
Province of New Brunswick

**Planning Guide for Municipal
Officials**

**New Brunswick Emergency Measures
Organization**

New  Brunswick

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Introduction

If you work as a municipal official for two three-year terms, you run at least a thirty per cent chance of having to handle an emergency in your community. The emergencies could range from snowstorms and floods to chemical explosions or even earthquakes.

A century ago, communities struck by natural emergencies were generally self-sufficient enough to remain functional. But modern technology has made us far more vulnerable. As well, it has increased the likelihood of emergencies itself - witness the growing frequency of major chemical spills and industrial accidents.

Canadian communities potentially face a variety of natural and man-made emergencies. The province has several industrial and engineering installations capable of endangering the surrounding population, should they malfunction. Hazardous materials travel routinely along provincial roads, rails and waterways. Forest fires are a constant threat in dry summers. Moreover, Canada has experienced major earthquakes, floods and hurricanes within living memory.

Your community may already possess some "emergency-handling" agencies: the police and fire departments, or a local hospital. But could their resources accommodate an emergency? Equally important, does your municipality have a suitable emergency plan, a co-ordinated network of people and equipment ready to function under emergency conditions?

This guide deals with the issue of emergency preparedness. It consists of two documents. The first is a step-by-step emergency planning guide.

The second provides a model municipal emergency plan, formulated along the guidelines described in the first document. Followed carefully, it can assist you and other authorities to create an effective emergency plan for your community.

Creating and testing an effective emergency plan is a complex procedure. Ideally, it is developed through a commitment from local officials, combined with input and support by provincial government agencies, including the Emergency Measures Organization (EMO).

The provincial Emergency Measures Organization helps communities prepare for, and cope with, emergency conditions.

This organization co-ordinates emergency-related programs and activities within the government. It also works closely with community and volunteer organizations. EMO has both head office and field personnel who work with municipal representatives throughout the province.

Nationally, EMO collaborates with other provincial counterparts and the federal agency, Public Safety Canada. Appendices 4 and 5 give further details about services to municipalities, the history and

structure of your provincial agency. Put simply, the purpose of the municipal emergency plan is to provide a co-ordinated response to an emergency, so as to ensure the preservation of life and the environment, and the protection of property. An emergency plan may never have to be used. Nonetheless, if emergency does strike, being suitably prepared will help in reducing damage to life and property.

Community Emergency Planning: An Overview

The middle of an emergency is not the time to begin emergency planning. Nor is it the moment to test an existing plan.

Develop your detailed emergency plan long before it is needed. A plan's success depends greatly upon the information it contains: research thoroughly, and use your imagination to pinpoint all possible eventualities. Test the plan, both on paper and using exercises. And, revise the plan periodically by incorporating updated data and facilities.

In other words, the more that the plan is exercised and updated, the better chance your community has to lessen any effects of potential emergencies. It is that simple.

The mayor or senior elected official in a municipality is responsible for ensuring that his or her community develops an emergency plan. Producing such a plan involves four categories of activity encompassing fifteen separate steps:

- **Organize**

Create the legal and organizational structure that allows the planning process to get under way. (3 steps)

- **Research**

Use governmental and other consultants to help analyze possible hazards. Determine tasks required for each hazard, assign jobs and evaluate available resources. (5 steps)

- **Develop**

Consolidate information and write a detailed plan. Obtain approval for the plan. Train personnel where needed. (6 steps)

- **Test**

Test workability and efficiency of the plan. Pinpoint weaknesses and make necessary revisions. (1 step)

The following pages expand upon the fifteen individual steps required to create an effective emergency plan for your community

STEP**1****Pass By-Law**

The Municipal Council must pass a bylaw authorizing the development of an emergency plan. The bylaw should enable Council to:

- Appoint a Standing Committee of Council comprising two or more elected officials
- Appoint an Emergency Measures Coordinator
- Establish an Emergency Measures Planning Committee
- Allocate financial support for extraordinary expenses incurred during emergency conditions.

See Sample By-Law at Appendix 3.

STEP**2****Appoint Standing Committee of Council**

Once the bylaw is passed, appoint two or more council members to become the Standing Committee of Council. They will oversee maintenance and development of the plan. As well, they may negotiate a mutual aid agreement with neighbouring communities to share resources during an emergency.

STEP**3a****Appoint Emergency Measures Coordinator**

Ideally, the Emergency Measures Coordinator should be a full time municipal employee such as a town clerk or treasurer. A retired public servant or military person with managerial experience would also be suitable. The chosen individual should possess a sound knowledge

of the community's resource facilities and agencies.

The coordinator's duties are to:

- Prepare an estimate of expenses required to operate and maintain the community's emergency organization
- Coordinate training programs and exercises, and prepare regular public information forums
- Make recommendations re: effectiveness of emergency plan to the Head of the Standing Committee of Council
- Develop plans for handling unusual emergency activities (e.g., containing chemical spillage) not normally handled by existing municipal services
- Coordinate with regional and provincial counterparts.

STEP**3b****Appoint Emergency Measures Planning Committee**

The Emergency Measures Coordinator acts as chairman of the Emergency Measures Planning Committee.

The Emergency Measures Planning Committee comprises representatives from all municipal government departments with emergency-related functions. These include: income assistance, police, fire, engineering, health and community services, transportation, communications, public information, utilities, finance, legal and any other agency that could be called upon during an emergency.

Members should be the chief or head of each department. In smaller communities where certain departments do not exist, qualified volunteers may be appointed.

