

HARVEY RURAL COMMUNITY

EMERGENCY RESPONSE PLAN

April 2025

**HARVEY RURAL
COMMUNITY EMERGENCY
PLAN**

Approved by EMO Committee:

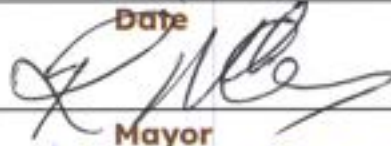


Director

June 16 / 2025

Date

Approved by Council:



Mayor

June 18 / 25

Date

LIST OF AMENDMENTS:

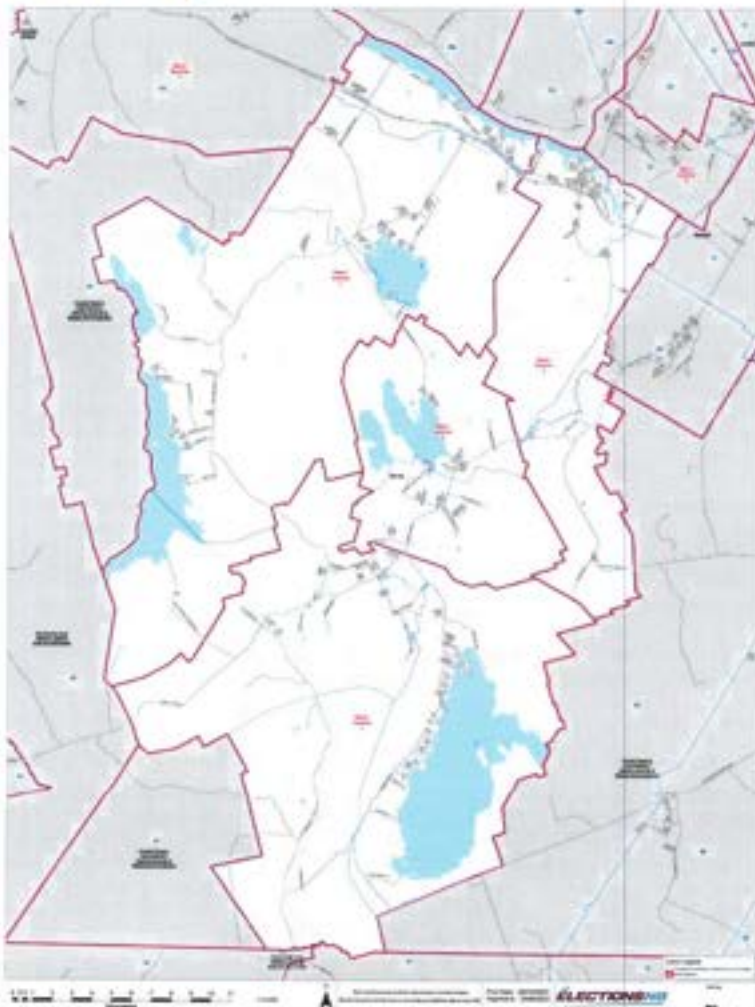
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HISTORY

Harvey Rural Community was officially established on January 1, 2023, as a result of New Brunswick's comprehensive local governance reform. This marked one of the most substantial local governance restructurings in the province's history, aiming to modernize the system, reduce redundancies, and provide better service delivery. Harvey Rural Community was officially formed by amalgamating the Village of Harvey and parts of four local service districts – Manners Sutton, Dumfries, Prince William, and Kingsclear.

This amalgamation allowed the community to pool resources, better manage service delivery, and provide a more unified voice for its residents. The Harvey Rural Community now represents a diverse and dynamic entity, better equipped to face the future's challenges and opportunities.

Map of Harvey



Demography

The population of Harvey Rural Community fluctuates depending on the time of the year with our many lakes; however, for the purposes of the Emergency Measures Plan, we will use the constant figure of 4,000 persons.

In the event of an emergency or disaster, many will rely on the community's services.

Major Institutions and Sites of Concern

1. Swanhaven Adult Residential Facility
2. Art Smith Seniors Complex
3. Apartment Complex at 1947 Route 3
4. Harvey Lions Club
5. Harvey Memorial Community Center
6. Y Camp in Magaguadavic
7. Girl Guides of Canada Camp
8. Harvey Curling Club
9. Kings Landing Historical Society
10. Northeast Distributors Inc
11. Little's Lumber
12. Watson's Home Hardware
13. Briggs and Little Woolen Mill
14. Excel Manufacturing
15. Day Cares, Pre-Schools and Child Care Facilities
16. Gas Stations
17. Elementary and High School

INTRODUCTION

The Municipal Emergency Response Plan outlined herein comprises three parts:

Part I - the Basic Plan.

Part II - the Specific Plans. Provides more detailed planning for potential hazards and emergencies which have been identified as being likely to affect our Rural Community.

Part III - the Individual Plans. Provides detailed plans for the various departments and agencies involved in the emergency preparedness operation.

This plan was prepared in conjunction with the provincial Emergency Measures Organization. All appointed and elected municipal officials' and employees involved in the plan must be aware to carry out their responsibilities and duties during the emergency. The plan's success and effectiveness depend on their commitment.

Federal, Provincial, and volunteer agencies having a role in the plan must be prepared to meet their responsibilities and must be kept informed of any planned revisions.

The plan is to be exercised annually, in full or in part. We hope it will never have to be used in crises. Nonetheless, being prepared for emergencies may help to reduce injuries, loss of life and damage to property & environment, should a disaster or emergency occur.



Mayor

The Chain of responsibility during a municipal emergency is as follows:

1. **Public** - He or she should be prepared to take reasonable steps to protect life and property. An individual should contact responding agencies (Fire Department, RCMP, Ambulance etc.) by calling 911.
2. **Municipality** - Municipal government is responsible for developing and exercising their own emergency plan. Most emergencies occur within and are dealt with effectively by a municipality. When contacted, the municipality activates its emergency plan. The municipal EOC (Emergency Operations Center) is activated through a warning fan-out list which consist of names of staff members and their telephone numbers.
3. **Province** - If the municipality cannot deal effectively with the situation, the province is expected to come to its assistance with provincial resources to support the municipalities efforts. The province is responsible for coordinating effective provincial emergency operations and align communications. The office that is contacted is the New Brunswick Emergency Measures Organization within the Department of Justice & Public Safety.
4. **Federal** - If the Province requires assistance, or if military assistance is requested by the municipality, the Province through NB EMO will work with both the Military Liaison at the Provincial Operations Centre and Public Safety Canada to request the appropriate assistance.

HARVEY RURAL COMMUNITY COUNCIL and STAFF

Municipal Office		(506) 366-6240
Mayor	Richard Corey	[REDACTED] (c)
Deputy Mayor	Andrew McLean	[REDACTED] (c)
Councilor	Shawn Little	[REDACTED] (c)
Councilor	Joey Chessie	[REDACTED] (c)
Councilor	Sheryl Pepin	[REDACTED] (c)
Councilor	Randy Chase	[REDACTED] (c)
CAO	Shawn Hawley	[REDACTED] [REDACTED]
Assistant Clerk	Morgan Kotsovos	[REDACTED] [REDACTED]
Manager Public Works	Thomas MacDonald	[REDACTED] [REDACTED]
Recreation Director	Joseph Swan	[REDACTED] [REDACTED]

MEMBERS OF THE HARVEY RURAL COMMUNITY EMERGENCY MEASURES ORGANIZATION

Mayor	Richard Corey	[REDACTED]
Deputy Mayor	Andrew McLean	[REDACTED]
Councillor	Shawn Little	[REDACTED]
Councillor	Joey Chessie	[REDACTED]
Councillor	Sheryl Pepin	[REDACTED]
Councillor	Randy Chase	[REDACTED]
CAO	Shawn Hawley	[REDACTED]
Assistant Clerk	Morgan Kotsovos	[REDACTED]
Manager Public Works	Thomas MacDonald	[REDACTED]
Public Member	Robert Jamieson	[REDACTED]
Public Member	Jack Goode	[REDACTED]
Public Member	Brad MacKay	[REDACTED]
Public Member	Brett Mabie	[REDACTED]
R.C.M.P		[REDACTED]
Harvey Fire Chief	Jerrad Swan	[REDACTED]
Upper Kingsclear Fire Chief	Murray Crouse	[REDACTED]
Dumfries Fire Chief	Marco Boonstopple	[REDACTED]
Ambulance New Brunswick	Paul Robichaud	[REDACTED]
NB EMO	Dan Dekleva	[REDACTED]
Red Cross	Fredericton Office	1-800-561-4034 (24/7) (506) 458-8445
Emergency Communications ESS		
Volunteer Contact	Joseph Swan	[REDACTED]
Emergency Measures Plan		

HARVEY RURAL COMMUNITY EMERGENCY RESPONSE PLAN

Part I: The Basic Plan

1. General

The Harvey Rural Community recognizes its responsibility to plan for emergencies that may endanger lives, property or the environment in this municipality or in others.

