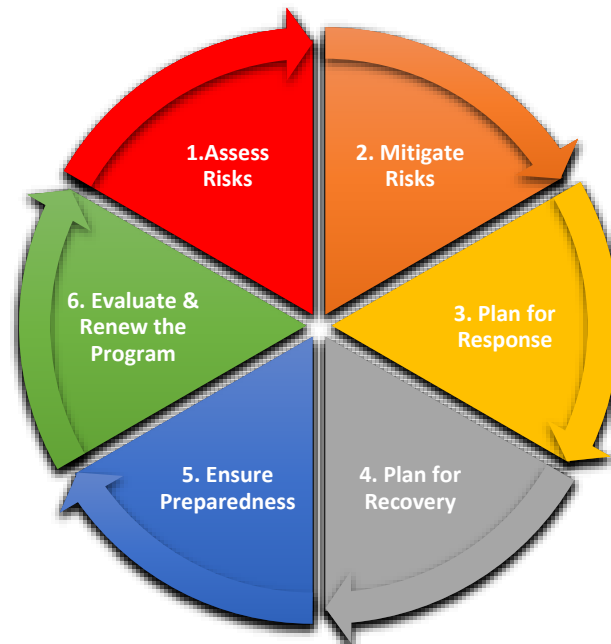
The ultimate purpose of emergency management is to:

- **Save Lives** – minimize the impact on people including first responders, as well as those affected by disaster.
- **Protect Property** – ensure that critical infrastructure as well as property of municipalities’ residents is sustained.
- **Preserve the Environment** – as is an important priority today, water, air quality, and soil are critical to life.
- **Protect the Economy** – lessen community impact; ensuring that businesses are sustained is essential to the well-being of Annapolis County.

For purposes of this plan, municipal emergencies are defined as situations or the threat of impending situations abnormally affecting property, health and or safety of citizens, the natural environment, local economy, and the general welfare of Annapolis County communities, which by their very nature or magnitude require a controlled and coordinated response by the public and/or private sectors, under the direction of the responsible elected and municipal officials.

These emergencies are distinct from routine operations carried out by municipal agencies (such as firefighting, public works services, policing, and medical emergencies). Emergency management consists of organized programs and activities to deal with actual or potential emergencies or disasters.

In establishing and maintaining an Emergency Response Plan, the Emergency Management Planning Committee addresses the following six objectives based on a risk management approach:



### 6.1 Objective 1 – Assess Risks

It is important to note that the success of any emergency management plan and corresponding programs are contingent on an understanding that risks, hazards and subsequent community vulnerability are real and are a part of day-to-day living.

The objective of assessing risks through the Hazard Identification and Risk Analysis (HIRA) process helps set priorities, suggests protective management, and ensures the greatest effort is devoted to the greatest need. A central task is to carry-out a vulnerability analysis to identify the vulnerable population that may require priority actions. The next step is to develop hazard-specific plans

In order to determine what Municipal resources are critical to the provision of essential Municipal services, it is necessary to conduct a basic Business Impact Analysis (BIA). In the event a piece of infrastructure required for delivery of critical Municipal services is lost due to an emergency the BIA will provide assistance in determining Municipal response.



## 6.2 Objective 2 – Mitigate the Risks

The aim of mitigation is to eliminate or reduce the impacts and risks of hazards through proactive measures taken before and during an emergency event.

Mitigation measures can be separated into two types:

- Structural Mitigation that normally involves actions directed against the hazards. It normally involves:
  - Building of protective structures like dams, dykes, berms, fire roads, dry hydrants, enlarged culverts, building reinforcement, sand bagging, etc.
  - Provide public awareness via traditional and social media before, during, and after emergencies.
  - Conduct environmental assessments prior to projects to identify hazards and risks.
  - Pre-established financial disaster systems such as Red Cross donations for disasters can reduce human suffering.
- Non-structural mitigation normally involves actions directed towards people such as:
  - Good land use planning to separate higher risk activity facilities from people, and to restrict people and property in dangerous areas.
  - Regulations, standards, and zoning bylaws such as building codes can reduce the impact of emergencies such as earthquakes (e.g., municipal buildings are constructed to meet provincial and local seismic codes).
  - Monitoring and warning systems such as the Alert Ready emergency alert system reduce the impact of an emergency by providing people advance notice and time to prepare.
  - Flood plan mapping can be used to predict where flooding will occur so necessary actions can take place.
  - Infrastructure and capital investments can help in keeping public areas safer.

These fall generally under responsibilities of various legislative bodies and public safety agencies. The Emergency Response Plan plays an important role in drawing attention to potential hazards and lobbying for needed change. Disastrous events like floods and weather extremes that cannot be prevented demand efforts at mitigation, response, and recovery.

## 6.3 Objective 3 – Plan for Response

Response includes those action taken immediately before, during and after an emergency event, the purpose of saving lives, preventing further impact to the affected area, and protecting property and the environment. Response actions include, but are not limited to, multi-agency coordination, support of first responders, public information, evacuations, and search and rescue efforts.

In order to determine objectives and resource allocation during a response, critical municipal services are provided according to the following priorities:

1. Ensure the health and safety of responders
2. Save lives;
3. Reduce Suffering;
4. Protect Public Health;
5. Protect Infrastructure;
6. Protect Property;
7. Protect the Environment; and
8. Reduce Economic & Social Losses

Planning for response includes:

- Establishing emergency coordination centres;
- Inventory of potential comforts centres, evacuation centres and shelters;
- Identifying resources;
- Preparing to issue warnings; and
- Planning for evacuation.

Primary Management are the development of emergency plans and resource inventories. Instructions for managing these activities during activation are provided within the supporting documents that accompany this plan, including:

- Hazard-specific plans
- Emergency Coordination Centre Operational Guidelines

- Guidance from NS EMO and other lead agencies
- Other plans

In addition to developing the emergency plans there are several other planning tasks. These are:

- identification of vulnerable populations; and
- identifying and designating emergency support facilities.

#### **6.4 Objective 4 – Plan for Recovery**

Recovery programs are designed to help repair and restore communities and their environments to pre-emergency condition, and include measures such as physical restoration and reconstruction, economic impact studies, counselling, financial assistance programs, temporary housing, and health and safety information.

Other examples may include:

- allocating resources;
- warnings and ongoing public information;
- evacuation and sheltering;
- search and rescue;
- damage assessment;
- demolition, debris clearance, removal, and disposal;
- utilities and communications restoration;
- re-establishment of major transportation linkages;
- financial management;
- donation management;
- hazard mitigation;
- preparation for the next emergency or disaster

The goal of municipal service recovery phase is to reduce the direct impact to residents by restoring critical municipal services. Examples of these services include but are not limited to the following:

- Delivery of utility services
- Ability to maintain public safety

#### **6.5 Objective 5 – Ensure Preparedness**

Not all emergency events can be prevented or mitigated. Once a jurisdiction has exhausted its mitigation strategies, preparedness is the next level of readiness. Preparedness builds the capacity to effectively and rapidly respond to an emergency event that is threatening residents' safety, their property or the environment. Preparedness encompasses the planning, exercising, evaluating and education crucial to achieving a state of readiness.

Preparedness activities increase the capacity of Annapolis County and its residents to respond when an emergency or disaster occurs. This involves a continuous cycle of planning, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during a response.

Preparedness occurs at the following levels:

- Residents
- Business/Industry
- Municipal
- Provincial
- Federal

Annapolis REMO incorporates the following preparedness measures into its emergency management program:

- Emergency planning, including maintaining this plan and its appendices;
- Developing, reviewing, and updating a variety of scenario specific emergency response plans;
- Establishing mutual aid or assistance agreements;
- Establishing memorandums of agreement for goods and services;
- Preparing inventories of resources such as flood mitigation tools and various types and kinds of equipment;
- Training opportunities for REMAC, REMPC, ECC staff, emergency responders, other local officials, agencies and volunteer groups who assist the Annapolis REMO and its response to emergencies;
- Conducting periodic drills and exercises to test emergency plans and training;

- Completing an After-Action Review after drills, exercises and actual emergencies gathering equipment required to provide site support;
- Providing education campaigns to residents and businesses to encourage preparedness at the personal and household level. (72-hour preparedness: Know the Risks, Make a Plan and Get a Kit);
- Providing emergency equipment, facilities and various other equipment.

### **6.6 Objective 6 – Evaluate & Renew the Program**

This calls for the Emergency Planning Management Committee to periodically evaluate the entire Emergency Management Program, by measuring the performance of selected actions and the achievement of desired results.

## 7.0 CONCEPT OF OPERATIONS (CONOPS)

Annapolis REMO has adopted the Incident Command System (ICS) Canada model for managing and coordinating emergency response and recovery efforts. This is the recommended standard for emergency response and recovery for all levels of government in Canada.

The Incident Command System (ICS) is a flexible, standardized system, a common approach, and shared understanding of functions and procedures enable stakeholders to work together more effectively. In addition, the model is applicable to any incident, regardless of the scope, scale, or complexity.

- As the complexity of an emergency increases, so will the need for multi-agency support from across Annapolis County. Annapolis REMO may call upon the Provincial Emergency Management Office (N.S. EMO), 902-424-5620, to provide or acquire additional resources necessary. Each agency is responsible for the overall operation of its emergency response.
- Normal communications and reporting channels will be used to the fullest extent possible.
- Day-to-day functions that do not contribute directly to the operations may be suspended for the duration of the emergency. Efforts that would normally be required of those functions will be redirected to assist in accomplishing the objectives set in the Incident Action Plan (IAP) either at the site or the ECC.
- Emergency Site – In an emergency, the ECC Manager (CAO(s) or designate) may appoint an Incident Commander (IC) at a localized emergency scene if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. The roles of the IC at the emergency scene is to:
  - Establish a site command post;
  - Establish overall priorities for the on-site response;
  - Establish the site perimeter and arrange for security;
  - Provide situational reports and updates (sitreps) to the ECC;
  - Set and approve the overall objectives at the emergency site;
  - Provide media information at the scene, or to the ECC for further distribution; and
  - Ensure responder safety.
- Onsite response will be managed by the onsite Incident Commander. The Regional Emergency Management Coordinator (REMC) will collect information from Incident Commanders and responding agencies, analyze and disseminate it to all members of the Regional Emergency Management Planning Committee (REMPC) after consultation with the ECC Manager (ECCM) - (Municipal CAO or designate).
- Responding agencies on site will:
  - Be trained in the effective use of the incident system of ICS Canada;
  - Cooperate with and support the IC;
  - Provide information on response activities, damage, casualties, and resources need to the IC;
  - Continue to receive functional direction from their parent organization; and
  - Provide a tactical response in support of the IC operational objectives.
- The three Municipal CAOs, or designate, have the authority to activate the ECC and when the ECC is activated, its primary function is to coordinate and support operations while continuing essential services to unaffected areas of the municipality.
- Once immediate response missions and lifesaving activities conclude, emergency response teams are demobilized, and the emphasis shifts from response to recovery operations which is an ECC responsibility.

## 7.1 Assumptions

Assumptions are simply that – what, in development of the Regional Emergency Management Plan (REMP), has been treated as true for the Plan’s execution.

### 7.1.1 Incident Assumptions

- (a) Annapolis REMO will commit all available resources to save lives and minimize injury and damage to property and infrastructure. Emergency operations are initiated whenever most appropriate for a rapid response to the situation.
- (b) An incident that affects a Municipality within Annapolis County is likely to also affect the surrounding communities and region.
- (c) An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning;
- (d) Critical infrastructure such as transportation networks, water, electrical power, natural gas, and telecommunications may be interrupted or not available;
- (e) Some community members who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the Regional Emergency Management Organization (REMO);
- (f) The succession of events in an emergency incident or disaster is unpredictable; therefore, this plan should be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency incident or event;
- (g) Annapolis REMO follows eight fundamental priorities which guide decision makers in prioritizing response activities. Although the goals are listed in order of priority, personnel take all available information into account when determining incident-specific priorities.

**1. Ensure the health and safety of responders;**

The well-being of responders must be effectively addressed, or they may be unable to respond to the needs of those at risk.

**2. Save lives;**

The importance of human life is paramount over all other considerations. When lives are at risk, all reasonable efforts must be made to eliminate the risk.

**3. Reduce Suffering;**

Physical and psychological injury can cause significant short- and long-term impact on individuals, families and communities. Response measures should take into consideration all reasonable measures to reduce or eliminate human suffering.

**4. Protect Public Health;**

Public health measures are essential to the well-being of communities and should be maintained or implemented. Enhancing surveillance and detection, eliminating health hazards, minimizing exposure and implementing programs such as widespread immunization may need to be considered.

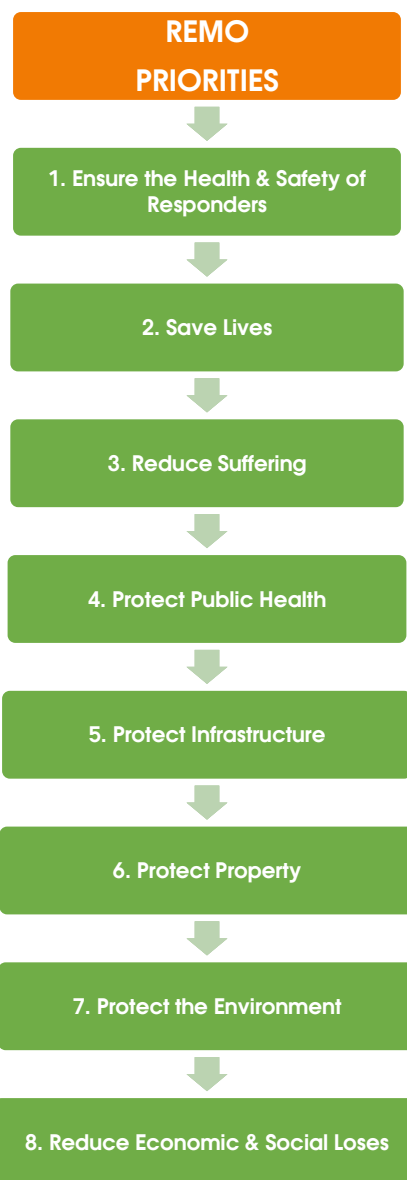
**5. Protect Infrastructure;**

When necessary to sustain response efforts, maintain basic human needs and support effective recovery, infrastructure that is critical to the livelihood of the community should be protected ahead of other property.

**6. Protect Property;**

Property can be essential to the livelihood of communities. When determining priorities, response personnel should evaluate the importance of protecting private and community property.

**7. Protect the Environment; and**



The environment is essential to communities. When determining priorities, response personnel should evaluate the importance of protecting the environment and implement protective strategies that are in the best interest of the broader community.

#### **8. Reduce Economic & Social Losses**

The loss of economic generators can have short- and long-term impacts on communities, including social losses related to the loss of community support networks and reduced employment, investment, and development. Response measures may be necessary to reduce these losses and psychosocial interventions may be required for those impacted by the disaster.

- (h) During an emergency incident or disaster, all operations will be coordinated through the Emergency Coordination Centre (ECC); The ECC will be activated and staffed to manage the strategic response to the emergency and to support emergency operations at the incident site.
- (i) The Initial Manager of the ECC should be the CAO or designate of the most affected Municipality.
- (j) The greater the complexity, impact and geographic scope of an emergency, the more likely a multi-agency response will be required; and
- (k) Extended incidents that require 24-hour operations will most likely be divided into two operational periods of shifts of 12 hours each. Staffing should be planned accordingly.
- (l) Some employees may be unable to report to the ECC as conditions may be unsafe to travel.
- (m) Local emergency response personnel could experience damage or loss to their homes and personal property and could themselves be the victims of disaster.
- (n) Buildings may be damaged or unsafe to occupy.
- (o) Supply chains may be disrupted.

#### **7.1.2 Plan Assumptions**

- a) The County of Annapolis, Town of Annapolis Royal and Town of Middleton municipal departments will be familiar with the Regional Emergency Management Plan, and their specific responsibilities within the plan;
- b) The Annapolis Regional Emergency Management Plan will be reviewed and updated at least annually by the Regional Emergency Management Coordinator (REMC) and the Regional Emergency Management Planning Committee (REMP). A record of changes will be maintained;
- c) The Plan will be exercised at least once annually;
- d) Complete details for the Annapolis REMO Emergency Coordination Centre will be found in the separate document "Annapolis REMO ECC Manual." The plan will provide an ECC overview only;
- e) Flexibility is vital because the procedures must be able to be adapted to a variety of situations;
- f) In support of this plan, the primary and supporting agencies of each emergency support function have developed emergency coordination procedures for their own staff;
- g) Assistance may be required from neighboring municipalities, organizations or agencies to send available resources in response to the disaster if requested and as conditions allow as outlined in any mutual aid agreements;
- h) When the ECC is activated for Annapolis REMO a member municipality may be asked to provide staffing and other support to the extent possible.

## 7.2 Annapolis REMO ACTIVATION

Accidents that happen on a day-to-day occurrence in the Annapolis County region are usually handled by the police, fire, ambulance and local hospitals. These accidents may seem to be major emergencies to the individual(s) involved, but may not affect the safety, property and environment of the surrounding community.

Should an incident occur where the size, potential hazard, or seriousness of the emergency appears beyond the capability of the responsibility of the first response agencies, then the senior officer (Incident Commander) may request the activation of the Annapolis REMO Emergency Coordination Centre (ECC).

This ECC may be activated in full or in part by the Regional Emergency Management Advisory Committee (REMAC) or in part by the Regional Emergency Management Coordinator (REMC) through consultation with the Municipal CAO(s) or designate, when required to combat a regional or local emergency or to provide coordinated assistance to mitigate a potential emergency.

There are no firm criteria for the implementation of the Plan but it could generally be considered when the situation meets one or more of the following criteria:

- (a) There is an abnormal threat of significance to human health, property and/or the environment within the Annapolis County region;
- (b) Evacuation of all or part of the region is/may be required;
- (c) The region has abnormal requirements for volunteers, provincial or federal resources/services for emergency response; There is need to activate any agreement(s) negotiated by the Regional Emergency Management Advisory Committee;
- (d) Additional resources are needed to answer public/media inquiries;
- (e) Declaration of a Local State of Emergency is made;
- (f) Any Provincial or Federal emergency response plan(s) affecting the region have been activated.

The Incident Commander involved with the emergency shall contact one of the following and inform them of the situation and request the activation of the Regional Emergency Management Plan:

- (a) Regional Emergency Management Coordinator
- (b) Municipal Chief Administrative Officer(s)
- (c) Valley Communications
- (d) Chair, Regional Emergency Management Advisory Committee
- (e) Any member of the Regional Emergency Management Advisory Committee
- (f) Western Zone Emergency Management Planning Officer –Nova Scotia EMO

The Regional Emergency Management Coordinator will assess the need to activate the plan by consulting with the Municipal CAOs or designate and members of the Regional Emergency Management Planning Committee. If activation of the plan is required, the Regional Emergency Management Coordinator will so advise the Chair of the Advisory Committee. The Public Information Officer(s) for Annapolis REMO will assist in alerting the following:

- (a) Regional Emergency Management Advisory Committee
- (b) Regional Emergency Management Planning Committee
- (c) Emergency Coordination Centre (ECC) Support Staff

If the magnitude of the emergency or disaster requires actions beyond normal procedures, then the Regional Emergency Management Coordinator may advise the Regional Emergency Management Advisory Committee that a State of Local Emergency be declared in accordance with the authority given to the Committee by the Regional Emergency Management Bylaw.

### **Declaration Not Required**

The ECC may be activated with or without a Declaration of a State of Local Emergency; however, it is recommended that it be activated in the event that a Declaration has been made.

## 7.2.1 Activation Types

### Proactive Activation

A pre-empted activation is a minimal activation of the ECC intended to actively monitor the conditions that could lead to a major emergency or disaster but is not yet a major emergency or disaster. Examples of this could include severe weather, flood concerns, public events, etc. The ECC may open virtually (meet via telephone or online) or physically depending on the nature and complexity of the anticipated event.

Pre-emptive ECC activities would focus on monitoring the conditions and preparing plans and documents should the event transpire. At this time the site would not be asking for assistance or resources. Upon notification that the community has been damaged by a hazard impact or danger is imminent, the ECC will be activated at one of three Emergency Activation levels.

### Emergency Activation

Emergency activations are for unanticipated events that give little warning and require prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.

The level of ECC activation is determined by the magnitude and scope of the event. The ECC will be activated at one of three [emergency activation levels](#) (Monitoring, Partial or Full). On all levels of activation, the ECC is staffed by ECC manager (CAO or designate), REMC and Information Officer. Once the level of activation required has been determined, only those ECC functions and positions required to meet current response objectives are brought in.

If unsure of which level to activate, the ECC is activated to the higher level since it is easier to scale back staffing than it is to ramp up.

[Annex C](#) outlines the 'Activation Flowchart' for the Annapolis Regional Emergency Coordination Centre (ECC).

### Virtual Activation

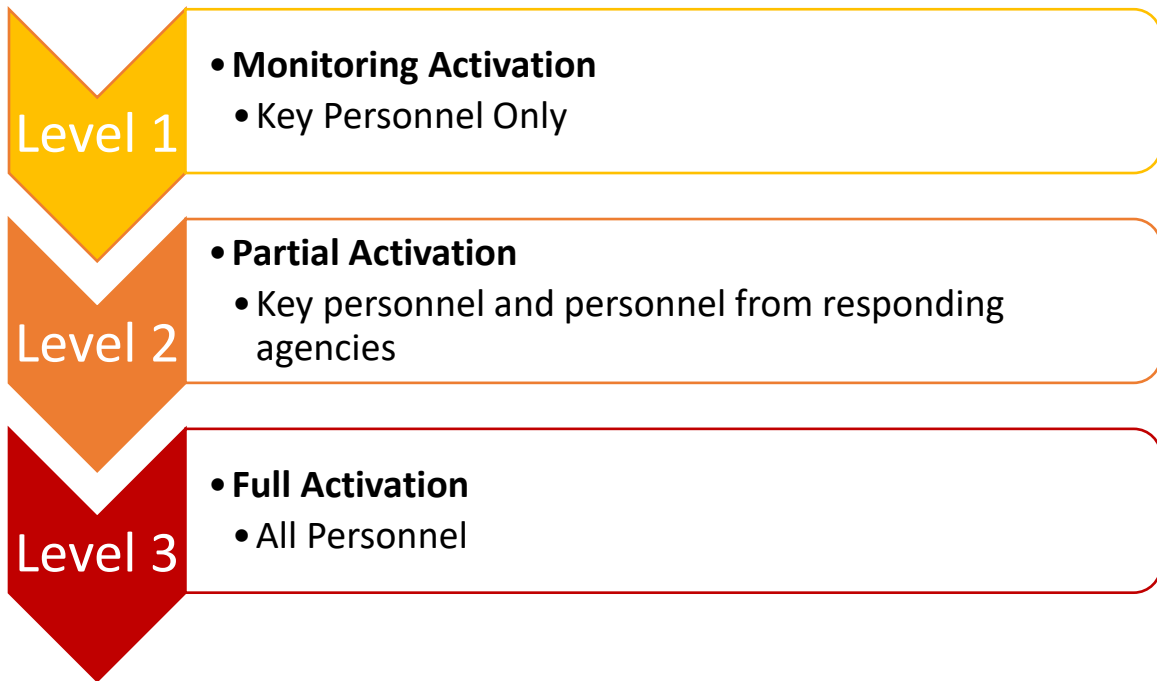
While a virtual ECC is effective in some instances like a proactive or level 1 emergency activation, face-to-face collaboration between decision-makers is a more effective and efficient form of problem-solving and therefore a physical ECC should be used if possible.

However, there may be some circumstances when a physical activation is not possible due to environmental or safety hazards/conditions, hazards, or the ECC is inaccessible or damaged. Phone and web-based tools like Microsoft teams or Zoom will be used to collaborate & coordinate.



## 7.2.2 Emergency Activation Levels

The size and composition of the ECC may vary according to the requirements of the particular circumstances. It is the responsibility of the ECC Manager to determine the level of activation that is required. For situations requiring very little support, the minimum staffing requirement is simply an ECC coordinator and ECC manager. The remaining positions can then be filled as required by the ECC manager.

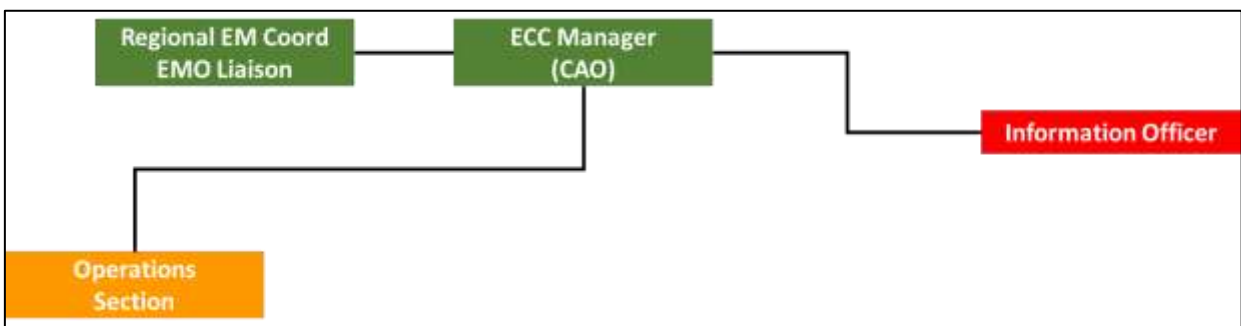


### 7.2.2.1 Level 1 – Monitoring (Key Personnel only)

- Small incident
- One site
- Several agencies involved
- Potential threat (e.g., flood or severe storm impending)
- Some agency or coordination and/or support required
- ECC set-up optional
- NS EMO notified by Regional Emergency Management Coordinator

### Suggested Minimum Staffing Requirements:

- ECC Manager
- Regional Emergency Management Coordinator
- Information Officer
- Liaison Officer
- Operations Section Chief

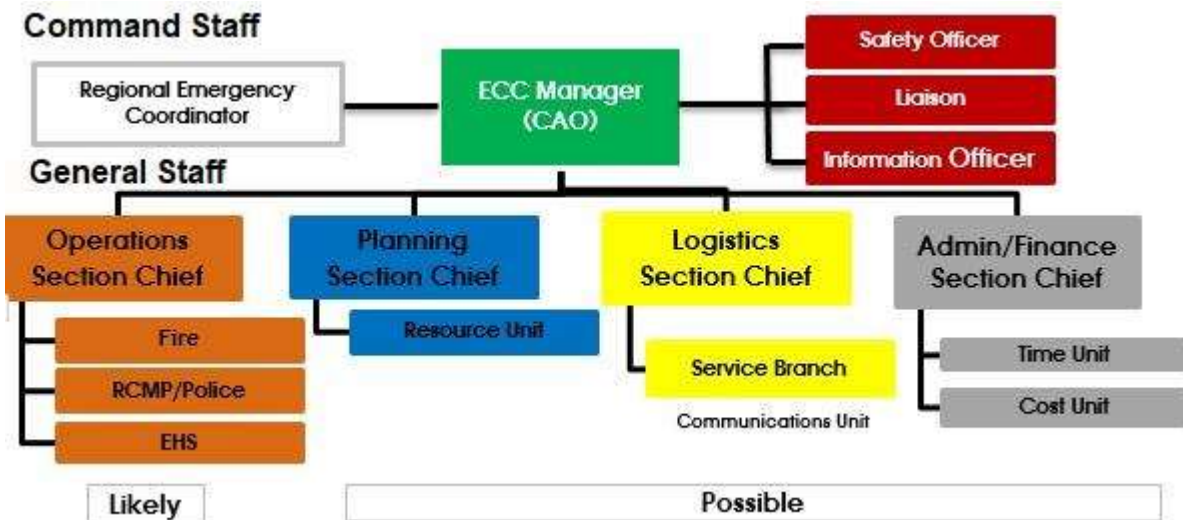


### 7.2.2.2 Level 2 – Partial Activation (Key Personnel and Personnel from Responding Agencies)

- Moderate incident
- Two or more sites
- Several agencies involved
- Major scheduled event(s) (e.g., conference or sporting events)
- Limited evacuations
- Some Resources/support required
- ECC set-up
- NS EMO notified by Regional Emergency Management Coordinator

#### Suggested Minimum Staffing Requirements:

- ECC Manager
- Regional Emergency Management Coordinator
- Information Officer
- Liaison Officer
- Section Chiefs (as required)
- Limited activation of other ECC staff (as required)
- NS EMO Provincial Coordination Centre partially activated



#### ***ECC Level 2 – Partial Activation***

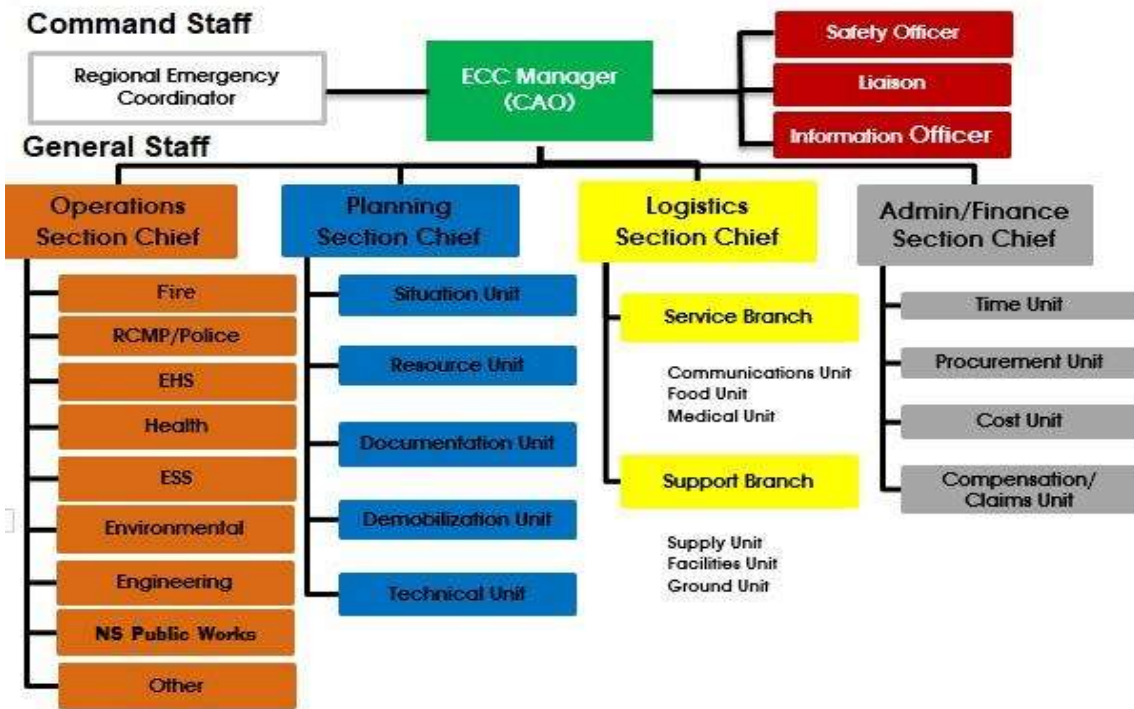
(An escalating or worsening incident that requires a Declaration of a State of Local Emergency or is of sufficient size to warrant ECC support. Section Chiefs may be called to the ECC to support on-scene Incident Commanders with acquiring and distributing resources, preparing action logs, and support of on-scene operations of emergency responders to suit the size and complexity of the emergency)

### 7.2.2.3 Level 3 – Full Activation (All Personnel)

- Major incident
- Multiple sites
- Regional disaster
- Multiple agencies involved
- Extensive evacuations
- Resources/support required
- ECC set-up
- Regional Emergency Management Advisory Committee notified
- NS EMO notified by Regional Emergency Management Coordinator (REMC)

#### Suggested Minimum Staffing Requirements:

- ECC Manager
- Regional Emergency Management Coordinator
- All ECC functions and positions (as required)
- ECC Level 3 – Full Activation
- NS EMO Provincial Coordination Centre activated



**ECC Level 3 – Full Activation**  
 (A Declaration of a State of Local Emergency requiring the complete implementation of the Incident Command System: Operations, Planning, Logistics and Finance to fully mitigate and recover from an emergency)

Note: These examples are illustrative only and based on an ECC that is organized according to the principles of ICS. Minimum staffing levels may vary considerably based on the method of ECC organization, the number and types of high-risk, high impact hazards, and other factors.