The committee is in charge of creating the emergency plan. Each departmental representative, assisted by the coordinator, develops that part of the plan for which his or her service is responsible.

STEP 4 Consult Provincial EMO

Your community's emergency plan will become one in a chain of similar plans produced on a regional, provincial and federal level. The provincial Emergency Measures Organization can explain how your municipality fits into the overall picture, and what additional resources might be made available.

The provincial EMO staff will also assist you in developing your plan. However, they cannot do the planning for you. You or others living in your community are acquainted with its facilities, and resources as well as local geographic, industrial, meteorological and other conditions. Thus, you are the best judges of what should be included in the emergency plan.

STEP 5 Reinforce Aim

Before continuing, it is wise to pause briefly. Remind yourselves of precisely why the emergency plan is being developed, namely to:

Provide a coordinated response to an emergency, thereby ensuring the preservation of life and the environment, and the protection of property.

Hold group discussions to ensure that all planning group members remain clearly aware of the aim. Too often, people can lose sight of their work's purpose, and become sidetracked in unnecessary research or other activities.

STEP 6 Hazard Analysis

Substantial research and imagination is required to determine all the man-made and natural hazards that potentially could affect your community. Yet this is a most crucial step.

First, the Planning Committee compiles a list of potential hazards (see Appendix 1). Factors to be considered include:

- **Demography**

Towns with larger populations tend to be more valuable in emergencies, but also may possess more resources for handling emergency. Does your community have many physically disabled people who would require special assistance during emergencies?

- **Geography**

Is your town located on a flood plain or fluctuating river? Are major forest fires a possible danger? Consult regional provincial geologists about earthquake risk.

- **Industry and Other Man-Made Installations**

Research which, if any, industries in your areas produce or store chemicals or effluent. Include dry cleaning establishments, pesticides or fertilizer warehouses, oil storage tanks, chemical factories and mines.

- **Transportation**

Find out whether dangerous chemicals or other hazardous materials are shipped by rail, road or water through or near to your community. Could your facilities handle a major plane crash? Consider how you would cope if all transportation were suddenly cut off?

- **Meteorology**

Consult historic records in local weather offices to assess hurricane, heavy snow fall, high tide, ice storm and other related risks.

After compiling the list, place the hazards in order of their likely occurrence. Imagine the worst possible scenario for each emergency, and then analyze its possible effects upon the community

(see Appendix 2). Optimism has great value in everyday life, but no place in emergency planning!

**STEP
7**

Determine and Assign Tasks and Actions

In Step 6, you determined potential hazards and their related effects upon the community. Next, the committee must create a list of actions required to combat each effect. Most of the actions or tasks fall under one or other department or agency such as fire, police, engineering, etc.

Divide the task list among committee members according to each member's area of responsibility (see Step 3b). Committee members will then assign the tasks to suitable community member(s), in most cases; the task is simply an extension of the person's normal everyday duties.

Use Appendix 2 as a reference while exercising this step.

**STEP
8**

Evaluate Resources vs Tasks

A community emergency plan is only as good as that community's ability to carry it out.

Your committee knows - in theory - how it would handle a variety of emergency situations. Could your community resources actually support the tasks you have identified?

Have the Planning Committee discuss the following items, and perform further research where required.

- Can you respond to more than one emergency situation at a time?
- Where could you obtain additional people and equipment, if needed?
- Could your medical support system handle emergencies?
- Have you an efficient communications and transportation system in place?

If resources are **not** adequate, attempt to negotiate a mutual aid package with neighbouring communities. Examine their emergency plans to see what you might have missed, or where you might assist them. Two communities handling one emergency situation together can often fare better than two single communities coping alone.

STEP 9 Detailed Planning

You are now ready to begin writing the emergency plan, based on the research and information obtained through Steps 1 through 8.

The basic plan provides a concept of operations and outlines a chain of command and guidelines for implementation, direction and control. It also lists responsibilities, names and addresses and telephone numbers. The Emergency Measures Coordinator produces the Basic Plan.

Meanwhile, each committee member prepares a detailed Individual Plan to be followed by the department, service or agency that he or she represents. The plans must:

- Outline immediate responsibilities and actions of that agency/department.
- List available personnel and other resources and how they would be activated during an emergency situation.
- State the duties for all personnel involved.
- Outline alerting and assembly instructions including telephone fan-out charts.

Note: Being Prepared - Part 2: Municipal Emergency Response Plan provides a standard format that can be used as a model for creating your own detailed basic and individual plans.

STEP 10 Consolidate Information

The coordinator takes the completed Individual Plans, plus the Basic Plan, and amalgamates them to create a working emergency plan. Attached should be an evacuation plan, a complete list of resources and telephone fan-out lists.

STEP 11 Present Plan to Standing Committee

The Coordinator presents the working plan to the Standing Committee of Council, appointed by Municipal Council to oversee the development and maintenance of the plan.

**STEP
12 Present Plan
to Council**

The Standing Committee of Council reviews the plan before presenting it to Council for approval. Council may suggest some revisions to the plan at this point.

**STEP
13 Revision and Approval
(if required)**

If changes are required, the Standing Committee makes the necessary revisions, and presents the revised plan to Council for final approval.

**STEP
14 Education and
Training**

The emergency plan is now completed and approved by council. However, the heads of departments and agencies must ensure that all individuals within his or her Individual Plan are familiar with their designated tasks. Further education and training might be required for people to feel competent and comfortable with their roles in the plan.

The Canadian Emergency Management College in Ottawa, Ontario, will train members of your planning committee or emergency operations group. The Federal Agency of Public Safety Canada operates the college and covers participants' transportation, meal and accommodation costs. The New Brunswick Emergency Measures Organization also offers emergency management training.

