

COMMUNITY OF WELLINGTON

EMERGENCY MEASURES PLAN

Approved and adopted by Council resolution on

Date:

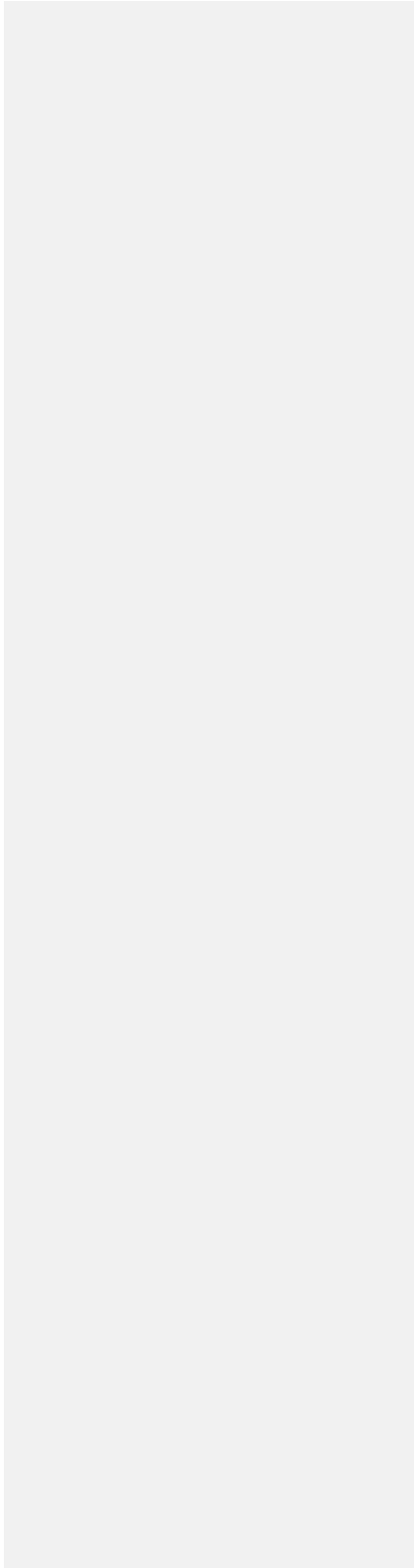
Administrator: Claudette Gallant

Gilles Painchaud
Chair of Wellington

Date of Approval

RECORD OF AMENDMENTS

Amendment No.	Date	Inserted By	Remarks



DISTRIBUTION LIST

Agency / Person	Quantity
PEI Government Public Safety	1
Wellington Fire Department	2
Community of Wellington	3
EOC coordinator	1
Alternate EOC Coordinator	1