## 7.2.3 ECC Warning and Notification Procedures

### Notifications to ECC Staff and External Stakeholders

Once it has been determined that there is a need for the ECC to be activated and to which level, the CAO or designate will assume the role of ECC Manager and discuss with the REMC the appropriate personnel that should be notified to come to the ECC. The REMC will initiate the notification of notify required staff and external agencies of the ECC activation and that their presence is required at the ECC. The REMC may activate the alerting system in whole or in part, by calling Valley Communications in Kentville and requesting that the ECC group be alerted to come to the ECC or to be on standby. The REMC will provide Valley Communication with a contact list of ECC staff to be contacted.

Before contacting ECC staff and external stakeholders, a standard message will be prepared that will provide:

- Brief description of the event;
- Identify who authorized the activation;
- Indicates ECC location;
- Identifies the position to be filled, and a specific person/ location to report to;
- Includes any relevant information regarding transportation routes (Known road closures and / or use of specified routes to take)
- Reminder to bring any necessary supplies and reference materials they may require;
- Other pertinent details as necessary; and
- Inquiry as to estimated time of arrival to the ECC.

Back-up and / or alternate personnel need to be identified for every ECC position to ensure availability and to allow for shift changes.

### Notification to Nova Scotia EMO office

The N.S. Emergency Management Act, Section 10A requires, *“Every municipality shall, immediately upon becoming aware of it, inform the Department of any real or anticipated event or emergency that could impact the health, safety or welfare of Nova Scotians, their property or the environment.”*

The Regional Emergency Management Coordinator will notify the Nova Scotia EMO, Regional EMPO or Duty Officer of:

- Plan/ECC activation and who authorized the activation;
- Level of activation;
- Emergency situational briefing;
- Required/Anticipated support needs required
- Forecasted issues/challenges or risks.
- Intend to declare a local state of emergency

### Notification to the Public

The Public in the Municipality may be notified by:

- First responders advising those at risk in the immediate proximity of the emergency
- Public Information Officer
- Alert Ready public notification alerting system
- Local radio station, 97.7 AVR (FM), Magic 94.9 (FM), Rewind 89.3 (FM), CBC Radio 106.7 (FM), etc.
- Door to door alerting
- Television, and/or radio media
- Vehicle mounted PA systems of the Fire Department
- Public Alerting system
- Social Media platforms
- County of Annapolis, Town of Annapolis Royal and Town of Middleton Websites and/or Town Social Media platforms (Facebook & Twitter)
- Other means as available.

### Role of Council in Warning and Notification Procedures

Council does not have a role in the ECC during an emergency. Their role is best served in their own communities and to:

- Report any information received from the constituents to the ECC that Council deems important;
- Help spread the public safety information developed by the ECC to constituents, via the Information Officer;

- Support the professionals trained in Emergency Management when performing their duties, and understand why it is important that any site visits to the impacted area are coordinated via the Incident Commander/ECC Manager;
- Understand Council's role as per the Municipal Government Act, and be available to convene when a state of local emergency is in discussion; and
- Support EMO during planning events and exercises.

#### **7.2.4 Deactivation**

The ECC Manager (CAO or designate) considers the requirements of the termination from the outset of the incident. Criteria for termination may include:

- Individual ECC functions are no longer required;
- State of Local Emergency is lifted;
- Coordination of response activities and/or resources no longer required; and
- Incident has been contained and emergency personnel have returned to regular duties.

The Planning Sections Demobilization Unit Coordinator in the ECC supervises and coordinates the demobilization process, under the direction of the ECC Manager.

The deactivation will be announced to all personnel including any assisting or cooperating agencies during the final briefing. If the general public was informed of facility activation, deactivation will also be communicated.

Once the ECC has been completely deactivated, the Regional Emergency Management Coordinator (REMC) should make sure that the ECC is restocked and most importantly, conduct an after-action review of the emergency.

## 8.0 EMERGENCY COORDINATION CENTRE (ECC)

The response to a major emergency or disaster within the Annapolis County region will be coordinated by the Annapolis REMO Emergency Coordination Centre (ECC). The ECC coordinates the emergency response by bringing together representatives from the Annapolis REMO municipal departments and other partner agencies to strategically coordinate resources in support of on-scene operations and activities. It manages and processes information about the emergency, identifies critical needs and establishes response priorities. In addition, the ECC provides information to the public concerning the emergency.

(Note: It is the responsibility of any agency providing support to the ECC to ensure that the individual representing that agency has the authority to make decisions for the agency.)

The ECC is responsible for making operational decisions required to coordinate an efficient response. The ECC is activated and staffed to a level that matches the needs of the incident – the size and composition of the ECC may vary according to the circumstances.

(Reference: Annapolis REMO Emergency Coordination Centre Operational Guidelines, in development)

Should the requirement arise to activate the Annapolis REMO Emergency Coordination Centre (ECC), the location of the ECC is as follows:

**Primary ECC location:**

(Layout – [Annex D](#))

**Municipality of the County of Annapolis – Administration Office**

**Council Chambers**

752 St. George Street  
Annapolis Royal, NS

- **Back-up power source:**

A new diesel power generation system in 2021. The 150kw unit has the capability to power the entire building as well as the internet network hub located within the building. The Generator is equipped with a fuel tank capable of powering the unit at full load for a period of 24 hours. In the event of a prolonged power outage Irving oil has a contract to provide fuel for this unit.

- The Generator will carry out an automatic test every Friday morning at 7:00AM to ensure correct operation.
- The generator will be checked on a monthly basis by staff members for fluid levels and general condition.
- This generator will be serviced annually under a maintenance contract by an authorized contractor.

**Alternate ECC locations:**

**Town of Middleton, Town office**

**Council Chambers**

131 Commercial Street  
Middleton, NS

**Note:** This facility doesn't have **power backup**. If Alternate ECC is required during a power outage or expected power outage then ECC will be set-up at:

**NSCC – Annapolis Valley Campus**

295 Commercial Street  
Middleton, NS

The purpose of the ECC is to provide support for the Incident Commander by obtaining resources, maintaining up-to-date information, coordinating activities and providing the public with information. The ECC also coordinates related activities that are beyond the scope of the Incident Commander, such as media relations and large-scale evacuations.

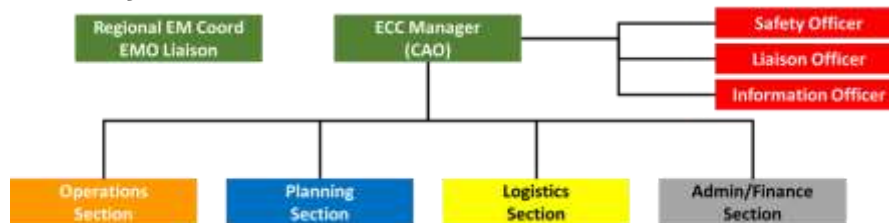
Typical situations when the ECC may be activated are:

- For an incident that is within one municipality's jurisdiction:
  - The response/management needs of the incident exceed the capabilities of the municipality having jurisdiction;
  - The duration exceeds what a single municipality can support.

Also,

- When two or more communities are impacted by the same incident or event.
- Multiple people or properties at risk
- Additional resource support is required at the site
- Additional authority is required (e.g., Declaration of State of Local Emergency)
- Evacuation has occurred or there is evacuation potential
- Event crosses jurisdictional boundaries (e.g., train derailment, flood, earthquake)
- Multiple sites involved
- Coordination of multiple agencies, beyond what site can adequately handle
- Magnitude and potential duration of event (e.g., forest fire, flood, earthquake)
- Significant property damage – private and / or public
- Significant financial risk to private sector
- Required in order to manage public perceptions of significant risk
- Environmental risks
- Major planned event or special event

## 8.1 Incident Command System (ICS) structure in the ECC



The Incident Command System (ICS) assists the ECC Manager (CAO or designate) in determining the best staffing levels for the incident. Every incident has certain major management activities or actions that must be performed. Even if the incident is very small, and only one or two people are involved, these activities will still always apply to some degree. The following five primary management functions are the foundation upon which the ECC's organizational structure is based:

### Command Staff:

Responsible for overall emergency policy and coordination through the joint effort of government agencies and private organizations. Sets objectives and priorities.

- **Information Officer**  
Serves as the point of contact for the media or other organizations seeking information directly from the incident or event. There should only be one information officer. Others will serve as assistants.
- **Liaison Officer**  
On larger incidents or events representatives from co-operating or assisting agencies may be assigned to the incident to coordinate their agency's involvement. The liaison officer serves as their primary contact. This position is usually the role of the REMC or alternate.
- **Safety/Risk Officer**  
Monitors safety conditions and develops measures for ensuring safety of all assigned personnel. Will correct unsafe situations via chain of command. May also stop activity if personnel are in imminent danger.

### General Staff:

- **Operations**  
Coordinate the tactical response to carry out the tactical objectives, organization, and directs all resources of all field operations in accordance with the Incident Action Plan.
- **Planning**  
Collect, evaluate, document, and use information about the incident and the status of resources. Provide status information to the Command, Operations and Logistics and forecast resource needs during the emergency.
- **Logistics**  
Responsible for all the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies.

- **Finance/Admin**

Monitors all financial and cost analysis aspects of the emergency. Document costs, procurement, time recording and assist in the management of cost reimbursement.

(Note: Further descriptions of roles & responsibilities is attached in [Annex E](#))

Understanding that the ECC is based on the Incident Command System and that it is a modular organization and uses a manageable span of control, the ECC Manager can activate as many positions as they require.

The term “Go Big Early” describes the initial activation of the emergency response organization to a level that may be more than you eventually need. Get everyone in the room and if you don’t require certain staff after the first few hours, release them. This is done for two reasons: to provide the work force that will enable the ECC Manager to ‘get ahead’ of the situation, and secondly, as new information comes into focus, the staff may be required, and they are already there and ready to act.

**The ECC is considered to be activated when:**

- The ECC manager has assumed leadership of the ECC and declares the ECC is activated/open
- ECC roles are being performed, and/or
- ECC activation is communicated to the Incident Commander.

## 8.2 ECC Principal Tasks

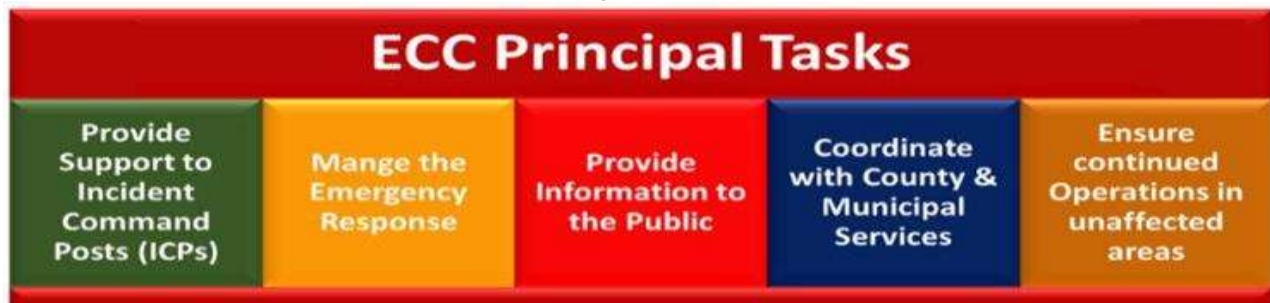
The ECC is designated for the gathering and dissemination of information plus emergency/disaster analysis. This is where decisions and policies governing the emergency response are planned and implemented.

The ECC will continue to collect, evaluate and have information on display about the incident, to help better understand the current situation to build situation awareness that will help to manage the local emergency. It is important for all information to be shared immediately as it is received. This will include clear, concise and frequent communication. To achieve this, it requires the priority of the maximum use of available technology and human resources.

The ECC manager, REMC and section chiefs will identify the current objectives/priorities required to assist in the development of the action plans. As members of the ECC staff assemble in the Emergency Coordination Centre they will receive a situational briefing and be given their tasks to help achieve the objectives/priorities for the current plan.

The ECC must identify and use available resources, especially human and financial resources. This is why it is necessary to designate essential personnel, equipment, materials and supplies in advance.

The ECC has several principal tasks to perform, including (but not limited to):



- **Provide support to the Incident Command Post(s).** The ECC receives instructions from the Incident Command Post (ICP) concerning what support is required (such as equipment, information, media relations, coordination with external agencies) and how to provide it (such as access/exit routes, schedules, etc.) The ECC obtains the necessary support and coordinates its provision to the ICP’s staging area. These resources may originate from:
  - municipal resources;
  - the community level;
  - mutual aid sources; or
  - provincial or federal resources.
- **Manage the emergency response for Annapolis County.** Some emergency response operations may be required across the entire municipality to mitigate threats from an emergency. For example, reception and/or evacuation



centres may be needed, or public safety instructions provided for persons outside the incident site. Traffic flow control may be required to and from the incident site.

- **Provide information to the public on the emergency and the County response.** The public needs timely information so it can protect itself, and in some cases, play a part in emergency operations, and in order to minimize fear and anxiety. For these reasons, the emergency operations centre prepares and disseminates information.
- **Coordinate with County and municipal services.** In general, the Emergency Coordination Centre needs to coordinate its activities with municipal services and other organizations affected by the emergency. It does so by establishing links to the following locations:
  - municipal offices;
  - service dispatch centres (police, fire, public works, etc.)
  - emergency operations centres (those at hospitals, school boards, universities/colleges, provincial establishments; and
  - emergency operating locations (comfort, reception centres)
- **Ensure continued operations in unaffected areas of the County.** The ECC must ensure that there is no interruption in the provision of emergency services (such as fire protection) and essential services (i.e., hospital, water, sewer, electricity, waste management, telephone, etc.) in unaffected areas outside the incident site. In cases where the municipality is not responsible for these services, the ECC works with the appropriate alternative organization(s).

### 8.3 Emergency Site(s)

In an emergency, the CAO(s) or designate may appoint an Incident Commander (IC) at a localized emergency scene if one is not in place. The IC may be from the first response agency having the predominant role or may be an individual particularly suited to coordinate the diverse activities being undertaken. The role of the IC at an emergency scene is to:

- Establish a site command post;
- Establish overall priorities for the on-site response;
- Establish the site perimeter and arrange for security;
- Provide situational reports and updates (sitreps) to the ECC;
- Set and approve the overall objectives at the emergency site;
- Provide media information at the scene, or to the ECC for further distribution; and
- Ensure responder safety.

Responding agencies on-site will:

- Be trained in the effective use of the incident command system of ICS Canada
- Cooperate with and support the IC.
- Provide information on response activities, damage and casualties, and resource needs to the IC.
- Continue to receive functional direction from their parent organization.
- Provide a tactical response in support of the ICS operational objectives

### 8.4 The Provincial Emergency Operations Centre (PCC)

The provincial ECC may be a municipality's first point of contact in an emergency or disaster.

The PCC coordinates the provinces overall response and support to an emergency. It is maintained to ensure rapid, integrated, and comprehensive provincial government response to support municipalities.

The PCC assists municipalities with accessing resources and support required to address the needs of the emergency or disaster.

## 9.0 HAZARD IDENTIFICATION AND RISK ANALYSIS (HIRA)

In emergency planning, hazard analysis is the first step in identifying the known and potential impacts a hazard may create. Once the impacts have been assessed, priorities for planning are identified. Effective emergency plans offer mitigation and response solutions to the impacts identified during hazard assessment.

Hazard analysis determines:

- What might occur;
- How often is it likely to occur; and
- How vulnerable the Municipality is to the hazard.

Conducting the HRVA process will identify those hazards that are specific to the Annapolis County region and may require a specific action plan (i.e., Flooding).

Some possible changes within or near the Annapolis County region that could cause hazard analysis information to change over time include:

- New mitigation measures (e.g., stronger building codes, addition of roof or foundation braces);
- The opening or closing of facilities or structures that pose potential hazards (e.g., hazardous materials facilities and transport routes);
- Local development activities;
- Climatic changes (County of Annapolis - MCCAP 2013 report);
- Mass Gatherings; and
- Civil threats.

There may be other long-term changes to investigate as well. These changes, such as climatic changes in average temperature or rainfall/snowfall amounts, are harder to track but could be very important to the hazard analysis.

A Hazard Identification and Risk Analysis within the Annapolis County region was conducted December 2021 by the Regional Emergency Management Planning Committee. The hazards identified as having the greatest potential for disrupting the Annapolis County region are outlined in Section 9.1. The Risk Analysis is presented in [Annex G](#), and a complete overview of each hazard is presented at [Annex H](#) which details possible major effects, potential actions at the scene and equipment required.

It is important to note that there are certain circumstances that must be taken into consideration when analyzing hazards made by specific areas. For instance, a hazardous materials release in a remote rural area versus a hazardous materials release in a populated urban area such as Halifax or Dartmouth. In the event of a release in a rural area, highly trained individuals with specialized response equipment have the capability to arrive, barring any adverse circumstances, within a reasonable timeframe. In comparison to this, a response to remote regions like Annapolis County may be delayed upwards of several hours due to logistical, geographical, distance, environmental circumstances. This one condition would be enough to severely affect the hazard impact brought upon the area. Circumstances such as this cause an increase to the intensity of a specific hazard based solely on geographical and spatial diversity.

### 9.1 Regional Hazard Analysis

#### 9.1.1 Hurricane/Windstorm/Snow (Severe Weather)

During the winter months, severe weather conditions often occur in this area including heavy snowfalls, ice storms, and severe winds. Long-term power outages resulting from these conditions can cause severe hardship. During the hurricane season, Nova Scotia often receives the tail end of these furies. The procession of hurricanes up the Atlantic coast in the summer of 1995 demonstrates how helpless we are against the whims of nature.

Extreme storm events (i.e., hurricane-like weather associated with post tropical depressions) have caused the Annapolis River to flood roads, bridges and homes, and overwhelm the municipal wastewater system. Further, ice storms have taken down power lines, causing outages for extended periods. The frequency of storm events that cause damage is thought to be every three to four years. These events result in costly damage to infrastructure and impact public health and safety.

Recent examples:

- Hurricane Dorian (2019);
- Hurricane Matthew (2016)
- Hurricane Arthur (2014);

- Hurricane Juan (2003); White Juan (2004);

### 9.1.2 Power Failures (extended time)

Power outages occur on a regular basis, however, they become a concern when the power outage is for a significant amount of time, when the temperatures are very low, or critical infrastructure, persons, livestock or businesses are affected.

Most power outages will be over almost as soon as they begin, but some can last much longer – from several hours, several days or in worst case scenarios even weeks. Power outages are often caused by freezing rain, sleet storms and/or high winds which damage power lines and equipment. Cold snaps or heat waves can also overload the electric power system.

In cold weather this would cause considerable hardship to the community and significant property damage caused by freezing pipes, spoiled food, and damage to interior building materials that need heat during the fall, winter, and early spring to prevent mold and mildew. Power outages also mean you may be left without heating/air conditioning, lighting, hot water, or even running water.

Recent examples:

- Hurricane Dorian (2019);
- Winter Storm (2017);
- Hurricane Matthew (2016)
- Hurricane Arthur (2014);
- Hurricane Juan (2003);
- Nor'easter Blizzard - White Juan (2004);

### 9.1.3 Fire

Urban and Rural structural fires that happen in residential, commercial or industrial communities occur on a frequent basis throughout the Annapolis County region. The majority of fire alarms are considered minor, i.e., chimney and grass fires, however, there is potential for a large-scale fire in the downtown core areas and in other large buildings located in the municipal towns. Some of these buildings, if not physically connected, are in close proximity to each other. Many buildings are older, and their construction (wood frames) makes for easy fire-spread.

Another risk for fire hazard in the Annapolis County region is Wildfires. In Nova Scotia Wildfire annual season is March 15<sup>th</sup> - October 15<sup>th</sup>. Averages of 500 forest-fires occur each year in this period. Main causes may include nature elements like lightning strikes or human caused relating to recreation, residential, and industrial use of fire. Approximately 95 percent of fires are human cause and 5 percent are lightning caused. Human caused fires have a very high potential to damage property and endanger human lives. These exist when there is uncontrolled burning in grasslands, brush or woodlands.

Climatic conditions in the Annapolis County region have a strong bearing on the wildfires situation. Snowfall, warm drying spring winds and rainfall dictate the extent and duration of the most hazardous periods. Lightning strikes is another cause and often in remote areas that are difficult to reach.

Technology, particularly the use of computers, has given fire management staff the capability to detect wildfire's and to predict the potential spread and intensity. Nevertheless, the annual incidence of wildfires will continue to require a major commitment of people and material resources for fire containment and suppression.

Recent examples:

- Kejimikjuik National Park Forest Fire (2016)
- Cornwallis Park Tire Plant (1999)
- Annually forest fires across Annapolis County and all of Nova Scotia.

### 9.1.4 Flood

Damage by wind and snow can be complicated by the action of our local tides and storm surges. There have been several instances of flooding in the Annapolis County Region's history. Low lying coastal areas of this region had major flooding which required evacuation of residents for long periods of time. This flooding is often the consequence of rising sea levels, high tides, heavy rainstorms, increased erosion and strong north-easterly winds.

Extreme storm events (i.e., hurricane-like weather associated with post tropical depressions) have caused the Annapolis River to flood roads, bridges and homes, and overwhelm the municipal wastewater system.

Flooding is infrequent, however, seasonal high tides during January and February of any year, plus abnormally high tides at these times, approximately a 20-year cycle, can combine with heavy snow melt or late summer, early fall hurricanes creating localized a flooding.

Recent examples:

- Bear River (Winter 2018)
- Nictaux Dam (2010)
- Annapolis River (2010)
- Middleton, Paradise, Nictaux, etc. (2008)

### **9.1.5 Water Shortages: Drought & Major Water Supply Disruptions**

Drought is a challenging natural hazard. Droughts can occur over vast regions, but their specific impacts can vary widely from one local area to another. In the summer and fall, The Annapolis County region may experience water shortages because of unusually warm and dry conditions. Climate change predictions are calling for hotter, drier summers/warmer winters in the near future. When precipitation does occur, often it is intense rainfall for a short duration. Unless captured, most of this water will quickly drain away providing little recharge to groundwater reserves.

The impact can be crop failure, forest fire conditions, insufficient and polluted water supplies and other ecological and economic effects. Residents rely on groundwater for drinking water and irrigation is commonplace for farms in the county.

Agricultural productivity has been impacted by periodic decreases in river flows and compromised ability to irrigate crops. Particularly, the Annapolis, Black, Nictaux and Fales rivers. In 1997 and 1998, farmers in the Annapolis Valley faced a growing season with drought.

Water supply disruptions can occur unexpectedly. Generally, they are short term, but have the potential to be prolonged leading to major impacts to the public and municipality. Major Disruptions in water quality and delivery may result from emergencies such as natural disasters, accidents or intentional acts. If prepared in advance, we will be more effective at responding to and recovering from such emergencies and disasters.

In most cases disruptions are often caused when water mains/storage tanks suffer damage and burst for a number of reasons, most commonly the damage resulting from construction, the freeze/thaw cycle in areas with severe winters, old age, or some combination of the three. A burst water main or damaged storage tank can have far-reaching consequences and affect several occupancies.

Recent examples:

- Drought in Margaretsville water supply affected (2020 & 2007)
- Drought affecting farms (2012, 1998 & 1997)
- Major water supply emergency affecting communities of Granville Ferry & Town of Annapolis Royal (2021)

### **9.1.6 Extreme Heat**

Due to changes in the climate, Nova Scotia is experiencing an increase in annual summer temperatures and extreme hot days. Our region is one of areas that has been identified that will see increased episodes of extreme heat events. These events are dangerous for the health and well-being of our communities and can cause illness and even death. It is expected that Nova Scotia will experience an increase in hot days each year and by 2050, regions in Nova Scotia including Annapolis County, could see 6-10 days of 30-degree plus temperatures.

### **9.1.7 Public Health Emergency - Epidemic/Pandemic**

A public health threat is a medical, health, or sanitation occurrence such as contamination, epidemic, or infestation that poses a threat to the general public. Although the risk event is titled public health emergency most emphasis has been placed on planning for an infectious disease outbreak such as a pandemic.

An infectious disease outbreak is a situation whereby disease or illness is transmitted from one person to another by direct (airborne or droplet transmission) or by indirect contact with contaminated objects. Health experts are constantly monitoring emerging diseases like new strain of influenza, SARS, or other infectious agents the population has little to no immunity to.

The Annapolis County region is as vulnerable to a major health threat as any Canadian region its size. Increased travel, the mobility of populations, and increased imports of essential goods and service also increases the chances of swift transmission. The probability of a major health threat occurring, however, is difficult to predict.

There may be no lead-time, a pandemic outbreak usually spreads rapidly across the globe (often within less than a year) and may last 12 to 18 months. The impact of a pandemic is unpredictable in timing, severity of illness, and age groups affected. They will typically start abruptly, peak rapidly and subside fairly quickly. However, they also tend to recur in waves that begin simultaneously in different regions. These waves, which may include second and third waves, can cause even more serious disease. As most of the population will have had limited, if any, previous exposure to the virus, most people regardless of age, will be at risk.

Recent examples:

- SARS-CoV-2 (COVID-19) pandemic was declared by the World Health Organization on March 11, 2020 and the first cases of the virus appeared in Nova Scotia on March 15, 2020.
- Ebola (2014)
- H1N1 or Swine Flu (2009)
- SARS (2003)

### **9.1.8 Transportation Accidents Involving Hazardous Materials / Road**

Highway 101 runs through the middle of the Annapolis County region, very near its most populated areas. Today we depend on the use of a multitude of materials that are classified as dangerous by Transport Canada. These agents are everywhere in varying amounts. Under normal transport and storage conditions, these chemicals and substances pose no threat to life.

However, fire or transportation accidents may rupture containers and release these hazardous substances into the air or water systems. Located along the 101 Highway are several towns and small communities, which would be most vulnerable to such an accident.

The closest HazMat team is located in Kings County. It is well established, trained, and equipped to confine and control a leak, spill, or fire involving dangerous goods.

### **9.1.9 Transportation (Air)**

The Annapolis County region lies under the light path of many aircraft landing at Halifax International Airport and Canadian Forces Base 14 Wing Greenwood. Many hundreds more fly over the Annapolis region on their way to Europe or the United States. Although aircrafts disasters are infrequent, the crash of the DND jet trainer near Falmouth, NS (1994), and the September 1998 crash of Swissair Flight 111 near Peggy's Cove, both demonstrate the potential for this type of local emergency. However, the probability is low.

The nearest air base is the Department of National Defense, 14 Wing Greenwood. It is a Royal Canadian Air Force base with a mission to provide aircraft patrols for arctic sovereignty and routine surveillance missions over the Atlantic. It has large storage bunkers of aviation fuel; its aircraft carry weapons typically used in providing an underwater strike at sea. Ordinance is dangerous, the fuels carried within self-propelled weapons is also toxic. The danger is loss of an aircraft while on approach or take-off, crashing outside the fence where local emergency responders will be involved. The potential for large fires over a wide area involving many homes and people on the ground is significant.

### **9.1.10 Dam Breach/Structure Failure**

Within the Annapolis County region Nova Scotia Power Inc. (NSPI) owns and operates four hydro dam systems located at:

- Annapolis Royal;
- Lequille;
- Paradise; and
- Nictaux;

NSPI is aware of the increased consideration evident throughout Canada and the world with regard to dam safety practices and procedures. Accordingly, NSPI has engaged itself in an evaluation and review process that has resulted in the development of this Emergency Preparedness Plan (EPP) for all of these Hydro Systems.

Emergency events would include dam failures or potential dam failures, an incident causing a sudden release of water, severe storms, fire, and oil or chemical spills. Their EPP is designed to provide timely notification and evacuation warning,

when possible, to upstream and downstream inhabitants, operators of water related facilities, recreational users, and other persons in the vicinity who might be affected by a potential emergency.

Whenever, there are changes or updates to the EEP's, NSPI will provide EMO with the updated versions.

### 9.1.11 Communication Failures

As the world migrates deeper into technology, the reliance on mobile phones and stable internet is becoming more and more apparent. Over the past few years, Nova Scotians have had some major communication breakdowns and lapses. In August of 2017, all communication and internet east of Montreal was interrupted by a cascading failure due to a fibre optic cable that were severed in Quebec and New Brunswick. When Hurricane Dorian made landfall in August of 2019, it damaged several cellular towers and the extended loss of power shut down others. The latest major lapse was in July of 2020, when 911 services in the Maritimes was interrupted for nearly two hours due to a switch failure. Consumer services are not the only services impacted when fibre cables are damaged. The provincial trunk mobile radio (TMR) towers are linked by fibre optic and when a significant outage impacts more than a few towers, it impacts emergency service providers as well as provincial agencies.