**STEP
15**

Exercise Plan

As mentioned earlier, an emergency plan is only as good as the community's ability to carry it out. It is not enough to have a written plan. You must test it on paper, and in a live exercise.

The paper exercise begins by assembling the emergency operations group, and deciding upon a fictitious emergency. Put the plan into action, on paper, and in full detail. This exercise helps to pinpoint areas requiring revision or improvement. Next, undertake a live exercise using all community services and facilities involved in the plan.

Substantial work is needed to properly test an emergency plan. Nonetheless, the effort put into handling an exercise incident will be repaid many times over, should you ever have to face the real thing. Lessons learned today may well help to save lives and property in the future.

Appendix 1

Potential Hazards - Rating Scale

Listed below are peacetime emergencies that potentially could affect your community. Next, rate the emergencies according to the six point scale. Use this information in completing Step 6 of the Emergency Planning Guide.

Probability Scale

0 - not applicable to community

1 - improbable

2 - low probability

3 - moderate probability

4 - high probability

5 - nearly certain

Rating	Potential Emergency		
012345	avalanche	012345	mudslide/landslide
012345	blizzard or massive snowstorm	012345	nearby ship emergency
012345	chemical contamination/spill	012345	oil spill
012345	critical waste disposal problem	012345	pipeline explosion
012345	dam break	012345	plane crash in community
012345	drought	012345	radiation fallout
012345	earthquake	012345	river flood
012345	electrical blackout	012345	sand/dust storm
012345	epidemic	012345	severe fog
012345	flash flood	012345	severe smog
012345	forest/brush fire	012345	tidal wave
012345	freezing rain storm	012345	tornado
012345	hurricane	012345	train derailment
012345	major frost and freeze	012345	volcanic eruption/fallout
012345	major gas main break	012345	water pollution
012345	major hail storm	012345	water shortage
012345	major industrial explosion		
012345	major water main break		
012345	massive automobile wreck		
012345	meteorite fall		
012345	mine emergency		

Appendix 2

Potential Hazards – Detailed Analysis

This appendix provides detailed analyses of the effects and potential actions for sixteen types of emergencies. The information will assist your Planning Committee in completing Steps 7 and 8 of the Emergency Plan.

Both possible effects and potential actions are listed in an approximate order of significance and/or priority. In most cases, for example, the first crucial steps are to establish an emergency headquarters and communication network.

Use the analyses as a guide, but do not necessarily follow them precisely. The agencies responsible for taking specific actions could vary somewhat from one community to another, depending upon facilities. The following analyses should therefore be adapted to suit to your own particular situation.

The sixteen emergencies described in this appendix are:

- Aircraft crash (urban or rural, beyond airports)
- Construction emergency
- Dangerous gases
- Earthquake
- Explosion
- Fire – major rural
- Fire – major urban
- Flood
- Forest fire (major, in remote area)
- Hurricane, tornado or windstorm
- Mine emergency
- Power failure
- Transportation – rail
- Transportation – road
- Transportation - water

Aircraft Crash (urban or rural, beyond airports)

Possible Major Effects

1. Casualties
 2. Deaths
 3. Fire
 4. Explosion
 5. Damage to property
 6. Nuclear cargo problems
 7. International implications
 8. Special cargo problems
 9. Sudden hospital requirements
 10. Disruption of traffic and communications
 11. Disruption of utilities
 12. Involvement of dangerous goods
-

Potential Actions

1. Establish an emergency headquarters
2. Establish emergency communications
3. Define working area and establish
4. Secure emergency scene for subsequent investigation
5. Rescue and fire fighting
6. Establish routes for emergency vehicles
7. Notify hospitals of casualties including number and type
8. Establish temporary morgue
9. Investigate disposal of nuclear or other hazardous cargoes, if applicable
10. Establish traffic control
11. Establish crowd control
12. Eliminate hazards from damaged utilities
13. Protect property and valuables
14. Establish news release system
15. Establish inquiry system

Agency Responsible

- Municipal government/Municipal EMO
- Police/Municipal EMO
- Police
- Police
- Fire/Rescue Service
- Police
- Medical/Police
- Coroner/Police
- Police/Industry/Environment
- Police
- Police
- Engineering/Utilities
- Police
- Airline authorities (if commercial plane)
- Welfare/Social Services

Equipment

1. Fire fighting and rescue equipment
2. Ambulances
3. Communications equipment
4. Auxiliary lighting
5. Barricades
6. Mobile public address system
7. Chemical response team, if applicable

Source

Fire/Engineering/EMO
Medical/Transportation/Police
Police/EMO
Engineering/Utilities
Engineering
Police/Fire/EMO/Radio Stations
Province/Fire/Industry

Construction Emergency

Possible Major Effects

1. Casualties
2. Deaths
3. Trapped people
4. Disruption of traffic
5. Disruption of utilities

Potential Actions

1. Establish an emergency headquarters
2. Establish emergency communications
3. Rescue people
4. Notify hospitals of casualties including number and type
5. Define working area and establish control perimeter
6. Establish traffic control
7. Provide emergency lighting
8. Eliminate hazards from damaged utilities
9. Establish welfare services
10. Establish news release system
11. Set up inquiry service

Agency Responsible

Municipal government/Municipal EMO
Police/Municipal EMO
Contractor/Fire/Rescue Services
Medical/Police
Police
Police
Police/Engineering/Municipal EMO/Utilities
Engineering/Utilities
Welfare/Social Services
Construction company
Welfare/Social Services