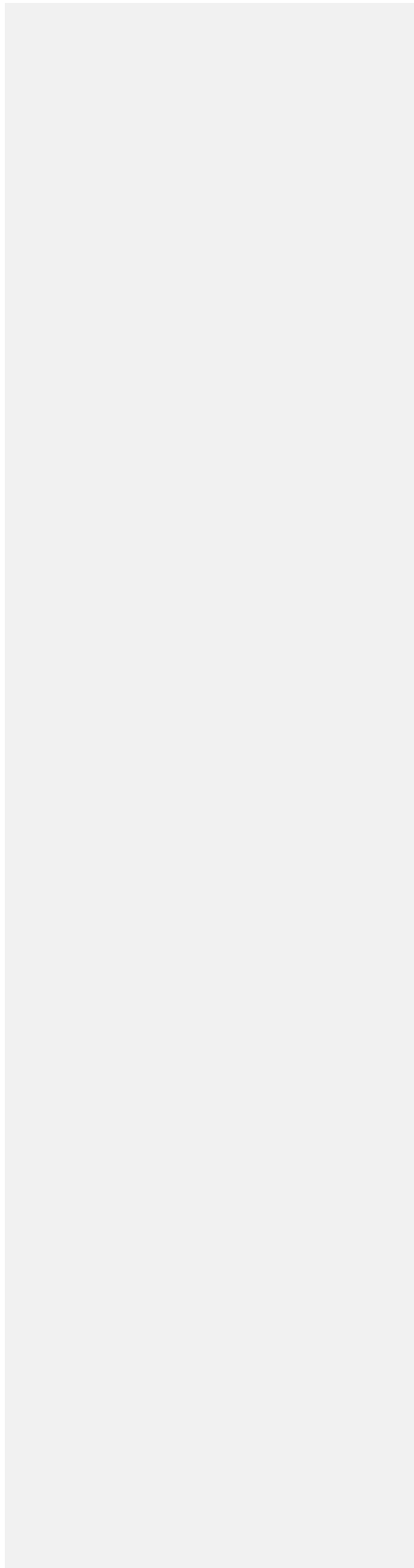


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COMMUNITY OF WELLINGTON EMERGENCY MEASURES PLAN

INTRODUCTION

1. Responsibility for the management of municipal emergency operations rests with the local authority (Chair/Council). The local authority may be advised and assisted by **Fire Department officials, representatives** of provincial departments and agencies in order to provide a coordinated municipal/provincial response.

This all hazards emergency plan guides the emergency management actions of the community and describes activities and arrangements to deal with any emergency situation.

Should municipal resources be insufficient to deal with the emergency, assistance may be requested from other Mutual Aid areas or the Provincial Government through the PEI Emergency Measures Organization, Office of Public Safety.

2. There are certain fundamental principles concerning emergency planning in Canada which are recognized, some of these principles are as follows:
 - a. that responsibilities for meeting most emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the provincial government and finally to the federal government if necessary;
 - b. that operational responsibility for managing emergencies should remain at the lowest level at which it is possible to effectively manage the emergency situation; and
 - c. that responsibility to respond to emergencies carries a parallel responsibility to plan and prepare for them.

By extension of these principles it is logical that municipal governments should cooperate and provide emergency assistance to one another in emergency situations, before calling on the province for assistance.

PURPOSE

3. The purpose of this plan is to outline the procedures to be followed by local government in order to provide a prompt and coordinated response to emergencies.

AUTHORITY

- 4. This plan is issued by Council, under the authority of:
 - a. The *Emergency Measures Act*
 - b. Municipality of Wellington Emergency Measures By-Law No. 2015-001 dated July 2015 .

Comment [c1]: -law # needed

DEFINITIONS

- 5. In this plan:
 - a. **“Emergency”** means an abnormal situation that demands prompt coordinated actions that exceed normal procedures, thereby limiting damage to persons, property and/or the environment.
 - b. **“Minister”** means the Minister responsible for administering the P.E.I. Emergency Measures Act.
 - c. **“Municipal Emergency Measures Coordinator (MEMC)** is the individual designated by Council to develop an emergency management program for the Municipality of Wellington. This position receives direction from and reports to the Chair and Council.

This individual leads the Planning Committee in producing the plan and manages the Emergency Operations Centre Team.
 - d. **“The Planning Committee”** is a group of representatives from the municipality, led by the MEMC that have the task of developing the emergency measures plan.
 - e. **“Emergency Operations Centre team”** may include members of the planning committee and is responsible for making decisions for the overall municipality in an emergency situation.
 - f. **“Municipal Emergency Operations Centre (EOC)”** is the facility where the Emergency Measures Operations team will assemble.
 - h. **PEI Emergency Measures Organization (EMO)** means the PEI Emergency Measures Organization established under the section 3 of the Emergency Measures Act which has been mandated to provide the Province with an emergency management system for the protection of persons, property and the environment in response to all emergencies and disasters.
 - i. **Incident Commander - is the responsible person on site that is dealing with the emergency situation.**

IMPLEMENTATION

6. This plan may be implemented in part or in full when no state of emergency exists:
 - a. by the Council;
 - b. by the Chair or Council; or
 - c. by the Municipal Emergency Measures Coordinator (subject to immediate report to a member of Council).