## 9.2 Hazard & Risk Mitigation

### 9.2.1 Blizzards and Heavy Snowfalls

Living in Atlantic Canada means winter storms and occasional blizzards. We expect them and for the most part consider them to be a nuisance, with expected short-term road closures and power interruptions. This plan is most concerned with those events that are more intense, delivering large amounts of snow. An example would be the blizzard of 2003 known as "White Juan" dumping 930 mm of snow within 24 hours. That storm and others like it anticipated in the future are the concerns of this plan. Environment Canada defines a blizzard as follows:

**Table 1. Environment Canada Alerting Parameters for BLIZZARD Warning**

Alert Type	Location	Threshold
Warning	National, except North of the	When winds o 40km/hr or greater are expected to cause widespread reductions in visibility to 400 meters or less, due to blowing snow, or blowing snow in combination with falling snow, for at least 4 hours.

**Table 2. Environment Canada Alerting Parameters for SNOWFALL Warning**

Alert Type	Location	Threshold
Warning		When 15 cm or more of snow falls within 12 hours or less.

### 9.2.2 Hurricanes

Atlantic hurricane season runs from June to November. Although the risk of hurricanes is the highest in Nova Scotia during the months of September and October. Hurricanes are classified by categories ranging from 1 to 5. Regardless of the category all hurricanes cause damage to buildings and infrastructure. Wind is responsible for much of the damage, uprooting of trees, and downed power lines. At times they are downgraded to a tropical or post tropical storm with reduced winds and rain. Even a tropical storm can carry winds strong enough to cause widespread damage. Historically, they track up the eastern seaboard of the United States, but typically lose their energy over colder northern water. With continued global warming and as our coastal waters continue to warm the Canadian Hurricane Centre expects that more hurricanes will continue to reach Nova Scotia.

Storm Type	Wind (km/h)	Typical Wind Damage
Tropical Storm	63-118	Minor damage
Cat 1 Hurricane	119-153	Dangerous winds will produce some damage
Cat 2 Hurricane	154-177	Extremely dangerous winds, extensive damage
Cat 3 Hurricane	178-208	Devastating damage
Cat 4 Hurricane	209-251	Catastrophic damage
Cat 5 Hurricane	>252	Extensive catastrophic damage
Post-Tropical	Varies	Depends on storm intensity

**Table. 1 Environment Canada Alerting Parameters for Hurricane & Tropical Storm WATCH**

Tropical Storm Watches and Hurricane Watches are advisories that indicate a given coastal or inland area is at risk of experiencing one of these specific storms over the next 36 hours. A watch does not mean that the storm is definitely

going to strike. It is issued simply to serve notice that the probability is high enough to warrant paying special attention. Everyone in an area covered by a watch should watch more carefully for the storm and be prepared to act quickly if warnings are issued.

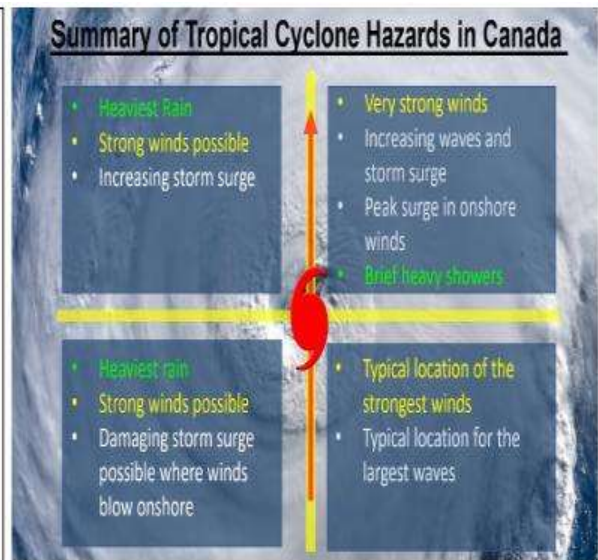
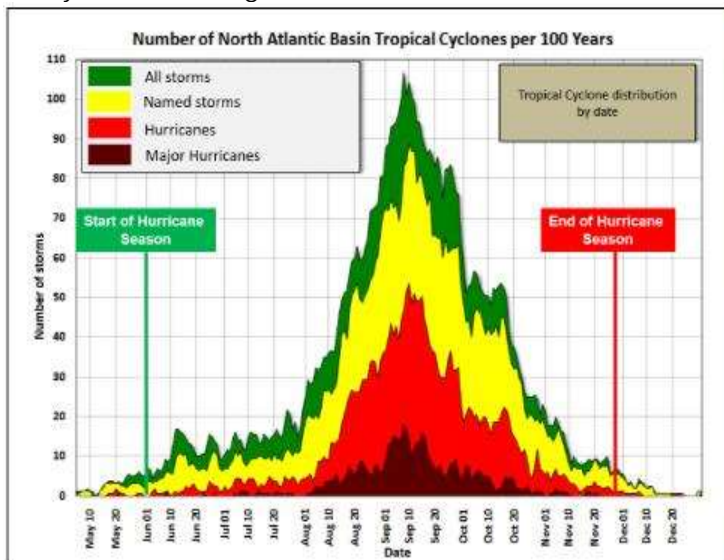
Alert Type	Threshold
<b>Hurricane Watch</b>	Advises that a hurricane or a developing hurricane condition poses a possible threat within 36 hours. The watch is based on the risk of hurricane-force winds (sustained gales of 118 km/h or higher) threatening the area.
<b>Tropical Storm Watch</b>	Advises that a tropical storm or a developing tropical storm condition poses a possible threat within 36 hours. The watch is based on the risk of tropical-storm force winds (sustained gales of 63-117 km/h) threatening the area.

**Table.2 Environment Canada Alerting Parameters for Hurricane, Tropical & Post-Tropical Storm WARNING**

Tropical Storm Warnings and Hurricane Warnings advise that a given coastal or inland area is expected to experience one of these storms over the next 24 hours. While these conditions are not guaranteed to occur, a warning is a strong statement that tropical storm or hurricane conditions are likely enough that everyone in an area covered by the warning should take immediate action to prepare.

Alert Type	Threshold	Wind	Rain	Surge	Waves
<b>Tropical Storm Warning</b>	Advises that tropical-storm force winds (sustained gales of 63-117 km/h) are expected within 24 hours.	Moderate to strong winds both sides of track	Can be on both or either side of the track	Typically, not a major surge producer	Depends on wind speed
<b>Hurricane Warning</b>	Advises that hurricane-force winds (sustained gales of 118 km/h or higher) are expected within 24 hours or less.	Very strong winds both sides of the track	Both sides of the track	Can be significant – highest near the right of the track	Depends of wind speed
<b>Post-Tropical Storm Warning</b>	A former tropical cyclone. This is generic term that describes a cyclone that no longer possesses sufficient tropical characteristics to be considered a tropical cyclone. Post-tropical cyclones can continue producing high winds and heavy rains	Strongest winds typically right of the track	Heaviest rainfall typically left of track	Can be significant – highest near and to right of track	High risk of very large waves

**Note:** Their nature as a tropical storm or hurricane implies the threat of local flooding from heavy rainfall; therefore, heavy rainfall warnings are not issued.



### 9.2.3 Floods

During the spring, it is common for heavy rainfalls along with temperatures well above freezing over several days in February, March and April. At these times, they combine with melting snows to add to the water volume of the Annapolis County region waterways such as rivers, streams, lakes, dams, basin dyke lands, etc.

Sea level rise along with storm surges with heavy winds at high tide have caused additional damage to breakwaters and wharves, and led to some coastal flooding.

Within the Annapolis County region, the most significant impacts are usually associated with the Annapolis Basin and Annapolis River. An example of this is with the town Annapolis Royal is a coastal community located on the southern shore of the Bay of Fundy in the Annapolis Basin. A significant area of the town is low-lying, an attribute that, along with rising sea levels and coupled with more frequent and intense storm surges, increase the vulnerability of the town to flooding.

### 9.2.4 Catastrophic Fire and Explosions

The Annapolis County region is well prepared to contain structure fires and fires related to vehicles, and/or fixed facilities. The Plan is concerned with those catastrophic events associated with Dangerous Goods; the mobile transport or fixed storage and distribution facilities containing liquefied petroleum gases such as propane and natural gas, ammonia (refrigerant at many arenas and industrial facilities) or ammonium nitrate fertilizers transported and stored for use by local agricultural interests.

### 9.2.5 Power Outages

The [restoration of power](#) for the Annapolis County region is the responsibility of Nova Scotia Power (NSP). They have storm and restoration plans.

Each year they complete continuous work to prepare and harden their system against power outages. Sometimes this requires [planned power outages](#). They have a commitment to restore power as soon as they can to their customers. But no matter what, safety comes first. As illustrated in the diagram below they address any public safety concerns first and move onto our high-voltage transmission lines and substations and then move into neighbourhood and area-specific restorations. Before they restore, it's important they assess the damage to know what we're dealing with, which is why you may see them in your neighbourhood but not yet have power. Their crews are safely working to restore your power as quickly as possible.

During major and prolonged power outages NSP works closely with NS EMO and REMO's to identify critical infrastructures within the municipalities that require priority power restoration. Examples of this would be hospitals, long-term care homes, shelters, essential services, water and waste water treatment plants, etc.



Source: Nova Scotia Power website



Customers are encouraged to check their outage map and follow NSPI on social media to stay informed with the latest outage news. Customers can get the latest updates on estimated restoration times on the outage map at [outagemap.nspower.ca](http://outagemap.nspower.ca), through their [online outage reporting tool](#) or by calling 1-877-428-6004.

### Nova Scotia Power Critical Customer Communication

This is a program designed for NSP customers whose health is directly dependent on electricity, such as those requiring oxygen machines or dialysis. To sign up NSP customers require a letter from their doctor or registered medical service provider describing the type of home/critical care they currently receive that is dependent on electricity.

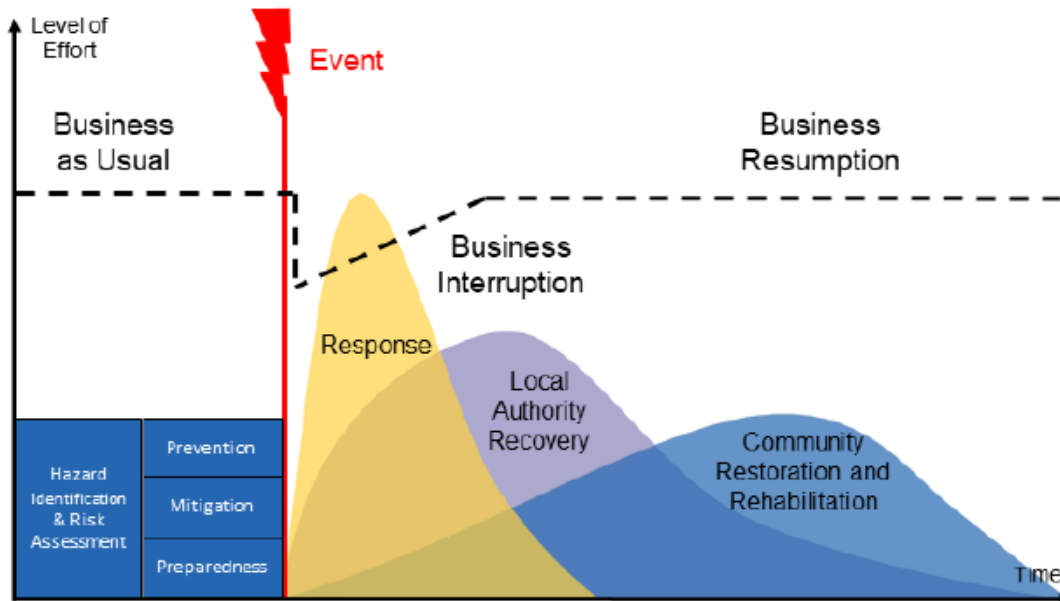
The [Critical Customer Communication Program](#) provides:

- Advanced notice of planned power outages
- Contact during unplanned power outages expected to last longer than four hours and information on the causes and expected time power will be restored.
- Updates if the restoration time changes during repairs

### 9.3 BUSINESS IMPACT ANALYSIS (BIA)

Within the Annapolis County region, the Municipality of the County of Annapolis has the largest population at risk, with 18,834 residents. The combined population of the Towns of Annapolis Royal and Middleton is approximately 2403 (2021 Census). Together significant infrastructure is subject to impacts by severe weather or catastrophic events. Our ability to recover from an event is subject to the amount of damage to infrastructure and the resources available to repair the damage and resume normal operations.

The emergency management plan is designed to aid officials in decision-making when coordinated actions are required for effective response and recovery to a specific event. These actions may be further organized into phases for an event cycle. In the figure below Comprehensive Emergency Management – Phases of an emergency event shows how much of the cycle is occupied by routine preparedness and mitigation activities (e.g., planning, exercises and public education activities) until an event occurs, when the focus moves to the response and recovery periods.



#### 9.3.1 Preparedness Level

The Annapolis Regional Emergency Management Organization (Annapolis REMO) maintains a Regional Emergency Management Coordinator (REMC) by Agreement. The REMC is assisted by an Alternate Regional Emergency Management Coordinator and REMO Liaisons from the Towns of Annapolis Royal and Middleton.

#### 9.3.2 Severe Weather Notifications and Alerting

The CAO's or designate for the Town's and County, and the Regional Emergency Management Coordinator (REMC) receives weather statements, watches and warnings from Nova Scotia EMO as prepared by Environment Canada. Severe weather advisories and statements are issued 5 days before the anticipated event with Watches and Warnings posted 48 hours before a significant weather event is expected to impact the region. The REMC responds by sending out severe weather bulletins describing expected severe weather forecasts to the CAO's or designate for the County and the Towns of Annapolis Royal and Middleton, all Public Works and Municipal Operations staff, local RCMP

commanders and municipal police, local fire chiefs' local Paramedic supervisors, Comfort Centre's, Annapolis County Ground Search and Rescue.

Depending on the forecasted severity, Annapolis RMO will maintain a storm watch seeing the REMC in contact with Nova Scotia EMO by teleconferences for critical updates. Critical weather forecasts and updates are sent to each CAO or designate for the County and the Towns of Annapolis Royal and Middleton, all Public Works and Engineering supervisors, local RCMP commanders and municipal police, local fire chiefs', local Paramedic supervisors, and Annapolis County Ground Search and Rescue.

Early storm preparation starts with situational awareness, followed by more intentional active monitoring usually conducted by the REMC. As the weather appears to become threatening, the ECC is prepared for staff according to Level 1 through 3 mobilizations of the ECC. Members of the Planning Committee are requested to attend the ECC according to the need for filling key positions critical to maintaining a functional staffing level to ICS Canada standards for those times when the size and complexity surpass the capability of the REMC to resolve the issues.

Annapolis RMO sends notices to local radio stations, post(s) on Facebook ([www.facebook.com/AnnapolisRMO](http://www.facebook.com/AnnapolisRMO)) Tweets on Twitter ([@Annapolis\\_RMO](https://twitter.com/Annapolis_RMO)) pending severe weather. In advance of emergencies (Hurricanes, Blizzards, Flooding, Evacuation, etc.) that may impact the Annapolis County region, the REMC will send out "[Emergency Email/Text Notifications](#)" via email/text to anyone registered.

Any citizens can and should seek assistance through the 911 system requesting police, ambulance, or fire as their needs dictate. Attendance by one agency will result in mutual aid requests, and attendance by other agencies such as [NS Power](#), and the [NS Department of Public Works](#).

### 9.3.3 Capacity to respond to Casualties and Damage

Damaged property and buildings become the responsibility of the Owner following the attendance by emergency services, public works, and private contractors to clear building debris for the purposes of restoring roadways, stabilize access to properties for access by owners and their insurers to begin the process of more permanent relocation, demolition, and reconstruction which is the responsibility of property and building owners.

The Municipality along with the province would establish claim centers where civilians can go to file insurance claims and seek provincial financial assistance.

In addition, the use of trained civilians in basic first aid would be mustered from temporary shelters, transported to incident scenes to assist home owners with clean-up of property and buildings. As in the Calgary floods, they would be registered, issued donated safety equipment, coveralls, and given basic instructions in clean-up dos and don'ts.

### 9.3.4 Regional Emergency Services

In an emergency, the first response is almost always by the local first response authorities like EHS, Health care facilities, Fire and/or Police. At times they will require the assistance and support from partners like the Canadian Red Cross, the Salvation Army, and Department of Community Services, etc. Each has the capacity to mobilize once notified. Each emergency response group is in process of taking ICS courses to form a unified command with one incident commander for command and control at the scene of an emergency. (Note: this is a brief introduction a list of roles & responsibilities is attached in [Annex F](#))

#### 9.3.4.1 Police Service

Within the **Annapolis County** region, **Policing services** are covered by the [Annapolis Royal Police Department \(ARPD\)](#) and the [Annapolis District Royal Canadian Mounted Police \(RCMP\)](#). The ARPD and RCMP are committed to community-based policing and work in partnership with residents to address their needs.

The ARPD is responsible for coverage of the Town of Annapolis Royal area where their office is located. The ARPD have both sworn and auxiliary officers on staff.

The other areas of the County police services are covered by the Annapolis District RCMP. With offices located in Bridgetown and Middleton there are 15 constables, 3 corporals, 1 Sergeant and 1 Staff Sergeant along with 3 Detachment Assistants that serve the Annapolis County region.

They may provide wellness checks home visits, upon request, when a friend or family member has expressed concern about a person's current health or safety.

Additionally, the RCMP have a full-time [Seniors Safety Coordinator](#). The Seniors Safety Program addresses the safety concerns of seniors by promoting education and awareness about senior abuse prevention, crime prevention, safety and health issues and emergency preparedness. The program enhances communication between seniors and the police by providing information, educational sessions, and referral services to seniors through direct contact with the Seniors Safety Coordinator. The Seniors Safety Coordinator works closely with multiple community organizations and has a strong and long-standing relationship with Annapolis RCMP. Typically, services are offered to seniors throughout the county, in their own homes, or at a convenient location within the community. The Seniors Safety Coordinator can help seniors make sure they have a plan in place to be prepared in the event of an emergency. Anyone who would like more information or to discuss a concern can contact the program free of charge anytime.

#### **9.3.4.2 Emergency Health Services (EHS)**

EHS is a branch of the Nova Scotia Department of Health tasked with providing emergency medical services. It is also responsible for transportation of patients between hospitals and medical facilities. At an emergency site, EHS will triage, provide emergency medical treatment and make arrangements for a balanced distribution of casualties to emergency health care facilities. Within the Annapolis County region there are 3 EHS paramedic bases with 12 on duty EHS paramedics and 3 ambulances. Provincially there is also one helicopter, one fixed-wing aircraft that provide for LifeFlight air ambulance service to be used when necessary. Every hospital in the province and many community health centres have helipads or a helipad nearby to accommodate this service.

#### **9.3.4.3 Hospitals & Health Centre**

[Nova Scotia Health](#) provides health services to Nova Scotians and some specialized services to Maritimers and Atlantic Canadians. We operate hospitals, health centres and community-based programs across the province. Their team of health professionals includes employees, doctors, researchers, learners and volunteers that provide the health care or services you may need.

Within the Annapolis County region there are two **emergency medical facilities** provides health care/emergency services to the residents and visitors of the surrounding communities:

- The [Annapolis Community Health Centre](#) - located in Annapolis Royal, is a limited service, community facility that houses the Annapolis collaborative practice, collaborative emergency centre (CEC) and many other health care services and programs. It offers limited emergency centre (Subject to MD / NP coverage), with four inpatient beds and various specialist services.; and
- [Soldiers Memorial Hospital](#) - located in Middleton is a full-service community-based facility with 24-hour Emergency Department, in-patient restorative care and Middleton collaborative practice services. It supports the town of Middleton and surrounding communities. It provides services for a population of approximately 40,000.

When the Annapolis County region emergency health care facilities reach capacity and/or become overwhelmed then health care facilities in our neighboring counties will be utilized:

- **Valley Regional Hospital** – located in Kentville is a regional full-service facility with 24/7 Emergency Department coverage, Surgical, ICU, Women & Children's and In-Patient Mental Health serving all of Kings County and destination point for Annapolis and West Hants community sites.
- **Digby General Hospital** – located in Digby is a full-service community based facility with 24 hour Emergency Department (Subject to MD / NP coverage), in-patient restorative care and collaborative practice services supporting the town of Digby and surrounding communities.

#### **9.3.4.4 Fire Services**

Fire Services for the Municipality is provided by a completely volunteer force with 343 active volunteers plus additional retired veterans and comprises of [11 separate fire departments](#). These departments respond to a variety of calls from fires to vehicle accidents, medical assistance, as well as hazardous materials responses and any other emergency they may be called upon to deal with. The Annapolis County region fire departments have mutual aid agreements in place with each and outside neighboring communities to support operational and equipment needs.

Many fire departments participate in the Medical First Response Program and also serve the community as Medical First Responders. The medical first response program is a program that responds personnel to a life-threatening emergency situation if they are closer than the paramedics to rapidly stabilize the scene and/or patient(s), to provide

relevant medical information to paramedics before they arrive, and to support paramedic care on scene after paramedics arrive. They are not used on every EHS call, only life-threatening calls or on an individual basis as requested by paramedic.

#### **9.3.4.5 HAZMAT TEAMS**

Within the Annapolis Valley, the Kentville, Wolfville & New Minas, Volunteer Fire Departments, have developed a special team to provide Hazardous Materials (HAZMAT) Emergency Response service across Kings County and the Annapolis Valley area.

Note: Currently services may be provided however, there are no agreements in place between the municipalities to provide services therefore the priority of services is to Kings County.

#### **9.3.4.6 CANUTEC**

If an incident occurs involving a hazardous material and you require hazardous material information, call [CANUTEC](#), collect. CANUTEC—Canadian Transport Emergency and Information Center is located in Ottawa providing 24-hour dangerous goods emergency and information services. In a dangerous goods Emergency, a collect call to 613-996-6666 will bring immediate expert assistance.

CANUTEC will provide information on the characteristics of actions to cope with fires, spills, leaks and exposure. In addition, they can provide conference lines permitting direct communication between the response unit on the scene of an accident and the organization that can provide the best assistance.

Information required when receiving a call:

- Identification:
- Callers name and organization.
- Call back telephone number and location.
- EVENT:
- Product involved and quantity.
- Type of vehicle / container.
- (C) Number dead or injured.
- Time and exact location of incident.
- Type of environment.
- Help on site / to be called.
- OTHER HELPFUL INFORMATION:
- Shipper / origin
- Carrier.
- (C) Consignee / Destination.
- Car, truck, trailer, flight number.
- Bill of lading / way bill number

CANUTEC EMERGENCY NUMBER: 1-888-CAN-UTEC (226-8832) or (613) 996-6666 (collect calls are accepted)

CANUTEC NON-EMERGENCY NUMBER for regulatory questions and general information: 1-866-814-1477

#### **9.3.4.7 Annapolis County Ground Search and Rescue (ACGSAR)**

With approx. 40 members [ACGSAR](#) responds to lost/missing persons, evidence searches and Civilian Emergency Response for NS EMO, the RCMP and many municipal police forces in the province. ACGSAR has a variety of equipment and resources that can assist in emergency situations. ACGSAR operates [Project Lifesaver](#) which provides equipment for tracking individuals who are prone to wander such as people with Autism or Alzheimer's. ACGSAR assist Fire and Police departments in emergencies with community wellness checks and evacuations.

#### **9.3.4.8 The Disaster Animal Response Team of Nova Scotia (DARTNS)**

The Disaster Animal Response Team is a registered charity working in partnership with the Canadian Red Cross, to set up and run emergency shelters and reception centres for animals affected by man-made and natural disasters.

DARTNS partners and works with other like-minded organizations to ensure animal needs are met during emergencies. They also work with volunteers, they provide information to the public on emergency preparedness by attending community events, giving educational presentations and promoting items like our 'Life Meter for Pets' that helps raise awareness about leaving your pets in vehicles in hot weather.

### 9.3.5 Other Critical Infrastructure

While Annapolis REMO is not responsible for the distribution of these essential products, the following information should be helpful.

#### 9.3.5.1 Water Distribution

All of the population relies on their water supply from either Municipal wells with a municipal distribution system, or private homes on private wells. With combined population of 20,756 people, approximately 4740 are on a municipally owned and operated water system in predominately urban and suburban areas of the Annapolis Region that includes:

- o Cornwallis Park (County of Annapolis)
- o Town of Annapolis Royal
- o Granville Ferry (County of Annapolis)
- o Bridgetown (County of Annapolis)
- o Village of Lawrencetown
- o Town of Middleton
- o Margaretsville (County of Annapolis)

All of these water utilities are managed by either a Village, Town, or the County of Annapolis, each responsible for the operation and delivery of potable drinking water. Professional staff expert in specific trades operate the system and are available 24/7 to maintain and repair the system as needed. They are on call and available for emergency operations to pump water from wells to high level reservoirs. This is the most common water system in the more densely populated urban and suburban areas of the County.

In the event of a power outage, full time municipal staff from municipal units are on call to monitor operation and repair problems to ensure continuous operation. When required, portable generators maintain pumping capacity to the reservoirs for distribution by gravity in the event of a power outage.

In the less densely populated rural and remote areas, the primary source of potable water for domestic use is by private onsite wells owned, maintained, and tested by the homeowner. These account for the remaining population, approximately 16,000 people.

On average, homeowners on private wells who lose power are without water for drinking, cooking, cleaning, flushing toilets, bathing, laundry; those simple things we are accustomed to having. This population becomes totally dependent on bottled water for consumption. To assist with their needs, public service announcements that filling a bathtub before the loss of power is important for toilet flushing and laundry cleaning. Water becomes a priority seeing the supply of bottled water for drinking and cooking increasingly purchased in advance of a severe weather event. These supplies are usually exhausted at local markets and stores before the storm arrives. Bottled water distribution for human consumption will become a critical factor for life safety in the event of an outage for more than 3 days as supplies begin to dwindle due to consumption. The rule of 2 liters per person per day is the benchmark; that includes the same amount for a dog, less for a cat.

#### 9.3.5.2 Water Distribution and Consumption - Livestock

Individual farms along with farm animal rescue groups are responsible for farm and domestic animals. Annapolis REMO may make contact for assistance, but generally the rescue and care of farm animals is not the responsibility of Annapolis REMO. Owners and rescue groups will be required to manage their Livestock water needs. Supply is managed by water hauling companies established to haul bulk raw water by tanker. To give a sense of the amount of water needed, the following applies;

- |                             |                                  |
|-----------------------------|----------------------------------|
| o Dairy Cows, non-lactating | 40 liters per day                |
| o Dairy Cows, lactating     | 110 liters per day.              |
| o Horses                    | 35 to 45 liters per day          |
| o Swine                     | 9 liters per day                 |
| o Sheep, lactating          | 10 liters per day                |
| o Chickens                  | 300 to 450 liters per 1000 birds |

*Source: Ontario Agriculture and Rural Affairs*

### **9.3.5.3 Sewage Collection and Treatment**

The Municipality of the County of Annapolis with its partners in a sanitary sewer system, the Towns of Annapolis Royal and Town of Middleton, own, operate, and maintain a sanitary collection system that flows into separate sewage treatment plants. Each plant is operated by municipal staff and repaired and maintained by professional trade's workers skilled as mill-rights, electricians, pipe fitters, and plumbers.

They are available 24/7 to repair and operate any parts of the system. The sewage treatment plants each have built in emergency generators to maintain operations. Of the 33 pumping stations throughout the region, currently none have built-in power generators. However, there are mobile units to provide temporary power to maintain continuous flow to each of the sewage treatment plants. These are typically the larger lift stations closest to the sewage treatment plants. The remainder are serviced according to an emergency plan that sees municipal crews transporting portable generators from station to station pumping their contents to the sewage treatment plants. In the event of a power outage, full time municipal staff from all 3 municipal units are on call to monitor operation and repair problems to ensure continuous operation.

### **9.3.5.4 Municipal Public Works Staff (County & Towns)**

Municipal units have full time professional staff and skilled trades that form their public works capabilities. Staff maintain the continuous operation of roads, storm sewers, flood control measures, snow removal and general repairs to critical infrastructure. Each has its own yard for materials and equipment storage. Each has inventories of heavy and light equipment with qualified operators. The exception is the County of Annapolis which does not have much of its heavy equipment, utilizing light trucks to transport staff and skilled trades. The County operates under a contract agreement for large equipment from local contractors. As such, they have access to significant inventories of heavy equipment resources from private interests.

Municipal Public Works and the Nova Scotia Department of Public Works staff are the first line of defense to keep roads open and infrastructure operating for distribution of aid, emergency workers, and emergency management officials during a crisis.

### **9.3.5.5 Nova Scotia Department of Public Works**

They are responsible for maintenance of existing roadway infrastructure. There are two yards operated out of Lequille and Middleton that maintain a fleet of plows and heavy equipment suited for large road work projects with capacity to rebuild and repair damage to their infrastructure. In the event they become overwhelmed, they have access to a large network of heavy equipment owners who can remove snow, repair roads and small bridges, and fix culvert washouts, to name a few activities.

For a major event, they have agreements in place that can summon help from anywhere in the Maritimes, Quebec, Maine, New Hampshire, and Vermont.

### **9.3.5.6 Nova Scotia Power**

Nova Scotia Power is responsible for electrical infrastructure in the Annapolis County region. In the event of a storm, they monitor forecasts looking for the type of weather that typically causes power outages. They maintain crews across the province for repairs, post online power outage locations on their web site, and provide estimates of the time to repair to full restoration.

They have their own Emergency Coordination Center which they staff during all outages to assess the damage, direct repair crews, and establish contact with critical customers to ensure restoration times. For a major event, they have agreements in place that can summon help from anywhere in the Maritimes, from Quebec, Maine, New Hampshire, and Vermont.

### **9.3.5.7 Furnace Oil Heating Fuel Distribution**

With a cold weather heating season, the Imperial Oil terminal in Dartmouth has storage tanks to maintain a strategic reserve of home heating oil. Within Annapolis County, Savage Oil is located in the Town of Middleton Industrial Park and maintains onsite supplies of furnace oil. Distribution by this local supplier is based upon delivery to regular customers, many of which are Emergency Service providers. However, many residents rely on heating oil from other sources outside of Annapolis County in Digby, Kings and Lunenburg counties.

A fuel supply shortage can be caused by failures in the distribution system (e.g., due to truckers' protests) and/or major disruptions to refinery operations (e.g. significant electrical outages or fire). During a declared emergency, supplies of

fuel may become a government-controlled commodity in order for communities and critical infrastructure sectors to maintain essential services.

It is important for Annapolis REMO to maintain a resource list and agreements with bulk fuel suppliers who would be able to provide emergency services and fuel supplies during an emergency.