The Harvey Volunteer Fire Department, through the Capital District Firefighters Association has a mutual aid agreement with:

Upper Kingsclear Fire
Department Village of McAdam
Dumfries Fire Department

The agreement is shown in Schedule C

2. Aim

The plan designates the responsibilities and immediate actions to be taken by individuals, municipal services and volunteer agencies, in the event of an emergency.

3. Definitions

The following definitions are applied through-out the plan:

3.1 Emergency: A present or imminent event, which the municipality believes to warrant prompt, coordinated action (and/or the regulation of persons or property) so as to safeguard the health or welfare of the population, and to protect property and the environment.

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

3.3 Emergency Measures Plan: Any plan, program or procedure prepared by the municipality that aims to

- Mitigate the effects of and emergency or disaster, and
- To safeguard the health and welfare of the population, and to protect property and the environment, in the event of an emergency or disaster.

3.4 Emergency Operations Center (EOC): The EOC is a physical facility designated for the gathering and dissemination of information plus disaster analysis. It is also the facility in which decisions and policies governing the emergency response are planned and implemented. The EOC for Harvey shall be established in the Council Chambers of the Municipal office. Alternate

locations will be identified depending on the nature and location of the emergency. Only the EO Director and the EOC staff shall be in the EOC. The Communication office, messengers and security will be in a designated room in the Municipal Office. The media shall be kept at arm's length and informed by the Mayor or designated Communication's Officer.

- 3.5 **Mutual Aid:** A formal agreement in writing between two or more entities (municipalities, departments, corporations) to assist the other with specific resources in time of emergency and/or during pre-specified situations.

4. Authority

This plan is authorized under:

- a. The Provincial Emergency Measures Act, *Deposited May 13, 2011*
- b. The Harvey Rural Community Disaster Plan By-Law 2024-01

5. Direction and Control

The Mayor and/or Deputy Mayor are ultimately responsible for the control of all operations documented within this plan.

6. Implementation

This plan may be implemented in full or in part by the Mayor, or by the Emergency Operations Director, when required to respond to an emergency or to provide coordinated assistance to Harvey.

7. Emergency Operations Center (EOC)

All disaster/emergency operations will be controlled and coordinated from the EOC located in the Council Chambers of the Municipal Office. This also applies to a response for assistance from the Harvey Volunteer Fire Dept, Upper Kingsclear Fire Dept, Dumfries and McAdam Fire Dept.

8. Emergency Measure Planning Committee

The committee shall be comprised of the following:

- a. The Municipal Emergency Operations Director
- b. The Mayor / Councilors
- c. Representatives from volunteer agencies
- d. Representatives from various provincial departments as required.
- e. The Regional Coordinator for the Provincial Emergency Measures Organization acts as an advisor and coordinates all provincial assets as required or requested.

9. Responsibilities

Emergency Operations Center Director:

- a. Coordinates disaster planning
- b. Support operations from the EOC.
- c. Acts on behalf of or provides guidance to the Mayor and Council

Mayor and Council:

- a. Receives updates from the EOC Director
- b. Declares a state of local emergency, when necessary, at the advice of EOC Director.
- c. Approves extraordinary expenses.
- d. During a declared state of local emergency, does everything necessary for the protection of property, the environment and the health and safety of persons therein including the responsibilities outlined in schedule B.
- e. The Mayor or designate is the official spokesperson to the media

R.C.M.P.

- a. Police services (evacuations, traffic control)
- b. Assistance to other services

Fire Department

- a. Fight fires
- b. Rescues from buildings and wreckage
- c. Assists other services such as cutting off or restoring utilities where necessary.
- d. Provides water for emergency purposes.
- e. Responds to incidents involving dangerous commodities.

Ambulance New Brunswick

- a. Provide emergency health services.
- b. Assist other emergency services such as fire and police.

Emergency Communication Services

- a. Establishes communications between the EOC and incident site etc.
- b. Provide telephone operators and messengers at the EOC.
- c. Receive and send messages to/from EOC.
- d. Maintain a pool of radios on call.
- e. Obtain and collate information for the public including press releases.

Emergency Social Services/Red Cross

- a. Provide accommodations for people evacuated from their homes.
- b. Provide emergency clothing when required.
- c. Feed evacuees and emergency workers
- d. Provide personal services for those in need.
- e. Provide registration and inquiry services.

Volunteer Coordinator

- a. Maintain source list of local manpower during an emergency.
- b. Arrange for registration and allocation of volunteers.

10. Alerting

10.1 Initial Alert

Anyone learning of an emergency should immediately contact either:

- a. R.C.M.P at 911
- b. The Fire Department at 911
- c. The Ambulance Service at 911

The public should periodically be informed of this system through communication distributed in the mail, Lionews, local meetings, website, Facebook page, Voyent Alert, Alert Ready, and in the media.

10.2 Stages of Alert, and Assembly

If the Emergency Measures Director or Alternate decides that the emergency should be handled through the EOC, then one of three stages of alert are adopted.

Level 1 – Enhanced Monitoring: Continuous monitoring by all REAC members of an emergency situation that may require immediate regional assistance.

Level 2 – Partial Activation: Only personnel required to handle the emergency are called to the EOC by the Emergency Measures Director. Others may be placed on standby.

Level 3 – Full Activation: All personnel are notified of emergency via fan-out, described in Section 11.

Once activated, the heads of services meant to be at the EOC must go there immediately and report to the Director or Alternate Director. Heads of services whose place of duty lies elsewhere must send a representative to the EOC. The representative then reports to the Director or Alternate Director.

10.3 Police/Fire Alert

Police and Fire departments have 24-hour duty systems that include pre-existing alert arrangements. The systems do not conflict with this emergency response plan and need not be changed.

10.4 Alerting Procedure

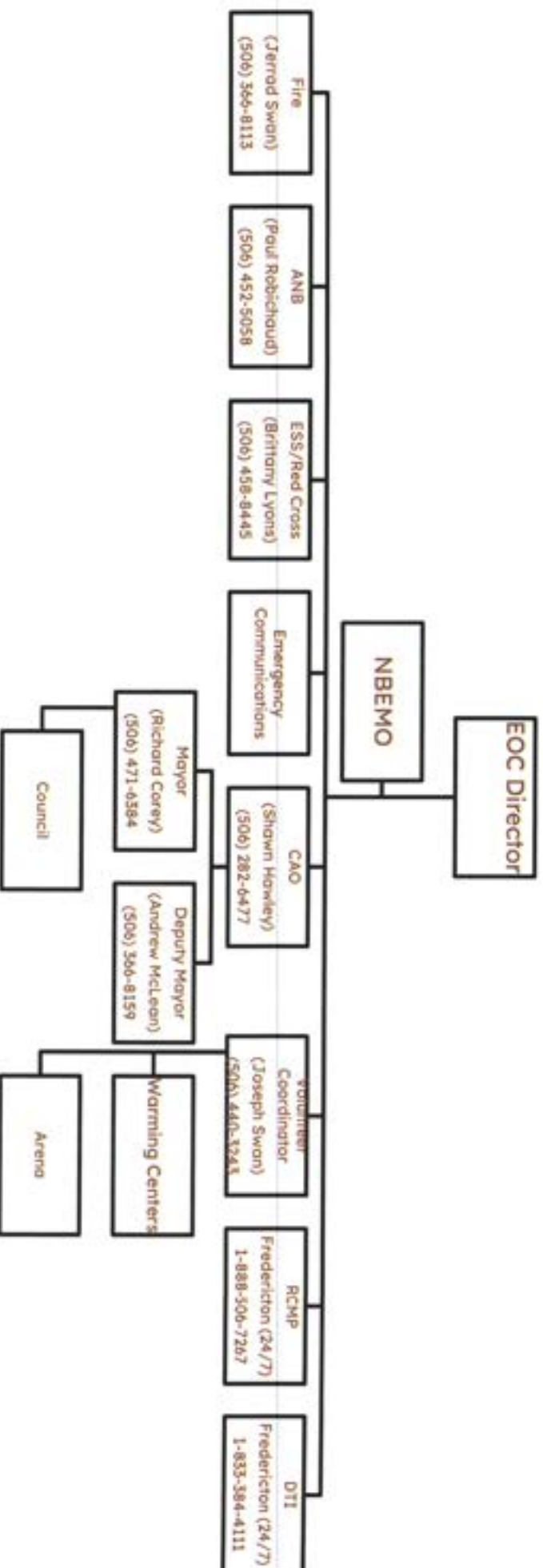
If an emergency situation requires that the EOC become activated, personnel are notified via fan-out chart. After receiving a call, an individual initiates the Standard Operating Procedures (SOP). The SOPs for each department or agency are given in the Individual Plans (Part B of the Municipal Emergency Plan)