Equipment

1. Rescue equipment
2. Ambulances
3. Communications equipment
4. Auxiliary lighting
5. Mobile public access system
6. Powerful cranes
7. Welfare equipment
8. Barricades

Source

Fire/Engineering/EMO
Medical/Transportation/Police
Police/EMO
Engineering/Utilities
Police/EMO
Contractors
Welfare/Social Services
Engineering

Dangerous Gases

Possible Major Effects

1. Casualties
2. Deaths
3. Tendency of people to disperse
4. Disruption of traffic
5. Explosions and fire
6. Hazards to people and livestock
7. Disruption of business and industrial activities
8. Evacuation

Potential Actions

1. Establish an emergency headquarters
2. Establish emergency communications
3. Rescue and fire fighting
4. Determine nature and effects of gas
5. Warn adjacent areas and define area of risk
6. Evacuate area
7. Eliminate further escape of gases
8. Notify hospitals of casualties including number and type
9. Establish temporary morgue
10. Establish news release system including instruction to public
11. Establish welfare services
12. Establish traffic control
13. Establish evacuation routes
14. Set up inquiry service

Agency Responsible

Municipal government/Municipal EMO
Police/Municipal EMO
Fire/Rescue Services
Police/Medical/Industry
Police
Police
Engineering/Industry
Medical/Police
Coroner/Police
Municipal government
Welfare/Social Services
Police
Police/Municipal EMO
Welfare/Social Service

Equipment

1. Ambulances
2. Fire fighting and rescue equipment including respirators & resuscitators
3. Communications equipment
4. Decontamination equipment
5. Mobile public address system
6. Barricades
7. Anti-gas clothing, if necessary
8. Emergency feeding facilities

Source

Medical/Police
Fire/Police/Rescue Services
Police/EMO
Industry/Fire/EMO
Fire/Police/EMO
Engineering
Rescue Services/Police/Fire
Welfare/Social Services

Earthquake

Possible Major Effects

1. Casualties
2. Deaths
3. Trapped people
4. Damage to property
5. Material damage to roads, bridges, utilities, buildings
6. Fire, explosions, fire hazards
7. Escape of gases
8. Flooding
9. Land/mudslides and/or tidal waves
10. Panic
11. Danger to public health
12. Evacuation of population and livestock
13. Jurisdictional problems

Potential Actions

Agency Responsible

- | | |
|--------------------------------------------------------------------|----------------------------------------------------------------|
| 1. Establish an emergency headquarters | Municipal government/Municipal EMO |
| 2. Mobilize necessary manpower and equipment | Municipal government/Canada Employment and Immigration Centres |
| 3. Request outside assistance, including from military | Municipal government |
| 4. Rescue | Police/Fire/Rescue Services |
| 5. Establish emergency communications (internal and external) | Police/Municipal EMO |
| 6. Establish medical facilities | Health |
| 7. Establish emergency welfare services | Welfare/Social Services |
| 8. Establish temporary morgue | Coroner/Police |
| 9. Establish control of population | Police |
| 10. Coordinate and administer incoming aid | Municipal government |
| 11. Establish news release system including instructions to public | Municipal government |
| 12. Establish inquiry system | Welfare/Social Services/Volunteer agencies |
| 13. Eliminate hazards from damaged utilities | Engineering/Utilities |
| 14. Establish salvage operations of essential items, if necessary | Police |
-

Equipment

1. Transportation vehicles
2. Rescue equipment of all kinds
3. Public service maintenance vehicles
4. Mobile generators/lighting and communications equipment
5. Medical units and supplies
6. Emergency feeding facilities
7. Obtain piping for emergency repairs to water and sewerage facilities
8. Tank cars for potable water supplies
9. Mobile Public address system

Source

- Road/rail/air authorities
All agencies
Engineering/Utilities
Province/Fire/EMO
Health
Welfare/Social Services
Engineering/Industry
Utilities/Railways
Police/Fire/EMO/radio stations
-

Explosions

Possible Major Effects

1. Casualties
2. Deaths
3. Panic
4. Property damage
5. Fire
6. Release of dangerous gases, chemicals, etc
7. Disruption of traffic
8. Disruption of utilities

Potential Actions	Source
1. Establish an emergency headquarters	Municipal government/Municipal EMO
2. Establish adequate communication	Police/Fire/Municipal EMO
3. Rescue and fire fighting	Fire/Rescue Services
4. Protect property	Police
5. Define working area and establish control perimeter	Police
6. Eliminate hazards from public utilities	Engineering/Utilities
7. Establish routes for emergency vehicles	Police
8. Notify hospitals of casualties including number and type	Medical/Police
9. Establish temporary morgue	Coroner/Police
10. Establish traffic control	Police
11. Establish crowd control	Police
12. Arrange for specialists to deal with hazardous substances	Police/Municipal EMO
13. Estimate possible further hazard	Specialists
14. Establish welfare services	Welfare/Social Services/Volunteer agencies
15. Establish news release system	Owner of property/Municipal government
16. Set up inquiry service	Welfare/Social Services

Equipment	Source
1. Ambulances	Medical/Ambulance Services
2. Fire fighting and rescue equipment	Fire/Rescue Services
3. Communications Equipment	Police/Fire/EMO
4. Auxiliary lighting	Police/Fire/EMO
5. Barricades	Engineering
6. Equipment to repair public utilities	Engineering/Utilities
7. Special equipment associated with	Supplier

type of hazard
8. Emergency feeding facilities

Welfare/Social Services

Fire – Major Rural (Could last two days or more)