When a fuel supply shortage takes place and the community is unable to obtain fuel from its regular supplier and has exhausted all other re-source options such as an alternate fuel supplier, mutual aid from other communities, or other resource options as identified in their emergency plans, they shall advise the NSEMO Region 4 Preparedness Officer (902-670-0481) or the NSEMO Operations Duty Officer ((833) 758-4540). When a request is made it is important to provide the following information to the NS EMO: justification of need for priority, type of fuel, quantity required, expected operational time before depletion, name of regular supplier, location, contact information and other relevant information.

#### **9.3.5.8 Gasoline and Diesel Fuel Distribution**

There are no strategic reserves. Those that rely on gasoline are vulnerable to loss of these products within several days of the last delivery by ship from the Gulf of Mexico and European refineries. There are no refineries in Nova Scotia, only the Dartmouth terminals for Imperial Oil and Irving Oil which receive ships containing market ready fuel products that are immediately distributed to gas station retailers. As a result, supplies are vulnerable when ships are not able to deliver fuels to the Dartmouth terminal.

With no strategic reserve of gasoline, it is entirely probable that many gas stations will be drained of all gasoline within two to three days without product for a significant period of time if anything shuts down the US or European refineries or prevents marine shipments from maintaining their on-time delivery schedule to Nova Scotia.

Within Annapolis County there are a number of retail gas retailers with back-up generators that will be able to continue to supply the public demand. However, this will all be dependent on the situation at hand and how long it is expected to last. There may be times that fuel is unavailable as retailers wait for bulk supply fuel trucks to arrive.

Locally, the Town of Annapolis Royal and County of Annapolis public works departments have their own fuel supply both regular gas and diesel. If required, they have the ability to connect to generator if needed. This supply would be for essential emergency services during an emergency.

It is important for Annapolis REMO to maintain a resource list and agreements with gasoline and diesel fuel retailers in and around Annapolis County with and without backup generators who would be able to provide emergency services and fuel supplies during an emergency.

## 10.0 LOGISTICAL SUPPORT AND RESOURCE REQUIREMENTS

### 10.1 Declaration of a State of Local Emergency (SOLE)

Reference: [NS EMO – State of Local Emergency](#)

To ensure the protection of people, property, and the environment a state of local emergency may have to be declared.

A [State of Local Emergency \(SOLE\)](#) is enacted by municipal government either through a resolution of Council, or by the direct request of the Municipal Warden. The Minister of Emergency Management also has the authority to issue a State of Local Emergency.

A State of Local Emergency may be called to:

- Confiscate property;
- Command assistance;
- Control/Prohibit travel;
- Prevent price gauging;
- Enter without a warrant; or
- Order or Cause Evacuation.

States of Local Emergency are valid for a maximum of seven (7) days at which time a municipality of the Annapolis County region may apply to the province for a renewal.

#### 10.1.1 Declaring a State Local Emergency

- [Form 4](#) – Council of Municipality

Municipal councils can declare a state of local emergency for a maximum of 7 days by completing this form.

- [Form 5](#) – Mayors or Warden of Municipality/Towns

Mayors or wardens can declare a state of local emergency for a maximum of 7 days if municipal councils are unable to act.

Decision Flowchart for declaring a State of Emergency is provided at [Annex I](#)

#### 10.1.2 Renewing a State of Local Emergency

- [Form 6](#) – Council of Municipality/ Warden or Mayor

Municipal councils, mayors or wardens can extend the state of local emergency beyond 7 days by completing the renewal form.

#### 10.1.3 Terminating a State of Local Emergency

- [Form 7](#) – County of Municipality

Municipal councils, mayors or wardens can end the state of local emergency by completing this form.

Note: For all Local State of Emergency forms see [Annex J](#)



## 10.2 Communications

### 10.2.1 Emergency Telecommunications Plan

Normal Communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems should be obtained and kept fully operational and are to be used in the event that commercial communications systems are disrupted, saturated, or otherwise unavailable.

Upon implementation of the Emergency Management Plan, it will be important to ensure that communications are established between the emergency site and the Annapolis REMO Emergency Coordination Centre (ECC). At all times open lines of communication are to be established with internal and external agencies. The type and severity of the crisis will determine which stakeholder audiences are involved.

When the ECC is activated Communications Coordinator and the Amateur Radio Club will operate the TMR2 and VHF radios. Their duties include:

- Establish communications with the site.
- Monitor all nets as required.
- Establish communications with neighboring Municipalities as necessary.
- Pass all messages to the appropriate ECC members.
- Log all messages to and from the ECC.

The Communications Coordinator is the REMC, Alternate REMC or designate and is responsible for all communications activities during operation of the ECC.

### 10.2.2 Communications – Radio, Telephone, Cell and Satellite Phone

The communications equipment is located in the REMC's office, which is right across the hall from the ECC. Communications equipment available includes:

- Telephone;
- UHF/VHF radio;
- HAM radio;
- TMR2 radios;
- Satellite phones;
- Internet;

The portable hand radios (TMR2), and satellite phone with the necessary channels to communicate with police, fire, EHS and the Nova Scotia Emergency Management Office (NS EMO).

The ECC will be equipped with 5 "call out" telephones for the use of REMO personnel and emergency service representatives. (See ECC Layout [Annex D](#))

A failure of any one or all of radio, telephone, and mobile phone services could see the staffing of the ECC by amateur radio operators through their facilities within the ECC.

### 10.2.3 Communications – between ECC and Emergency Responders/Agencies

All emergency responders are connected by both VHF and TM2 radios, cell phones, and land lines for voice or text messaging. The dispatch of emergency services can originate from EHS Dispatch for ambulances out of Bedford, NS, RCMP officers from RCMP Telecom, Halifax, NS, and Valley Communications for Fire and all 911 calls within the Town's. Emergency responders would be alerted by radio dispatching. The local Public Safety Answering Point (PSAP) is equipped with an emergency generator and several radio and paging redundancies.

Communications between the ECC and the other responding agencies can be supported through the use of a runner if radio communications become overwhelmed. The ECC support staff is responsible for liaising with and coordinating additional emergency communications efforts.

All communications are to be recorded on the applicable ICS Form as outlined in the Annapolis REMO Emergency Coordination Centre Operational Guidelines.

### 10.2.4 Communications – Nova Scotia Public Safety and Field Communications

Public Safety and Field Communications (PSFC) are responsible for all public safety radio and data communications throughout the Provincial government, primarily focused on first responders, government departments, and also

providing support for mobile radio services for municipalities, the federal government, public works providers, and utility providers. This is done through the operation and management of communications infrastructure, and both owned and contracted networks and services.

PSFC provides on scene communications support and equipment support for both emergency incidents and planned events that may impact public safety. The PSFC Office has several specially equipped vehicles with extra radios, antennas, battery chargers, repeaters, linking devices, and other equipment that can be provided to any emergency services personnel at exercises and emergency events. For example, staff has responded with equipment to events such as forest fires, ground search and rescue incidents, water rescues, major public gatherings, and outages of fixed communications networks. The support team has extensive technical and operational communications training and brings expertise in communications planning (in advance or during an event) as well as significant equipment assets, which are all available at no cost.

This service is available on a 24/7/365 basis and can be activated by contacting Shubie Radio at 1-877-293-6977. Please note that this support depends on staff availability and concurrent provincial demand. Coordination with NS EMO may be required for deployment priorities.

For more information visit:

<http://novascotia.ca/is/programs-and-services/psfc.asp>

### **10.2.5 Communications – Greenwood Amateur Radio Club**

Annapolis Region's dedicated volunteer Amateur Radio Club can provide communications as a fall back or fail-safe position. This club has a fully functioning radio room in the current Emergency Coordination Centre. Each member regularly practices remote and offsite amateur radio broadcasts annually at operation Field Day. They provide a set-up in a location off site providing their own power generation to operate remotely. This gives the Annapolis Region a communications link in addition to other means and when other systems fail.

On the last Tuesday of each month the REMC and Greenwood Amateur radio operators participate in [Exercise Handshake](#). Exercise Handshake is a controlled communications exercise coordinated by an exercise/communications controller. This is a monthly exercise coordinated by Cumberland County Municipal EMO and supported by Nova Scotia Public Safety Field Communications.

During exercise handshake the REMC and radio operators will test all modes of communications including Satellite phones, [TMR2 radios](#) and amateur radio. Amateur radio operators associated with local EMO (Emergency Management Organization) were asked to learn the operation of TMR radios in case they were needed as radio operators in Emergency situations.

Amateur radio operators associated with EMO, ARES, CANWARN & Red Cross are invited and encouraged to take part in this exercise.

TMR2 users wanting to check-in to the exercise must contact Shubie Radio by radio or by phone 1-877-293-6977 and ask for the Mutual Aid Talk group that has been assigned for exercise Handshake. You must then find that talk group on your TMR2 radio and check-in with the exercise controller (ex: "Exercise control, this is [your agency name], over.") Once you have checked-in with exercise control, feel free to have other staff members check-in to the exercise to get them used to the TMR system as well.

The exercise is held on the last Tuesday of each month beginning at 7pm. The exercise is also a great time to test backup power (batteries, generators etc.) for radios and ECC.

*"It is better to practice learning how to use these radios and run backup power in a monthly exercise than to have them sitting at a desk and expecting them to work in a power outage, real emergency and/or disaster"*

### **10.2.6 Information Technology (I.T.) and Cyber Security**

#### **Information & Technology (I.T.) and Cyber Security**

The County of Annapolis IT service group will take a lead in the setup of IT equipment required in the ECC. IT will provide support to the ECC and ensure that the ECC is operational with working landlines and IT systems. This means managing and maintaining phone (landline and cellular) systems, computer systems, servers, internet and WIFI networks for the ECC.

## **Cyber and Security**

All Municipal server systems and cloud-based service under control of the Municipality do not provide access to sensitive personal client information. Databases containing such (computerized critical infrastructure) are restricted to authorized access from within internal networks only. Regular backups for all systems are in place for any critical failure which may occur. Restrictions are also in place to prevent on-site physical access to any personal data.

### **10.2.7 Emergency Public Information Plan**

Emergency Situations can quickly become the centre of local, national and international attention, and often receive significant media scrutiny. It is important that Annapolis REMO speak with one voice during an emergency that impacts the entire region.

Upon implementation of this Emergency Management Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests, for, or reports on, information concerning any aspect of the emergency.

It is important for the public to be notified as soon as possible of the type of emergency and any dangers that may pertain to public safety.

In order to fulfil these functions during an emergency, the following position will be established within the Emergency Coordination Centre:

- Information Officer (ICS Command Staff position)

The Information Officer reports to the ECC Manager (ECCM) and Mayor and is responsible for:

- Establishing a communications link with the Community Spokesperson, and any other media coordinator (i.e., provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring liaison with the ECCM to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences as required;
- Ensuring that any media releases are approved by the ECCM prior to dissemination;
- Monitoring news coverage, and correcting erroneous information; and
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Set-up media centre.

The Mayor/Warden may wish to issue a press release and/or hold a press conference to reassure the public that everything under the authority of EMO is being carried out to ensure public safety and minimize damage to property. The Information Officer must brief the Mayor/Warden on the latest press release and current situation. The main message should always include:

- What is happening;
- What are we doing about it; and
- What the public should do.

Note: Important to remind all residents that they must be prepared to look after themselves for 72 hours while immediate actions are being carried out. The public should also be reminded to monitor local media and social media outlets to keep themselves updated with the current situation.

### **Press Releases**

The Information Officer will prepare a press release explaining why the ECC has been activated. The new release will only be sent out to relevant media outlets with the permission of the ECC manager.

The Information Officer is responsible for monitoring the news reports coming from radio, television, daily papers, social media, websites, etc. Mistakes will be corrected immediately as necessary.

As soon as the incident or event information changes the Information Officer will prepare in consultation with the ECC manager updated press releases and distribute to media outlets.

To ensure that everyone is giving out the correct information when dealing with the public or media copies of all press releases will be:

- Sent to advisory committee and/or Councillors
- Posted in the ECC

## Press Conference

When it is deemed necessary, a press conference may be called. A location for the Media centre will be established near the ECC but not in any place that would jeopardize the privacy of the ECC.

Media representatives must sign into and out of the media centre and provide proper identification. During the press conference the time and place for future conferences must be disseminated to the press.

The Information Officer will brief any official who is making a public statement to prepare them for new conferences, interviews, etc.

## Information Mediums

The Public Information Officer will consider contacting the following media sources to coordinate timely information being communicated to the public:

- **Annapolis Valley Radio (AVR 97.7 & Magic 94.9)** 1-800-565-5113/ 902-678-1113/  
902-678-2111 (Kentville Office)
- **Rewind (rewind 89.3)** 1-902-365-8930 / [news@rewind893.ca](mailto:news@rewind893.ca)
- **CBC Nova Scotia** 1-902-681-2121 / [radionews@halifax.cbc.ca](mailto:radionews@halifax.cbc.ca)
- **CTV Atlantic** 1-920-454-3200 / [atlanticnews@bellmedia.ca](mailto:atlanticnews@bellmedia.ca)
- **Global Halifax** 1-800-833-0592 / [halifax@globalnews.ca](mailto:halifax@globalnews.ca)

## Alert Ready notification system

[Alert Ready](#) is an emergency notification alerting system that allows us to issue urgent public safety messages when life or property is threatened. Mobile carriers, cable and satellite companies, radio stations, over-the-air television stations and video-on-demand services in Canada are required to broadcast or distribute the alerts. Alert Ready system will send messages with basic information for the affected area. Only serious alerts that require immediate action are sent using the Alert Ready system. The alerts are one-way messages you cannot reply to, and you will not be charged for.

You cannot opt-out of receiving serious alerts sent directly to your smartphone. These emergency alerts are targeted to your area, so if you receive one, you are in an area where there is immediate danger. Test alerts are also issued twice yearly in May during Emergency Preparedness Week and on the last Wednesday of November.

## 10.3 Volunteers

It is evident that there is a desire and capacity of people from our communities to engage in volunteer activities. That is a resource that we must tap into during a time of crisis when we will need “all hands”. The other aspect is the realization that in times of crisis, volunteers will “just appear” looking to help. The willingness of volunteers was evident during Hurricane Katrina, the Calgary floods, and here at home during the major winter storms of 2015.

The lessons learned are local volunteers will show up and they will help whoever needs assistance. The best results are when they are included, managed, and provided the tools they will need to make a difference. The Calgary floods saw thousands providing assistance to those impacted by the disaster. Calgary’s response was to embrace them, direct their efforts, and with businesses like Home Depot, provide all of the protective equipment, cleaning materials and methods to remove damaged goods safely. That made the disaster a very successful community event.

Emergency Management Officials are aware of the benefits and have adopted the concept that the Municipality should be prepared to accept assistance by the public as a matter of formal agreement, making volunteers an important part of the Emergency Plan.

Finding volunteers can be accomplished several ways;

- A staff person can be appointed as a Volunteer Coordinator by the CAO or designate to look for interested community members on a central registry for future contact; or
- The Logistics Section Chief, through the ECC Manager and their Information Officer, place a media wide call for volunteers to provide assistance describing the assistance needed and the locations. Each person wishing to volunteer contacts a dedicated staff person who will then direct them to a central receiving area for transport to the scene where they can receive personal protective equipment, basic instructions on the work needed, and given appropriate safety training in the work they about to undertake.

The volunteers are then assigned to competent supervisors who escort them directly to the work areas. A Template form for Volunteer registration is provided at [Annex N](#). It is important that this form is used whenever there are volunteers

during emergency situations as it aids in keeping track of where volunteers are needed and for liability purposes. The information will be collected by the Logistics Section Chief who will ensure that the Incident Commander is aware of these volunteer resources. The Logistics Section Chief will be responsible for scheduling the number of volunteers needed by the IC. Logistics will log their time on scene, provide food and drinks, rest areas, and transportation to and from the scene. Each day that volunteers are on scene, the list of volunteers will be provided to the IC for Command and Control.

#### **10.4 Donation Management**

Management of donations in support of disaster relief is not a normal supported Annapolis REMO service and will not assume lead for donations management. However, spontaneous donations, including the shipment of goods to an affected area are a distinct possibility. Annapolis REMO should be prepared to assist the lead organization or support the management of this process until an organization assumes the lead.

## 11.0 EVACUATION

There are two types of evacuations, **Volunteer** and Mandatory **Evacuation**:

**Volunteer Evacuation** occurs when it is recommended to evacuate within a certain perimeter usually a building or block until the initial situation is contained.

**Mandatory Evacuation** takes place when it is determined by the Site Incident Command Team that there is an absolute need to evacuate an area, usually on a large scale, possibly for a long period of time (i.e., for more than 24 hours).

Evacuation may result in a tremendous psychological effect on those persons directly affected. Adequate communication with people involved is essential and shall include; explaining that an evacuation is pending, what they shall be required to do and when they should be required to react if an evacuation is issued. A decision to evacuate should only be made when absolutely necessary.

First response agencies alone cannot be expected to deal with a large-scale evacuation and relocation of residents. An effective response will require participation and cooperation between municipal/Town services, provincial resources and volunteer services such as ground search and rescue and humanitarian organizations.

In [Annex K](#), there has been an Evacuation Considerations chart developed to assist with decision, warning and evacuation phases.

### **Purpose**

The purpose of this Evacuation Plan is to provide a vehicle through which a timely and effective evacuation and reception of people can be achieved.

The Plan will be activated as soon as it becomes apparent that, due to an emergency of such magnitude as to warrant its implementation, evacuation and relocation of people is necessary.

Should a major incident occur within the Town of Annapolis Royal, Town of Middleton or Municipality of the County of Annapolis, the Regional Emergency Management Coordinator (REMC) or alternate REMC, on the advice of the first response agency, will consult with the ECC Manager to activate the Emergency Management Plan. The EMC or alternate will activate the notification procedure set out in the Emergency Management Plan so members of the Emergency Coordination Centre (ECC) are alerted and instructed to report the ECC.

If the need to evacuate and relocate residents of the affected area(s) is apparent, the provisions of the Evacuation Plan shall be implemented. In such events, the Municipality shall discuss the need to declare a State of Local Emergency (SOLE) if a mandatory evacuation is needed. If there is a fire or the possibility of fire, the Fire Chief has the authority to declare the mandatory evacuation at the current time there is no advantage to declaring a SOLE.

The Site Incident Commander (IC) will have the primary responsibility for implementing of an evacuation consistent with their operating procedures and this evacuation plan. All other services and agencies will be prepared to support evacuation activities and Unified Command under the Incident Command System will be followed. The ECC will be responsible to support the IC and once the evacuees are outside of the outer perimeter the ECC is responsible for their care.

### **Authorities**

The authority for an evacuation is afforded by the Municipal Government Act and the Emergency Management Act.

### **Potential Community Hazards**

The REMO hazard risk vulnerability assessment will determine the potential hazards that may create the need to evacuate. The list below is not exhaustive and events are not listed in particular order of risk. The following list is considered potential community hazards that may affect all or part of the County.

- Inland and coastal flooding
- Wildfire
- Highway, road incident involving dangerous goods spill
- Weather events (blizzard, ice storms, hurricanes)

- Highway closures
- Multiple vehicle accidents

## Steps for Activation of the Evacuation Plan

### Step 1: Incident Occurs

### Step 2: Emergency Services Respond

### Step 3: Situation Assessed

### Step 4: Mandatory Evacuation Ordered by the IC

### Step 5: Contact REMO

### Step 6: Emergency Management Plan Activation Required

### Step 7: Evacuation Plan Activation

## Evacuation Operations – Incident Command Team

Once the decision has been made to evacuate an area in the Town of Annapolis Royal, Town of Middleton or Municipality of the County of Annapolis, the Incident Commander shall determine the following:

- Sign the evacuation order;
- Define boundaries of area to be evacuated;
- Indicate main evacuation route(s) to be used and identify necessary traffic control points;
- Assign staging area(s) to be used;
- Time the evacuation will start and if necessary, who will be evacuated first;
- Activate the notification system for affected residents.

**Note:** Evacuation Forms are located in [Annex L](#)

## ECC Responsibilities

- Inform agencies of the evacuation order including NS EMO.
- Prepare a media release for immediate broadcast to the public.
- Initiate a state of local emergency (SOLE) if required.
- Provide resource support to the site.
- Select reception centers for registry and inquiry and shelters if necessary to accommodate the evacuees.
- Provide information to the Incident Command Team at the site(s).
- Assist the site in identifying the main evacuation routes.
- Arrange for services and resources from neighboring municipalities, private contractors, volunteer agencies and service clubs to support the requests from site and meet the objectives of the ECC.
- During the emergency/evacuation, authorizing extraordinary municipal expenditures as required.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer (PIO) for dissemination to the media and to the public.
- Working in conjunction with all stakeholders to handle requests for information, key messaging and agency media releases to ensure consistency with respect to the emergency.
- Develop a re-entry plan for the inspection of evacuated areas and orderly return of residents after the evacuation order is terminated and inspection is complete.

## Essential Services

Depending on the risk, designated essential services cannot be fully evacuated and minimal staff must remain on the job. In this instance, a plan must be in place to ensure the staff remain safe and an extraction protocol with triggers in case the staff have to be evacuated quickly. Each municipal unit in the County must complete a list of these services and the minimal staffing requirements well before an incident occurs.

## Evacuee Registration and Facility Locations

If an evacuation is necessary, a list of possible facilities is available at the ECC that can be used as Registration Centers, Comfort Centers and/or Shelters. Once registered, the residents will be directed to appropriate facilities if they require additional support.

The Evacuees who have been relocated to temporary shelters will require a wide range of support services. The Nova Scotia Department of Community Services (DCS) has the primary responsibility for the provision of all such services, with the assistance of agencies such as the Canadian Red Cross, St. John Ambulance and the Salvation Army. The Canadian Red Cross is under contract with DCS to provide the following six (6) services in the event of an evacuation.

1. Registration and Inquiry
2. Emergency Clothing
3. Emergency Lodging
4. Emergency Food
5. Personal Services
6. Psychological Services

### **Facilities**

Initially, residents are encouraged to seek shelter with friends, family, hotels or other alternate accommodations. It is important that evacuees register by calling or in person at the reception centre. This will allow authorities to contact you with updates and the re-entry details.

There are three types of emergency facilities that may be established.

- **Comfort Centres**

Comfort Centres, sometimes are known as Warming Centres are primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, water etc. Comfort Centres is a place established during an emergency where residents receive essential needs like light snacks and refreshments, relief from excessive cold or heat, hygiene facilities, electronic device charging capabilities. Comfort centres may also be a centre where people receive public information about a specific incident when conditions do not require evacuation. A comfort centre is not an overnight shelter. Comfort Centres are normally and operated by the municipality and/or local volunteer organizations and are not run by DCS, however, DCS may assist in some cases with supplies like bottled water, for example.

- **Reception Centres**

In an evacuation situation, residents can use a reception centre to provide a safe area of refuge to assess their individual situation and make temporary plans. The centre also allows the DCS through its partners, such as the Canadian Red Cross, to provide a registration and assessment service. In a reception centre, displaced residents can meet with evacuation officials to discuss personal needs and other issues such as security of the evacuation area, re-entry procedures, etc. It is normally at a reception centre that a determination is made on how many residents do not have alternate temporary housing arrangement. If there are enough residents needing overnight accommodation, an emergency shelter may be set up. Reception centers are provided by the municipality and managed by the DCS. A reception centre may be open overnight, but by its definition, it does not offer sleeping accommodations. It is normally only used at the beginning of an event and sometimes it may turn into a shelter if the facility it is located in meets the needs of the evacuees. There is no requirement to have the reception centre and the evacuation centre in the same facility.

- **Emergency Shelters**

When sufficient numbers of residents are unable to remain in their homes and no other source of temporary housing, an evacuation centre may be established. The Shelter is provided by the Town or municipality and is managed by DCS through its agreement with the Canadian Red Cross. It operates on a 24/7 basis and provides all of the five emergency social services (ESS) including overnight sleeping arrangements. Essentially, the shelter turns into the evacuated resident's home. Therefore, more attention is placed on security and issues around comfort and personal services that will be needed over the time the shelter is operational. Shelters have more requirements for personal space, washrooms, expanded personal hygiene areas, as well as feeding. Food preparation may be done on site if the facility is properly equipped or may be prepared off-site and served at the centre. Support to the DCS may be needed, so again, there is an important role for community volunteers.

### **Testing the Evacuation Plan**

This Plan should be exercised in whole or in part annually in order to verify its overall effectiveness and provide training to the emergency personnel. The exercise can take the form of a simple tabletop or a more elaborate functional exercise. Revisions to the plan should incorporate recommendations stemming from all such exercises.

### **Public Education & Awareness of Evacuation Procedures**

Since public awareness of evacuation procedures will contribute to an effective evacuation process, ongoing public awareness and education shall be an integral component of this plan. To this end, this Evacuation Plan, as part of the



Emergency Management Plan, shall be posted on the County of Annapolis, Towns of Annapolis Royal and Middleton websites in order that the public may have access to it and printed information shall be provided to residents in historically vulnerable areas. During an emergency evacuation, residents are to be able to access to the local media sources for information and instructions.

### Re-entry of Evacuees

Determine when it is safe for evacuees to return home. Considerations include:

- The threat that prompted the evacuation has been resolved or has subsided.
- Access to the community is assured.
- The infrastructure is safe to use.
- Safety hazards connected to the emergency have been eliminated.

A Re-entry Assessment Team will be assembled to evaluate the evacuees’ homes to ensure that the dwellings are safe to return to. The team shall be comprised of:

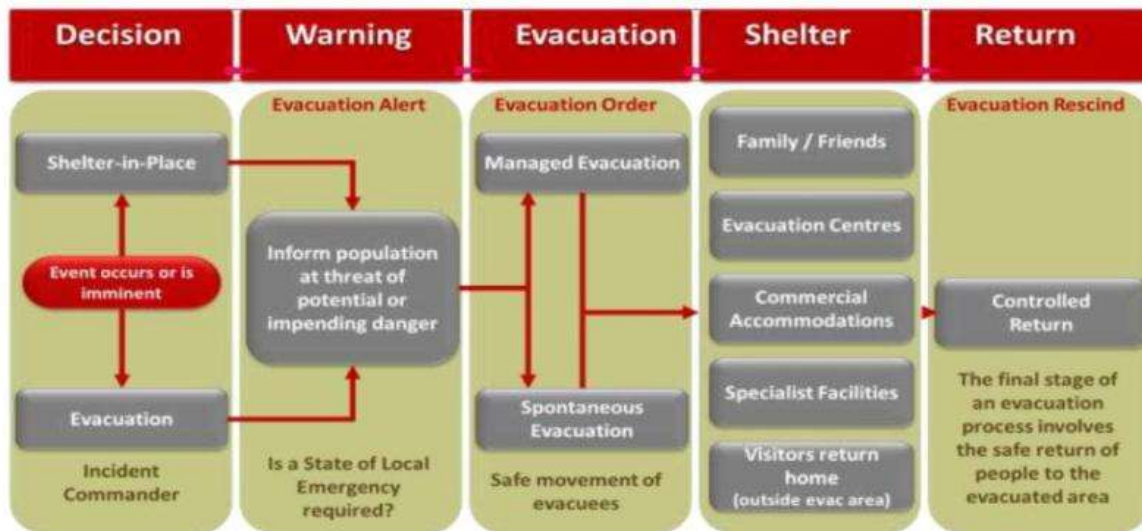
- Building Inspectors
- Engineers
- NS Power Representative
- NS Department of Environment Representative
- Other representatives of any other agencies that may be determined

Services have resumed and are sufficient to support returning evacuees, including but not limited to:

- Power
- Water
- Sanitation
- Security
- Food and essential supplies
- Medical services

### Evacuation Process

Evacuation takes place within a process that begins with preparing for the possible need to evacuate populations at high risk from imminent or actual disaster. It involves ongoing risk monitoring and management as the situation and needs of evacuees evolve over time, and only ends with their safe voluntary and sustainable reintegration back home or in alternative locations.



Evacuation Process

## 12.0 RECOVERY

Annapolis REMO will be the local government program that takes actions to repair or restore conditions to an acceptable level after a disaster impacts an area or region. This includes short-term and long-term measures to coordinate all activities, such as the return of evacuees, trauma counselling, clean-up, reconstruction, economic impact studies and emergency financial assistance. Recovery efforts will be conducted with a view towards disaster risk reduction and forward-looking recovery measures, to allow our region not only to recover from recent disaster events, but also to rebuild better conditions than in the past, in order to overcome past vulnerabilities.

It is important to go back to look at the EM plan Objectives of Emergency Management –[Plan for Recovery](#)

### 12.1 Demobilizing

When the emergency has ended, centralized coordination through Annapolis REMO may no longer be required. At this time any declared state of local emergency or ECC activation is terminated, and responsibilities are transferred back to the individual agencies as conditions warrant. A period of recovery begins, which draws upon existing recovery resources.

### 12.2 After-Action Review – Incident Debriefing

The after-action review process is a critical part of the iterative cycle of emergency management and serves to provide a quality improvement process relating to emergency management activities. Debriefings will be conducted after each emergency (Level 1, 2, or 3 – see Section 8) or exercise to determine the effectiveness of the Annapolis REMO EM Plan. Debriefings are to be conducted in a constructive, open-minded and confidential manner in which blame is not affixed to any individuals or organizations.

A key element of effective emergency management is the implementation of post-event procedures to debrief from the event, and share information on all levels of response, including:

- lessons learned,
- corrective/improvement actions that should be taken immediately by individuals or agencies
- agency-specific information messaging to local, provincial or federal agencies a detailed report to be made available if requested by local government council(s)
- help improve coordination and communication with all stakeholders and contribute to more effective emergency management operations and activities.

The Emergency Management Coordinator or Alternate is required to coordinate/facilitate in-house debriefings as soon as practical after any emergency planning exercise or actual emergency involving Annapolis REMO EM Plan.