If a designated individual on the fan-out chart cannot be reached, the caller must tell the Emergency Measures Coordinator after reaching the ECO.

- 11. Telephone fan out: Schedule A.**
- 12. EOC Organizational Chart: Schedule B.**
- 13. Municipalities involved in Mutual Aid Agreements: Schedule C**

SCHEDULE A

Telephone Fan-Out Chart



Schedule B

DECLARATION OF STATE OF LOCAL EMERGENCY

PURPOSE:

The purpose of this document is to outline the powers available to a municipality and their limitations in declaring a state of local emergency. In addition, forms have been attached to facilitate a standard method of enactment.

DEFINITION:

An emergency means a present or imminent event in respect of which the Minister or the municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property, the environment or the health, safety and welfare of the civil population.

Conditions of Declaration:

- a. Municipality may, when satisfied that an emergency exists or may exist in all or any part of municipality, declare a state of local emergency in respect of that municipality, or any thereof.
- b. A declaration shall identify the nature of the emergency and the area in which it exists after consultation with New Brunswick EMO Regional Coordinator or the PMCC or the EMO Deputy Officer.
- c. The Municipality shall immediately communicate the details of the declaration in the most likely manner to the civil population of the affected area.
- d. Upon declaring a state of local emergency, a municipality shall immediately forward a copy of the declaration to the Minister of Public Safety and may authorize any person or committee to exercise any power listed under POWERS below.

POWERS

Pursuant to the Emergency Measures Act, Chapter E-7.1, upon declaration of a state of local emergency, the municipality shall do everything necessary for the protection of property, the environment and the health or safety of persons including:

- a. To cause an Emergency Measures Plan to be implemented
- b. To acquire or utilize any personal property by confiscation or any means necessary.
- c. To authorize or require any qualified person to render aid of such type as that person may be qualified to provide.
- d. To control or prohibit travel to or from any area or on any road, street, or highway.
- e. To provide for the maintenance and restoration of essential facilities, the distribution of essential supplies and the maintenance and co-ordination of emergency medical, social and other essential services.
- f. To cause the evacuation of persons and removal of livestock and personal property

threatened by a disaster or emergency and make arrangements for adequate care and protection thereof.

- g. To authorize any person properly identified as authorized by the municipal emergency measures organization to enter any building or upon any land without warrant.
- h. To cause the demolition or removal of any building structure, tree or crop where it is necessary for the purpose of reaching the disaster site, of attempting to forestall its occurrence, or of combating its process.
- i. To procure or fix prices for food, clothing, fuel, equipment, medical or other essential supplies and the use of property, services, resources, or equipment and
- j. To order the assistance of persons needed to carry out the above, with or without remuneration.

TERMINATION OF A STATE OF LOCAL EMERGENCY

The Minister of Public Safety may terminate a state of local emergency with respect to an area identified by a municipality in its declaration of a state of local emergency when, in his or her opinion, an emergency no longer exists.

- a. A municipality may terminate a state of local emergency with respect to an area identified by it in its opinion an emergency no longer exists.
- b. A state of local emergency ends:

When the area identified by the municipality in its declaration is included in an area identified by the Minister in his or her declaration of a state of emergency.

Or

Seven days after the day it was declared.

Schedule C

Capital District Firefighters Association Mutual Aid Agreement

ARTICLE 1:

- 1.1 The parties to this Agreement are included in **Schedule "A"**.
- 1.2 The parties to this Agreement recognize that their firefighting forces are dedicated to the protection of people and property, and that they may at times be required to provide assistance to other fire departments in the district.
- 1.3 The council or governing body of each of the parties agrees to provide assistance to other parties to this Agreement in the event of fires or other emergencies.
- 1.4 "Mutual Aid" means that upon request from one fire department governed by this Agreement ("the requesting department"), any other fire department governed by this Agreement ("the responding department") will respond to any location within the requesting department's jurisdiction, subject to the restrictions set out in Article 2.
- 1.5 Throughout this Agreement, references to the "Chief" means the Chief of a fire department, or in his/her absence, anyone designated by the Chief, municipal council, or local service manager to act on his/her behalf.

ARTICLE 2: EXCEPTIONS

- 1.1 This Agreement does not apply to forest fires on crown land, dumps or landfill sites which are under the jurisdiction of the Forest Protection Services of the Province of New Brunswick, unless the brush or forest fire directly endangers life or property within an area defined in this Agreement.
- 1.2 The Chief of the responding fire department shall have sole discretion to determine what personnel and equipment can be provided in response to that request and shall have the right to withdraw any or all such assistance when his/her judgement or responsibilities require him/her to do so.
- 1.3 If the Chief of a responding fire department determines that his/her department cannot respond, he/she shall immediately advise the requesting department of this decision.
- 1.4 The parties acknowledge and agree that specialized equipment and/or training from the responding department that cannot be reciprocally offered by the requesting department is not covered by this Agreement and may be subject to cost recovery for mobilization of these services. If the responding department issues an invoice to the requesting department, the requesting department agrees to pay the costs outlined in the invoice within thirty (30) days.

Cost recovery is the actual costs associated to a specific piece of equipment or specialized service and the staffing required. It is not intended to be an inflated amount and should closely reflect the actual cost to the providing department.

- 2.5 This Agreement does not apply to hazardous material calls that are covered under the Province of New Brunswick Hazardous Materials Emergency Response Program.

ARTICLE 3: IMPLEMENTATION

- 1.1 The requesting department calling for mutual aid must have expended all of their available resources that would normally be sent to an incident before calling for mutual aid.
- 1.2 If the requesting department failed to expend all of its available resources, the requesting department may be subject to cost consequences and may be required to pay the costs associated with the mobilization of resources of any responding department. The Chief from each responding department shall determine, at the Chief's sole discretion, the cost incurred by the responding department and may invoice the requesting department accordingly. If the requesting department receives an invoice, they shall pay the costs outlined in the invoice within thirty (30) days.
- 1.3 Upon arriving at the scene of a fire or emergency, the senior officer of the responding department will report directly to the Chief in charge, or other designated officer of the requesting department, to receive instructions and assignments.
- 1.4 The Chief of the requesting department is in overall command of the incident and all fire department operations and safety. The responding department will not assume responsibility for fire operations unless requested to take charge directly by the requesting Chief or his/her designate.
- 1.5 Without in any way questioning the overall command referred to in 3.4, all parties recognize that the responding departments are the safest and most effective when their own Chief supervises them. The requesting Chief will, as much as possible, deploy the responding units accordingly. The degree of control given to the responding Chief will reflect the degree of specialization of the responding unit.

ARTICLE 4: UNITS AVAILABLE FOR MUTUAL ASSISTANCE

- 1.1 Each of the parties agrees to make available any or all of the equipment and personnel listed in **Schedule "A"**, which is attached to, and forms part of, this Agreement.
- 1.2 Under special circumstances, and at the sole discretion of the Chief of the responding department, apparatus, equipment or personnel not designated in this Agreement may be provided.
- 1.3 If equipment is loaned to a requesting department without the presence of a supervisory officer from the responding department, the requesting department shall be responsible for the equipment and will repair or replace it to the satisfaction of the Chief of the responding department if it is damaged from misuse or neglect. In all other circumstances, the responding department is responsible for the personnel, apparatus and equipment sent in response to a call for assistance regardless of the location of the fire or emergency.
- 1.4 The requesting department shall indemnify and hold harmless the responding department and its officers, servants, agents, and employees from and against any and all claims, demands,

losses, costs, damages, actions, cause of actions, suits or other proceedings by whomever made, brought or prosecuted in any manner based upon, occasioned by or attributable to the provision of mutual aid assistance.