Possible Major Effects

1. Casualties
2. Deaths
3. Fire
4. Damage to property
5. Disruption of traffic and communication
6. Disruption of utilities
7. Involvement of dangerous goods

Potential Actions	Agency Responsible
1. Establish an emergency headquarters	Municipal government/Municipal EMO
2. Establish emergency communications	Telephone company/Municipal EMO
3. Define working area and establish control perimeter	Police
4. Rescue and fire fighting including fire breaks	Fire/Rescue Services/Engineering
5. Establish proper jurisdiction	Province
6. Notify hospitals of casualties including number and type	Medical/Police
7. Warn and mobilize required additional service personnel	Province
8. Warn about spread of fire	Police/News media
9. Establish news release system	Province
10. Establish inquiry system	Welfare/Social Services
11. Establish welfare service	Welfare/Social Services
12. Make decision re evacuation of community	Province/Police/Municipal government
13. Determine need and make arrangements for supplementary water supplies	Fire/transportation/Other agencies
14. Establish traffic control	Police
15. Establish volunteer registration control	Volunteer agencies/Municipal EMO
16. Eliminate hazards from damaged utilities	Engineering/Utilities
17. Determine if dangerous goods involved	Fire/Environment

Equipment

1. Fire fighting and rescue equipment (normal and supplementary)
2. Water tankers
3. Relay pumps
4. Communications equipment
5. Auxiliary lighting
6. Blankets and food

7. Medical supplies
8. Mobile public address system
9. Chemical response team, if applicable

Source

- Fire/Province
- Railway/road authorities
- Engineering
- Fire/Police/EMO
- Engineering/Utilities
- Welfare/Social Services/volunteer agencies
- Health
- Police/Fire/EMO
- Province/Fire/Industry

Fire - Major Urban

Possible Major Effects

1. Casualties
2. Deaths
3. Fire
4. Damage to property
5. Sudden hospital requirements
6. Disruption of traffic and communication
7. Explosions and other hazards
8. Collapse of buildings
9. Disruption of buildings
10. Evacuation

Potential	Agency Responsible
1. Establish an emergency headquarters	Municipal government/Municipal EMO
2. Establish adequate communications	Police/Fire/Municipal EMO
3. Define working area and establish control perimeter	Police
4. Secure emergency scene for subsequent investigation	Police
5. Rescue and fire fighting	Fire/Rescue Services
6. Control panic in fire fighting area	Police
7. Establish routes for emergency vehicles	Police
8. Notify hospitals of casualties including number and type	Medical/Police
9. Establish temporary morgue, if needed	Coroner/Police
10. Establish traffic control	Police
11. Establish crowd control	Police
12. Eliminate hazards from damaged utilities	Engineering/Utilities
13. Warn about spread of fire	Police/news media
14. Establish news release system	Municipal government
15. Establish inquiry system	Welfare/Social Services
16. Establish welfare service	Welfare/Social Services
17. Determine if dangerous goods involved	Fire/Environment

Equipment

1. Fire fighting and rescue equipment
2. Ambulances
3. Water tankers (street cleaners)
4. Relay pumps
5. Communications equipment
6. Auxiliary lighting
7. Blankets and food
8. Mobile public address system
9. Chemical response, if applicable

Source

- Fire
Private/hospitals
Engineering
Engineering
Fire/Police/EMO
Engineering/Utilities/Fire
Welfare/Social Services
Police/Fire/EMO
Province/Fire/Industry

Flood

Possible Major Effects

1. Disruption of community
2. Damage to property
3. Contamination of normal water supplies
4. Casualties
5. Evacuation of population
6. Dangers to public health
7. Losses to local economy

Potential Actions

1. Warn of imminence:
 - a. long term
 - b. short term
2. Establish an emergency headquarters
3. Mobilize necessary manpower and equipment
4. Establish adequate communications
5. Establish proper jurisdiction
6. Establish traffic control
7. Establish dikes as required
8. Check stocks of sand and sandbags
9. Eliminate hazards from damaged utilities
10. Protect property and relocate resources where necessary
11. Establish emergency welfare services
12. Evacuate personnel, livestock, etc
13. Store furnishing and equipment
14. Establish news release system
15. Establish inquiry system
16. Establish emergency health facilities

Agency Responsible

- Provincial flood authority
Meteorological services
Police/Municipal EMO
Province/Municipal EMO
- Province/Canada Employment and Immigration Centres
Police/Municipal EMO
- Municipal government
Police
Engineering
Engineering
- Engineering/Utilities
- Police/Industry
- Welfare/Social Services
- Welfare/Social Services/Agriculture/
Volunteer agencies
Province/Municipal EMO
Province/Municipal government
Welfare/Social Services/Volunteer agencies
Health
-

Equipment

1. Transportation
2. Communication equipment
3. Equipment for constructing dikes
4. Heavy equipment (bulldozers, etc)
5. Auxiliary lighting
6. Auxiliary power facilities
7. Medical and health supplies
8. Food and lodging
9. Pumps
10. Storage facilities for equipment, furnishings and livestock
11. Mobile public address system

Source

- Road/Rail/Air authorities
Province/Police/EMO
Engineering/Industry
Engineering/Industry
Engineering/Utilities
Engineering/Utilities
Health
Welfare/Social Services
Engineering
Province

Police/Fire/EMO/Radio Stations

Forest Fire (major, in remote areas)

Possible Major Effects

1. Casualties from fire or smoke
2. Deaths
3. Damage to property
4. Disruption of traffic and communication
5. Disruption of utilities
6. Losses to local economy