The regional EMC will consult with either or both CAOs or designate and their staffs to compile such reports, with input from and feedback to the agencies involved in the emergency response. An initial post-event meeting date should be set within 15 days of an emergency event conclusion, and a summary report made available within 30 days of the event conclusion. The report should consider:

- Mitigation efforts that were in place prior to the event, and the success of those efforts
- Preparedness steps taken, if the event was identified in advance
- Responses made by various public safety and volunteer agencies at all levels
- Injuries and damage to people, property and the environment
- Recovery program efforts, including effectiveness of them
- Recommendations to either or both Councils for any changes in law, procedure, or operations of the regional EMO system

#### Facilitating the Debrief

The facilitated debrief session is part of a formal debrief process and occurs after the event is over and personnel and facilities have been demobilized. Common elements of an effective debriefing include:

- The appointment of a debriefing coordinator (e.g., Emergency Management Coordinator, CAO or designate, etc.)
- The use of a scribe to record the proceedings
- The use of a convenient and suitable facility to accommodate participants (Often the emergency operations facility is not large enough to accommodate all the personnel who attended during the course of the event)
- Suitable equipment (e.g., flip chart, projector, comfortable and sound proof surroundings)
- Adequate notice of a debriefing to all applicable parties. A date and time for the debriefing that maximizes participant attendance while ensuring that the delay between the debrief session and the emergency event is minimized

- A structured agenda that allows for open as well as directed discussion. The duration of the debrief session should be commensurate with the number of participants as well as the scope, scale and complexity of the emergency event.
- Confirmation of confidentiality
- Agenda of emergency planning and response objectives to be examined (the applicable sections of the REMP Table of Contents can be used to establish the agenda)

Regardless of the type of debrief process used, the goal of any debrief is to highlight the successes and challenges encountered in managing an emergency. This includes answering the following questions (this list serves only as a guide as each debrief will have its own requirements):

- Were the preparedness objectives met?
- Was there a specific plan in place for this type of hazard and was it effective?
- Was there specific training provided, based on a plan and other preparedness measure and was it effective?
- Have there been exercises held based on the hazard represented by the event and were they effective?
- Were the readiness objectives met?
- Was an advanced planning unit established and was it effective?
- Were any urgent mitigation works undertaken and were they effective?
- Were there any public information campaigns launched and were they effective?
- Were the response objectives met?
- What were the successes?
- What were the challenges?
- How can we improve?

Additional operational themes or topics for discussion during the debrief can include:

- Activation and Notification Process
- Organizational Structure (decision making, span of control, support)
- Facility (purpose, layout, space, equipment, location)
- Staffing (capacity, contractors, other LG support staff, training, experience)
- Situational Awareness & Info Sharing (briefings, coordination calls, status boards, situation reports, documentation, shift transition, mapping)
- Public Info (media, news bulletins, website, social media)
- Planning (Incident objectives, action plan, advanced planning)
- Alerts & Orders (process, planning, declarations, evacuations, resources, supporting agencies, mapping, notifications, re-entry)
- Resource Management (Requests, approval process, deployment, tracking, payment, donation management)

## 12.2 Psychosocial Response and Recovery

Annapolis REMO will work to prevent or mitigate the development of post-traumatic stress among staff professionals who operate its ECC during emergencies. Many first response agencies will have an internal agency program in place for their responders. It is important that the ECC managers recognize this reality and ensure that ECC staff and volunteers are able to take advantage of similar programs. In each of the three jurisdictions, employee assistance programs are available to accommodate this function. The contact agency for the Municipality and the Town of Annapolis Royal and Town of Middleton is Shepell FGI, at 1-877-890-9052.

Psychosocial response and recovery represent an integrated system of interventions which is designed to prevent and/or mitigate the adverse psychological reactions that often accompany emergency service, public safety, and disaster response functions. These interventions are especially directed towards prevention and mitigation of post-traumatic stress reactions. Annapolis REMO will make referrals of members of the public to the Nova Scotia Health Authority for mental health and any available public or private post-event counselling.

### Managing Staff Under Stress

The ECC Manager must be constantly aware of the working conditions and stressful events that could affect the staff's ability to function. Methods available to help employees cope with stress are:

- Debriefing is commonly held at the end of a shift to review operational procedures and identify immediate areas requiring attention and/or changes.
- Defusing is a much shorter, less formal and less structured version of a critical incident stress debriefing (CISD). A defusing is held within 12 hours of the event and usually lasts about 30 to 45 minutes. The defusing involves all members who experienced the emotional event. A defusing is a short-term fix for an immediate reaction to a troubling event and its purpose is to allow the affected personnel to express their feelings and to prepare them to go back to work.
- CISD is a group meeting conducted in a confidential environment which provides a forum for individuals to vent their emotions and express their reactions to the event.
- Post-Operation Debriefing – Soon after demobilization all personnel involved will be invited to attend a formal debriefing with a view to improving response capabilities. During the debriefing, Lessons Learned are recorded as well as participants' comments on the current plans and procedures.

### Services and community resources

- Mental health and addictions services  
If you or a family member needs help, you can self-refer to a mental health or addictions clinic, service or program through the [Nova Scotia Health Authority](#) or [IWK Health Centre](#).  
Call toll-free: [1-855-922-1122](tel:1-855-922-1122) (Monday to Friday, 8:30 am to 4:30 pm)
- Grief and bereavement services  
Grief and bereavement services are available to the families and friends of patients referred to palliative care.  
Tel: 902-473-3119
- Provincial Mental Health Crisis Line  
If you're experiencing a mental health or addictions crisis, or are concerned about someone who is, the Provincial Mental Health Crisis Line is available 24 hours a day, 7 days a week.  
Call toll-free: 1-888-429-8167
- Crisis Text Line  
Crisis Text Line is available for adults who are going through a difficult time and need someone to text with. This service is free and available 24 hours a day, 7 days a week. Special support is available for frontline workers  
Text NSSTRONG to 741741  
Frontline workers: text FRONTLINE to 741741
- Kids Help Phone  
Kids Help Phone is a national helpline for young people between the ages of 5 and 20. Confidential and anonymous support is available 24 hours a day, 7 days a week. You can phone to speak with a trained counsellor. You can also text to reach a trained volunteer crisis responder.  
Call toll-free: 1-800-668-6868  
Text NSSTRONG to 686868

## 12.3 Emergency Financial Management

### Costs Reimbursement

Extraordinary costs incurred local Annapolis REMO operations in response to and recovery from a natural disaster of civil emergency may be reimbursable through the Nova Scotia Disaster Financial Assistance Arrangement (DFAA). Special tracking of activities, personnel and expenses, and their associated limits will be done when considered appropriate to ensure all eligible expenses are captured and documented in order to maximize the reimbursement of local government expenses.

It is essential that coordination with DFAA be initiated from the onset of the emergency. DFAA will provide the forms and procedures necessary to capture and report all required information and substantiating documentation.

Listed below are examples of the kinds of expenses covered or not covered:

*Examples of provincial expenses that may be eligible for cost sharing under the DFAA*

- Evacuation, transportation, emergency food, shelter and clothing
- Emergency provision of essential community services
- Security measures including the removal of valuable assets and hazardous materials from a threatened area
- Repairs to public buildings and related equipment
- Repairs to public infrastructure such as roads and bridges
- Removal of damaged structures constituting a threat to public safety
- Restoration, replacement or repairs to an individual's dwelling (principal residence only)
- Restoration, replacement or repairs to essential personal furnishings, appliances and clothing
- Restoration of small businesses and farmsteads including buildings and equipment
- Costs of damage inspection, appraisal and clean up

*Examples of expenses that would NOT be eligible for reimbursement*

- Repairs to a non-primary dwelling (e.g., cottage or ski chalet)
- Repairs that are eligible for reimbursement through insurance
- Costs that are covered in whole or in part by another government program (e.g., production/crop insurance)
- Normal operating expenses of a government department or agency
- Assistance to large businesses and crown corporations
- Loss of income and economic recovery
- Forest fire fighting

## 13.0 EMERGENCY MANAGEMENT TRAINING & EXERCISES

To support the staff roles during an emergency as identified in this plan, the REMC or Alternate REMC will coordinate a training and exercise schedule. Training and Exercises are coordinated with NS EMO as they provide trainers and assist in coordinating the training and exercises.

### 13.1 Training

Training is a continual process that is required to be delivered in a manner that introduces and familiarizes personnel with their roles in the event of an emergency or disaster. All employees of the Town of Annapolis Royal, Town of Middleton and County of Annapolis who may work in the ECC should be trained in the principles and use of the Incident Command System (ICS) Canada standards.

#### Training and Cross-Training

There are many reasons why training and cross-training are required, including:

- Some primary staff may be injured or may not be available.
- Transportation routes to the ECC may be disrupted, prohibiting primary staff from reaching the facility.

Essential functions are essential and must continue, even with reduced staffing. All personnel must be trained for their jobs in the ECC. As a contingency, specific staff should be cross-trained to ensure that ECC operations can continue with a smaller number of staff than originally planned.

It is the responsibility of the REMC or Alternate REMC to ensure all staff involved with emergency management maintain established training standards. Internal records should be maintained for all staff to benchmark each requirement being met including the date, location and proof of completion.

In [Annex P](#), there are training course guidelines from NS EMO to define both required and recommend courses for municipal personnel.

### 13.2 Exercises

Exercises are controlled, objective-based activities used to practice, evaluate or test plans, procedures or resources. During exercises it is a time that team building can occur and staff learn and become more comfortable in their roles in the ECC. The results and information from the exercise will let the organization know if additional training and supports are needed. Exercises provide opportunity to assess the operational readiness of the organization and the effectiveness of the plan.

Exercises are an important part of the planning and response process as they are useful to:

- Evaluate plans;
- Identify issues;
- Promote and maintain awareness of EM Plan;
- Increase familiarity with the EM plan;
- Demonstration capability;
- Validate training;
- Identify gaps; and
- Evaluate equipment, resources, techniques, and processes.

#### Exercise Types

Exercises will range from small scale 1-2 hour activities to large all day events. There are two type of exercises Discussion-based and Operations based:

- **Discussion bases exercises** are those that familiarize participants with current plans, policies, agreements and procedures. This many also be a time to develop new plans, policies, agreements and procedures. Discussion based exercises will include:
  - **Seminar** – A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (ex. A seminar to review a new Evacuation Standard Operating Procedure)
  - **Workshops** – A workshop is similar to a seminar, but the goal of a workshop is to build specific components, such as a draft plans or policy (ex. Training and Exercise Plan workshop is used to develop a Multi-year Training and Exercise Plan)

- **Table Top Exercise (TTX)** – A Table top exercise is where participants will be presented with a scenario in an informal setting. Participants will be asked to use their training and knowledge of their roles and the plan to describe how they would respond to the scenario. Table tops can be used to assess plans, policies and procedures. (ex., A Table Top Exercise may be used to prepared for a Hurricane or Wildfire)
- Operational-based exercises validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Operational based exercises will include:
  - **Functional Exercise** – A functional exercise is where an actual incident is staged and simulation is used to generate insert from the outside world. This type of exercise is similar to a full-scale exercise except it involves only one site and is less complex. A functional exercise does not involve any: boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time)
  - **Full-Scale Exercise** – This type of exercise would include the complete emergency management organization. An actual incident is staged and the complete organization is mobilized to manage it. A simulation centre is used to generate injects from the outside world involving multiple sites. Community resources are typically invited to participate in the exercise simulation. A full-scale exercise does involve multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (ex. Emergency Coordination Centre, etc.) and “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time)

### **Exercise review and documentation**

After-action reporting is critical to the exercise process to identify and document strengths and areas for improvement. It is the responsibility of the EMC or Alternate to lead a debrief session, similar to when one is completed for a real incident. After completing the debrief an After-Action Report shall be compiled outlining strengths and areas to improve upon.

## ANNEXES

The annexes do not form part of the Plan but are listed here for reference only. The Plan annexes may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature or is sensitive or personal information the release of which could pose a security threat or violate privacy legislation. A copy of all annexes is available with the REMC and at the ECC for use by the ECC staff.

- A. [List of Acronyms](#)
- B. [Definitions](#)
- C. [ECC Activation Flowchart](#)
- D. [Primary ECC Layout](#)
- E. [ECC Roles & Responsibilities](#)
- F. [External Support Agencies Roles & Responsibilities](#)
- G. [Hazard Risk Vulnerability Analysis Matrix](#)
- H. [All-Hazards Response & Hazard Specific Plans](#)
- I. [State of Local Emergency \(SOLE\) – Decision Flow Chart](#)
- J. [State of Emergency Forms](#)
- K. [Evacuation Considerations](#)
- L. [Evacuation Forms](#) (Alert, Order, Contact sheet, Evacuation Planning worksheet)
- M. [Public Information Best Practices Guide](#)
- N. [Volunteer Registration Tracking Sheet](#)
- O. [Province of Nova Scotia –Emergency Phone Numbers](#)
- P. [Regional Emergency Preparedness Training recommendations](#)



## Annex A: List of Acronyms

ACRONYM	FULL NAME
<b>AVRCE</b>	Annapolis Valley Regional Centre for Education
<b>CAO</b>	Chief Administrative Officer
<b>CANUTEC</b>	Canadian Transport Emergency Centre
<b>CRC</b>	Canadian Red Cross
<b>DCS</b>	Department of Community Services
<b>DFAA</b>	Disaster Financial Assistance Arrangement
<b>DHW</b>	Department of Health & Wellness
<b>DNRR</b>	Department of Natural Resources & Renewables
<b>DMA</b>	Department of Municipal Affairs
<b>DPW</b>	Department of Public Works
<b>ECC</b>	Emergency Coordination Centre
<b>ECCM</b>	Emergency Coordination Centre Manager
<b>ECCMT</b>	Emergency Coordination Centre Management Team
<b>ECRG</b>	Emergency Control Response Group
<b>EHS</b>	Emergency Health Services
<b>ESM</b>	Emergency Site Management
<b>ESS</b>	Emergency Social Services
<b>FERP</b>	Federal Emergency Response Plan
<b>GSAR</b>	Ground Search and Rescue
<b>HAZMAT</b>	Hazardous Material
<b>HRVA</b>	Hazard Risk Vulnerability Assessment
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IO</b>	Information Officer
<b>KTA</b>	Kings Transit Authority
<b>LO</b>	Liaison Officer
<b>MOU</b>	Memorandum of Understanding
<b>NSEMO</b>	Nova Scotia Emergency Management Office
<b>NSP</b>	Nova Scotia Power
<b>PSFC</b>	Nova Scotia Public Safety and Field Communications
<b>PCC</b>	Provincial Coordination Centre
<b>PPE</b>	Personal Protective Equipment
<b>PS</b>	Public Safety Canada
<b>RCMP</b>	Royal Canadian Mounted Police
<b>REMAC</b>	Regional Emergency Management Advisory Committee
<b>REMC</b>	Regional Emergency Management Coordinator
<b>REMO</b>	Regional Emergency Management Organization
<b>REMPC</b>	Regional Emergency Management Planning Committee
<b>SA</b>	Situational Awareness
<b>SAR</b>	Search and Rescue
<b>SO</b>	Safety Officer
<b>TMR</b>	Trunked Mobile Radio
<b>TTX</b>	Tabletop Exercise

## Annex B: Definitions

### Critical Infrastructure

As one of the priorities for emergency management, critical infrastructure refers to organizations, persons, buildings and technology considered vital to the health, well-being, and economics of the population.

### Disaster

A real or anticipated occurrence such as disease, pestilence, fire, flood, tempest, explosion, enemy attack, sabotage, or release of any commodity which endangers health, safety; and the welfare of the population, property or the environment.

### Emergency

A present or imminent event in respect of which a Municipality within Annapolis County region believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of the people of the Annapolis County region.

### Emergency Management

The management of emergencies concerning all-hazards, including all activities and risk management measures related to prevention and mitigation, preparedness, response and recovery.

### Emergency Management Plan

Any plan, program of procedure prepared by Annapolis County which aims (1) to mitigate the effects of an emergency or disaster, and (2) to safeguard the health or welfare of the population and to protect property and the environment, in the event of an emergency or disaster.

### Hazard

A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

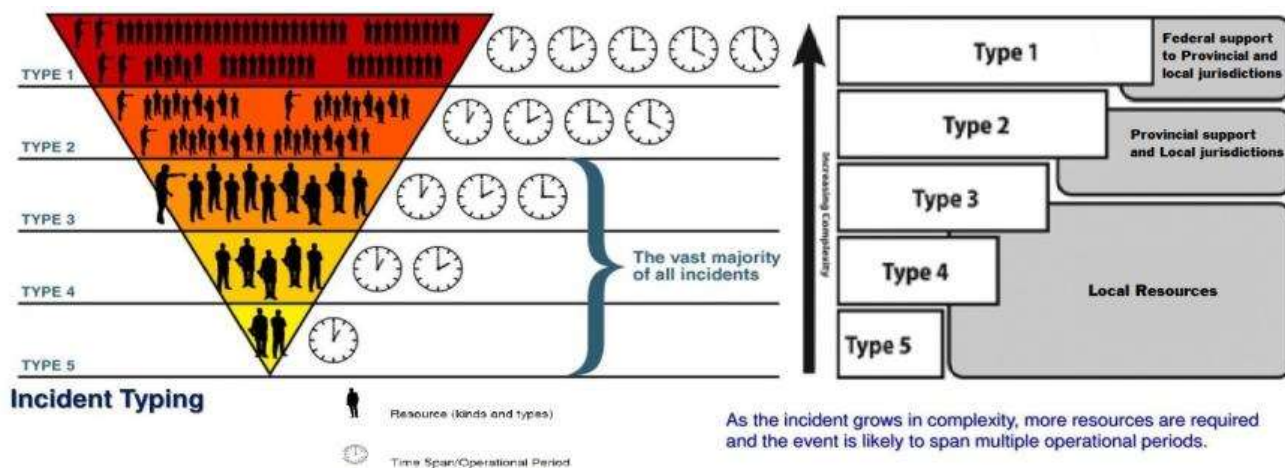
### Impact

The results or ultimate outcomes of an event or a series of events. When an event occurs, the impact can be measured by examining the event consequences. By continuously asking the questions “so what”, event consequences can be determined.

### Incident Command System (ICS)

A standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, equipment, personnel, procedures, and communications in operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used by various jurisdictions and function agencies, both public and private, to organize field-level incident operations.

**Incident Types - ICS Definitions** Based on complexity, Type 5 least complex, Type 1 the most complex



- Type 5 Incident

- **Resources:** One of two single resources with up to six personnel. Command and General Staff positions (other than Incident Commander) are not activated.
- **Time Span:** Incident is contained within the first operational period and often within a few hours after resources arrive on scene. A verbal Incident Action Plan (IAP) is required. No written IAP other than Form 201.
- **Example incidents:** Type 5 incidents and exercises can include a vehicle fire, a medical response to an injured/sick person, or a high-risk felony traffic stop. Planned events can include a 5K, 10K or marathon road race.

- **Type 4 Incident**

- **Resources:** Command Staff and General Staff functions are activated (only if needed). Several resources are required to mitigate the incident, possibly including a Task Force or Strike Team.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation authority is updated.
- **Time Span:** Limited to one operational period in the control phase. No written Incident Action Plan (IAP) is required, but a documented operational briefing (ICS Form 201) will be completed for all incoming resources.
- **Example incidents:** Type 4 incidents can include a barricaded suspect, a hazardous materials (HAZMAT) spill on a roadway or waterway, a large commercial fire, or a localized flooding event affecting a neighborhood or subdivision. Planned events can include a march, protest, festival, exhibition, or parade.

### Type 3 Incident

- **Resources:** When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. Some or all of the Command and General Staff positions may be activated, as well as Division or Group Supervisor and/or Unit Leader positions. An Incident Management Team (IMT) or incident command organization manages the initial action incidents with a significant number of resources, and an extended attack until containment/control is achieved.
- **Time Span:** The incident may extend into multiple operational periods and a written Incident Action Plan may be required for each operational period.
- **Example incidents:** Type 3 incidents can include a HAZMAT leak requiring evacuation of a neighborhood or section of a community; an active shooter; a sink hole; a water main break; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area. Planned events can include a county exhibition or large community festival.

### Type 2 Incident

- **Resources:** Regional and/or national resources are required to safely and effectively manage the operations. Most or all Command and General Staff positions are filled. Operations personnel typically do not exceed 200 per operational period and the total does not exceed 500. The agency administrator official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority.
- **Time Span:** The incident is expected to go into multiple operational periods. A written Incident Action Plan is required for each operational period.
- **Example incidents:** Type 2 incidents can include a HAZMAT leak requiring a several-days-long evacuation of an entire section of a community, village, or town; a wildland fire in an area with numerous residences, requiring evacuations and several days of firefighting to bring under control; or a river flooding event, with continued precipitation anticipated. Planned events can include a VIP visit, a large demonstration or strike, or a large concert.

- **Type 1 Incident**

- **Resources:** This type of incident is the most complex to safely and effectively manage and operate. All Command and General Staff positions are activated. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. Branches need to be established. The agency administrator official will have briefings and ensure that the complexity analysis and delegation of authority are updated. There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. There may be provincial or national resource support. A Declaration of a State of Emergency may be made by the appropriate jurisdiction.
- **Time Span:** The incident is expected to go to multiple operational periods. A written Incident Action Plan is required for each operation period.

- **Example incidents:** : Type 1 incidents can include a category 3, 4, or 5 hurricane; a pandemic; a large wind-driven wildland fire threatening an entire community, village, or town, causing several evacuations and destroying many homes, businesses, and critical infrastructure assets; or a widespread river flooding event, with continued precipitation anticipated. Planned events could include a political convention G-8 summit, or a prime minister visit.

**Prevention**

Actions taken to avoid the occurrence of negative consequences associated with a given threat; prevention activities may be included as part of mitigation.

**Probability**

The frequency or likelihood that an event will happen. This can be measured by historical data and predicted models.

**Risk**

The combination of the likelihood and the consequence of a specified hazard being realized; refers to the vulnerability, proximity or exposure to hazards, which affects the likelihood of adverse impact.

**Risk Management**

The use of policies, practices and resources to analyze, assess and control risks to health, safety, environment and the economy.

**Risk Tolerance**

The degree to which the population or segments of the population are able to tolerate the chance of a hazard or threat occurring. It is a subjective measure of perception often influenced by past experience, media exposure and political agendas.

**Threat**

The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional.

**Volunteer**

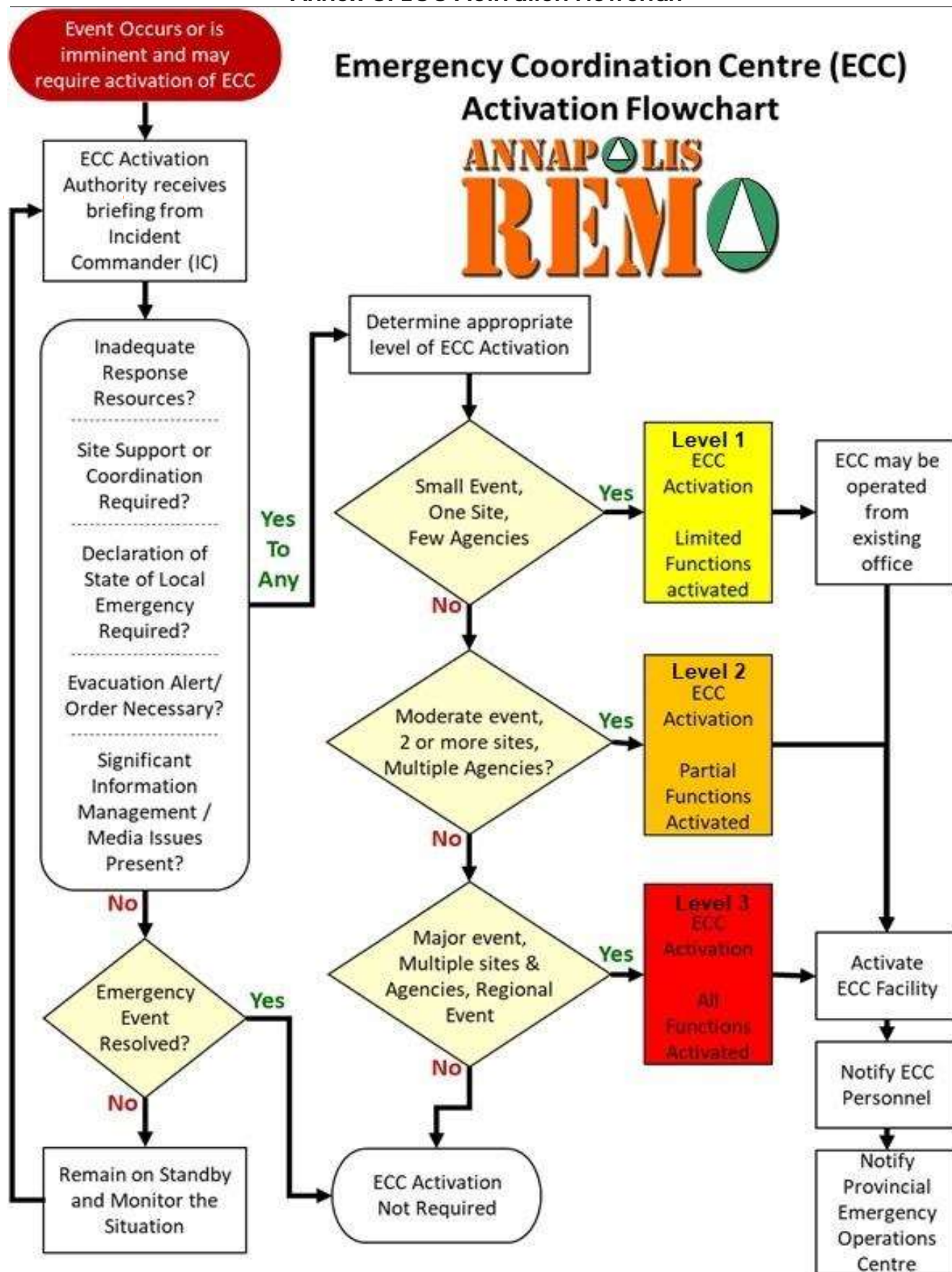
Someone who willingly provides his/her services without receiving financial compensation.

**Vulnerability**

A degree of susceptibility or increased likelihood of being adversely impacted due to the nature of the particular hazard, time of day of occurrence, or seasonal factors associated with the event.

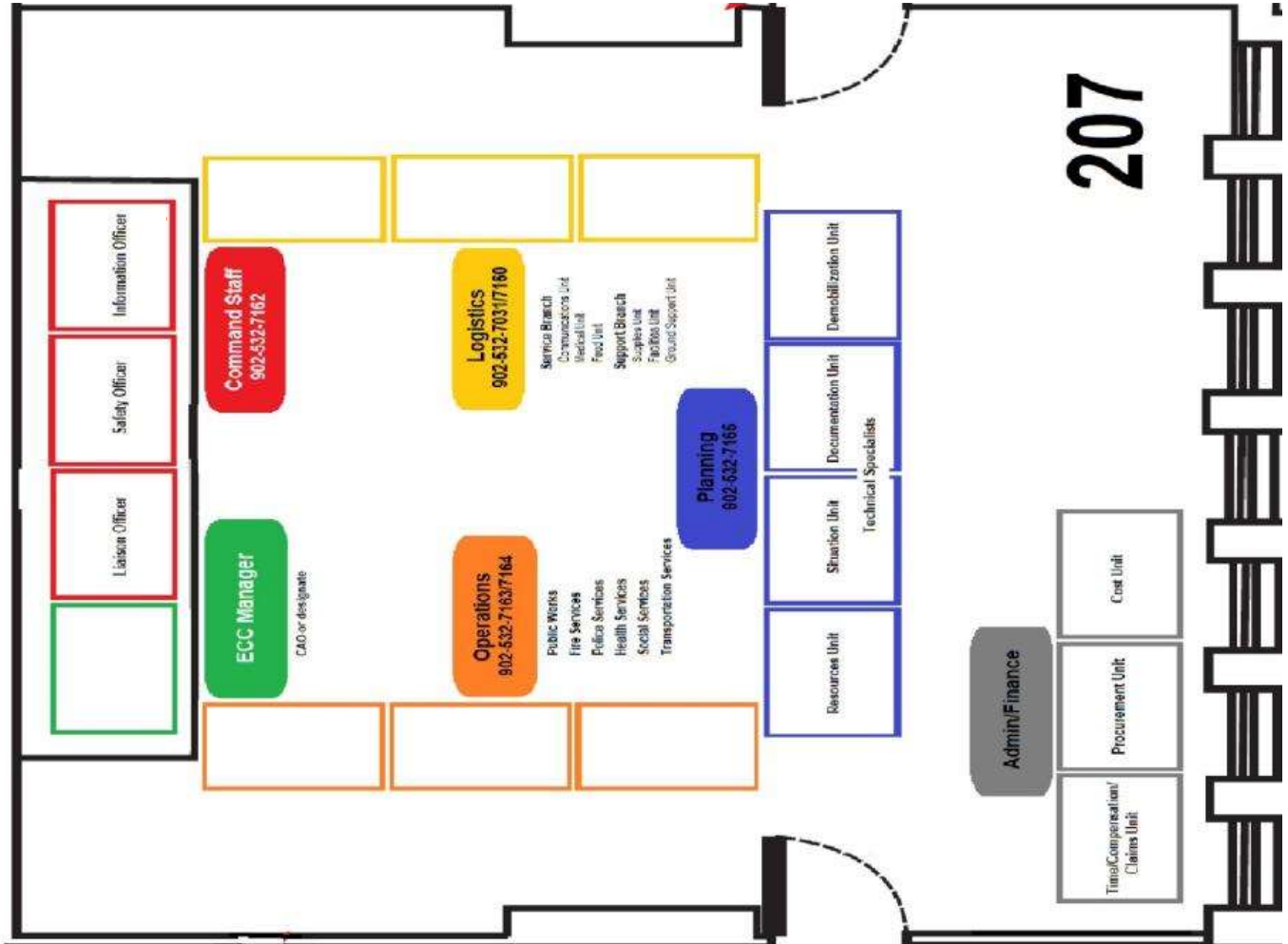
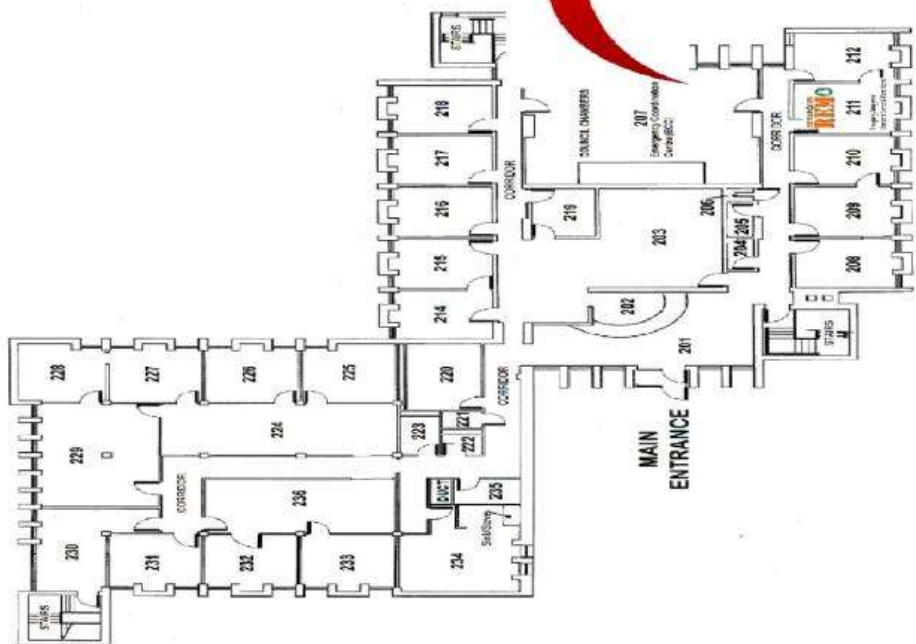
Annex C: ECC Activation Flowchart

# Emergency Coordination Centre (ECC) Activation Flowchart



# Annex D: Primary ECC Layout

**Primary Emergency Coordination Centre (ECC)**  
 Council Chambers - Municipality of the County of Annapolis  
 752 St. George Street, Annapolis Royal, N.S.