This plan shall be implemented:

- a. on a declaration of state of local emergency by the Chair or in his absence the Deputy Chair or in his absence any members of Council; or
- b. on a declaration of a state of emergency by the Minister responsible for the PEI Emergency Measures Organization concerning all, or part thereof, of this municipality .

Comment [c2]: Check on this wording. The template has to be changed as the w it is written if the Minister declared a state of emergency in Souris, you would have to activate your plan.

DIRECTION AND CONTROL

7. **The Chair and Council** - Responsibility for the management of municipal emergency operations rests with the local Chair or delegate. They have the decision-making authority in the event of an emergency involving their municipality.
8. **The Municipal Emergency Measures Coordinator (MEMC)** is responsible for coordinating the efficient emergency response operations in the community on behalf of the Chair and Council. He may activate the Emergency Operations Center Team partially or fully, depending on the nature and magnitude of the emergency.
9. **The Emergency Site:** If there is a designated emergency site it will be under the direction of the Chair/Council.
10. **The Municipal Emergency Operations Centre** - This centre will be located in the Wellington Fire Hall second floor.
11. **Emergency Measures Organization** - The local authority may be advised and assisted by representatives of provincial departments and agencies in order to provide a coordinated municipal/provincial response.
12. Roles and Responsibilities of Municipal Council, the Municipal Emergency Measures Coordinator and the Emergency Operations Centre Team are shown at Annex B.
13. Personnel and material resources are contained at Annex C.

REQUESTS FOR ASSISTANCE

14. Requests for provincial assistance, if required, will be made to the PEI Emergency Measures Organization, and must be approved by an elected representative of the municipal authority. Requests may be verbal initially but must be confirmed in writing.

The Emergency Measures Organization is responsible for coordinating the interface with the municipalities. When the emergency clearly impacts on areas of provincial jurisdiction (e.g. any emergency not in a municipality, emergencies on provincial lands) or in a provincially declared emergency the province may assume responsibility for direction and coordination of the emergency.

FAN-OUT

15. In the event of an impending or actual emergency the Deputy Chair or Council will make arrangements for contacting individuals on the fan-out lists. (Annex A).

Comment [r3]: List any cell phones

ACCOUNTING

16. The Municipal Administrator will be responsible for the accounting of all funds expended or committed in controlling the emergency and for keeping records of the equipment used in operation.

AREAS OF EMERGENCIES

17. Ice storm, fire including forest and explosion, floods, and health outbreak and toxic/hazardous material spills are incidents of significant concern to the Municipality. Some types of emergencies could bring in people from outside the community who would also require assistance.

COMPLETE COMMUNITY EVACUATION

18. The Expo Center in Abram Village and the Parish Hall in Mont Carmel would be used as reception centers if a full evacuation of the residents in the community of Wellington was required.

Comment [r4]: Do you have MOU's with these two communities concerning the use , or sharing, of the halls?

REVIEW AND AMENDMENT

19. This guide will be reviewed annually by the Municipal Emergency Measures Coordinator, who will be responsible for the preparation of amendments, as required, and their submission to EMO for review.

Comment [r5]: plan

COMMUNITY EMERGENCY NUMBERS

AGENCY	BUSINESS	EMERGENCY	FAX
Fire Hall	854 - 3193	911	854 - 2268
Police	RCMP East Prince 436 - 9300	911	
Ambulance	Island EMS 1 - 877 - 660 - 6644	911	
Hospital - PCH	436 - 4200		
Medical Clinic			
Environmental Emergency	1 - 800 - 565 - 1633		
Provincial Fire Marshal	368 - 4870		
Canutec	1 - 613 - 996 - 6666		

P.E.I. Emergency Measures Organization:

Business: 902-894-0385

After hour's emergency number: 902-892-9365

FAX: 902-368-6362

MAILING ADDRESS:

PO Box 911
134 Kent Street
Charlottetown PE
C1A 7L9

COUNCIL CONTACT NUMBERS

TITLE	NAME	RESIDENCE	BUSINESS	CELL
Municipal office				
• Chairperson	Alcide Bernard	854 - 2584		432-2425
• Vice chair	Marcia Enman	854 - 2932		
• Council members	Jamie Cormier			
	Pierre Bernard			
	Irene MacCaul			
	Michel Gagnon			
	Raymond Arsenault			
Emergency Measures Coord.				
• Alternate				

EMERGENCY OPERATIONS CENTRE TEAM

Comment [c6]: Each of these individuals need an alternate designated to the emergency plan for a couple of reasons, they are away and can not be reached or the emergency goes over an extended period of time then they will need a shift change.

TITLE	NAME	HOME	BUSINESS	CELL
Emergency Measures Coordinator	James Ryan			
Alternate Emergency Measures Coordinators	Desmond Arsenault Gabriel Arsenault			
Administration	Claudette Gallant Village office	854 - 2881 854 - 2920		
Transportation/Public Works	Gov. Garage S'Side Melvin Arsenault Alphonse Arsenault		888 - 8271	
Health & Social Services	Lianne Bernard Mike Gallant Giselle Bernard	8		

ANNEX A

VOLUNTEER PERSONNEL CONTACT NUMBERS

Comment [r7]: Cell or business numbers

These individuals are available to be called upon for assistance in an emergency situation

NAME	TITLE	RESIDENCE	BUSINESS	CELL
Fire Department		911		
Gabriel Arsenault		854 - 2002		
Alcide Bernard		854 - 2584		
Alvina Bernard		854 - 2584		
Simone Labonte		854 - 3494		
Florence Bernard		854 - 2730		
Frida Perry		854 - 2527		
Caluce Richard	Le Bel-Âge			
Sandra Arsenault		854 - 2389		
Cedric Gallant		854 - 3253		
Randy Gallant		854 - 3049		
Mike Gallant		854 - 3162		
Anne Gallant		854 - 3162		
Earl Arsenault		854 - 3130		
Yvon Arsenault		854 - 2974		
Brian Arsenault		854 - 3205		
Raymond Bernard		854 - 2324		
Raymond Arsenault		854 - 3275		
Roger Bernard		854 - 2315		
Patsy McNeil		854 - 3411		
Pam Arsenault				
Christine Arsenault				
Nurse on corner				
Albert & Corinne A				

ANNEX B

ROLES AND RESPONSIBILITIES

Municipal Council Responsibilities - the municipal council is responsible for managing the Emergency for the overall municipality. Responsibilities include:

- a. implementing local emergency plans and procedures, using any or all resources available to the municipality;
- b. implementing an initial fan-out of the Community Contact Numbers (Annex A)
- c. declaring a state of local emergency, if considered necessary (see Annex D);
- d. in consultation with emergency responders, requesting assistance from the Provincial Government through the PEI Emergency Measures Organization if the situation cannot be controlled by local resources;

ANNEX B

Municipal Emergency Measures Coordinator (MEMC)

Reports to: Chair and Council

The Municipal Emergency Measures Coordinator's (MEMC) primary responsibility is to coordinate the efficient response by the community in an emergency situation. The MEMC will coordinate resources used in the emergency. Responsibilities include:

- a. activating the Emergency Operations Centre if required;
- b. initiating or ensuring the EOC fan-out/notification list;
- c. ensuring key positions are staffed as required;
- d. responding to the requirements of the Incident Commander if there is an emergency site;
- e. reporting unusual situations or major events to provincial Emergency Measures Organization;
- f. ensuring EOC team members take prompt and effective action in response to problems;
- g. ensuring action logs are maintained by all EOC staff;
- h. requesting expert assistance as required;
- i. recommending to Chair/Council if the need for provincial assistance is required;
- j. advising Chair/Council if there is a need to evacuate a specific area (could be decided by Incident Commander);
- k. coordinate or assist with evacuation;
- l. in consultation with Health/Social Services selecting and opening reception centre(s);
- m. monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and EMO;
- n. informing EOC staff of major events as they arise;
- o. other duties as required.