- 1.5 Each of the parties to this Agreement shall obtain a Comprehensive General Liability Insurance policy with limits of not less than five million dollars (\$5,000,000.00) per occurrence and shall maintain this coverage for duration of this Agreement. Each of the parties to this Agreement shall also obtain Automotive Liability Insurance for owned automobiles, licensed vehicles and non-owned and rented automotive equipment used in connection with mutual aid response. These policies shall be obtained from an insurance company licensed to do business in the Province of New Brunswick.
- 1.6 Insurance certifications shall be provided by each of the parties along with their signed agreement.

ARTICLE 5: SPECIAL PROVISIONS

- 5.1 When a responding department is on the scene of a fire or emergency for four hours or more, the requesting department will provide food and beverages for the responding firefighters.
- 5.2 The requesting department is responsible for supplying gas and oil for the responding vehicles during the emergency and shall ensure that the vehicles are supplied with enough fuel to return to their respective home stations.
- 5.3 The parties to this Agreement will ensure that each fire department's equipment is clearly identified so it can be easily reclaimed at the scene of a fire or emergency.

ARTICLE 6: AREA OF PROTECTION

- 1.1 This Agreement applies to the normal protection areas of each party to this Agreement, except for the areas excluded in Article 2.

ARTICLE 7: INSTRUCTIONS

- 1.1 The Chiefs of each department must give written notification to the other parties regarding any changes to their department which may have an effect on this Agreement.

ARTICLE 8: EXCLUSION FROM AGREEMENT

- 1.1 In the event that the Chiefs of the parties to this Agreement determine that a party has failed to respond to a call for mutual aid without justification or has negligently endangered the men/women or equipment of a responding department, that party may be excluded from the benefits of this Agreement. The decision to exclude a party shall be made by a majority (51%) vote of the Chiefs of all the parties.
- 1.2 This Agreement does not apply to events that fall under the "Emergency Measures Act".
- 1.3 The Fredericton Fire Department will not be responding to the Rural Community of Hanwell as part of this Mutual Aid Agreement.

ARTICLE 9: RENEWAL

- 1.1 This agreement shall be for a term of five (5) years, commencing on October 1, 2019 and expiring September 30, 2024. The parties agree that upon the expiry of this agreement, this Agreement may be extended by written acknowledgement of each Chief for two (2) additional five (5) year terms on the same terms and conditions. The first five (5) year extension would commence on October 1, 2024 and expire on September 30, 2029; and the second five (5) year extension would commence on October 1, 2029 and expire on September 30, 2034.
- 1.2 Any party which does not want to continue its membership in this Agreement may withdraw from the Agreement prior to any renewal date by giving **three (3) months** written notification to each of the other parties to the Agreement.
- 1.3 The Chiefs of all departments shall review this Agreement annually and may recommend any changes they feel are necessary.
- 1.4 Any council, committee or governing body of a fire department within the Capital District, which is not a party to this Agreement and wishes to join the Capital District Firefighters Association, may apply in writing to the president of the Association.
- 1.5 The Chiefs will review any application received under 9.4 and may recommend to the parties that the application should be granted. The recommendation will only be made if it is approved by a majority (51%) vote of the Chiefs of all the parties.
- 1.6 Any new member recommended for approval under 9.5 may be added to the Agreement by executing a counterpart agreement which will include all the terms and conditions of this Agreement.
- 1.7 When a new member joins this Agreement, written notice will be immediately distributed by the Association's president to all parties to this Agreement.

ARTICLE 10: MISCELLANEOUS

- 1.1 If at any time during the continuance of this Agreement the parties shall deem it necessary or expedient to make any alterations to this Agreement, they may do so by means of an executed written Agreement between them which shall be supplemental to, and form part of, this Agreement.
- 1.2 The division of this Agreement into articles and sections and the insertion of headings are for convenience of reference only and shall not affect the interpretation of this Agreement.
- 1.3 The parties acknowledge and agree that this Agreement shall be governed by, construed and enforced in accordance with the laws of the Province of New Brunswick and the laws of Canada applicable therein, and with the associated Municipal By-Laws.
- 1.4 If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination shall not impair or affect the validity, legality or enforceability of the remaining provisions hereof, and each provision is hereby declared to be separate, severable and distinct.

- 1.5 This Agreement constitutes the entire agreement between the parties⁷ with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, warranties or other provisions, expressed or implied, collateral, statutory or otherwise, relating to the subject matter hereof except as herein provided.
- 1.6 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument; this Agreement will be of no force or effect until executed by all parties. Executed signature pages delivered by facsimile or electronic mail will be deemed for all purposes to be original counterparts of this Agreement.

SCHEDULE C "A"

	Fire Department	Number of Personnel	Number of Trucks
1.	Cambridge Narrows	5	1 Tanker
2.	Chipman	5	1 Tanker
3.	C.F.B. Gagetown	3	1 Pumper
4.	Cumberland Bay	5	1 Tanker
5.	Dumfries	5	1 Tanker
6.	Fredericton	8	2 Tankers or 2 Pumpers
7.	Fredericton Junction	5	1 Tanker
8.	Gagetown	5	1 Pumper Tanker
9.	Harvey	5	1 Tanker
10.	Hoyt	5	1 Tanker
11.	Jemseg	5	1 Tanker
12.	Keswick Ridge	5	1 Tanker
13.	Kingsclear First Nation		
14.	McAdam	5	1 Tanker
15.	Minto	5	1 Tanker
16.	Nackawic	5	1 Pumper Tanker
17.	Nashwaak Valley	5	1 Pumper Tanker
18.	New Maryland	5	1 Pumper Tanker
19.	North York Regional		
	District 1 Keswick Valley	5	1 Tanker
	District 2 Millville	5	1 Tanker
20.	Oromocto	8	1 Tanker or 1 Pumper
21.	Stanley	5	1 Tanker
22.	Upper Gagetown	5	1 Pumper Tanker
23.	Upper Kingsclear	5	2 Tankers /1 mini pumper/1 pumper
24.	Upper Miramichi	5	1 Tanker

Harvey Rural Community
Emergency Response Plan
Part II

Part 2. Hazard, History, Vulnerability and Maximum Threat with Response Actions

2.0.1	Hazard
2.0.1.1	Hazards often lack the absence of predictability. As such, those hazards that may pose a threat within the Province of New Brunswick are analyzed, and rated according to: 1. History; 2. Vulnerability; 3. Maximum Threat; and 4. Probability. The following ratings provide a basis upon which recommended actions are derived.
2.0.2	History - H
2.0.2.1	Based on the number of occurrences within the Province/Region over the last 50 years, hazards will receive the following rating: 1. Low: Less than 0-1 occurrence; 2. Medium: 2-3 occurrences; and 3. High: Greater than 3 or more occurrences.
2.0.3	Vulnerability - V
2.0.3.1	Based on the number of people who might be affected, hazards will receive the following rating: 1. Low: Less than 1 %; 2. Medium: 1% - 10%; and 3. High: Greater than 10%.
2.0.4	Maximum Threat - MT
2.0.4.1	Based on impacts to human life and/or property, hazards will receive the following rating: 1. Low: Less than 5%; 2. Medium: 5% - 25%; and 3. High: Greater than 25%.
2.0.5	Probability of Occurrence - P
2.0.5.1	Based on the likelihood that the emergency will repeat, hazards will receive the following rating: 1. Low: Less than 1 in 100 years; 2. Medium: 1 in 50 years; and 3. High: Greater than 1 in 10 years

Hazard Calculation Worksheet

Hazards and Effects			Probability			Potential Consequence		
	History	Likelihood	Total Score	Affected Pop.	Enviro/Ecosystem	Infrastructure/Critical Infrastructure	Total Score	Risk
	(1-5)	(1-5)	(B+C)	(0-5)	(0-5)	(0-5)	(E+F+G)	(DxE)
A	B	C	D	E	F	G	I	J
Earthquake	2	3	5	2	3	3	8	40
Erosion/Flooding	5	5	10	2	2	2	6	60
Extreme Temperatures	5	5	10	2	1	1	4	40
Forest/Wildland Fires	5	5	10	2	5	5	12	120
Freezing Rain/Hail	5	5	10	2	1	1	4	40
Human Health Emergency	5	5	10	2	1	1	4	40
Hurricane/Wind Storms	5	5	10	2	2	3	7	70
Snowstorm/Blizzard	5	5	10	2	2	2	6	60
Tornado	5	5	10	1	2	1	4	40
Dam Failure	2	2	4	1	1	1	3	12
Explosion/Fire-Pipeline	1	1	2	1	2	0	3	6
Transportation Emergency – Rail, Air & Road	5	5	10	1	3	3	7	70
Cyber Attack	1	5	6	2	1	3	6	36

A threshold of 70 will be used to determine which events pose a significant likelihood and risk of occurring in the Harvey Rural Community. As such, wildfires, hurricanes/wind events, and transportation emergencies have been identified as posing a significant risk to the community.