## Annex E: ECC Roles & Responsibilities

Reference: Annapolis REMO ECC Operational Guidelines, (in progress)

During the Planning, Mitigation, Response and Recovery phases of an emergency, numerous County & Town service groups/departments and agencies will participate. A number of key service groups/departments and agencies have been identified as an important participant in all phases. Additional agencies and resources will be called upon should the region require assistance beyond Annapolis REMO capabilities.

### Emergency Coordination Centre (ECC)

#### **Emergency Coordination Centre Management Team (ECCMT)**

The primary responsibility of the ECCMT is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the ECCMT to ensure that response priorities are established, and that planning and response activities are coordinated, both within the ECC (i.e., between sections) and between sites and other ECCs.

#### **The ECCMT consists of the following positions:**

- Policy Director (Chair of REMAC)
- ECC Manager
- Information Officer
- Safety Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

Position	Responsibilities
<b>Policy Director</b>	<p>The Policy Director is the Chair, or designate, of the Regional Emergency Management Advisory Committee (REMAC). Responsibilities may include:</p> <ul style="list-style-type: none"> <li>• Acting as liaison between the Emergency Coordination Centre Manager (ECCM) and Municipal Councils</li> <li>• Declaration/termination of an emergency</li> <li>• Bringing recommendations for changing/amending Emergency Management Plans, bylaws or policies to the REMAC with the assistance of Annapolis REMO staff.</li> <li>• Official spokesperson, if required.</li> <li>• Ensuring Members of Municipal Councils are notified of the emergency.</li> <li>• Notifying the Mayors of the affected and/or adjoining municipalities of the emergency, if required and providing any status reports.</li> </ul>
<b>ECC Manager (CAO or designate)</b>	<p>This position is filled by a Municipal CAO, or designate, and has overall authority and responsibility for the activities of the ECC which include:</p> <ul style="list-style-type: none"> <li>• <b>Assess the Situation</b> – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of ECC activation.</li> <li>• <b>Support Site(s)</b> – Provide support to Incident Commanders and Support Agencies, and ensure that all actions are coordinated within the established priorities.</li> <li>• <b>Develop / Approve Action Plans</b> – Prepare ECC action plans with the ECCMT based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.</li> <li>• <b>Inform Others</b> – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Manage the ECC</b> – Establish the appropriate ECC staffing level and continuously monitor organizational effectiveness.</li> <li>• <b>Liase with the Incident Commander</b> - Confirm the geographical boundaries of the emergency area</li> <li>• Confirming the adequacy of the expenditure limits.</li> </ul>
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>• Ensures good risk management practices are applied throughout the response and recovery and that every function within the ECC considers the management of risk.</li> <li>• Identifies liability and loss exposures to personnel and property.</li> <li>• Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of Annapolis County during the emergency.</li> <li>• Provides advice on health and safety issues and if required.</li> </ul>
<b>Liaison Officer</b>	<ul style="list-style-type: none"> <li>• Invites required or requested Support Agencies and stakeholders to the ECC, as identified by the ECC Manager and ECC Management Team (ECCMT) and maintains contact when required.</li> <li>• Provides input on the strategic direction and advice to the ECCMT regarding emergency management issues.</li> <li>• Liaises with the neighbouring Municipal and Regional CEMCs, OFMEM and other provincial and federal representatives, as required.</li> <li>• In conjunction with the ECC Manager, facilitates a debriefing with the ECC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.</li> </ul>
<b>Information Officer</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains media contacts.</li> <li>• Prepares news/social media releases; coordinating interviews, news conferences, and/or media briefings.</li> <li>• Develops public information materials; providing messaging for use by 211 and ECC staff.</li> <li>• Establishes communications strategies for internal and external purposes.</li> <li>• Monitors media and information sources including 211.</li> <li>• Liaises and coordinates messages with other internal and external Information Officers.</li> <li>• Ensures public safety information is provided in accessible formats as required by provincial legislation.</li> </ul>
<b>Operations Section Chief</b>	<p>The ECC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.</p> <ul style="list-style-type: none"> <li>• <b>Maintain Communications</b> – Establish communication links with incident command posts and regional department operation centres if activated.</li> <li>• <b>Participate in ECCMT Meetings</b> – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.</li> <li>• <b>Coordinate Response</b> – Direct the coordination of operations in cooperation with other Support Agencies.</li> <li>• <b>Coordinate Resource Requests</b> – Collect and coordinate resource requests from site(s), working with the ECC Logistics Section.</li> <li>• <b>Share Operational Information</b> – Collect and distribute operational information to the planning section, the ECC Information Officer, and other ECC Sections.</li> <li>• <b>Manage the Operations Section</b> – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.</li> </ul>
<b>Branch Coordinators</b>	<p>Branch Coordinators oversee the operations of a particular department, division, section or agency.</p> <p>A Branch Coordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required.</p> <p>Branch Coordinators may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Fire Branch Coordinator</li> <li>• Police Branch Coordinator</li> </ul>



	<ul style="list-style-type: none"> <li>• EHS Branch Coordinator</li> <li>• Emergency Social Services Branch Coordinator</li> <li>• Public Works Branch Coordinator</li> <li>• Public Health Branch Coordinator</li> </ul>
<b>Planning Section Chief</b>	<ul style="list-style-type: none"> <li>• <b>Assess the Situation</b> – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.</li> <li>• <b>Manage the Planning Section</b> – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.</li> <li>• <b>Participate in ECCMT Meetings</b> – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.</li> <li>• <b>Managing Display Boards</b> - Ensure that the situation unit is maintaining current information for the ECC situation report.</li> <li>• <b>Anticipate Future Events</b> – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the ECCMT.</li> <li>• <b>Track Resources</b> – Track resources assigned to the ECC and to the Incident Commanders through the ECC and mutual aid.</li> <li>• <b>Keep Records</b> – Document and maintain paper and electronic files on all ECC activities.</li> <li>• <b>Plan for ECC Demobilization</b> – Set out a schedule for demobilization and assist Section Chiefs in debriefing ECC personnel as they leave.</li> <li>• <b>Plan for Recovery</b> – Initiate recovery efforts at the earliest time, and develop plans for short-term and long-term recovery appropriate to the needs.</li> <li>• <b>Coordinate Technical Specialists</b> – Provide technical support services to ECC sections and branches, as required.</li> <li>• <b>Prepare After-Action Report</b> – Coordinate the assembly of ECC lessons learned from contributions from ECC staff and from Support Agency representatives.</li> </ul>
<b>Logistics Section Chief</b>	<ul style="list-style-type: none"> <li>• <b>Manage the Logistics Section</b> – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.</li> <li>• <b>Provide Telecommunication and Information Technology Services</b> – Support use of telecommunication and information technology in ECC.</li> <li>• <b>Support ECC</b> – Provide and maintain ECC facilities, including all utilities, food, water, and office supplies.</li> <li>• <b>Supply Equipment and Material Resources to Sites</b> – Coordinate all requests for resources from initiation to delivery to support operations section.</li> <li>• <b>Participate in ECCMT Meetings</b> – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.</li> <li>• <b>Coordinate Personnel</b> – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers.</li> <li>• <b>Arrange Transportation</b> – Coordinate transportation requests in support of response operations.</li> </ul>
<b>Finance and Administration Section Chief</b>	<ul style="list-style-type: none"> <li>• <b>Record Personnel Time</b> – Collect and process on-duty time for all ECC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.</li> <li>• <b>Coordinate Purchasing</b> – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer</li> <li>• <b>Coordinate Compensation and Claims</b> – Process workers’ compensation claims within a reasonable time.</li> <li>• <b>Participate in ECCMT Meetings</b> – Prepare section objectives for presentation at ECCMT meetings, at least once in each operational period.</li> <li>• <b>Record Costs</b> – Maintain financial records for response and recovery throughout the event. Keep the ECC Manager, ECCMT, and elected officials aware of the current fiscal situation.</li> <li>• <b>Maintain Records</b> – Ensure that all financial records are maintained throughout the event or disaster.</li> </ul>

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## Annex F: External Support Agencies Roles & Responsibilities

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### FIRE SERVICE (Annapolis County Volunteer Fire Departments & Annapolis County Fire Services Association)

**ROLE:** In addition to the normal role of firefighting, the fire service is also expected to perform the task of rescuing trapped or injured people in a non-fire emergency.

**RESPONSIBILITIES:** During an emergency the fire service is responsible for:

- (a) The co-ordination of firefighting and rescue operations;
- (b) The activation of the mutual aid agreement, if necessary;
- (c) The activation of all necessary fire department emergency response systems;
- (d) The establishment of an on-site command post;
- (e) The establishment of adequate communications;
- (f) The protection of life, property and the environment;
- (g) Provide fire suppression and fire control in an emergency;
- (h) Determining the need and arranging for supplementary water supplies;
- (i) The providing of assistance in rescue operations from buildings and wreckage;
- (j) Provide rescue service in cooperation with other municipal/regional departments and agencies;
- (k) Provide medical aid;
- (l) Requesting ambulance service and providing assistance as required;
- (m) Provide support to the Police in the evacuation of persons from affected areas;
- (n) Contacting the Special Hazards Response Unit (HAZMAT) should oil, or chemicals be involved and taking appropriate action until they arrive;
- (o) Initial crowd and traffic control if the fire service is first on the scene;
- (p) The establishment of a control perimeter at the immediate emergency scene.

### FIRE SERVICE REPRESENTATIVE

**RESPONSIBILITIES:** The Fire Service representative or alternate are responsible to:

- (a) Maintain an up-to-date listing of all available fire brigade/ department resources with a copy to be filed with the REMC
- (b) Be well versed on fire brigade/ departmental resources which include equipment and fire hall facilities;
- (c) Maintain current copies of any or all fire Mutual Aid Agreements in effect in the Annapolis County Region with a copy to be filed with the REMC
- (d) Be knowledgeable in the latest of firefighting equipment, procedures and operations;
- (e) Advise members of the ECC on the fire service and be prepared to make recommendations as required;
- (f) Communicate to the on-site fire command any special objectives of the ECC.
- (g) Maintain a log with time and date of all actions taken.

**POLICE SERVICE**  
**(Annapolis RCMP/Town of Annapolis Royal Police)**

**ROLE:** The police will perform their normal police duties at an emergency as well as coordinate activities of Ground Search and Rescue and Animal Control.

**RESPONSIBILITIES:** During an emergency the police service is responsible for:

- (a) The protection of life and property;
- (b) The control of people and traffic;
- (c) The requesting of ambulance and fire service as required;
- (d) The establishment of an on-site command post if required;
- (e) The establishment of adequate communications;
- (f) Activating the Police Emergency Plan;
- (g) The establishment of a control perimeter at the immediate emergency scene, and if necessary, disperse and control crowds, and secure area;
- (h) The overall control of evacuations of areas authorized by the Emergency Control Centre;
- (i) The establishment of control routes for evacuation and emergency vehicles;
- (j) The provision of security, guard against unauthorized re-entry and looting of the evacuated areas;
- (k) The provision of police personnel at assembly areas or relocation centers as required;
- (l) The notification of the coroner of fatalities and the establishing of temporary morgue if necessary;
- (m) Provide wellness checks home visits, upon request, when a friend or family member has expressed concern about a person's current health or safety.
- (n) Assisting in search and rescue operations and coordination of Ground Search and Rescue Teams;
- (o) The coordination with Animal Control for the movement, relocation or destruction of animals in the evacuation area;
- (p) Coordinate use of auxiliary and/or special police.

**POLICE SERVICE REPRESENTATIVE(S)**

**RESPONSIBILITIES:** The police service representative or alternate is responsible to:

- (a) Maintain an up-to-date listing and be knowledgeable of available police resources;
- (b) Liaison with municipal, provincial and federal police resources;
- (c) Provide communications between the ECC and the police service;
- (d) Advise members of the ECC on the police matters and be prepared to make recommendations as required;
- (e) Communicate to on-site police command any special objectives of the ECC;
- (f) Maintain a log of all actions taken

**GROUND SEARCH AND RESCUE ORGANIZATION**  
**(Annapolis County Ground Search & Rescue)**

When an evacuation order is in effect, the Ground Search and Rescue Organization under the direction of the Police Service will be responsible for the following:

- (a) To provide trained search and rescue personnel to assist the police in search and rescue activities;
- (b) To provide trained personnel to assist the police service in evacuation activities e.g., door to door to alert residents of the need to evacuate, provide first aid, help in assembly area(s) and oversee the loading buses;
- (c) Place at the disposal of the police service; personnel, rescue and communications equipment;
- (d) Provide trained search and rescue personnel and equipment at the request off and under the direction of the fire department;
- (e) Assist in treatment of injured if requested;
- (f) Assist Police with wellness checks.

**HEALTH CARE SERVICES**  
**Dept. of Health & Wellness (DHW) and Nova Scotia Health (NSH)**

**ROLE:** The role of Health Services is to provide emergency health services. Will assist other emergency services and coordinate health services with regional and provincial counterparts.

**RESPONSIBILITIES:**

- (a) Ensure coordination of hospitals, health units, continuing care, mental health, and environmental health within the area;
- (b) Keep the ECC informed on the status of resources and response activities of Nova Scotia Health facilities through HSEM and the Department of Health & Wellness (DHW);
- (c) Develop long-range operational plan for Nova Scotia Health facilities;
- (d) Advise on what internal and/or external hospital and health centre emergency plans have been activated;
- (e) Prepare information on potential health hazards and share with ECC through DHW, for potential release to the public;
- (f) Coordinate provision of public health measures including pandemic/epidemic control and immunization programs, in consultation with Medical Health Officer.
- (g) Advise on conditions of the hospital and other health care facilities in the region, the number and types of available beds;
- (h) Establish and maintain field and inter-hospital medical communications;
- (i) Coordinate and support health services for physically challenged or medically disabled persons.
- (j) Coordinate the activation of emergency hospitals and health centre;
- (k) Liaise with ESS regarding health care needs at Reception Centres;
- (l) Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area;
- (m) Assists with the transportation of injured victims and health care personnel to appropriate medical facilities, as required;
- (n) Coordinate with EHS, other hospitals, and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility;
- (o) Assist with the coordination of pharmaceuticals, as required;
- (p) Assist with the coordination of other health care resources, as required;
- (q) Liaise with Health Branches activated in other ECCs and at Provincial level;
- (r) Report and update the ECC on all Nova Scotia Health activities;
- (s) Maintain a written record of all activities.

**HEALTH CARE SERVICES REPRESENTATIVE(S)**

**RESPONSIBILITIES:** The Emergency Health Services representative or alternate is responsible to:

- (g) Maintain an up-to-date listing and be knowledgeable of available Nova Scotia Health resources;
- (h) Liaison with municipal, provincial and federal health resources;
- (i) Provide communications between the ECC and Nova Scotia Health;
- (j) Advise members of the ECC on the Nova Scotia Health matters and be prepared to make recommendations as required;
- (k) Communicate to on-site Nova Scotia Health command any special objectives of the ECC;
- (l) Maintain a log of all actions taken

## **EMERGENCY HEALTH SERVICES – Ambulance & Paramedics (Emergency Health Services (EHS))**

**ROLE:** The role of Health Services is to provide emergency health services. Will assist other emergency services and coordinate health services.

**RESPONSIBILITIES:**

- (a) Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources, as required.
- (b) Ensuring provision of emergency medical services at the site of the emergency
- (c) Coordinate the transportation of injured victims and health care personnel to appropriate medical facilities, as required.
- (d) Establish an ongoing communication link with the senior EHS official at the scene of the emergency.
- (e) Ensuring continuity of emergency medical services coverage is maintained throughout the remainder of the county.
- (f) Obtain EHS from other Municipalities/Regions for support, if required.
- (g) Ensuring sufficient resources are available and assigned in order to perform triage treatment and transportation for the emergency.
- (h) Advising the CCG if other means of transportation is required for a large-scale response.
- (i) Assist other health institutions to deliver emergency services to victims of the emergency.
- (j) Ensure liaison with the receiving hospitals.
- (k) Liaise with the Hospital and Health Centre to help facilitate medical services at the hospital.
- (l) Ensure liaison with the Nova Scotia Health rep., as required.
- (m) Ensure distribution of casualties in an appropriate and effective way.
- (n) Maintain a log of all actions taken.

### **EMERGENCY HEALTH SERVICES (EHS) REPRESENTATIVE(S)**

**RESPONSIBILITIES:** The Emergency Health Services representative or alternate is responsible to:

- (a) Maintain an up-to-date listing and be knowledgeable of available EHS resources;
- (b) Liaison with municipal, provincial and federal health resources;
- (c) Provide communications between the ECC and EHS;
- (d) Advise members of the ECC on the EHS matters and be prepared to make recommendations as required;
- (e) Communicate to on-site EHS command any special objectives of the ECC;
- (f) Maintain a log of all actions taken

## TRANSPORTATION SERVICE

**ROLE:** The role of the transportation service is to provide and control the emergency transportation of people.

**RESPONSIBILITIES:** During an emergency the transportation service is responsible for:

- (a) The direction and coordinated control over all public transportation;
- (b) The immediate and ongoing transportation needs to move people from evacuation area to relocation centres;
- (c) To act as a liaison with bus companies, taxis and any other mode of transportation;
- (d) The provision of specialized buses to aid in the evacuation of hospitals or life institutions;
- (e) To maintain service in non-affected areas.

## TRANSPORTATION SERVICE REPRESENTATIVE

**RESPONSIBILITIES:** The transportation service representative or alternate is responsible for:

- (a) Maintain an up-to-date listing of resources for emergency public transportation, with a copy to be filed with the EMC;
- (b) The coordination with emergency officials if the movement of emergency personnel should be required;
- (c) Advise the members of the ECC on matters relative to emergency public transportation and be prepared to make recommendations as required;
- (d) Maintain a log with time and date of all actions taken.

## ANIMAL CONTROL

When an evacuation order is in effect, the Animal Control under the direction of the Animal Control Response Branch Director will be responsible for the following:

- (c) Be prepared to evacuate and relocate animals located within the area to be evacuated;
- (d) Remove animals in distress to safe areas;
- (e) Maintain close liaison with the police service and the Department of Health;
- (f) All animal bites will be reported to the proper medical authorities and the animal carcass will be sent to Agriculture and Agri-Food Canada for rabies testing.
- (g) Employ euthanasia on animals that pose a threat to humans;
- (h) Remove and dispose of animal carcasses from private property or public property.

## **PUBLIC WORKS DEPARTMENTS (Municipal and Provincial)**

**ROLE:** The Public Works Departments will support emergency operations by providing engineering services, equipment and manpower.

**RESPONSIBILITIES:** During an emergency the Public Works Departments will be responsible to:

- (a) Activate their respective emergency services plan;
- (b) Provide municipal equipment, supplies and personnel as required;
- (c) Provide an up-to-date list with phone numbers of equipment, supplies, suppliers of materials, construction companies, private contractors and engineering resources, etc.;
- (d) Act as liaison with Water Utilities, Nova Scotia Power, Telephone Companies, Cable Companies and Gas Companies for the disconnect of services that represent a hazard and for the restoration of service when it is safe to do so;
- (e) Arrange for the necessary tests to determine the degree of any potential explosive, flammable, or toxic agents and arrange for the elimination of same with municipal infrastructure;
- (f) Provide assistance in clean-up operations and repair damage where there is a municipal responsibility to do so;
- (g) Provide barricades and flashers on request;
- (h) Provide and post directional and/or information signage as requested;
- (i) Provide auxiliary and/or emergency lighting as requested;
- (j) Provide alternate sanitation facilities if required;
- (k) Provide assistance in search and rescue operations if required;
- (l) Protect life, property and the environment.

## **PUBLIC WORKS REPRESENTATIVE**

**RESPONSIBILITIES:** The public works department's representatives or alternates are responsible to:

- (a) Maintain an up-to-date listing with phone numbers of special equipment such as backhoes, bulldozers, generators, trucking equipment, pumps, excavators, air-compressors, cranes, construction materials, portable toilets, etc., with a copy to be filed with the EMC;
- (b) Maintain an up-to-date list of emergency contact names and phone numbers for Water Utilities, Nova Scotia Power, Phone Companies, Cable Companies and Gas Companies with a copy to be filed with the EMC;
- (c) Advise members of the Emergency Management Planning Committee on municipal service matter and be prepared to make recommendations as required;
- (d) Advise members of the ECC on municipal service during an emergency and be prepared to make recommendations if required;
- (e) Coordinate municipal services during an emergency and communicate objectives of the ECC to municipal staff;
- (f) Maintain a log with time and date of all actions taken

## **UTILITY PROVIDERS**

(Nova Scotia Power, BELL, Eastlink, Telus, etc.)

- Provide situation reports on system outages and damages;
- Monitor the status of system outages and customers without services;
- Restore utility supply to critical facilities following an incident.
- Arrange to discontinue utility services to any consumers where it is considered necessary in the interest of public safety.

Arrange for the clearance of power lines on emergency routes in order that emergency response personnel have safe access to perform their duties.

**DEPARTMENT OF COMMUNITY SERVICES/CANADIAN RED CROSS**  
**Emergency Social Services Program (ESS)**

**PREAMBLE:**

Through the agreement initially signed April 2000 Department of Community Services (DCS) and Canadian Red Cross (CRC) work together in the prior planning, training & preparedness for an emergency or disaster for the provision of Emergency Social Services (ESS) in an emergency or disaster. The six emergency social services are Food, Clothing, Lodging, Reception and Information, Registration and Inquiry and Personal Services.

**PREPLANNING:**

CRC prepares and provides ongoing orientation and training in the six Emergency Social Services to all appropriate Red Cross personnel involved in emergency preparedness in Nova Scotia. CRC negotiates and provides ongoing orientation and training to community Emergency Social Service partners, enabling those groups to integrate into the overall Red Cross emergency plan. These would include such groups as the Salvation Army, St John Ambulance, Association of Food Banks, grocery and hotel chains, etc.

In consultation with DCS meets with each Municipal Emergency Management Coordinator in their region on a regular basis to ensure Emergency Social Service is a part each Municipality's emergency plan and to provide clarification on DCS/CRC roles and responsibilities in pre-response, response and post-response situations. This includes being involved with the Municipalities' emergency exercise, etc.

**RESPONSE (Red Cross):**

Call out of Canadian Red Cross under Department of Community Services normally occurs when there has been an evacuation of a minimum of 10 units or 25 people. When called by Municipal EMO personnel, the Canadian Red Cross responds immediately to the emergency site, designated reception centre(s) and/or the locally designated emergency operations centre whichever is most appropriate for the emergency situation. In most situations where CRC is called first EMO, the CRC and/or the EMC will call DCS to inform them of the emergency to ensure availability of resources and consistent communication.

The CRC will manage designated reception centres/shelters and provide sufficient personnel resources to cover all six Emergency Social Services throughout the duration of the emergency. The CRC is the agency responsible for the domestic Disaster Animal Response Team (DART). Red Cross will manage designated reception centres (when necessary) to capture contact information of evacuees. From here the response goes remote. Red Cross volunteers will then contact the evacuees by phone to register them and complete a needs assessment to determine what essential services are required.

**CONTACT DETAILS:**

Situations requiring immediate access to the Canadian Red Cross can be received, on a 24 hour/7day per week basis, at the Canadian Red Cross' emergency number (1-800-222-9597). This is not a number for the distribution to the general public. It is for municipalities' emergency staff to use in times of emergency.



## DEPARTMENT OF NATURAL RESOURCES & RENEWABLES

### CONTINGENCY PLAN FOR A FOREST FIRE EMERGENCY

#### The Wildfire Emergency

Wildfires are not, in themselves, emergencies. They can normally be dealt with by the district field staff of the Nova Scotia Department of Natural Resources & Renewables, as part of the Department's normal responsibilities. A wildfire which threatens lives and structural property requires prompt coordinated action to mitigate its effects. The technician in charge of the fire will make an initial assessment of the potential danger of a fire to a community. When necessary, the Incident Commander (IC) will advise the local Regional Emergency Management Coordinator (REMC) of any potential problem fire that may threaten the lives of a community. An assessment by the REMC and the IC will be carried out, and an action plan will be developed to take such action as may be necessary to protect lives and property. The REMC and the Annapolis County Regional Emergency Management Organization will initiate and procure the cooperation of all agencies required to ensure the protection of lives and property.

#### Procedures

1. When a wildfire threatens human habitation within the Annapolis County region, the Department of Natural Resources and Renewables will notify the Annapolis County Regional Emergency Management Organization.
2. Appropriate and necessary emergency procedures within the Annapolis County Region will be handled by the Annapolis County Regional Emergency Management Organization.
3. A staff member of the Department of Natural Resources and Renewables will be placed in charge of the wildfire and thus in charge of suppression activities.
4. A liaison officer from the Department of Natural Resources and Renewables may be appointed to relay information from the IC to the Annapolis County Regional Emergency Management Organization.
5. In an emergency situation arising from a wildfire, the Department of Natural Resources and Renewables will:
  - a. Be in charge of and combat the wildfire;
  - b. Provide information on the direction and speed of travel of the wildfire;
  - c. Provide any relative information to the Annapolis County Regional Emergency Management Organization;
  - d. Provide any aid possible and applicable which may be requested by the Annapolis County Regional Emergency Management Organization.
6. The Annapolis County Regional Emergency Management Organization will:
  - a. Handle all communications and consultation involving residents;
  - b. Plan and arrange for any evacuation requirements;
  - c. In consultation with the Department of Natural Resources and Renewables liaison officer issue joint media release for fire and related emergency information;
  - d. With the aid of local fire department be responsible for all structural fire protection and/ or suppression within their jurisdiction;
  - e. Make decisions regarding evacuation based on information supplied by the Department of Natural Resources and Renewables;
  - f. Assist the Department of Natural Resources and Renewables in logistical or other support as may be required.

# Annapolis County – Risk & Hazards



		Severity					
		What is the Severity of Injuries / Potential Damages / Financial Impacts					
		1 – Insignificant	2 – Minor	3 – Moderate	4 - Significant	5 - Catastrophic	
Likelihood	5 Highly Probable Every 5 years or less		<ul style="list-style-type: none"> <li>Communications Blackout</li> </ul>	<ul style="list-style-type: none"> <li>Power Outage</li> <li>Freezing Rain/Ice Storm</li> <li>Pandemic</li> </ul>	<ul style="list-style-type: none"> <li>Blizzards</li> <li>Hurricanes</li> </ul>		
	4 Likely to Occur: Once every 10 years		<ul style="list-style-type: none"> <li>Major Infrastructure Failure</li> <li>Major Water Main Break</li> </ul>	<ul style="list-style-type: none"> <li>Major Structure Fire</li> <li>Water Shortage</li> <li>Major Road Accident</li> <li>River Flood</li> </ul>	<ul style="list-style-type: none"> <li>Major Forest Fire</li> </ul>		
	3 Might Occur: Once every 20-30 years		<ul style="list-style-type: none"> <li>Severe Fog</li> <li>Small Boat Accident/Lost</li> <li>Sudden Waste Disposal Problem</li> </ul>	<ul style="list-style-type: none"> <li>Extreme Heat Wave</li> <li>Major Frost Freeze</li> <li>Tidal Surge</li> <li>Water Pollution</li> </ul>	<ul style="list-style-type: none"> <li>Epidemic</li> <li>Flash Flood</li> <li>Cyber Attack</li> <li>Drought</li> </ul>		
	2 Not Expected: Could Occur every 50 years			<ul style="list-style-type: none"> <li>Bomb Threats</li> <li>Hostage Incident</li> <li>Major Gas Main break</li> <li>Sink Hole</li> </ul>	<ul style="list-style-type: none"> <li>Civil Disobedience or Riot</li> <li>Dam Rupture</li> <li>Major Industrial Accident</li> <li>Plane Crash</li> </ul>	<ul style="list-style-type: none"> <li>Chemical Contamination or Spill</li> <li>Massive Automobile wreck</li> <li>Terrorist Attack</li> </ul>	<ul style="list-style-type: none"> <li>Major Hail storm</li> <li>Active Shooter/Mass Shooting</li> </ul>
	1 Rare: Once every 100+ years				<ul style="list-style-type: none"> <li>Actual Bombing</li> <li>Tornado</li> <li>Earthquake</li> </ul>	<ul style="list-style-type: none"> <li>Mud or Landslide</li> </ul>	

Very High Risk
  High Risk
  Medium Risk
  Low Risk

### Risk Analysis Matrix – Definition of Risk Ratings

- Very High (VH) Risk** – These risks are classed as primary or critical risks requiring immediate attention. They may have a high or probable likelihood of occurrence and their potential consequences are such that they must be treated as a high priority. This may mean that strategies should be developed to reduce or eliminate the risks and that mitigation in the form of (multi-agency) planning, exercising and training for these hazards should be put in place and monitored on a regular basis. Consideration should be given to *specific* planning to the risk rather than generic.
  
- High (H) Risk** – These risks are classed as significant. They may have high or low likelihood of occurrence, however their potential consequences are sufficiently serious to warrant appropriate consideration, after those risks classed as ‘very high’ are addressed. Consideration should be given to the development of strategies to reduce or eliminate the risks, and that mitigation in the form of (multi-agency) generic planning, exercising and training should be put in place and monitored on a regular basis.
  
- Medium (M) Risk** – These risks are less significant, however, may cause upset and inconvenience in the short term. These risks should be monitored to ensure that they are being appropriately managed and consideration given to their management under generic emergency planning arrangements.
  
- Low (L) Risk** – These risks are both unlikely to occur and not significant in their impact. They should be managed using normal or generic planning arrangements and require minimal monitoring and control unless subsequent risk assessments show a substantial change, prompting a move to another risk category.

## Annex H: All-Hazards Response & Hazard Specific Plans

This All-Hazards Response chart may be used in the event of an emergency that does not correspond to any specific hazards plans. Its elements pertain to most kinds of emergencies.

MAJOR CONCERNS: Safety and Comfort of Residents, Property Damage or Loss, Environmental Degradation, Infrastructure Protection, Disruption of Normal Services, Media/Public Information.