Comment [c8]: Very important to be get after hour contact information from Radio stations to get word out re evacuations and opening shelters, etc.

Also important to have a number published where residents can call if they need assistance.

Comment [c9]: Your H & SS rep would be the one responsible for selecting and actually opening these centres. I would add this to their role

ANNEX B

Administration

Reports to: Municipal Emergency Measures Coordinator

Administration is primarily responsible for assisting the Municipal Emergency Measures Coordinator and maintaining the operability of the Emergency Operations Centre.

- a. assist in setting up the Emergency Operations Centre (EOC);
- b. initiating the EOC fan-out notification
- c. (if applicable) ensuring the telephone switchboard is staffed;
- d. providing secretarial services to the EOC staff;
- e. providing specific services as requested by EOC managers;
- f. maintaining records of all purchases and expenditures;
- g. performs other duties as assigned by the MEMC.

ANNEX B

Health and Social Services

Reports to: The Municipal Emergency Measures Coordinator

The emergency situation may warrant families having to evacuate their homes with nowhere to go. A Reception Centre may have to be established to provide these families with immediate temporary shelter and feeding. Health and Social Services primary responsibility is to coordinate and manage the establishment of a Reception Centre. Responsibilities include:

- a. maintaining a list of all health related resources in the area;
- b. maintaining a list of all social services related resources in the area;
- c. in consultation with MEMC selecting and opening reception centre(s);
- d. monitoring the situation at the reception centre;
- e. coordinating all Reception Centre activities;
- f. procuring food and arranging feeding for people at the reception centre ;
- g. selecting cooks and volunteers to assist with the feeding;
- h. coordinating the continuation of health measures;
- i. other duties as required.

Comment [r10]: Sanitation of food preparation areas and janitorial duties for the rest of the shelter

ANNEX B

Transportation and Public Works

Reports to: Municipal Emergency Measures Coordinator

Transportation arrangements may have to be made for families if they have to evacuate or leave their homes for temporary shelter. A public information number should be listed for those individuals requiring transportation. Pick-up points may have to be designated and disseminated to the public in an evacuation. This should be arranged with the police and fire personnel on site if it is a site specific emergency.

Comment [r11]: If possible, have this predetermined from the phone numbers you have available at the EOC. If possible your EOC should have multiple phone lines so the phones aren't tied up by one call.

A list of all public works resources (i.e. generators, portable lighting, heavy equipment, etc.) located in the area including contact names and phone numbers should be maintained to assist emergency responders. Determining where and how potable water may be obtained and distributed during an emergency is also required. Responsibilities include:

- a. maintaining a list of all transportation resources in the area;
- b. maintaining a list of all public works resources in the area;
- c. informing the MEMC of major events or requirements;
- d. determining where and how portable water may be obtained and distributed during an emergency;
- e. providing transportation services when required for evacuation;
- f. other duties as required.

ANNEX C

HEALTH AND SOCIAL SERVICES RESOURCES

To be included in this listing would be suppliers and specialized resources that you may need to access in the event of an emergency.