Hazard Prioritization

Hazards from table above that met the established threshold (listed from high to low score).

Ranking	Hazards	Risk Score
1	Forest/Wildfire	120
2	Hurricane/Windstorm	70
3	Transportation	70

Individualized Hazard Response Cards are included below.

2.1 FOREST FIRE

Hazard Description	An uncontrolled fire occurring in nature.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	120 (Significant)

Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
REMC Actions	A3 of Activation Timeline (Annex C to Part 1). Note: Forest Fires are managed by DERD. Recommend visiting the following site for updates: http://www2.gnb.ca/content/gnb/en/news/public_alerts/forest_fire_watch.html

The following actions may/may not occur, lead agencies procedures take precedence.

Incident Command Structure	Suggested Agencies	Possible Actions	Remarks
Command: Incident Commander is responsible for all incidents or event activities. Although other functions may be left unfilled, there will always be an Incident Commander. Operations: Responsible for directing the tactical actions to meet incident objectives. Plans: Responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident-related documentation. Logistics: Responsible for providing adequate services and support to meet all incident or event needs.	- Fire - Police - NB Ambulance - NB Power - DTI - CVE - Fire Marshall - Education - DERD - DAFF - Health	- Issue public warnings with pre-determined messages (if applicable) - Use of Voyent Alert/Alert Ready - Possible Evacuations - Be prepared to open warming centers or reception centers	- Identify resources at hand - Identify resources lacking - Identify resources required - Mutual Aid request - Assess Regional Assistance - Assess Provincial Assistance - Assess National Assistance

Additional Instructions:

Forest Fire

- When conditions are dry, check the probabilistic forecasts to determine the probability of various precipitation amounts over a certain period up to 14 days

2.2 HURRICANE / POST-TROPICAL STORM / TORNADO

Hazard Description	Cyclonic/Extreme high wind storm systems with speeds between 80 km/h and 480 km/h.
Possible Effects	Losses to local economy / Limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	70 (Significant)

Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
REMC Actions	A1 of Activation Timeline (Annex C to Part 1).

The following actions may/may not occur, lead agencies procedures take precedence.

Incident Command Structure	Suggested Agencies	Possible Actions	Remarks
Command: Incident Commander is responsible for all incidents or event activities. Although other functions may be left unfilled, there will always be an Incident Commander. Operations: Responsible for directing the tactical actions to meet incident objectives. Plans: Responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident-related documentation. Logistics: Responsible for providing adequate services and support to meet all incident or event needs. Finance: Responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event.	- Police - Fire - Fire Marshall - NB Power - NB Amb - DTI - Red Cross - JPS Enforcement - DELG - DERD - DAFF - Health - Social Development	- Issue public warnings with pre-determined messages (if applicable) - Use of Voyent Alert/Alert Ready (if applicable) - Possible Evacuation - Be prepared to open warming centers or reception centers	- Identify resources at hand - Identify resources lacking - Identify resources required - Mutual Aid request - Assess Regional Assistance - Assess Provincial Assistance - Assess National Assistance

Additional Instructions

- The Canadian Hurricane Center (CHC) will provide the best information on how an approaching tropical cyclone may affect Canada www.hurricanes.ca
- Latest hurricane bulletins if CHC website has not been updated <http://kamala.cod.edu/offs/CWHX/wocn31.chunk.html>
- The National Hurricane Center in Miami also has lots of information on tropical cyclones including forecasts.

2.3 TRANSPORTATION

Hazard Description	Anything which prevents materials and users from reaching their intended destination.
Possible Effects	Losses to local economy / limited access by First Responders / Jurisdictional Issues / International Implications / Danger to Public Safety / Casualties
H.V.MT.P	70 (Significant)

Immediate Actions (IA)

Municipal Actions	Municipal first responders report on CI impacts. Municipality may consider EOC activation. Info REMC.
REMC Actions	A1 of Activation Timeline (Annex C to Part 1).

The following actions may/may not occur, lead agencies procedures take precedence.

Incident Command Structure	Suggested Agencies	Possible Actions	Remarks
Command: Incident Commander is responsible for all incidents or event activities. Although other functions may be left unfilled, there will always be an Incident Commander. Operations: Responsible for directing the tactical actions to meet incident objectives. Plans: Responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident-related documentation. Logistics: Responsible for providing adequate services and support to meet all incident or event needs. Finance: Responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event.	• Police • Fire • NB Amb • NB Power • DTI • JPS Enforcement • Carrier	• Issue public warnings with pre-determined messages (if applicable) • Use of Voyent Alert/Alert Ready (if applicable) • Possible Evacuation • Be prepared to open warming centres or reception centres • Liaison with carrier	• Identify resources at hand • Identify resources lacking • Identify resources required • Mutual Aid request • Assess Regional Assistance • Assess Provincial Assistance • Assess National Assistance

Additional Instructions:

[All ICS Forms](#)

Harvey Rural Community
Emergency Response Plan
Part III

Part 3. Activation Levels, REAC/REOC and Municipal Roles and Responsibilities

3.1	Activation - Nominal Role / Fan Out Attached as Annex A to Part 1.
3.1.1	Level 1 – Enhanced Monitoring: Continuous monitoring by all REAC members of an emergency situation that may require immediate regional assistance.
3.1.2	Level 2 – Partial Activation: Once notified, selected members of the REAC may be called in to assist with in supporting ongoing efforts towards an emergency. Depending on the location of the emergency, the use of a virtual EOC may be a viable option.
3.1.3	Level 3 – Full Activation: Once notified, all REAC members will report to the REOC. This will depend on the location of REAC members at the time of notification. The option of staffing one complete REOC between multiple locations will be considered.
3.2	REAC/REOC Roles and Responsibilities
3.2.1	Tasks Common to All: a. On arrival open and maintain your departmental log (you may use an e-log); b. Contact your departmental representative at the Provincial Emergency Operations Centre (PEOC) – maintain contact; c. Determine the capability of your department to respond to this emergency; and d. Review your departmental emergency response plan, or business contingency plan.
3.2.2	Department of Justice Public Safety (JPS) – Regional EM Coordinator: a. Provide regular updates to the PEOC; b. Lead the business cycles relating to REOC activities; c. Ensure situation reports are available, circulated, discussed and displayed within the REOCs; d. Coordinate response activities with external agencies; e. Request assistance from the province or federal government (as appropriate), through the PEOC; f. Assess emergency needs and establish a strategic direction; and g. Commence long-term operational planning as soon as possible. h. Monitor Municipal actions within Regions. i. Assume EM coordinator role for unincorporated areas & LSD's
3.2.3	NB Emergency Public Information (PIO): a. When required, the Director may appoint a PIO to a REOC.