MITIGATION/ PREVENTION	RATIONALE	ACTION BY
Municipality land use plans	<ul style="list-style-type: none"> <li>Incorporate risk reduction measures (i.e., flood risk mapping, Municipality wildfire protection plan).</li> </ul>	Municipality Council(s)
Building by-laws	<ul style="list-style-type: none"> <li>Improve resilience by adopting more rigorous code requirements.</li> </ul>	Municipality Council(s)
Emergency back-up power for critical infrastructure	<ul style="list-style-type: none"> <li>Ensure emergency coordination centres, Municipality evacuation centres, telecommunications, water treatment plants, sewage lift stations, and any mechanical sewage treatment plants are protected during interruptions in power.</li> </ul>	CAO or designate, staff

PREPAREDNESS	RATIONALE	ACTION BY
Municipality Emergency Response Plan	<ul style="list-style-type: none"> <li>Ensure all agencies and individual emergency responders, officials and volunteers are familiar with local emergency arrangements and procedures and are aware of their role and responsibilities.</li> </ul>	REPC, EMC
Public information/awareness program to inform residents of the need to take proactive measures before, during and after an emergency.	<ul style="list-style-type: none"> <li>To reduce individuals' exposure to risk before an emergency strikes and ensure timely recovery after a disaster impacts the Municipality.</li> </ul>	REPC, PIO
Municipality emergency training program.	<ul style="list-style-type: none"> <li>Ensure emergency responders, supporting and assisting agencies and volunteers are prepared to fulfill their emergency role or function.</li> </ul>	REPC, EMC
Emergency communications system(s) for first responders and local emergency officials.	<ul style="list-style-type: none"> <li>Ensure efficient and coordinated operational response through effective communications among all response agencies.</li> </ul>	Various member agencies of the REPC

RESPONSE	RATIONALE	ACTION BY
Activate Emergency Plan	<ul style="list-style-type: none"> <li>• Coordinate all resources;</li> <li>• Engage response agencies;</li> <li>• Activate the ECC and the ECC group.</li> </ul>	CAO or designate
Assessment of Situation	<ul style="list-style-type: none"> <li>• Assess incident reports and/or forecasts to determine appropriate support to the IC in their response to the threat;</li> <li>• Determine if additional resources are needed;</li> <li>• Determine if mutual aid agreements need to be engaged;</li> <li>• Determine potential risk of secondary hazards (such as utilities failure, interruptions in communications links to the outside. risk to residents' personal safety or comfort).</li> </ul>	REPC
Scene Stabilization	<ul style="list-style-type: none"> <li>• Keep onlookers and traffic away from the emergency site and out of danger;</li> <li>• Control access to the evacuation collection area to avoid congestion and potential safety issues;</li> <li>• Use barricades, signs and media to restrict access.</li> </ul>	Incident Command
Conduct emergency operations	<ul style="list-style-type: none"> <li>• Fire suppression;</li> <li>• Contain spills of hazardous substances;</li> <li>• Respond to issues of contamination of ground, water or air;</li> <li>• Rescue or recovery;</li> <li>• Demolition or removal of dangerous structures, equipment or vegetation.</li> <li>• Update the ECC regularly.</li> </ul>	Incident Command
Inform Residents	<ul style="list-style-type: none"> <li>• Inform residents of the hazard or threat;</li> <li>• Ensure consistent and up-to-date messages to residents and other involved parties;</li> <li>• Inform residents of measures they can take to avoid risk or remove themselves from risk;</li> <li>• Provide instructions to residents regarding evacuation procedures or their requirement to prepare or act in the face of the threat;</li> <li>• Keep residents advised of the hazardous situation as it develops.</li> </ul>	PIO, in support of the Mayor and CAO or designate.
Coordinate Access and Information to the Media	<ul style="list-style-type: none"> <li>• Identify approved spokespersons.</li> <li>• Ensure appropriate access for the Media for observation of the incident and access to officials, but not to compromise the site;</li> <li>• Ensure only approved messaging is provided to the media.</li> </ul>	PIO in support of the Mayor, CAO or designate and onsite Incident Command.
Evacuation Decisions	<ul style="list-style-type: none"> <li>• Determine if conditions require that residents be removed to a safe central place in the Municipality or to neighbouring Municipality(s).</li> <li>• Sign Evacuation Order.</li> <li>• Determine priorities for evacuating residents.</li> <li>• Open support facilities.</li> <li>• Provide support to evacuees</li> <li>• Engage supporting agencies i.e., Red Cross</li> </ul>	ECC and Incident Commander
Emergency Response Communications	<ul style="list-style-type: none"> <li>• Maintain up to date information flow among parties involved in</li> <li>• emergency operations;</li> <li>• Ensure shared situational awareness;</li> <li>• Establish regular briefing</li> </ul>	ECC, Incident command, Mayor/Council/Public/Media



## Dam Failure

<b>A. Possible Major Effects</b>	
1. Injuries/Fatalities	Low
2. Damage to property	Medium to High
3. Disruption of communications	Low to Medium
4. Disruption of traffic	Medium to High
5. Disruption of utilities	Medium to High
6. Contamination of normal water supplies	Low
7. Evacuation of population	Low to Medium
8. Escape of hazardous materials (oil tanks, propane, etc.)	Medium to High
<b>B. Potential Actions at the Scene</b>	
<b>Agency Responsible</b>	
1. Obtain and disseminate current meteorological forecasts	ECC/NS EMO/Environment Canada
2. Establish an emergency headquarters	County Council Chambers – ECC/
3. Ensure adequate communications and news release systems (e.g., water rationing)	Information Officer (Command Staff)/Nova Scotia Power
4. Assess community short term and long-term needs	Nova Scotia Power/Municipality/ECC/Public Works
5. Identify and locate alternative water supplies	Nova Scotia Power/Municipality/ECC/NS EMO
6. Establish Comfort Centres	Community Volunteers/Fire Halls/Municipality
7. Establish an inquiry service	Nova Scotia Power/Red Cross/ Dept. of Community Services/Volunteer agencies
8. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer agencies
9. Continually monitor water levels or significant changes	Nova Scotia Power/NS Dept. of Public Works/Dept. of Environment
10. Determine if evacuation is necessary	Municipal Council/Nova Scotia Power/Fire/RCMP/Town Police
11. Rescue & Recovery	Fire/RCMP/Town Police/Ground Search & Rescue
12. Monitor water quality and adjust treatment if necessary	Municipal Public Works
13. Boil Order advisory	Municipality/Public Works/NS Dept. of Environment
14. Track costs, over time, set up required financial tracking documents	Finance/Administration
15. Procurement and Contracts	Nova Scotia Power/Finance/Administration
16. Monitor wildfire conditions and outlooks	NS EMO/Fire/ECC/Municipality
17. Contact NS EMO, airlines for guidance on compensating the municipality for extraordinary response costs.	Finance/Administration/NS EMO
<b>C. Equipment</b>	
<b>Sources</b>	
1. Potable water – (e.g., drinking & cooking)	Municipality/NS EMO/ECC
2. Non-potable water (e.g., for toilets, laundry)	Municipality/NS EMO/ECC/Contractors
3. Food & Lodging	Red Cross/Dept. of Community Services/Volunteers
4. Barricades & Sand Bags	Municipal Public Works/NS Dept. of Public Works/DND
5. Boats	Fire/Nova Scotia Power
6. Communication equipment	Agency involved/NS EMO
7. Transportation	Transit/Annapolis Valley Centre for Education/Trans County Transportation/
8. Mobile public-address system	RCMP/Town Police/NS EMO/Radio Stations/Fire
9. Auxiliary lighting	Fire/Municipal Public Works/NS Dept. of Public Works /Contractors
10. Dyking equipment	NS Dept. of Public Works/Municipal Public Works/Contractors
11. Heavy equipment (bulldozers, etc.)	NS Dept. of Public Works/Municipal Public Works/Contractors
12. Potable water – (e.g., drinking & cooking)	Municipality/NS EMO/ECC

## Dangerous Gases (Hazardous Materials Release)

<b>A. Possible Major Effects</b>	<b>Probability</b>
1. Injuries/Fatalities	Low to Medium
2. Tendency of people to disperse	Medium
3. Explosions and fire	Medium to High
4. Health hazard to humans and livestock	Medium
5. Disruption of traffic	Low to Medium
6. Disruption of utilities	Low to Medium
7. Disruption of business and industrial activities	Low to Medium
8. Evacuation	Medium to High (Localized evacuation)

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Determine nature and effects of the gas	RCMP/Fire/Canadian Transport Emergency Centre (CANUTEC)/HAZMAT team
2. Establish an emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	RCMP/Town Police/Fire
5. Establish routes for emergency vehicles	RCMP/Town Police/Fire
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue and Firefighting	Fire/RCP/Town Police/Ground Search and Rescue
8. Establish a temporary morgue	RCMP
9. Establish a news release system	Information Officer (Command Staff)
10. Establish Reception centre & emergency shelter	Red Cross/Dept. of Community Services/Volunteer Agencies
11. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer Agencies
12. Establish an inquiry service	Red Cross/Dept. of Community Services/Volunteer Agencies
13. Eliminate further escape of gases	Municipal Public Works/HAZMAT/Contractors
14. Warn adjacent areas and define area of risk	RCMP/Town Police/Ground Search and Rescue
15. Evacuate area	RCMP/Town Police/Fire/Zone Commanders
16. Establish evacuation routes	RCMP/Town Police/NS EMO

<b>C. Equipment</b>	<b>Sources</b>
1. Firefighting and rescue equipment including respirators and resuscitators	Fire/RCMP/Town Police/Ground Search and Rescue/Municipal Public Works
2. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
3. Ambulances	EHS/Transportation Coordinator
4. Decontaminating equipment	HAZMAT team/Fire/NS EMO/Contractors
5. Barricades	Municipal Public Works/ NS Dept. of Public Works
6. Mobile public address equipment	RCMP/Town Police/NS EMO/Radio Stations/Fire
7. Anti-gas clothing if necessary	Fire/RCMP/Town Police/Ground Search & Rescue/Public Works/HAZMAT team
8. Emergency feeding facilities	Red Cross/Dept. of Community Services
9. Hazardous materials equipment	Fire/HAZMAT team/Contractors

## Drought

<b>A. Possible Major Effects</b>	
1. Injuries/Fatalities	Low
2. Loss of Water supply	High
3. Disruption of Agricultural operations	Medium to High
4. Need for community water rationing	Medium to High
5. Contamination of normal water supplies	Medium to High
6. Increased risk of fires	Medium to High
7. Possible business closures due to a lack of water	Low to Medium
8. Dangers to Public Health (illness/disease)	Medium to High
9. Disruption of food supply	Low to Medium
10. Losses to local economy	Low to Medium
11. Hazards to livestock	Low to Medium

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Obtain and disseminate current meteorological forecasts	ECC/NS EMO/Environment Canada
2. Establish an emergency headquarters	County Council Chambers – ECC
3. Ensure adequate communications and news release systems (e.g., water rationing)	Information Officer (Command Staff)
4. Assess community short term and long-term needs	Municipality/ECC/Public Works
5. Identify and locate alternative water supplies	Municipality/ECC/NS EMO
6. Establish Comfort Centre/ Water Distribution Centres	Community Volunteers/Fire Halls/Municipality
7. Establish an inquiry service	Red Cross/ Dept. of Community Services/Volunteer agencies
8. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer agencies
9. Continually monitor water levels or significant changes	Public Works/Dept. of Environment
10. Monitor water quality and adjust treatment if necessary	Public Works
11. Boil Order advisory	Municipality/Public Works
12. Bottled potable and non-potable water	ECC/NS EMO
13. Establish a news release system	Information Officer (Command Staff)
14. Track costs, over time, set up required financial tracking documents	Finance/Administration
15. Procurement and Contracts	Finance/Administration
16. Monitor wildfire conditions and outlooks	NS EMO/Fire/ECC/Municipality

<b>C. Equipment</b>	<b>Sources</b>
1. Potable water – (e.g., drinking & cooking)	Municipality/NS EMO/ECC
2. Non-potable water (e.g., for toilets, laundry)	Municipality/NS EMO/ECC/Contractors
3. Shower facilities	Municipality/Community Facilities



## Explosion

A. Possible Major Effects	Probability
1. Injuries/Fatalities	Medium to High
2. Panic	Medium
3. Disruption of utilities	Low to Medium
4. Damage to property	Medium to High (Localized)
5. Disruption of communications	Low to Medium
6. Disruption of traffic	Medium
7. Fires	High
8. Secondary explosions	Medium to High
9. Release of dangerous gases, smoke, chemicals, etc.	Medium to High

B. Potential Actions at the Scene	Agency Responsible
1. Eliminate hazards from public utilities	Public Works/Utilities
2. Establish an emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes emergency vehicles	RCMP/Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue and Firefighting	Fire/RCMP/Town Police/Ground Search & Rescue
8. Establish a temporary morgue	RCMP/Town Police
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer Agencies
11. Establish Reception centre & emergency shelter	Red Cross/Dept. of Community Services/Volunteer Agencies
12. Establish an inquiry service	Red Cross/Dept. of Community Services/Volunteer Agencies
13. Establish traffic control	RCMP/Town Police
14. Establish crowd control	RCMP/Town Police
15. Protection of property	RCMP/Town Police
16. Arrange for specialists to deal with hazardous substances	Fire/RCMP/ Town Police/NS EMO/HAZMAT team
17. Estimate possible future hazards	Specialists/Contractors

C. Equipment	Sources
1. Firefighting and rescue equipment	Fire/RCMP/Town Police/Ground Search and Rescue/Municipal Public Works
2. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
3. Ambulances	EHS/Transportation
4. Equipment to repair public utilities	Municipal Public Works/Utilities
5. Barricades	Municipal Public Works/ NS Dept. of Public Works
6. Auxiliary lighting	Fire/Municipal Public Works/ NS Dept. of Public Works /Contractors
7. Special equipment associated with type of hazard	Supplier/Contractor
8. Food and lodging	Red Cross/Dept. of Community Services

## Fire (Major)

<b>A. Possible Major Effects</b>	<b>Probability</b>
1. Injuries/Fatalities	Low to Medium
2. Release of toxic smoke, gases and other products of combustion	Low to Medium
3. Sudden hospital/health centre requirements	Medium
4. Damage to property	Medium to High
5. People displaced from their homes	Medium to High
6. Disruption of traffic	High
7. Disruption of communications	Low
8. Disruption of utilities	Medium
9. Evacuation	High in localized area
10. Collapse of buildings & other structures	Low to Medium
11. Explosions and other hazards	Low to Medium
12. Disruption of Business and Industrial Activities	High

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Secure disaster scene for subsequent investigation	RCMP/Town Police
2. Establish emergency headquarters	County Council Chambers - ECC
3. Establish adequate communications	Fire/RCMP/Town Police/EHS/ECC
4. Establish a control perimeter	Police
5. Establish routes for emergency vehicles	Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue and firefighting	Fire/RCMP/Town Police/Ground Search & Rescue
8. Establish a temporary morgue	RCMP/Town Police
9. Establish a news release system	Information Officer (Command Staff)
10. Determine if evacuation is necessary	Municipal Council/Fire/RCMP/Town Police
11. Evacuate affected residents	RCMP/Town Police/Ground Search & Rescue
12. Establish Reception centre & emergency shelter	Red Cross/Dept. of Community Services/Volunteer agencies
13. Establish an inquiry service	Red Cross/ Dept. of Community Services/Volunteer agencies
14. Eliminate hazards from damaged utilities	Public Works/Utilities
15. Establish crowd control	RCMP/ Town Police
16. Establish traffic control	RCMP/ Town Police
17. Warning of spread of fire	RCMP/Town Police/News Media
18. Track costs, over time, set up required financial tracking documents	Finance/Administration
19. Establish compensation, claims and cost accounting	Finance/Administration

<b>C. Equipment</b>	<b>Sources</b>
1. Firefighting and rescue equipment	Fire/Ground Search & Rescue
2. Ambulances	EHS/Transportation
3. Water Tankers, i.e., street cleaners	Fire Department/Public Works/Contractors
4. Relay pumps	Fire Department/Public Works/ Contractors
5. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
6. Auxiliary lighting	Public Works/ Fire/Utilities
7. Mobile public-address equipment	RCMP/Town Police/Radio Stations/Fire
8. Food and lodging	Red Cross/Dept. of Community Services
9. Chemical response team	Fire/HAZMAT

## Flood

A. Possible Major Effects	Probability
1. Injuries/Fatalities	Low
2. Disruption of community	High and Localized
3. Disruption of utilities	Low to Medium
4. Damage to property and infrastructure (roads, bridges, etc.)	High in localized areas
5. Disruption of traffic	High
6. Disruption of communications	Low to Medium
7. Evacuation	Medium to High
8. Contamination of normal water supplies	Medium to High
9. Loss of economic activities	Low to Medium
10. Release of hazardous materials, chemicals, etc.	Medium to High
11. Trapped/Isolated people	Low to Medium
12. Damage/Loss of Homes and/or Businesses	Low to Medium
B. Potential Actions at the Scene	Agency Responsible
1. Warning of imminence	Environment Canada/Provincial flood authority
a. long-term	Meteorological services/Canadian Tide & Current Tables (Environment Canada)
b. short-term	RCMP/Town Police/ECC
2. Establish an emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	RCMP/Town Police/ECC/Fire
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes for emergency vehicles	RCMP/ Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue	Fire/RCMP/Town Police/Ground Search and Rescue
8. Establish a temporary morgue	RCMP/Town Police
9. Establish a news release system	Information Officer (Command Staff)
10. Establish Reception centre & emergency shelter	Red Cross/Dept. of Community Services/Volunteer agencies
11. Establish an inquiry service	Red Cross/DCS/Volunteer agencies
12. Evacuation of personnel, livestock, etc.	Red Cross/Dept. of Community Services/Ground Search and Rescue/Volunteer agencies/Agriculture
13. Eliminate hazards from damaged utilities	Municipal Public Works/NS Dept. of Public Works /Utilities
14. Protection of property and relocate resources where necessary	RCMP/Town Police
15. Provide auxiliary power	Municipal Public Works/NS EMO
16. Clear debris	Municipal Public Works/NS Dept. of Public Works /Contractors
17. Mobilize necessary manpower & equipment	NS EMO/Fire/Ground Search and Rescue/Volunteer groups/Dept. of National Defence
20. Determine if evacuation is necessary	Municipal Council/Fire/RCMP/Town Police/NS EMO
21. Evacuate affected residents	RCMP/Town Police/Ground Search and Rescue
18. Establish jurisdiction	Government/NS EMO
19. Establish traffic control –Detours/Road Closures	NS Dept. of Public Works/RCMP/Town Police
20. Establish dyking as required	NS Dept. of Public Works/Municipal Public Works/Contractors
21. Check stocks of sand and sandbags	NS Dept. of Public Works/Contractors
22. Storage of furnishings and equipment	NS EMO
23. Establish emergency health facilities	Nova Scotia Health/Dept. Health & Wellness
24. Track costs, over time, set up required financial tracking documents	Finance/Administration
25. Establish compensation, claims and cost accounting	Finance/Administration

<b>C. Equipment</b>	<b>Sources</b>
1. Rescue equipment	RCMP/Town Police/Fire/Ground Search & Rescue/NS EMO
2. Pumps	Public Works/Fire/Contractors
3. Boats	Fire/Volunteers/NS EMO
4. Medical and health supplies	EHS/Nova Scotia Health
5. Transportation/Boats	NS EMO/Fire/Various sources/Transportation Coordinator
6. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
7. Auxiliary power & lighting	Public Works/NS EMO/Various sources
8. Mobile public-address equipment	RCMP/Town Police/NS EMO/Radio Stations/Fire
9. Food and lodging	Red Cross/Dept. of Community Services/Other volunteer organizations
10. Diving equipment	NS Dept. of Public Works/Municipal Public Works/Contractors
11. Heavy equipment (bulldozers, etc.)	NS Dept. of Public Works/Municipal Public Works/Contractors
12. Auxiliary lighting equipment	Municipal Public Works/ NS Dept. of Public Works/Utilities/Fire
13. Storage facilities for equipment, furnishings, livestock	NS EMO/Province
14. Transportation	Transit/Annapolis Valley Centre for Education/Trans County Transportation/

## Hurricane/Windstorm/Snowstorm (Severe Weather)

<b>A. Possible Major Effects</b>	<b>Probability</b>
1. Injuries/Fatalities	High (Numbers increase by Hurricane Category)
2. Disruption of community	High
3. Disruption of utilities	High
4. Damage to property	Light & isolated to extreme
5. Disruption of traffic	High
6. Disruption of communications	Medium to High
7. Disruption to Hospitals & Social Services	Low to Medium
8. Disruption to Emergency Providers	Medium to High
9. Trapped/Vulnerable people	Low to Medium
10. Evacuation	Medium to High

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Warning of imminence	Meteorological service/CBC/Other news media
2. Establish an emergency headquarters	County Council Chambers - ECC
3. Establish adequate communications	RCMP/Town Police/NS EMO/ECC/EHS/Fire
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes for emergency vehicles	RCMP/Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue	Fire/RCMP/Town Police/
8. Establish a news release system	Information Officer (Command Staff)
9. Establish Reception centre & emergency shelter	Red Cross/Dept. of Community Services/Volunteer Agencies
10. Establish Comfort Centres	Community Volunteers/Fire Halls/Municipality
11. Establish a registration and inquiry service	Red Cross/Dept. of Community Services
12. Eliminate hazards from damaged utilities	Municipal Public Works/Utility Companies
13. Protection of property	RCMP/ Town Police
14. Provide auxiliary power	Municipal Public Works/NS EMO
15. Clear debris	Municipal Public Works/NS Dept. of Public Works/Contractors
16. Track costs, over time, set up required financial tracking documents	Finance/Administration
17. Procurement and Contracts	Finance/Administration

<b>C. Equipment</b>	<b>Sources</b>
1. Rescue equipment	Fire/RCMP/Town Police/Ground Search & Rescue/NS EMO
2. Fire equipment	Fire
3. Ambulances	EHS/Transportation
4. Road clearing equipment	Municipal Public Works/ NS Dept. of Public Works/ Contractors
5. Barricades	Municipal Public Works/ NS Dept. of Public Works
6. Auxiliary power	Various sources
7. Mobile public-address equipment	Police/EMO/Radio stations/Fire
8. Food and lodging	Red Cross/Dept. of Community Services
9. Communications equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
10. Auxiliary lighting	Public Works/ NS Dept. of Public Works/Fire/Ground Search & Rescue/RCMP
11. Road clearing equipment	Municipal Public Works/ NS Dept. of Public Works/Contractors
12. Building Supplies	Municipal Public Works

## Pandemic/Epidemic

<b>A. Possible Major Effects</b>	
1. Illness/Loss of Life	Medium to High
2. Disruption of community (i.e., key people victims)	Medium
3. Sudden hospital and medical requirements (i.e., immunization)	Medium to High
4. Healthcare system overwhelmed (facilities/staff)	Medium to High
5. Vaccine shortage or none developed	Medium to High
6. Food and other resource supply shortage	Medium
7. Isolation & Quarantine	High
8. Restricted Travel (local & international)	High
9. Disruption of school, business and industrial activities	Medium to High
10. Economic loss	Low to Medium
11. Civil unrest (disobeying Public Health Orders)	Low to Medium
12. Contamination of normal water supplies	Medium
13. Panic	Medium to High
14. Complications due to restricted interaction with Rescue Staff (Fire/Police/EHS/Healthcare/ECC)	Low to Medium
15. Need for childcare	Medium
16. Hazards to livestock	Low to Medium

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Temporary immunization clinic	Nova Scotia Health/Dept. of Health & Wellness
2. Establish a temporary morgue	RCMP/Town Police
3. Establish a news release system	Public Information Coordinator
4. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer Agencies
5. Establish an inquiry service	Red Cross/Dept. of Community Services/Nova Scotia Health/Dept. of Health & Wellness/Province
6. Establish jurisdiction	Province/NS EMO/Dept. of Health & Wellness
7. Request medical staff	Nova Scotia Health
8. Contact Tracking/Tracing	Dept. of Health & Wellness
9. Establish quarantine facility	Dept. of Health & Wellness
10. Ensure proper disposal/isolation of contaminated waste	Nova Scotia Health/Dept. of Health & Wellness
11. Procurement and Contracts	Finance/Administration
12. Track costs, over time, set up required financial tracking documents	Finance/Administration

<b>C. Equipment</b>	<b>Sources</b>
1. Ambulances	EHS/Transportation
2. Medical and health supplies	Province/Nova Scotia Health/NS EMO
3. Field Hospital	NS EMO/Dept. of National Defence
4. Personal Protective Equipment	NS EMO/Contractors
5. Food & Lodging	Red Cross/Dept. of Community Services
6. Testing & Vaccine Sites	Hospitals/Health Centre/Fire Halls/Community Centres/Pharmacy locations.

Note: The ECC will not normally be activated during a pandemic unless there has been a request from NS EMO or Province.

## Power Failure

A. Possible Major Effects	Probability
1. Injuries – indirectly caused by lack of power	Low
2. Casualties – as above	Low
3. Disruption of Utilities	High
4. Disruption of Communication	High
5. Panic – real danger in crowded areas	Medium
6. Trapped persons	Low to Medium
7. Energized lines down	Medium to High
8. Fuel shortage	Medium to High
9. Money Shortage	Medium to High
10. Loss of Water (pumps)	Medium to High
11. Food Shortages (spoilage)	Medium to High
12. Health concerns for vulnerable population	Medium to High

B. Potential Actions at the Scene	Agency Responsible
1. Establish headquarters for restoration of power	Nova Scotia Power
2. Establish emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	Communication Coordinator
4. Restore power	Nova Scotia Power
5. Establish a priority for essential requirements	Local Government/NS EMO
6. Control the allocation of aux power	Municipalities/NS EMO
7. Rescue and release of trapped persons in electronically operated devices	Fire/RCMP/Town Police/Ground Search and Rescue
8. Assess danger to public health and provide emergency services	Health Care Services
9. Establish a news release system	Nova Scotia Power/ECC/Information Officer (Command Staff)
10. Establish Comfort Centres	Community Volunteers/Fire Halls/ECC
11. Establish Reception centres & emergency shelters	Red Cross/Dept. of Community Services/Volunteer Agencies
12. Establish an inquiry service	Red Cross/ Dept. of Community Services/Volunteer Agencies
13. Determine the status of water and food supplies; arrange for distribution	Red Cross/Dept. of Community Services/ECC/NS EMO
14. Organize an emergency transportation pool	ECC/NS EMO
15. Establish special assistance to aged, inform, and home patients	Red Cross/Dept. of Community Services
16. Establish traffic control	RCMP/Town Police
17. Protection of property	RCMP/Town Police
18. Track costs, over time, set up required financial tracking documents	Finance/Administration
19. Establish compensation, claims and cost accounting	Finance/Administration

C. Equipment	Sources
1. Auxiliary power	Municipal Public Works/Any other source of supply
2. Auxiliary heaters	Municipal Public Works/Any other source of supply
3. Mobile public-address equipment	Police/EMO/Radio Stations/Fire
4. Auxiliary lighting	Municipal Public Works/ NS Dept. of Public Works/Fire/Ground Search & Rescue/RCMP
5. Food and lodging	Red Cross/Dept. of Community Services
6. Communications equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio

## Transportation – Air

<b>A. Possible Major Effects</b>	
1. Injuries/Fatalities	Medium to High
2. Fire	High
3. Disruption of utilities	Medium to High
4. Damage to property	Medium to High
5. Disruption of traffic and communications	Medium
6. Nuclear or hazardous cargo problems	Low
7. Explosion	Medium
8. Special cargo problems	Medium
9. Sudden hospital requirements	Medium to High
10. International implications	Low to Medium
11. Involvement of dangerous goods (e.g., fuels)	Medium to High

<b>B. Potential Actions at the Scene</b>	<b>Agency Responsible</b>
1. Secure disaster scene for investigation	RCMP/Town Police
2. Establish emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	Communications Coordinator
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes for emergency vehicles	RCMP/Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue and Firefighting	Fire/RCMP/Town Police/ Ground Search and Rescue
8. Establish a temporary morgue	RCMP/Town Police
9. Establish a news release system	Information Officer (Command Staff)
10. Establish emergency social services	Red Cross/Dept. of Community Services /Volunteer Agencies
11. Establish an inquiry service	Red Cross/Dept. of Community Services
12. Disposition of nuclear or special cargos	RCMP/Town Police/Industry
13. Eliminate hazards from damaged utilities	Public Works/Utilities
14. Establish traffic control	RCMP/Town Police
15. Establish crowd control	RCMP/Town Police
16. Protection of property and valuables	RCMP/Town Police
17. Track costs, over time, set up required financial tracking documents	Finance/Administration
18. Contact NS EMO, airlines for guidance on compensating the municipality for extraordinary response costs.	Finance/Administration/NS EMO

<b>C. Equipment</b>	<b>Sources</b>
1. Firefighting and rescue equipment	Fire/RCMP/Town Police/Ground Search & Rescue/NS EMO/HAZMAT
2. Ambulances	EHS/Transportation Coordinator
3. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio
4. Auxiliary lighting	Fire/Municipal Public Works/ NS Dept. of Public Works /Contractors
5. Barricades	Municipal Public Works/NS Dept. of Public Works
6. Mobile public-address equipment	RCMP/Town Police/NS EMO/Radio Stations/Fire
7. Chemical response team	HAZMAT teams/Fire/Contractors



## Transportation – Road

A. Possible Major Effects	Probability
1. Injuries/Fatalities	Medium
2. Fires and explosions	Medium
3. Entrapment	Medium to High
4. Special cargo problems) e.g., Hazardous Materials	Medium
5. Disruption of traffic	High
6. Contamination	Medium
7. Sudden hospital requirements	Medium to High
8. Involvement of dangerous goods (e.g., fuels)	Medium to High

B. Potential Actions at the Scene	Agency Responsible
1. Request additional police assistance	RCMP/Town Police
2. Establish emergency headquarters	County Council Chambers – ECC
3. Establish adequate communications	Communications Coordinator
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes for emergency vehicles	RCMP/Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Rescue and Firefighting	Fire/RCMP/Town Police/ Ground Search and Rescue
8. Establish a temporary morgue	RCMP/Town Police
9. Establish a news release system	Information Officer (Command Staff)
10. Request doctors, ambulances, wreckers, fire trucks, and heavy equipment as required	RCMP/Town Police/Fire
11. Special precautions needed when radioactive container or dangerous gases, chemicals, etc. are involved	RCMP/Town Police/Fire/NS EMO/HAZMAT
12. Eliminate hazards from damaged utilities	Public Works/Utilities
13. Response costs may be billed to carrier. Track all response costs carefully	Finance/Admin.