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL	
Medical clinic	Evangeline Health Center	???	854-7259		Comment [r12]: Any of the contacts listed – after hours home or cell number, if applicable.
	S'Side Medical Center		432-8181		
Poison Control	Info Center		1-800-565-8161		
First Aid contacts	Wellington F.D		854-3193		
	Maritime First Aid S'Side		437-3673		
	James Ryan		854-8046		
	Gilles Labonte		854-3494		
	Rick Arsenault		854-2071		
Veterinarians	S'Side Animal Hospital Justine Arsenault	854-2005	436-2297		
Reception Centres	Vanier Center Legion Wellington	Mike Manager	854-2920 854-2444		Comment [c13]: Should have residence number, also need an alternate or someone else with a key to open facility.
Canadian Red Cross			1-800-222-9597		
Accommodations Hotel / Motel	Centre Goeland		854-2546		
	Econo Lodge		436-9100		
	Slemon Park Inn				
Restaurants	Chez Charner		854-2704		Comment [c14]: I would include any caterers in an around the area as it may be easier to have food catered in a warming shelter as a person with a food handling course has to be present to coordinate the food.
	Centre Expo		854-3390		
	Gentlemen Jim		854-3300		
Clergy	Fr Albin Arsenault		436-3271		
Long Term care facilities	Summerset Manor		888-8310		
	Wedgewood Manor		888-8340		
	Stewart Memorial Tyne Valley		831-7900		
Grocery Stores	Wellington COOP		854-2951		
	Atlantic Superstore		888-1581		
	Sobeys		436-6675		
Volunteer Groups	Richelieu Evangeline	Gabriel Arsenault	854-2002		Comment [c15]: Again after numbers needed Any women institute or CWL could be listed as well.
	Chevalier de Colomb	Bert Arsenault	854-3298		
	GCE	Eric Richard	315-2593		
	Rec Commission	Gilles Arsenault	854-2907		

TRANSPORTATION RESOURCES

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
Taxi companies Summerside	Team Taxi		436-4555	
	Courtesy Cab		436-4232	
	Donna's Transport		436-	
Snowmobiles	Mike Gallant	854-3345		
	Allen Bernard	854-2332		
ATV owners	Gilles Labonte	854-3494		
	Gilles Painchaud	854-2289		
	Franky Arsenault	854-2417		
	Leonce Bernard	854-2730		
	Greg Arsenault	854-2452		
Buses	Commission scolaire de langue Francaise		854-2975	
	Superior Coach Lines		1-800-810-0155	
	Paul Arsenault			
	Rodney MacIsaac			
Fuel Comapnies	Irving Oil Ltd			
	Noonan's Ultramar			
	Summerside			

Comment [r16]: Complete number, if still in business.

Comment [r17]: In either of these resources, it would be nice to know how many units they have they may be available to assist in an evacuation.

In particular, vehicles with wheel chair capability should also be sourced to help in evacuation of any with mobility issues. The long term care facilities or nursing homes in the area should be contacted to see the number of vehicles - and their seating capacities - they have.

Comment [r18]: Fuel companies that can provide fuel for generators, pumps or response vehicles, on a 24 hour basis. (Keep EOC and shelters operating). I have included a list of those service stations in the area with generators who can provide gasoline/diesel fuel.

PUBLIC WORKS RESOURCES

RESOURCE	CONTACT NAME	RESIDENCE	BUSINESS	CELL
	Carl Auto Salvage Fitzgerald's Auto Johnstons Towing S'Side	854-3284	831-2853 854-3333 888-8711	
Towing companies	AJL Acadia Chris McNeil Arsenault's Sawmill Curran & Briggs Advance Rental		854-2158 436-2256 854-3273 854-2210 436-2163 436-3867	
Heavy Equipment	Fire Hall Wellington Village		854-3193 854-2920	
Generators-Portables	AJL Wellington Construction Egmont Bay Const.	854-2041	854-2158 854-2650 8542294	
Contractors	Gerald Gallant Economy Electric Jamie Cormier		854-2717 432-4761 854-2103	
Electrical	Ron's Plumbing Marcel Arsenault		854-2944 854-2525	
Plumbers	AJL- Stephen Curran & Briggs Gov Garage S'Side		854-2158 436-2256 436-2163 888-8271	
Snow Removal				
Utilities:				
• Maritime Electric	Office		1-800-670-1012	After hour 368-3468
• Bell Aliant	Office		1-800-665-6000	
• Eastlink	Office		1-902-724-2800	
• Rogers	Office		1-866-542-8082	
Potable Water				
Pumps	Community of Wellington Wellington Fire Department Advance Rentals			

Comment [r19]: If applicable, after hours contact numbers – home or cell, if applicable.