3.2.4	<u>Emergency Management Communication Group (EMCG):</u> a. Verify that the telecommunications mobilization is complete; b. Report to the REOC on all matters related to telecommunications; c. Ensure all members of the REOC are briefed on a regular basis; d. Commence long-term telecommunications planning in response to this emergency; e. Provide relief radio operators for stations operating under the control of the EMCG (as required); and
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	f. Establish a telecommunications link with NB EMO/ PLGS Off-Site EOC (if required).
3.2.5	<u>Fire Marshall Office (FMO):</u> a. Report to the REOC on matters relating to rescue, firefighting and fire prevention within the emergency area; b. Activate Mutual Aid Agreement(s) – Fire – when required; c. Ensure that dangerous goods support services are contacted when required; d. Provide discretionary assistance to the ambulance and police services; e. Obtain updates from Fire Dispatch and the Fire Control Officer (FCO); and f. Assess the need for additional resources and request these through Fire Dispatch.
3.2.6	<u>Royal Canadian Mounted Police (RCMP):</u> a. Respond to immediate police needs arising from the emergency; b. Report to the REOC on matters relating to crowd control, traffic control, protection of life and property, and law enforcement; c. Ensure the protection of public and private property within the emergency area; d. Assist in ground search and rescue (GSAR) operations (if required); e. Liaise with other police services (as required); and f. Arrange for additional police assistance when required.

Department of Transportation and Infrastructure (DTI):

3.2.7

- a. Be responsible for the construction, repair and maintenance of all roads, bridges, highways and regional wharves and ferries as may be required during the emergency;
- b. Assist with the implementation of emergency highway traffic control measures in conjunction with Police services;
- c. Conduct damage assessment to the regional transportation system, facilities and infrastructure;
- d. Inform the REOC immediately upon the closing of any regional roadways or municipal roads that are necessary for emergency response operations, such as evacuation routes, and suggest alternative routes;
- e. Give priority to maintaining and keeping open regionally controlled roads, and assist in keeping municipal roads open that are necessary to support emergency operations;
- f. Coordinate the mobilization of contractor equipment/personnel and engineering expertise to keep regional roadways open,
- g. Expedite the issuing of permits to transportation companies that will engage in common or contract carrier operations related to the emergency; and
- h. Provide engineering, architectural contract, and administrative support to emergency construction projects.

3.2.8	<u>Department of Energy and Resource Development (DERD):</u> a. Responsible for the provision of emergency rescue services (rural) and emergency firefighting assistance (rural); b. Assist in the evacuation and closure of regional Parks as required; c. Be prepared to provide facilities to be used as assembly, relocation, and dispatch areas for emergency response operations, and temporary emergency care and accommodation; d. Implement water control measures as required or if requested; and e. Provide departmental equipment and personnel resources if requested.
3.2.9	<u>Ambulance New Brunswick (Amb NB):</u> a. Be prepared to provide comprehensive, region-wide ambulance services; b. Coordinate the communication and dispatch systems necessary to meet the requirements during an emergency; and c. Provide regular updates to your PEOC representative.
3.2.10	<u>Department of Health (DOH):</u> a. Activate the Provincial Health Plan (if required); b. Coordinate resources across the province to meet the requirements of the emergency, in coordination with the PEOC, other government departments, public and private health practitioners where/when required; c. Be prepared to arrange for the delivery of counselling services and critical stress debriefings to emergency workers; d. Ensure records management protocols are in place for those patients hospitalized for casualties or diseases related to the emergency; e. Arrange for the testing of agricultural and marine products identified as possibly being contaminated; f. Inspect buildings in order to identify radiological hazards resulting from the emergency; g. Provide and coordinate comprehensive assessments of the health impact, and the ability to continue providing essential health services; and h. Act as the primary department for the liaison with Health Canada, Public Health Agency of Canada Center for Infectious Disease Prevention and Control, other regional health authorities and IEMG Health Officials for consultation and assistance.
3.2.11	<u>Social Development:</u> a. Liaise with private social service organizations, including the Canadian Red Cross, during the emergency and act as the link between them and the REOC; b. Be prepared to provide assessments of the impacts of the emergency on the delivery of essential social services, including an evaluation of the need for special assistance to meet unique human service demands; c. Be prepared to provide psychological support during and immediately after the emergency; and

	d. Maintain a resource list of housing and accommodations available for displaced persons.
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3.2.12	Education: a. Responsible for coordinating with administrators of New Brunswick Schools/Community Colleges for the protection of their students during an emergency; and b. Support the establishment of reception centers and shelters for evacuees by allowing the use of buildings under your control for this purpose (only when officially requested).
3.2.13	Red Cross: a. When requested, establish a reception center for Registration & Inquiry; b. Assists in reuniting families, and answer inquiries regarding the condition and whereabouts of missing persons (if applicable); c. Provide Emergency Lodging for homeless, and evacuated persons; d. Provide food and meals to those persons without food or the ability to properly prepare food; e. Provide clothing or emergency covering until regular sources of supply are available; f. Provide for the initial reception of evacuees arriving at Reception Centres; inform them of immediate emergency help; offer temporary care for unattended children and dependent elderly; assist with the temporary care of residents from special care facilities; provide or arrange for provision of financial and/or material assistance; and g. Offer immediate and long-term emotional support to people with personal problems and needs created or aggravated by the emergency.
3.2.14	Department of Agriculture, Aquaculture and Fisheries (DAAF): a. If required, and in collaboration with the Dept of Health, arrange for sampling of locally produced foodstuff and marine products, and the delivery of samples to Health Canada or the Canadian Food Inspection Agency (or other); b. Be prepared to provide personnel to take samples; c. Ensure for the disposal of condemned or contaminated foodstuff; d. In the event of an evacuation, help facilitate the movement and welfare of farm animals; e. In collaboration with Public Safety Canada, Fisheries and Oceans Canada, Canadian Coast Guard and others, arrange for the removal of fishing vessels in any danger area and direct them to safe harbours; f. Contact the appropriate Wharfingers to prepare them for the arrival of redirected fishing vessels; g. Be prepared to assist other agencies as required; and h. Provide regular updates to your PEOC representative.

3.2.15	<u>New Brunswick Power (NB Power):</u> a. Direct liaison with PEOC on a continual basis and ensure REOC is fully briefed; and b. Report to the REOC Coordinator on the current departmental staffing and anticipated needs.
3.2.16	<u>Department of Environment and Local Government (DELG):</u> a. Monitor, and if necessary coordinate emergency planning and operations for local service districts (LSDs); b. Provide recommendations regarding assistance to individuals affected by an emergency within the LSDs; c. Coordinate, and monitor extraordinary regional expenditures related to an emergency; d. Facilitate liaison with local authorities and, if required, recommend the appointment of an official administrator to act as council; e. If called upon, support the provision of shelter and accommodation for evacuated people who cannot return to their homes for some time; and f. Provide guidance to assist in the determination of appropriate options for longer-term emergency housing, when required.

3.3	Municipal Roles and Responsibilities
3.3.1	Mayor - In the event of an emergency, the mayor as head of council is responsible for the emergency within his/her jurisdiction. As such, the Mayor must be prepared to: a. Once alerted, proceed to the pre-designated EOC or the alternate EOC; b. Ensure that the Emergency Response Plan has been activated; c. Chair meetings of Council; d. Make official requests for assistance to other municipalities or the Province as required; e. Occupy the executive room located at the primary or the alternate EOC; f. Brief councilors on the emergency using reports completed by the EOC Group; g. Provide regular updates to council; h. If required, and based on the recommendation of the EOC Coordinator, and after discussing with council declare a state of local emergency; i. Inform the Provincial Minister of Public Safety when a declaration is made or is being terminated; j. Take the necessary action(s) to meet emergency response requirements; k. Approve expenditures to meet the requirements of response activities outside of the approved guidelines and policies; l. Arrange a special meeting of Council within five working days; m. Maintain a record of decisions made and actions taken in respect to his/her area of responsibility.
3.3.2	EOC Coordinator - In the event of an emergency the EOC Coordinator as a member of the EOC Group is responsible for the emergency response activities listed below: a. Alert the Mayor and the Regional Emergency Measures Coordinator (REMC) of an emergency, or the threat of an emergency, which may involve municipal resources; b. Ensure through the Operations Officer, that department heads and staff with designated emergency response duties have been contacted; c. Authorize the activation of the Municipal Emergency Response Plan, in whole or in part as required, or upon a declaration of a S.O.L.E by the Mayor and quorum of Council or Deputy Mayor and quorum of Council; d. Notify all members of the EOC Group to assemble at the EOC or alternate EOC if the primary EOC is inaccessible/unavailable; e. Recommend to the Mayor when a declaration of a S.O.L.E is necessary, based on the criteria outlined under "Declaration of a State of Local Emergency"; f. Provide regular updates as the principal advisor to the Mayor and members of Council on emergency related matters;