C. Equipment	Sources
1. Firefighting and rescue equipment	Fire/RCMP/Town Police/Ground Search & Rescue/NS EMO/HAZMAT
2. Wrecker/tower equipped with cutting torches	RCMP/Municipal Public Works/NS Dept. of Public Works /Contractor
3. Ambulances	EHS/Transportation
4. Road clearing equipment	NS Dept. of Public Works/Municipal Public Works/Contractors
5. Auxiliary lighting	Fire/Municipal Public Works/NS Dept. of Public Works/Contractors
6. Barricades to control traffic	Municipal Public Works/NS Dept. of Public Works
7. Radioactive test equipment if accident involves radioactive material	NS EMO/HAZMAT/Industry
8. Test equipment for dangerous gases where applicable	Fire/NS EMO/Contractors
9. Hazardous materials equipment	Fire/HAZMAT team
10. Communication equipment	RCMP/Town Police/Fire/EHS/NS Public Safety & Field Communications/HAM radio

## Transportation – Water (Out at sea or close to land)

A. Possible Major Effects	Probability
1. Injuries/Fatalities	Medium
2. Fires and explosions	Low to Medium
3. Hazardous cargo	Low
4. Pollution of environment	Medium to High
5. Fuel/Oil spill in water contamination	Low to Medium
6. Hypothermia among victims and rescuers	Medium to High

B. Potential Actions at the Scene	Agency Responsible
1. Organize and direct search and rescue	Canadian Coast Guard/Police/EMO
2. Establish emergency headquarters	County Council Chambers – ECC – Canadian Coast Guard
3. Establish adequate communications	Communications Coordinator (RCMP/Coast Guard)
4. Establish a control perimeter	RCMP/Town Police
5. Establish routes for emergency vehicles	RCMP/Town Police
6. Notify hospitals of casualties including number and type	EHS/RCMP/Town Police
7. Organize and direct search & rescue	Canadian Coast Guard
8. Determine Cargo	Canadian Coast Guard/RCMP/Port Authority
9. Clean-up for oil spill & hazardous cargo	Atlantic Environment Response Team/ Canadian Coast Guard/Transport Canada/Supplier
10. Rescue and Firefighting	Fire/RCMP/Town Police/Ground Search and Rescue
11. Establish a temporary morgue	RCMP
12. Establish a news release system	Information Officer (Command Staff)
13. Establish emergency social services	Red Cross/Dept. of Community Services/Volunteer Agencies
14. Establish an inquiry service	Red Cross/Dept. of Community Services/Volunteer Agencies
15. Organize a shore-based search for injured or fatalities	RCMP/Town Police/Ground Search and Rescue/Canadian Coast Guard/NS EMO
16. Determine responsibilities of National Harbours Board, DOT, Coast Guard, RCAF Search & Rescue, Provinces, etc.	Agencies involved/RCMP/NS EMO
17. Establish traffic control	RCMP/NS Dept. of Public Works/Contractor

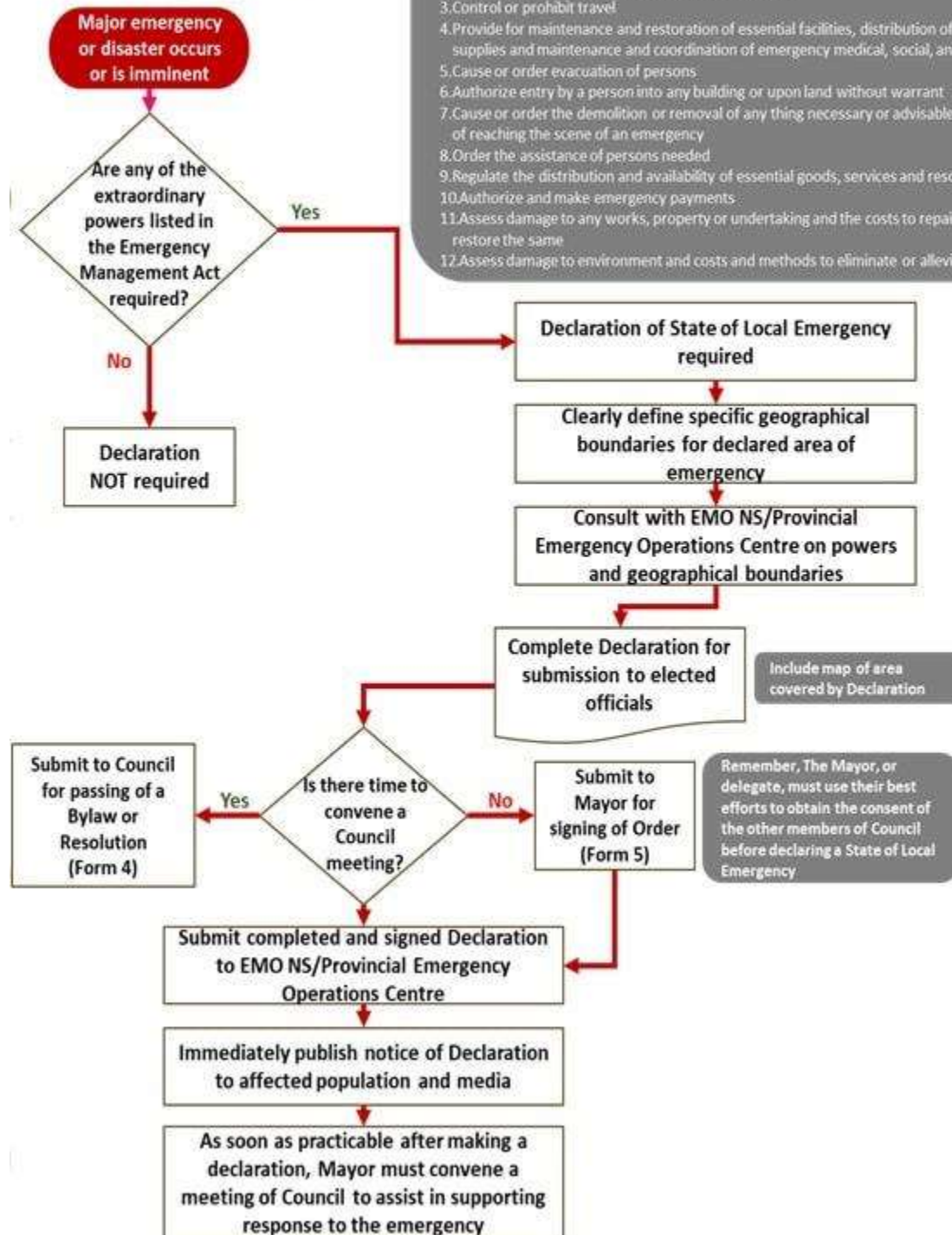
C. Equipment	Sources
1. Air/Sea rescue equipment provided by Coast Guard, DOT, RCMP, Police, RCAF	All agencies involved
2. Special Equipment may be required if radioactive material or other hazardous cargo is involved	Atlantic Environment Response Team/ Canadian Coast Guard/Transport Canada/Supplier
3. Limited medical supplies at reception centre	EHS
4. Barricades	NS Dept. of Public Works/Municipal Public Works
5. Communication equipment	Agency involved/NS EMO
6. Food & Lodging	Red Cross/Dept. of Community Services/Volunteers
7. Mobile public-address system	RCMP/Town Police/NS EMO/Radio Stations/Fire
8. Boats	Canadian Coast Guards/Transportation Officer/Fire/Volunteers (fishing community)
9. Firefighting equipment	Fire/Canadian Coast Guard

## Declaring a State of Local Emergency

Reference: [Nova Scotia Emergency Management Act](#)  
(Section 12 / Section 14 / Section 18)

### Emergency Powers In Brief:

1. Acquire or utilize personal property by confiscation or any means considered necessary
2. Authorize or require a qualified person to render aid
3. Control or prohibit travel
4. Provide for maintenance and restoration of essential facilities, distribution of essential supplies and maintenance and coordination of emergency medical, social, and other services
5. Cause or order evacuation of persons
6. Authorize entry by a person into any building or upon land without warrant
7. Cause or order the demolition or removal of any thing necessary or advisable for the purpose of reaching the scene of an emergency
8. Order the assistance of persons needed
9. Regulate the distribution and availability of essential goods, services and resources
10. Authorize and make emergency payments
11. Assess damage to any works, property or undertaking and the costs to repair, replace or restore the same
12. Assess damage to environment and costs and methods to eliminate or alleviate the damage



**Annex J: State of Emergency Forms**

**FORM 4**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**  
(Council of Municipality)

**Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8**

**WHEREAS** the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( ) No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Council, Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

**FORM 5**

**DECLARATION OF A STATE OF LOCAL EMERGENCY**  
(Mayor/Warden)

**Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8**

**WHEREAS** the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as  
the "Designated Area(s)")

Yes ( )

No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**AND WHEREAS** the Council of the Municipality is unable to act;

**AND WHEREAS** the undersigned has (check appropriate box)

- (a) Consulted with a majority of the members  
of the Municipal Emergency Management  
Committee

Yes ( )

No ( )

- (b) Found it impractical to consult with the  
majority of the Municipal Emergency  
Management Committee

Yes ( )

No ( )

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Mayor/Warden's signature

Municipality of \_\_\_\_\_

FORM 6

RENEWAL OF A STATE OF LOCAL EMERGENCY  
(Council of Municipality/Mayor/Warden)

Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described 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 generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )

No ( )

Nature of the Emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS the Declaration of a State of Local Emergency was signed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

In the event the Council is unable to act:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

**FORM 7**

**TERMINATION OF A STATE OF LOCAL EMERGENCY**  
(Council of Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** by a Declaration of a State of Local Emergency dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as renewed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a State of Local Emergency was declared for the following area:

**Emergency Area:**

The area generally described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Province of Nova Scotia (hereafter referred to as  
the "Designated Area(s)")

Yes ( )      No ( )

**Nature of the Emergency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

**THE UNDERSIGNED** pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Council of Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_]

## Annex K: Evacuation Considerations

### Decision / Warning / Evacuation Phases

	<b>Situational Awareness</b>	<ul style="list-style-type: none"> <li>• Scale of threat</li> <li>• Current and predictive information</li> <li>• Accuracy and validity of information</li> </ul>
	<b>Consequences</b>	<ul style="list-style-type: none"> <li>• Level of impact</li> <li>• Degree of injury/damage</li> <li>• Political/media interest</li> <li>• Effect of/on actions or inactions</li> </ul>
	<b>Timing</b>	<ul style="list-style-type: none"> <li>• Predicted time of onset or impact</li> <li>• Estimated time to undertake warning</li> <li>• Estimated time to undertake Evacuation</li> <li>• Duration of evacuation</li> </ul>
	<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Door-to-door teams</li> <li>• Evacuation Centre management teams</li> <li>• Assembly area personnel</li> <li>• Disaster Victim registration teams</li> </ul>
	<b>Physical Resources</b>	<ul style="list-style-type: none"> <li>• Transportation points</li> <li>• Traffic management</li> <li>• Signage/Barriers</li> <li>• Assembly areas</li> <li>• Animal shelters</li> </ul>
	<b>Governance</b>	<ul style="list-style-type: none"> <li>• Emergency Plan</li> <li>• Local Evacuation Plan</li> <li>• Hazard Specific sub-plan</li> <li>• SOPs</li> </ul>
	<b>Specific Populations</b>	<ul style="list-style-type: none"> <li>• Vulnerable groups</li> <li>• Transient groups</li> <li>• Cultural</li> <li>• Level of resilience/preparation</li> </ul>
	<b>Health &amp; Safety Risks</b>	<ul style="list-style-type: none"> <li>• To evacuees</li> <li>• To responders</li> <li>• Medical issues</li> </ul>
	<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Support Agencies</li> <li>• Affected community</li> <li>• Receiving community</li> <li>• Other experts</li> </ul>
	<b>Public Messaging</b>	<ul style="list-style-type: none"> <li>• Early advice</li> <li>• Timings</li> <li>• Areas identified</li> </ul>
	<b>Options</b>	<ul style="list-style-type: none"> <li>• No evacuation</li> <li>• Staged movement</li> <li>• Shelter-in-place</li> <li>• Evacuation</li> <li>• Self-managed</li> <li>• Prepare to evacuate</li> <li>• Mass movement</li> </ul>



## Re-Entry Phases



### Hazards & Damage

- Presence or possible return of Hazard
- New/Secondary Hazards
- Impact Assessment
- Structural Integrity & Major Infrastructure



### Health

- Public Health Risks
- Safety of returning evacuees and responders
- Provision of Mental & Physical Health Services



### Business & Other Services

- Essential Services (Power, Water, Sewage, Telecomms)
- Commercial Services (food supply, fuel)
- Local Government services
- Transportation infrastructure



### Human Resources

- Escorting Personnel
- Traffic Management Points / Exclusion areas
- Outreach teams and other support services
- Recovery Centre Personnel



### Physical Resources

- Transportation
- Signage/Barriers
- Crime Scene Preservation
- Recovery Centre



### Governance

- Emergency Management Plan
- Impact Assessment
- Demobilization of resources/services
- Recovery Plan
- SOPs & Guidelines



### Vulnerable Groups & Facilities

- Level of readiness to return
- Hospitals and Aged Care facilities
- Education facilities ability to function



### Timings

- Commencement of re-entry
- Estimated time to undertake re-entry
- Removal of services/personnel providing re-entry assistance
- Exit Strategy



### Consultation

- Support agencies
- Affected community
- Functional areas
- Local Government
- Police Services



### Public Information

- Return Arrangements
- Recovery & Support services
- Safety Advice
- Timings



### Options

- Restricted Re-entry
- Unrestricted Re-entry
- Staged Re-Entry

## Annex L: Evacuation Forms

### Evacuation Alert

\_\_\_\_\_ - EVACUATION ALERT

DATE:  Time:

An **Evacuation Alert** has been issued by the \_\_\_\_\_ at the Emergency Coordination Centre.

*(Briefly describe event and potential risk)*

Because of the potential danger to life and health, the \_\_\_\_\_ has issued an **Evacuation Alert** for the following areas:

*Geographic description including boundaries and properties potentially impacted*

An **Evacuation Alert** has been issued to prepare you to evacuate your premises or property should it be found necessary. You may need to leave your home because of an emergency situation. We provide this warning so that you may prepare yourself and your family to leave immediately if requested to do so. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

*\*\* Map/description of potential evacuation route and map of evacuation alert area to be provided \*\**

### WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an **ALERT**, you should be prepared for the Evacuation Order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items (see 'What you Should Take' section). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.

## WHAT YOU SHOULD TAKE IF EVACUATION ORDERED

For your personal comfort and safety, we recommend you take the following items with you:

- Personal information for all family members (birth certificates, health cards, driver's license)
- Money (cash, cheques, debit cards, credit cards)
- Cell phone(s) and chargers
- Medications and medical aids such as wheelchairs or walkers
- House and personal insurance information
- Personal care items for 3-days (72-hours)
- Toys, games, favorite items for children
- Car seats for children that require them
- Change of clothing
- Name and phone numbers of family members and important contacts

### Pets

If possible, take your household pets with you in an appropriate carrying case. Take food and any medications your pets will need for 3 days. Leashes or restraining devices should be brought with your pets. Pets should have identifying collars as appropriate. If you need assistance evacuating your pets please call  (Phone number) immediately. If you are unable to take your pets with you, be prepared to evacuate without them and emergency personnel will make all reasonable efforts to ensure their safety

Further information will be issued at  or should the situation change

For more information, contact:

---

Mayor/Warden

# Evacuation Order

\_\_\_\_\_ - EVACUATION ORDER

DATE:  Time:

**YOU MUST LEAVE THE AREA IMMEDIATELY**

An Evacuation Order has been issued by the \_\_\_\_\_ due to immediate danger to  
*(Local authority)*

life safety due to   
*(Briefly describe event)*

Members of the  will be expediting this action.  
*(Local police department or other applicable agencies)*

The Evacuation Order is in effect for the following areas:

Zone

Geographic Description

Map of Evacuation area and Evacuation Route

**WHAT YOU SHOULD DO:**

- You must leave the area **immediately**
- Follow the travel route provided and register at   
(ESS Reception Centre address and name of facility)
- If you need transportation assistance from the area, please advise the individual providing this notice or call (contact number)
- Close all windows and doors
- Shut off all gas and electrical appliances, other than refrigerators and freezers
- Close gates (latch) but do not lock
- Gather your family: take a neighbor or someone who needs help
- Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available. Take pets in pet kennels or on leash
- Do not use more vehicles than required
- Do not use the telephone unless you need an emergency service.

**YOU MUST LEAVE THE AREA IMMEDIATELY**

For more information, contact:

\_\_\_\_\_  
Mayor/Warden

# Evacuation Rescind

\_\_\_\_\_ - EVACUATION RESCIND

DATE:  Time:

The Evacuation Order issued    
*date time*

to the area(s)  is rescinded.  
*geographic location(s)*

*Indicate if Evacuation Alert is in place*

An Evacuation Order may need to be reissued; however, if that is deemed necessary the process will re-commence.

For more information, contact:

\_\_\_\_\_  
Mayor/Warden

## Evacuation Contact

Incident: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Person Contacted:	Signature of Person Contacted:			
Civic Address Location of Contact:				
Phone Numbers of Contact Location:				
Emergency Contact Name & Number (once evacuated)	Name:	Phone Numbers:		
Number of Persons at Location	Adults		Minors	
	Males	Females	Males	Females
Transportation Available	Yes		No	
Pets/Livestock	Evacuate with People		Could not Evacuate	
	Species	#	Species	#
Special Needs or Assistance Required:				
Contact Made By: (Print Name)	Signature:			

# Evacuation Planning Worksheet

## Evacuation Planning Worksheet

[\(Worksheet Instructions\)](#)

### Threat Information

**Type**

- Fire
- Natural disaster
- Hazardous Materials
- Civil Disturbance

**Details**


**Impact**

- Life Safety
- Environmental
- Other

**Details**


**Comments:**

--

### Population/Location

Population size – numbers of Persons:  Animals:

Density  High  Medium  Low

Type  Residential  Commercial

### Special Considerations

Type	Yes	No	Type	Yes	No
Schools	<input type="checkbox"/>	<input type="checkbox"/>	Transportation available	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	Different Languages Spoken	<input type="checkbox"/>	<input type="checkbox"/>
Special Care Homes	<input type="checkbox"/>	<input type="checkbox"/>	Hearing/Sight/Mobility Impaired	<input type="checkbox"/>	<input type="checkbox"/>
Population shut-in	<input type="checkbox"/>	<input type="checkbox"/>	Transients	<input type="checkbox"/>	<input type="checkbox"/>
Shelters available	<input type="checkbox"/>	<input type="checkbox"/>	Familiar with the area	<input type="checkbox"/>	<input type="checkbox"/>

### Location/Distance (Plot on Map)

Distance from incident to population

Direction threat is from population  N  S  E  W

The terrain is  Flat  Slightly sloped  Steep  Very Steep

Available evacuation routes:

Comments:

### Hazardous Material Conditions

Condition	<input type="checkbox"/> Contained	<input type="checkbox"/> Not contained	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled
	<input type="checkbox"/> Continuous	<input type="checkbox"/> Not Continuous	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable
Description	<input type="checkbox"/> Puff	<input type="checkbox"/> Pool	<input type="checkbox"/> Plume	<input type="checkbox"/> Other
Location	<input type="checkbox"/> Ground level	<input type="checkbox"/> Elevated	<input type="checkbox"/> Accessible	<input type="checkbox"/> Inaccessible
Temperature	Ambient Temp: <input type="text"/>	On Fire: <input type="text"/>	Heated: <input type="text"/>	Cooled: <input type="text"/>

**Refer to the Hazardous Materials Data Sheet for more information**



**Time**

When threat is likely to occur: Time:  Date:

Time threat will last: Hours:  Days:  Weeks:

**Rate**

Rate of threat/release  Rapid  Moderate  Slow  Stopped  Unknown

Rate of threat movement  Rapid  Moderate  Slow  Stopped  Unknown

Will contact population in: Minutes:  Hours:  Days:

Greatest threat will occur in: Minutes:  Hours:  Days:

**Time Needed for Implementing Protection Actions**

Action	Minutes	Hours
Deploy Response Personnel	<input type="text"/>	<input type="text"/>
Develop Message	<input type="text"/>	<input type="text"/>
Give Public Warning and Instructions	<input type="text"/>	<input type="text"/>
Public Mobilization and Travel Time	<input type="text"/>	<input type="text"/>
Special Needs for mobilization and Travel Time	<input type="text"/>	<input type="text"/>
Time needed for Environmental Monitoring	<input type="text"/>	<input type="text"/>

Comments:

**Communications**

Communicate with public	Yes	No	Communicate with Responders	Yes	No
Able to warn public?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with all agencies?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn Institutions?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with media?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn Transients?	<input type="checkbox"/>	<input type="checkbox"/>	Able to communicate with mutual aid?	<input type="checkbox"/>	<input type="checkbox"/>
Able to warn hearing impaired?	<input type="checkbox"/>	<input type="checkbox"/>	Able to use phone system?	<input type="checkbox"/>	<input type="checkbox"/>
Able to instruct and update?	<input type="checkbox"/>	<input type="checkbox"/>	Able to use outdoor alerting?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Resource and Responder Capabilities**

Mobilize Needed Specialized Resources	Yes	No	Communicate with Responders	Yes	No
Able to mobilize existing resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to stop the threat?	<input type="checkbox"/>	<input type="checkbox"/>
Able to mobilize additional resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to direct/control threat?	<input type="checkbox"/>	<input type="checkbox"/>
Able to obtain specialized resources?	<input type="checkbox"/>	<input type="checkbox"/>	Able to neutralize the threat?	<input type="checkbox"/>	<input type="checkbox"/>
			Able to identify the material?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## WORKSHEET INSTRUCTIONS

### General Instructions

1. Complete all sections of the Worksheet, entering information on the lines provided. Place a check in the box provided when applicable

Section Instructions:

The following instructions are provided for further clarification:

Section	Instructions
Threat Information	Identify the threat type(s) and the potential impact(s). Provide details as appropriate.
Population/Location	Identify the population threatened. Identify any special considerations that will impact your protective actions planning.
HazMat Conditions	If this is a HazMat incident, provide additional details about the condition of the release/spill. This information should be used in conjunction with the Hazardous Materials Data Sheet.
Time	Indicate time frames regarding the threat and time needed to implement protective actions.
Communications	Assess communications capabilities.
Resources and Responder Capabilities	Assess the capabilities of mobilizing resources and controlling the threat

## Annex M: Public Information Best Practices Guide

### Best Practices

As the emergency event develops and unfolds, there are actions that need to be established and avoided.

### Best Practices

- Have a designated spokesperson.
- Release only verified information and ensure that the message is approved by the IC for publication.
- Promptly alert of relief and recovery.
- Have a clear understanding of what can and cannot be released.
- Keep accurate records and logs of all inquiries and media coverage.
- Become educated on media's deadlines.
- Provide equal opportunities and facilities for broadcast and social media platforms.
- When conditions permit; escort media to the emergency site.
- Carefully coordinate implementation of emergency public information activities with other aspects of the developing emergency plan.

### Things to avoid

- Refrain from idly speculating on the cause of the emergency.
- Do not speculate on the resumption of normal operations.
- Do not speculate on the outside effects of the emergency.
- Do not speculate on the dollar value of losses.
- Refrain from interfering with the legitimate duties of the media.
- Do not permit unauthorized spokespersons to comment to the media or post on social media.
- Do not attempt to cover up or purposely mislead the media or the public.
- Do not attempt to place blame for the emergency.

### What the Media may ask in an Emergency?

During emergencies, the Public Information Officer should be prepared to respond to questions about the following:

#### Casualties:

- Number injured
- Number who escaped
- Nature of the injuries received
- Care given to the injured
- How escape was hindered or cut off

#### Property Damage:

- Estimated value of loss
- Description (kind of building, etc.)
- Importance of property (historic value, wildlife area, etc.)
- Other property threatened
- Previous emergencies in the area.

#### Causes:

- Testimony of witnesses
- Testimony of those involved
- Testimony of key first responders (fire, police, medical, etc.)
- How emergency was discovered
- Who sounded the alarm
- Who summoned aid
- Previous indications of dangers

#### Rescue and Relief:

- The number engaged in rescue and relief operations
- Any prominent persons in the relief crew
- Equipment used
- Anything that hindered rescue operations

- Care of destitute and homeless
- How the emergency was prevented from spreading
- How property was saved
- Acts of heroism

**Description of the Crisis or Disaster:**

- Spread of the emergency
- Blasts or explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration
- Collapse of structures
- Extent of any spills

**Accompanying incidents:**

- Number of spectators
- Spectator attitudes and crowd control
- Unusual happenings
- Anxiety, stress of families, survivors, etc.

**Legal Actions:**

- Police follow-up
- Insurance company actions
- Professional negligence or inaction
- Law suits stemming from the incident

**How the Media can help**

- Assist in pre-emergency education
- Warn the public of the emergency
- Reinforce the warning to the public
- Get your requests out to the public
- Get information out to the public
- Get your point of view to the public
- Reassure the public
- Secure needed help for the response
- Be a source of information for the Town
- Generate needed outside help

**How to Format a News Release**

- Always double space between each line of text and print on only one side of the paper;
- Put "FOR IMMEDIATE RELEASE" or indicate release time at the top of the first page;
- Drop two lines and write a brief descriptive headline;
- Drop two lines and begin the news release text with a dateline, giving the location where the news is originating and the date;
- End all but the last page with the word "more" centred below the last line of text;
- Never end a page in the middle of a paragraph;
- Centre "-30-" below the last line of text;
- Put the name and phone numbers of one or more contact people at the bottom of the last page.

Special situations may require additional directions and prohibitions for the effective conduct of public information activities.

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## Annex N: Volunteer Registration Tracking Sheet

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### Volunteer Registration Tracking Sheet

Name	Contact Information	Assigned Duties*	Signature

\*Assigned Duties – identify the duties that the individual will perform throughout the emergency incident (For example – they may be assigned to perform reception duties, or they may have participated in a search



Nova Scotians are encouraged to be ready to cope on their own for at least the first 72 hours of an emergency.

Being prepared means:

- knowing the risks,
- developing a plan, and
- preparing a kit.

For more information, visit [novascotia.ca/EMO](http://novascotia.ca/EMO)

### Emergency Numbers to Remember

**911** – This is for emergencies only. If someone's health, safety or property is threatened and help is needed right away, call 911.

*Emergencies include:*

- Fire
- Serious accident
- Crime in progress
- Emergency medical situation
- Poisoning

**811** • for health information and advice when you have a health concern or question

**511** • for information about provincial roads in Nova Scotia

**311** • for Halifax Regional Municipality information and services

**211** • for community and social services

### Other important numbers

Power Outage

**1-877-428-6004**

Bell Aliant Outage

**611 or 1-800-663-2600**

Eastlink Outage

**1-888-345-1111**

Drinking Water Safety

**1-877-936-8476**

Food Safety

**1-877-252-FOOD (3663)**

Forest Fires

**1-800-565-2224**

Poaching

**1-800-565-2224**

Wildlife - Emergency Situations

**1-800-565-2224**

Environmental Emergencies (such as oil spills and gas leaks): **1-800-565-1633**

Emergency Management Office

**1-866-424-5620**



## Annex P: Regional Emergency Preparedness Training recommendations

(NS EMO recommendation)

Municipal Personnel	Required Training	Recommended Training
<b>Elected Officials</b>	<ul style="list-style-type: none"> <li>• MEO</li> <li>• BEM</li> </ul>	<ul style="list-style-type: none"> <li>• ICS-402</li> </ul>
<b>Regional EMC</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> <li>• ICS-300</li> <li>• ECC</li> <li>• WebEOC</li> </ul>	<ul style="list-style-type: none"> <li>• Wx Interpretation</li> <li>• PIO</li> <li>• ICS-400</li> </ul>
<b>Incident Commanders</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> <li>• ICS-300</li> <li>• ECC</li> </ul>	<ul style="list-style-type: none"> <li>• ICS-400</li> </ul>
<b>Frontline supervisors and other emergency management/ response personnel who supervise planning, response, or recovery operations</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> </ul>	<ul style="list-style-type: none"> <li>• ICS-300</li> </ul>
<b>ECC Personnel</b> • <b>Command &amp; General Staff</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> <li>• ECC</li> <li>• WebEOC</li> </ul>	As appropriate to assigned role: <ul style="list-style-type: none"> <li>• PIO Course</li> <li>• ICS-300</li> </ul>
<b>ECC Personnel</b> • <b>Support staff</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> <li>• ECC</li> </ul>	
<b>Entry-level first responders and disaster workers who respond or support</b>	<ul style="list-style-type: none"> <li>• BEM</li> <li>• ICS-100</li> <li>• ICS-200</li> </ul>	

- BEM** Basic Emergency Management
- ECC** Emergency Coordination Centre
- ICS** Incident Command System
- MEO** Municipal Elected Official
- PIO** Public Information Officer
- Wx** Weather

COURSE	DEFINITION
<b>WebEOC</b>	Basic training in NSEMO Emergency Management software to prepare and respond to emergencies.
<b>BEM</b>	Basic Emergency Management Course: teaches the systems, processes, and structures for preventing, mitigating, preparing for, responding to, and recovering from emergencies.
<b>MEO</b>	Municipal Electors Course: Covers the emergency management responsibilities of elected officials, according to the NS Emergency Management Act.
<b>ICS-100</b>	Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System.
<b>ICS-200</b>	Basic Incident Command System for Single Resources and Initial Action Incidents is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
<b>ICS-300</b>	Intermediate Incident Command System, ICS for Expanding Incidents, defines the unique qualities of ICS as an event or incident management system in an expanding situation. The course is designed to enable personnel to operate efficiently using the ICS in a supervisory role on expanding incidents. The course units and lessons provide a review of ICS fundamentals, assessing incidents and setting objectives, Unified Command, Resource Management, the planning process, demobilization, transfer and termination of command of an incident.
<b>ICS-400</b>	Advanced ICS is designed to enable personnel to operate efficiently in the advanced application of the Incident Command System. This course provides training for personnel who are expected to perform in a management capacity in a complex incident environment.
<b>ICS-402</b>	Incident Command System for Executives introduces and provides the foundation for executive understanding and participation in the ICS. This course describes the history, features and principles, and organizational structure of the Incident Command System, including the relationship between the Incident Commander and Agency Executives. Course participants will be better prepared to function within an ICS environment.
<b>ECC</b>	Describe the role of the Emergency Coordination Centre and describe the relationship between the ECC and the on-scene ICS structure.
<b>WxIC</b>	Weather Interpretation Course
<b>PIO</b>	Public Information Officer course: describe the roles, principals and importance of communicating with a target audience, the public in general and the media in all phases of an emergency: Mitigation, Preparedness, Response, and Recovery.