Comment [r20]: Rather than having to call around to check, it would be nice to know what size/type of trucks they have – ie: if you need a 4wd tow truck, for a crane – do any of these companies have these?

Comment [r21]: Same as above – an idea of what kind of equipment each company has – dozer sizes, loaders number of trucks, flat beds, etc.

Comment [r22]: Size, fuel type used and number of units from each location. I have included a n Xcel spread sheet of other commercial outlets in the area with contact information and the size units they carry. If you have some key infrastructure that would require a generator, have the generator size calculated out before hand, and see where it could be readily located/ hooked up.

Comment [r23]: Last name

Comment [r24]: One of the duties for public works is the sourcing of potable water and a method for delivery. Water companies (bulk/bottled or filtration) should be listed and the contact names and numbers

Comment [r25]: In a flood situation – pumps will be a key resource. Phone info for companies, and after hour employees and their contact number. Rental companies should also be included and at the same time see what other resources they may have which could be of use in an emergency situation – large space heaters – tents, lighting units, etc.

Whereas, _____

At, _____

Resulting in _____

I _____

do herein declare that a state of _____

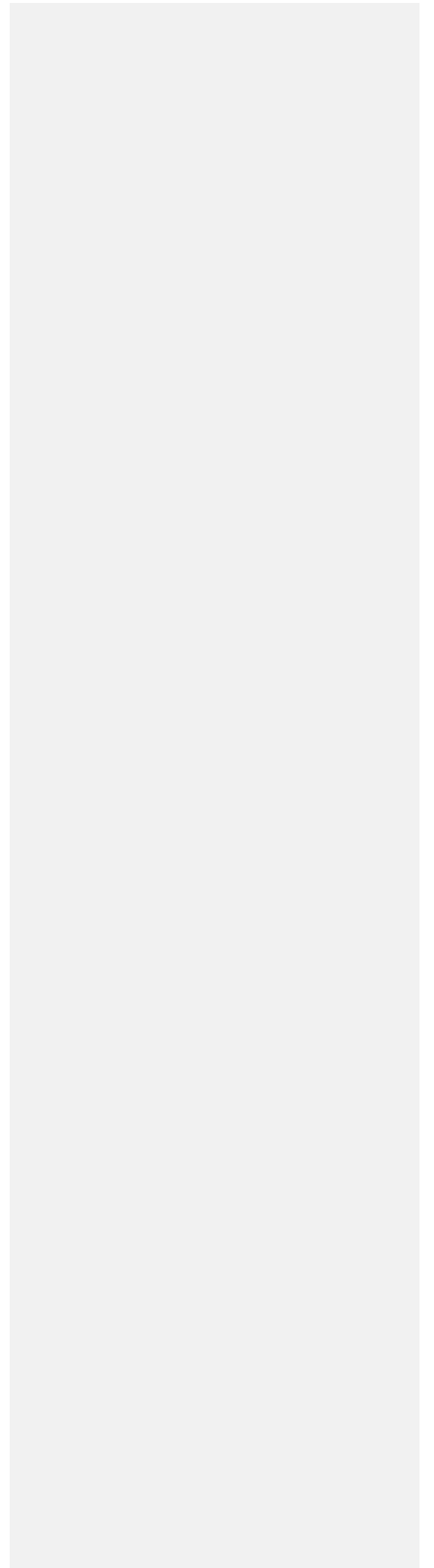
emergency exists as of _____

within the area bordered by _____.

This proclamation is in effect until further notice.

Signature

Date/Time



EXPLANATION OF PROCLAMATION

1. Describe the cause; highway accident, forest fire, etc.

2. Describe the exact location.

3. Describe the type of danger; fire, explosion, etc.

4. Name and position of authority.

5. If local emergency insert LOCAL.

6. Time, day, date and year.

7. Describe the boundaries by streets, roads and well known land marks etc., on the north, south, west and east of the emergency area, or all of Kings County, all Prince Edward Island, etc.