- d. Chair business cycles relating to EOC activities;
- e. Arrange for feeding and shift relief of EOC personnel;
- f. Schedule regular or urgent briefings and meetings of the Executive, Operations and Services elements;
- g. Coordinate and direct emergency response and/or support activities within the EOC;
- h. Ensure that situation reports are available, circulated, discussed and displayed within the EOC for use by those with a "need-to-know;"
- i. Ensure that the following are advised of the activation, implementation, or termination of the emergency response activities under the emergency plan:
 - 1. Mayor and Council;
 - 2. Employees of the municipality;
 - 3. Heads of neighboring municipalities;
 - 4. REMCs; and
 - 5. The public at large.
- j. Establish and maintain a communication link with the Incident Commander so that timely and accurate operational updates are obtained and provided;
- k. Provide support to the Incident Commander by responding to and facilitating requests from the emergency site;
- l. Ensure a level of service to the unaffected areas of the municipality;
- m. Coordinate response activities with external agencies as required;
- n. Activate Mutual Aid Agreement, or any other agreement, when existing resources are inadequate to meet the demands of the emergency;
- o. Request assistance from the region/province or federal government (as appropriate), through the REMC;
- p. Identify priorities for the re-establishment of services that have been temporarily suspended or reduced as a result of the emergency;
- q. Assess emergency needs and establish the strategic direction;
- r. Ensure the EOC Group has access to appropriate members of the Special Advisory Group on legal, financial and administrative matters;

- v. Commence long-term operational planning as soon as possible;
- w. Publicize details of the declaration to the population of the area affected by the contents of the declaration;
- x. Forward a copy of the declaration to the Provincial Minister of Public Safety;
- y. Conduct a debriefing of the EOC Group within 48 hours after termination of the emergency to review the preliminary report on emergency response activities and make recommendations;
- z. Ensure through the Public Information Officer that:
 - 1. A Media Centre Manager is appointed;
 - 2. The Media Centre is operational; and
 - 3. A Manager of the Public Inquiry Centre is appointed, the center is operational and that telephone numbers are broadcast and published for use by the public;
- bb. Approve all news releases and Public Service Announcements (PSAs) prior to their release;
- cc. Approve all situation reports, prior to their release;
- dd. Ensure through the Coordinator of Human Resources that:
 - 1. A Manager of the Volunteer Registration Centre is appointed;
 - 2. A Volunteer Registration Centre is set up off-site, where appropriate;
 - 3. Liaison occurs with Provincial Labour officials or other levels of government and organizations regarding non-routine human resource matters not contained within the Harvey Rural Community's Human Resource Policy;
 - 4. Staffs are assigned to Volunteer Registration Centre(s) to support emergency response efforts;
 - 5. Critical Incident Stress (CIS) Debriefings for personnel are provided in collaboration with the County's Director of Community and Social Services;
 - 6. Liaison occurs with an employee's next-of-kin in the event of injury or death; and
 - 7. Designate a department head to coordinate EOC activities during the temporary absence of the EOC Coordinator from the EOC.

Police - In the event of an emergency, the police, as a member of the EOC group under the direction of the EOC coordinator, is responsible for the activities listed below:

3.3.3

- a. Authorize in the absence of the EOC Coordinator the activation or implementation of the Municipal Emergency Response Plan in whole or in part as necessary;
- b. Obtain regular briefings from dispatch;
- c. Verify that the department's emergency mobilization has been completed;
- d. Report to the EOC and advising members of the EOC Group on matters relating to crowd control, traffic control, protection of life and property, and law enforcement;
- e. Ensure that outer perimeter is established at the emergency site;
- f. Ensure that a traffic control system is activated to facilitate the movement of emergency vehicles to and from the outer perimeter, and that access to the emergency area is controlled;
- g. Ensure that a system of crowd control or crowd dispersal is initiated in order to maintain the integrity of the outer perimeter;
- h. Coordinate police activities relating to the evacuation of buildings or areas;
- i. Ensure the protection of public and private property within the emergency area;
- j. Brief the EOC Coordinator on emergency activities and obtaining copies of the Situation Reports (SITREP's);
- k. Respond to immediate police needs arising from the emergency;
- l. Assume a lead agency role in conducting an evacuation and the post-evacuation security;
- m. Contact and assist the coroner (if required);
- n. Assist in ground search and rescue (GSAR) operations;
- o. Issue emergency passes directly to individuals who have a need to be on site (excluding uniformed first responders);
- p. Liaise with RCMP (specific) or neighboring policing authorities;
- q. Establish liaison with the Humane Society when required;
- r. Arrange for additional police assistance when required or recommend mutual aid or mutual assistance agreements as required;
- s. Brief the EOC Coordinator on current departmental staffing and anticipated needs;
- t. Temporary Morgue - Should the Coroner determine the need to establish a temporary morgue (in the event of multiple deaths), a location will be identified by the Police Control Officer (PCO) in consultation with the Coroner, the Staging Area Coordinator and the ESM. If a suitable facility is unavailable, a refrigeration truck will be requested by the ESM and the Public Works and Utilities Control Officer (PWUCO). The RCMP are responsible to:

	• Maintain order at the temporary morgue site; • Provide clerical and telephone reception services at the morgue; • Guard and escort the bodies; and • Participate in the identification process.
3.3.4	Coordinator Human Resources - In the event of an emergency, a coordinator for Human Resources will report directly to the EOC Coordinator. In turn, he/she will be supported by volunteers within the community who have been trained with regard to their delegated responsibilities. Tasks include: a. Alert the EOC Coordinator of an emergency or the threat of an emergency which may involve local resources; b. Report to EOC and advising members on matters relating to human resources - both employees and volunteers; c. Identify the need for volunteer workers and respond immediately to departmental requests for volunteers; d. Coordinate departmental requests for volunteers; e. Register and maintain a record of individuals employed during the emergency and/or post- emergency phases; f. Ensure that each person employed receives an identification card for food, transportation and other purposes; g. Arrange for the transportation of volunteer workers to a job site, or from one job site to another; and h. Brief the EOC Coordinator on the status of the Human Resources and Volunteer Registration Centre operations.

3.3.5	Director of Parks and Recreation - In the event of an emergency the Director of Parks and Recreation, as a member of the EOC Group under the direction of the EOC Coordinator, is responsible for the emergency response activities listed below: a. Manage use of municipal parks and recreation facilities for emergency purposes; b. Ensure that the departmental mobilization is developing - based on availability - standby and duty rosters for staff; c. Brief the EOC Coordinator as required; d. Promote and coordinate community-based recreational activities; e. Liaise with the Area Supervisor of Community and Social Services for the provision of: 1. Programmed activities for all ages whenever a Reception Centre is opened; and 2. Support relating to emergency social services activities; f. Advise the members of the EOC Group on matters related to: 1. Cancelled recreational programs in progress; 2. Reassign the use of recreational facilities as emergency registration or reception centers; and 3. Develop of group activity programs for reception centers; and 4. Ensure the availability of operational maintenance equipment and staff in the event that it is required by the EOC Group.
3.3.6	Director of Public Works and Utilities - In the event of an emergency the Director of Public Works and Utilities (PWUC), as a member of the EOC Group under the direction of the EOC Coordinator, is responsible for the emergency response activities listed below: a. Verify that the department's mobilization has been completed; b. Brief the EOC Coordinator on the current departmental staffing and anticipated needs; c. Building Inspection: 1. Enforce regulations and codes pertaining to all types of construction; 2. Review architectural plans; 3. Issue building permits and inspecting work sites to ensure conformance to regulations and codes; 4. Obtain expert advice on the integrity of any damaged structure; 5. Report to the EOC, advise members on the integrity of any structure damaged as a result of the emergency; and 6. Inspect damaged structures, recommend repairs or demolition;

d. Public Works:

1. Brief on matters relating to sewer systems, road conditions, safety, engineering resources, and gas network;
2. Provide personnel and material resources in support of emergency operations;
3. Assess waste management needs and arranging for delivery of temporary sanitation facilities;
4. Provide discretionary assistance in search and rescue under the direction of the Fire Chief;
5. Ensure that the town's roads are accessible to emergency response services;
6. Establish priorities for restoration of municipal roads damaged during an emergency;
7. Maintain liaison with gas suppliers on the status of service within the town;
8. Maintain liaison with DTI for information on provincial roads and highways;
9. Arrange for the demolition of unsafe structures when authorized by the

e. EOC Group;