Potential Actions

1. Establish an emergency headquarters
2. Control traffic and access routes
3. Recruit fire fighters
4. Fire fighting
5. Rescue
6. Establish emergency communications
7. Establish water points
8. Establish transportation requirements and obtain vehicles
9. Warn about spread of fire
10. Establish news release system
11. Establish welfare service
12. Establish first aid posts

Agency Responsible

- Province (Lands and Forests)
- Police/Lands and Forests
Province/Police/Canada Employment and Immigration Centres
Province/Forest Industry
Rescue Services
Province
- Province/Land and Forests
Road/rail/air authorities
- Lands and Forests/news media/Province
- Lands and Forests/Police/Municipal EMO
- Welfare/volunteer agencies
Lands and Forests/Medical

Equipment

1. Light portable fire fighting equipment
2. Water bombers
3. Bulldozers
4. Water tankers
5. Power saws, shovels, axes, back tanks and other hand tools for fire fighting
6. Establish emergency welfare services
7. Communication equipment
8. First aid kits

Source

- Lands and Forests
- Province
Province/Industry
Province/Industry
Province/Industry
- Welfare
- Province/Forest Industry/EMO
Health

Hurricane, Tornado or Windstorm

Possible Major Effects

1. Casualties
2. Deaths
3. Disruption of community
4. Disruption of utilities
5. Damage to property
6. Disruption to traffic
7. Disruption of communications

Potential Actions

1. Warn of imminence
2. Establish an emergency headquarters
3. Establish emergency communications
4. Define working area and establish control perimeter
5. Establish routes for emergency vehicles
6. Notify hospitals of casualties including number and type
7. Rescue
8. Establish temporary morgue
9. Eliminate hazards from damaged utilities
10. Establish news release system
11. Protect property
12. Establish emergency welfare service
13. Establish inquiry system
14. Provide auxiliary power
15. Clear debris

Agency Responsible

- Meteorological services/news media
Municipal government/Municipal EMO
- Police/Municipal EMO
- Police
- Police
- Medical/Police
- Fire/Police/Rescue Services
Coroner/Police
- Engineering/Utilities
- Police/Municipal EMO
Police
- Welfare/Social Services/Volunteer agencies
- Welfare/Social Services
- Engineering/Utilities
- Engineering

Equipment

1. Rescue equipment
2. Fire equipment
3. Ambulances
4. Road clearing equipment
5. Barricades
6. Auxiliary generators
7. Mobile public address system
8. Welfare equipment

Source

- Police/EMO
- Fire
- Medical/Transportation/Police
- Engineering
- Engineering
- Various sources
- Police/EMO/Radio Stations
- Welfare/Social Services

Mine Emergency

Possible Major Effects

1. Casualties
2. Deaths
3. People trapped or buried alive
4. Fire, explosions, lethal gases and lack of oxygen
5. Losses to local economy
6. Permanent closure of mine

Potential Actions	Agency Responsible
1. Establish an emergency headquarters	Mine authorities/Municipal EMO
2. Establish number of missing	Mine authorities
3. Organize and direct mine rescue teams	Mine authorities/Rescue Services
4. Request medical assistance and ambulance service	Mine authorities
5. Define working area and establish control perimeter	Police
6. Establish traffic and crowd control	Police
7. Establish welfare facilities for families and rescue teams	Welfare/Social Services/Volunteer agencies
8. Notify hospitals of casualties including number and type	Medical/Police
9. Establish news release system and arrange briefing for dependants	Mine authorities/Municipal EMO/Police
10. Establish temporary morgue	Coroner/Police
11. Establish routes for emergency vehicles	Police
12. Establish inquiry system	Mine authorities/Welfare/Social Services/ Volunteer agencies

Equipment	Source
1. Mine rescue equipment	Mine authorities/Police/Fire
2. Drilling equipment for entering shaft	Drilling companies
3. Auxiliary lighting	Police/Fire/EMO
4. Communications equipment for rescue team	Fire/EMO
5. Barricades	Engineering
6. Emergency food and lodging	Welfare/Social Services
7. Clothing	Welfare/Social Services
8. Specialist manpower	Drilling companies/other mines/Canada
9. Ambulances	Employment and Immigration Centres Medical/Transportation/Police

Power Failure

Possible Major Effects

1. Casualties - indirect, due to lack of power
2. Deaths - indirect, due to lack of power
3. Panic, particularly in crowded areas
4. Disruption of traffic
5. Disruption of utilities
6. Trapped people

Potential Actions	Agency Responsible
1. Establish headquarters to restore power	Power company
2. Establish emergency headquarters	Municipal government/Municipal EMO
3. Restore power	Power company
4. Establish priority for essential services to community	Municipal government/Municipal EMO
5. Control allocation of auxiliary power	Power company/Municipal EMO
6. Establish news release system and keep public informed	Power company
7. Establish traffic control	Police
8. Protect property	Police
9. Establish special assistance to aged, infirm and home patients	Health/Welfare/Social Services
10. Establish inquiry service	Welfare/Social Services/Volunteer Agencies
11. Establish emergency communications	Telephone/Radio Facilities
12. Organize emergency transportation pool	Engineering/Municipal EMO
13. Ascertain water and food supplies, and arrange distribution	Health/Welfare/Social Services/Municipal EMO
14. Release persons trapped in electrically operated devices (eg. elevators)	Specialists
15. Assess danger to public health and provide emergency services	Health