1. Establish priorities for restoration of damaged sewer and roads;

f. Public Utilities:

1. Brief members of the EOC Group on matters relating to:
 - (a) Harvey's potable water supply;
 - (b) NB Power; and
 - (c) Telephones (including cellular);
2. Provide potable water and power for residential, commercial and industrial use;
3. Arrange for an alternate supply of electric power or an alternate source of potable water;
4. Obtain situation reports from electrical and water supply foremen and briefing the EOC Group;
5. Establish liaison with the local and provincial utilities;
6. Arrange for the discontinuance of any utility service when the utility poses a threat to response personnel or nearby residents when authorized by the EOC Group;
7. Establish priorities for restoration of utilities that were damaged or discontinued;
8. Establish a long-range utilities service plan that provides for water and electrical requirements in support of emergency operations; and

	9. Establish a long-range utilities service plan that provides a level of service to areas of the Harvey Rural Community unaffected by the emergency. g. Transportation: 1. Coordinate transportation requirements for: (a) Employees and volunteer workers - to and from one work site to another, or volunteer workers from the Volunteer Registration Centre to a job site; and (b) Evacuation of the public (if required).
3.3.7	Fire Representative - In the event of an emergency the Fire Chief as a member of the EOC Group under the direction of the EOC Coordinator, is responsible for the emergency response activities listed below: a. Verify that the departmental mobilization has been completed; b. Advise the members of the EOC Group on matters relating to rescue, firefighting and fire prevention within the emergency area c. Direct and coordinate all firefighting operations as well as search and rescue operations; d. Activate Mutual Aid Agreement(s) if/when required; e. Ensure dangerous goods support services are contacted if/when required; f. Obtain updates from Fire Dispatch and the Fire Control Officer (FCO); g. Assess the need for additional resources, request these through Fire Dispatch; and h. Brief the EOC Coordinator on the current departmental staffing and anticipated needs.

Manager of Telecommunications - In the event of an emergency the Manager of Telecommunications (a volunteer Amateur Radio Operator reporting directly to the EOC Coordinator), as a member of the EOC Group, is responsible for the emergency response activities listed below:

3.2.8

- a. Verify that the telecommunications mobilization has been completed;
- b. Advise members of the EOC Group on all matters related to telecommunications;
- c. Verify the operational state of readiness of the Telecommunication Centre;
- d. Open the telecommunications Main Event Log;
- e. Ensure that an amateur radio operator is immediately dispatched to the Incident Commander;
- f. Verify that the designated amateur radio operators from other departments are enroute or have arrived at their destination (as required):
 1. Ambulance and Hospital;
 2. Fire Telecommunications Officer;
 3. Hospital;
 4. Police Telecommunications Officer; and
 5. Public Works and Utilities Telecommunications Officer;
- g. Verify that the volunteer Amateur Radio Operators listed below are en-route or have arrived at their destination:
 1. Reception Centre - Amateur Radio Operator(s);
 2. Evacuation Centre - Amateur Radio Operator(s);
 3. Volunteer Registration Centre - Amateur Radio Operator (s); and
 4. Any other location, as deemed necessary by the EOC Group;
- h. Obtain copies of situation reports;
- i. Ensure the EOC Group are briefed on a regular basis on the status of the telecommunications service;
- j. Commence the long-term telecommunications planning in response to the emergency;
- k. Provide telecommunications support wherever and whenever necessary as requested by members of the EOC Group;
- l. Direct the operation of the Harvey Rural Community Telecommunications Centre;
- m. Provide relief radio operators for stations operating under the control of the Telecommunications Manager;
- n. Establish a telecommunications link with NB EMO;
- o. Direct and coordinate the activities of the Harvey Rural Community Amateur Radio Club when these organizations are operating in support of the Harvey Rural Community's activities;
- p. Establish priorities for the repair and re-establishment of damaged telecommunications facilities;
- q. Provide or request mutual assistance or aid as required.

Public Information Officer - In the event of an emergency, a Public Information Officer (PIO) will report directly to the EOC Coordinator. The PIO will be supported by volunteers who have been trained with regard to their delegated responsibilities. As a member of the EOC Group, the PIO is responsible for the emergency response activities listed below:

3.3.9

- a. Alert the EOC Coordinator of an emergency or the threat of an emergency which may involve local resources;
- b. Report and advise members of the EOC Group on matters regarding information to and from the public and the media;
- c. Ensure that mobilization of volunteers identified on the Fan-Out List has been completed;
- d. Activate, direct and control the operations of the Inquiry and Media Centers;
- e. Obtain reports on the status of the Media and Inquiry Centers and briefing the EOC Coordinator on the state of readiness;
- f. Schedule news conferences, interviews and meetings for the media in consultation with the EOC Coordinator;
- g. Coordinate all news releases with the EOC Coordinator and the Mayor (or designate);
- h. Arrange for additional facilities or resources that may be required to support the Media and Inquiry Centers;
- i. Act as the spokesperson for the town during emergency situations;
- j. Prepare other news conferences;
- k. Be responsible for all media-related i.e. news releases, news conferences, public service announcements and interviews;
- l. Coordinate media arrangements by:
 - Ensure Media Centre is equipped and staffed to handle public enquiries;
 - Assist in the preparation and issue of press and public announcements;
 - Obtain situation reports from the EOC Coordinator;
 - Prepare self-help information that may be released through telephone inquiries or the media;
 - Prepare information for the approval of the EOC Coordinator prior to release to the media;
 - Ensure the necessary supplies and materials are available with respect to public inquiry activities;
 - Provide public information support services to the Emergency Site Manager (ESM);
 - Monitor the media and brief the EOC Coordinator on emerging and ongoing issues; and
 - Coordinate the release of information under the Municipal Freedom of Information and Protection of Privacy Act.

3.3.10	Community and Social Services - In the event of an emergency Community and Social Services are responsible for the emergency response activities listed below which may be expanded to meet the needs of the emergency at hand: a. Ensure departmental staff with designated emergency response duties are contacted and made aware of the situation; b. Advise members on matters related to the care and maintenance of people displaced as a result of the emergency; c. Inform employees or volunteers assigned to perform the following roles at the Reception/Evacuation Centres: 1. Lodging; 2. Feeding; 3. Clothing; Personal Services; and 4. Registration and Inquiry; d. Ensure that reception centres and lodging facilities are equipped and operational; and e. Support residents evacuated from their homes at reception centres.
3.3.11	Operations Officer - In the event of an emergency the Operations Officer (or his/her alternate) as a member of the EOC Group under the direction of the EOC Coordinator, is responsible for the emergency response activities listed below: a. Activate the organization's Fan-Out List; b. Activate the EOC; c. Ensure the EOC and equipment are operational and in a state of readiness: 1. Operations Room; 2. Telecommunications Centre; 3. Public Inquiry Centre; and 4. Media Centre; d. Coordinate all security arrangements within the EOC; e. Alert volunteer services and agencies; f. Maintain a record of expenditures authorized by the EOC Group; g. Provide verbal updates to the EOC Coordinator as required; h. Prepare written situation reports as required; i. Establish liaison with NB EMO; j. Request assistance from NB EMO as required; k. Plan and schedule shift rotations for the EOC during silent hours based on input from members of the EOC Group; and l. Provide support to the EOC Coordinator as necessary.

3.3.12	<u>Duty Officer</u> - In the event of an emergency within the jurisdiction of the Harvey Rural Community, the Duty Officer, as a member of the EOC Group under the direction of the EOC Coordinator is responsible for the emergency response activities listed below: a. Open and maintain a Service Log relating to his/her area of responsibility; b. Open and maintain the Main Event Log for the EOC Group for the duration of the emergency; c. Ensure the EOC is in a state-of-readiness; d. Record the arrival and departure of members of the EOC Group on the Duty Roster; e. Collect significant event forms from agencies and maintain the Significant Events Board; f. Maintain map(s) of the community and affected area; and g. Assume the role of Operations Officer in the EOC in his/her absence
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END OF PLAN