Equipment	Source
1. Auxiliary power	Engineering/Various Sources
2. Auxiliary heaters	Engineering/Various Sources
3. Mobile public address system	Police/EMO
4. Auxiliary lighting	Engineering/Police/Fire/Stores etc.
5. Emergency lodging and feeding	Welfare/Social Services/Volunteer Agencies

Transportation - Rail

Possible Major Effects

1. Casualties
 2. Deaths
 3. Fires
 4. Disruption of rail traffic
 5. Disruption of railway communications
 6. Involvement of dangerous goods
-

Potential Actions

Agency Responsible

- | | |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1. Warn other traffic | Trainmen or first at scene |
| 2. Establish emergency headquarters (at scene or divisional point) | Railway staff |
| 3. Establish emergency communications | Railway staff |
| 4. Request relief train | Railway staff |
| 5. Give accurate and complete accident report | Railway staff |
| 6. Request police, ambulance, doctors and heavy equipment | Railway staff |
| 7. Organize rescue parties as needed | Railway staff |
| 8. Notify hospitals of casualties including number and type | Medical/Police |
| 9. Arrange temporary reception area for casualties | Medical/Welfare |
| 10. Dispatch ambulances | Medical/Police |
| 11. Establish routes for emergency vehicles | Police |
| 12. Define working area and establish control perimeter | Railway staff/Police |
| 13. Establish temporary morgue | Coroner/Police |
| 14. Restrict entrance to work area if accident involves hazardous material including radioactive material | Railway staff/Police/Environment |
| 15. Establish news release system | Railway authorities |
| 16. Set up inquiry service | Welfare/Social Services/Volunteer Agencies |
-

Equipment

1. Relief train
2. Ambulances
3. Fire fighting equipment
4. Heavy recovery equipment including cutting torches
5. Special equipment for removing hazard waste, if applicable
6. Auxiliary lighting
7. Mobile public address system
8. Emergency food
9. Chemical response team, if applicable

Source

Railway authorities
Medical
Fire
Railway authorities/EMO

Suppliers/EMO/Environment

Police/EMO/Fire/Railway Staff
Police/EMO
Welfare/Social Services
Province/Fire/Industry

Transportation - Road

Possible Major Effects

1. Casualties
2. Deaths
3. Fires and explosions
4. Trapped people
5. Disruption of traffic
6. Involvement of dangerous goods

Potential Actions	Agency Responsible
1. Establish emergency headquarters	Police/Municipal EMO/Environment
2. Establish emergency communications	Police/Municipal EMO
3. Request additional police assistance	Police
4. Establish routes for emergency vehicles	Police
5. Request ambulance, doctors, wreckers, fire trucks and heavy equipment as needed	Police
6. Notify hospitals of casualties including number and type	Medical/Police
7. Define working area and establish control perimeter	Police
8. Establish temporary morgue	Corner/Police
9. Take special precautions if accident involves hazardous material	Police/Industry/Health/Environment
10. Establish news release system	Police/Municipal EMO

Equipment	Source
1. Wrecker/tower equipped with cutting torches	Police/Garage
2. Fire fighting equipment	Fire
3. Traffic barricades	Engineering
4. Testing equipment for radioactive material, if applicable	Industry/Health/EMO
5. Testing equipment for dangerous gases, if applicable	Industry/Fire/Environment
6. Chemical response team, if applicable	Province/Fire/Industry

Transportation - Water (at sea or adjacent to land)

Possible Major Effects

1. Casualties
2. Deaths
3. Fires or explosion
4. Panic
5. Disruption of shipping traffic, if in narrow channel
6. Property damage, if in harbour
7. Hazardous cargo

Potential Actions

Agency Responsible

- | | |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1. Establish emergency headquarters | Coast guard/Port authority |
| 2. Establish emergency communications | Police |
| 3. Organize and direct search and rescue activities | Coast guard/DND/Port authority |
| 4. Determine contents of cargo | Port authority |
| 5. Organize shore-based reception centre that includes: welfare services, medical staff, ambulances, temporary morgue | Port authority/Coroner/Welfare/Social Services/ Health |
| 6. Notify hospitals of casualties including number and type | Medical/Police/Coast guard |
| 7. Define working area and establish control perimeter | Police |
| 8. Establish routes for emergency vehicles | Police |
| 9. Establish traffic control | Police |
| 10. Establish news release system | Port authority/Municipal EMO |
| 11. Establish inquiry system | Welfare/Social Services/Volunteer Agencies |
| 12. Determine responsibilities of: DOT, National Harbours Board, Coast Guard Service, DND, Search and Rescue, Province etc | Agencies Involved/Municipal EMO |
-

Equipment

1. Air/sea rescue equipment as provided by Coast Guard, DOT, RCMP, Police, DND
2. Special equipment to handle hazardous cargo, if applicable
3. Medical supplies at reception centre
4. Fire fighting equipment
5. Communications equipment
6. Barricades
7. Mobile public address system

Source

- Agencies involved
- Supplier/EMO
- Medical
- Fire
- Agency involved/EMO
- Engineering
- Police/Fire/EMO

Appendix 3
Sample By-Law

A Community Emergency Planning By-Law

The Council of the _____ under the authority vested in it by the Municipalities Act and the Emergency Measures Act, and Regulations thereunder, enacts as follows:

Definition:

1. For the purpose of this by-law,
 - a. “emergency” means a present or imminent event in respect of which the Minister or municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety or welfare of the civil population;
 - b. “emergency measures plan” means any plan, program or procedure prepared by the Province or a municipality, as the case may be, that is intended to mitigate the effects of an emergency or emergency and to provide for the safety, health or welfare of the civil population and the protection of property and the environment in the event of such an occurrence.

Standing Committee of Council

2. A Standing Committee of Council, hereinafter called “the Committee” shall be appointed by Council, to consist of not fewer than two members of Council. Two members of the Committee shall constitute a quorum.
3. In addition to its others duties and powers under this by-law, the Committee shall be responsible for:
 - a. advising Council on the development of a municipal emergency plan
 - b. the appointment of a director of the municipal emergency measures organization and such others as may be required
 - c. the preparation and approval of the municipal emergency measures plan.

General

4. Subject to the approval of Council, the Committee may negotiate and on behalf of the municipality enter into agreements with other municipalities, with the Government of the Province, with the Government of Canada, or with other agencies, or any or all of them, for the purpose of mutual aid; for the formation of joint organizations; or for the employment of their members or resources; all within the terms of a community emergency plan.

5. In the event of an emergency being declared, the municipal emergency plan will be implemented by the Committee in full or in part according to the procedures outlined therein.
6.
 - a. In the event that an emergency has been declared, Council will be automatically convened and shall not be adjourned until the emergency is declared to be over.
 - b. Each member of Council will be advised by the committee when an emergency has been declared and he/she shall advise the Emergency Operations Centre of his/her whereabouts during the continuation of the emergency.
7. In the event that an emergency has been declared, all employees, servants and agents of the municipality will advise the Emergency Operations Centre of their whereabouts and will be required to carry out duties as ordered by the Director of the Municipal Emergency Measures Organization. In this connection, unless Council otherwise stipulates, for services performed during the continuation of the emergency.
 - a. Department heads will receive no additional remuneration
 - b. salaried persons, other than Department Heads, will receive a pro-rata hourly rate for each hour worked
 - c. hourly paid employees will receive time and one-half their regular hourly rate for time worked in excess of eight hours per day
 - d. casual employees as required during the emergency will be paid the usual set rate per hour.
8. When an emergency is declared the Committee may forthwith procure food, clothing, medicines, equipment, goods and services of any nature or kind for use therein, the payment for which shall be made by the municipality.
9. For the duration of the emergency, Council may appoint as auxiliary police persons who are recommended to it by the Chief of Police.
10. For the duration of the emergency, Council may appoint as auxiliary firemen persons who are recommended to it by the Fire Chief.
11. For the duration of the emergency, Council may appoint any other persons as deemed necessary by Director of the Municipal Emergency Measures Organization.

Appendix 4

Provincial Emergency Measures Organization - N.B.

Brief Description and Organization Chart

The New Brunswick Emergency Measures Organization (NB EMO) evolved throughout the 1960s from its predecessor, the Civil Defence Organization. It became firmly established following the devastating 1973 floods.

Today, NB EMO maintains an active role in planning for, and dealing with, peacetime emergencies in New Brunswick. This is particularly exemplified by its Point Lepreau Off-site Contingency Plan, designed to handle potential emergencies related to the province's first nuclear generating station at Point Lepreau.

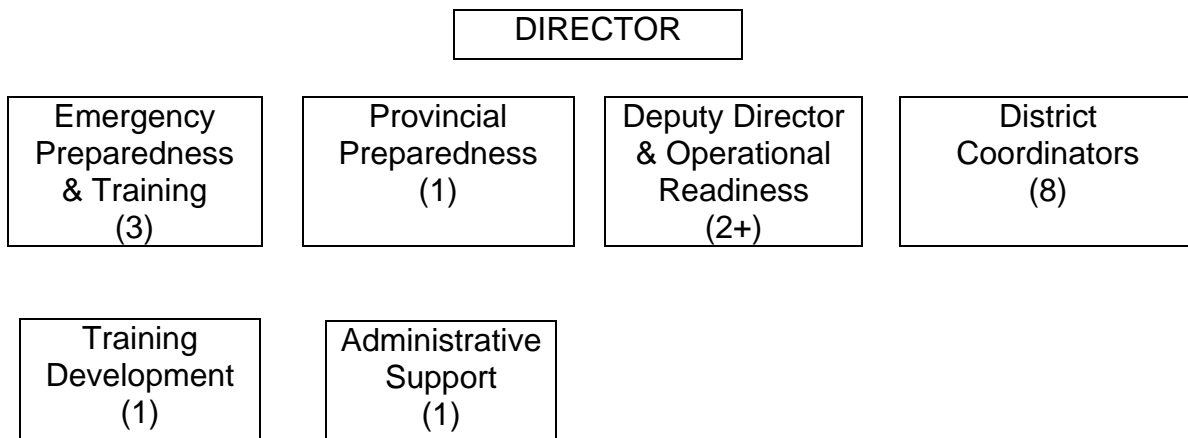
NB EMO is a branch of the Department of Public Safety. The minister of this department is responsible for administering the Emergency Measures Act (1978), and is the legislative and administrative authority for emergency

operations in the province.

As depicted in the following chart, NB EMO comprises three branches: Emergency Preparedness and Training, and Provincial Preparedness, and Operational Readiness. All are supported by Administration and Logistics support staff. In addition, eight district coordinators are located throughout the province (see Appendix 5).

District coordinators provide a liaison between the Province, local municipal governments and private agencies. They coordinate emergency planning activities performed by local representatives of provincial departments. As well, they assess data on impending emergencies and forward it to NB EMO headquarters in Fredericton.

NB EMO April 1, 2008



Appendix 5
Provincial Emergency Measures
Organization - N.B.

Map of Districts

